

Tukwila Metropolitan Park District Tukwila Pool Advisory Committee

TO: Tukwila Pool Advisory Committee

FROM: David Puki - Chair

DATE: 6/21/2013

SUBJECT: Tukwila Pool Advisory Committee Meeting

If you are unable to attend, please notify David at 206-248-7973

AGENDA

Mon., July 8th, 2013

7:00 AM

Meeting Location: TCC

Tentative only: times and priority to be determined

Call to Order

Approval of Minutes – June 5th, 2013

Business Items:

- 1) 10 min. - Follow-up on recommendation that policies be made available to the public.
- 2) 5 min. - Update on summer school swimming program?
- 3) 20 min. - Incorporating Patron Feedback: Suggestion box at the pool. Process for implementation. Acquiring the box, signage and location of the box.
- 4) 20 min. - OPMA report from Chairman following training seminar on 6/25 and committee discussion.
- 5) 10 min. - Best Practices priority and guidance discussion of Board feedback.
- 6) 25 min. - Board Direction for TPAC Work plan/Priorities:
 - a. Discussion on cooperative coordination with other Pools, MPD's and Advisory Boards.
 - b. Discussion of Resolution 8 direction and purpose for TPAC.

Other

Next Meeting: August 7th, 2013

Adjournment

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: David Puki, Tukwila Pool Advisory Committee Chairman

DATE: August 14, 2013

SUBJECT: **TPAC Committee Chair's Report**

ISSUE

Summary of the August meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date August 07, 2013

DISCUSSION

- 1) A follow-up discussion regarding policies and implementation of the TPAC suggestion box led to a very lively discussion with Vanessa leading the way. All issues were resolved. The box has been installed and is in use. Thank you Vanessa!
- 2) The presentation for 2014 Aquatics Programming unfortunately was not available for TPAC to start reviewing. The presentation has been delayed for one month.
- 3) Discussion has gotten underway on forming Key Partnerships with other area Pools per TPAC/MPD adopted best practices. Members will research Public and Community Pools in the area and compile a list at the next Sept. meeting.
- 4) Pool safety and hygiene were discussed. The conversation mainly focused spectator access to the pool deck in street shoes, the side entry door being held open, kids standing on benches while dressing and running on the pool deck and in the locker room. Staff walk through's, signage and spectator barricades were noted as possible solutions. Follow-up discussions will occur at next month's meeting.
- 5) A short discussion on getting local businesses involved at the pool sponsoring events and allowing advertising generated much interest from all at the meeting. It was agreed that this is an underutilized revenue idea that needs to be pursued.

ATTACHMENTS

**Tukwila Pool Advisory Committee
Tukwila Community Center Meeting Room "B"
Minutes
July 8, 2013
FINAL**

Call To Order: 7:05 Dave Puki

Attendance: Dave Puki, Vanessa Zaputil, Bryan Nelson, Stephanie Gardner, Jeri Frangello-Anderson

Approval of June 5, 2013 Minutes: Vanessa Zaputil made motion to accept June 5th Minutes with no corrections. Bryan Nelson seconded.

Business Items

1. *Follow-up on recommendation that policies be made available to public*

Vanessa made recommendation at last MPD meeting to post pool policies and procedures. Vanessa commented that this has happened at the pool. Vanessa and Dave asked if hard copy could be available at the pool for public review if necessary. Bryan asked what other pools are doing in regards to posting policies and procedures. Stephanie brought to our attention what is currently in place at the pool for policies and procedures. Any changes to policy or procedure is Malcom's responsibility to maintain. Discussion about pool specific procedures and policies for future and that this might be the responsibility for the future Executive Director.

7:20 meeting moved to staff lounge due to previous rental of Meeting Room "B"

Vanessa made motion to create and maintain an operation, maintenance and policies to be specific to MPD in accordance with best practices line items 8C and 8D. Currently this is a gray area and falls under Parks and Recreation. Jeri seconded.

2. *Update on summer school swimming program*

Stephanie reported that Amy had indicated the swim lessons were at capacity. Vanessa made comment that she has been attending the 9:00 am lesson time and disagrees, when she has been at the pool the classes are not full sometimes only 2 swimmers to a class. Stephanie also indicated the June revenue is the highest it has been in 10 years. Stephanie will ask Amy for a full breakdown of the swim lesson classes. No summer school program was incorporated this year due to schedules had already been set for the summer. Stephanie did indicate that flyers were passed out to all students prior to the end of the school year. Vanessa did also provide information

from a fellow parent from West Seattle who attends the morning lessons and the customer comment was a little disturbing that she makes the trek to the Tukwila Pool due to the fact that the class size is so small it is like having private lessons.

3. ***Incorporating Patron Feedback: Suggestion box at the pool.*** Process for implementation. Acquiring the box, signage and location of the box
Vanessa indicated that at the June MPD meeting she asked the board for approval of TPAC incorporating a suggestion box at the pool and the verdict was go for it. Vanessa passed out a website flyer she had found for a metal suggestion box with a holder for cards and an acrylic sleeve on the front for changing out signage. TPAC was in agreement that this was a great idea. Vanessa indicated that she would be happy to purchase the box, Stephanie indicated that the City has a catalog they usually purchase from and to see if this might be an option to help cut costs.
Location of the box was also discussed about mounting the box on the wall near the seating area next to Malcom's window. Stephanie did also mention that staff has plans of putting up an additional bulletin board somewhere in this area. With the bulletin board next to the suggestion box this might help people draw their eye to the area better. Vanessa passed out a rough draft of the poster that would be inserted into the acrylic sleeve and asked for any suggestions. Bryan indicated that bullets would be a great addition, Jeri also made a suggestion to change the type color for the "suggestions that have made a difference" to a different color. Suggestion card draft was also provided with some additional feedback.
TPAC and staff to coordinate time for taking the comments from the box on a monthly basis. Vanessa suggested that this might be a good position for the Vice-Chair to take on since the chair and secretary carry a few other duties. Comment cards would be pulled one week prior to TPAC meeting to be able to provide sufficient time to process all the comments and have them ready for the TPAC monthly meeting. Customer comments to be an added agenda item to every TPAC meeting. Target date to have the suggestion box in place is August 1, 2013.

4. ***OPMA Report from Chairman following training seminar on 6/25***
Dave reported that WA Cities Insurance put on an excellent presentation. Dave commented that even though TPAC doesn't fall under the OPMA it isn't a bad idea to be transparent to citizens. Dave's comment reflects the fact that it has been so difficult to get citizens to fill out applications for the current TPAC openings and that any additional information we can provide will only help. Vanessa made mention that this is great with reservations about the fact the some TPAC members also attend STP meetings and didn't want the Quorum rule to hinder participants from attending either meeting. Dave noted that the definition of a meeting, specifies "action must be taken for it to be considered a meeting". We agreed that this was never the case at STP meetings or other gatherings, and in fact TPAC bylaws require that items be published on the official TPAC meeting agendas before recommendations are voted on. Bryan made note that at a previous MPD meeting the board indicated that they wanted TPAC

to follow the OPMA, even though the attorney indicated that TPAC didn't fall under the guidelines since TPAC is an advisory board only and no action is taken.

5. Best Practices Priority and Guidance

Vanessa noted that she may have dropped the ball when filling in for Dave on asking the board for guidance. Staff recommended that TPAC take on the task of the 2014 programming to be presented at the TPAC August meeting for recommendation to the MPD October meeting.

Dave indicated that we would have to move business *Item 6 Board Direction for TPAC* to the August meeting. Vanessa commented briefly about business item 6a, cooperative coordination with other pools. TPAC to make a list of pools, advisory boards, MPDS that would be a good network of information for the Tukwila Pool. Vanessa commented that the Des Moines pool for example has reached out to her to help establish relationships to benefit all.

Next Meeting: August 7, 2013

Adjournment: Vanessa made motion to adjourn, Jeri seconded

Meeting adjourned: 8:30 am

Minutes: jfa