

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board**

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: April 23, 2014

SUBJECT: **Executive Director Committee Report**

ISSUE

Report on the Executive Director Committee meeting

FINANCIAL IMPACT

None

DISCUSSION

The Executive Director Committee (EDC) held its second meeting on April 10, 2014. At that meeting they received copies of the operator's staffing plan for the next couple of months and a preliminary draft of the agreement with the Tukwila School District.

As a result of the meeting, the Executive Director will:

1. Move forward with implementing the TPMPD-specific email addresses
2. Bring back possible sponsorship policies for the Committee to review at the next meeting
3. Work with the operator to identify a standard process for handling requests and concerns from pool patrons.

ATTACHMENTS

-Agenda and Summary Minutes from EDC meeting 4/10/2014

TPMPD Executive Director Committee Meeting Agenda & Summary Minutes

April 10, 2014
5:30pm – 7:00pm
(Unapproved draft)

Attendees: De'Sean Quinn, Kate Kruller, Kathy Hougardy, Jennafer Price Cargill

Guests: Vanessa Zaputil, Ellen Gengler

I. Open Items

a) Retreat

Possible locations under consideration include the Tukwila Community Center or the Tukwila School District Board Room. There was a consensus that the time-frame should be 9:00am to 4:00pm.

b) Anticipated staffing plan

The City provided the EDC with their plan to cover the supervisory staffing at the Pool. The EDC preliminarily reviewed the plan and asked: "Does this plan maintain the level of service previously agreed upon?" Commissioners could not answer the question at that time but agreed to review the plan in depth and communicate additional thoughts or questions as they arose.

c) TPMPD E-mail / Website

The ED was instructed to work with the City's IT staff to implement TPMPD-specific email addresses immediately. The possibility of a separate TPMPD website was also discussed. The ED was instructed to bring details of both options to the next EDC meeting for review.

d) Recommended ILA language review

The Board President will communicate with the TPMPD Attorney and request another draft of the ILA that includes the recommendations of the Board to be presented at the April MPD meeting.

II. New Items

a) TPAC Recommendations

i) Reviewing scholarship requests

The ED asked TPAC for more details on their goals and expectations with this recommendation. It was determined that there might be a more streamlined way to provide the oversight they require and the ED will talk to the operator about including scholarship data in their monthly report.

ii) Creating sponsorship policies

The ED was able to learn that the operator has no policies relating to sponsorship and was instructed to research and bring some proposed options to the next EDC meeting for review.

b) From March MPD Meeting

i) Attorney meeting attendance expectations

It was proposed that this discussion should be held with the entire Board of Commissioners at the upcoming Board Retreat.

ii) Process for approaching the governance transition

The EDC decided that this discussion would begin at the next MPD meeting during an Executive Session with the TPMPD Attorney.

iii) Maintenance Plan

The ED requested that the operator provide any existing plan or develop a plan showing at minimum the maintenance schedule and who is tasked to perform each item listed in #18 of the current Interlocal Agreement.

c) Safety Concerns, is the TPMPD responsible for the safety of the public at the pool?

The ED receives safety concerns from the public and has personally witnessed things that cause some concern. The operator has requested that all concerns be directed in writing to Rick Still. The EDC would like to be cc'd on all communications of this nature. Additionally, the EDC agreed that the TPMPD is responsible for providing a safe pool.

d) ED position description

The EDC reviewed the position description provided upon hire and found that there were differences between a version that was created in August and a second version that was created in October. The Commissioners will review the two versions and continue the discussion at another EDC meeting.

e) Current Policies of the TPMPD

The ED has been tasked with proposing policies for the Commissioners to consider and asked if there were currently any policies other than the Scholarship policy found online. The Commissioners confirmed that no other policies exist.

f) Suggestion box items from March

Three cards noted with dissatisfaction that a water exercise class had been moved from 6pm to 8pm. A Commissioner was also approached by a member of the public who was also displeased with this change. The EDC instructed the ED to request some information as to the rationale behind the schedule change. Additionally, the EDC would like the operator to provide information about these changes to the Board as they arise and also provide a written process outlining how they respond to issues that are brought to their attention.

g) Aquatic Facility Operator training

The ED proposed that she attend this training in 2015.

III. Agenda Items for Next Month

- Website options
- Sponsorship policy options
- ED position description

IV. Adjournment – 7:20pm