

# Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

Verna Seal, *President of the Board*  
De'Sean Quinn, *Clerk of the Board*

*Board Members:* ▶ Joe Duffie ▶ Dennis Robertson  
▶ Allan Ekberg  
▶ Kathy Hougardy ▶ Kate Kruller

**Monday, September 16, 2013, 6:00 PM\***  
Tukwila City Hall Council Chambers

**Resolution #15**

## SPECIAL MEETING

*\*Please note earlier start time for this month's meeting.*

### 1. CALL TO ORDER

### 2. CITIZEN COMMENTS

<b>3. CONSENT AGENDA</b>	a. Approval of minutes: 8/19/13 b. Approval of vouchers.	
<b>4. BUSINESS ITEMS</b>	Consultant report on pool operations.	<b>Pg.1</b>
<b>5. REPORTS</b>	a. Commissioners b. Staff: • Capital Improvement Program status • Operational issues • Long-term agenda review	<b>Pg.3</b>
	c. Tukwila Pool Advisory Committee: • Chairperson report • Agenda and minutes d. Next meeting is October 21, 2013.	<b>Pg.7</b>

### 6. MISCELLANEOUS

### 7. ADJOURNMENT

**Tukwila City Hall is wheelchair accessible.**

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**Tukwila Metropolitan Park District Board meetings are audio taped.**

# Tukwila Metropolitan Park District

## Vision, Goals, & Objectives Summary

**Mission:** The mission of the Tukwila Pool Metropolitan Park District (MPD) is to provide the best run municipal aquatics program in the state.

**Vision:** To provide a sustainable and efficient pool that exceeds the community's needs.

### **Goals:**

- A. To operate a financial self-sustaining aquatics program.
  - a. Develop long term plan
  - b. Ensure efficient operations
  - c. Capitalize on grants/funding opportunities
  - d. Develop business partnerships
  
- B. To provide a pool that is a safe haven.
  - a. Maintain and provide continued training to ensure qualified lifeguards and staff
  - b. Ensure a safe and healthy place to recreate and learn
  - c. Protect kids
  - d. Coordinate water safety education
  
- C. To be welcoming and inclusive to all.
  - a. Create an inviting facility
  - b. Address transportation needs
  - c. Maintain high performance employees
  - d. Eliminate barriers
  
- D. To maintain and support community involvement in the pool.
  - a. Address transportation for kids
  - b. Promote swimming within school district(s) physical education programs
  - c. Develop regional partnerships
  - d. Growing investments
  
- E. To provide creative and relevant programs
  - a. Provide long-term aquatic operations
  - b. Deliver swim opportunities to all in the District
  - c. Have the best swim team in the state
  - d. Offer free open swim – community swim
  
- F. To provide annual performance reporting to the community.
  
- G. Continue to review governance.

# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Verna Seal, Board President

DATE: September 12, 2013

SUBJECT: Pool Operations and Program Report

### ISSUE

Pool Operations and Program Review Report

### FINANCIAL IMPACT

Not to exceed \$5,000

### BACKGROUND

At the August 19, 2013 MPD Board meeting the Board authorized the Board President to enter into a Consultant Agreement with KJ Design for a Pool Operations and Program Review, not to exceed \$5,000. The Scope of Work was reviewed and based upon input the following items have been clarified with the consultant:

- Informal interviews with a few dozen members of the public that use the facility were conducted at the Pool. Questions included: How often do you swim here? Is there anything about the operation that you would like to see changed? Can you suggest any improvement to the operation?
- Interviews were conducted with members of the Tukwila Pool Advisory Committee (TPAC) and some members of Sustain the Tukwila Pool (STP).
- Model of Governance Comparison will include comparisons between for-profit, non-profit and government models. Public/private partnerships will also be included.
- Website links were sent to all MPD public record documents, including a specific link to the STP report.
- Copies of the final report will be available electronically and hard copies will be available to all the Commissioners.

### DISCUSSION

KJ Design will be presenting and delivering their report at the September 16, 2013 MPD Board meeting, copies of the report will be distributed at that time. The presentation will include the following:

#### Maintenance

- Areas for improvement
- The Good
- Our recommendations

#### Operational issues

- Areas for improvement
- The Good

- Our recommendations
- Programming
  - Area for improvement
  - The Good
  - Our recommendations
- Executive Director
  - The ideal executive director
  - Specific issues
  - Our recommendations
- Governance
  - Brief outline of the styles
    - What is commercialized public recreation?
  - A focus on third party operators
  - Evaluating success and failures
  - Our recommendations

**RECOMMENDATION**

N/A

**ATTACHMENTS**

N/A

# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: September 10, 2013

SUBJECT: Staff Report

### ISSUE

Staff update on pool issues

### FINANCIAL IMPACT

No Financial Impact

### BACKGROUND

This Informational Memorandum is to update the Board on the Capital Project, Operations, Other Issues and a Short Term Agenda Review.

### DISCUSSION

#### CAPITAL PROJECT

The pool was closed Sunday, September 1<sup>st</sup> through Sunday, September 8<sup>th</sup> for the Labor Day Holiday warranty work. Staff coordinated this work effort with McKinstry. The scope of work focused on replacing the pool re-circulation pump with a smaller motor and larger sized impeller to maintain the required flow rates and prevent cavitation from continuing to happen. Work by the contractor took one additional day longer than planned therefore work was not completed until Friday. After completion, a filter and water balancing period occurred for two days.

Staff made inspections and necessary adjustments to the system throughout the weekend to ensure the water was balanced for Monday. There were power outages that affected the area starting at the pool and heading west on 144<sup>th</sup> up to the Tukwila International Boulevard. The outages happened on Thursday and Friday. The second outage caused an issue with the pump that heats the pool water. Monday morning staff found the pool cool and began troubleshooting the issue. There was no noticeable damage upon visual inspection, however, staff believed there was an electrical issue so McKinstry was contacted and an electrician was sent to investigate. The electrician's inspection concluded the issue was a blown fuse, repair was completed immediately.

The showers were inspected by McKinstry and staff and adjustments were made to the system after many tests and recalibration. This should fix the issues regarding hot and cold showers.

Staff took advantage of the warranty work closure and to conduct much needed maintenance and cleaning of the facility after a very busy summer. The deck, locker rooms, and lobby flooring were all deep cleaned. Broken soap dispensers were replaced. Some benches were removed that caused operational issues on the pool deck. Pool deck equipment was relocated around the pool

for use in appropriate areas or types of swims (i.e. kickboards are now located at the end of the lap lanes down by the starting blocks).

## OPERATIONS

**Revenues:** August revenues totaled \$30,321, breaking the \$30,000 mark for the third month in 2013 and breaking monthly records for the 4<sup>th</sup> month in a row. August was the 4<sup>th</sup> largest revenue month at the pool since 1973.

**Swimming Lessons:** Lesson registrations continued to be strong with 562 lesson registrations for classes in August. Each of the two August swimming lesson sessions had record registrations. A total of 1488 lesson registrations were accepted from June 24- August 29<sup>th</sup> and roughly 10,400 lessons taught.

**Drop in Visits:** A total of 1,659 drop-in visits were accepted in August, a total of 1,466 drop in visits was recorded in July. More than 50% of August drop-ins were comprised of youth.

**Pass Sales:** Pass sales were strong in August with a 42% increase in pass sales over August 2012.

**Rentals:** Rentals were strong throughout the summer. A few highlights included Alaska Airlines' Pilot Water Landing Safety Training and various summer camp programs. High School Girls swim practices resumed Monday, August 26<sup>th</sup> with both Kennedy and Foster High Schools practicing at the Tukwila Pool.

**Special Events:** On August 31<sup>st</sup> staff concluded summer programming by hosting a Floating Movie Night; the movie "Surf's Up" attracted several local families. Staff is planning the 40<sup>th</sup> birthday celebration, scheduled for October 19<sup>th</sup>.

**Partnerships:** Staff continued to work throughout August with the Tukwila School District and Foster High School to prepare for High School single gender PE classes for the 2013/2014 school year. Staff, through the CTG grant, has been developing the 3<sup>rd</sup> grade lesson voucher program and supporting policy. Staff partnered with Tukwila Parks and Recreation to assist with programming for the Adventures in Aquatics youth camp the last week of summer. Campers participated in swimming lessons, open swims, diving class, water safety education, lifejacket safety and survival swimming training. They also received a behind the scenes pool tour.

### **Suggestion Box:**

The suggestion box was opened Tuesday, September 3, 2013 for the first time around noon. Vanessa, Amy and Malcolm were present. There were fourteen comments in the box, TPAC determined none of the suggestions needed to be presented to the Board.

**Scholarships:** Demand for scholarships has been strong throughout the summer. 77 swimmers have taken advantage of the scholarship program with 137 scholarships awarded since April 2013. In August, 50 scholarships were awarded and used towards 543 swimming lessons by 38 individuals. The average August scholarship award was \$44.85. The average age of scholarship program participants is 8 years old.

Scholarship recipients wishing to receive a continuing scholarship must demonstrate progress over the course of a session; however the participant may not necessarily progress to the next level of classes. Each participant progresses through the levels of the swimming program differently and staff works with each participant and/or their parent/guardian to ensure that participants are obtaining increased swimming proficiency.

Tukwila Pool Scholarship Report							
Month	# of Scholarships awarded	# of visits covered by scholarships	# of individuals	# of returning recipients	% of returning recipients advancing to next course level	Value of scholarships	average value per scholarship
April	4	32	4	0	-	\$ 176.00	\$ 44.00
May	28	125	28	2	100%	\$ 684.45	\$ 24.44
June	19	154	19	7	79%	\$ 709.50	\$ 37.34
July	36	230	28	18	75%	\$ 1,793.00	\$ 49.81
August	50	543	38	30	55%	\$ 2,242.50	\$ 44.85
<b>Totals</b>	<b>137</b>	<b>1084</b>	<b>117</b>	<b>57</b>	<b>77%</b>	<b>\$ 5,605.45</b>	<b>\$ 40.92</b>

**ATTACHMENTS**



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: David Puki, Tukwila Pool Advisory Committee Chairman

DATE: September 9, 2013

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

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### ISSUE

Summary of the September meeting held at TCC and special meeting at Friendz

### FINANCIAL IMPACT

N/A

### BACKGROUND

Meeting dates September 04, 2013 and September 07, 2013

### DISCUSSION

- 1) Discussion continued on safety and hygiene issues from the previous month's meeting. There were no updates provided by staff. Commissioner Ekberg suggested creating a punch list. Commissioner Quinn offered to communicate with pool staff and update the committee. It was brought to my attention Friday the 6<sup>th</sup> we would need to vote on a motion in order to make recommendation to the Board for action. A special meeting was held Saturday the 7<sup>th</sup> and motion was made and passed unanimously with 4 of 5 members present to make recommendation to the MPD Board. **(See Recommendation Section)**
- 2) The staff presentation for 2014 Aquatics Programming and fees was reviewed and discussed. It was noted that no fee increases were included for 2014, only a 1% increase for usage and 2% tax revenue increase. The presentation showed that the Pool on average is 11% to 30% less cost than other pools in the surrounding area. A 2% fees increase was discussed at the meeting and agreed to. Additional discussion via email followed our regular meeting. A special meeting was held Saturday the 7<sup>th</sup> and motion was made and passed unanimously with 4 of 5 members present to make recommendation to the MPD Board. **(See Recommendation Section)**
- 3) Discussion has gotten underway on forming Key Partnerships with other area Pools per TPAC/MPD adopted best practices. Members reviewed lists of Public and Community operated Pools in the Seattle area. Commissioner Quinn suggested all members review both lists and compile a list attributes for each pool to discuss at our next meeting.

- 4) Marketing and advertising brought discussion on how to get local businesses involved. Tracking of our current scholarship program to show its success could encourage business participation as well as prepare future funding needs. Business sponsored swim events, concessions and swag were also mentioned as possibilities. A list of questions for staff regarding the scholarship program will be generated to evaluate program success and future funding need.
- 5) The 1<sup>st</sup> review of customer feedback was conducted. 14 comments were submitted. 1 requested a response regarding beverages at the Pool. Vanessa will respond to that request. TPAC members agreed all other comments were staff issues.

## **RECOMMENDATIONS**

- 1) TPAC recommends that the MPD Commissioners direct the 3<sup>rd</sup> Party Operator to address a workable list of safety and hygiene issues provided below to correct or minimize possible serious injury potential and protect pool users.
  - A) Wet children standing alone on wet benches to dry off and put their clothes on.
  - B) Separate spectators from pool users to minimize deck/pool contamination.
  - C) Slick locker room floors especially when contaminated with body powders.
  - D) Men's ADA shower seat is broken and not usable by those in a wheelchair.
  - E) Periodic walk thru's by staff with sign-off sheet to improve locker room safety.
  - F) Exterior side entry door is being blocked open.
- 2) TPAC recommends the MPD Commissioners direct the 3<sup>rd</sup> Party Operator to provide a fee increase proposal that would generate 2% additional revenue in the categories of Programs and Rentals in 2014 to help defray rising costs. It is TPAC's intent in this request that the 3<sup>rd</sup> Party Operator suggest targeted increases and resident fees minimally, if at all be impacted.

## **Tukwila Metropolitan Park District Tukwila Pool Advisory Committee**

**TO:** Citizens Pool Advisory Committee  
**FROM:** David Puki - Chair  
**DATE:** 7/30/2013  
**SUBJECT:** Tukwila Pool Advisory Committee Meeting

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

### **AGENDA**

WED., Aug. 7th, 2013

7:00 AM

**Meeting Location: TCC**

#### **Call to Order**

**Approval of Minutes – July 8<sup>th</sup>, 2013**

#### **Business Items:**

- 1) 10 min. - Follow-up status report on suggestion box implementation.
- 2) 20 min. - 2014 programming presentation. TPAC to review for Oct. Board recommendation.
- 3) 20 min. - Discussion on forming a partnership with other Municipal Pools, MPD's and Pool Advisory's.
- 4) 20 min. - Discussion of Pool Health, Safety and Hygiene concerns.
- 5) 20 min. - Discussion of Resolution 8, Board mandated direction and TPAC best practices recommendations.
- 6) Pend. - Chair report of TPAC candidate interviews and Board selection process timeline.
- 7) Pend. - Customer comments from suggestion box.

#### **Other**

**Next Meeting: September 4th, 2013**

**Adjournment**



**Tukwila Pool Advisory Committee**

**Tukwila Community Center Meeting Room "B"**

**Minutes**

**August 7, 2013**

**FINAL**

Call to Order: 7:05 Dave Puki

Attendance: Verna Seal, Kay Mulliner, Rick Still, Dave Puki, Vanessa Zaputil, Jeri Frangello-Anderson, Kim McCoy.

Approval of July 8, 2013 minutes, Vanessa made motion to accept the July 8, 2013 minutes with no corrections and Dave Puki seconded.

**Business Items:**

1. Follow-up status report on suggestion box implementation: Vanessa provided a status and timeline of events and communications over the last couple of months including TPAC's approved proposal to the board. Vanessa presented her frustration as a volunteer with TPAC with staff disrespecting TPAC's practices and how badly she was treated trying to get the suggestion box installed at the Tukwila Pool. Verna suggested that this procedure needs to go back to the board to assure that this is what the board wants and if this is fact then the board will give direction to the staff. Comments by TPAC members indicated that Commissioner De'Sean Quinn was very involved in the conversations regarding TPAC monitoring the suggestion box and working with staff to set up a mutual agreed time to jointly go through the suggestions provided. Rick noted that he had 2 keys and that 1 key was placed in the safe just in case the keys were misplaced. Further discussion regarding the understanding from the board was that TPAC would work with staff and coordinate timing for reviewing comments. Rick indicated to Verna that this didn't need to go back to the board since the understanding was agreed upon that TPAC would hold the keys and coordinate with staff for reviewing the suggestions cards per the approved procedure.
2. 2014 Programming Presentation – TPAC to review for October Board Recommendation  
Rick indicated that there was no information at this time and that it would be presented to the board for review at the next meeting. There was some confusion since it had been proposed by staff in a memo at the June MPD meeting that the presentation would be given to TPAC for their recommendations to the board. Rick apologized for not having this information available.

3. Discussion on forming a partnership with other Municipal Pools, MPD's and Pool Advisory's: Dave shared the Best Practices Report, item 3 Developing Key Partnerships. Dave asked for TPAC for ideas on how to go about this and to compile a list of pools, MPD's and Advisory groups that we wish to form a partnership with. Verna indicated that the consultant has started their work on suggestions for the pool. Dave Suggested to look at pools with the same geographics as Tukwila and local pools in the area, for example, Kent and Renton and even Des Moines. Dave suggested to look at the seasonal pools and the programs that are being offered. It was also suggested to contact the Seattle SW Advisory Council, Verna indicated that we should also check with Amy on these other groups as she may have the contacts that are needed. Vanessa compiled a list of just King County Pools as a start for contacting and exploring partnerships and to help even explore additional fund raising programs for the Tukwila Pool. Verna indicated that the MPD Scholarship has been a huge success.
4. Pool Health, Safety and Hygiene: Dave made note that the lobby area looked pretty clean. Verna made mention that her daughter who works at the pool indicated that they have a lot of duties that must be performed. Kay indicated that there is a safety concern when they run the floor cleaner during business hours. She also noted that at 1:05 when the pool closes to clean the staff is hustling around with mops to clean. There has been some concern recently with some safety issues at the pool. Suggestion was made that maybe a posting of what is acceptable and common courtesy to patrons in the locker rooms. It was noted that this could improve the customer experience. Suggestion was made to maybe have more staff presence, periodic walk through of the area and staff signature check stations in the restrooms similar to restaurants, hotels, etc. Vanessa also noted that she has received some comments about the side door being left open. Kay made mention that other pools have a roped area that will not allow patrons to enter the pool deck, this might be a good option to help with safety and to avoid people entering the pool deck. Vanessa also suggested that maybe a sign inside and outside indicating this is an emergency entrance only.
5. Discussion of Resolution 8, Board mandated direction and TPAC best practices recommendations: TPAC had asked for direction back at the May meeting, still waiting for direction. Dave read the purpose from resolution 8 what the purpose of the TPAC committee will be, Section 7, #1, #2, #3, #4, #5 and #6. Dave suggested that we think about this purpose and what we want to achieve. Verna talked about getting local businesses involved for sponsorships and the local business will get advertisement. Dave indicated that for sponsors to be able to sponsor, we would need to come up with a policy and procedure for what criteria would be required.
6. Chair Report of TPAC candidate interviews and board selection process timeline: Dave indicated that there were 3 candidates that applied and they have interviewed 2 and the 2 are present at this meeting. Verna indicated that the 3<sup>rd</sup> candidate is very busy and Verna will contact directly to see what his availability will be. The next MPD meeting August 19, 2013, Board will appoint the 2 members Kay and Kim to TPAC and Verna's hope would be that the 3<sup>rd</sup> candidate would be

an alternate. Dave also noted that the TPAC folder hasn't been updated since May. Verna indicated that she will check into this. Dave noted that even though TPAC doesn't have to abide by OPMA it is important that TPAC still have public visibility.

Miscellaneous: Vanessa asked about the slide to Rick on when it will be open, Rick had no additional information to report.

Vanessa made motion to adjourn and Dave seconded.

Next Meeting: September 4<sup>th</sup>, 2013

