

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

ITEM NO

6.C.

TO: Tukwila Pool Advisory Committee
FROM: Bryan Nelson - Chair
DATE: 3/31/13
SUBJECT: Tukwila Pool Advisory Committee Meeting

If you are unable to attend, please notify Bryan at 206-931-1579

AGENDA

Wed, April 3rd, 2013

7:00 AM

Meeting Location: Tukwila Community Center

Call to Order

Approval of Minutes – March 20, 2013

Business Items:

- 1) CIP Outstanding items
- 2) Marketing Update: Grand Opening: Outstanding Items: STP Coordination
- 3) Future Agenda Items: May:
 - OPMA training update
 - Review Bylaws: Telecommunications considered valid quorum? Addition of secretary position, Re-elect, Re-new officers
 - Establish long-term Agenda/Priorities/Work Plan: Post Board Retreat Items

Other

Next Meeting: April 3, 2013

Adjournment

MINUTES
TUKWILA POOL ADVISORY COMMITTEE
APRIL 3, 2013
TUKWILA COMMUNITY CENTER MEETING ROOM "B"
DRAFT

ATTENDANCE: Jeri Frangello-Anderson, Rick Still, Stephanie Gardner, Verna Seal, Bryan Nelson and Vanessa Zaputil (via phone call in)

Call to Order: 7:05

Approval of March 20th Meetings: Jeri noted that Stephanie's name was misspelled and needed to be corrected. There were no other corrections. Jeri Frangello-Anderson made motion to accept the March 20th meeting minutes as amended and Vanessa Zaputil seconded.

Business Items:

- 1) **CIP Outstanding Items:** Rick made mention that McKinstry is still wrapping up things at the Tukwila Pool. Virtual Server has had some tweaks for Robert to be able to adjust from his desk. Touch up painting, refinishing bleachers, door replacements or refinish as necessary. Rick made the comment that citizens have made comment about how the floor now shows dirt more easily and they are currently working on cleaning solutions that will work best for the new floor. Vanessa made mention that she has heard comments about the water looking super clean, but that the inside still seems very hot as before. Rick mentioned that he has also heard this and they are still tweaking the system. Vanessa also noted that she noticed that the doors between the lobby and pool are now being kept shut which is awesome and helps control the area better. Rick also commented about the pool cover received was not for the Tukwila Pool, still waiting for the replacement cover. Bryan asked about the warranty period on all the items that were replaced, Rick commented that McKinstry's warranty period is one year from the completion date of 3/8.
Rick also reported that staffing has been a challenge since the pool's re-opening, in need of more day workers. The challenges are that the Tukwila Pool pays less for lifeguards and instructors, than other pools and current staffing in school. The current need is Lifeguards and instructors. Rick noted that there is talk of partnering with other pools to work together to share staff.
- 2) **Marketing Update:** Grand Opening: Outstanding Items: STP Coordination: Jeri Frangello-Anderson reported that STP decided to drop the dunk tank idea for the Grand re-opening April Pools day due to the fact that the STP group thought that the Dunk Tank idea would be better utilized at a summer event, like Touch a Truck, Children's Festival and possibly even the 4th of July at Fort Dent. STP decided to sponsor "Walk the Plank" for the grand Re-Opening of the

Tukwila Pool, which would consist of selling raffle tickets to patrons and they would drop in the appropriate container for who they wanted to see walk the plank. Details to be finalized by STP on Saturday April 6th for the full implementation. Ideas were discussed about the possibility of a Pirate theme. Verna indicated that there was excitement among the commissioners. All the money raised by STP will be donated to the Pool Scholarship Program.

Stephanie handed out the flyer that will be issued in the packback express. The flyer will be distributed the Monday before the event, with the added notation about parking. Staff has partnered with Showalter and the Tukwila Village site for additional parking and signs will be posted clearly. Vanessa asked about how parking for seniors and disabled patrons will work. Stephanie mentioned that there would be parking spaces available. Stephanie noted that the first press release will go out this week. Stephanie and staff are working with Verna to outline the full day events. Stephanie asked to receive all the TPAC members shirt sizes for T-shirts. Vanessa asked if Bryan would be speaking on behalf of TPAC, Verna commented that she will be recognizing TPAC and STP. Robert will be available to give tours down below the pool for patrons interested. Stephanie indicated that there will be picture boards displaying before and after shots of the pool. Vanessa asked about the possibility of having slots for flyers and scholarship applications on the wall for easy access for all to take. Vanessa also made the suggestion of possibly using the "splash" in the logo to be bullet points for place holders for position the flyers and scholarship applications.

3) **Future Agenda Items:**

OPMA training to be scheduled in the next couple of months.

Review Bylaws, Vanessa noted that she had found language that we could add to our bylaws regarding members phoning in to a meeting.

Relection of Officers: This is to be done annually, at this time it is flexible. Rick noted that for other committees it usually is done in January.

Guidance from the MPD board may not happen until May/June due to concentration on Grand Re-opening and getting through all the details from the MPD Retreat.

Bryan suggested that the TPAC May meeting be held off site to celebrate all the accomplishments in the last year and the anniversary of the first year of TPAC. Vanessa also mentioned that a work session might be a good idea for TPAC/STP involvement for reviewing the Pool Comparison.

Vanessa did ask Stephanie if she had a chance to find the current Policy and Procedures for comparison with the Pool Comparison to be able to compare what was already in place for the Tukwila Pool, Verna was concerned about posting policy and procedures.

Jeri Frangello-Anderson made motion to adjourn and Vanessa Zaputil seconded.

Meeting adjourned: 8:20 am

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chairman

DATE: May 12, 2013

SUBJECT: TPAC Committee Chair's Report

ISSUE

Summary of the May meeting held at The Pancake Chef

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date May 08, 2013

DISCUSSION

- 1) The annual election of officers was held. Vanessa Zaputil agreed to continue as co-chair and Jeri Frangello-Anderson will continue performing the recording secretary's duties as well. I was nominated and accepted the chairperson role for the next year. We all thanked Bryan for leading the committee this past year and are looking forward his continued support as we continue on.
- 2) Rick Still informed us he had received a notice of resignation from Vida Verdier due to health issues. He briefly explained the process for selecting a new member to join our committee. We all wish Vida well and a speedy recovery back to good health and thank her for all of her help and support during our 1st year.
- 3) We began a discussion from our best practices gap analysis of what would be the best approach to obtain, evaluate and incorporate patron feedback and ideas. We are working on a suggestion box idea we hope to complete and present at the June Board meeting.
- 4) TPAC asked Rick if it would be possible to consider hiring Kevin Johnston to come visit our facility and perform an evaluation of operations with recommendations to enhance revenues, programming, marketing or other efficiencies. Those of us that attended the retreat for the Des Moines MPD were impressed with his overall knowledge of aquatic facilities. Rick said he is one of the top experts in the country. TPAC would like to request the Board consider the opportunity to have Kevin evaluate our newly renovated facility so we may better serve our community.

- 5) TPAC briefly discussed the Executive Director Job description. Currently we are seeking guidance for job description and duties in comparison with our needs and requirements. All input is welcome.

ATTACHMENTS