

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, June 17, 2013, 8:00 PM
Tukwila City Hall Council Chambers

Resolution #15

1. CALL TO ORDER

2. CITIZEN COMMENTS

3. CONSENT AGENDA

- a. Approval of minutes: 5/20/13
- b. Approval of vouchers.

4. BUSINESS ITEMS

- a. A motion to approve the process and timeline for hiring an Executive Director (as outlined in the Metropolitan Park District agenda packet).
- b. Annual review of rental policy.
- c. A motion to approve the 2014 budget timeline (as outlined in the Metropolitan Park District agenda packet).

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5. REPORTS

- a. Commissioners:
- b. Staff:
 - Capital Improvement Program status
 - Operational issues
 - Short-term agenda review
- c. Tukwila Pool Advisory Committee:
 - Agenda and minutes
 - Chairperson report
- d. Next meeting is July 15, 2013.

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6. MISCELLANEOUS

7. ADJOURNMENT

Tukwila City Hall is wheelchair accessible.

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Tukwila Metropolitan Park District Board meetings are audio taped.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board Members and Support Staff

FROM: Allan Ekberg, MPD Executive Director Subcommittee, Chair

DATE: June 12, 2013

SUBJECT: The Tukwila Pool - Metropolitan Park District (MPD) Board of Directors at its 2013 MPD work session agreed to seek an MPD Executive Director.

ISSUE

The Board has identified a need for a leadership position reportable to the Board of Commissioners (The Board) to manage and oversee the administrative and operational functions of The MPD.

PURPOSE

This memo introduces the final Executive Director job description and proposed hiring timeline. On Wednesday, June 6th, draft of both documents were distributed to Board members and staff. The attached documents have changed very little from those first drafts.

BACKGROUND

The Chair and Board members Robertson and Kate (appointed to representing the Board as an Executive Director Subcommittee) drafted the initial documents. On June 10th, the Chair, along with Board member Robertson met with City Administrator David Cline and Parks Director, Rick Still to review the job description and timeline and discuss the hiring process.

The MPD Board President (Verna Seal) and Council President (Kathy Hougardy) have discussed with the EDS Chair the desire to enlist the Council Analyst to assist in the Executive Director hiring process.

HIRING PROCESS and TIMELINE

The goal is to utilize three board meetings (one quarter of time) to advertise, interview and select the candidate, as defined in the Executive Director Position – Proposed Timeline. At a high-level, the process follows the recently used process for hiring the council analyst which we are familiar with:

1. Review / Finalize Job Description
2. Post Job Description
3. Review Applicants
4. Interview Applicants, select finalists
5. Interview final applicants, select finalist
6. Make and Negotiate Final Offer

RECOMMENDATION

Proceed with the Executive Director hiring process as outlined in the proposed timeline to seek the best qualified candidate to fulfill the skills and attributes attributed to in the job description.

Executive Director Position – Proposed Timeline

June 12, 2013

Process:

1. Review / Finalize Job Description
2. Post Job Description
3. Review Applicants
4. Interview Applicants, select finalists
5. Interview final applicants, select finalist
6. Make and Negotiate Final Offer

Proposed Dates

March 16 – MPD Work Session

- Board consensus to seek Executive Director

May 20 – Board MPD Meeting

- Executive Director Subcommittee (ESC) members identified (Kate, Dennis, Allan (chair))

June 17 - Board MPD MEETING

- Review position description. Finalize.
- Review hiring timeline. Finalize.
- Budget (1 qtr. in 2013; full year 2014)
- Process and Timeline Review
- ESC will utilize Council Analyst to support job-opening coordination and advertisement using existing City processes. All personnel that support this need will use standard City Support Services task tracking.
- July 3rd - Post job-opening on Wednesday, July 3rd. Applications are to be mailed to: Executive Director Subcommittee Chair Ekberg, c/o Laurel Humphrey at Tukwila City Hall
- August 2nd – Position closed - run job posting 4 weeks, through week of July 29th; formal close as of 4 PM August 2nd.

July 15 – Board MPD Meeting

- Executive Director Subcommittee chair – status board as to applications received to date
- August 3rd/4th (weekend) - Executive Director Subcommittee – review applications, distribute to first-round selection committee

- August 5th – week of - Application review & selection of finalists for interview by first-round selection committee (Exec. Director Subcommittee members, City Analyst, City Administrator, Parks and Recreation Director)
- August 12th – week of - Schedule preliminary interviews with first-round selection committee
- August 12th – end of week – determine best qualified

August 19 – Board MPD MEETING

- Executive Director applicant(s) presents qualifications to whole Board. Board Q&A session with applicant(s)
- Executive Session – discuss qualifications
- Determine best qualified Executive Director applicant
- Weeks of August 19 & 26th – Make and negotiate final offer

September 16 – Board MPD Meeting

- Executive Director – Goal - Starts 09/03/2013
- Executive Director – Orientation occurs w/MPD staff
- Executive Director – attends first Board meeting
- At September Board meeting, officially recognize and welcome Executive Director

October 21 – Board MPD MEETING

November 18 – Board MPD Meeting

December 16 – Board MPD Meeting

Note: This schedule is subject to revision as necessary

Tukwila Pool - Metropolitan Park District JOB DESCRIPTION

Job Title: Executive Director

Reports to: Board of Commissioners

Classification: Exempt, Part-time of minimum 20 hours per week

Background:

The Tukwila Pool - Metropolitan Park District (MPD) was formed in January 2011 as a new municipal corporation. Its purpose is to operate the Tukwila swimming pool in Tukwila, WA. The MPD has a Board of Commissioners (The Board) made up of the seven City of Tukwila council members. The City of Tukwila's Parks and Recreation Department, historically the pool's operator, currently is acting as a 3rd-Party vendor to the MPD to carry out day-to-day operations. Given the relationship the pool has had with the City's Park and Recreation Department, the administrative functions have been carried out by contracted support services provided by the City of Tukwila, private consultants and individual commissioners. In the Spring of 2013, the pool underwent a \$1.6M major renovation project. There is now a need for a leadership position reportable to the Board of Commissioners (The Board) to manage and oversee the administrative and operational functions of The MPD.

MPD Vision/Goals:

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

Goals: Provide the best run municipal aquatics program in the state:

- A. To operate a financial self-sustaining aquatics program.
- B. To provide a pool that is a safe haven.
- C. To be welcoming and inclusive to all.
- D. To maintain and support community involvement in the pool.
- E. To provide creative and relevant programs.
- F. To provide annual performance reporting to the community.
- G. Continue to review governance.

Position Summary:

Oversee effective operations of the Metropolitan Park District's Tukwila Pool.

The Executive Director will be a working management position. Key responsibilities will be to:

- Administer on-going MPD projects and activities
- Establish and implement policies and operating procedures for The MPD
- Assist The MPD in serving the citizens of Tukwila and surrounding communities
- Provide direction, oversight and represent the MPD Board to Staff* and Staff to the Board

Administration:

- Oversee third party operations and review performance annually
- Identify and apply for relevant grants available to the MPD for programs and operations
- Ability to work with operator to increase revenue and decrease operational expenses while maintaining programing and positive customer experience

Tukwila Pool- Metropolitan Park District JOB DESCRIPTION

- Develop and facilitate an active planning process including short and long term planning
- Develop MPD policies consistent with organizational vision, goals, and statutory requirements
- Manage the MPD's annual calendar of events working with pool staff
- Draft the MPD agenda and materials for MPD meetings (held Monthly and ad-hoc, as needed)
- Engaged in the development of an MPD Business Plan, including marketing activities
- Do research, find resources, evaluate and provide information to the Board of Commissioners and/or staff in support of The MPD's activities
- Develop, implement and maintain policy and procedure documents consistent with organizational goals and statutory requirements.
- Develop, implement and maintain operational processes/procedures consistent with Board direction
- Establish policies supportive of Board objectives
- Manage any Board identified Request for Proposals (RFPs) or Quotes (RFQs) needs
- Oversee compliant with fiduciary and regulatory requirements, including:
 - WAC 246-260 Water Recreation Facilities
 - RCW 35.61 Metropolitan Park Districts
 - RCW 70.90 Water Recreation Facilities

Budget & Finance:

- Ensure MPD operates within the approved annual budget
- Develop, recommend to The Board, an annual budget with proposals
- Identify performance metrics for revenue and operational expenses, collate on a monthly basis and review with the MPD
- Review monthly MPD financial statements and report to The Board president
- Develop, document and ensure effective audit processes and trails
- Ensure the coordination of payment of invoices
- Ensure quarterly financial reporting to The Board, as well as annual reporting
- Notify MPD Board immediately if the MPD budget obligations are not met

Project Management Oversight:

- Engage as necessary with assessment of physical plant problems as they arise and assist in defining the scope of work
- Provide oversight to procurement activities for The MPD, including the provisioning of materials, services, consultants, architects & engineers and contractors (as needed)
- Monitor project progress by working with The MPD staff, and others, as needed
- Maintain and safeguard the assets, records and documents of the MPD
- Benchmark MPD against substantially similar community pools

Board Relations:

- Work the MPD meeting agendas with the President of the Board (who reviews/approves them)
- Assist the President/Clerk of the Board in planning and supporting ad-hoc committees
- Initiate and assist in developing policy recommendations, preparing resolutions and setting priorities
- Facilitate the orientation of new commissioners

Tukwila Pool - Metropolitan Park District JOB DESCRIPTION

- Interface directly with MPD legal representation, as necessary, on issues requiring legal attention

Communications:

- Work with the pool operator to promote pool usage within the community
- Serve as spokesperson for The MPD
- Publish periodic communiqués to the community
- Distribute relevant and legal communications to the Board, contracted attorney and operator as appropriate
- Facilitate over the Tukwila Pool Advisory Committee (TPAC) - a citizen group with advisory capacity to The Board; coordinate the agenda
- Coordinate closely with:
 - President of the MPD Board and TPAC
 - Contracted services (lawyer, operator)
 - Other contracted service providers
 - Local school districts
 - Contracted users of the MPD facilities
- Ensure that The MPS's website and other social media services remain current
 - Construction Related url: <http://www.tukwilapool.org/>
 - Facebook url: <https://www.facebook.com/pages/Tukwila-Metropolitan-Park-District-Pool/132240046924338>
 - City of Tukwila, pool page: <http://www.tukwilawa.gov/recreation/recpool.html>

Qualifications:

Knowledge

- Extensive knowledge of Washington state laws, regulations and codes as they apply to park districts and swimming pool operation preferred
- Strong financial management and budget skills
- General knowledge of swimming pool systems and operation, such as filtration system, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors
- Knowledge of accounting principles and budget preparation for cash-based system and Washington state BARS list of accounts
- Knowledge of methods, procedures and practices of issue analysis and evaluation, planning, bidding and construction as applied to swimming pool operation and facility maintenance
- Knowledge of Washington state records retention and public disclosure requirements
- Clearly understands and uses the components of a successful business organization

Skills

- Ability to lead an organization to exceptional performance levels, model positive work ethic and to integrate efforts of the entire pool organization
- Demonstrated past experience in successfully performing management functions: planning, leading, organizing, motivating, reviewing and evaluating results and personnel
- Able to identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Ability to interface with database systems such as accounting, records management, and inventory management

Tukwila Pool- Metropolitan Park District JOB DESCRIPTION

- Proficiency at a high level using Microsoft Word, Excel and PowerPoint
- Ability to set goals and objectives and carry them through
- Experience with the application, use, development and maintenance of web-based information
- Ability to work effectively alone or with multiple stakeholders
- Strong written and verbal communication skills

Attributes

- Works well with people, treating everyone with respect
- Takes appropriate initiative
- Follows through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image at all times
- Works well as a team member/leader in all interactions
- Provides consistently high quality service

Performance Review

- Annual review by the President of the MPD Board and approved by the MPD Board.
- Contract renewal and compensation increases as approved by the MPD Board

Working Conditions

- Must be able to work from the pool, home, travel as necessary to meetings, be available for monthly evening meetings and occasional Special Meetings and, as available, attend some weekend Pool related events
- Regular meetings of The Board are every 3rd Monday of the month at 8 p.m. at Tukwila City Hall
- TPAC meetings occur the 1st Wednesday of the month at 7 a.m. in the Tukwila Community Center

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: June 12, 2013

SUBJECT: 2013 Rental Policy Review

ISSUE

Annual review of Tukwila Pool Rental Policy

FINANCIAL IMPACT

None

BACKGROUND

The Board requested to review the policy that governs facility rentals at the Tukwila Pool on an annual basis. Attachment A is the policy that the Board reviewed in August 2012. The policy currently resides within the Aquatics Section of the Tukwila Parks and Recreation Policy and Procedures manual.

DISCUSSION

Information Only

RECOMENDATION

Information Only

ATTACHMENTS

A. Tukwila Pool Rental Policy

Subject	Pool Rentals	Policy #	700.01
Effective Date	Immediately		
Last Revised	March 1, 2012		
Approved By	Malcolm Neely, Aquatics Coordinator <i>M.N.</i>	Date	January 6, 2003

PURPOSE OF POLICY:

To establish policy and guidelines for facility rentals at the Tukwila Pool.

POLICY STATEMENT:

- 700.01.01 The Tukwila Pool offers many aquatic programs and services. One of the services the Tukwila Pool offers to the community is a place that Teams, Organizations and Private Parties can book pool space for aquatic activities. Pool space at the Tukwila Pool will be made available to these groups at the discretion of the Aquatics Coordinator after space has been booked for Tukwila Pool Programs.
- 700.01.02 Fees for all Tukwila Pool Rentals are set by the Tukwila Metropolitan Parks District Board.
- 700.01.03 Rentals for private parties will be made available as part of the regular schedule for the Tukwila Pool. These rentals will be available to the public for booking, at a minimum, on Saturdays and Sundays 3:00 pm - 5:00 pm, with the exception of legal holidays, facility closures or when the Tukwila Pool houses an athletic event or competition. Private Party Rentals will consist of one (1) hour of Pool time followed by one (1) hour in the Party Area, and the appropriate number of Lifeguards to maintain the safety of pool users. The first available time slot on a given day shall be booked first. Additional rental times may be made available to Private Parties at the discretion of the Aquatics Coordinator and/or Aquatics Program Specialist.
- 700.01.03.1 Private Party rentals for groups smaller than 60 people can be booked at the Tukwila Pool Front Desk during normal business hours. Private Party Rentals for groups larger than 60 people must be booked with the Aquatics Coordinator or the Aquatics Program Specialist due to staffing considerations.
- 700.01.03.2 In order to reserve a rental time slot, payment must be received in full.
- 700.01.03.3 Private Party Rentals must be made at least 5 business days in advance of a desired booking.
- 700.01.03.4 Tukwila Pool Rules will be in effect during all Private Party Rentals, as well as rules outlined below.
- 700.01.03.4.01 Any child that cannot swim must be accompanied by an adult, and be within arm's reach of that adult whenever the child is in the pool.
- 700.01.03.4.02 A ratio of one (1) adult per three (3) children under six years of age must be maintained while children under six years of age are in the pool. Additionally, the adult must be within arm's reach of all three (3) children at all times.
- 700.01.03.4.03 Private Party Rental groups may bring personal flotation items such as rafts and inflatables for use in the pool during their rental, but use of these items will be at the discretion of the Tukwila Pool Lifeguards on duty during the rental.

- 700.01.04 Rental space will be made available to Teams and Organizations during times not utilized by regular programming at the discretion of the Aquatics Coordinator and/or Aquatics Program Specialist. The Aquatics Coordinator will be the point of contact for all aquatic team and organization rental contracts.
- 700.01.04.1 Teams and Organizations should request pool space at least a month in advance of their desired pool usage.
 - 700.01.04.2 Teams and Organizations that have not made payment in advance of their bookings will be billed monthly for pool rental usage. Bookings should be paid in full during the calendar month following a booking.
 - 700.01.04.3 Teams and Organizations that have **ongoing bookings** at the Tukwila Pool will be given preference when booking available pool time.
 - 700.01.04.4 Teams and Organizations booking pool space at the Tukwila Pool must furnish a copy of their insurance policy in an amount no less than \$1 million each occurrence and \$2 million General Aggregate, listing Tukwila Pool as a Certificate Holder, before their first booking occurs.
 - 700.01.04.5 Teams and Organizations booking pool space at the Tukwila Pool must furnish a copy of the **appropriate certifications** of any individual coaching or leading activities in the facility before the first booking occurs.
 - 700.01.04.6 Team and Organization Pool rental fees do not include the cost of staffing a Tukwila Pool Lifeguard on the **pool deck** during rentals times. Teams will be responsible for the safety and behavior of their participants during any rental at the Tukwila Pool.
 - 700.01.04.6.1 Should a Team or Organization wish to have a lifeguard on the pool deck during their rental a staffing fee of \$25/hour would apply to these requests. Such requests will be honored at the discretion of the Aquatic Coordinator and/or Aquatic Program Specialist.
 - 700.01.04.6.2 Should a Team or Organization request a Pool rental outside of normally staffed hours, a staffing fee of \$25/hour will be assessed to cover additional labor costs. Such requests will be honored at the discretion of the Aquatic Coordinator and/or Aquatic Program Specialist.
 - 700.01.04.6.3 Teams and Organizations that currently have an open rental contract valuing more than \$200 on average per month may request to book **private coaching sessions**. These sessions will be booked on a space available basis at the discretion of the Aquatics Coordinator and/or Aquatics Program Specialist.
- 700.01.05 School Districts may rent pool space at the Tukwila Pool for their teams during times not scheduled for regular programming. School Districts will be subject to the same policies governing Team and Organization Rentals.

DEFINITIONS:

Teams – Groups of athletes organized in a team that participates in an aquatic sport such as Swim Teams, Synchronized Swimming Teams, or Water Polo Teams. Teams carry insurance and are generally registered with a governing body such as USA Swimming.

Organizations – Organizations that utilize the Tukwila Pool for rentals may have a water related activity that they would like to participate in or practice in a pool environment. Organizations may include, but are not limited to, groups such as Scuba Shops, Kayak Clubs, Canoe Clubs, and Professional Training Organizations. Organizations will carry their own insurance but will generally require a lifeguard on deck for their rentals.

Private Parties – Private Parties are individuals that would like to book the pool for a personal event such as a birthday party, family gathering, baptism or group outing that is not open to the public. Private parties are not required to furnish insurance for their bookings, and will book less than 10 dates per year.

Facility closures – Occasionally it is necessary for the Tukwila Pool to temporarily close for maintenance work, because of mechanical problems or due to a contamination event.

Child – An individual under the age of 18 years of age.

Adult – An individual over 18 years of age.

Personal flotation items – Items such as mats, noodles, inter-tubes and like items.

Ongoing bookings – Bookings made by a Team or Organization that are more than 10 in number and span more than a week.

Appropriate Certifications - Appropriate certifications shall include but not be limited to: Lifeguarding Certification or Safety Training for Swim Coaches Certification, First Aid Certification, CPR/AED Certification, USA Swimming Coach's Card or Coach's Card/Instructor Certification for the appropriate governing organization.


Pool Deck – The floor, or deck, that surrounds the pool. The pool deck is generally 6-10 feet from the edge of the water. This area of the pool is also referred to as the natatorium.

Private Coaching Sessions – Occasions when a coach works one-on-one with a participant from their organization or team on skills that are required for the successful participation in their organization. Example – Synchronized swimming figures practice.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: June 12, 2013

SUBJECT: 2014 Program Fees and Budget Process

ISSUE

Provide direction for Program Fees and Budget Process review.

FINANCIAL IMPACT

No financial impact.

BACKGROUND

The Tukwila Metropolitan Park District Budget is adopted annually at the December meeting, this year the 2014 budget is scheduled to be adopted at the November 18, 2013 meeting. A program and fees review is considered when developing the budget. This memo provides the budget process timeline as well as recommendations to include the Tukwila Pool Advisory Committee (TPAC) in the review process. Staff has considered important dates related to internal program planning procedures, such as brochure publication dates.

DISCUSSION

Below is the proposed annual budget process timeline.

August 2013

- 1. Preliminary 2014 Programs and Fees Review:** Review types of programs (swim lessons, rentals, events) and a proposed fee schedule for 2014 and offer direction to staff. *Staff recommends TPAC review the presentation and prepare their recommendation at the August TPAC meeting and deliver their recommendation to staff for the October MPD Meeting.*
- 2. 2014 Preliminary Budget Review and Direction:** Review Line Item Budget, 5-Year Model and 20-Year Financial Plan and offer direction to staff.

October 2013

- 1. 2014 Program Fees:** Adopt 2014 Program Fees. Note: for publication of new fees in the January Tukwila Parks and Recreation Program Guide, fees need to be adopted by October MPD Meeting.
- 2. Proposed 2014 Budget:** Approve the Line Item Budget, 5-Year Model and 20-Year Financial Plan that reflects direction(s) from the MPD Board as addressed at the August 2013 MPD Meeting.
- 3. Public Hearing:** 2014 Budget, Tax Levy Increase (1%).

November 2013

1. **2014 Budget Resolution:** Adopt 2014 Budget and 2014 Tax Levy.

December 2013

RECOMENDATION


Staff recommends approving the budget timeline listed above to facilitate an efficient budget planning and review process.

ATTACHMENTS

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: June 11, 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 and Short Term Agenda Review.

DISCUSSION

Capital Improvement Project

McKinstry is currently collecting closeout documents from the design and construction team. The final commissioning report and post-installation Measurement & Verification (M&V) report are expected to be completed by June 21, 2013. All financial documents have been processed and the final invoice (excluding M&V) is expected by the end of the month. There are a few warranty items being worked out which has caused a delay in closing out the project. These should be resolved soon and are at no cost to the MPD since they are warranty items. Given the status of the warranty issues, complete closeout of the project is anticipated in the next couple of months.

Operations

May revenue exceeded all recorded May revenues for the past 10 years and exceeded the 10 year average for the month of May by more than 30%, \$22,393 was the total for the month. May swimming lessons showed an increase in lesson participation of over 50% compared with the same session in 2012 and the number of drop-in swims increased 18% over May 2012.

The Tukwila Turtles participated in the Washington State Special Olympics Aquatics Meet on Saturday, June 1st at the King County Aquatics Center. We had 14 Turtles participate in the meet earning 35 medals and ribbons including – 10 Gold medals, 9 Silver medals, 11 bronze medals and 5 ribbons. The boy's unified 4x25 relay team took first place and the girls 4x25 relay team took second place in the state. Tukwila Resident and inaugural year participant took first place in both his 25 meter Freestyle and 25 meter Breaststroke events. Three Tukwila Turtles athletes qualified to apply to participate in the National Aquatics Meet in New Jersey.

Staff coordinated with Cascade View Elementary School teachers for the second year in a row to provide a 45 minute water safety presentation to each 5th grade class. After the presentation all 85 5th graders participated in a swim at the pool.

Academy Schools completed the 2012-13 year of swimming lessons which included lessons for all of their students. Academy Schools plans to continue their partnership with the Pool for the 2013-14 school year as part of student curriculum.

Staff has partnered with other south sound pools to participate in a summer swim league. This year will be the inaugural year for the Tukwila Tiger Sharks. The Tiger Sharks will be an opportunity for Tukwila youth 6-15 years old to participate in a fun, active organized sport throughout the summer. This summer's course offerings will also include a Springboard Diving course.

Nine local youth, including four Foster High School Students, completed lifeguard training at the Tukwila Pool in May. Staff led a pre-summer in-service training on Friday, June 7th with 20 lifeguards and swim instructors in attendance. In-services are part of the ongoing training program at the Pool and provide an opportunity for lifeguards and swim instructors to practice and refine their lifesaving skills including active victim rescues, spinal rescues, CPR & AED skills, First Aid as well as administrative and customer service training and team building.

On Friday, June 7th the Pool newsletter was delivered to over 900 e-mail recipients. The newsletter included information about summer programming, scholarships, and TPAC vacancies. Flyers with summer swimming lesson and program information were distributed to Tukwila, Thorndyke, Cascade View and McMicken Heights Elementary Schools. Information regarding summer swimming opportunities will also be distributed to Summer School participants in the Tukwila School District.

The Summer Schedule at the Pool begins Monday, June 24th. This will include new offerings such as Open Swim weekdays 3-4 pm and Female Only Swims on Sunday afternoons 3:30-5:30 pm.

On June 18th the Pool will be available for teens to utilize as part of the Teen Summer Kick off Festival from 3-4 pm. The Splash Into Summer event at the pool is scheduled for June 22nd. This special event is a great way to celebrate the start of summer and admittance will only be \$1!

Staff is preparing to teach the Foster High School swimming courses for the 2013-14 school year. Throughout the summer Staff will be developing curriculum for this program.

Announcements for the two Tukwila Pool Advisory Committee (TPAC) positions have been posted on the MPD web site, City web site, at the Pool, at City facilities, in the Hazelnut and in the Tukwila Reporter. The announcement was also featured in the Pool's monthly newsletter and has been posted on the MPD Facebook page as well. Staff has sent e-mail notifications to past applicants informing them of the openings. Applications are currently being accepted and once the applications have been received, President Seal and David Puki (TPAC Chair) will review the applications and make recommendations to the Board.

Short Term Agenda Review (Project Closeout TBD)

July 15, 2013	Nothing scheduled at this time.
August 19, 2013	Preliminary 2014 Programs and Fees Review, 2014 Preliminary Budget Review and Direction, Quarterly Report, Executive Director Selection
September 16, 2013	Executive Director Appointment
October 21, 2013	Adopt 2014 Program Fees, Proposed 2014 Budget, Public Hearing, Preliminary Long-Term Agenda, Support Services Contract

ATTACHMENTS

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: Vanessa Zaputil, Tukwila Pool Advisory Committee Vice-Chairman

DATE: June 12, 2013

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

ISSUE

Summary of the June meeting held at Tukwila Community Center

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date June 5, 2013

DISCUSSION

- 1) Stephanie Gardner informed TPAC that the only change to the suggested Scholarship Policy from legal was a minor policy numbering change. TPAC decided to recommend the Board of Commissioners consider reflecting policies on their records site. (See Recommendations below.)
- 2) TPAC discussed the upcoming summer swimming programs and distribution of materials. The Committee provided input to staff on increasing outreach for these and other programs.
- 3) TPAC continued our discussion on implementing a suggestion box at the pool for increasing opportunities for public comment, suggestions, etc. We reviewed a tracking spreadsheet, overview, and examples of language for a suggestion card and poster/sign. We decided to recommend that TPAC be tasked with this project in coordination with the contracted staff. (See Recommendations below.)
- 4) TPAC was advised by the MPD Board that discussions on the agenda regarding the RFP for legal and Executive Director job description input be tabled until directed by the Board.
- 5) TPAC plans to begin in July the process of prioritizing the Best Practices Recommendation given to the Board for the March Retreat. The Committee seeks guidance from the Board on priority of focus regarding this item.
- 6) TPAC received a notice of resignation from Bryan Nelson due to personal issues. The Committee thanked him for all his hard work and support during our first year

RECOMMENDATIONS

INFORMATIONAL MEMO

MPD – TPAC Chair Report June 12, 2013

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- 1) TPAC recommends that the Board post MPD policies on the website, creating a section in their records, and adding the Scholarship Policy.
- 2) TPAC recommends implementing a suggestion box at the pool to increase community voice and involvement. (See attachments for more details)

ATTACHMENTS

- 1) May 8, 2013 TPAC Minutes
- 2) Suggestion Box Overview
- 3) Suggestion Box Tracking Example (spreadsheet)
- 4) Suggestion Card (example of language)
- 5) Suggestion Box Poster/Sign (example of language only)

Suggestion Box

Purpose:

To provide patrons an additional avenue to provide suggestions, feedback, comments to the Tukwila Pool Metropolitan Park District.

Background:

STP members commented that a suggestion box located at the pool could be a way of reaching out to patrons. It was noted that many ideas over the past CIP and year have been a result of Patron Suggestions. Some examples are: Privacy Change Areas, Improved ADA Access, Scholarship Program. These have provided a more comfortable and improved experience for pool patrons. TPAC members discussed the pros and cons at the May 8, 2013 meeting and decided to proceed with background work for a presentation for the June TPMPD meeting in support of the idea.

Process:

- TPAC Members will work with the Contracted Staff to acquire and install a secured suggestion box to be located in the lobby or other mutually agreed on prominent location at the Tukwila Pool. Key will be held by a designated TPAC Member.
- TPAC Members will work with Contracted Staff to produce and post appropriate signage and suggestion cards. Signage and cards will include language directing urgent and immediate needs to Contracted Staff.
- Contracted Staff will ensure the suggestion cards are adequately stocked and writing utensils provided as necessary.
- TPAC Members will collect suggestion cards at an interval no longer than quarterly, but will attempt to collect them monthly. At collection TPAC Member(s) will jointly prescreen the suggestion cards with Contracted Staff to identify operational issues.
- TPAC Members will develop an internal tracking system (spreadsheet) for all suggestion cards and review them at TPAC Meetings. This will become a standing agenda item.
- TPAC Members will make recommendations from the suggestion cards to the Board/Contracted Staff as appropriate.
- TPAC Members and Contracted Staff shall consider suggestion cards and spreadsheet entries to be confidential, however, they shall be made available to the Board as requested or needed.

Summary

TPAC feels this community outreach is a valuable resource for the TPMPD and would be happy to take on the added responsibility. There are future possibilities of expanding this outreach to include online surveys/suggestions.

ID	Date	Suggestion	User Name	Contact Info	Reviewed by TPAC	Recommendation to Board/Staff	Completed
1	5/25/2013	Pool was Perfect Temp	Swimmer jim	206.123.4567	N	TBD	TBD
2	5/27/2013	Backstroke Flags weren't in during lap swim	Backstroker Bob	backstroker@gmail.com	Y	Staff should Ensure backstroke flags are in for lap swims	4/15/2013
3	5/28/2013	Showers keep turning off	Lazy Susan	iluvshowers@hotmail.com	Y	Staff should e-mail explaining auto shut off showers are timed to encourage water	5/10/2013

***Tukwila Pool
Metropolitan Park District***

SUGGESTIONS
Your Voice Matters!

Date:	
Topic:	

Immediate Concerns should be directed to Pool Staff

Name: (Optional)	
Contact Info: (Optional)	
Would you like to be contacted?	

**Suggestions Collected by the Tukwila Pool Advisory Committee on behalf of the Board of Commissioners and will be considered Confidential.*

HOW YOUR SUGGESTIONS HAVE MADE A DIFFERENCE!

- **PRIVACY CHANGING STALLS**
- **FAMILY CHANGING ROOMS**
- **IMPROVED ADA ACCESS**
- **INCREASED PUBLIC SWIMS**
- **FOSTER HIGH SCHOOL
SWIM PROGRAM**
- **SCHOLARSHIP PROGRAM**

MINUTES

TUKWILA POOL ADVISORY COMMITTEE

MAY 8, 2013

PANCAKE CHEF

FINAL

ATTENDANCE: Jeri Frangello-Anderson, Vanessa Zaputil, Rick Still, Dave Puki, Bryan Nelson

Commissioners: De'Sean Quinn and Kate Kruller

CALL TO ORDER: 7:05 Bryan Nelson

APPROVAL OF APRIL 3, 2013 MINUTES:

Vanessa Zaputil made motion to accept April 3, 2013 minutes, Dave Puki seconded the motion

Business Items:

1) Review/Celebrate TPAC's accomplishments this past year:

Bryan thanked everybody by buying breakfast for all to thank everybody for all their hard work this last year. Dave Puki also wanted to send a special thank you to Rick Still and Robert for doing such a great job on the CIP project. It was great how much we were able to get done the funds that we had and how everything came together. De'Sean commented that it was a great partnership by all and the great achievements that were made. Vanessa also made a mention to how great the community involvement was with helping to support the pool and the renovation. De'Sean indicated that now the real works begins by being able to give the Patrons a great pool!

2) Officer Elections:

Rick Still indicated that he had received a letter of resignation from Vida Verdier from TPAC due to health issues. The question was asked about how we are to proceed at this point. Rick indicated that we will just be getting by with four for now until the volunteer applications for a new member are published. TPAC asked if there would be a posting at the pool. Rick indicated that the application would be available on the MPD Website. Bryan asked if there was anything needed to do for this, Rick indicated

that staff would take care of this. Bryan asked if it would be possible to reach out to individuals who had previously applied to TPAC in the initial round and Rick indicated that this was a good idea.

CHAIRMAN: Bryan Nelson will rotate out and nominated Vanessa to be the next Chairman, Vanessa would be happy to take on the challenge, but due to the need to telecommute in the winter months she deferred to nominate Dave Puki for the Chairman position. Dave happily accepted. Vanessa made the motion for Dave Puki to become the Chairman for the next year and Jeri seconded the motion.

VICE-CHAIR: Vanessa indicated that she would be happy to remain Vice-Chair, Jeri made motion for Vanessa Zaputil to remain Vice-Chair for the next year, Bryan Nelson seconded the motion.

SECRETARY: Vanessa made mention that per our by-laws that the Secretary doesn't have to be a member, but we can make this change to amend the by-laws to reflect that the Secretary be a TPAC member. Bryan and Vanessa asked Jeri if she would be willing to continue as Secretary for the next year. Jeri is more than happy to continue as Secretary. Vanessa made motion for Jeri to continue as Secretary, Bryan seconded.

3) Incorporating Patron Feedback:

Suggestion for a customer comment box to be added to the pool, to give Patrons the message that we care and want to hear what they think. Vanessa made mention that this would be a task that TPAC would be happy to take on, monitoring the comment box and bringing all comments to the board. The thought was that having the comment box independent from the staff will offer the citizens a chance to have their voice heard to help improve the pool. Rick made mention that with taking on this task, we should also be prepared for negative vs positive comments. TPAC to work on a formal proposal for the MPD board at next TPAC meeting for how TPAC will administer the suggestion box and request to the board to proceed. Bryan indicated that he could provide a template for capturing the patron feedback. Bryan also suggested an online feedback form. The pool is currently using Survey Monkey and possibly being able to link with this online service.

4) Update Summer School Swim:

Rick Still mentioned that they are still working out all the logistics for the Summer School Swim Program. The time slots that were mentioned earlier evidently are already filled, trying to work with the existing programs to be able to accommodate the students. Rick has been working with Dr. Matthes on the logistics. Vanessa made the suggestion to possibly extend the current lesson time to accommodate the summer school participants. Rick mentioned that roughly 400 students are signed up for summer school. The biggest issue the pool as this time is staffing for all these students.

8:02 Bryan Nelson, De'Sean Quinn and Kate Kruller exited meeting.

5) Update on King County Community Transformation Grant:

Rick commented that this grant was awarded to the City of Tukwila. The staff will get reimbursed to write policy. Currently Malcom and Amy are working on this, their time gets charged against the grant.

6) GAP Analysis:

Vanessa made a suggestion to hire Kevin Johnston to come in and evaluate the Tukwila Pool. Kevin is highly qualified and has great credentials when it comes to pools. Kevin Johnston was the facilitator for the Des Moines MPD retreat. Vanessa made motion that the MPD Board consider Kevin Johnston for an analysis of the Tukwila Pool focusing on operations, programming, marketing and revenue.

Recommendation from the board on what assistance TPAC can provide. Jeri seconded the motion.

Direction from the board for TPAC Workplan/Priorities:

RFP Lawyer

Best Practices

Executive Director Search, review, add input and research comps.

8:30: Vanessa made motion to adjourn, Jeri seconded

Minutes: JFA

