

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chairman

DATE: July 9, 2013

SUBJECT: TPAC Committee Chair's Report

ISSUE

Summary of the July meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date July 08, 2013

DISCUSSION

- 1) A follow-up discussion regarding policies being made available to the public also included the maintenance and operations policies. It was noted that MPD policies are available online. Maintenance and operations policies are maintained by our 3rd Party Operator. Per TPAC's list of best practices TPAC recommends that our future Executive Director review and adopt all necessary policies to operate and maintain the pool. Any operations or maintenance policies of public interest could be posted online by our ED and a hard copy available at the pool.
- 2) An update on the proposed summer school swimming program for elementary students was requested. TPAC was informed that, unfortunately no program was implemented for this summer.
- 3) We are moving forward to incorporate patron feedback. A suggestion box was selected and has been placed on order. Preliminary signage, feedback form and location was reviewed and proposed. Next steps are to coordinate with staff on implementation.
- 4) Dave Puki attended OPMA training on 6/25. The major outstanding questions/concerns of TPAC members were
 - a. Having a quorum present at other public and private meetings and events that discuss pool and community issues. The OPMA training provided insight by pointing out that it is acceptable to have a quorum of TPAC in attendance at other meetings and gatherings as long as no action is taken on business before the committee.

- b. Whether TPAC can use email for completing work tasks (i.e. ironing out details of scholarship form etc.). Direction from OPMA training was email could be used, just not taking action on business (voting).

The Boards request to have TPAC follow OPMA even though it is not required provides a benefit of openness along with publicity to promote MPD issues. TPAC endorses the Boards request to follow OPMA guidelines on this basis.

- 5) A short discussion on cooperative coordination with other pools produced a need to develop a list of Municipal, MPD and nonprofit pools and their advisory boards or committees that are comparable to our pool.

ATTACHMENTS

Tukwila Metropolitan Park District Tukwila Pool Advisory Committee

TO: Citizens Pool Advisory Committee
FROM: David Puki - Chair
DATE: 5/13/2013
SUBJECT: Tukwila Pool Advisory Committee Meeting

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

AGENDA
Wed, June 5th, 2013
7:00 AM
Meeting Location: TCC

Call to Order

Approval of Minutes – May 8th, 2013

Business Items:

- 1) 5 min. Scholarship program legal review outcome.
- 2) 5 min. Update on summer school swimming program.
- 3) 5 min: Update on King County Community Transformation Grant (amount allocated to pool programs and timeframe for spending)
- 4) 30 min. Incorporating Patron Feedback: Suggestion box at the pool. How to collect and evaluate comments and ideas? Presentation for commissioners at June Board meeting
- 5) 45 min: Board Direction for TPAC Workplan/Priorities:
 - a. ~~Executive Director processes, job description, duties, etc.~~
 - b. Best Practices: GAP analysis: agreed as a good next step for the Best Practices
 - c. ~~RFP for Legal Services~~

Other

Next Meeting: July 3rd, 2013

Adjournment

MINUTES

TUKWILA POOL ADVISORY COMMITTEE

June 5, 2013

Tukwila Community Center

Meeting Room B

FINAL

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

Commissioners: De'Sean Quinn

CALL TO ORDER: 7:05 Dave Puki

APPROVAL OF MAY 8, 2013 MINUTES:

Vanessa Zaputil made motion to accept April 3, 2013 minutes, Jeri Frangello-Anderson seconded the motion

Business Items:

Vanessa asked to remove Business Items "5A" Executive Director Process and "5C" RFP for Legal Services from the agenda due to Verna's recommendation. The Commissioners have elected a sub committee consisting of Alan, Kate and Dennis to take on this task and bring back a recommendation to the board. Once the board has reviewed the Commissioners will determine if it should be sent to TPAC for review. So moved, business items 5A and 5C were removed from the agenda

Business Item 1) Scholarship Program legal review outcome: Stephanie indicated that Lisa Marshall had reviewed the Scholarship Policy and the only question that was raised was the policy number given. Stephanie indicated that there was a new policy number assigned.

Dave asked Stephanie if it would be possible to get a copy of all policy categories. Vanessa commented that she was happy about the link associated with the MPD/Pool website for a link to the scholarship program. Discussion about creating a policy and procedures section for the MPD website and adding the new scholarship policy. Jeri made motion to for MPD to post policy and procedures on website creating a section in their records and adding new scholarship policy. Bryan seconded.

Business Item 2) Update on Summer School Swimming Program: Stephanie indicated that Malcom and Amy have been talking with the school district indicating that there are programs available for summer. Parks and Rec working with pool and developing a new program. Dave mentioned Deadwood Recreation Center has been following the Tukwila Pool and has a great website. Dave and Vanessa also spoke about a previous council meeting where the new Superintendent is very supportive of the fall swim program. Stephanie and Amy to distribute flyers prior to the end of school. Vanessa suggested that these flyers also be posted on the website to ensure that Tukwila kids who do not attend the district are informed. Dave offered to help with anything they may need. Stephanie indicated that the cutoff for the Fall and Winter program printing is June 20th. Dave wanted to thank Amy and Malcom for putting the fall swim program together.

Business Item 3) Update on King County Community Transformation Grant: The grant is being offered by Children's Hospital for promoting a healthy lifestyle. Amy to spend ¼ time writing policies for:

Single Gender Swim

3rd Grade Voucher

Translation Materials

Lifeguard Promotion

Seattle Children's has a great program to get everybody to swim, this would benefit all. Increasing participation for the Tukwila Pool

Business Item 4) Incorporating Patron Feedback Suggestion Box: Vanessa presented a rough draft of how this would look, including a spreadsheet for tracking, sign, suggestion form. De'Sean indicated that partnering with staff for reviewing all suggestions would be a big plus. This would help develop partnerships with the pool staff and TPAC to review suggestions on a monthly or quarterly basis. Immediate needs would need to be presented to staff so they could be addressed. De'Sean also mentioned that TPAC would add a standing agenda item to meetings to include all suggestions. Dave mentioned that TPAC would review prior to submitting to the board. Bryan indicated that we should also ask the board how they would like the information to be presented. Bryan provided a spreadsheet tracking example, TPAC to work out a rough presentation for the June MPD meeting over the weekend to clean up the signage, verbiage, suggestion form, etc. to present to the MPD Commissioners.

De'Sean exited meeting 8:00

Stephanie did mention a concern about following the City of Tukwila's Personnel procedures regarding the suggestion form and any comments that may be directed to employees. TPAC agreed that following personnel procedures would be followed.

Business Item 5) Best Practices: TPAC agreed that this should be moved to the July 8th meeting due to time constraints and being able to ask board for guidance.

Vanessa and TPAC thanked Bryan for all his work this past year with TPAC. Vanessa asked about the current vacancies for TPAC and the website advertising for new applicants. Stephanie indicated that staff is contacting previous applicants to see if there is still interest.

Stephanie handed out a flyer regarding the OPMA training coming up and that 2 spots were reserved for TPAC, Dave indicated that he will be attending.

Vanessa made motion to adjourn and Jeri seconded.

Next meeting scheduled for July 3rd, but due to holiday schedule has been rescheduled for Monday July 8, 2013.

Meeting Adjourned 8:30

Minutes: JFA