

Meeting of the Board of Commissioners

TUKWILA POOL METROPOLITAN PARK DISTRICT

De'Sean Quinn, *President of the Board*
Kate Kruller, *Clerk of the Board*

Board Members: ▶ **Joe Duffie** ▶ **Dennis Robertson**
▶ **Allan Ekberg**
▶ **Verna Seal** ▶ **Kathy Hougardy**

Wednesday, February 26, 2014, 5:30 PM
Tukwila City Hall Council Chambers

Resolution #19

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

2. CITIZEN COMMENTS

3. CONSENT AGENDA

- a. Approval of minutes: 1/22/14 (*Regular Mtg.*)
- b. Approval of vouchers.

4. BUSINESS ITEMS

- a. A resolution repealing Resolution Nos. 8, 10 and 11 and reestablishing the Tukwila Pool Advisory Committee (TPAC). **Pg.1**
- b. Recommendations from the Tukwila Pool Metropolitan Park District's Executive Director and Attorney on possible amendments to the Interlocal Agreement with the City of Tukwila. **Pg.7**
- c. Pool cover discussion. **Pg.9**
- d. A resolution to create an Executive Director Committee. **Pg.13**
- e. Status report and recommendations for implementing high priority KJ Design's items. **Pg.17**

5. REPORTS

- a. Commissioners
- b. Executive Director, including recommendation on retirement accounts **Pg.27**
- c. Staff:
 - Operations report **Pg.29**
 - Financial report **Pg.31**
- d. Tukwila Pool Advisory Committee:
 - TPAC Chair report (includes recommendation regarding postings of staff members) **Pg.39**
 - TPAC agenda and minutes
- e. Next meeting is March 26, 2014.

6. MISCELLANEOUS

7. EXECUTIVE SESSION

8. ADJOURNMENT

Tukwila City Hall is wheelchair accessible.

Reasonable accommodations are available at public hearings with advance notice to the City Clerk's Office (206-433-1800 or TukwilaCityClerk@tukwilawa.gov). This notice is available at www.tukwilawa.gov, and in alternate formats with advance notice for those with disabilities.

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 Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: De'Sean Quinn, TPMPD Board President

DATE: February 26, 2014

SUBJECT: Repeal of Resolutions 8, 10 & 11 and reestablishment of TPAC with new membership guidelines

ISSUE

Do the Board of Commissioners wish to repeal Resolutions 8, 10 and 11 and authorize the revised establishment of the Tukwila Pool Advisory Committee allowing up to nine regular members and up to four student representatives?

FINANCIAL IMPACT

None

BACKGROUND

Since the Citizens' Pool Advisory Committee was originally established by Resolution 8 in 2011, several amendments have been authorized and proposed. One such amendment changed of name to the Tukwila Pool Advisory Committee (Res. 11), and another provided a clarification of how Officers were elected (Res. 10). Now, the majority of Commissioners have requested that TPAC expand from five up to nine members and allow for the addition of up to four voting student representatives.

To adequately track all these changes, it has been recommended that all prior TPAC-related resolutions be repealed and a new resolution be authorized that re-establishes TPAC and includes all of the amended language as well as the new membership guidelines. Current TPAC members have reviewed and/or participated in crafting the language in the new resolution.

ATTORNEY ACTION: Yes Reviewed _____ Not Reviewed

RECOMMENDED ACTION:

The Board of Commissioners is asked to vote to approve (or disapprove) a new resolution that repeals Resolutions 8, 10 and 11 and re-establishes the Tukwila Pool Advisory Committee.

ATTACHMENTS

-Resolution repealing Resolutions 8, 10 & 11 and re-establishing the Tukwila Pool Advisory Committee

Tukwila Pool Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT REPEALING RESOLUTION NOS. 8, 10 AND 11 AND AUTHORIZING THE REVISED ESTABLISHMENT OF THE TUKWILA POOL ADVISORY COMMITTEE.

WHEREAS, the Board of Commissioners of the Tukwila Pool Metropolitan Park District adopted Resolution No. 8 on December 12, 2011, which established the Citizens Pool Advisory Committee; and

WHEREAS, on March 12, 2012, the Tukwila Pool Metropolitan Park District Board of Commissioners adopted Resolution No. 10 clarifying procedures for electing which Officers are elected to the Citizens Pool Advisory Committee; and

WHEREAS, on April 9, 2012, the Tukwila Pool Metropolitan Park District Board of Commissioners adopted Resolution No. 11 amending the name of the Citizens Pool Advisory Committee to the "Tukwila Pool Advisory Committee;" and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners has determined that the Tukwila Pool Advisory Committee should be expanded to include up to four additional full members; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners determined that the Tukwila Pool Advisory Committee would benefit from having up to four student representatives; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners decided to repeal Resolution Nos. 8, 10 and 11 so that a new resolution may be adopted reflecting the desired changes; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners and the members of the Tukwila Pool Advisory Committee reaffirm that the Committee shall serve in an advisory capacity and, while the Board of Commissioners shall consider the recommendations of the Committee, the Board of Commissioners is not required to implement Committee recommendations;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. Repealer. The Tukwila Pool Metropolitan Park District repeals Resolution No. 8 establishing the Citizens Pool Advisory Committee, Resolution No. 10 clarifying the Committee's election procedures and Resolution No. 11 changing the name to the Tukwila Pool Advisory Committee.

Section 2. Tukwila Pool Advisory Committee Established. The Tukwila Pool Metropolitan Park District Tukwila Pool Advisory Committee is established and will consist of no less than five and up to nine full voting members appointed by the Tukwila Pool Metropolitan Park District Board of Commissioners. No more than 2 members shall be non-residents. A formal process of selection shall include application to and review by the President of the Board of Commissioners and a background check. Appointments shall be made for the position and shall be selected on a non-discriminatory basis and without respect to political affiliations. One Board Commissioner may be appointed as a non-voting liaison to the Tukwila Pool Advisory Committee.

Section 3. Membership. Members of the Tukwila Pool Advisory Committee shall be appointed by the Tukwila Pool Metropolitan Park District Board of Commissioners in accordance with the following guidelines:

1. **Terms of Membership.** Current members of the Tukwila Pool Advisory Committee shall serve a two year term of appointment. New members may be appointed for one year to ensure that more than half of all members' terms will not expire at the same time. Once a member has completed a one year term, reappointments shall be for a two year term. All appointments will expire December 31 of the last year of the term.

2. **Student Representatives.** In addition to the appointed positions, the Tukwila Pool Metropolitan Park District will recruit and select up to four voting Student Representatives to the Tukwila Pool Advisory Committee. Student Representatives shall be residents of Tukwila and enrolled in good standing in any high school or be a high-school aged student who is documented as receiving home-based instruction.

a. **Purpose of Student Representatives.** The purpose of the Student Representative to the Tukwila Pool Advisory Committee is to provide a documented student voice to the Tukwila Pool Advisory Committee. The Student Representatives will provide support and insight to the Committee's understanding of student issues, concerns and perspectives.

b. **Term of Office of Student Representatives.** Student Representatives shall be selected by the Tukwila Pool Metropolitan Park District Board of Commissioners at the beginning of the traditional school year. Upon notification of selection, Student Representatives may begin participating in Tukwila Pool Advisory Committee activities immediately and will be expected to participate through the remainder of the traditional school year. In the event of a vacancy during the school year, another Student Representative may be selected from qualified applicants to serve the remainder of the term.

c. **Documentation of Student Representatives.** Student Representative attendance and participation in Tukwila Pool Advisory Committee meetings shall be documented in the minutes.

3. **Vacancies.** If an appointment becomes vacated, the expiration of the term of the appointment shall be to fill only the expired position of such term. Vacancies shall be filled for unexpired terms as soon as possible.

Section 4. Bylaws. The Tukwila Pool Advisory Committee shall be empowered to create and adopt such bylaws as are necessary for the conduct of business, and a majority of the Committee shall constitute a quorum for the transaction of business.

Section 5. Officers. Members and Student Representatives of the Tukwila Pool Advisory Committee shall meet and organize by electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

Section 6. Meetings. The Tukwila Pool Advisory Committee shall meet no less than quarterly and the Committee shall keep a record of all meetings. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the chairperson. The Tukwila Pool Advisory Committee is not subject to the Washington State Open Public Meetings Act. However, all meetings of the Tukwila Pool Advisory Committee shall be open to the public and the Committee shall use reasonable efforts to notify the public of their regular and special meetings.

Section 7. Annual Report. The Tukwila Pool Advisory Committee will report annually to the Tukwila Pool Metropolitan Park District President and Board of Commissioners on the status of pool services and needs in the District.

Section 8. Purpose. The Tukwila Pool Advisory Committee will:

1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the Tukwila Pool Metropolitan Park District limits by majority vote.

2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.

3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.

4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.

5. Promote pool gift giving, including setting standards for such gifts.

6. Render any other advice and assistance related to aquatics services.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2014.

ATTEST/AUTHENTICATED:

Kate Kruller, Clerk of the Board

*De'Sean Quinn, President,
Board of Commissioners*

APPROVED AS TO FORM BY:

Filed with the Clerk: _____
Passed by the Commission: _____
Resolution Number: _____

Brian Snure, Commission Attorney

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill (Executive Director, TPMPD) & Brian Snure (TPMPD Attorney)

DATE: February 26, 2014

SUBJECT: **Recommendations for amending the Interlocal Agreement with the City of Tukwila**

ISSUE

The TPMPD Executive Director and Attorney's recommended revisions to the Interlocal Agreement with the City of Tukwila

FINANCIAL IMPACT

None

BACKGROUND

An Interlocal Agreement with the City of Tukwila was approved in December 2013. At the January 2014 meeting Commissioner Robertson proposed a process by which amendments could be made to the agreement. Commissioner Robertson and Commissioner Kruller each put forward suggestions for areas which should be reviewed. Ultimately, the Board voted to have the Executive Director and Attorney recommend amendments for the Board to consider at the February meeting.

DISCUSSION

After reviewing the current Interlocal Agreement with the City of Tukwila, the ED and Attorney propose that language should be drafted to cover the following topics which are standard for agreements of this type:

- 1) Dispute Resolution
- 2) Termination – for non-payment, lack of insurance, or material breach of contract
- 3) Accountability & Reporting – including a work plan with measurable goals, financial & other reports, and performance audits
- 4) Cost controls – setting an annual cap on spending beyond which additional approval would be required
- 5) Policies and Procedures – reserving TPMPD's right to adopt reasonable policies in the future that set a higher standard and would supersede City policies once adopted.

STAFF RECOMMENDATION

The TPMPD Board of Commissioners is asked to consider the five revisions outlined above and direct the Executive Director and Attorney to draft amendments that the Board can review and potentially put to a vote at the March meeting.

ATTACHMENTS

-none

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: February 26, 2014

SUBJECT: Pool Cover discussion

ISSUE

Do the TPMPD Commissioners wish to develop a policy relating to the pool cover?

FINANCIAL IMPACT

Unknown at this time

BACKGROUND

TPMPD applied for and received a grant from Puget Sound Energy for a pool cover in 2012. Due to mechanical and other issues, it has not been used as required by the terms of the grant. Recently, repairs were made and a demonstration was organized for the Commissioners and the public on February 15, 2014.

The demonstration showed that the cover is functional and there is nothing stopping its regular use at this time.

The operator has raised the point that additional labor costs would possibly outweigh any financial savings because application and removal cannot be done during current pool hours. Having said that, they appreciate the value of the energy savings and are willing to use the cover if requested.

DISCUSSION

In their capacity as a policy-making body, is there any action that the TPMPD would like to take in regard to the pool cover?

STAFF RECOMMENDATION

The TPMPD obligated itself to utilize the pool cover when it accepted the grant from PSE. TPMPD should request that the operator begin use and encourage the operator to seek labor- and time-saving improvements to mitigate the cost. However, specific operational adjustments should be left to the operator's discretion.

ATTACHMENTS

-none

INFORMATIONAL MEMORANDUM
Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Commissioners

FROM: Sustain Tukwila Pool Committee

DATE: February 18, 2014

SUBJECT: Pool Cover Use

BACKGROUND

As part of the Capital Improvement Project it was identified that a pool cover would garner significant energy savings. The engineer's estimate was \$8,500/year in monetary savings. The operator was instructed to seek a grant from Puget Sound Energy for financial assistance; a grant was awarded on Sept. 6, 2012 in the amount of \$14,041 for the installation of a pool cover at the TPMPD Pool in exchange for daily use of the cover.

DISCUSSION

Since the pool cover was delivered around 1 year ago, there have been several challenges reported by the pool operator resulting in the cover not being used.

1. The pool cover was the incorrect size. (This was remedied by the contractor)
2. The pool cover took tremendous effort and time to install and remove daily.
3. There were safety issues associated with the utilization.

STP has maintained throughout this past year that the pool cover must be used as the benefits are strongly supported by many including the Department of Energy and US Swimming.

Members attended a demonstration of the pool cover on Feb. 15, 2014 at 8:00am. They were pleased to witness a strong performance by the two female staff members who accomplished the installation in 21min.43sec. and the removal in 19min45sec. This bodes well for future improvement in both time and technique as they become more familiar with the process. No significant safety issues were apparent. The DPMPD Commissioner President offered to provide guards already proficient in this process to expedite the training process.

A new concern raised by Amy Kindell (Assistant Manager) during the demonstration was that wheelchair access on the deck is limited by the pool cover rollers and the DOJ would have issues. The contracted operator has allowed the rollers to remain in this location for the last year, however if this is a valid concern it is important that the TPMPD take the necessary steps to hold the contractor who provided the designed installation accountable and remedy the situation immediately with a compliant product.

Members noted some possible improvements to the design of the rollers that, as funds become available, could be implemented.

1. A rubber mallet attached by shock cord to either end of the roller to release the spring loaded foot stop.
2. Purchase a second roller handle to expedite the rolling process with two guards

CONCLUSION

STP would like to once again stress that it is imperative that the pool cover is used. The using of pool covers in indoor pools is a standard operating practice, supported industry-wide. The demonstration further reinforced that this task is manageable by current staff employed as lifeguards, and current job descriptions should reflect that pool cover installation/removal be considered an ongoing duty for employees working at the pool.. Furthermore non-compliance with the PSE conservation grant conditions is unacceptable. Time is of the essence as the expiration of the 1 year extended warranty contract with McKinstry is rapidly approaching.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Dennis Robertson, TPMPD Commissioner

DATE: February 26, 2014

SUBJECT: Resolution to form an Executive Director Committee

ISSUE

Should the TPMPD establish an Executive Director Committee?

FINANCIAL IMPACT

None

BACKGROUND

The Board of Commissioners reviewed a proposal at their January 2014 meeting to establish an Executive Steering Committee. A vote by the Commissioners recommended that the proposal should be put to forward as a Resolution. In the interim, the name "Executive Director Committee" was found to be a more accurate reflection of the committee's charge.

DISCUSSION

The TPMPD Board of Commissioners would like to provide a governing body and sounding board to support the position of Executive Director. The proposed committee would have four members: the sitting Board President, the Clerk of the Board, another Commissioner (to be determined) and the Executive Director.

RECOMMENDATION

The Board of Commissioners is asked to consider adopting a new resolution that establishes an Executive Director Committee. Additionally, the Board is asked to consider and select a fourth member of the committee.

ATTACHMENTS

--Resolution to establish an Executive Director Committee

ATTORNEY ACTION: Yes ___ Reviewed _____ Not Reviewed

RECOMMENDED ACTION:

Motion to approve Resolution ____ authorizing the creation of the Tukwila Pool Metropolitan Park District Executive Director Committee.

Motion to appoint _____ to serve as the fourth member on the Executive Director Committee

Tukwila Pool Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT AUTHORIZING THE CREATION OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT EXECUTIVE DIRECTOR COMMITTEE.

WHEREAS, the Board of Commissioners of the Tukwila Pool Metropolitan Park District (TPMPD) wish to provide a governing body to the TPMPD Executive Director; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners desires to approve and authorize the Executive Director to take necessary time sensitive actions while awaiting full TPMPD Board approval; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners would like to support the Executive Director in carrying out the duties described in the position description; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners desires to assist the Executive Director in ensuring that the pool meets the needs of the community;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. Tukwila Pool Metropolitan Park District Executive Director Committee is established. The Tukwila Pool Metropolitan Park District (TPMPD) Executive Director Committee is hereby established and will consist of four appointed members including the Executive Director, the current sitting TPMPD President, the current sitting TPMPD Clerk of the Board, and an additional Board Member selected by the Board of Commissioners. If the President or Clerk is not available, another Board Member may be appointed by the Board of Commissioners.

Section 2. Responsibilities and Duties of the Executive Director Committee. The Executive Director Committee will provide review and oversight to issues brought forward by the Executive Director. Issues may include, but are not limited to: 1) TPMPD policies and operating procedures, 2) budgeting and financing, 3) health and safety, 4) TPMPD administration. The Executive Director shall facilitate and be responsible for setting the Executive Director Committee meeting agendas and keeping all necessary correspondence and notes. The other committee members are responsible for attending meetings and providing input, guidance and consensus. In addition, they are responsible for: providing direction and authority to the Executive Director for time sensitive issues, acting as a sounding board for issues, and assisting in identifying agenda items for subsequent Executive Director Committee meetings.

Section 3. Meetings of the Executive Director Committee. The normal frequency for meetings will be no less than monthly. Dates, time and length of meetings shall be determined by the Executive Director Committee.

Section 4. Appointment Terms. Members of the Executive Director Committee shall serve a one-year term of appointment. All appointments will expire December 31st. If an appointment becomes vacant, the term of the new appointment shall be the remainder of the term. Vacancies shall be filled as soon as possible by the Board.

Section 5. Purpose. The TPMPD Executive Director Committee will:

1. Act as a sounding board to the Executive Director.
2. Approve and authorize the Executive Director to take necessary time-is-of-the-essence actions while awaiting full TPMPD Board ratification.
3. Review and interpret TPMPD pool policies, procedures and processes and/or recommend changes and additions for full Board approval as needed.
4. Provide the Executive Director with the support necessary to achieve the goals of the position.
5. Aid the Executive Director in ensuring the pool meets the needs of the community.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2014.

ATTEST/AUTHENTICATED:

Kate Kruller, Clerk of the Board

*De'Sean Quinn, President,
Board of Commissioners*

APPROVED AS TO FORM BY:

Brian Snure, Commission Attorney

Filed with the Clerk: _____
Passed by the Commission: _____
Resolution Number: _____

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

ITEM NO

4.E.

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: February 26, 2014

SUBJECT: **Status report and ED prioritization of KJ Designs recommendations**

ISSUE

Status report on the recommendations from KJ Designs and additional recommendations from the Executive Director

FINANCIAL IMPACT

None

BACKGROUND

KJ Designs is a well-respected local consultancy hired by the TPMPD to assess the administration, operation and programs being provided at the Tukwila Pool. Their assessment was delivered in September 2013 and included approximately 124 distinct recommendations.

The Board President requested that the ED review those recommendations and evaluate which should be acted upon most urgently by the TPMPD. The ED has included an update on the status of all the recommendations.

STAFF RECOMMENDATION SUMMARY

Generally, a long-term strategic plan is needed that includes setting aside funds toward replacement equipment and future capital improvements/projects. Successful future levy votes and/or bond requests will depend on the TPMPD's ability to show that it can be trusted to manage the funds with care and excellence.

While significant improvements have already been adopted in the operational areas of programming and facilities, there appears to be room for further improvement or a need to address the following:

- consistency of lesson quality
- increasing lifeguard readiness
- providing on-line registration
- improving managerial staff coverage

The vast majority of the recommendations in the attached document were labeled "high priority" by KJ Designs. The highlighted items are further considered by the ED to be "Highest Priority". Factors in consideration include cost, long-term prospects and providing our residents with an efficiently run program that they value and are happy to support for years to come.

ATTACHMENTS

- Status Report on Implementation of KJ Designs Report Recommendations
- ED Priorities for KJ Designs Report Recommendations

Status Report on Implementation of KJ Designs Report Recommendations As of Feb 2014

Created by Jennafer Price Cargill

Breakdown of all KJ Designs Report recommendation status
<p>For brevity, I have used the numbering system developed for the document called "Tukwila Staff Responses to Recommendations in the KJ Designs Pool Administrative and Program Assessment October 2013" Attachment B. All percentages were rounded and were calculated after the redundancies were eliminated.</p>
<p>Tukwila Pool staff and the TPMPD have already implemented or are in the process of implementing 46% of the recommendations. (Items #: 5, 12-15, 17, 19-30, 32, 41, 43, 49, 72, 74, 76, 79, 82, 84, 85, 87, 94, 96-101, 104-106, 112, 114-119, 122, 123, 125, 127, 129, 131, 135, 138, 142-146)</p>
<p>The pool management intended to implement another 29% of the recommendations but possibly require additional support to do so fully. (Items #: 1, 3, 31, 33, 38, 40, 44, 46-48, 51-56, 58-69, 80, 90, 92, 93, 110, 111, 128, 139)</p>
<p>Approximately 11% of the recommendations would require a financial commitment that has not been funded. (Items #: 34-36, 39, 42, 45, 57, 75, 86, 95, 120, 121, 132)</p>
<p>Fewer than 10% of the recommendations were evaluated and found to be unnecessary or undesirable for our facility or community at this time (Items #: 2, 7, 11, 18, 70, 71, 73, 79, 126, 130, 137)</p>
<p>4% require further TPMPD action/review (Items #: 124, 133, 134, 136, 140, 141)</p>
<p>Multiple items were eliminated for redundancy - FYI (Items #: 4, 6, 8-10, 16, 37, 50, 77, 78, 81, 83, 88, 89, 91, 97, 102, 103, 107-109, 113)</p>

Executive Director's Priorities for KJ Designs Report Recommendations

Submitted February 2014

Each of the items below (exceptions noted) was labeled as "High Priority" by KJ Designs. Highlighted items are considered "Highest Priority" by the TPMPD Executive Director.

Key: (p) = policy only, (po) = policy optional, (o) = operational only

Item numbers correspond to the document called "Tukwila Staff Responses to Recommendations in the KJ Designs Pool Administrative and Program Assessment October 2013" Attachment B.

Items marked "n/a" were not included in that document and therefore not assigned an item number.

Item#	Topic: Learn To Swim	Additional info:	Status or Recommendation:
74	On-line registration (po)	Currently being researched for all Tukwila P&R programs. Independently purchased software would require a \$3000-\$5000 annual financial commitment.	City is reviewing online software options, implementation scheduled for 2016 once current software becomes obsolete
46-53	Establish and maintain standards of general class guidelines (po)	Some instructors may be achieving these standards, but obviously KJ saw that some were not.	Continuing education and increased accountability strongly recommended
42	Stagger class start & end time (o)	Hidden labor costs with little ROI	Not recommended at this time, additional funding would be required, slate for re-consideration in 2015.
43 & 76	Saturday lessons with 6-8 classes (o)	Current option allows patrons to sign up for two sets Saturday sessions back-to-back (8 classes) for same cost as 8 weekday classes	Implemented June 2013
75	Adjust the length of classes based on skills and levels (o)	Significant hidden labor costs with little ROI	Not recommended at this time, additional funding would be required, slate for re-consideration in 2015.
n/a	Ensure that safety skills are taught during each lesson (po)	Some instructors may be achieving this standard, but obviously KJ saw that some were not.	Continuing education and increased staff accountability strongly recommended

Item#	Topic: Learn To Swim (cont.)	Additional info:	Status or Recommendation:
92	Create formal swim screening process and modify class assignment if a child is inappropriately placed (o)	Currently, level testing is only provided when a student is transferring	Option: Create a policy requiring that instructors screen students in the first class of each session to ensure they are placed properly (add'l safety measure)
81-84	Clearly designate lesson space per instructor (depth, dividers and signage) (o)	Spaces are designated, but not visibly. Parents and others are not aware of boundaries.	Recommend that staff brainstorm options and experiment with signs or other visible dividers.
77-78	Add programs and times offered (preschool, kinder, family & friend) (o)	Pool staff continue to review programming to seek additional options and needs.	On-going
Topic: Partnership Opportunities			
Item#	Topic: Partnership Opportunities	Additional info:	Status or Recommendation:
n/a	Partner with public and home school programs (p)	Swim lessons provided to students at Foster HS in partnership with TSD. Continuing to work out details of partnership.	Implemented 2013 w/public schools only
n/a	TPAC and STP as a positive voice for the pool (p)		Recommended
Topic: MPD Commissioners			
Item#	Topic: MPD Commissioners	Additional info:	Status or Recommendation:
n/a	Transition to an independent Board of Commissioners (p)		If planned for implementation by 2016 or 2017, preparations should begin as soon as possible
Topic: Staff Training, Development & Certifications			
Item#	Topic: Staff Training, Development & Certifications	Additional info:	Status or Recommendation:
n/a	Guest services should be over 50% of the job for all employees (o)	Lifeguards are not as consistent in this area as management staff.	Allowing the patrons to learn the names of the guards would assist greatly toward improving the guest experience.
31	Lifeguards must wear fanny packs (po)	Fanny packs are kept at each guard stand	Highly recommended by ED
32	Shadow guard or shadow instructor and mentoring program for all new employees regardless of prior experience (po)	Management feels that this is being done. Clearly KJ thought it should be done more.	Highly recommended by ED
34	Provide LGT certification every year (po)	Additional expense would have to be approved	Highly recommended by ED

Item#	Topic: Staff Training (cont.)	Additional info:	Status or Recommendation:
35	2 hours of training per month, per employee (po)	Additional expense would have to be approved	Highly recommended by ED
38	Train staff in custodial responsibilities (o)	Management feels that this is being done. Clearly KJ thought it could be done better.	Continuing education and increased staff accountability recommended
40	Provide swim lesson workshops for instructor development (po)	Management feels that this is being done. Clearly KJ thought it should be done more.	Highly recommended by ED
139	Train employees for efficient placement and removal of pool covers (o)	Demo 2/15/14	Recently repaired by McKinstry and ready for use.
Item#	Topic: Policies and Signage	Additional info:	Status or Recommendation:
133	Amend current job descriptions to reference WAC requirements (p)	Can be implemented by TPMPD immediately	
12	Post circle-swimming and lane use guidelines and signage (o)		Done
112	Create a Priority of Use statement (p/o)	A formal statement can be developed and implemented easily	
Item#	Topic: Membership Recommendations	Additional info:	Status or Recommendation:
13	Adopt a membership-based philosophy (p)		Reviewing for possible implementation mid-2014
20-22	2 or more annual membership promotions (o)	Birthday promotion, gift of fitness promotion, and pre-summer promotions are all in place	Currently exceeding recommendation
n/a	Create membership benefits (program discounts and free special events) (o)	Can be considered if membership program is implemented	Recommended
17	Change terminology: membership instead of passes, visits instead of punches (p)		Reviewing for possible implementation mid-2014
18	Add the same disclaimer for multi-visits and membership that is listed with TCC memberships (o)	This would cause multi-visit passes to expire before they are used up and therefore eliminate a current benefit to patrons.	Not recommended
23	Create an "other club card" fee for TCC and/or other club memberships (o)		Reviewing for possible implementation mid-2014
27	Create a pricing formula (p/o)	Management staff report that a version of this is already in place.	

Item#	Topic: Budgeting Considerations	Additional info:	Status or Recommendation:
86	Add another lifeguard during peak instruction times (po)	Additional costs would be approximately four to five thousand per year. However, if KJ saw that there was a need, it means that patron safety is impacted and should be considered.	Consider as an increased safety measure
140	Allocate a replacement equipment and capital improvements fund (p)	ED modified this recommendation to incorporate long-term thinking	Highly recommended by ED
Item#	Topic: Scheduling	Additional info:	Status or Recommendation:
1, 6, +	Minimum 1 lap lane open during all operational hours (po)	Currently lap lanes are open 47 hours per week and management believes this meets the need. KJ did not seem to agree with this assessment. Certain special interest rentals are the primary limitation on lap swimming, as they take up the entire pool.	Unknown whether or not current or future members would prefer additional lap swimming hours.
7	Adjust open swim and family swim to open recreation and broader definition, expand times and include board or slide (o)	The design and placement of the slide and diving board seem to preclude this option, which is something that KJ should have noticed.	ED can reconnect with KJ to ask for clarification or more detailed suggestion.
130	Manager-on-duty during all business hours (po)	Two managers are required to be on duty during weekdays to fulfill the terms of the TSD contract. "Lead" Guards cover evening and weekends. Current management staff report that they are overextended (i.e. no days off for weeks at a time).	Currently have \$200,000+ budgeted to cover management staff costs. This should easily support 3 supervisory-level staff, especially if not all of the staff are FTEs. TPMPD could develop a policy that sets minimum supervisory expectations for operational contractors. Additional accountability and oversight for guards is also highly recommended.
Item#	Topic: Facility Layout & Building Changes	Additional info:	Status or Recommendation:
122	Create a spectator area		Done
116	Bungee folding table to wall or remove from spectator space		Done
117	Lane lines tighter for safety		Done

Item#	Topic: Marketing	Additional info:	Status or Recommendation:
n/a	Evaluate cost recovery and market potential with prices of services (membership, programs) (o)		Further is required from the ED who has taken on primary accountability for marketing.
99	Cross market special programs (o)		Implementation planned from Spring 2014
96	Count participants for every admission (o)		Currently being done
123	Develop and implement marketing plan (p)	A preliminary marketing plan was developed by management staff.	Further input is required from the ED who has taken on primary accountability for marketing.
Topic: Custodial Services			
Item#	Topic: Custodial Services	Additional info:	Status or Recommendation:
n/a	Keep locker rooms clean and well stocked (po)	Currently the standard, however KJ seems to be indicating that additional emphasis is needed	ED's experience is that the facility is usually clean and well-stocked
n/a	Create accountability for lifeguards' custodial duties – i.e. check their work (o)	Recommendation from ED, not in KJ Designs report	Additional supervisory-level staff would make this easier to implement
128	Ensure that every lifeguard rotation includes a locker room walk through (o)	Currently the standard for all guards	ED has never personally witnessed a guard walk through the locker rooms during a rotation.
n/a	Determine frequency of broom brigade on high traffic areas of pool deck (o)		Currently being implemented approximately once a week

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board Members

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: February 26, 2014

SUBJECT: Executive Director's Report

ISSUE

Update on TPMPD administrative operations

FINANCIAL IMPACT

No financial impact

BACKGROUND

This informational memorandum is to update the Board on the work of the Executive Director

DISCUSSION

Between Jan 16 and Feb 19, the following has been accomplished:

- ED office equipped and running, purchased: laptop computer w/Office Professional and Norton security suite, printer/scanner/copier, mini LCD projector, cell phone and plan to support Wi-Fi access, and other general office supplies as needed. Total expenditures: approximately \$2200
- Attended TPAC meeting and marketing committee meeting
- Worked with City Clerk and Board President to pilot two new methodologies designed to reduce costs and increase efficiency at monthly meetings.
- Drafted TPAC Resolution and ED Committee Resolution
- Researched and compiled recommendations on high priority items from KJ Designs Report
- Met with TPMPD Attorney to review ILA and provide recommendations for amendments
- Researched PERS plan and other pension/retirement options.
- Submitted required paperwork to establish a separate TPMPD purchasing card program
- Organized and attended a demonstration of the pool cover
- Meetings held with:
 - De'Sean Quinn, Board President
 - David Cline, City Administrator
 - Nancy Coogan, Tukwila School District Superintendent
 - Kate Kruller, Commissioner
 - Verna Seal, Commissioner
 - Kathy Hougardy, Commissioner
 - Brian Snure, Attorney
 - Amy Kindell & Malcolm Neely, Tukwila Pool Staff

RECOMMENDATION

Committing the TPMPD to PERS is not recommended. Currently compiling options which will be reviewed by the Executive Director Committee (once that body is established) then a final recommendation will be submitted to the Board as a whole at a later date.


ATTACHMENTS

None

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: February 19, 2014

SUBJECT: Operations Report

ISSUE

Staff update on pool operations

FINANCIAL IMPACT

No financial impact

BACKGROUND

This Informational Memorandum is to update the Board on Operations and Other Items.

DISCUSSION

Revenues: January 2014 revenues totaled \$23,055 compared to \$11,851 in January 2012, staff is not comparing to 2013 due to the Capital Improvement Project closure. January 2014 revenues were so good that they set a new January revenue record for records kept throughout the past 11 years.

Swimming Education Programs: Just over 100 swimming lessons registrations were received in January 2014, which is increase of 53%when compared to January 2012 registrations. This was the highest number of registrants for any January swimming lesson session in the past 11 years. 88% of January registrants were Tukwila Residents.

Pass Sales: A New Year Pass sale that started on December 15, 2013 and ended on January 31, 2014 generated \$3,310 in revenue after taxes. A total of 20 annual passes were sold during the sale period, a \$50 discount was given for passes purchased during the sale. Currently, youth and senior annual pass fees are \$187 resident / \$236 nonresident and adult annual pass fees are \$308 resident / \$388 nonresident.

Partnerships: The partnership between Tukwila School District, Foster High School and the Tukwila Pool continues to be successful for High School PE classes. Second semester classes started on January 28th, the Boys class has 21 participants and the girls class has 20 participants. Staff continues to work with the school and District to plan for 2014-15 school year classes.

Global 2 Local continues to be a strong supporter of the swimming education program at the pool. Staff is also working with Global 2 Local to identify potential lifeguard candidates within their programs and work to create a training program to prepare them to take lifeguard training in the coming year.

Seattle Children's Hospital and Seattle/King County Health Department continue to work closely with staff on the Community Transformation Grant work.

Other highlights: The pool slide was reopened for use on February 8, 2014.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Vicky Carlsen, Deputy Finance Director

DATE: February 19, 2014

SUBJECT: Monthly Financial Report

ISSUE

Monthly financial report.

FINANCIAL IMPACT

DISCUSSION

December 2013 has been closed and reconciled. Total revenue for the month of December is \$34,358 bringing the total revenue for 2013 to \$1,163,953.

Total expenditures for the month is \$110,243 bringing the total for the year to \$830,559.

Total revenue for 2013 exceeded expenses by \$263,305.

The financial report attached provides additional information detailing the total revenue and expenditures.

Also attached is the December Support Services report detailing City support services for the MPD.

RECOMENDATION

For information only.

ATTACHMENTS

- A. December Financial Statement
- B. December Support Services Report

Attachment A

TUKWILA POOL MPD
Revenues, Expenditures and Fund Balance
January 1, 2013 to December 31, 2013

Percent of year expired 100.00%

	BUDGET	Q1	Q2	Q3	ACTUALS			YE ADJ	YTD	% of BUDGET
		TOTAL	TOTAL	TOTAL	OCT	NOV	DEC		TOTAL	
REVENUE										
TAX REVENUE	\$ 680,186	\$ -	\$ 360,602	\$ 7,483	\$ 179,014	\$ 133,076	\$ 1,112	-	\$ 681,288	100.2%
PROGRAMS	180,000	16,573	62,079	76,095	9,970	9,031	7,005	-	180,752	100.4%
RENTALS	31,000	2,870	8,280	6,357	3,970	3,141	26,104	-	50,723	163.6%
SCHOLARSHIPS USED	-	-	(1,570)	(4,317)	(660)	(908)	(132)	-	(7,586)	0.0%
OTHER	-	(183)	427	(124)	(18)	(14)	(7)	-	81	0.0%
SALE OF MERCHANDISE	-	73	461	666	119	126	113	-	1,558	0.0%
SALE OF SWIM MERCHANDISE	-	-	-	716	213	57	129	-	1,116	0.0%
DONATIONS	-	5	1,199	12	1,569	145	33	-	2,963	0.0%
GRANT	-	-	-	-	-	-	-	3,059	3,059	
OPERATING LOAN	38,066	250,000	-	-	-	-	-	-	250,000	656.8%
TOTAL REVENUE	929,252	269,338	431,477	86,888	194,178	144,654	34,358	3,059	1,163,953	125.3%
EXPENDITURES										
ADMINISTRATION/OVERHEAD										
45 GROUND LEASE	10,950	-	-	10,950	-	-	-	-	10,950	100.0%
51 INTERLOCAL CITY FEES	90,000	22,500	22,500	22,500	7,500	7,500	7,500	-	90,000	100.0%
41 LEGAL FEES	6,240	726	350	-	-	672	10,265	-	12,013	192.5%
46 INSURANCE	9,912	8,672	-	-	-	-	-	-	8,672	87.5%
TOTAL ADMINISTRATION	117,102	31,898	22,850	33,450	7,500	8,172	17,765	-	121,635	103.9%
CAPITAL & DEBT SERVICE										
BRIDGE LOAN PAYMENT	88,245	-	19,406	30,364	10,121	10,121	10,121	-	80,135	90.8%
BOND PAYMENT	85,605	-	56,565	-	-	56,565	-	-	113,130	132.2%
CIP RESERVE	30,000	-	-	-	-	-	30,000	-	30,000	100.0%
TOTAL CAPITAL & DEBT SERVICE	203,850	-	132,536	30,364	10,121	66,686	40,121	-	223,265	109.5%
OPERATIONS										
11 SALARIES	141,684	27,018	35,070	35,849	11,923	11,923	12,044	-	133,827	94.5%
12 EXTRA LABOR	118,000	9,584	37,966	48,466	13,853	10,712	11,139	-	131,720	111.6%
13 OVERTIME	-	-	-	1,247	152	195	-	-	1,594	0.0%
SALARIES & WAGES	259,684	36,603	73,036	85,562	25,928	22,830	23,183	-	267,141	102.9%
21 FICA	19,773	2,784	5,564	6,523	1,976	1,759	1,764	-	20,369	103.0%
23 PERS	15,106	1,870	2,931	3,838	1,345	1,280	1,217	-	12,481	82.6%
24 INDUSTRIAL INSURANCE	14,694	1,617	5,145	5,072	1,502	1,204	1,200	-	15,740	107.1%
25 LIFE, OPTICAL	1,263	252	322	325	108	108	116	-	1,231	97.5%
25 MEDICAL, DENTAL, LIFE, OPTICAL	30,939	6,029	7,735	7,735	2,578	2,578	2,578	-	29,233	94.5%
PERSONNEL BENEFITS	61,775	12,552	21,698	23,491	7,509	6,929	6,875	-	79,054	96.7%
31 OFFICE & OPERATING SUPPLIES	8,679	15,876	(10,385)	5,372	2,001	699	959	-	14,521	167.3%
31 CHEMICALS	6,500	730	997	3,427	613	397	557	-	6,720	103.4%
34 RESALE PURCHASES	-	-	840	1,706	-	120	-	-	2,666	0.0%
SUPPLIES	15,179	16,605	(8,549)	10,505	2,614	1,216	1,515	-	23,907	157.5%
41 PROFESSIONAL SERVICES	100	465	2,324	-	-	5,849	-	-	6,638	8638.1%
42 COMMUNICATION	4,000	629	475	436	200	275	80	-	2,096	52.4%
44 ADVERTISING	4,000	507	2,842	1,667	-	-	2,885	-	7,901	197.5%
45 OPERATING RENTALS & LEASES	400	-	-	297	-	-	-	-	297	74.2%
47 PUBLIC UTILITY SERVICES	103,120	10,454	20,671	17,539	4,145	5,900	8,744	-	67,453	65.4%
48 REPAIRS & MAINTENANCE	20,000	147	3,119	5,556	774	1,426	8,519	-	19,540	97.7%
49 MISCELLANEOUS	5,000	1,092	1,928	1,228	299	350	343	-	5,240	104.8%
49 CREDIT CARD FEES	3,400	346	1,416	1,870	368	220	214	-	4,434	130.4%
53 EXCISE TAX	-	-	-	-	-	-	-	-	-	0.0%
OTHER SERVICES & CHARGES	140,020	13,639	32,775	28,593	5,785	14,021	20,784	-	115,598	82.6%
TOTAL OPERATIONS	496,658	79,400	118,960	148,151	41,836	44,996	52,357	-	485,700	97.8%
TOTAL EXPENDITURES	817,610	111,298	274,346	211,965	59,458	119,854	110,243	-	830,599	101.6%
TRANSFER TO FUND 633							70,048		70,048	
CHANGE IN FUND BALANCE	111,642	158,040	157,131	(125,077)	134,720	24,800	(145,933)	3,059	263,305	235.8%
BEGINNING FUND BALANCE	197,605	56,125	214,165	427,861	302,784	437,505	462,305	316,371	56,125	28.4%
ENDING FUND BALANCE	\$ 309,247	\$ 214,165	\$ 371,296	\$ 302,784	\$ 437,505	\$ 462,305	\$ 316,371	\$ 319,430	\$ 319,430	103.3%

Tukwila Metropolitan Park District
 Support Services Summary
 December 2013

PER TASK	12 (Multiple Items)	Values	Sum of SALARIES & BENEFITS
DEPT		Sum of HOURS	
City Administrator/City Clerk	03	50.00	3,700.11
Finance	05	14.50	680.22
Parks and Recreation	07	37.00	2,596.61
Parks and Recreation	15	19.00	1,971.77
Grand Total		120.50	\$8,948.71

Activity Date	(Multiple Items)	Activity Description	Total
		ALMBERG-DIDEON, DANA	
		Produce & Distribute MPD packet	2
		Set up Council Chambers for MPD meeting	1.5
			0.5
		CARLSEN, VICTORIA	
		MPD Board Meeting	1
			1
		CLINE, DAVID	
		MPD Board Support	13
		MPD Board Preparation and respond to requests	3
		MPD Meeting and Preparation	3
		MPD Board Meeting Support	4
			3
		EATON, ROBERT	
		PM = Warranty Work	19
		Facility Alarm Response	5
		FM = Boiler Inspection	4
		PM = Warranty Work Coordination	1
		PM = Warranty Work = 3hrs	2
		PM = Warranty Work = 1hr / Pool Tour for TPAC Member Kim McCoy = 1hr	2
		Troubleshooting BECS	2
			2
		FRICKE, KAREN	
		MPD Payroll Processing	2
			2
		GARDNER, STEPHANIE	
		MPD Special Meeting Prep.	2
			2
		HART, MELISSA	
		Prepare minute template for MPD Special Meeting; provide staff support at the December 10 Special Meeting.	5
			3.5

Tukwila Metropolitan Park District
Support Services Summary
December 2013

HART, MELISSA	PER	12	0.5
Cleaned-up Chambers after MPD Special Meeting for Court business next day; email status of agenda items to City Clerk in preparation of meeting agenda for Regular meeting; convert audio for uploading into the Digital Records Center and escort remaining meeting attendees out of City Hall and secure building.			
JUE, LILY			1
Assist staff with updates to agenda packet materials for the December 16 Regular meeting, as directed by the Board at the December 10 Special Meeting.			
LE, BAO-TRAN		2	2
Accounting: Nov. 2013 Monthly Bank Statement/GL Cash Reconciliation			
	DIGITIZE documents		3.75
	DIGITIZE agenda		0.25
			3.5
			23.75
O'FLAHERTY, CHRISTY			2
MPD: Response to Board President regarding agenda items; response to Board Attorney regarding public records request; review of responsive records for PR request; response to board member regarding attorney review of records; review, edits and distribution of Draft 11/18 MPD minutes; attend Executive Director Meet and Greet			
			0.75
			1.75
MPD: Finalize draft minutes from lengthy meeting for distribution to the Board			
			0.75
			1.75
MPD: Receipt of responsive records from Board Attorney for PR request; compose fulfillment correspondence; distribute to requester; file electronic records for retention; Transmit draft agenda items to Board President; multiple correspondence, emails, phone calls regarding preparation of agenda items for the December 10 Special Meeting			
			3
MPD: Preparation of Special Meeting Agenda for 12/10 and legal notification for newspaper and posting, to include multiple communications with staff, Board President, City Administrator, and editing and finalization of memos, contracts, attachments, etc.			
			0.5
			0.5
MPD: Transmit draft agenda items to Board President and staff; communicate regarding items			
			0.5
			0.5
MPD: Receipt, review and response to multiple emails from TPAC members regarding the provision of minutes in agenda packets			
			3
MPD: Receipt and review of emails from Board members to include responses as necessary; Review and edits to MOU agenda item; Receipt of emails from multiple TPAC members regarding minutes and reports for MPD packets and respond as necessary; receipt of agenda items for 12/16 agenda to compile packet; collaboration with staff, City Administrator and Board President as necessary			
			3
MPD: Ongoing communication via phone and emails with Board President regarding meeting start time and agenda items; ongoing communication with various TPAC members regarding inclusion of minutes in the packets; prepare agenda front sheet and agenda items to include legal notification of special meeting due to time change			
			0.5
MPD: Seek final approval of MPD agenda from Board President; transmit special meeting notification to Seattle Times and provide to staff for distribution and filing; electronic distribution of email links and documents to Board and Board Attorney			
			2.25
MPD: Review, respond to multiple emails from Board President and Attorney; Staff support at MPD meeting from 5:15-7:30, to include cleanup and distribution of voucher sheets, legislation and minutes			
			2
			4
MPD: Begin composition of MPD minutes from 12/16 meeting			
			2
MPD: Complete composition of minutes; proofread and edit draft			
			4

Tukwila Metropolitan Park District
 Support Services Summary
 December 2013

PER	12		
O'FLAHERTY, CHRISTY	MPD: Provide Jennafer Snure 2 originals of Executive Director contract to sign in City Clerk's Office; communication with Brian Snure to attain signature on the contracts, which were transmitted via USPS mail to him	0.5	
SAXTON, BARBARA	Proof/edit 11-18-13 MPD meeting minutes.	2.5	
	Create agenda sheet for 12-10-13 MPD Special meeting.	0.5	
	Review and edit new resolution regarding change in meeting day and time.	0.5	
	Create agenda sheet for 12-16-13 MPD meeting.	0.5	
	Proof/edit 12-16-13 MPD meeting minutes; close pink sheet files for (2) resolutions adopted at 12-16-13 mtg.	0.5	
STILL, RICK		19	
	MPD Agenda Memos	2	
	MPD Agenda prep	1	
	MPD Meeting	2.5	
	MPD E.D. Meet & Greet	1	
	MPD Memo research	2	
	MPD Memos	4	
	MPD Public comment/request response	2	
	MPD Special meeting	2.5	
	MPD Legal discussion	1	
	DR reporter interview	1	
ZELLERHOFF, CRAIG		3.5	
	MPD Accounting	3.5	
JABER, SUSAN		4	
	MPD accounts payable processing	4	
TAKECHI, RICHARD		1	
	Processing MPD Receipts	0.5	
	Prepare MPD excise tax return	0.5	
HALE, PAULA		16	
	Pool deposit	16	
HANSEN, PENNY		1	
	Processing MPD Receipts	1	
Grand Total		120.5	

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chairman

DATE: February 10, 2014

SUBJECT: TPAC Committee Chair's Report

ISSUE

Summary of the February meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date February 01, 2014

DISCUSSION

- 1) Our ED presented draft resolutions to replace Resolutions 8 & 11. Both were discussed in detail to provide input on wording. Jennafer also provided information on issues she is currently working including TPAC direction and fund raising.
- 2) A new meeting location was discussed. The committee agreed that keeping the meetings at TCC would be best and more inviting for the public to attend the meetings. Several schedule changes were discussed for July and December. Due to the holiday in July and room availability in Dec.
- 3) We received a marketing subcommittee update from Jeri including a list of events for 2014. Finding enough funds in the marketing budget generated a lengthy discussion. Jeri has been asked to solicit Tukwila business sponsorship to help reduce costs.
- 4) The committee discussed the idea of placing staff identification photos in the lobby. It would be welcoming and create a more positive environment. A motion to make a recommendation to the Board received unanimous approval. (See below)
- 5) The committee was asked for each member to go through the KJ Design report and submit their list of the top 5 recommendation priorities to our ED. Jennafer also requested that she receive them no later than Feb. 13th so the information can be provided to the Board in February.

RECOMMENDATIONS

TPAC recommends TPMPD consider a policy where by the pool operator posts all active pool staff members image and name in a prominent location at the pool. TPAC further recommends that where a minor is involved parental consent is obtained.

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

TO: Tukwila Pool Advisory Committee
FROM: Vanessa Zaputil – Vice Chair
DATE: 1/29/2014
SUBJECT: Tukwila Pool Advisory Committee Meeting

If you are unable to attend, please notify Vanessa at 206-242-9945

AGENDA

Sat., February 1, 2014

8:00 AM

Meeting Location: Tukwila Community Center

Call to Order

Approval of Minutes – January 11, 2014

Business Items:

- 1) 25 min: Executive Director Update on Board Direction and MPD Meeting
- 2) 5 min: Meeting Location
- 3) 30 min: Marketing Update and Direction Discussion
- 4) 30 min: Safety Discussion and Suggestions

Other

Next Meeting: March 1, 2014

Adjournment

TUKWILA POOL ADVISORY COMMITTEE

JANUARY 11, 2014

MINUTES

TUKWILA COMMUNITY CENTER – SENIOR CARD ROOM

Call to order: 8:04 am

ATTENDANCE:

TPAC Committee: Kay Mulliner, Vanessa Zaputil, David Puki, Kim McCoy and Jeri Frangello-Anderson

Tukwila Pool MPD Clerk: Kate Kruller

Tukwila Pool MPD Commissioner: Allan Ekberg

Executive Director: Jennafer Cargill

Guests: Diane Myers, Ellen Gengler and Gene Achziger

APPROVAL OF DECEMBER 4, 2013 MINUTES: Vanessa made motion to accept minutes as presented, Kay seconded. Unanimous

Business Item 1: Discussion and revision of MPD Resolution 8 language to expand membership and include student participation per board request. Vanessa made a clarification to business item 1 to remove “expand membership” to just include student participation, since the board didn’t give TPAC direction on this item.

Vanessa had sent an email to all members with a current copy of resolution 8 and draft language for us to all work from as a starting point. Vanessa reformatted section 2 Membership from resolution 8. Vanessa separated out 3 separate items to make it clearer A) Terms of Membership, B) Student Representation and C) Vacancies. Vanessa noted that there is 2 parts to this the language for the resolution and the process involved.

Kate indicated that what her roll as the clerk this year is to figure out things that should be happening that may or may not be happening and picking up action items to take back to the MPD for discussion. Dave indicated that this is fantastic, but this is something that we will put on the February meeting agenda, since the January meeting has quite a full agenda.

Current Section 2 of resolution was read alongside the reading of the proposed language. Vanessa indicated that in speaking with the City Clerks office that the current resolution will be totally revamped

to included other changes, such as the name change to include the new name Tukwila Pool Advisory Committee. Ellen asked the question regarding Terms of Membership where it reads two one year appointments and three two year appointments is this verbiage correct at this time. Vanessa indicated that it really isn't accurate, but since the board had directed TPAC to work on the Student Participation portion this not a lot of time was focused on this section. Ellen also asked if there was any thought about whether current student staff would be excluded from TPAC Student Participation. Discussion amongst the group regarding conflict of interest with student involvement had many different ideas presented, the main focus being is that we want to hear from the students and let them know that their opinion and voice matters. Whether they are currently employed by the pool or not, these students can bring a lot of insight and ideas to the group that can be a very valuable benefit. Vanessa indicated that she would like to see on all TPAC agenda's a standing item for student ideas, suggestions or concerns. Vanessa also noted that any high school student can apply to become a member of TPAC by applying with the regular application. Student representation would not be a voting position. The current application already allows for High School students to apply. This would give the student a voting right.

Discussion in regards to the number of student position involved many perspectives. One of them being that students sometimes can feel overwhelmed when in a group with a lot of adults, by allowing more than one they may feel more comfortable in attending. There is also the fact that sometimes schedule conflicts can transpire which allows for one student to not be able to come, but can pass along the minutes and information to another student who is able to attend. Decision to not have student rotation included, was eliminated. The expectation would be that they would attend an expected amount of meetings. Attendance of meetings by students would be documented in the TPAC meeting minutes and forwarded to the school district.

Vanessa made motion to accept resolution language to read:

- A) Student Representation.** In addition to the appointed positions, the Commission will recruit up to four high school student representatives who reside in Tukwila to participate as non-voting members on the Tukwila Pool Advisory Committee. The student(s) will be selected in September and the student(s) will be expected to participate through the school year.

Jeri seconded.

Kim abstained.

Diane suggested that the student representative maybe write a small article in the school paper.

Student representation process presented by Vanessa, it was noted to remove line 3 under terms of office in regards to student rotation, adding standing TPAC agenda item for student input and attendance and participation to be documented in the TPAC minutes.

Kim made motion to accept student representation process document presented with amendments proposed and subject to final review by email. Vanessa seconded. Unanimous

Dave made motion to extend meeting by 15 minutes ,Kim seconded. Unanimous

Business item 2: Follow up discussion of 2014 Marketing Plan and schedule of events

Jeri noted that she had reached out to Amy and Stephanie regarding the January marketing meeting. The response was to allow our new Executive Director, Jennafer Cargill get up to speed and would be in touch regarding the next meeting date. Jeri indicated that there is an expectation on her level that there would be a January marketing meeting. Dave asked if there was any plan on any events for 2014 and what the involvement would be.

Allen made a brief comment that TPAC advises the MPD Board and that that it would be great if we could have an executive steering committee that will help support the Executive Director. Any support would be very much appreciated.

Business Item #3) New meeting day and time for TPAC

Kim made motion to move TPAC meetings to the 1st Saturday of the month, starting at 8:00 at TCC, Vanessa seconded. Unanimous

Gene Achziger indicated the Mt Rainier Pool will be closed for at least 10 days in the month of February. Gene indicated that they are looking at a dog swim event before closing and a movie night once the new lights are installed.

Vanessa made motion to adjourn, Jeri seconded. Unanimous Meeting adjourned 9:49 am.

