

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: June 25, 2014

SUBJECT: **Executive Director's Report**

ISSUE

Update on TPMPD operations

FINANCIAL IMPACT

None

BACKGROUND

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

DISCUSSION

Between April 18 and June 19, the following has been accomplished:

- a. Attended 2 TPAC meetings
- b. Facilitated 2 Executive Director Committee (EDC) meetings & prepared minutes for both
- c. Reviewed audio and revised minutes from the April MPD meeting
- d. Drafted reports, memos & related documents to create the packet for June meeting
- e. Created a 2014 Executive Director Work Plan
- f. Drafted an overview of sponsorship policy options for the EDC
- g. Received Aquatic Facility Operator (AFO) certification
- h. Traveled to Port Angeles to meet with Steve Burke
- i. Organized logistics for and attended Board Retreat
- j. Solicited guidance from WCIA rep on policy priorities
- k. Developed an estimated 5-year budget for self-operated pool model

RECOMMENDATION

None

ATTACHMENTS

None

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: June 19, 2014

SUBJECT: **Executive Director Committee Report**

ISSUE

Report on the Executive Director Committee meetings

FINANCIAL IMPACT

None

REPORT

The Executive Director Committee (EDC) held meetings on May 8th and June 19th 2014.

As a result of the May meeting, the Executive Director...

1. Provided the Committee with multiple sponsorship policy options to review
2. Worked with the operator on developing a standard process for handling safety and maintenance issues
3. Became AFO certified

In preparation for the June meeting, the ED...

1. Consulted with our WCIA rep on their priorities regarding MPD policies
2. Developed an estimated 5-year budget for self-operation

ATTACHMENTS

- Agenda and approved Summary Minutes from EDC meeting 5/8/2014
- Agenda from EDC meeting 6/19/2014

TPMPD Executive Director Committee
Meeting Agenda

June 19, 2014

5:30pm – 6:30pm

Hazelnut Conference Room, Tukwila City Hall

Attendees: De'Sean Quinn, Dennis Robertson, Verna Seal, Jennafer Price Cargill

- I. Open Items
 - A. Executive Director position description
 - B. Direction on Sponsorship policy options
 - C. Operator's response loop
 - D. AFO class follow-up

- II. New Items
 - A. Developing additional policies; including topics recommended by WCIA:
 - 1. Operator's response loop procedures - how does our operator handle issues that are brought to their attention
 - 2. HR policies – specifically: employee screening & training standards
 - 3. Public safety policies – things like daily walk-through/hazard checks and emergency evacuation procedures
 - B. Overview of future operational options
 - 1. Contracting an operator
 - 2. Self-operating
 - C. Suggestion box items from May

- III. Agenda Items for Next Month

- IV. Action Items

- V. Adjournment

TPMPD Executive Director Committee Meeting Agenda & Summary Minutes

May 8, 2014
5:30pm – 7:10pm

Approved via email

Attendees: De'Sean Quinn (BP), Kate Kruller, Kathy Hougardy, Jennafer Price Cargill (ED)

Guests: Stephanie Gardner, Christine Neuffer, Vanessa Zaputil, Ellen Gengler, Diane Myers, Kim McCoy, David Cline

I. Operator Items

A. Pool-related proposed policies

Stephanie Gardner presenting: The City would like to see the MPD implement these policies as they promote the goals and objectives of both entities. The funder does not require implementation but would appreciate concurrence. The Committee asked for the City's expected timelines for MPD implementation, actual costs and some information on the expense tracking process. Once implemented, all budget impact would be on the MPD, not the City.

1. 3rd Grade Swimming Lesson Voucher program (P&R policy #700.02)

This policy was piloted in 2012-2013 and 21 vouchers were redeemed, valued at \$1045 worth of lessons (not including indirect costs), additional lessons purchased totaled \$1972. So far in 2013-2014, nine vouchers have been redeemed valued at \$360 and an additional \$1322 in lessons have been purchased.

2. Youth Guard Start program (P&R policy #700.03)

In addition to the general info requested above, the Committee asked for more specific information on the parameters of this program.

B. Operator's process for addressing issues

David Cline responding: David requested that he be included in the direct distribution of the suggestion box items as he does not receive them from his staff. David and Jennafer agreed that they will work together to formalize the response loop for all other issues and concerns.

II. Open Items

A. Executive Director position description review

Kathy and Jennafer will work on this jointly and return to the committee with a recommendation.

B. Response to pool staffing plan

The Committee requested the Operator provide the Board as a whole with an overview and explanation of their plan and answer all questions directly at the next MPD meeting.

C. Sponsorship policy options

The ED provided the Committee members with a packet of information that included two sample policies (one simple, one detailed), some additional information on Criteria, a sample agreement form and some information on next steps after the policy is developed. The committee members were asked to review the packets and send the ED their thoughts on direction for the policies and to cc the other Committee members. The BP requested two additional samples for review.

D. Scholarship reporting request

The Operator has been asked to include data on Scholarships requested, approved and redeemed in the monthly operations report. A sample reporting format was provided as illustration. The Committee agreed that the data would address the TPMPD's needs, but that the format should be revised for clarity. Specifically, the three data points (# requested, # approved, # redeemed) need to be better delineated to show that they are not connected.

E. AFO training follow-up

The ED has found a local AFO training in June. Additionally, WCIA will reimburse the MPD for the \$400 cost of this 2-day course. The Committee supports the ED in attending the June training and requests a briefing afterward.

F. New TukwilaPool.org website

Some committee members report that they have reviewed the new site and are pleased with the results. The ED now has full access and is making all revisions and updates.

III. New Items

A. TPAC event proposal

TPAC is proposing a bridge event between Touch-A-Truck and the \$1 swim on July 26th. They are in the process of soliciting support from the Operator and the School District. The event would be held on the pool grounds, and would run from about 1:30 to 5:00pm. Ideas for the event include offering food, drinks and treats, activities, promotion for the pool and possibly some fundraising efforts to support the scholarship program. The Board as a whole supported the general idea during the last MPD meeting. The EDC encouraged them to continue their efforts.

B. From April MPD Meeting

1. ILA revision provided to City

The ED provided the Committee with a draft copy of the latest ILA which includes all requested revisions discussed at the last MPD meeting. This version was sent to the Assistant City Attorney for review and response.

2. TPAC resolutions

The ED provided the Committee with a draft copy of the revised TPAC resolution which will be brought before the Board at the next MPD meeting.

3. Transfer of Title

The ED informed the Committee that the Transfer of Title will be brought back before the Board at the next MPD meeting and any reference to an inspection will be deleted.

C. Suggestion box items from April

The ED distributed a spreadsheet with the comments from the last batch of cards pulled from the Suggestion Box.

IV. Agenda Items for Next Month

- *Sponsorship policies*
- *ED position description*
- *Operator's process for addressing issues*

V. Action Items

- *De'Sean, Kathy & Kate will individually review the Sponsorship packet and provide Jennafer will their thoughts before the next EDC meeting, cc'd to the other committee members.*
- *Jennafer will send the committee members additional sponsorship policies to review*
- *Jennafer & Kathy will work on revising the ED position description*
- *Jennafer & David will develop a standard process and timeline for the Operator to receive and respond to issues*
- *Jennafer will register for the AFO training in June*

VI. Adjournment – 7:10pm