

TUKWILA POOL METROPOLITAN PARK DISTRICT

July 19, 2014 – 8:30 a.m.
Showalter Middle School Library

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER:

Board President De'Sean Quinn called the Special Meeting of the Tukwila Pool Metropolitan Park District to order at 8:45 a.m.

OFFICIALS

Board President De'Sean Quinn, Commissioners Joe Duffie, Dennis Robertson, Allan Ekberg, Verna Seal and Kate Kruller.

Commissioner Hougardy was not present.

TUKWILA METROPOLITAN PARK DISTRICT OFFICIAL

Jennafer Price Cargill, Executive Director

GUEST FACILITATOR:

Steve Burke, Executive Director, William Shore Memorial Pool District

BUSINESS

a. Objectives of the meeting.

Jennafer Price Cargill, TPMPD Executive Director, introduced Steve Burke, Executive Director of the William Shore Memorial Pool District. Mr. Burke commented that today's meeting would be somewhat informal and would be in a question and answer format. He stated the purpose of the meeting was to provide the Commissioners with a better understanding of the various options available for future Tukwila Pool operations. It was his understanding that the Commissioners hoped to learn the details of a self-performing model compared to a contracted-operator model and decide on the best course of action for the TPMPD moving forward.

b. Evaluating operational models: self-performing vs. contracting out.

Mr. Burke noted that maintenance, preventative maintenance, etc. could be contracted out with either model. If regular maintenance is included in an operations contract, he felt it would be important for details to be spelled out in the contract. He shared that in his experience it can be difficult to build growth potential into an operational contract.

Ms. Price Cargill directed the group to a page in their packets comparing basic financial information on four local pools. She noted that Hartman Pool in Redmond brings in much more revenue than average through unique programming such as triathlon training and swim summer camps. She also noted their cost structure for lessons would not be affordable for many Tukwila residents.

Mr. Burke noted that the TPMPD would have the same level of legal liability in both models. He also explained that when William Shore transferred from a city owned and operated model, approximately 80%-90% of the staff moved over to the William Shore district, including the Aquatics Manager, so the transition was not very noticeable to the public. William Shore relies heavily on their Advisory Committee to review most changes to policies. Their Advisory Committee was part of the hiring process for their new

Aquatics Manager, as well as their recent capital improvement projects. Mr. Burke recommended that the TPMPD hire an Aquatics Manager with strong maintenance capabilities and experience. He has offered to assist us with that process. In addition, his review of our proposed budget for the Aquatics Manager position is appropriate. Mr. Burke suggested that a high quality self-operated model would be about the same cost as a high quality contracted model and both models will be able to run efficiently.

The Commissioners discussed insurance issues related to one operation model compared to the other.

When asked about programming, Mr. Burke noted that a junior lifeguard program with the proximity to the middle school is a good idea. He also emphasized the importance of giving staff good information on the transition, and that a good employee handbook is another key component. The same expectations would be in place for either model.

Mr. Burke suggested, based on his experience, in a self-operated model the Executive Director position would need to be at least a three-quarter time for perhaps two years. He noted in his experience, the role of the Board should be oversight, and issues related to operations, etc. should be referred to the Aquatics Manager and Executive Director.

Commissioner Seal noted ultimately the governance and the make-up of the Advisory Committee needs to change.

Commissioner Robertson stressed the need to balance safety, customer experience and cost.

Mr. Burke suggested that duties be divided up between the Executive Director and the Aquatics Manager based on strengths. He noted that TPMPD would benefit from moving from a municipal asset model to a small business model.

10:25 a.m. Board President Quinn called for a brief recess.

10:50 a.m. Board President Quinn reconvened the TPMPD Special Meeting.

Des Moines Pool Metropolitan Park District Commissioner Gene Achziger was invited to speak to the Board regarding his experience with the contract operator model. Mr. Achziger shared his experience and the relationship between swim lessons and swim teams. He also explained the history of their contracts and the way they have continued to operate their pool.

Commissioner Robertson questioned whether both models could be started at the same time and then eventually covert over to one model or the other.

Ms. Price Cargill replied that it would not be possible to do both well within the time-frame allowed in which we have to make the transition, because any move toward a request for proposal from potential contractors would naturally delay hiring the Aquatics Manager.

MOVED BY SEAL, SECONDED BY KRULLER THAT THE TPMPD MOVE FORWARD WITH A SELF-OPERATED MODEL. MOTION CARRIED 6-0.

c. Planning for the operational transition.

It was agreed that more frequent meetings would be necessary for the next few months. There was discussion to form a Hiring Committee, Budget Committee, Logistics Committee and possibly a Legal Issues Committee. There was consensus that hiring an Aquatics Manager should be the first order of business and posting the job should happen as soon as possible. Ms. Price Cargill noted that according to the proposed timeline in the packet, August 1 would be a feasible date. Additional priorities include accounting, human resources, software, POS, etc. Mr. Burke suggested communicating the decision to move to a self-operated model should be communicated to City staff, Tukwila School District, the Tukwila Pool Advisory Committee and the public as soon as possible.

CITIZEN COMMENTS

Vanessa Zaputil. Ms. Zaputil noted that the TPMPD must be mindful of the double salaries for several months and suggested working with the current operator to limit that financial impact. She encouraged all Commissioners to visit many pools, so they have a better grasp on what is out there and new ideas. She also had heard Mr. Burke advocating for the advisory group's role in many of the committees, processes and policies and she encouraged the Commission to communicate well with the TPAC with expectations or, if the Commission has no desire to involve them, to communicate that clearly as well.


Ellen Gengler. Ms. Gengler voiced concern about costs included in the 5-year projected budgets provided for purposes of comparison. She was particularly concerned about defining the 3% COLA, employee benefits, and the lack of increases in other areas. She noted that the budget needed to have a preliminary review so that a salary could be included in the Aquatics Manager posting.

Kim McCoy. Kim noted that he attended the July Executive Director Committee meeting and that, although Commissioner Hougardy was not present at this meeting, she trusts the Commissioners' opinion moving forward.

Commissioners asked how the William Shore Memorial Pool District structures and utilizes their advisory committee. Mr. Burke shared that the Advisory Committee has seven members and is appointed by the Board. Any replacements are vetted by the Advisory Committee themselves and recommended to the Board. Most issues are first vetted through their Advisory Committee before being presented to the Board. He suggested that the TPMPD utilize Tukwila Pool Advisory Committee members on the various ad hoc committees that will be created.

ADJOURNMENT

12:10 p.m. **THE TUKWILA POOL METROPOLITAN PARK DISTRICT SPECIAL MEETING
ADJOURNED.**



De'Sean Quinn, President, Board of Commissioners



Jennafer Price Cargill, Executive Director