

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chair

DATE: August 10, 2014

SUBJECT: TPAC Committee Chair's Report and Recommendation

ISSUE

Summary of the August meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date August 2, 2014

DISCUSSION

- 1) The committee reviewed the BBQ/Picnic event we held on July 26th. It was agreed that everything went as planned. We had decent community participation for this first year event. In a future meeting the committee will discuss ways to improve, including more collaboration between the Pool and Parks and Rec. and better promotion of the full day's events. All volunteers acknowledged they enjoyed the day and the weather could not have been better. The sum of \$273.00 was raised for the pool scholarship fund and will be presented during this month's MPD meeting. I personally would like to commend committee members and STP volunteers for their efforts and we now have the equipment available to reduce costs for future events. I also would like to give special thanks to Parks and Rec. for loaning us the tables and chairs at no cost.
- 2) TPAC discussed the request received to support the subcommittees being formed by the Board to address the transition to self-operation. Committee members have volunteered for each committee and I sent a letter to the Board announcing our results for consideration. We are ready to assist in any way requested.
- 3) Our ED gave a briefing by phone and indicated that the job posting for Aquatics Manger had been posted on 8/1 and is already receiving interested candidates. She also said the hiring subcommittee will need to meet very soon. She is proposing a August 19th first meeting date.

TPAC RECOMMENDATIONS

None for the month of August

ATTACHMENTS

- Draft minutes from August 2nd meeting
- Approved minutes from July 12th meeting

Tukwila Pool Advisory Committee

August 2, 2014

"Draft" Minutes

Tukwila Community Center, Arts Room "A"

CALL TO ORDER: 8:11, Vanessa Zaputil called the meeting to order

ATTENDANCE:

TPAC Members: Kim McCoy, Kay Mulliner, Vanessa Zaputil, Jeri Frangello-Anderson and Dave Puki arrived at 8:25

TP MPD Clerk: Kate Kruller

TP MPD Commissioner: Allan Ekberg

Guests: Ellen Gengler, Jacque Carroll and Diane Myers

TP MPD Executive Directory: Jennafer Cargill-Price called in at 9:10

Approval of July 12, 2014 Minutes. Jeri made motion to accept minutes as presented, Kay seconded.

Unanimous vote

BUSINESS ITEM 1: Review of Community BBQ Fundraiser Swim event held July 26th including funds raised for the Scholarship Program. Event went off as planned and well supported. Volunteer support was fantastic. Health Department, Ann Jackson was very supportive and was very impressed by Dave's invention for a hot water had washing station. Total raised for the Scholarship Program was \$ 273.00. A special acknowledgement and huge thank you to all the volunteers that gave up their time and support. Diane was awesome for getting people to come back for the \$1.00 swim. TPAC noted that the \$1.00 swim at the pool wasn't marketed well. A huge shout out thank you to Global to Local for supplying volunteers and Ellen Gengler for providing the graphics and signage. A huge Thank You to Dave Puki for purchasing and providing all the food and drinks for the event.

BUSINESS ITEMS 2: Discussion regarding Board direction toward self-operation and requests for member participation on subcommittees: Solicit volunteer TPAC members for selection to sub committees per request. Dave handed out an unofficial memo from the Board President regarding the future operations of the pool. The unofficial memo indicated implementing hiring an Aquatics Manager, Engage an Accountant, Install a new POS system, replace all city owned equipment, hire additional staff, develop basic TMPD policies and procedures and establish new service and rental agreements. Three

committees are in need of TPAC participation. Budget, Hiring and Logistics. Vanessa voiced that she would definitely like to be part of the budget committee; she feels that this is her strength and would like to be involved with this committee. Kim indicated that he had experience with hiring and would be more than happy to serve on the hiring committee. Jeri indicated that she also would be interested in serving on this committee. Dave feels his strength would be closely related to the logistics committee. TPAC Members and TP MPD Clerk also noted that Kay would be a huge asset to hiring. Kay agreed to volunteer as needed as an Ad Hoc if needed. Allen noted that Ellen would also be a huge asset to the budget committee. Vanessa indicated that in talking with Verna at the BBQ, hiring the Aquatics Manager needs to happen sooner than later. Kim made a motion for the board to consider Kim/Jeri for the Hiring Committee, Vanessa for the Budget Committee and Dave for Logistics. Kay as an Ad Hoc as needed. Jeri seconded.

Kate did indicate that if the board isn't ready by the first of the year, the city has indicated that they will be there if needed if everything is not ready to go by the end of the year deadline to keep the pool operational.

Unanimous vote.

Vanessa exited meeting at 8:30 am

BUSINESS ITEM 3: Executive Director Update. Jennafer called in at 9:10 with update. Jennafer indicated that the Aquatics Manager position was posted to the NRPAC Website on Friday 8/1 and so far there are 3 very qualified people interested. Jennafer has put together a preliminary date of August 19th for the Hiring Committee to meet. Jennafer also sent the job description to Steve Burke and the Board. Dave asked Jennafer if TPAC and the Commissioners could also receive the job posting via email. Dave to email back to the board the TPAC volunteers interest in the various committees in regards to unofficial memo provided for the future operations of the Tukwila Pool.

Kim made motion to adjourn, Jeri seconded.

Next TPAC meeting September 6, 2014

Tukwila Pool Advisory Committee

July 12, 2014

FINAL

Tukwila Community Center

Call to Order: 8:10

ATTENDANCE:

TPAC Members: Kay Mulliner, Vanessa Zaputil, Dave Puki, Kim McCoy, Jeri Frangello-Anderson

Executive Director: Jennafer Cargill Price

MPD Commissioner: Verna Seal

Guest: Diane Myers, Ellen Gengler

APPROVAL OF June 7, 2014 Minutes: Vanessa made motion to accept minutes as presented, Kay seconded. Unanimous vote.

Business Item 1: Formalize final plan for BBQ Fundraiser Swim Event, July 26th: Banner: Kim picked up banner and discussion regarding where to put banner. Vanessa indicated that she had place two calls to the school district and even made a visit to the administration building for placing the banner along the fence and hadn't heard back. Verna was going to check into this. In the interim due to time it was discussed to hang the banner from the trees on the 144th side. Vanessa and Diane volunteered to hang the banner on Sunday. A huge thank you to Ellen for the design of the banner and Kim for taking care of getting the banner printed.

Next item was the food service permit; Dave spoke with the Public Health Department. Very strict guidelines. Dave did get a direct contact with Ann Jackson and has had conversations regarding the food handler's course and all restrictions that are required. Ann indicated that she would review the application once it crossed her desk and she will come out on the day of the event to issue the permit. Due to restrictions food will be cooked to order. Condiments will need to be held in an ice bucket. Discussion regarding purchasing condiment packets. Ann was very firm about hand washing stations with paper towels. Dave to follow up with Ann Jackson to confirm that everything is all on track. Vanessa researched with Cash N Carry and Costco seem to have all items needed. Vanessa followed up with Safeway, Saars and Cash N Carry regarding sponsorship. Timeline was just too short. Alma was checking with Trader Joes regarding water and fruit and hadn't heard back.

Next item was how much food is needed. 100 Hamburger Meals and 50 Hot Dog Meals for a total of 150 meals. Discussion regarding the price for meals, should the price be different for hamburgers vs hotdog meals. The price agreed upon was \$4.00 for Hamburger Meal or Hot Dog Meal. Kim asked

about a credit card reader, due to the fact that there is no account to deposit the money, at this time a debit card is not an option. Dave indicated that to help drive sales the Otter Pops might be a good option for a give out coupons to give out after the swim. Kim indicated that his church can print banners, this would be a good option for booth signage, and he said he would check into the printing.

Vanessa Zaputil exited meeting at 8:55

Volunteers for the event: 6 signed up for the morning and 7 for the afternoon. Dave as of right now is the only cook at this time. Safety table. Seattle Children's water safety coloring books, pool tattoos, Lifesavers, and pool brochure.

Games: Diane indicated that she had cones she could provide for ring toss. Dave to provide Frisbee toss, Jeri and Dave to check at Dollar Store for additional games. STP has offered to provide bubbles and hacky sacks.

Business item #2: Initial Fact Finding Discussion regarding possible operations changes. Jennafer indicated at the MPD meeting that the City Administrator came to the MPD meeting that the city would like to request that the city would like to terminate the contract to operate the pool to go into effect January 2015. The special meeting will be July 19th. Agenda is what our options are and what does this mean. Self-operated or looking at other options. Steve Burke will also be present at the special meeting.

Business Item #3: ED Update – Jennafer indicated that Amy will not be returning as soon as thought, but has been released by her doctor to return to work. EDC Meeting Two suggestion cards were presented. EDC description to be tightened up at a later date with all the changes taking place.

Kay made motion to adjourn, Jeri seconded.

Next TPAC Meeting August 2, 2014, Tukwila Community Center