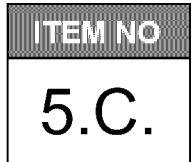


TUKWILA METROPOLITAN PARK DISTRICT
Tukwila Pool Advisory Committee



MINUTES

Tukwila Community Center
Wednesday, November 7, 2012 7:00 AM

Attendance

Committee: Bryan Nelson, Jeri Frangello-Anderson, David Puki, Vida Verdier, Vanessa Zaputil
Staff: Robert Eaton, Stephanie Gardner, Amy Kindell, Malcolm Neely, Rick Still
Board Member: Verna Seal

Call to Order: Bryan Nelson called the meeting to order at 7:00 AM.

Approval of Minutes: Committee Members reviewed the minutes from the October 3, 2012 meeting and made amendments. Vida Verdier made a motion to approve the minutes as amended. Jeri Frangello-Anderson seconded the motion.

Business Items

1. TPAC meetings: how do we balance compliance with RCW and efficiency/effectiveness in planning additional meeting times? –
Rick Still passed out a packet (Attachment A) to the committee including a memo summarizing the rules regarding TPAC meetings and a copy of the Revised Code of Washington (RCW) regarding the Open Public Meeting Act (OPMA).

7:03 AM David Puki entered the meeting.

Committee members discussed and asked clarifying questions of staff regarding the appropriate location of meetings, specifically RCW 42.30.080. The committee was referred to the packet that had been provided to them and informed that all meetings held by TPAC need to be noticed and open to the public. David Puki shared that in his experience public meetings are held at locations that are generally accepted to be public like community centers, company or organization meeting rooms or locations like Starbucks to eliminate the appearance of favoritism. Board President Seal expressed agreement that meetings should be held at locations generally accepted to be public and not at private residences. Vanessa Zaputil requested further clarification from the attorney on this matter.

Vanessa Zaputil requested the MPD attorney provide the step by step procedure used for noticing public meetings according to RCW 43.30.080.

Committee members asked clarifying questions of staff regarding the use of e-mail for communication regarding TPAC. Board President Seal explained that the committee must be careful not to conduct TPAC business via e-mail. If information must be shared via e-mail every member of TPAC should be included in the e-mail. Vanessa Zaputil requested further clarification from the attorney on this matter.

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Board Member Seal reminded the committee that they must be careful to abide by the OPMA at all times, including at Sustain Tukwila Pool (STP) meetings. A quorum of TPAC members at STP meetings would be a violation of the OPMA.

Vanessa Zaputil asked clarifying questions regarding holding executive sessions (RCW 42.30.110). Rick Still and Board President Seal explained that the committee is an advisory committee and not a governing body; as such TPAC has no authority to hold an executive session.

2. Request for approved TPAC minutes to be in a folder on the MPD site, separate from the MPD Agenda packet for ease of access –
Vanessa Zaputil requested for ease of access that TPAC minutes be posted directly on the MPD website. Following up to previous questions regarding TPAC minutes, Stephanie Gardner shared that it is not practice to post draft minutes and as such draft minutes would not be posted in the records center. However, a folder would be created in the records center specifically for approved TPAC minutes. It was agreed that location would be accessible from the MPD website.
3. Pre-Construction/Development Status/Projected Construction Timeline/Marketing: Update only. No recommendation from TPAC expected. –
Robert Eaton shared that the project has begun with the pool being drained on Monday and crews beginning demo. He also shared that preparations are underway for the December 15th tour of the construction. The committee verified that the tour would be open to the public. Robert Eaton responded in the affirmative. Rick Still shared that the additional projects such as the updated entry way have gone out to bid. Vanessa Zaputil wanted to ensure the CIP projects subcontracted to the City having plans, drawings and documents be transferred to the MPD. Rick Still responded that all documents would be transferred as a normal course of business.

7:23 AM David Puki exited the meeting.

7:28 AM David Puki returned to the meeting.

Amy Kindell shared with the committee that the Pooch Plunge went well as pooches and owners had a great time. The project update page is up and running with photos from the Pooch Plunge and will be updated regularly. The first edition of the Tukwila Pool Newsletter went out last Friday. The first Balance and Flexibility class held at Lindburg Pool during the closure went well on the first day. Vanessa Zaputil inquired if TPAC could vet future MPD newsletters. Rick Still responded that would not be possible.

Kay Mulliner, Tukwila Citizen, shared with the committee that 6 seniors took part in the balance class Tuesday and she really enjoyed being able to take part in the class during the closure. She also expressed that she hoped that the MPD Board minutes would reflect that there are alternative swim options at Lindberg pool during the closure at Tukwila Pool.

4. Review preliminary budget and provide recommendation to the MPD Board if possible (Additional meeting may be required). –
The committee asked clarifying questions of staff regarding specific aspects of the proposed budget and staff responded to questions.

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Bryan Nelson inquired as to the use of the \$250,000 listed as Other Lifecycle Replacements in 2012.

Bryan Nelson asked if staff salaries and benefits are covered under the inter-local agreement. Rick Still responded in the affirmative.

Vanessa Zaputil inquired regarding updated benefit costs and Rick Still shared that the figures in the memo are correct.

Vanessa Zaputil asked about the expected rental attendance trends; if they included spectators as well as the decrease in numbers after 2009 and the higher estimated numbers for 2013. Staff responded the numbers do include spectators. Staff believes the change was due to two things; a change in the way the program used for rentals totals attendance from 2009 to 2010 and increased programming has decreased the availability of pool time for rental.

Bryan Nelson inquired about the projection for pass visits in 2013. Amy Kindell responded that numbers were down in 2011 due to the fact that people were hesitant to purchase passes due to the potential closure if the ballot measure did not pass. Once the measure passed some didn't purchase a pass again in 2012. In 2012, pass sales will be less due to 2 months of the year being involved in the renovations closure. 2013 is expected to have greater pass visits compared with 2012 due to increased marketing efforts and the facility being open for 11 months.

Bryan Nelson questioned why the insurance for 2013 would be greater than previously listed. Rick Still explained that some of the insurance had been pre-paid before the MPD was formed and now the MPD needs to cover all of the insurance costs.

Vanessa Zaputil inquired if the year end projections listed in the budget are still relevant. Rick Still responded in the affirmative.

Rick Still also responded to a question from the committee regarding any other potential efficiency in the budget in addition to energy savings after renovations. He shared that additional efficiencies result from better than expected revenues, and savings in part time staffing costs. Committee members asked how additional revenues are expected to be achieved. Amy Kindell explained that the goals listed in the proposed budget document, such as developing an after school swim program, are expected to increase revenues.

Bryan Nelson and Vanessa Zaputil then inquired as to the reason for one percent annual revenue increase shown in the proposed budget and Rick Still shared that the one percent is a conservative estimate that results in a simple formula to project out revenues. Vanessa Zaputil asked staff if swimming lessons generated more revenue than other programs. Staff responded that programs are intertwined. While lessons generate significant revenue, they also feed into other programs.

Vanessa Zaputil asked how the scholarship funds would be accounted for. Rick Still and Verna Seal explained that those funds would be provided by private donors and not be a budgeted expense.

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7:50 AM Robert Eaton exited the meeting.

Bryan Nelson inquired as to the reasoning for the change in total operations costs from 2012 to the projected numbers for 2013. Rick Still explained that you can find the reasons for the change by looking in the budget document at the sub categories.

The committee forwarded this item to their next meeting.

8:03 AM Bryan Nelson exited the meeting.

5. Review proposed fee increase and provide recommendation to MPD Board if possible (further discussion at future meeting may be required).-
The committee continued their discussion of the matter from last meeting. Vanessa Zaputil asked for information about projected increases in revenue as a result of changes in rental fees. Amy Kindell distributed to the group a copy of the current fees compared with the proposed fees. Amy Kindell clarified that the only proposed rental fee change was an increase in the resident lane rental fee to match other lane rental fees. Information was not specifically provided because any increase in revenue from this fee change would be negligible due to the fact that the fee is rarely applicable. Tukwila residents do participate in groups that rent lane space but organizations based in Tukwila with a mailing address in Tukwila very rarely rent lane space.

Amy Kindell distributed the document from the October 3, 2012 meeting comparing 2011 pass sales and projected revenues in 2013 with the proposed pass rates. Vanessa Zaputil expressed that 50 percent of the proposed increase would be borne by seniors. Staff clarified that senior passes were not proposed to be a 50 percent greater cost than other pass rates. Seniors purchase more passes than other groups and when a group purchases more passes their purchases account for a greater percentage of the total revenue earned from pass sales.

Kay Mulliner shared that the proposed rates are still much lower than other options such as the YMCA. She then shared that people don't just pay for the use of the pool when they purchase a pass at Tukwila Pool, they buy into the community and people are willing to pay just a little bit more because of the community at Tukwila Pool. She also shared that many people travel 10-15 miles to participate in the community at Tukwila Pool.

The committee briefly continued discussing the matter before forwarding a decision to the Special Meeting Saturday, November 10, 2012.

6. Review preliminary list of outreach that will be done during the closure for the Community meeting that includes MPD, TPAC, STP and greater pool community (post grand re-opening) – Not discussed

Citizen Comments: None

Staff Reports:

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Other: Board President Verna Seal passed out to the committee 2 letters received by the Board from citizens regarding the upcoming discussion by the Board regarding change in governance. She clarified that the Board will be voting Yes or No on the question 'Is the Board interested in ever changing governance?' Board President Seal also explained the vote by the Board on whether to pursue a change in governance will be postponed until the December board meeting. At the December board meeting the next Board President will also be elected.

Adjournment: Vida Verdier made a motion to adjourn the meeting. David Puki seconded the motion. The meeting was adjourned at 8:19 AM.

Next Meeting: Saturday, November 10, 2012 8:00 AM, Tukwila Community Center

Minutes by ANK

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Bryan Nelson, Tukwila Pool Advisory Committee Chairman

DATE: December 13, 2012

SUBJECT: Follow up recommendation on fee increases in 2013

ISSUE

The Tukwila Pool Advisory Committee is following up on recommendations to the MPD Board relating to fee increases in 2013.

FINANCIAL IMPACT

N/A

BACKGROUND

Tukwila Pool Advisory Committee met December 5, 2012 and discussed the following matters –

- 1) TPAC met to further articulate our reasoning for the recommendation on the Fee Increase we provided for the last MPD meeting. This is detailed below.
- 2) We will review/update our work plan based on the 2013 MPD Work plan/Schedule
- 3) At the top of our list for next year is getting to work on the Scholarship Program. We hope to have at least a draft proposal for the next MPD meeting in Jan.

DISCUSSION

Based on direction from the MPD Board, one of the main objectives taken into consideration for any fee increases is setting a regular rhythm for future fee increases (proactively vs. reactively).

With this in mind, we examined the best timing for an increase since last year's increase for Non-residents, and believe it should be tied in with the re-opening following the renovations. We believe that people understand/expect an increase in fees when a facility has undergone a major overhaul such as ours is now.

Ideally, the fee increase would be effective when the pool reopens, but since that is not an option in this case since the rates have already been published for that time, we believe the next best option is to do it as soon as possible after the re-opening, which would be within 60 days.

This 60 day window can be marketed as maintaining the rates being frozen before they go up to help entice people back to the pool.

We also noted that even with the increases, we are still substantially lower than the analysis/comparison with surrounding pools pass fees, and we should market that. In addition, we should consider offering an intro package or free 3 day pass similar to other pools like the YMCA.

Finally, members of TPAC did some informal polling with regular pass holders (both resident and non-residents) to see if any felt raising pass rates would be an burden and no-one responded that it would. By in large, they understand our rates are already low, and expect rates to go up at some point, especially after a major renovation.

ATTACHMENTS