

Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

Verna Seal, *President of the Board*
De'Sean Quinn, *Clerk of the Board*

Board Members: ▶ Joe Duffie ▶ Dennis Robertson
▶ Allan Ekberg
▶ Kathy Hougardy ▶ Kate Kruller

Monday, April 15, 2013, 7:30 PM*
Tukwila City Hall Council Chambers

Resolution #15

SPECIAL MEETING

**Please note earlier start time for this month's meeting.*

1. CALL TO ORDER

2. CITIZEN COMMENTS

3. CONSENT AGENDA

- a. Approval of minutes: 3/18/13
- b. Approval of vouchers.

4. BUSINESS ITEMS

- a. Adopt the vision and goals for the Metropolitan Park District as outlined in the April 10, 2013 Informational Memorandum in the agenda packet, and move forward with implementation of the goals.
- b. Approve the Request for Proposals (RFP) for legal services as outlined in the agenda packet; proceed with the public notification process; and establish a subcommittee to review proposals and provide a recommendation to the Metropolitan Park District Board.
- c. Authorize the Board President to sign Addendum #4 to the Interlocal Agreement with the City of Tukwila for support services, with a new termination date of December 31, 2013.

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Pg.5

Pg.11

5. REPORTS

- a. Commissioners:
- b. Staff:
 - Grand re-opening
 - Capital Improvement Program status
 - Operational issues
 - Short-term agenda review
- c. Tukwila Pool Advisory Committee:
 - Agenda and minutes
 - Chairperson report
- d. Next meeting is May 20, 2013.

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6. MISCELLANEOUS

7. 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.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: April 10, 2013

SUBJECT: Vision and Goals

ISSUE

Formal adoption of the Metropolitan Park District (MPD) Vision and Goals.

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

The Board discussed and considered options for vision and goals at the March 30, 2013 Board Retreat. This memorandum captures the essence of that discussion.

DISCUSSION

The first agenda item at the MPD Board retreat was to discuss a vision that could be used to set goals. Productive conversation and input was contributed by each MPD Commissioner. Based on the discussion, the following vision statement and goals are provided for Board consideration and adoption:

Vision: To provide a sustainable and efficient pool that exceeds the community's needs.

Goals:

- A. To operate a financially self-sustaining aquatics program.
- B. To provide a pool that is a safe haven.
- C. To be welcoming and inclusive to all.
- D. To maintain and support community involvement in the pool.
- E. To provide creative and relevant programs
- F. To provide annual performance reporting to the community.
- G. To continue to review governance.

The overarching goal was to provide the best run municipal aquatics program in the state.

Attached is a summary of the vision and goals along with supporting objectives for your reference.

RECOMMENDATION

To formally adopt the vision and goals for the Metropolitan Park District by motion and move forward with implementation of the goals.

ATTACHMENTS

Vision, Goals, Objectives Summary

Tukwila Metropolitan Park District

Board Retreat
March 30, 2013

Vision, Goals, & Objectives Summary

Vision: To provide a sustainable and efficient pool that exceeds the community's needs.

Goals:

The overarching goal was to provide the best run municipal aquatics program in the state.

- 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. Promote 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 Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director *RS*

DATE: April 5, 2013

SUBJECT: Legal Services Request for Proposals (RFP) – Draft Review

ISSUE

Legal Services for the Metropolitan Park District (MPD).

FINANCIAL IMPACT

To Be Determined through the RFP process.

BACKGROUND

The Tukwila Metropolitan Park District has been contracting for legal services since the District's inception in 2011. The current contract for legal services expires on June 20, 2013.

DISCUSSION

At the March 30, 2013 MPD Board Retreat, there was discussion regarding a Request for Proposals (RFP) process being implemented prior to entering into a new legal services contract. There was also discussion regarding seeking legal services with a firm or individual with experience in offering services to special use districts. Attachment A is a draft RFP for Legal Services for consideration by the Board.

RECOMMENDATION

The Board is being asked to approve the attached RFP and to authorize proceeding with the public notification process for MPD Legal Services and to establish a sub-committee to review proposals and recommend a firm to the MPD Board.

ATTACHMENTS

Draft RFP for Legal Services

**TUKWILA POOL METROPOLITAN PARK DISTRICT
REQUEST FOR PROPOSALS
LEGAL SERVICES
DUE DATE HERE BY 5:00 P.M. PACIFIC STANDARD TIME (PST)
- DRAFT -**

Purpose

The purpose of this Request for Proposal (RFP) is to solicit and select a qualified individual working with a firm or as a sole practitioner to provide a full range of legal services serving as the Tukwila Metropolitan Park District's legal counsel on a part-time contractual basis.

Background

In August 2011, citizens of Tukwila voted in favor of forming a Metropolitan Park District (MPD) to secure the future operations of the Tukwila Pool. The Tukwila Pool Metropolitan Park District contracts with the City of Tukwila to perform operational services of the Tukwila Pool. The MPD Board of Commissioners meets once per month, an appointed Board President presides over the meetings. The MPD Board provides policy direction to contracted services staff and ensures communication with the public regarding the progress of capital improvement projects and Pool operations.

Instructions on Proposal Submission

1. **Deadline for Submittal:** Date/Time
2. **Submissions** Hand delivered or mailed to:
Verna Seal, Board President
Tukwila Metropolitan Park District
6200 Southcenter Blvd.
Tukwila, WA 98188
3. **Right to Reject:** The Tukwila Metropolitan Park District reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
4. **Inquiries:** verna.seal@tukwilawa.gov

Scope of Services

The Contractor shall be principally responsible for performing all legal work for the District, except where defense is provided through insurance coverage. The following list of duties is illustrative, but is not necessarily inclusive, of the services to be performed by the Contractor:

- Review or draft contracts, resolutions, interlocal agreements, and other legal documents as requested by the District;
- Advise the Commissioners and staff members with regard to legal matters relating to their respective duties for the District;

- Represent the District in all lawsuits and other contested administrative proceedings commenced by or against the District, except where defense is provided exclusively through insurance coverage;
- Consult with and advise the Commissioners and staff members in person, by telephone, e-mail, or by written memo on District business;
- Review Metropolitan Park District Agenda Packets; and
- Attend Commission meetings, staff meetings, or other meetings, as requested by the District.

Proposal Contents

Contents within the proposal shall include the following:

1. **General Information:** Include contact information (including phone, address, e-mail, website & fax number) number of years in business, size of firm.
2. **Attorney Qualifications:** Describe experience of the attorney(s) to be assigned, areas of desired qualifications include following:
 - Demonstrated experience and knowledge of government law.
 - Demonstrated understanding of Metropolitan Park District or Special Use District government issues and law.
 - Familiarity with Washington State and King County law.
 - Proposed fee structure: include a compensation package, inclusive of all service costs.
 - Qualifications of assigned staff that will be assigned to the District: indicate role counsel and other staffing resources
 - Availability of assigned counsel to attend meetings and otherwise serve the Metropolitan Park District
 - The District reserves the right to modify the selection criteria.
3. **References:** Include names, addresses, contact persons and telephone numbers of at least three clients, preferably clients similar to the Tukwila Metropolitan Park District. Experience should include the following:
 - a. Experience advising special use districts
 - b. Experience advising clients conducting similar business (aquatics industry)
4. **Rates:** Include a description of fee structure including billing rates for attorney(s) and legal staff assigned and all other charges for expenses such as copies, travel, etc.

Proposal Evaluation

The Tukwila Pool Metropolitan Park District Board will form a Selection Committee to review all qualifications and proposals and may invite the most qualified firms or individuals to an interview.

Consultant Fee and Contract

Upon selection of the individual, the fee and contract will be negotiated with the MPD Board President. The MPD then confirms the appointment and approves the contract.

Schedule

RFP Release Date:	April 22, 2013
RFP Submission Deadline:	May 13, 2013
Review	May 14 – 20, 2013
Interviews	May 21-27, 2013
MPD Board of Commissioners Consideration:	June 17, 2013
Anticipated Start:	July 1, 2013

Responses to the RFP must be mailed or hand delivered to: Verna Seal, Board President, Tukwila Metropolitan Park District, 6200 Southcenter Blvd., Tukwila, WA 98188. Responses whether hand delivered or mailed must arrive no later than 5:00 p.m. PST on DATE HERE. No submittals will be accepted after that date and time. The MPD will not be liable for delays in delivery of responses due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals shall be rejected.

Published: Seattle Times: Date

. --End--

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: April 10, 2013

SUBJECT: Support Services Interlocal Agreement Extension

ISSUE

Extend Support Services Interlocal Agreement (ILA) with the City of Tukwila.

FINANCIAL IMPACT

The Financial Impact for this decision would be \$7,500 per month for each month of the ILA or \$41,250 for the five and a half month extension.

BACKGROUND

The timeline of events related to Support Services is as follows:

September 14, 2011: MPD entered into an Interlocal Agreement with the City to provide support services.

November 21, 2011: MPD signed Addendum No. 1, extending the Interlocal Agreement through January 15, 2013.

February 13, 2012: MPD signed Addendum No. 2 which removed pool staff and management salaries and benefits to be billed separately to the MPD.

September 17, 2012: Support Services Review presentation to the Board.

September 17, 2012: Independent review of Support Services RFP/ RFQ process presented to Board. Board members were asked to consider the topic of contracted support services and to bring ideas, concepts, and thoughts to discuss at the December 17, 2012 Board meeting

December 17, 2012: Board members discussed the potential of an Independent review of support services and listened to several citizens. Board members determined they would like to begin the process of evaluating support services needs and options by reviewing the Sustain the Tukwila Pool (STP) group's Comparison Report.

January 7, 2013: MPD signed Addendum No. 3 extending the ILA through July 15, 2013.

March 30, 2013: MPD Board Retreat: Discussion occurred regarding possible extension of the current Interlocal Agreement for Support Services through December 31, 2013. There was also discussion regarding the process for hiring a part-time Executive Director and once this person is in place to continue to evaluate support services and needs of the pool.

DISCUSSION

At the March 30, 2013 MPD Board retreat, the Board discussed extending the current support services ILA through December 31, 2013. Extending the ILA will permit time to develop a process for hiring an Executive Director and to continue to review and understand components of support services and needs of the pool.

RECOMMENDATION

The Board is being asked to extend the Interlocal Agreement with the City of Tukwila to December 31, 2013. The rest of the contract provisions remain the same.

ATTACHMENTS

Addendum 4 to Support Services Contract

ADDENDUM NO. 4

ADDENDUM TO INTERLOCAL AGREEMENT FOR SUPPORT SERVICES
BETWEEN THE CITY OF TUKWILA AND
THE TUKWILA POOL METROPOLITAN PARK DISTRICT

THIS ADDENDUM is made and entered into this ____ day of _____, 2013, by and between the City of Tukwila and the Tukwila Pool Metropolitan Park District, both of whom are Washington municipal corporations, in accordance with the Interlocal Cooperation Act (RCW 39.34).

ITEM ONE REVISION TO SECTION II AGREEMENT: That Item 1.1. "Term" is amended to read as follows:

1. Term of Agreement and Renewal.

1.1 Term. This Agreement shall be valid until **December 31, 2013.**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

CITY OF TUKWILA

TUKWILA POOL METROPOLITAN
PARK DISTRICT

By: _____
Jim Haggerton, Mayor

By: _____
Verna Seal Board President

Dated: _____

Dated: _____

Attest:

Attest:

Christy O'Flaherty City Clerk

De'Sean Quinn, Clerk of the Board

Approved as to Form:

Approved as to Form:


Shelley M. Kerslake, City Attorney

Lisa M. Marshall, Attorney for TPMPD

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: April 10, 2013

SUBJECT: Staff Report

ISSUE

Staff update on pool issues.

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

This Informational Memorandum is to update the Board on the Grand Re-opening, Capital Improvement Projects, Operational Issues and Short Term Agenda review.

DISCUSSION

Grand Re-Opening Celebration

The re-opening celebration of the Tukwila Pool is scheduled for **Saturday, April 20, 2013**. Ribbon cutting festivities begin at 10:00 am. Two-time Pan American gold medalist and two-time Olympic medalist, Kelly McCormick-Robertson will open the ribbon cutting ceremony followed by words from the Board and Staff. Tours and aquatics demonstrations will follow. Demonstrations include a diving demonstration performed by Ms. McCormick-Robertson's dive team and a member of Seattle Synchronized Swim will perform as well. The Sustain the Tukwila Pool group is coordinating a "Walk the Plank" fundraiser to raise funds for the scholarship program. The group is coordinating ticket sales and has invited Board members to compete for who will "Walk the Plank". 100 Tukwila Pool tote bags will be filled with goodies to the first 100 people at the Ribbon Cutting.

April Pools Day activities will begin at 1:00 pm and conclude at 5:00 pm. The schedule of activities is as follows:

April Pools Day - Session 1

Family Water Carnival 1-2 pm
Family Open Swim 2-3 pm

April Pools Day - Session 2

Water Carnival 3-4 pm
Open Swim 4-5 pm
Life-jacket Raffle 5 pm

Each April Pools Day session is limited to the first 150 participants. Bracelets for admittance to each session will be given out 30 minutes before the session begins. If more than 150 people wish to participate in a session a complimentary swim voucher will be distributed.

Opening Celebration Parking: Parking will be limited due to a coinciding event at Foster High School. Plans to accommodate parking include opening the Tukwila Village site, sending parking passes to dignitaries, reserving parking spaces at the pool for folks with mobility challenges, and having staff on hand to help direct traffic. All press releases and flyers have been updated to inform the public about limited parking. Staff has updated the Pool's Facebook page and websites in addition to verbally encouraging patrons to utilize public transportation and carpooling. It will be a fun yet busy day for the neighborhood surrounding the pool!

Capital Improvement Project

Staff has received training for the pool chemical monitoring system and the building controls system. Staff is pleased with the quality of the system's easy user interfacing and overall capabilities. Boiler operations training are scheduled to occur during the week of April 15.

Progress continues with many in-house projects and several on-going maintenance items to continue improving the look and feel of the pool. Some items will be completed after the Grand Re-Opening celebration (i.e. bench refinishing, painting, door repair/refinish/replacement work, etc.).

- Painting:
 - o Touch-up in lobby
 - o Touch-up in locker rooms (almost done)
 - o Birthday party area by bleachers (prepped)
 - o Family changing rooms (depending on time, could happen after the opening)
 - o Locker room blue bench rails
- Benches
 - o Installing benches in the dressing rooms in the locker rooms
 - o Refinishing Bleachers (started)
 - o Refinishing Locker rooms (started)
 - o Refinishing benches in natorium
- Door Repair/Replacement
 - o Exterior doors need work (polished, looking at painting in the future to spruce them up, general maintenance work)
 - o Interior doors need repair/replacement (looking into options for this, repair vs. replace, conducted a door inventory to prioritize the needs and condition of each door).
- General site clean-up (on-going)
- Installation of storage solutions (some done, might still need more)
- Bulletin boards installation (touching this up and then waiting for install until stuff is ready to be posted on them).
- Additional signage installation (almost done, large front sign will be done close to the Grand Re-Opening).
- Hanging Mirrors in locker rooms (two installed in women's and one in men's).
- Finalizing new reception desk installation and lobby social area furniture.

The roofing contractor has delivered supplies and staged them on the roof. A consistent pattern of dry warm weather is all that we're waiting on. Project closeout will occur in May and all closeout contract documents and manuals are being compiled for delivery. Staff started paperwork to seek reimbursement from the Department of Commerce for the \$416,666 grant.

Operations

The Pool continues to see strong participation since the soft re-opening: lap lanes are full, classes are well attended and pass sales have been strong. Patrons continue to be excited about the improvements and are enjoying the new amenities. Staff has worked to respond to feedback from patrons making adjustments when possible.

Pass specials have resulted in increased sales. Staff is doing high touch marketing on these specials explaining them to patrons as patrons contemplate a pass purchase or renewal. Pass sales have increased compared with March 2012. Year passes have been especially popular as patrons take advantage of the \$20 off year passes if they are purchased before April 20th.

Tukwila Pool was featured on the cover of the Tukwila Reporter for March with two articles spotlighting the pool. April Pools Day and the Grand Re-Opening Celebration marketing continue to be a strong focus for staff.

The complete pool cover is scheduled for delivery the week of April 8th. Part-time staff will be trained to deploy and remove the covers safely and properly.

As a component of contracted services to the MPD, Pool Staff has completed and submitted a Community Transformation Grant application for the City of Tukwila. The grant is from Seattle-King County Public Health, the Healthy King County Coalition, and Seattle Children's Hospital. The grant will enable staff to develop policies to support innovative programming that addresses universal swimming opportunities and overcoming barriers to participating in aquatics as a healthy fitness option. Staff is thrilled with this opportunity and the official announcement will occur at the Grand Re-Opening.

New staff hiring and training continued throughout March. New staff members are learning the ropes quickly and have picked up the torch of providing excellent customer service.

Staff continues to work through the challenges that come with opening a remodeled facility. Overall it has been a smooth soft opening period.

Short term Agenda review

- | | |
|---------------|--|
| May 20, 2013 | Capital Project Update and Closeout, Policy Review (rental program, programs and budget process), Marketing Update |
| June 17, 2013 | Legal Services Appointment, Marketing Update, Quarterly Report |
| July 15, 2013 | Executive Director RFP, Marketing Update, Operations Update |

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

TO: Tukwila Pool Advisory Committee
FROM: Bryan Nelson - Chair
DATE: 2/28/13
SUBJECT: Tukwila Pool Advisory Committee Meeting

If you are unable to attend, please notify Bryan at 206-931-1579

AGENDA

Wed, March 6th, 2013

7:00 AM

Meeting Location: Tukwila Community Center

Call to Order

Approval of Minutes – February 6, 2013

Business Items:

- 1) 5 min: Confirm process for taking/sending minutes
- 2) 10 min: 3/4/13 Soft Opening Update
- 3) 25 min: Marketing updates
 - a) Grand Opening
 - b) tagline recommendations:
 - i. Splash-tastic
 - ii. Community Wellness Fun
 - iii. Welcoming Water Wellness
- 4) 45 min: Scholarship program: Finalize proposed Process/Guidelines, etc.
- 5) 5 min: STP Pool Comparison Best Practices Review for MPD Board Retreat, Suggested Retreat Agenda items into TPAC: Recommend setting up additional meeting next week 3/13 or the following 3/20. What is everyone's availability?

Committee Reports

Citizen Comments

Staff Report

Other

Next Meeting: March 13 or 20, 2013?

Adjournment

TUKWILA METROPOLITAN PARK DISTRICT
Tukwila Pool Advisory Committee
MINUTES
Tukwila Community Center, Meeting Room B
March 6, 2013

ATTENDANCE

Committee: Bryan Nelson, Vanessa Zaputil (remote via phone), Jeri Frangello-Anderson, Dave Puki
Staff: Amy Kindell, Stephanie Gardner, Rick Still
Commissioner: De'Sean Quinn

CALL TO ORDER: 7:04 AM

Approval of 2/6/13 Minutes: Bryan noted correction to spelling of Amy's last name to be "Kindell". Correction to Business item #4 – Last paragraph to read "The policy will then be presented at the March 6th TPAC meeting which will then be reviewed and TPAC will make a recommendation to the board for approval. If everybody is in agreement with the draft policy, will then be sent to the MPD Attorney to review.

Jeri Frangello-Anderson made motion to accept minutes as amended and was seconded by Dave Puki

Business Items:

1) Process for taking/sending minutes:

Stephanie handed out timeline for sending final minutes for submission to committee. Final minutes will be submitted only to Stephanie the following Wednesday after the TPAC meeting. Discussion about sending the minutes directly to the clerk was answered by Stephanie who had a conversation with the clerk and with all the different boards and commissions she would prefer the final minutes come from Stephanie. Draft minutes will still be distributed to all committee members prior to the following month meeting.

2) Grand Opening:

Rick Still mentioned that the soft opening had been moved to Saturday March 9th due to some electrical issues that were being resolved. Vanessa asked about the possibility of a walk through for commissioners and TPAC members prior to the soft opening. Rick indicated that there was interest from 2 commissioners. The time for the walk through was noted to be 11:30 on Friday 3/8 or late afternoon between 2 – 4pm. Amy indicated that she would be at the pool on Saturday so anybody interested in taking a tour she would be happy to accommodate.

3b) MPD Taglines

Vanessa indicated that STP had a short brainstorming session on Saturday 3/2 and presented the tagline "We're All In". This tagline represents community, TPAC and MPD that we are all in this together. Concern about the term "All In" was mentioned by Amy to the reference to gambling issues in Tukwila. De'Sean commented that TPAC should present the idea with bullet points as to why this tagline was chosen and all the consideration that was taken when considering this tagline, even the negative impact. Bryan asked if there would be any possibility of seeing this tagline with the logo with a couple of different fonts for presentation. De'Sean also suggested that the other taglines that were presented by the Marketing Committee "Splash-tastic", "Community Wellness Fun" and "Welcoming Water Wellness" would be great for marketing pool programs. Dave Puki made motion to approve the tagline "We're all in", Vanessa Zaputil seconded the motion.

3a) Grand Opening

Amy passed out the flyer for the grand opening April 20th alongside with April Pools Day that will be going into the Tukwila Reporter and the backpack express program. Amy indicated that on the backside of the flyers there will be information on swimming lesson programs. Vanessa asked if it could also include the Scholarship information. Amy also talked about the events for the Grand Opening to include demonstrations by the Synchro Team, a diving demonstration and an the appearance of an Olympian. Commissioners will be present for the ribbon cutting that will take place close to the 10:00 hour. Bryan asked about clarification on TPAC's involvement with the dunk tank idea and it was mentioned that STP was willing to take on this responsibility. Bryan asked TPAC if we were ok delegating this to STP and all were in favor. STP to present proposal at the April meeting. Dave and Bryan both indicated that there seemed to be a lot of interest from the Commissioners at the last MPD meeting.

4) Scholarship Program

Stephanie provided copies of the updated Scholarships application and policy and procedures. Some of the corrections talked about was changing the Scholarship Award amount to read 80%-50% award amount 50%, 50% - 30% award amount 75% for the policy and procedures. Vanessa asked if next to the grade if 10-11 school yr be removed. Dave Puki suggested removal of section regarding lifeguard course participants. Committee members agreed. " To make the application better to understand we asked if it would be possible to move the eligibility portion up to make it easier to understand. Stephanie suggested that she will move this to a separate bubble section above the income worksheet. Bryan asked to pass along gratitude from TPAC for the school district partnering with the scholarship program.

De'Sean exited the meeting 8:00

Vanessa asked about adding for consistency, "First come First serve basis" to line "5" of the application. Discussion also revolved around not limiting to seasonal scholarships, so that children can continue to improve and become confident in swimming. Stephanie to amend scholarship program application, email and ask for any suggestions as to finalize and be able to send to the MPD Attorney for review.

5) STP Pool Comparison and Best Practices moved to an additional meeting scheduled for March 20, 2013 at 7:00am due to time constraints.

Stephanie handed out OPMA document regarding the policies in Washington Cities to all TPAC members for review.

Dave Puki made a motion to adjourn and Jeri Frangello-Anderson seconded.
Meeting adjourned 8:31am

Minutes: JFA

Tukwila Metropolitan Park District Tukwila Pool Advisory Committee

TO: Tukwila Pool Advisory Committee
FROM: Bryan Nelson - Chair
DATE: 3/15/13
SUBJECT: Tukwila Pool Advisory Committee Meeting

If you are unable to attend, please notify Bryan at 206-931-1579

AGENDA

Wed, March 20th, 2013

7:00 AM

Meeting Location: Tukwila Community Center

Call to Order

Approval of Minutes – March 6, 2013

Business Items:

- 1) 75 min: Review STP's Pools Comparison Report and prepare Preliminary Report of Best Practices for the MPD Board Retreat

- 2) 10 min: Future Agenda Items:
 - April:
 - CIP Outstanding items
 - Marketing Update: Grand Opening
 - Post Board Retreat Items

 - May:
 - OPMA training update
 - Review Bylaws: Telecommunications considered valid quorum? Addition of secretary position, Re-elect, Re-new officers
 - Establish long-term Agenda/Priorities/Work Plan

Other

Next Meeting: April 3, 2013

Adjournment

MINUTES
Tukwila Pool Advisory Committee
March 20, 2013
Tukwila Community Center, Meeting Room "B"
FINAL

Attendance:

Committee: Vanessa Zaputil, Bryan Nelson, Dave Puki, Jeri Frangello-Anderson
Staff: Stephanie Gardner and David Cline
MPD Commissioner: De'Sean Quinn

CALL TO ORDER: 7:05 am

Approval of March 6, 2013 Minutes:

Stephanie mentioned that the minutes should reflect the other 3 taglines submitted by the Marketing Committee be added under item 3b. To read "De'Sean also suggested that the other taglines that were presented by the Marketing Committee "Splash-Tastic", "Community Wellness Fun" and "Welcoming Water Wellness" would be great for marketing pool programs.

Vanessa Zaputil made motion to accept the minutes as amended and was seconded by Dave Puki

Business Item "2" was moved to number "1" as to be able to spend more time on "STP Pool Comparison and Best Practices"

Item 1: Dunk Tank to be sponsored by the Sustain Tukwila Pool group will be presented at the April 3, 2013 meeting. Stephanie shared the flyers that will be sent out with the Backpack express regarding the Pool Grand Re-Opening. The flyer will include information on swim lessons and the scholarship program.

David Cline entered the meeting at 7:15am

Item 2: STP's Pool Comparison Study and Best Practices for MPD Retreat and Re-Election of new officers. *OPMA Training*

Dave Puki made a motion to postpone reappointment of officers until the May 2013 meeting. Vanessa Zaputil 2nd the motion.

Stephanie Gardner indicated that staff is working on putting together with WISA for staff, boards and commissioners on an OPMA training that will take place late April or the first part of May. Bryan indicated that an evening session would be best if at all possible.

STP Pool Comparison/Best Practices

Bryan suggested to identify the high level items provided and work through the list and prioritize from high to low. De'Sean indicated that the board would probably prefer this process for going through the list.

Bryan asked Stephanie if there was currently a Policy and Procedures operation handbook. Stephanie indicated that there was a guide she could provide for comparison.

Question was asked if any other pools have done a pool comparison similar to the STP comparison. Dave Puki indicated that there has been quite a bit of interest from the pools listed in the comparison. De'Sean mentioned that the report be very clear about best practices vs governance and that these are two separate entities.

Key points throughout the "Best Practices" discussion

- Programming
- Patron Survey
- Community Partnership – Schools
- Pool Time optimization for Public Use
- New Ideas and innovation programming
- Marketing/Promotions
- Maintenance and Cleanliness
- Health and Safety
- Vision/Image
- Capital Investments
- Training Programs
- Long Term planning
- Personnel – Training/incentive programs/ performance recognition
- Administration/Operations
- Financial

Best practices recommendations to be presented to MPD by Wednesday March 27th for Board Retreat 3/30/13.

Vanessa Zaputil made motion to adjourn, seconded by Jeri Frangello-Anderson

Adjourned - 8:30am

Next Meeting April 3, 2013

Minutes: JFA