

**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