



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

AGENDA

President of the Board: **Aaron Shipman** Clerk of the Board: **Vanessa Zaputil**

Board Members: **Ellen Gengler, Andrew Stahl, Jeri Frangello-Anderson**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, January 13, 2020, 6:00 p.m.**

Resolution Numbers:

Location: **Tukwila School District Conference Room:
4640 S. 144th St., Tukwila, WA 98168**

2020-01

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL		Page 2
02. APPROVE AGENDA		Page 1
03. RECOGNITION OF EMPLOYEE OF THE MONTH		Page 3
04. CITIZEN COMMENTS <i>(Limited to 4 minutes per person or group)</i>		Page 4
05. CONSENT AGENDA	a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) December 9, 2019 Regular Meeting December 19, 2019 Special Meeting	Page 5 Page 8
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06. REPORTS	a) Commissioners	Page 19
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07. BUSINESS ITEMS:	a) 2020 Auditing Officer Delegation: Resolution 2020-01	Page 46
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08. MISCELLANEOUS:		
09. EXECUTIVE SESSION:	The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.	
10. ADJOURNMENT		



TUKWILA POOL METROPOLITAN PARK DISTRICT (TPMPD)

Mission, Vision & Values

TPMPD Mission Statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on educating all ages in the lifelong skills of water safety. We carry out this mission with a Board and staff who are compassionate, inclusive, and responsive to the needs of our diverse community, working to foster positive and lifelong experiences with aquatic environments.

TPMPD Vision Statement:

Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

TPMPD Core Values:

We Value...

- ...a safe, inclusive, caring public resource that is integrated into the fabric of our community
- ...educating all ages of our community in the lifelong skills of swimming and water safety
- ...integrity and maintaining the highest ethical standards by communicating honestly and transparently
- ...treating everyone with respect and embracing diverse opinions
- ...conducting our business and maintaining our facility in a fiscally-responsible manner that ensures the community can depend on aquatics as an available resource for generations to come
- ...creative, affordable and fun programming that is responsive to the community's needs and contributes to the overall health and wellness of the community
- ...a spirit of collaboration and innovation when working with others to enhance services available for our community members
- ...our amazing volunteers!
- ...citizens of Tukwila whose support allows every resident and staff member to feel a sense of ownership of the pool

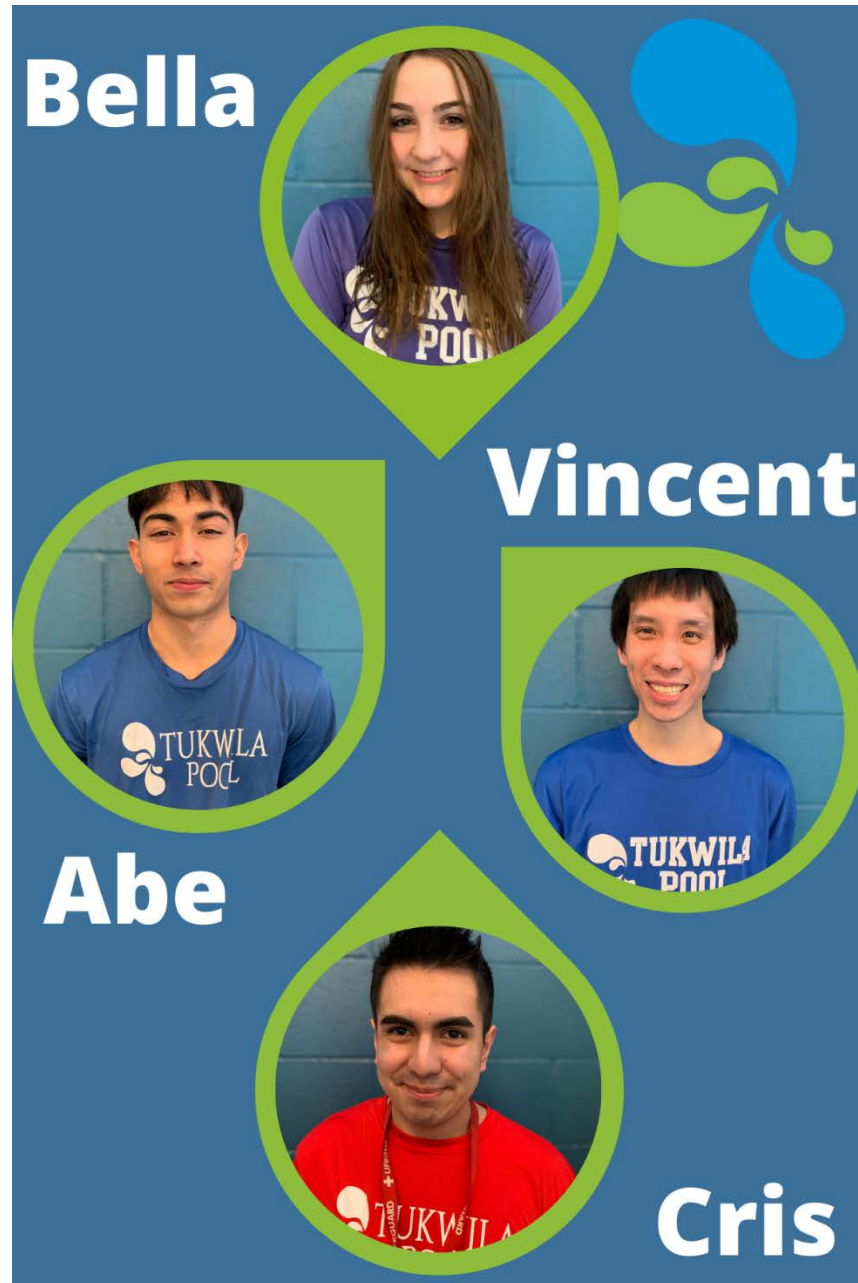


TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

03. RECOGNITION OF EMPLOYEE OF THE MONTH

NEW EMPLOYEES - DECEMBER 2019



Welcome to our Team

Due to our Maintenance Closure for most of the month of December, the Tukwila Pool Leadership Team would like to take this opportunity to welcome the newest additions to our Team!



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

04. CITIZEN COMMENTS

Members of the community may address the BoC at this time. Kindly limit discussion time to 4 minutes per person or group



Thank you for your support
-Dena

We helped over 425 people this year!
Marlus

THANK you for helping Tukwila Kids & Families!
Stephanie

Thank you for your contributions - we are grateful for your support!
Lacey

Thank You

we did it! we raised over \$55,000!
-Ornaiese

THANK YOU! We helped over 425 Tukwila children and their caregivers at this year's Spirit of Giving Family Event. TOGETHER, we collected gifts, experiences, and essential items with a grand value totaling (drumroll) **\$55,025!**

THANK YOU for helping to create a season of JOY and helping to lift some financial stress for Tukwila families.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

MINUTES

President of the Board: **Christine Neuffer** *Clerk of the Board:* **Jeri Frangello-Anderson**

Board Members: **Ellen Gengler, Aaron Shipman, Vanessa Zaputil**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, December 9, 2019, 6:00 p.m.**

Resolution Numbers:

Location: **Valley View Water & Sewer District Conference
Room: 3460 S 148th St., Tukwila, WA 98168**

2019-06

2019-07

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL

Christine Neuffer called meeting to order at 6:00pm, she read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took roll call:

Present: Commissioner Aaron Shipman, Commissioner Jeri Frangello-Anderson, Commissioner Christine Neuffer, Commissioner Ellen Gengler, Commissioner Vanessa Zaputil, District Administrator Kristine Selleck, Director of Aquatics Operations Brad Harpin, Elected Commissioner Andrew Stahl, and guest: Richard Stahl

02. APPROVE AGENDA

Commissioner Vanessa Zaputil made a motion to approve the Agenda as presented. Commissioner Ellen Gengler seconded. Discussion: None. Motion Passed 5:0 at 6:01pm.

03. RECOGNITION OF EMPLOYEE OF THE MONTH

Employee of the Month for November 2019 – Tukwila Pool MPD – Staff and Volunteers

04. OATH OF OFFICE: COMMISSIONER POSITIONS 3&4

Commissioner Andrew Stahl was sworn in for Position #3

Commissioner Jeri Frangello-Anderson was sworn in for Position #4

05. CITIZEN COMMENTS

Commissioner Christine Neuffer addressed a comment card from the suggestion box

06. CONSENT AGENDA

a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Meeting:

b) Approve Vouchers:

Commissioner Ellen Gengler made a motion to approve the consent agenda as a whole. Commissioner Aaron Shipman seconded. Discussion: None. Motion Passed 5:0 at 6:20pm.

07. REPORTS

a) Commissioners:

Board President, Christine Neuffer, read the 2019 State of the District

Each Commissioner verbally gave report of their TPMPD activities

b) Director of Aquatics Operations: Brad Harpin read his operations report

c) District Administrator: Kristine Selleck read her district report

d) Finance Committee: Commissioner Vanessa Zaputil gave report of Finance Committee Activity

e) Tukwila Pool Advisory Committee (TPAC): Thank you, TPAC!

f) Programming & Outreach/Marketing: no report this month.

08. BUSINESS ITEMS:

a) Public Hearing - Re: 2020 Annual Budget

President Christine Neuffer opened the public hearing at 7:15pm.

- No citizens were present to testify
- No citizens turned in reports

President Christine Neuffer closed the public hearing at 7:16pm.

b) 2020 Annual Budget: Resolution 2019-06

Commissioner Ellen Gengler made a motion to read Resolution 2019-06 by title only. Commissioner Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 5:0 at 7:21pm.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT ADOPTING THE ANNUAL BUDGET OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT FOR THE FISCAL YEAR 2020

Commissioner Ellen Gengler made a motion to approve Resolution 2019-06 as presented. Commissioner Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 5:0 at 7:22pm.

c) 2020 Board Regular Meeting Schedule: Resolution 2019-07

Commissioner Aaron Shipman made a motion to read Resolution 2019-07 by title only. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 7:24pm.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT ESTABLISHING THE MEETING SCHEDULE FOR THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT

Commissioner Ellen Gengler made a motion to approve Resolution 2019-07 as presented. Commissioner Aaron Shipman seconded. Discussion: Aaron Shipman inquired about location contingency arrangements. Motion Passed 5:0 at 7:26pm.

d) 2020 Board Officer Selections

Commissioner Christine Neuffer explained that the Board President cannot serve two consecutive years and opened up nominations.

Commissioner Ellen Gengler nominated Commissioner Aaron Shipman for the 2020 Board Presidency. Commissioner Vanessa Zaputil seconded. Commissioner Aaron Shipman accepted the nomination. Motion Passed 5:0 at 7:34pm.

Commissioner Jeri Frangello-Anderson nominated Commissioner Vanessa Zaputil for the 2020 Board Clerk position. Commissioner Ellen Gengler seconded. Commissioner Vanessa Zaputil accepted the nomination but mentioned that she may need coverage for some TPAC Meetings. Motion Passed 5:0 at 7:40pm.

e) TPAC Appointments

Commissioner Vanessa Zaputil nominated Jacque Carroll to TPAC Position #1 with a term ending date 12/31/2021. Commissioner Aaron Shipman seconded. Discussion: Jacque is an exceptional volunteer. Thank you, Jacque. Motion Passed 5:0 at 7:43pm.

Commissioner Vanessa Zaputil nominated Diane Myers to TPAC Position #2 with a term ending date 12/31/2021. Commissioner Jeri Frangello-Anderson seconded. Discussion: Diane is one of the original founding members who is amazing and always steps in where needed. Thank you, Diane. Motion Passed 5:0 at 7:45pm.

f) 2020 Contract Renewals: Attorney and CPA

Commissioner Vanessa Zaputil made a motion to approve the Snure Law Office contract with Tukwila Pool MPD for 2020. Commissioner Ellen Gengler seconded. Discussion: The Commissioners and Staff have been very pleased with the service from Snure Law Office. Motion Passed 5:0 at 7:49pm.

Commissioner Jeri Frangello-Anderson made a motion to approve the GDM Financial Solutions contract with Tukwila Pool MPD for 2020. Commissioner Aaron Shipman seconded. Discussion: The Commissioners and Staff have been very pleased with the service from GDM Financial Solutions. Motion Passed 5:0 at 7:51pm.

g) Employee Handbook Update – APPENDIX A.2 Tukwila Pool MPD Wage & Salary Schedule 2020

Commissioner Vanessa Zaputil made a motion to approve the Employee Handbook Update -- APPENDIX A.2 Tukwila Pool MPD Wage & Salary Schedule 2020 which includes the summer incentive pay wage scale conditional to the added language:

**Steps are not automatic and only awarded based on employee performance criteria set forward in Appendix A-1*

Commissioner Ellen Gengler seconded. Discussion: Commissioner Aaron Shipman inquired about having staff sign the handbook acknowledgment page. Motion Passed 5:0 at 8:08pm.

09. MISCELLANEOUS:

Departing Commissioner Christine Neuffer was on the original initiative to Save the Pool (STP). Thank you, Christine.

10. EXECUTIVE SESSION: The TPMPD Board of Commissioners did not recess into Executive Session per RCW 42.30.110

11. ADJOURNMENT:

Commissioner Ellen Gengler made a motion to adjourn. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 8:17pm.

ATTEST:

Jeri Frangello-Anderson, Clerk of the Board for 2019

Date:



TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meeting of the Board of Commissioners

MINUTES

President of the Board: **Christine Neuffer** Clerk of the Board: **Jeri Frangello-Anderson**
 Board Members: **Ellen Gengler, Aaron Shipman, Vanessa Zaputil**
 Recording Secretary: **Kristine Selleck**
 Date and Time: **Thursday, December 19, 2019, 5:30 p.m.** Resolution Numbers:
 Location: **Tukwila Pool** 2019-08
4414 S 144th St., Tukwila, WA 98168

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL

Jeri Frangello-Anderson called the meeting to order at enter, and then read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took Roll Call:

Present were: Commissioner Vanessa Zaputil, Commissioner Aaron Shipman, Commissioner Jeri Frangello-Anderson, Director of Aquatics Operations Brad Harpin, and District Administrator Kristine Selleck.

Commissioner Vanessa Zaputil made a motion to excuse Commissioner Ellen Gengler and Commissioner Christine Neuffer from the meeting. Commissioner Aaron Shipman seconded. Discussion: None. Motion Passed 3:0 at 5:48pm

02. APPROVE AGENDA

Commissioner Aaron Shipman made a motion to approve the agenda, Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 3:0 at 5:49pm.

03. CITIZEN COMMENTS

None

04. BUSINESS ITEM

a) 2019 Pool Liner Resurfacing Project Completion Approval: Resolution 2019-08:

Commissioner Vanessa Zaputil made a motion to read Resolution 2019-08 by title only. Commissioner Aaron Shipman seconded. Discussion: none. Motion Passed 3:0 at 5:50pm.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT ACCEPTING THE COMPLETED WORK OF ORCA PACIFIC, INC. ON THE 2019 POOL LINER RESURFACING PROJECT CONTRACT, ENTERED INTO OCTOBER 24, 2019

Commissioner Vanessa Zaputil made a motion to approve Resolution 2019-08 as presented. Commissioner Aaron Shipman seconded. Discussion: Director of Aquatics Operations was questioned regarding his satisfaction with the project and it was commented that this project had a very smooth process from a Commissioner point of view. Motion Passed 3:0 at 5:54pm.

08. MISCELLANEOUS: none

09. EXECUTIVE SESSION: The TPMPD Board of Commissioners did not recess into Executive Session per RCW 42.30.110.

10. ADJOURNMENT:

Commissioner Vanessa Zaputil made a motion to adjourn. Commissioner Aaron Shipman seconded. Discussion: None. Motion Passed 3:0 at 6:00 pm..

ATTEST:

Jeri Frangello-Anderson, Clerk of the Board

Date:



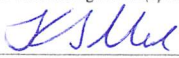

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/03/2019
Total Amount: \$19,441.57
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20191125163852.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Kristine Selleck, Bill Scans 11/23/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
	<u>11/25/19</u>	
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

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King County Email: SpecialDist.AP@kingcounty.gov
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KING COUNTY FINANCE USE ONLY:	
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Date Processed:	_____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20191125163852.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF TUKWILA			LP-00129	12/01/2019	\$10,121.48	BILLING DATE: DECEMBER 2019 CITY BRIDGE LOAN PAYMENT
CIVIC PLUS			192677	12/01/2019	\$5,595.04	SERVICE DATES: 12/01/2019 - 11/30/2020 REVENUE PROCESSING SOFTWARE
ORCA PACIFIC, INC.			40985	12/11/2019	\$203.06	SHIP DATE: 11/08/2019 POOL CHEMICALS
ORCA PACIFIC, INC.			41094	11/21/2019	\$2,016.96	SERVICE DATE: 11/21/2019 CHANGE ORDER TILE REPAIRS
SEATTLE CITY LIGHT			20191119	11/19/2019	\$1,505.03	SERVICE DATES: 10/17/2019 - 11/18/2019 UTILITIES ELECTRIC



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/03/2019
Total Amount: \$56,247.18
Control Total: 1
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSU PINV_20191125164121.csv
Fund #: 175913010

CONTACT INFORMATION	
Preparer's Name: <u>Kristine Selleck, Bill Scans 11/23/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

PAYMENT CERTIFICATION		RCW (42.24.080)	
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).			
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :			
<u>K Selleck</u>	<u>11/25/19</u>	<u>Jeri Franquel Anderson</u>	<u>11/25/19</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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Date Processed:	_____



King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20191125164121.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ORCA PACIFIC, INC.			41079	11/20/2019	\$56,247.18	CIP 30% DOWN PAYMENT: 2019 POOL LINER RESURFACING PROJECT



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/10/2019
Total Amount: \$3,735.01
Control Total: 2
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20191203110255.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Kristine Selleck, Bill Scans 11/30/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

PAYMENT CERTIFICATION		RCW (42.24.080)	
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).			
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):			
<u>K Selleck</u>	<u>12/4/19</u>	<u>Jeri Frangello Anderson</u>	<u>12/3/2019</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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King County Email: SpecialDist.AP@kingcounty.gov
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Date Processed:	_____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20191203110255.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AMERICAN RED CROSS			22239701	11/20/2019	\$41.00	SERVICE DATE: 11/16/2019 - AUSTIN GILES, LIFEGUARDING WITH BUNDLE 2 REVIEW
PUGET SOUND ENERGY			20191122	11/22/2019	\$3,694.01	SERVICE DATES: 10/23/2019 - 11/21/2019 UTILITIES NATURAL GAS



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/20/2019
Total Amount: \$8,129.22
Control Total: 15
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20191216090043.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill, Bill Scans 12/06/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
<u></u>	<u>12/17/19</u>	<u></u>
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature

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Date Processed:	_____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20191216090043.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9967025830	11/30/2019	\$142.62	RENTAL PERIOD: NOVEMBER 2019 CARBON DIOXIDE CYLINDER RENTAL
CIT			34488916	12/07/2019	\$320.65	BILLING PERIOD: 11.28.2019 - 12.27.2019 EQUIPMENT RENTAL
CIVIC PLUS			194486	11/30/2019	\$149.41	SERVICE DATES: 11.01.19 - 11.30.19 REVENUE PROCESSING SOFTWARE
COMCAST BUSINESS			20191128	11/28/2019	\$138.55	SERVICE DATES: 12.08.19 - 01.07.19 BUSINESS CABLE AND INTERNET
CONSOLIDATED PRESS PRINTING COMPANY			24785 POOL	11/26/2019	\$1,202.25	SHIP DATE: 11.26.19 POOL INSERT (QTY: 12,725)
GDM PRIVATE FINANCIAL SOLUTIONS			63199	11/30/2019	\$120.00	CPA SERVICES: Q4 2019 - QUICKBOOKS ONLINE QUARTERLY FEE
MCKINSTRY CO LLC			10102342	12/02/2019	\$1,144.00	SERVICE DATE: 11.21.19 CUT IN ACCESS PANEL AND CLEANED HOT WATER COIL
ORKIN PEST CONTROL			190445124	11/14/2019	\$79.66	SERVICE DATE: 11.14.2019 SCH SVC PC STANDARD - QUARTERLY 4-PC STANDARD (OUTDOOR SERVICE)
ORKIN PEST CONTROL			190444813	11/14/2019	\$86.60	SERVICE DATE: 11.14.19 PC STANDARD - EOM 7-PC STANDARD (INDOOR SERVICE)
STANLEY CONVERGENT SECURITY SOLUTIONS			17037862	12/01/2019	\$56.65	SERVICE DATES: 01.01.20 - 01.31.20 SECURITY MONITORING FEES
STANLEY CONVERGENT SECURITY SOLUTIONS			17069702	12/03/2019	\$46.64	SERVICE DATES: 12.01.19 - 12.31.19 FIRE MONITORING FEES
STANLEY CONVERGENT SECURITY SOLUTIONS			17002166	12/01/2019	\$56.65	SERVICE DATES:12.01.19 -12.31.19 SECURITY MONITORING FEES
STANLEY CONVERGENT SECURITY SOLUTIONS			17076324	12/05/2019	\$46.64	SERVICE DATES: 01.01.19 - 01.31.19 FIRE MONITORING FEES
STATE AUDITOR'S OFFICE			1134297	12/11/2019	\$4,477.50	SERVICE DATES: NOVEMBER 2019 TRAVEL 3.4 HOURS, ACCOUNTABILITY AUDIT 41.6 HOURS
VALLEY VIEW SEWER DISTRICT			20191201	12/01/2019	\$61.40	SERVICE DATES: NOVEMBER 2019 UTILITIES SEWER



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/20/2019
Total Amount: \$56,247.18
Control Total: 1
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20191216090443.csv
Fund #: 175913010

CONTACT INFORMATION

Preparer's Name: Amy O'Neill 12/13/2019

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

[Handwritten Signature]

Authorized District Signature

12/17/19

Date

[Handwritten Signature]

Authorized District Signature

12/17/2019

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20191216090443.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ORCA PACIFIC, INC.			41188	12/03/2019	\$56,247.18	ZOF 3 PAYMENT: 2019 POOL LINER RESURFACING PROJECT

TPMPD BoC Regular Meeting January 13, 2020 Page 18 of 51



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

a) Commissioners:

Each Commissioner verbally present their reports. Additional written material may be presented.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners
FROM: Brad Harpin, Director of Aquatics Operations
DATE: January 13, 2020
SUBJECT: Director of Aquatic Operations Report – December 2019

Operations:

2020 Washington State Minimum Wage: All wage adjustments have been administered for all Employees. All adjustments reflect the approved 2020 wage scale.

2019 Pool Resurfacing Project: Project was completed and final walk through with Orca Pacific Inc. took place on December 18th. The pool resumed operations on December 24th with no delays or issues with systems.

1. **King County Youth Armature Sport Grant:** Operations will complete and finalize all grant requirements and submit invoice for project reimbursement in the amount of \$140,000.00

What's being requested from grant administrator:

- a. Complete digital invoice on grant dashboard and provide supporting documentation
 - i. Copies of bills, invoices, etc.
- b. Upon completing STEP, A, reimbursement to the pool will be processed (about a 3 week process).
- c. Operations will complete a short final report to be submitted through the grant dashboard.
- d. Organization logo and Social Media information has been shared for project/promotional efforts. (Operations will coordinate promotional and marketing/Thank You Letter.

Maintenance / Warranty Bond: Warranty Bond secured for 2-year period

Silver Sneakers Update: Operations has received great feedback from community about Silver Sneakers offering. 3 check-in's for the month of December | 14 check-in's Month of January as of 1/8/2020.

Operations will begin marketing to Shag and TCC throughout the month of January.

Staffing: The pool is currently fully staffed in both the Lifeguard Team and the WSI Team.

Program:

Budget: December 2019

Revenue: 347.60.10 Swim Classes/Instruction: **\$2,064.00** (Revenue taken in December 2019 for January 2020 swim classes)

No lessons offered due to 2019 Pool Surface Relining Project

Participation: January 2020 YTD Actuals: 109 | Capacity: 220 / Variance: -111 (registration is still open) Low enrollment expected, due to pool closure and the holidays.

Waitlisted: 0, Plenty of Openings

Community:

Rock'n Beach Party: Scheduled for January 18th from 1:00PM until 3:00PM.

December 2019 Free Passes Redeemed:	
	0
Total:	0

ATTACHMENTS

- Monthly Comparison / Scholarship Report
- Revenue Report (General Ledger Summary)
- Membership Check-In Report
- POS Summary Report



Revenue Report for January 2020 TPMPD Board Meeting
November 2019 & December 2019 Monthly Comparison

Category	November 2018	November 2019	December 2018	December 2019
341.70.10 Merchandise Sales (Taxable)	\$ 171.31	\$ 238.20	\$ 178.75	\$ 81.37
341.70.20 Merchandise Sales (Non-Taxable)	\$ 95.75	\$ 116.50	\$ 175.55	\$ 43.00
347.30.10 Pass Sales	\$ 1,652.44	\$ 762.93	\$ 2,910.12	\$ 4,400.38
347.30.20 General Admission	\$ 1,132.91	\$ 1,078.93	\$ 1,862.64	\$ 616.06
347.30.30 Special Events	\$ 138.84	\$ -	\$ 41.36	\$ -
347.60.10 Swim Classes/Instruction	\$ 3,843.00	\$ 456.00	\$ 304.00	\$ 2,064.00
347.60.20 Exercise Classes	\$ 40.00	\$ 38.00	\$ 259.00	\$ -
347.60.30 Lifeguard Classes	\$ -	\$ -	\$ 340.00	\$ 135.00
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ 70.00	\$ 35.00
347.90.10 Advertising/Sponsorship	\$ 15.00	\$ 15.00	\$ -	\$ 15.00
362.40.10 Facility Rental (short-term)	\$ 112.73	\$ 36.36	\$ 54.55	\$ -
362.40.20 Equipment (Locker) Rental	\$ 105.45	\$ -	\$ -	\$ -
362.40.30 Facility Rental (long-term)	\$ 6,572.50	\$ 10,644.00	\$ 7,830.00	\$ 3,600.00
367.10.10 Cash Donations	\$ 3.00	\$ 5.55	\$ 100.30	\$ 151.80
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ -	\$ -	\$ -
369.80.00 Deposit Over / Short	\$ (3.25)	\$ (0.50)	\$ (0.75)	\$ (1.00)
369.91.00 Other Misc. Revenue	\$ -	\$ -	\$ -	\$ -
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 279.50	\$ 1,404.00	\$ 1,200.00	\$ -
369.91.40 Discounts Applied	\$ -	\$ (62.38)	\$ -	\$ (17.40)
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ -	\$ -	\$ -	\$ -
369.00.10 Account Credit	\$ -	\$ -	\$ -	\$ -
Total Pool Operations Revenue	\$ 14,159.18	\$ 14,732.59	\$ 15,325.52	\$ 11,123.21
313.11.00 Sales Tax Collected	\$ 331.82	\$ 207.96	\$ 505.58	\$ 509.34
Total:	\$ 14,491.00	\$ 14,940.55	\$ 15,831.10	\$ 11,632.55

Revenue Report for January 2020 TPMPD Board Meeting
November 2019 & December 2019 Monthly Comparison

Scholarship Funds Applied	November 2018	November 2019	December 2018	December 2019
Pre-School Classes	\$ 39.00	\$ 24.00	\$ -	\$ -
Minnow Swim Classes (Ages 5 & under)	\$ 508.00	\$ 282.00	\$ 240.00	\$ -
Sharks Swim Classes (Ages 6+)	\$ 1,359.00	\$ 822.00	\$ 528.00	\$ -
Super Strokes Swim Classes	\$ 160.50	\$ 108.00	\$ 96.00	\$ -
Pre-Comp Swim Classes	\$ 54.00	\$ 120.00	\$ 216.00	\$ -
Private Lessons	\$ 90.00	\$ -	\$ -	\$ -
Adult Swim Classes	\$ 72.00	\$ 48.00	\$ 120.00	\$ -
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
Total:	\$ 2,282.50	\$ 1,404.00	\$ 1,200.00	\$ -

Monetary Revenue from Swim Instruction Programs				
347.60.30 Lifeguard Classes	\$ -	\$ -	\$ 340.00	\$ 135.00
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ 70.00	\$ 35.00
347.60.10 Swim Classes/Instruction	\$ 3,843.00	\$ 456.00	\$ 304.00	\$ 2,064.00
Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):	\$ 6,125.50	\$ 1,860.00	\$ 1,914.00	\$ 2,234.00

December 2019 Scholarship Statistics



Tukwila Pool Metropolitan Park District
CivicPlus GL Summary
December 2019

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 40.01	\$ -	\$ 41.36	\$ 81.37
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 25.25	\$ -	\$ 17.75	\$ 43.00
Revenue	347.30.10: Pass Sales	\$ 473.62	\$ 289.08	\$ 3,637.68	\$ 4,400.38
Revenue	347.30.20: General Admission	\$ 299.70	\$ -	\$ 316.36	\$ 616.06
Revenue	347.30.30: Special Events				\$ -
Revenue	347.60.10: Swim Classes and Instruction	\$ 224.00	\$ -	\$ 1,840.00	\$ 2,064.00
Revenue	347.60.20: Exercise Classes				\$ -
Revenue	347.60.30: Lifeguard Classes	\$ -	\$ -	\$ 135.00	\$ 135.00
Revenue	347.90.00: Other Fees-Pass through Red Cross	\$ -	\$ -	\$ 35.00	\$ 35.00
Revenue	347.90.10: Advertising/Sponsorship	\$ -	\$ 15.00	\$ -	\$ 15.00
Revenue	362.40.10: Facility Rentals-Short Term				\$ -
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ -	\$ 2,664.00	\$ 936.00	\$ 3,600.00
Revenue	367.10.10: Cash Donations	\$ 1.80	\$ 150.00	\$ -	\$ 151.80
Revenue	367.10.30: Grant Revenue Swim Lessons				\$ -
Revenue	369.91.40.01: Employee Discount on Food Purchases	\$ (2.75)	\$ -	\$ (14.65)	\$ (17.40)
Revenue	395.10.00: Sales of Capital Assets				\$ -
Liability	313.11.00: Sales Tax Collected	\$ 81.42	\$ 28.92	\$ 399.00	\$ 509.34
Liability	369.00.10: Account Credit (overpayment later used/refunded)	\$ -	\$ -	\$ -	\$ -
Totals for GL Codes		\$ 1,143.05	\$ 3,147.00	\$ 7,343.50	\$ 11,633.55
QBO Adjustments: TPMPD Scholarship Funds Applied					\$ -
Deposit Over/Short					\$ (1.00)
Total:					\$ 11,632.55



Run On 01/04/2020 02:13 PM
Run By TPMPD District Administrator
From 12/01/2019 12:00 AM
To 12/31/2019 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 2018 -1 Month Adult	4
2. 1 Month Memberships 2018 -1 Month Youth/Veteran/Senior	14
3. 10 Visit Memberships 10x Adult	1
4. 10 Visit Memberships 10x Youth/Veteran/Senior	2
5. 10 Visit Memberships 2018 10x Adult	7
6. 10 Visit Memberships 2018 10x Youth/Veteran/Senior	-3
7. 3 Month Memberships 2018 3 Month Adult	11
8. 3 Month Memberships 2018 3 Month Youth/Vet/Senior	9
9. 3 Month Memberships Silver Sneakers Membership	3
10. Annual Memberships 1 Year Adult	2
11. Annual Memberships 1 Year Youth/Vet/Senior	12
12. Annual Memberships 2018 -1 Year Adult	2
13. Annual Memberships 2018 -1 Year Youth/Vet/Senior	40
14. Annual Memberships Youth/Senior Non-Resident	5
15. Exercise Pass 10 Visit 2018 10x Exercise Veteran/Senior	2
	111
Totals for Check-In Summary by Membership	
	111



Run On 01/03/2020 01:56 PM
Run By TPMPD District Administrator
From 12/01/2019 12:00 AM
To 12/31/2019 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: 2018 Adult (18-54) NON-Resident Lap Swim	25	\$113.72
2. POS Item: 2018 Adult (18-54) NON-Resident Open Swim	2	\$9.09
3. POS Item: 2018 Adult (18-54) Resident Family Swim	6	\$24.54
4. POS Item: 2018 Adult (18-54) Resident Lap Swim	16	\$65.46
5. POS Item: 2018 Adult (18-54) Resident Open Swim	2	\$8.19
6. POS Item: 2018 Late Night (Friday) Resident	3	\$6.82
7. POS Item: 2018 Senior (55+) NON-Resident Lap Swim	8	\$23.60
8. POS Item: 2018 Senior (55+) Resident Family Swim	1	\$2.95
9. POS Item: 2018 Senior (55+) Resident Lap Swim	25	\$73.77
10. POS Item: 2018 Shower (ID REQUIRED)	4	\$7.28
11. POS Item: 2018 Veteran NON-Resident Lap Swim	1	\$2.95
12. POS Item: 2018 Youth (3-17) NON-Resident Family Swim	2	\$5.91
13. POS Item: 2018 Youth (3-17) NON-Resident Lap Swim	18	\$53.16
14. POS Item: 2018 Youth (3-17) NON-Resident Open Swim	3	\$8.86
15. POS Item: 2018 Youth (3-17) Resident Family Swim	20	\$59.09
16. POS Item: 2018 Youth (3-17) Resident Lap Swim	45	\$132.95
17. POS Item: 2018 Youth (3-17) Resident Open Swim	6	\$17.72
18. POS Item: ARC Non-Resident Fee (4 lessons)	2	\$20.00
19. POS Item: Clif Bar	3	\$4.50
20. POS Item: Corn Nuts	1	\$1.50
21. POS Item: Cracker/Cookies	4	\$1.50
22. POS Item: Donation	8	\$151.80
23. POS Item: Ear Plugs	1	\$2.73
24. Discount: Staff Price	16	\$5.50
25. Discount: Staff Price	5	\$3.18
26. POS Item: Gold Fish	3	\$2.00
27. POS Item: Meat Stick	13	\$12.00
28. Discount: Staff Price	3	\$1.50
29. POS Item: Snapple	17	\$16.37
30. POS Item: Swim Diaper	2	\$3.63
31. POS Item: Swim Goggles	4	\$25.45
32. POS Item: Trail Mix	2	\$3.00
33. POS Item: TV Advertising (Monthly)	1	\$15.00
34. POS Item: Vitamin Water	10	\$14.56
35. Discount: Staff Price	21	\$9.55
	303	\$909.83
Totals for POS Summary Report	303	\$909.83



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**

FROM: Kristine Selleck, District Administrator

DATE: January 13, 2020

SUBJECT: **District Administrator's Report**

District Tasks Completed:

- a) Working with our Bookkeeper on End of Year tasks:
 - i. Reviewing all transactions in each GL account and correcting any errors.
 - ii. Reviewing 1099 vendor payments and preparing W-9 forms to send to our CPA for 1099 document preparation.
 - iii. Executing Annual CIP Account Funds Transfer
- b) 2019 Pool Liner Resurfacing Project – prepared paid invoices for Operations to submit to King County for reimbursement, completed Notice of Completion in Public Works Projects portal for the WA Dept. of Labor and Industries.
- c) Assisting Operations with establishing procedures for Silver Sneakers program.
- d) Website Updates and Improvements where needed
- e) Finance Committee administrative duties
- f) Accounts Payable Auditing Officer Delegation Resolution Draft
- g) Washington State Audit for the 2017-2018 Audit Period: Need to get a document in lieu of the original application with our Merchant Processor. The fine print on the scanned copy available is not legible. Auditor is unable to give us a date for the exit conference.
- h) On boarding tasks for our newly elected Commissioner.

ATTACHMENTS

- Tukwila Pool MPD – District Administrator's Annual Agenda Items Schedule

Tukwila Pool MPD - District Administrator's Annual Agenda Items Schedule:

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
R E P O R T S	<p>FC: CIP Account Funds Transfer (Due 12/31)</p>	<p>DA: W-2 and 1099 Distribution (Due 01/31)</p> <p>DA: Roster Bi-Annual Legal Notice</p> <p>FC: Deposit Account Funds Transfers (Due 1/31)</p>		<p>FC: Year-End Financial Reports</p>	<p>DA: WCIA Annual Review and Audit Report</p>	<p>DA: WA SAO Annual Report (Due 05/31)</p> <p>DA: Unclaimed Property Due Diligence Letters (Due 05/31)</p>	<p>DA: Roster Bi-Annual Legal Notice</p>	<p>DA: JLARC Public Records Data Reporting (Due 08/01)</p>	<p>DA: WCIA Liability Exposure Questionnaire (Due 09/03)</p>	<p>DA: Renew Business License</p>	<p>DA: Expiring TPAC Positions (if applicable)</p>	<p>Board President: State of the District</p>
B U S I N E S S I T E M S	<p>Resolution: King County Accounts Payable Auditing Officer Delegation</p>			<p>Contract Renewal: MRSC Rosters</p>				<p>Mid Year Budget Review</p>		<p>Resolution: Unclaimed Property Transfer (Due 10/31)</p>	<p>Public Hearing: Property Tax Levy</p> <p>Resolution: Limit Factor Increase</p> <p>Resolution: General Tax Levy</p>	<p>Public Hearing: Annual Budget</p> <p>Resolution: Annual Budget</p> <p>Resolution: Meeting Schedule</p> <p>BoC Officer Selections</p> <p>TPAC Appointments</p> <p>Contract Renewals: Attorney and CPA</p>

File Location: <https://docs.google.com/document/d/1I9pWgeIssRblSBJwfGPSCSgJGQOyaFx-6ttcAf-YFZ4/edit?usp=sharing>



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

d) Finance Committee

November 2019 Financial Reports Attached:

- Balance Sheet
- Budget Report
- Budget Vs. Actuals Report
- Combined Excise Tax Return
- Purchasing Card Transaction Report



Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of November 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	37,416.90
111.11 US Bank Deposit Acct - 8744	260,046.32
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	401,488.89
115.21 KC Fund 175910010 General	443,775.31
Total Bank Accounts	\$1,142,727.42
Other Current Assets	
113.00 Change Fund	526.00
Undeposited Funds	0.00
Total Other Current Assets	\$526.00
Total Current Assets	\$1,143,253.42
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
Total Fixed Assets	\$2,063,021.99
TOTAL ASSETS	\$3,206,275.41
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (P-Cards Reconcile) - 2794	977.77
Total Credit Cards	\$977.77
Other Current Liabilities	
231.00 Payroll Liabilities	5,940.09
231.30 Unclaimed Property Transfer Account	0.00
Total Other Current Liabilities	\$5,940.09
Total Current Liabilities	\$6,917.86
Long-Term Liabilities	
217.10 Bond Payable	316,831.85
227.00 Bridge Loan Payable	410,234.80
Total Long-Term Liabilities	\$727,066.65
Total Liabilities	\$733,984.51
Equity	\$2,472,290.90
TOTAL LIABILITIES AND EQUITY	\$3,206,275.41

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals as of 11.30.2019	% of Budget 2019	2020 Budget
2	Tukwila Pool Metropolitan Park District General Fund Budget								
3	Unrestricted Opening Balance	308.80.00		288,491.29	343,876.36	380,436.35	427,786.63		583,163.16
4	Revenue								
5	Real and Personal Property Tax	311.10.00		918,571.00	960,162.17	1,008,584.00	1,026,915.91	101.82%	1,099,431.00
6	Total 311 General Property Tax			918,571.00	960,162.17	1,008,584.00	1,026,915.91		1,099,431.00
7	Sales Tax Collected	313.11.00	10% of Taxable sales	7,555.00	7,398.95	7,450.00	6,185.39	83.03%	8,070.00
8	Total 313 Local Retail Sales & Use Taxes			7,555.00	7,398.95	7,450.00	6,185.39		8,070.00
9	Local Grants	337.00.10	King County Youth and Amateur Sports Grant	-	-	-	-		140,000.00
10	Total 337 Local Grants, Entitlements, and Other Payments								140,000.00
11	Taxed Merchandise (Taxable)	341.70.10	Bottled drinks, gear, shampoo, etc.	3,000.00	4,082.95	4,000.00	4,585.19	114.63%	4,500.00
12	Untaxed Merchandise (Non-taxable)	341.70.20		2,000.00	2,818.30	3,500.00	3,127.36	89.35%	3,000.00
13	Total 341 Merchandise			5,000.00	6,901.25	7,500.00	7,712.55		7,500.00
14	Activity Fees - General Passes (Taxable)	347.30.10		24,200.00	28,239.24	25,000.00	25,337.89	101.35%	30,000.00
15	Activity Fees - General Admissions (Taxable)	347.30.20		38,500.00	34,938.38	36,500.00	26,675.82	73.08%	37,800.00
16	Activity Fees - Special Events (Taxable)	347.30.30		2,200.00	2,086.47	2,500.00	1,902.92	76.12%	2,400.00
17	Program Fees - Swim Classes/Instruction (Non-taxable)	347.60.10		60,000.00	88,362.60	85,000.00	88,516.68	104.14%	102,000.00
18	Program Fees - Exercise Classes (Non-taxable)	347.60.20		300.00	3,122.25	6,400.00	2,220.00	34.69%	3,500.00
19	Program Fees - Lifeguard Classes (Non-taxable)	347.60.30		1,250.00	1,565.00	3,750.00	2,433.50	64.89%	2,400.00
20	Other Fees - pass through to Red Cross (Non-taxable)	347.90.00	Patrons Lifeguard Class Certification	350.00	385.00	350.00	350.00	100.00%	924.00
21	Other Fees - Advertising/Sponsorship (Non-taxable)	347.90.10	TV, Brochure, Banners	-	1,205.00	300.00	180.00	60.00%	240.00
22	Total 347 Cultural and Recreation			126,800.00	159,903.94	159,800.00	147,616.81		179,264.00
23	Interest and Other Earnings	361.10.00	CIP Fund Interest Reported on CIP Fund Budget	4,500.00	10,893.64	7,800.00	9,593.06	122.99%	7,800.00
24	Total 361 Interest and Other Earnings			4,500.00	10,893.64	7,800.00	9,593.06		7,800.00
25	Rentals - Short-Term, One-time (Taxable)	362.40.10		7,150.00	4,295.69	6,500.00	4,055.91	62.40%	6,000.00
26	Equipment and Locker Rentals (Taxable)	362.40.20		500.00	407.26	-	-		-
27	Rentals - Long-Term/Contracted (Non-Taxable)	362.40.30		83,950.00	85,171.00	89,000.00	100,462.00	112.88%	99,000.00
28	Total 362 Rents, Leases and Concessions			91,600.00	89,873.95	95,500.00	104,517.91		105,000.00
29	Cash Donations (Non-taxable)	367.10.10		200.00	179.10	250.00	256.48	102.59%	250.00
30	Gifts In-Kind (Non-taxable)	367.10.20		-	-	-	-		-
31	Grant Revenue Swim Lessons	367.10.30		10,000.00	10,000.00	-	7,313.00		3,000.00
32	Grant Revenue Junior Guard	367.10.40		5,000.00	5,000.00	-	-		-
33	Grant Revenue Misc. Overhead	367.10.50		5,000.00	5,000.00	-	-		-
34	Total 367 Contributions from Private Sources			20,200.00	20,179.10	250.00	7,569.48		3,250.00
35	Unapplied Cash Income (Account Credit)	369.00.10		-	-	-	(393.00)		-
36	Deposit Over / Short	369.80.00		-	11.15	-	89.43		-
37	Other Miscellaneous Revenue	369.91.00	provide detail if used	-	-	-	-		-
38	Scholarship Funds Applied	369.91.10		10,000.00	7,909.00	10,000.00	11,275.10	112.75%	12,000.00
39	Discounts Applied	369.91.40	includes staff food discounts	-	-	-	(1,172.14)		(1,200.00)
40	Gift Certificates	369.91.50		-	-	-	-		-
41	Total 369 Miscellaneous Revenue			10,000.00	7,920.15	10,000.00	9,799.39		10,800.00
42	Sales of Capital Assets	395.10.00		-	13.64	-	536.36		-
43	Total 395 Sales of Capital Assets				13.64		536.36		
44	Transfers In from Capital Improvement Fund	397.00.10		-	-	-	-		-
45	Total 397 Non-Revenue Transfers-In								
46	Budget Report Revenue Adjustment	388.10.00	EOY adjustment to the Budget Report balance	-	9,606.15	-	-		-
47	Total 388 Prior Period Adjustment(s)				9,606.15				
48	Total Revenue			1,184,226.00	1,272,852.94	1,296,884.00	1,320,446.86		1,561,115.00

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals as of 11.30.2019	% of Budget 2019	2020 Budget
49	Expenditures								
50	Board Expenditures								
51	BOC Stipend	576.20.100.10.00	5 @ \$128 per meeting x 15 meetings (regular and retreat)	5,130.00	4,000.00	9,600.00	3,498.00	36.44%	9,600.00
52	BOC Supplies								
53	BOC Office Supplies	576.20.100.30.10	business cards, etc.	100.00	71.30	100.00	149.94	149.94%	100.00
54	BOC Equipment	576.20.100.30.20	Gavel, nameplates, Frames, etc.	100.00	46.22	500.00	-	0.00%	500.00
55	BOC Meeting Food	576.20.100.30.30	retreat	250.00	149.80	250.00	74.37	29.75%	250.00
56	BOC Services								
57	Consultant Fees	576.20.100.40.10		300.00	-	300.00	-	0.00%	300.00
58	Transcription Services	576.20.100.40.20		750.00	-	750.00	-	0.00%	100.00
59	Meeting Site Rental	576.20.100.40.30		600.00	1,565.00	600.00	725.00	120.83%	1,000.00
60	Public Records Request	576.20.100.40.40		500.00	-	500.00	-	0.00%	500.00
61	Travel (BOC non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.	100.00	-	100.00	-	0.00%	100.00
62	BOC Development								
63	Travel/Transportation (BOC Development)	576.20.100.40.61	For development purposes only	200.00	-	200.00	-	0.00%	150.00
64	Tuition/Registration Fees (BOC Development)	576.20.100.40.62		650.00	-	650.00	-	0.00%	650.00
65	BOC Notices/Ads	576.20.100.40.70	For posting legal notices or DA position	200.00	-	200.00	-	0.00%	200.00
66	BOC Intergovernmental Costs								
67	Election Costs	576.20.100.50.10	billed in 2020 for the 2019 election cycle	6,000.00	9,174.11	-	-		14,200.00
68	Total 576.20.100 Board Expenditures			14,880.00	15,006.43	13,750.00	4,447.31		27,650.00
69	Executive Expenditures								
70	Executive Salaries & Wages								
71	Executive Director/District Administrator Wages	576.20.200.10.10		37,740.00	36,393.49	33,100.00	31,831.50	96.17%	39,060.00
72	Other Taxable Compensation (Exec. Benefit Stipend)	576.20.200.10.20		5,661.00	4,559.42	4,965.00	4,381.74	88.25%	5,859.00
73	Executive Development								
74	Travel/Transportation (Exec. Development)	576.20.200.40.11	For development purposes only	150.00	42.12	150.00	-	0.00%	150.00
75	Tuition/Registration Fees (Exec. Development)	576.20.200.40.12		500.00	-	500.00	694.00	138.80%	500.00
76	Travel (Exec. non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.	200.00	11.34	200.00	-	0.00%	200.00
77	Total 576.20.200 Executive Expenditures			44,251.00	41,006.37	38,915.00	36,907.24		45,769.00

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals as of 11.30.2019	% of Budget 2019	2020 Budget
78	Shared Expenditures								
79	Shared Salary & Wages								
80	Bookkeeper Wages	576.20.300.10.10		12,500.00	19,634.67	21,840.00	11,452.41	52.44%	21,320.00
81	Other Taxable Compensation (Shared Benefit Stipend)	576.20.300.10.20		-	1,242.42	3,276.00	1,682.78	51.37%	3,198.00
82	Shared Supplies/Equipment								
83	Office/Computer Supplies/Equipment (consumable)								
84	Office Supplies (consumables)	576.20.300.30.11	desk supplies, planners, deposit slips, batteries	1,500.00	1,147.92	1,500.00	789.49	52.63%	1,000.00
85	Printing Supplies (consumables)	576.20.300.30.12	Includes ink for small printer, paper, envelopes	550.00	531.09	1,000.00	389.20	38.92%	1,000.00
86	Office/Computer Supplies/Equipment (non-consumable)								
87	Office Equipment (non-consumables)	576.20.300.30.13	includes sign stands, furniture, staplers, etc.	1,000.00	5,239.84	3,000.00	1,336.61	44.55%	3,000.00
88	Computer Equipment (replacement)	576.20.300.30.14	includes new firewall and switch	2,500.00	4,617.05	1,000.00	-	0.00%	3,000.00
89	Shared Services								
90	IT/Computer Service	576.20.300.40.10	Set up computers and other IT Services	4,000.00	3,755.06	4,000.00	4,878.65	121.97%	4,500.00
91	Legal Services	576.20.300.40.20		8,000.00	2,446.00	6,000.00	1,248.00	20.80%	5,500.00
92	Communication Services								
93	Telephone	576.20.300.40.31	Personal Mobile Device Stipend (per Policy 560)	-	200.00	-	550.00		600.00
94	Postage	576.20.300.40.32		200.00	224.48	300.00	368.35	122.78%	310.00
95	Website & Email hosting	576.20.300.40.33	Rackspace, Dreamhost, Website Update	1,500.00	1,576.40	1,500.00	1,794.20	119.61%	3,500.00
96	Internet/VoIP Phones	576.20.300.40.34	Intermedia, Comcast	7,500.00	4,864.63	4,200.00	3,569.73	84.99%	4,000.00
97	Software Programs/Subscriptions (non-financial)	576.20.300.40.35	Office, Adobe, When to Work, McAfee	1,600.00	1,226.17	1,700.00	851.42	50.08%	1,700.00
98	Advertising/Posting Fees (DOAO)	576.20.300.40.36	For posting DOAO position only	200.00	-	200.00	-	0.00%	200.00
99	Printing & Copying Services	576.20.300.40.37	Sharp Lease & other non-program printing services	5,500.00	5,126.86	5,500.00	4,449.47	80.90%	5,000.00
100	Bank Charges	576.20.300.40.40	CIP Fund Charges Reported on CIP Fund Budget	800.00	(743.47)	500.00	382.60	76.52%	500.00
101	Payroll Services	576.20.300.40.50		6,000.00	5,024.92	6,000.00	7,787.73	129.80%	8,000.00
102	Membership Dues	576.20.300.40.60	WRPA, MRSC Rosters, Amazon, Costco, ARC, WAPRO	1,000.00	775.00	2,000.00	1,900.90	95.05%	1,900.00
103	Miscellaneous Services	576.20.300.40.70		500.00	-	200.00	-	0.00%	200.00
104	Risk Management Services								
105	Security & Fire Alarm	576.20.300.40.81		2,500.00	2,383.83	2,900.00	7,057.06	243.35%	3,000.00
106	Pest Control	576.20.300.40.82		700.00	851.36	700.00	585.38	83.63%	700.00
107	Insurance	576.20.300.40.83	WCIA - Travelers	14,000.00	11,176.00	17,500.00	12,500.00	71.43%	14,500.00
108	Fingerprinting (WSP)	576.20.300.40.84	*2020 - \$71.25 + \$10 fingerprinting x 20 people	900.00	890.00	1,250.00	1,628.00	130.24%	2,000.00
109	Financial Services								
110	Accounting Services (Independent)	576.20.300.40.91		-	-	-	-		-
111	CPA Services	576.20.300.40.92		8,000.00	4,300.00	6,000.00	1,367.75	22.80%	4,500.00
112	Software Programs (financial)	576.20.300.40.93	QuickBooks and CivicRec	500.00	225.00	500.00	390.00	78.00%	6,200.00
113	Shared Intergovernmental Services								
114	External Taxes and Operating Assessments	576.20.300.50.10	include description	-	-	-	-		-
115	Washington Business License	576.20.300.50.20		-	19.00	-	-		-
116	Tukwila Business License	576.20.300.50.30		-	-	-	-		-
117	Annual Permits	576.20.300.50.40	King Co Health	650.00	593.00	650.00	612.00	94.15%	650.00
118	Interlocal Agreements	576.20.300.50.50		-	-	-	-		-
119	State Audit	576.20.300.50.60		-	5,415.70	8,000.00	-	-	-
120	Total 576.20.300 Shared Expenditures			82,100.00	82,742.93	101,216.00	67,571.73		99,978.00

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals as of 11.30.2019	% of Budget 2019	2020 Budget
121	Swimming Pool Expenditures								
122	Swimming Pool Salaries and Wages								
123	Lifeguard Wages	576.20.400.10.10		126,450.00	129,910.22	182,015.00	136,523.47	75.01%	190,000.00
124	Instructor Wages	576.20.400.10.20		42,500.00	60,522.58	51,000.00	52,365.26	102.68%	61,000.00
125	Water Exercise Instructor Wages	576.20.400.10.25		-	551.50	4,000.00	4,366.90	109.17%	7,200.00
126	Head Guard Wages	576.20.400.10.30		-	-	-	-	-	-
127	Director of Aquatic Operations Salary	576.20.400.10.40		66,734.00	66,559.98	68,726.00	66,156.81	96.26%	72,000.00
128	Assistant Aquatics Manager Wages	576.20.400.10.50		89,000.00	105,707.03	124,280.00	111,570.86	89.77%	120,000.00
129	Front Desk Wages	576.20.400.10.60		50,100.00	29,238.93	30,000.00	24,508.68	81.70%	40,000.00
130	Maintenance Worker Wages	576.20.400.10.65		-	-	13,000.00	-	0.00%	-
131	Overtime Wages	576.20.400.10.70		7,500.00	6,249.25	7,500.00	3,382.96	45.11%	5,000.00
132	Summer Incentive Pay Wages	576.20.400.10.75	Board approved \$2/hr incentive	-	-	-	9,105.27	-	10,182.00
133	Other Taxable Compensation (Benefit Stipend)	576.20.400.10.80		23,500.00	24,920.45	28,951.00	25,386.33	87.69%	28,800.00
134	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90		-	-	-	-	-	-
135	Swimming Pool Personnel Benefits								
136	Non-Taxable Benefits								
137	FICA	576.20.400.20.11	TPMPD's contribution (6.2%+1.45%)	35,711.35	37,560.96	44,236.35	37,203.23	84.10%	45,581.53
138	Unemployment	576.20.400.20.12	TPMPD's contribution (3.5% up to \$47,300)	25,674.83	9,998.77	20,238.86	11,250.63	55.59%	20,854.30
139	L&I	576.20.400.20.13	TPMPD's contribution	15,000.00	13,151.85	15,000.00	16,740.29	111.60%	20,000.00
140	Other Benefits (non-cash)	576.20.400.20.20		-	-	-	-	-	-
141	Swimming Pool Supplies								
142	Program Supplies and Equipment								
143	Exercise Classes Supplies & Equipment	576.20.400.30.11	foam dumbbells	200.00	318.17	300.00	93.83	31.28%	300.00
144	Swim Classes/Instruction Supplies & Equipment	576.20.400.30.12	kick boards, floatation bars, dive toys, swim platform	500.00	736.74	800.00	2,189.00	273.63%	3,500.00
145	Special Events Supplies & Equipment	576.20.400.30.13	food, inflatables, games supplies, wristbands	2,400.00	2,810.34	3,000.00	2,532.13	84.40%	2,400.00
146	Staff Uniforms Supplies & Equipment	576.20.400.30.14	shirts, hip packs, badges, lanyards, whistles	2,500.00	2,150.43	2,000.00	1,945.65	97.28%	4,000.00
147	Safety Supplies & Equipment	576.20.400.30.15	life jackets, rescue tubes, first aid/biohazard supplies	2,500.00	3,782.30	1,740.00	923.62	53.08%	2,100.00
148	Lifeguard Class Supplies & Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes	150.00	235.52	100.00	61.29	61.29%	200.00
149	Drop In/Open Swim Supplies & Equipment	576.20.400.30.17	kickboards, fins, wristbands, foam boats	500.00	2,591.56	500.00	95.00	19.00%	570.00
150	Maintenance and Repairs Supplies								
151	Pool Chemicals Supplies & Equipment	576.20.400.30.21	Airgas, Orca Pacific, The Pool Guy Plus	14,000.00	10,989.69	10,000.00	12,003.35	120.03%	15,000.00
152	Janitorial Supplies & Equipment	576.20.400.30.22		8,000.00	10,584.60	11,000.00	6,570.44	59.73%	11,000.00
153	Tools and Equipment	576.20.400.30.23	lifeguard chair, vacuum, cords, hoses, locks, drill bits, etc.	6,000.00	10,541.74	5,000.00	2,791.51	55.83%	5,000.00
154	Landscaping Supplies & Equipment	576.20.400.30.24	ice melt, lawn repair chemicals, plants, bark	2,000.00	54.20	1,000.00	203.04	20.30%	1,000.00
155	Repairs/Maintenance Supplies & Equipment	576.20.400.30.25	paint, paint brushes, rust remover, gloves, etc.	-	-	-	372.31	-	1,000.00
156	Resale Inventory	576.20.400.30.30		3,500.00	5,011.34	5,000.00	3,663.93	73.28%	5,500.00
157	Miscellaneous Supplies & Equipment	576.20.400.30.40	Include description	200.00	49.83	200.00	74.68	37.34%	1,500.00

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals as of 11.30.2019	% of Budget 2019	2020 Budget
158	Swimming Pool Services								
159	Transaction Services/Merchant Fees	576.20.400.40.10	Credit Card processing fees: Authorize.net and EVO Payments	9,000.00	9,599.39	11,220.00	9,426.97	84.02%	12,070.65
160	Translation Services	576.20.400.40.20		300.00	-	500.00	-	0.00%	500.00
161	Grant Translation	576.20.400.40.21		500.00	-	-	-	-	-
162	Advertising & Promotion								
163	Graphic Design (A&P, Material Development)	576.20.400.40.31	Brochure design	2,000.00	2,470.00	2,000.00	1,920.00	96.00%	2,200.00
164	Printing & Copying (A&P)	576.20.400.40.32	For brochures, banners, etc.	4,000.00	4,657.19	4,000.00	2,488.27	62.21%	6,000.00
165	Staff Recruiting	576.20.400.40.33	Job Postings: Indeed, Facebook, Job Board, etc.	800.00	1,037.96	1,000.00	1,471.58	147.16%	2,500.00
166	Promotional giveaways	576.20.400.40.34	program promotion only	500.00	-	500.00	17.97	3.59%	500.00
167	Outreach & Marketing Services	576.20.400.40.35	additional services as needed	2,000.00	387.56	2,000.00	-	0.00%	4,000.00
168	Grant Marketing	576.20.400.40.36		1,700.00	153.57	-	-	-	-
169	Grant Overhead	576.20.400.40.37		2,800.00	825.43	-	-	-	-
170	Lifeguard Recruiting	576.20.400.40.38		1,000.00	1,328.94	1,500.00	586.63	39.11%	-
171	Staff Development								
172	Travel/Transportation (Staff Development)	576.20.400.40.41	For pool and shared staff only	400.00	1,352.03	1,000.00	-	0.00%	1,000.00
173	Tuition/Registration Fees (Staff development)	576.20.400.40.42	For pool and shared staff only	2,000.00	2,746.14	3,500.00	1,929.40	55.13%	4,000.00
174	Rentals and Leases								
175	Equipment Rentals	576.20.400.40.51		-	-	-	136.00	-	-
176	Facility Ground Lease	576.20.400.40.52	TSD ILA executed 07.11.2017	-	-	-	-	-	-
177	Utilities								
178	Electrical (Utilities)	576.20.400.40.61		17,600.00	16,219.91	19,000.00	15,729.64	82.79%	19,000.00
179	Gas (Utilities)	576.20.400.40.62		58,000.00	42,364.04	50,000.00	33,431.47	66.86%	48,000.00
180	Water (Utilities)	576.20.400.40.63		6,500.00	5,908.14	7,000.00	6,680.02	95.43%	7,500.00
181	Sewer (Utilities)	576.20.400.40.64		1,500.00	704.35	1,500.00	672.85	44.86%	1,500.00
182	Garbage Collection (Utilities)	576.20.400.40.65		1,000.00	-	1,000.00	-	0.00%	1,000.00
183	Storm Drain (Utilities)	576.20.400.40.66		-	-	-	-	-	-
184	Other (Utilities)	576.20.400.40.67		-	-	-	-	-	-
185	Repairs and Maintenance Services								
186	Maintenance/Janitorial Services	576.20.400.40.71		-	-	-	-	-	-
187	Facility Repairs/Maintenance Services	576.20.400.40.72	HVAC, Plumbing, Doors, Walls, Floors, Electrical	40,000.00	62,912.49	30,000.00	21,777.44	72.59%	55,000.00
188	Equipment Repairs/Maintenance Services	576.20.400.40.73		21,000.00	13,950.56	37,112.00	27,881.74	75.13%	25,000.00
189	Landscaping/Groundskeeping Services	576.20.400.40.74		-	-	-	-	-	-
190	Travel (Staff non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.	200.00	110.96	200.00	-	0.00%	200.00
191	Miscellaneous Services								
192	Scholarship Funds Expensed	576.20.400.40.91		10,000.00	7,909.00	10,000.00	11,275.10	112.75%	12,000.00
193	Red Cross	576.20.400.40.92	Non-staff Certification fees (LG Class)	350.00	324.00	350.00	305.00	87.14%	924.00
194	Aerobics Partner	576.20.400.40.93		-	1,275.00	2,400.00	350.00	14.58%	-
195	Other Services	576.20.400.40.94	2019: Unclaimed Property Transfer (User Credits from CivicRec)	-	-	-	1,208.88	-	-
196	Discounts Applied	576.20.400.40.97		-	-	-	-	-	-
197	Gift Certificates	576.20.400.40.98		-	-	-	-	-	-
198	Total 576.20.400 Swimming Pool Expenditures			707,770.17	710,464.64	815,369.21	669,369.43		876,582.48

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals as of 11.30.2019	% of Budget 2019	2020 Budget
199	Sales Tax, Debt Service, and Transfers Out								
200	Sales Tax Paid	586.00.300.00.00		7,555.00	7,501.34	7,450.00	6,607.35	88.69%	8,070.00
201	Total 586.00.300 Sales Tax			7,555.00	7,501.34	7,450.00	6,607.35		8,070.00
202	City Bridge Loan (Principle)	591.76.300.70.10	Monthly billing, payoff date: 05/2023	110,002.05	110,002.05	112,222.37	102,784.61	91.59%	114,487.50
203	Loans and Bonds (Principle)	591.76.300.70.20	Bi-Annual Billing, payoff date 12/2022	99,195.63	99,195.63	97,521.42	97,521.42	100.00%	101,461.29
204	Total 591.76.300 Debt Service Principle			209,197.68	209,197.68	209,743.79	200,306.03		215,948.79
205	City Bridge Loan (Interest)	592.76.300.80.10		11,455.71	11,455.71	9,235.39	8,551.67	92.60%	6,970.26
206	Loans and Bonds (Interest)	592.76.300.80.20		13,934.37	13,934.37	15,608.58	15,608.58	100.00%	11,668.71
207	Total 592.76.300 Debt Service Interest			25,390.08	25,390.08	24,843.97	24,160.25		18,638.97
208	CIP Supplies	595.76.300.30.00	<i>Reported below: 2020 Capital Improvement Project/</i>						
209	CIP Services	595.76.300.40.00	<i>Lifetime Replacement Fund Budget</i>						
210	Total 595.76.300 Park Facility Improvements (CIP)			-	-	-	-		
211	Transfers Out to Capital Improvement Fund	597.00.300.00.10	80K + Grant Revenue for CIP Project	80,000.00	97,633.20	80,000.00	-	0.00%	220,000.00
212	Total 597.00.300 Transfers Out			80,000.00	97,633.20	80,000.00	-	0.00%	220,000.00
213			Total Expenditures	1,171,143.93	1,188,942.67	1,291,287.97	1,009,369.34		1,512,637.24
214									
215			Tukwila Pool Metropolitan Park District General Fund Budget Summary						
216	Opening Balance			288,491.29	343,876.36	380,436.35	427,786.63		583,163.16
217	Total Revenue			1,184,226.00	1,272,852.94	1,296,884.00	1,320,446.86		1,561,115.00
218	Total Expenditures			(1,171,143.93)	(1,188,942.67)	(1,291,287.97)	(1,009,369.34)		(1,512,637.24)
219	Ending Balance			301,573.36	427,786.63	386,032.38	738,864.15		631,640.92
220	Net Income (Total Revenue less Total Expenditures)			13,082.07	83,910.27	5,596.03	311,077.52		48,477.76
221	Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures								
222	3 Months Operational and Debt Service Expenses:			272,785.98	272,827.37	302,821.99	252,342.34		323,159.31
223	Requirement Met?			YES	YES	YES	YES		YES

	A	B	C	D	E	F	G	H	I
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals as of 11.30.2019	% of Budget 2019	2020 Budget
224	Tukwila Pool Metropolitan Park District Capital Improvement Project/Lifetime Replacement Fund Budget								
225	Unrestricted Opening Balance (CIP)			353,305.00	353,305.00	392,029.51	393,575.05		361,080.05
226									
227	Transfers in from General Fund		Annual CIP Transfer	80,000.00	97,633.20	80,000.00	-	0.00%	80,000.00
228			Grant Revenue Transfer In	-	-	-	-		140,000.00
229				-	-	-	-		-
230				-	-	-	-		-
231	Prior Period Adjustment(s)		EOYadjustment to the Budget Report balance to match the General Ledger (QBO)	-	11,661.44	-	-		-
232	Investment Income		Interest earned from CIP Fund	-	-	-	8,107.50		2,500.00
233	Total Revenue			\$80,000.00	\$109,294.64	\$80,000.00	\$8,107.50		\$222,500.00
234									
235	CIP Expenditures	2019, 2017	Pool Liner	-	-	55,000.00	-	0.00%	75,000.00
236		2025	Heat Exchanger (Pool Water)	-	-	-	-		-
237		2018, 2023, 2028	Pool Covers	12,501.00	16,830.62	-	-		-
238		2020	Painting (Int & Ext)	-	-	-	-		120,205.00
239		2020, 2028	ADA Chair Lift	-	-	-	-		10,000.00
240		2018	Starting/Diving Blocks	18,000.00	17,999.97	-	-		-
241		2022	Diving Board	-	-	-	-		-
242		2026	Domestic Boiler	-	-	-	-		-
243		2030	Stall Partitions	-	-	-	-		-
244		2023	Locker Room Floor Resurfacing	-	-	-	-		-
245		2028	Pool Deck Floor Resurfacing	-	-	-	-		-
246		2018	Slide Steps/Plaftorm	12,000.00	13,354.00	-	-		-
247		2018	Lighting (Pool Deck)	6,200.00	7,954.10	-	-		-
248		2018	Lane Dividers	-	3,336.80	-	-		-
249		2018	Security Cameras	-	9,549.10	-	-		-
250			Items not included in LifeCycle Replacement Plan						
251		2032	Pool Circ Pump/VFD	-	-	-	-		-
252		2033	Roof	-	-	-	-		-
253		2031	HVAC Controls	-	-	-	-		-
254	Bank Charges		Bank Service Fees from CIP Fund	-	-	-	193.66		250.00
255	Total Expenditures			48,701.00	69,024.59	55,000.00	193.66		205,455.00
256									
257	Tukwila Pool Metropolitan Park District Capital Improvement Project/Lifetime Replacement Fund Budget Summary								
258	Opening Balance			353,305.00	353,305.00	392,029.51	393,575.05		361,080.05
259	Total Revenue			\$80,000.00	\$109,294.64	\$80,000.00	\$8,107.50		\$222,500.00
260	Total Expenditures			(48,701.00)	(69,024.59)	(55,000.00)	(193.66)		(205,455.00)
261	Ending Balance (CIP)			384,604.00	393,575.05	417,029.51	401,488.89		378,125.05



Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2019 BUDGET - FY19 P&L

November 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
311 General Property Tax				
311.10.00 Real and Personal Property Tax	63,550.79	84,048.67	-20,497.88	75.61 %
Total 311 General Property Tax	63,550.79	84,048.67	-20,497.88	75.61 %
313 Local Retail Tax				
313.11.00 Sales Tax Collected	207.96	620.83	-412.87	33.50 %
Total 313 Local Retail Tax	207.96	620.83	-412.87	33.50 %
341 Merchandise				
341.70.10 Taxed Merchandise (Taxable)	238.20	333.33	-95.13	71.46 %
341.70.20 Untaxed Merchandise (Non-taxable)	116.50	291.67	-175.17	39.94 %
Total 341 Merchandise	354.70	625.00	-270.30	56.75 %
347 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	762.93	2,083.33	-1,320.40	36.62 %
347.30.20 Activity Fees - General Admissions (Taxable)	1,078.93	3,041.67	-1,962.74	35.47 %
347.30.30 Activity Fees - Special Events (Taxable)		208.33	-208.33	
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	456.00	7,083.33	-6,627.33	6.44 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	38.00	533.33	-495.33	7.13 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		312.50	-312.50	
347.90.00 Other Fees - Pass through to Red Cross (Non-taxable)		29.17	-29.17	
347.90.10 Other Fees - Advertising/Sponsorship (Non-taxable)	15.00	25.00	-10.00	60.00 %
Total 347 Cultural and Recreation	2,350.86	13,316.66	-10,965.80	17.65 %
361 Interest				
361.10.00 Interest and Other Earnings		650.00	-650.00	
361.10.00.01 Interest General Fund	903.99		903.99	
Total 361.10.00 Interest and Other Earnings	903.99	650.00	253.99	139.08 %
Total 361 Interest	903.99	650.00	253.99	139.08 %
362 Rents, Leases and Concessions				
362.40.10 Rentals - Short-Term, One-time (Taxable)	36.36	541.67	-505.31	6.71 %
362.40.30 Rentals - Long-Term/Contracted (Non-Taxable)	10,644.00	7,416.67	3,227.33	143.51 %
Total 362 Rents, Leases and Concessions	10,680.36	7,958.34	2,722.02	134.20 %
367 Contributions from Private Sources				
367.10.10 Cash Donations (Non-taxable)	5.55	20.83	-15.28	26.64 %
Total 367 Contributions from Private Sources	5.55	20.83	-15.28	26.64 %
369 Miscellaneous Revenue				
369.80.00 Deposit Over/Short	-0.50		-0.50	
369.91.10 Scholarship Funds Applied	1,404.00	833.33	570.67	168.48 %
369.91.40 Discounts Applied				
369.91.40.01 Employee Discount on Food Purchases	-62.38		-62.38	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 369.91.40 Discounts Applied	-62.38		-62.38	
Total 369 Miscellaneous Revenue	1,341.12	833.33	507.79	160.94 %
Unapplied Cash Payment	-120.00		-120.00	
Total Income	\$79,275.33	\$108,073.66	\$ -28,798.33	73.35 %
GROSS PROFIT	\$79,275.33	\$108,073.66	\$ -28,798.33	73.35 %
Expenses				
576.20.100 Board Expenditures				
576.20.100.10.00 BOC Stipend	384.00	800.00	-416.00	48.00 %
576.20.100.30.10 BOC Office Supplies	149.94	8.33	141.61	1,800.00 %
576.20.100.30.20 BOC Equipment		41.67	-41.67	
576.20.100.30.30 BOC Meeting Food		20.83	-20.83	
576.20.100.40.10 Consultant Fees		25.00	-25.00	
576.20.100.40.20 Transcription Services		62.50	-62.50	
576.20.100.40.30 Meeting Site Rental	170.00	50.00	120.00	340.00 %
576.20.100.40.40 Public Records Requests		41.67	-41.67	
576.20.100.40.50 Travel (BOC non-development)		8.33	-8.33	
576.20.100.40.61 Travel/Transportation (BOC Development)		16.67	-16.67	
576.20.100.40.62 Tuition/Registration Fees (BOC Development)		54.17	-54.17	
576.20.100.40.70 BOC Notices/Ads		16.67	-16.67	
Total 576.20.100 Board Expenditures	703.94	1,145.84	-441.90	61.43 %
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Director/District Administrator Wages	2,551.25	2,758.33	-207.08	92.49 %
576.20.200.10.20 Other Taxable Compensation (Exec. Benefits Stipend)	382.69	413.75	-31.06	92.49 %
576.20.200.40.11 Travel/Transportation (Exec. Development)		12.50	-12.50	
576.20.200.40.12 Tuition/Registration Fees (Exec. Development)		41.67	-41.67	
576.20.200.40.20 Travel (Exec. non-development)		16.67	-16.67	
Total 576.20.200 Executive Expenditures	2,933.94	3,242.92	-308.98	90.47 %
576.20.300 Shared Expenditures				
576.20.300.10.10 Bookkeeper Wages	1,232.41	1,820.00	-587.59	67.71 %
576.20.300.10.20 Other Taxable Compensation (Shared Benefits Stipend)	149.76	273.00	-123.24	54.86 %
576.20.300.30.11 Office Supplies (Consumables)		125.00	-125.00	
576.20.300.30.12 Printing Supplies (Consumables)	48.37	83.33	-34.96	58.05 %
576.20.300.30.13 Office Equipment (Non-Consumable)		250.00	-250.00	
576.20.300.30.14 Computer Equipment (Replacement)		83.33	-83.33	
576.20.300.40.10 IT/Computer Service	289.38	333.33	-43.95	86.81 %
576.20.300.40.20 Legal Services	60.00	500.00	-440.00	12.00 %
576.20.300.40.31 Telephone	50.00		50.00	
576.20.300.40.32 Postage	143.00	25.00	118.00	572.00 %
576.20.300.40.33 Website & Email Hosting		125.00	-125.00	
576.20.300.40.34 Internet/VoIP Phones	325.47	350.00	-24.53	92.99 %
576.20.300.40.35 Software Programs/Subscriptions (non-financial)	331.49	141.67	189.82	233.99 %
576.20.300.40.36 Advertising/Posting Fees (DOAO)		16.67	-16.67	
576.20.300.40.37 Printing & Copying Services	380.63	458.33	-77.70	83.05 %
576.20.300.40.40 Bank Charges		41.67	-41.67	
576.20.300.40.40.01 Bank Charges General Fund	12.66		12.66	
Total 576.20.300.40.40 Bank Charges	12.66	41.67	-29.01	30.38 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.40.50 Payroll Service	1,148.11	500.00	648.11	229.62 %
576.20.300.40.60 Membership Dues		166.67	-166.67	
576.20.300.40.70 Miscellaneous Services		16.67	-16.67	
576.20.300.40.81 Security & Fire Alarms	103.29	241.67	-138.38	42.74 %
576.20.300.40.82 Pest Control		58.33	-58.33	
576.20.300.40.83 Insurance		1,458.33	-1,458.33	
576.20.300.40.84 Fingerprinting (WSP)		104.17	-104.17	
576.20.300.40.92 CPA Services		500.00	-500.00	
576.20.300.40.93 Software Programs (financial)		41.67	-41.67	
576.20.300.50.40 Annual Permits		54.17	-54.17	
576.20.300.50.60 State Audit		666.67	-666.67	
Total 576.20.300 Shared Expenditures	4,274.57	8,434.68	-4,160.11	50.68 %
576.20.400 Swimming Pool Expenditures				
576.20.400.10.10 Lifeguard Wages	13,037.27	15,167.92	-2,130.65	85.95 %
576.20.400.10.20 Instructor Wages	3,229.68	4,250.00	-1,020.32	75.99 %
576.20.400.10.25 Water Exercise Instructor Wages	397.16	333.33	63.83	119.15 %
576.20.400.10.40 Director of Aquatics Operations Salary	5,416.66	5,727.17	-310.51	94.58 %
576.20.400.10.50 Assistant Aquatics Manager Wages	10,291.05	10,356.67	-65.62	99.37 %
576.20.400.10.60 Front Desk Wages	1,884.97	2,500.00	-615.03	75.40 %
576.20.400.10.65 Maintenance Worker Wages		1,083.33	-1,083.33	
576.20.400.10.70 Overtime Wages	197.02	625.00	-427.98	31.52 %
576.20.400.10.80 Other Taxable Compensation (Staff Benefits Stipend)	2,268.86	2,412.58	-143.72	94.04 %
576.20.400.20.11 FICA	3,168.87	3,686.36	-517.49	85.96 %
576.20.400.20.12 Unemployment	873.17	1,686.57	-813.40	51.77 %
576.20.400.20.13 L & I	1,149.24	1,250.00	-100.76	91.94 %
576.20.400.30.11 Exercise Classes Supplies & Equipment		25.00	-25.00	
576.20.400.30.12 Swim Classes/Instruction Supplies & Equipment		66.67	-66.67	
576.20.400.30.13 Special Events Supplies & Equipment		250.00	-250.00	
576.20.400.30.14 Staff Uniforms Supplies & Equipment		166.67	-166.67	
576.20.400.30.15 Safety Supplies & Equipment		145.00	-145.00	
576.20.400.30.16 Lifeguard Class Supplies & Equipment		8.33	-8.33	
576.20.400.30.17 Drop In/Open Swim Supplies & Equipment		41.67	-41.67	
576.20.400.30.21 Pool Chemicals Supplies & Equipment	1,348.36	833.33	515.03	161.80 %
576.20.400.30.22 Janitorial Supplies & Equipment	120.17	916.67	-796.50	13.11 %
576.20.400.30.23 Tools and Equipment	68.17	416.67	-348.50	16.36 %
576.20.400.30.24 Landscaping Supplies & Equipment		83.33	-83.33	
576.20.400.30.25 Repairs/Maintenance Supplies & Equipment	372.31		372.31	
576.20.400.30.30 Resale Inventory		416.67	-416.67	
576.20.400.30.40 Miscellaneous Supplies & Equipment		16.67	-16.67	
576.20.400.40.10 Transaction Services/Merchant Fees	358.06	935.00	-576.94	38.30 %
576.20.400.40.20 Translation Services		41.67	-41.67	
576.20.400.40.31 Graphic Design (A&P, Material Development)	540.00	166.67	373.33	323.99 %
576.20.400.40.32 Printing & Copying (A&P)		333.33	-333.33	
576.20.400.40.33 Advertising/Posting Fees (A&P)		83.33	-83.33	
576.20.400.40.34 Promotional Giveaways		41.67	-41.67	
576.20.400.40.35 Outreach Marketing Services		166.67	-166.67	
576.20.400.40.38 Lifeguard Recruiting		125.00	-125.00	
576.20.400.40.41 Travel/Transportation (Staff development)		83.33	-83.33	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.40.42 Tuition/Registration Fees (Staff development)		291.67	-291.67	
576.20.400.40.51 Equipment Rentals	136.00		136.00	
576.20.400.40.61 Electrical (Utilities)		1,583.33	-1,583.33	
576.20.400.40.62 Gas (Utilities)	3,217.92	4,166.67	-948.75	77.23 %
576.20.400.40.63 Water (Utilities)	1,298.10	583.33	714.77	222.53 %
576.20.400.40.64 Sewer (Utilities)	61.40	125.00	-63.60	49.12 %
576.20.400.40.65 Garbage Collection (Utilities)		83.33	-83.33	
576.20.400.40.72 Facility Repairs/Maintenance Services		2,500.00	-2,500.00	
576.20.400.40.73 Equipment Repairs/Maintenance Services	6,655.30	3,092.67	3,562.63	215.20 %
576.20.400.40.80 Travel (Staff non-development)		16.67	-16.67	
576.20.400.40.91 Scholarship Funds Expensed	1,404.00	833.33	570.67	168.48 %
576.20.400.40.92 Red Cross		29.17	-29.17	
576.20.400.40.93 Aerobics Partner		200.00	-200.00	
Total 576.20.400 Swimming Pool Expenditures	57,493.74	67,947.45	-10,453.71	84.62 %
586.00.300 Sales Tax				
586.00.300.00.00 Sales Tax Paid	438.88	620.83	-181.95	70.69 %
Total 586.00.300 Sales Tax	438.88	620.83	-181.95	70.69 %
591.76.300 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	9,422.05	9,351.86	70.19	100.75 %
591.76.300.70.20 Loans and Bonds Principal	49,243.49	8,126.79	41,116.70	605.94 %
Total 591.76.300 Debt Service Principle	58,665.54	17,478.65	41,186.89	335.64 %
592.76.300 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	699.43	769.62	-70.19	90.88 %
592.76.300.80.20 Loans and Bonds Interest	7,321.51	1,300.72	6,020.79	562.88 %
Total 592.76.300 Debt Service Interest	8,020.94	2,070.34	5,950.60	387.42 %
597.00.300 Transfers Out				
597.00.300.00.10 Transfers Out to Capital Improvement Fund		6,666.67	-6,666.67	
Total 597.00.300 Transfers Out		6,666.67	-6,666.67	
Total Expenses	\$132,531.55	\$107,607.38	\$24,924.17	123.16 %
NET OPERATING INCOME	\$ - 53,256.22	\$466.28	\$ -53,722.50	-11,421.51 %
Other Income				
361.10.00.02 Interest CIP Fund	742.07		742.07	
Total Other Income	\$742.07	\$0.00	\$742.07	0.00%
Other Expenses				
576.20.300.40.40.02 Bank Charges CIP Fund	17.94		17.94	
595.76.300 Park Facility Improvements (CIP)				
595.76.300.40.00 CIP Services		4,583.33	-4,583.33	
Total 595.76.300 Park Facility Improvements (CIP)		4,583.33	-4,583.33	
Transfer Activity				
City Bridge Loan Principle	-9,422.05		-9,422.05	
Loans and Bonds Principle	-49,243.49		-49,243.49	
Total Transfer Activity	-58,665.54		-58,665.54	
Total Other Expenses	\$ - 58,647.60	\$4,583.33	\$ -63,230.93	-1,279.58 %
NET OTHER INCOME	\$59,389.67	\$ -4,583.33	\$63,973.00	-1,295.78 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$6,133.45	\$ -4,117.05	\$10,250.50	-148.98 %

**Washington State Department of Revenue
Combined Excise Tax Return**

603-151-833

TUKWILA POOL METROPOLITAN PARK DISTRICT

Filing Period: November 30, 2019 **Filing Frequency:** Monthly
Due Date: December 26, 2019

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	2,116.42	2,116.42	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	12,616.17	12,616.17	0.00	0.015000	0.00

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	2,116.42	Add Deduction	2,116.42	0.065000	137.57
Use Tax	0.00		0.00	0.065000	0.00
Over Collected Sales Tax	0.00		0.00	1.000000	0.00
Total State Sales and Use					137.57

[Find Location by Address](#)

Local City and/or County Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	TUKWILA	2,116.42	0.035000	74.07
		2,116.42		74.07

[Find Location by Address](#)

Local City and/or County Use Tax/Deferred Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	1729 - TUKWILA	0.00	0.035000	0.00
		0.00		0.00

Deductions

Line Code	Deduction	Amount Filed
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Business & Occupation

Retailing	Other	2,116.42
Service and Other Activities; Gambling Contests of Chance	Other	12,616.17

2 Rows

Return Totals

Total Tax	211.64
Less Credits	0.00
Total Amount	211.64

Submitter Information

Prepared By	Amy O'Neill
Phone Number	(206)-267-2350
Extension	
E-Mail Address	accounting@tukwilapool.org
Submitted Date	Dec-12-2019
Confirmation #	0-011-521-080

Payment Info

Payment Type Selected: ACH Debit/E-Check

Amount	211.64
Effective Date	Dec-13-2019



Tukwila Pool Metropolitan Park District
TRANSACTION DETAIL PURCHASING CARD ACCOUNTS
 November 2019

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (P-Cards Reconcile) - 2794			
213.14 US Bank Kristine PC - 2183			
11/06/2019	Adobe	Monthly Subscription Acrobat Pro	16.49
11/11/2019	Intermedia.net	Billing Period: 10.10.19 - 11.10.19 Hosted PBX Phone Service	186.92
11/12/2019	When To Work, Inc.	Online Scheduling subscription for 12 months	315.00
11/26/2019	USPS	260 Stamps for 2020 Rate Increase Letter Mailing	143.00
11/27/2019	Morning Print	Business Cards BoC (\$149.94), Business Cards (DoAO and DA \$59.98)	209.92
11/29/2019	Amazon.com	Heavyweight White Blank Business Card Paper	21.96
11/29/2019	Amazon.com	Hammermill Paper	26.41
Total for 213.14 US Bank Kristine PC - 2183			\$919.70
213.15 US Bank Brad PC - 2866			
11/19/2019	Lowe's	2019 Pool Closure Maintenance: Painting Supplies	132.01
11/20/2019	Home Depot	2019 Pool Closure Maintenance: Paint, Safety Glasses, Respirators, Cutting Blades (\$148.26), Dewalt 10 Pc Variety Screwdriver Set, Grinder (\$68.17)	216.43
11/20/2019	Home Depot	2019 Pool Closure Maintenance: Pallet Jack Rental Payment 1 of 2 (moving Bulk Head)	100.00
11/21/2019	Home Depot	2019 Pool Closure Maintenance: Painting Supplies	52.65
11/21/2019	Home Depot	2019 Pool Closure Maintenance: Small Angle Grinder, Grinder w/Clutch	217.80
11/21/2019	Home Depot	RETURN: 2019 Pool Closure Maintenance: Grinder w/Clutch	-174.89
11/21/2019	Home Depot	RETURN: 2019 Pool Closure Maintenance: Small Angle Grinder	-42.91
11/21/2019	Home Depot	2019 Pool Closure Maintenance: Pallet Jack Rental Payment 2 of 2 (moving Bulk Head)	36.00
11/22/2019	Home Depot	2019 Pool Closure Maintenance: Painting Supplies	39.39
Total for 213.15 US Bank Brad PC - 2866			\$576.48
Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794			\$1,496.18



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

e) Tukwila Pool Advisory Committee (TPAC).

A verbal report of TPAC activities may be given by a TPAC member or the Commissioner that attended their last meeting. Additional written material/report may also be presented.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

f) Programming & Outreach Committee

A verbal report of the Programming & Outreach Committee activities may be given and may include Marketing activity. Additional written material may also be presented.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Kristine Selleck, District Administrator

DATE: January 13, 2020

SUBJECT: **Auditing Officers Delegation for Accounts Payable Signatures on Vouchers**

The TPMPD's annual first act is to update those authorized to sign expense vouchers and other financial documents. This resolution will add our new Commissioner, Andrew Stahl, to the list, and remove retired Commissioner, Christine Neuffer.

The resolution also changes the names of the new Clerk and President of the Board of Commissioners, to reflect the 2020 Officer Selections.

ATTACHMENTS

1. Resolution 2020-01
2. Accounts Payable Authorized Signature Form

TUKWILA POOL METROPOLITAN PARK DISTRICT
AUDITING OFFICER DELEGATION RESOLUTION
FOR TUKWILA POOL METROPOLITAN PARK DISTRICT

#17591 RESOLUTION 2020-01

APPOINTING OF AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL.

WHEREAS there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District's warrants and claims;

WHEREAS there is a need by the District to process warrants and electronic payments in a timely and consistent manner;

WHEREAS it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

WHEREAS RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

WHEREAS this agency shall enact the following policies and procedures pursuant to RCW **42.24.180**:

1. All routine operating claims against Tukwila Pool Metropolitan Park District will be pre-audited and signed by any two of the Auditing Officers; and
2. The Auditing Officers shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties; and
3. Tukwila Pool Metropolitan Park District #17591 establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims; and
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves some claims, the Auditing Officers will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Tukwila Pool Metropolitan Park District #17591 does resolve as follows:

Section 1: Authorize the Auditing Officers to submit vouchers for payment and disbursement in accordance with Tukwila Pool Metropolitan Park District #17591 prior to the Board acting to approve said claims. Auditing Officers are as follows:

1. Board President Aaron Shipman
2. Board Clerk Vanessa Zaputil
3. District CPA, Alan Dance
4. Commissioner Ellen Gengler
5. Commissioner Andrew Stahl
6. Commissioner Jeri Frangello-Anderson
7. District Administrator Kristine Selleck

ADOPTED by the Board of Commissioners of Tukwila Pool Metropolitan Park District #17591 at a regular meeting held on this 13th day of January 2020.

ATTEST/AUTHENTICATED:

Commissioner Vanessa Zaputil
Clerk of the Board

Commissioner Aaron Shipman
President of the Board

Passed by the Commission: 13 JAN 2020

Resolution Number: 2020-01

Submitted to King County
Accounts Payable: _____

Accounts Payable Authorized Signature Form

(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 1 – GENERAL INFORMATION

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Tukwila Pool Metropolitan Park District Number: 17591

Street Address: 4414 S 144th St.

City/ State/ Zip: Tukwila, WA 98168

General Telephone #: 206.267.2350 Fax #: n/a

Primary Contacts

Name: Bradley Harpin Title: Director of Aquatics Operations

Telephone # 206.267.2350 x 103 Email: operations@tukwilapool.org

Name: Kristine Selleck Title: District Administrator

Telephone # 206.267.2350 x 102 Email: district@tukwilapool.org

SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 2

Auditing Officer Signatures

	Name	Telephone	Email
Sign:	_____		
Print:	<u>Aaron Shipman</u>	<u>360.789.2652</u>	<u>ashipman@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Vanessa Zaputil</u>	<u>206.242.9945</u>	<u>vzaputil@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Alan Dance</u>	<u>425.283.5425</u>	<u>alan@forprivateclients.com</u>
Sign:	_____		
Print:	<u>Ellen Gengler</u>	<u>206.372.3316</u>	<u>egengler@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Andrew Stahl</u>	<u>206.228.6969</u>	<u>astahl@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Jeri Frangello-Anderson</u>	<u>206.552.1620</u>	<u>jfrangello@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Kristine Selleck</u>	<u>206.267.2350</u>	<u>district@tukwilapool.org</u>

Accounts Payable Authorized Signature Form
 (For Districts for which King County, as Treasurer, Issues Payments)

SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION

If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.

Number of Required Board Member Signatures for Payment of Claims: 2

Board Member Signatures

	Name	Telephone	Email
Sign: _____ Print: _____	Vanessa Zaputil	206.242.9945	vzaputil@tukwilapool.org
Sign: _____ Print: _____	Ellen Gengler	206.372.3316	egengler@tukwilapool.org
Sign: _____ Print: _____	Andrew Stahl	206.228.6969	astahl@tukwilapool.org
Sign: _____ Print: _____	Jeri Frangello-Anderson	206.552.1620	jfrangello@tukwilapool.org
Sign: _____ Print: _____	Aaron Shipman	360.789.2652	ashipman@tukwilapool.org
Sign: _____ Print: _____	_____	_____	_____
Sign: _____ Print: _____	_____	_____	_____

I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:

Signature: _____ Date: _____
 Print Name: Aaron Shipman Title: 2020 Board President
 Chairperson/ President

District/Organization Name: Tukwila Pool Metropolitan Park District

Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (*sample attached*). Incomplete forms will be returned. Please send documents to:

King County Accounts Payable
 Attn: Special Districts
 401 5th Avenue, Room 323
 Seattle, WA 98104



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

07. BUSINESS ITEMS:

b) 2020 Retreat Discussion

The Board will have a discussion regarding the 2020 Annual Retreat
Additional written material/report may also be presented.