

TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meeting of the Board of Commissioners

Dave Puki, *President of the Board*
Jeri Frangello-Anderson, *Clerk of the Board*

Board Members: ▶ **Ellen Gengler** ▶ **Christine Neuffer**
▶ **Vanessa Zaputil**

Thursday, January 28, 2016, 5:30 PM

RES. # 2016-01

VALLEY VIEW LIBRARY MEETING ROOM AT 17850 MILITARY ROAD S., SEA TAC WA 98188

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL		
2. APPROVE AGENDA		
3. CITIZEN COMMENTS <i>(limited to 4 minutes)</i>		
4. CONSENT AGENDA	a) Approve Voucher(s)	Pg. 4
5. REPORTS	a) Commissioners b) Aquatics Manager c) Administrative Director d) Tukwila Pool Advisory Committee (TPAC)	
6. BUSINESS ITEMS	a) Update on Finances (Discussion) 1. Bookkeeper Update b) RFQ Flooring (Discussion, Possible action) 1. Review MRSC Small Works Roster Bids (a) Aqua Rec's (b) Coatings Unlimited (c) Combined Construction (d) DPK (e) Ironclad (f) Leewens (g) Saxon (h) Western Partitions c) Next TPMPD Board of Commissioners regular meeting is scheduled for Monday, February 8, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148 th Suite 100, Tukwila, WA 98168	
7. MISCELLANEOUS		

8. EXECUTIVE SESSION

The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110

9. ADJOURNMENT

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Tukwila Metropolitan Park District Mission, Vision, Core Values and Goals

Mission Statement

The mission of the Tukwila Pool Metropolitan Park District is to provide the best run municipal aquatics program in the state.

Vision Statement

Our vision is to provide a sustainable and efficient pool that exceeds the community's needs.

Core Values

- **Programming** – Offer programming and public use times that are responsive to the demands of the community and contribute to the overall health and wellness of the community.
- **Education** – Offer an aquatic education program to teach the lifelong skill of swimming and promote safe behaviors in, on and around the water to individuals of all abilities.
- **Dependability/Sustainability** – Conduct business in a manner that ensures the community can come to depend on aquatics as an available service they can enjoy for generations to come.
- **Atmosphere** – We will create an inviting, supportive, and caring atmosphere that community members have ownership of and want to be a part of.
- **Partnership** – Foster a spirit of collaboration and creativity in order to be prepared to work with other community service providers to enhance the services available for community members.
- **Fun** – Work at providing fun and enjoyable activities for all ages and abilities

Goals:

- A. To operate a financial self-sustaining aquatics program.
 - a. Develop long term plan
 - b. Ensure efficient operations
 - c. Capitalize on grants/funding opportunities
 - d. Develop business partnerships

- B. To provide a pool that is a safe haven.
 - a. Maintain and provide continued training to ensure qualified lifeguards and staff
 - b. Ensure a safe and healthy place to recreate and learn
 - c. Protect kids
 - d. Coordinate water safety education

- C. To be welcoming and inclusive to all.
 - a. Create an inviting facility
 - b. Address transportation needs
 - c. Maintain high performance employees
 - d. Eliminate barriers

- D. To maintain and support community involvement in the pool.
 - a. Address transportation for kids
 - b. Promote swimming within school district(s) physical education programs
 - c. Develop regional partnerships
 - d. Growing investments

- E. To provide creative and relevant programs
 - a. Provide long-term aquatic operations
 - b. Deliver swim opportunities to all in the District
 - c. Have the best swim team in the state
 - d. Offer free open swim – community swim

- F. To provide annual performance reporting to the community.

- G. Continue to review governance.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/28/2016
 Total Amount: \$28,312.87
 Control Total: 26
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20160121182942.csv
 Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Dawn Jackson 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)):	Date
<i>Dawn Jackson</i> Authorized District Signature	1/24/2016
<i>[Signature]</i> Authorized District Signature	1/26/2016

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

Email: SpecialDist.AP@kingcounty.gov
 Fax: (206) 263-3757

KING COUNTY FINANCE USE ONLY:
 Batch Processed By: _____
 Date Processed: _____

Tukwila Pool Metropolitan Park District

TRANSACTION REPORT

All Dates

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable					
12/05/2015	53897	GDM Private Financial Solutions	Reimbursement of CC issue Charges from Rec1	Credit Card Clearing	3,125.00
11/24/2015	9939	Aquatic Specialty Services, Inc	Service Call: Pulsar unit overflow switch not working	47.2 Operational Expenditures:Services:Repairs and Maintenance:Equipment Repairs/Maintenance	54.75
12/10/2015	524250	Walter E. Nelson Co.	Liquid Soap Disp	33.3 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Cleaning and Janitorial Supplies	66.47
12/09/2015	166361506	Broadview Networks	Landline Phone Charge	42.1 Operational Expenditures:Services:Communications:Telephone	478.59
12/15/2015	S1281121	Lincoln Aquatics	Water-slide Mats	32.2 Operational Expenditures:Supplies:Program Supplies and Equipment:Swim Classes/Instruction	248.32
01/01/2016	40140	WA Cities Insurance Authority	Liability Program Assessment	45.1 Operational Expenditures:Services:Insurance:Liability Insurance	11,278.00
12/16/2015	20151216	Century Link	Monthly Service Charges	42.1 Operational Expenditures:Services:Communications:Telephone	125.05
12/16/2015	524985	Walter E. Nelson Co.		33.3 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Cleaning and Janitorial Supplies	367.21
12/23/2015	201512230320	Valley View Sewer District		513.21 Non-Operational Expenditures:Advisory Services:Board of Commissioners/Meetings/Advisory	120.00
12/21/2015	997747	Alarm Center, Inc.	January Monitoring Fees	41.6 Operational Expenditures:Services:Professional Services:Security Services	85.00
12/21/2015	20151221	Water District No. 125	Water Usage Bill	46.3 Operational Expenditures:Services:Utility:Water	617.30
12/21/2015	3662	Communication Resources NW	Daniel Oestreich, 8 hrs @ \$75/hr	513.21 Non-Operational Expenditures:Advisory Services:Board of Commissioners/Meetings/Advisory	600.00
12/18/2015	264911	Department of Labor & Industries Boiler, Pressure Vessel Section		47.2 Operational Expenditures:Services:Repairs and Maintenance:Equipment Repairs/Maintenance	107.50
11/12/2015	9872	Aquatic Specialty Services, Inc	Monthly Service Agreement	47.2 Operational Expenditures:Services:Repairs and Maintenance:Equipment Repairs/Maintenance	164.25

12/15/2015	10051	Aquatic Specialty Services, Inc	Monthly Services Agreement & 4 Pulsar Brquettes	47.2 Operational Expenditures:Services:Repairs and Maintenance:Equipment Repairs/Maintenance	846.44
01/01/2016	REC1-006146	REC1	Software Fees	41.2 Operational Expenditures:Services:Professional Services:Transaction Services/Merchant Fees	173.91
12/28/2015	32629152	Airgas National Carbonation	Carbon Dioxide Liquid Bulk	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	130.27
12/29/2015	526328	Walter E. Nelson Co.	Towel Roll Natural 800' 6/CS	33.3 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Cleaning and Janitorial Supplies	279.83
01/01/2016	20160101	Snure Law Office, PSC	7.35 Hours of Professional Services	41.3 Operational Expenditures:Services:Professional Services:Legal Services	1,617.00
12/24/2015	20151224	Seattle City Light	Dec. Electricity Bill	46.1 Operational Expenditures:Services:Utility:Electrical	1,204.73
12/23/2015	20151223	Puget Sound Energy	Dec. Natural Gas Charge	46.2 Operational Expenditures:Services:Utility:Gas	4,927.94
05/01/2015	REC1-004624	REC1	Software Fees	41.2 Operational Expenditures:Services:Professional Services:Transaction Services/Merchant Fees	130.78
12/18/2015	20151218	Vanessa Zaputil	Costco Food ordered for Safari, Pumpkin Plunge, Turkey Races & Winter Fiesta	32.2 Operational Expenditures:Supplies:Program Supplies and Equipment:Swim Classes/Instruction	168.71
01/05/2016	20160105	H. Kim Mccoy	Expense from 10/15-01/16	-Split-	55.76
12/31/2015	2559015	Mckinsty Co LLC	HVAC- Boiler Repair	47.1 Operational Expenditures:Services:Repairs and Maintenance:Facility Repairs/Maintenance	1,167.88
12/28/2015	20151228	Comcast	Dec High speed internet charge	42.3 Operational Expenditures:Services:Communications:Website/Internet	172.18
Total for Accounts Payable					\$28,312.87
TOTAL					\$28,312.87

Thursday, Jan 21, 2016 10:45:04 PM PST GMT-8 - Accrual Basis

KC v2.0

Special District Voucher Approval Document



File Name: AP_TUXPLMPD_APSUPINV_20160121182942.csv

District Name: Tukwila Pool Metropolitan Park District

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			32629152	12/28/2015	\$130.27	
ALARM CENTER, INC			997747	12/21/2015	\$85.00	
AQUATIC SPECIALTY SERVICES, INC			9872	11/12/2015	\$164.25	
AQUATIC SPECIALTY SERVICES, INC			9939	11/24/2015	\$54.75	
AQUATIC SPECIALTY SERVICES, INC			10051	12/15/2015	\$846.44	
BROADVIEW NETWORKS			166361506	12/09/2015	\$478.59	
CENTRY LINK			20151216	12/16/2015	\$125.05	
COMCAST			20151218	12/28/2015	\$172.18	
COMMUNICATION RESOURCES			3662	12/21/2015	\$600.00	
DEPARTMENT OF LABOR & INDUSTRIES			264911	12/18/2015	\$107.50	
GDM FINACIAL SOLUTIONS			53897	12/05/2015	\$3,125.00	
H. KIM MCCOY			20160105	01/05/2016	\$55.76	
LINCOLN AQUATICS			51281121	12/15/2015	\$248.32	
MCKINSTRY CO LLC			2559015	12/31/2015	\$1,167.88	
PUGET SOUND ENERGY			20151223	12/23/2015	\$4,927.94	
REC1			REC1-004624	05/01/2015	\$130.78	
REC1			REC1-006146	01/01/2016	\$173.91	
SEATTLE CITY LIGHT			20151224	12/24/2015	\$1,204.73	
SNURE LAW OFFICE, PSC			20160101	01/01/2016	\$1,617.00	
VALLEY VIEW SEWER DISTRICT			201512230320	12/23/2015	\$120.00	
VANESSA ZAPUTIL			20151218	12/18/2015	\$168.71	
WA CITIES INSURANCE AUTHORITY			40140	01/01/2016	\$11,278.00	
WALTER E. NELSON CO.			524250	12/10/2015	\$66.47	
WALTER E. NELSON CO.			524985	12/16/2015	\$367.21	
WALTER E. NELSON CO.			526328	12/29/2015	\$279.83	
WATER DISTRICT NO. 125			20151221	12/21/2015	\$617.30	