

# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Meeting of the Board of Commissioners

Kate Kruller, *President of the Board*  
Joe Duffie, *Clerk of the Board*

Board Members: ▶ Allan Ekberg ▶ Kathy Hougardy  
▶ Verna Seal ▶ De'Sean Quinn

Thursday, August 27, 2015, 6:30 PM

RES. # 2015-9

VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM AT 3460 S 148TH SUITE 100, TUKWILA, WA.

<b>1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL</b>		
<b>2. APPROVE AGENDA</b>		
<b>3. CITIZEN COMMENTS</b> <i>(limited to 4 minutes)</i>		
<b>4. CONSENT AGENDA</b>	a. Approve past meeting minutes: 7-23-2015 b. Approve Voucher(s) 08-08-2015, 08-11-2015, 08-17-2015, 08-24-2015	<b>Pg. 4</b> <b>Pg. 9</b>
<b>5. REPORTS</b>	a. Commissioners b. Executive Committee c. Administrative Director d. Aquatics Manager e. Financial Support Services – GDM Financial Solutions (1) Balance Sheet – July 31, 2015 (2) Profit and Loss – July 2015 (3) Budget Vs. Actuals January – July 2015 (4) Property Tax Proceeds Chart 2015 Budget Vs. Actual f. Tukwila Pool Advisory Committee (TPAC): (1) TPAC Chair report (2) TPAC Minutes of May 2, 2015 (3) TPAC Bylaws, Suggested revisions to number of representatives, and attendance policies	<b>Pg. 21</b> <b>Pg. 23</b> <b>Pg. 27</b> <b>Pg. 30</b>  <b>Pg. 31</b> <b>Pg. 33</b> <b>Pg. 35</b>
<b>6. BUSINESS ITEMS</b>	a. Adopt Employee Handbook (Appendix A) The Employee Handbook was reviewed by attorney Brian Snure, by Chip McKenna of WCIA, and by TPAC. They are provided here to consider for adoption. (1) A motion by the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) to adopt the Employee Handbook	<b>Pg. 39</b>

	<p>b. TPMPD Governance Change – Status update (discussion) Confirmation of acceptance by King County Elections (1) Letter - Order of the Director of King County Elections dated 2015-08-14 (for information only) (2) Key dates for the November 3, 2015, general election (for information only)</p> <p>c. Washington State Auditor’s Office Audit – Letter of Representation, 08-10-2015 – (For information only)</p> <p>d. Maintenance and CIP Update – (discussion) CIP issues for the most part have been raised to TPAC for study and review. Staff will notify TPAC and the BoC of items they believe to be of high priority as regards safety or operations. (1) Pool &amp; Shower Room Floor Surface (2) Natatorium Lighting Replacement (3) New Locks on Lockers (new item)</p> <p>e. Marketing for September Special Event (1) [Exhibit A] September Event – ‘Safari at the Pool’ – Sept. 19<sup>th</sup></p> <p>f. Next TPMPD Executive Committee meeting is Thursday, September 11, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144<sup>th</sup>, Tukwila, WA 98168</p> <p>g. Next TPMPD Board of Commissioners meeting is Thursday, September 24, 2015 at 6:30 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148<sup>th</sup> Suite 100, Tukwila, WA 98168</p>	<p><b>Pg. 40</b></p> <p><b>Pg. 41</b></p> <p><b>Pg. 42</b></p> <p><b>Pg. 44</b></p> <p><b>Pg. 45</b></p>
<b>7. MISCELLANEOUS</b>		
<b>8. EXECUTIVE SESSION</b>	<p>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</p>	
<b>9. ADJOURNMENT</b>		

## 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.

## **TUKWILA POOL METROPOLITAN PARK DISTRICT**

**July 23, 2015 - 6:30 p.m.  
Valley View Sewer District Conference Room**

### **BOARD OF COMMISSIONERS MEETING MINUTES**

#### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Board President Kruller called the regular meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 6:50 p.m. Pledge of Allegiance was lead by Kathy Hougardy.

#### **TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS**

Present were Joe Duffie, Allan Ekberg, Kathy Hougardy, De'Sean Quinn, Kate Kruller.

**DUFFIE MOVED, SECONDED BY QUINN TO EXCUSE COMMISSIONER SEAL. MOTION CARRIED 5-0.**

#### **TUKWILA METROPOLITAN POOL OFFICIALS**

Kim McCoy, Administrative Director.

#### **CITIZEN COMMENTS**

**Vanessa Zaputil, 15171 52<sup>nd</sup> Ave S.**, stated that it would be helpful to receive the agenda the Friday before the meeting. She suggested posting it on the website for ease of access. Further, she commented on item 6b on the agenda dealing with the change in governance. The dates for the special filing period were missing in the materials.

Commissioner Hougardy stated that August 7<sup>th</sup> is the deadline and it is a limited time for candidates to file for Commissioner positions.

Board President Kruller stated that she will post those dates as soon as she has the official information; however, for those interested, they can go directly to King County Elections to get the information and find the process to apply.

Commissioner Quinn asked that a link be put on the TPMPD website to the King County Election website.

Commissioner Ekberg stated that the dates of the filing period were in the memo from the attorney at the previous meeting.

Mr. McCoy said that Proposition One did include candidates; however, the response letter from King County did not mention candidates. He will follow up with the County to ensure candidates' positions are included in the ballot measure.

#### **CONSENT AGENDA**

- a. Approve past meeting minutes: 6/25/2015
- b. Approve Voucher(s) 07-09-2015, 07-14-2015, 07-22-2015

**MOVED BY DUFFIE, SECONDED BY HOUGARDY TO APPROVE THE CONSENT AGENDA AS SUBMITTED. MOTION CARRIED 5-0.**

**REPORTS****a. Commissioners**

Commissioners Duffie and Board President Kruller attended the Cardboard Boat Races Event at the pool. It was great fun and they thanked TPAC for the great work and coordination in putting the event together and making sure everyone had a good time.

Board President Kruller mentioned that TPAC is struggling to fill their membership goals and asked people to spread the word that there are opportunities to join.

**b. Executive Committee**

Commissioner Duffie attended this meeting and many other people were at the meeting.

**c. Administrative Director**

Mr. McCoy reported that the swim classes are filling up and the pool is hiring more lifeguards and instructors as needed. One of his goals is to get public records in a position where the public has access to them. He will be copying files from City of Tukwila on to the TPMPD site.

**d. Aquatics Manager**

Mr. McCoy stated that on page 10 of the packet, it shows that four new staff members have been hired and the pool is expanding lessons. Aerobic classes are also continuing. Pool contamination continues to be an issue. There were three shut downs this month due to contamination. Solutions to this issue are being researched. Communication with parents of children five years and under to have the proper gear on their children will help counteract this issue. Mr. Perkins is still working on hiring an Assistant Aquatics Manager.

**e. Financial Support Services – GDM Financial Solutions**

Mr. Dance was unable to attend the meeting. Board President Kruller went over the report Mr. Dance submitted and those reports are in the packet.

- (1) May 31, 2015 Balance Sheet
- (2) 2015 Jan-May Budget vs. Actuals
- (3) Update on audit by State Auditor's Office

Board President Kruller went over the high points of Mr. Dance's report. Mr. McCoy reported that the State Auditor's Office audit was a financial audit from 2011- 2014. They have all documentation needed and their findings should be completed and published by July 31, 2015. Exit conference will be August 10<sup>th</sup> at 1:00 p.m. at the pool.

**f. Tukwila Pool Advisory Committee (TPAC):****(1) TPAC Chair report**

Vanessa Zaputil reported that the TPAC has completed the draft of the employee handbook. A special meeting of TPAC will be held on Monday to complete the work on those policies and will provide the board with those recommendations at the next TPMPD meeting.

TPAC is implementing ideas such as installing a white board in the lobby for messages from the pool to the public and a meet the staff photo board. The marketing group is continuing to provide

lesson information to the schools and input for the fall brochure and schedule. There will be open swims on school holidays except Thanksgiving and Christmas and the schedule will also include early release Wednesdays swims. Handouts were provided to the school district to inform the parents of these swim opportunities.

There were eleven teams that competed in the Cardboard Boat Races. Ms. Zaputil thanked the marketing group; Jeri Frangello-Anderson, Ellen Gengler, Diane Meyers, Christine Neuffer, Sheri Barr and other volunteers for their time and effort in providing a fun event. Thank you to Appliance Distributors for the donation of the cardboard and Home Depot for donating the duct tape.

The next event is a circus themed event on the third Saturday of August. In conjunction with this event, Dave Puki has offered to run a Picnic at the Pool BBQ as a fund raiser for the scholarship fund,

TPAC requests to review on any CIP projects in this agenda packet before any decisions are made.

(2) TPAC Draft Minutes May 2015

## **BUSINESS ITEMS**

### **a. Appendix B: Adopt Revised TPMPD General Operating Policies**

1. A motion of the Board of Commissioners of the Tukwila Pool Metropolitan Park District amending General Operating Policies.

Why amended; Recommendation to adopt (Appendix A)

TPMPD 312 - Facility Use and Rental Policy  
 TPMPD 335 - Head Injury, Concussions and Sudden Cardiac Arrest  
 TPMPD 350 - Facility Use Rules TPMPD 355 - Sex Offenders  
 TPMPD 360 - Pool Contamination Guidelines

The revisions were mostly minor changes and cleaning up language issues. Policy 360 had a major revision. Mr. Perkins has completed working on these revisions and they are presented in the packet.

**MOVED BY DUFFIE, SECONDED BY QUINN TO APPROVE THE AMENDMENTS AS SUBMITTED.  
 MOTION CARRIED 5-0.**

### **b. TPMPD Governance Change – Appointment of Pro/Con Committee Members**

1. Letter from King County Department of Elections: Request for Special Election, Acknowledgement of Receipt.
2. Applications for Pro/Con Committees
3. Recommendations, deadlines
  - a. August 4: Select 'Pro' group, report back to King Country Elections using Pro/Con committee appointment form
  - b. Submit additional statements per the letter

Mr. McCoy stated that in the packet, on page 32, is the letter from King County stating Proposition One will be on the ballot. The explanatory statement will be included in the voters' pamphlet. If there are any changes to the explanatory statement, those must be submitted by August 7<sup>th</sup>. Two people applied for Pro Committee and the application is now closed. For Con Committee there were no applications.

Jacque Carroll and Diane Meyers are officially appointed by the Board as the Pro Committee.

Mr. McCoy will complete and submit the committee forms by the end of the week. The Pro Committee must submit their statements by August 13<sup>th</sup>. Candidates for Commissioner positions should go to King County Election website. Mr. McCoy will send out a press release about the election.

c. Insurance Matters - Travelers for Boiler Room Policy Name Correction

Mr. McCoy contacted the insurance agent and they will ensure the name is corrected.

d. WCIA 2015 COMPACT Audit and Annual Review, Supplemental Insurance

The report is will be available online. There are mandatory background checks that need to be done and the form WCIA wants used is on page 43, Reference Release Form [Exhibit A]

WCIA mandatory background checks on all employees are required. If the Board is satisfied with the form, Mr. Perkins will implement the background checks.

**MOVED BY HOUARDY, SECONDED BY QUINN TO AMEND THE POLICY TO USE THE MANDATORY BACKGROUND CHECK FORM WHEN HIRING. MOTION CARRIED 5-0.**

e. Maintenance and CIP

TPMPD Board of Commissioners is being asked to review and prioritize the following activities and projects:

1. Flooring- the finish currently requires lots of maintenance and easily becomes slick.
2. Natatorium Lighting Replacement
3. Natatorium Noise Abatement – Material quote
4. UV water treatment supporting documentation

Commissioner Quinn said that if any of these CIP project are safety issues, they need to be handled quickly.

Commissioner Hougardy and Commissioner Duffie feel the floor is a safety issue that needs to be repaired as soon as possible and should take priority.

Commissioner Ekberg says that pricing is needed as well before going forward to make sure the repair is within budget.

Mr. McCoy believes that Mr. Perkins is researching prices for the flooring and Mr. Perkins is currently running a test on a different floor finish.

- f. Tukwila School District replaced back of facility paving
- photos before / after [Exhibit B]
  - recommend: Thank you letter to school district

Board President Kruller will send a thank you letter to the school district for replacing the damaged pavement.

g. Marketing for August Special Event

- (1) [Exhibit C] August Event – Circus Theme on August 15, 2015

- h. Next TPMPD Executive Committee meeting is Thursday, August 13, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA 98168

- i. Next TPMPD Board of Commissioners meeting is Thursday, August 27, 2015 at 6:30 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168

### **MISCELLANEOUS**

None.

### **ADJOURNMENT**

**8:20 p.m. MOVED BY DUFFIE, SECONDED BY QUINN TO ADJORN THE MEETING. MOTION CARRIED 5-0.**

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Kate Kruller, President, Board of Commissioners





## Special District Voucher Approval Document

KCv2.0

Scheduled Payment Date: 08/07/2015  
 Total Amount: \$18,653.45  
 Control Total: 13  
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
 File Name: AP\_TUKPLMPD\_APSUPINV\_20150804134505.csv  
 Fund #: 175910010

### CONTACT INFORMATION

Preparer's Name: Alan R Dance

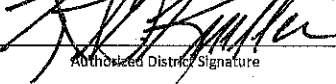
Email Address: TPMPD@forprivateclients.com

### 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>7-5-15</u>	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

### SUBMIT SIGNED DOCUMENT TO:

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

Email: [SpecialDist.AP@kingcounty.gov](mailto:SpecialDist.AP@kingcounty.gov)  
 Fax: (206) 263-3767

### 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
07/28/2015	32802827	Airgas National Carbonation	CO2 Data Batch	23.2 Operational Expenditures:Supplies:Maintenance and Repairs:Supplies:Pool Chemicals	133.87
07/20/2015	977027	Alarm Center, Inc.	July Monitoring Fees	41.6 Operational Expenditures:Services:Professional Services:Security Services	85.00
07/16/2015	20150716	Century Link	July Business Line Charge	42.1 Operational Expenditures:Services:Communications:Telephone	102.82
07/22/2015	MB-01910	City of Tukwila	August 2016 Startup Loan Payment	-Split	10,121.46
07/23/2015	14388 MPO	Consolidated Press Printing Company, Inc.	13,000 Print of Fall 2016 Activities Guide	42.4 Operational Expenditures:Services:Communications:Program Advertising	1,221.11
2/13/2015	20150213-03	Ellen Gangler	Release destroyed check		141.93
08/29/2015	1269515	McKinstry Co LLC	Cleaned dirty return and outside grills, verified operation	47.2 Operational Expenditures:Services:Repairs and Maintenance:Equipment Repairs/Maintenance	1,679.74
08/04/2015	20150804	Orkin Pest Control	Aug Scheduled Pest Control Service	48.4 Operational Expenditures:Services:Miscellaneous/Misc. Service	86.21
07/23/2015	20150812	Puget Sound Energy	July Natural Gas Charge	48.2 Operational Expenditures:Services:Utility:Gas	2,642.18
08/01/2015	REC1-005226	REC1	July REC1 Software Fees	41.2 Operational Expenditures:Services:Professional Services:Transaction Services/Merchant Fees	279.38
07/24/2015	20150724	Seattle City Light	July Electricity Bill	48.1 Operational Expenditures:Services:Utility:Electrical	1,376.95
08/01/2015	20150801	Brave Law Office, PSC	1.45 Hours of Attorney Services	41.3 Operational Expenditures:Services:Professional Services:Legal Services	319.00
07/30/2015	496928	Walter E. Nelson Co.	Cleaning Supplies	33.3 Operational Expenditures:Supplies:Maintenance and Repairs:Supplies:Cleaning and Janitorial Supplies	666.30
					<b>\$ 18,693.45</b>



## Special District Voucher Approval Document

KCv2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20150804134505.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			32302827	07/28/2015	\$133.67	
ALARM CENTER, INC.			977027	07/20/2015	\$85.00	
CENTURY LINK			20150716	07/16/2015	\$102.52	
CITY OF TUKWILA			MB-01910	07/22/2015	\$10,121.48	
CONSOLIDATED PRESS PRINTING COMPANY			14388 MPD	07/23/2015	\$1,221.11	
ELLEN GENGLER			20150213-03	02/13/2015	\$141.90	
MCKINSTRY CO LLC			1269515	06/29/2015	\$1,579.74	
ORKIN PEST CONTROL			20150804	08/04/2015	\$86.21	
PUGET SOUND ENERGY			20150812	08/12/2015	\$2,542.18	
REC1			REC1-005226	08/01/2015	\$278.38	
SEATTLE CITY LIGHT			20150724	07/24/2015	\$1,376.96	
SNURE LAW OFFICE, PSC			20150801	08/01/2015	\$319.00	
WALTER E NELSON CO			298678	07/30/2015	\$665.30	



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/14/2015

Total Amount: \$3,320.36

Control Total: 11

Payment Method: WARRANT

District Name: Tukwilla Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20150812153635.csv

Fund #: 175910010

### CONTACT INFORMATION

Preparer's Name: \_\_\_\_\_

Email Address: TPMPD@forprivateclients.com

### 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)) :**

_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date

### 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) 263-3767

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_

### Tukwila Pool Metropolitan Park District Transaction Report

Date	Num	Name	Memo/Description	Split	Amount
07/31/2015	32342772	Airgas National Carbonation	Late Fee	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	5.00
07/31/2015	32336375	Airgas National Carbonation	Carbon Dioxide Liquidator I	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	78.31
07/14/2015	9130	Aquatic Specialty Services, Inc	Monthly Service agreement to Clean Probes/ Calibration/Standardized/ Chemical tested	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	164.25
07/24/2015	9239	Aquatic Specialty Services, Inc	AquaPerl and Chlorine Purchase	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	169.50
07/28/2015	20150728	Comcast	July High-Speed Internet Charge	42.3 Operational Expenditures:Services:Communications:Website/Internet	157.11
08/05/2015	53316	GDM Private Financial Solutions	July Accounting Service Fee & State Tax Audit Services & Postage	-Split-	1,712.91
07/27/2015	15-013	Highline Design Alliance	Design 4-page templates for Fall Tukwila Parks and Recreation Catalog	42.4 Operational Expenditures:Services:Communications:Program Advertising	360.00
08/10/2015	3024	Lady of Letters, Inc	Meeting Room	513.21 Non-Operational Expenditures:Advisory Services:Board of Commissioners/Meetings/Advisory	266.00
07/01/2015	REC1-005055	REC1	July REC1 Software Fees	41.2 Operational Expenditures:Services:Professional Services:Transaction Services/Merchant Fees	137.35
08/05/2015	85205689	Ricoh USA, Inc.	Aug. Copier & Printer Monthly Rent	31.3 Operational Expenditures:Supplies:Office Supplies:Printing and Copying Supplies	236.70
07/29/2015	496416	Walter E. Nelson Co.	Liquid Soap dispenser Purchase	33.3 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Cleaning and Janitorial Supplies	33.23
<b>TOTAL \$</b>					<b>3,320.36</b>



## Special District Voucher Approval Document

KC v2.0

District Name: Tukwilla Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20150812153635.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			32336375	07/31/2015	\$78.31	
AIRGAS NATIONAL CARBONATION			32342772	07/31/2015	\$5.00	
AQUATIC SPECIALTY SERVICES, INC			9130	07/14/2015	\$164.25	
AQUATIC SPECIALTY SERVICES, INC			9239	07/24/2015	\$169.50	
COMCAST			20150728-02	07/28/2015	\$157.11	
GDM PRIVATE FINANCIAL SOLUTIONS			53316	08/05/2015	\$1,712.91	
HIGHLINE DESIGN ALLIANCE			15-013	07/27/2015	\$360.00	
LADY OF LETTERS, INC			3024	08/10/2015	\$266.00	
REC1			REC1-005055	07/01/2015	\$137.35	
RICOH USA, INC.			95205689	08/05/2015	\$236.70	
WALTER E NELSON CO			496416	07/29/2015	\$33.23	



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/19/2015

Total Amount: \$6,234.28

Control Total: 6

Payment Method: WARRANT

District Name: Tukwilla Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20150817161742.csv

Fund #: 175910010

### CONTACT INFORMATION

Preparer's Name: \_\_\_\_\_

Email Address: TPMPD@forprivateclients.com

### 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)) :**

_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date

### SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
Attn: Special Districts  
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Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov  
Fax: (206) 263-3767

### 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
08/12/2015	9333	Aquatic Specialty Services, Inc	6 Pulsar Briquettes 100bls	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	1,557.09
08/05/2015	20150805	Jeri Frangelo	Supplies for Circus at the Pool Event on 08/15/15	32.3 Operational Expenditures:Supplies:Program Supplies and Equipment:Camps and Special Events	120.65
08/11/2015	L109980	State Auditor's Office	45 hours of Audit services	514.20 Non-Operational Expenditures:Accounting, Audits and Election:State Auditor	4,005.40
08/07/2015	201508030302	Valley View Sewer District	June & July Board meeting room rental	513.21 Non-Operational Expenditures:Advisory Services:Board of Commissioners/Meetings/Advisory	120.00
08/12/2015	497738	Walter E. Nelson Co.	36"HD Curved Floor Squeegee & Wood/Steel Handle	33.3 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Cleaning and Janitorial Supplies	69.75
08/08/2015	20150808	Washington L&I	Industrial Insurance Due	45.1 Operational Expenditures:Services:Insurance:Liability Insurance	361.39
<b>TOTAL</b>					<b>\$ 6,234.28</b>





## Special District Voucher Approval Document

KC v2.0

**District Name:** Tukwilla Pool Metropolitan Park District

**File Name:** AP\_TUKPLMPD\_APSUPINV\_20150817161742.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES, INC			9333	08/12/2015	\$1,557.09	
DEPARTMENT OF LABOR AND INDUSTRIES			601038-01	08/10/2015	\$361.39	
JERI FRANGELLO			20150805-03	08/05/2015	\$120.65	
STATE AUDITOR'S			L109980	08/11/2015	\$4,005.40	
VALLEY VIEW SEWER DISTRICT			201508030302	08/07/2015	\$120.00	
WALTER E NELSON CO			497738	08/14/2015	\$69.75	



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/28/2015  
 Total Amount: \$11,423.51  
 Control Total: 5  
 Payment Method: WARRANT

District Name: Tukwilla Pool Metropolitan Park District  
 File Name: AP\_TUKPLMPD\_APSUPINV\_20150824140544.csv  
 Fund #: 175910010

### CONTACT INFORMATION

Preparer's Name: Alan R Dance

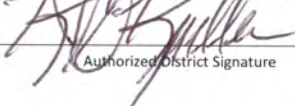
Email Address: TPMPD@forprivateclients.com

### 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>08-24-2015</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

### 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) 263-3767

### 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
08/13/2015	32354461	Airgas National Carbonation	CO2 Data Batch	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	125.10
08/19/2015	NB-01950	City of Tukwila	Sept. loan payment	-Split-	10,121.48
08/21/2015	81522-B231	IdeaWorks NW	59 custom t-shirts purchased	33.1 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Uniforms and Clothing	927.47
08/20/2015	8202015	Jennifer Price Cargill	Adobe Payments made by Jennifer Price Cargill	41.1 Operational Expenditures:Services:Professional Services:IT/Computer Service	175.12
07/23/2015	7232015	Vanessa Zaputli	Dive In Food, Velcro (A-Frame), Cardboard Boat Food	32.3 Operational Expenditures:Supplies:Program Supplies and Equipment:Camps and Special Events	74.34
<b>TOTAL</b>					<b>\$ 11,423.51</b>



## Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20150824140544.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			32354461	08/13/2015	\$125.10	
CITY OF TUKWILA			MB-01950	08/19/2015	\$10,121.48	
IDEAWORKS NW			81522-8231	08/21/2015	\$927.47	
JENNAFER PRICE CARGILL			08202015	08/20/2015	\$175.12	
VANESSA ZAPUTIL			07232015	07/23/2015	\$74.34	

# Tukwila Pool Metropolitan Park District

## BALANCE SHEET

As of July 31, 2015

	TOTAL
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
US Bank (King County) - 2969	155,515.20
US Bank Deposit Acct - 8744	83,969.97
US Bank Payroll - 5669	35,176.96
US Bank Sweep Acct - 7414	0.00
<b>Total Bank Accounts</b>	<b>\$274,662.13</b>
<b>Other current assets</b>	
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	-25,879.82
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
TPMPD Scholarship Fund (US Bank 8744)	10,000.00
<b>Total Other current assets</b>	<b>\$ -15,729.82</b>
<b>Total Current Assets</b>	<b>\$258,932.31</b>
<b>Fixed Assets</b>	
Accumulated Depreciation	-247,856.82
Building & Improvements - Bond	0.00
Building & Improvements - Bridge Loan	0.00
Tukwila City Pool - Non Building	30,264.37
Tukwila City Pool Building	2,032,757.62
<b>Total Fixed Assets</b>	<b>\$1,815,165.17</b>
<b>Other Assets</b>	
CIP Reserve (US Bank 8744)	140,000.00
<b>Total Other Assets</b>	<b>\$140,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$2,214,097.48</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	18,932.71
<b>Total Accounts Payable</b>	<b>\$18,932.71</b>
<b>Credit Cards</b>	
US Bank Dave CC - 2990	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>
<b>Other Current Liabilities</b>	
Deferred Revenue	0.00
Payroll Liabilities	
Employee Withholdings	

Federal Tax	0.00
FICA	0.00
L&I	118.98
<b>Total Employee Withholdings</b>	<b>118.98</b>
L&I Payable	178.72
<b>Total Payroll Liabilities</b>	<b>297.70</b>
Uncashed Payroll Checks	958.57
Unearned Revenue	1,089.06
<b>Total Other Current Liabilities</b>	<b>\$2,345.33</b>
<b>Total Current Liabilities</b>	<b>\$21,278.04</b>
Long-Term Liabilities	
Bond Payable	753,684.31
Bridge Loan Payable	871,303.45
<b>Total Long-Term Liabilities</b>	<b>\$1,624,987.76</b>
<b>Total Liabilities</b>	<b>\$1,646,265.80</b>
Equity	
Additional Funds from City	185,843.71
Bond Principle Paid By Tukwila	196,778.87
Bridge Loan Principle Paid By Tukwila	159,859.37
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	-36,978.01
Opening Balance Equity	200,079.74
Retained Earnings	-216,311.39
Net Income	69,816.47
<b>Total Equity</b>	<b>\$567,831.68</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,214,097.48</b>

Friday, Aug 21, 2015 09:36:56 AM PDT GMT-7 - Accrual Basis

# Tukwila Pool Metropolitan Park District

## PROFIT AND LOSS

July 2015

	TOTAL	
	JUL 2015	JAN - JUL, 2015 (YTD)
<b>Income</b>		
311.00 General Property Tax		
311.10 Real and Personal Property Tax	1,230.44	399,680.31
<b>Total 311.00 General Property Tax</b>	<b>1,230.44</b>	<b>399,680.31</b>
341.70 Sales of Merchandise		
341.72 Sales of Taxable Merchandise	43.37	70.80
<b>Total 341.70 Sales of Merchandise</b>	<b>43.37</b>	<b>70.80</b>
347.00 Cultural and Recreation		
347.31 Activity Fess (Pass Sales)	1,828.46	9,873.25
347.32 Activity Fees (General Admissions)	4,050.96	16,457.72
347.61 Program Fees (Swim Classes/Instruction)	10,424.00	34,683.58
347.62 Program Fees (Exercise Classes)	105.00	896.13
347.63 Program Fees (Camps and Special Events)	131.52	213.72
<b>Total 347.00 Cultural and Recreation</b>	<b>16,539.94</b>	<b>62,124.40</b>
361.90 Interest and Other Earnings		
361.10 Interest Earnings		90.75
<b>Total 361.90 Interest and Other Earnings</b>	<b>0.00</b>	<b>90.75</b>
362.00 Rents, Leases and Concessions		
362.41 Rentals (Short-Term) (One Time)	2,379.50	4,457.84
362.42 Equipment and Locker Rentals	246.58	246.66
362.52 Rentals (Long-Term) (Contracted)		11,049.08
<b>Total 362.00 Rents, Leases and Concessions</b>	<b>2,626.08</b>	<b>15,753.58</b>
367.10 Contributions from Private Sources		13.73
369.00 Other Misc. Revenue		
369.90 Misc.	52.17	1,705.45
<b>Total 369.00 Other Misc. Revenue</b>	<b>52.17</b>	<b>1,705.45</b>
386.00 Sales Tax Collected/Agency Deposits	427.94	1,113.62
<b>Total Income</b>	<b>\$20,919.94</b>	<b>\$480,552.64</b>
<b>Expenses</b>		
576.20 Operational Expenditures		
20.10 Salaries and Wages		0.00
11.0 Wages Lifeguard	10,618.46	29,942.79
12.0 Wages Instructor	3,898.14	20,579.44
13.0 Wages Head Guard	3,615.76	38,038.73
14.0 Wages Aquatics Manager	4,791.66	31,145.79
15.0 Wages Assistant Aquatics Manager	1,873.13	11,974.16
16.0 Wages Executive Director	4,657.00	16,544.50
17.0 Wages Maintenance	4,843.52	14,402.81
<b>Total 20.10 Salaries and Wages</b>	<b>34,297.67</b>	<b>162,628.22</b>
20.20 Personnel Benefits		

21.0 FICA	2,623.84	12,441.93
22.0 Unemployment	574.56	2,913.52
23.0 L&I	178.72	831.32
24.0 Benefits/Cafeteria Plan		500.32
<b>Total 20.20 Personnel Benefits</b>	<b>3,377.12</b>	<b>16,687.09</b>
<b>20.30 Supplies</b>		
20.31 Office Supplies		
31.1 Office supplies		1,092.40
31.3 Printing and Copying Supplies	236.70	1,660.15
31.4 Computer Supplies		599.77
<b>Total 20.31 Office Supplies</b>	<b>236.70</b>	<b>3,352.32</b>
20.32 Program Supplies and Equipment		
32.2 Swim Classes/Instruction		1,496.36
32.3 Camps and Special Events		741.39
<b>Total 20.32 Program Supplies and Equipment</b>	<b>0.00</b>	<b>2,237.75</b>
20.33 Maintenance and Repairs Supplies		
33.1 Uniforms and Clothing		13.01
33.2 Pool Chemicals	1,201.27	5,288.04
33.3 Cleaning and Janitorial Supplies	698.53	3,331.48
33.4 Lifeguard Supplies and Equip.		2,849.15
<b>Total 20.33 Maintenance and Repairs Supplies</b>	<b>1,899.80</b>	<b>11,481.68</b>
20.34 Miscellaneous Supplies		
35.2 Small Tools and Minor Equip.		21.16
<b>Total 20.34 Miscellaneous Supplies</b>	<b>0.00</b>	<b>21.16</b>
<b>Total 20.30 Supplies</b>	<b>2,136.50</b>	<b>17,092.91</b>
<b>20.40 Services</b>		
20.41 Professional Services		
41.1 IT/Computer Service	21.89	5,209.33
41.2 Transaction Services/Merchant Fees	358.90	1,658.32
41.3 Legal Services	3,586.00	17,340.50
41.4 Translation Services		157.15
41.6 Security Services	320.43	2,994.48
41.7 Bank Charges	115.13	856.13
41.8 Misc. Services	435.78	3,353.57
<b>Total 20.41 Professional Services</b>	<b>4,838.13</b>	<b>31,569.48</b>
20.42 Communications		
42.1 Telephone	649.45	6,374.23
42.2 Postage and Mailing	96.66	348.43
42.3 Website/Internet	157.11	1,288.02
42.4 Program Advertising	1,581.11	4,372.34
<b>Total 20.42 Communications</b>	<b>2,484.33</b>	<b>12,383.02</b>
20.43 Travel		55.60
43.1 Travel/Conferences/Conventions		22.43
43.2 Training		760.80
<b>Total 20.43 Travel</b>	<b>0.00</b>	<b>838.83</b>
20.45 Insurance		
45.1 Liability Insurance		12,059.00



<b>Total 20.45 Insurance</b>	<b>0.00</b>	<b>12,059.00</b>
<b>20.46 Utility</b>		
46.1 Electrical	1,376.96	19,365.40
46.2 Gas	2,542.18	24,647.21
46.3 Water		1,846.62
46.4 Sewer		4,168.78
<b>Total 20.46 Utility</b>	<b>3,919.14</b>	<b>50,028.01</b>
<b>20.47 Repairs and Maintenance</b>		
47.1 Facility Repairs/Maintenance	1,275.13	12,178.48
47.2 Equipment Repairs/Maintenance	3,814.01	15,263.54
<b>Total 20.47 Repairs and Maintenance</b>	<b>5,089.14</b>	<b>27,442.02</b>
<b>20.48 Miscellaneous</b>		
48.2 Memberships and Dues		552.00
48.3 Subscriptions		51.89
48.4 Misc. Service		148.13
Scholarship Expense	852.50	852.50
<b>Total 20.48 Miscellaneous</b>	<b>852.50</b>	<b>1,604.52</b>
<b>Total 20.40 Services</b>	<b>17,183.24</b>	<b>135,924.88</b>
<b>20.50 Intergovernmental Services</b>		
54.0 Annual Permits		599.10
<b>Total 20.50 Intergovernmental Services</b>	<b>0.00</b>	<b>599.10</b>
<b>Total 576.20 Operational Expenditures</b>	<b>56,994.53</b>	<b>332,932.20</b>
<b>Depreciation</b>	<b>4,506.49</b>	<b>31,545.43</b>
<b>Non-Operational Expenditures</b>		
<b>513.20 Advisory Services</b>		
513.21 Board of Commissioners/Meetings/Advisory		2,286.36
513.23 Public Records Request		174.11
<b>Total 513.20 Advisory Services</b>	<b>0.00</b>	<b>2,460.47</b>
<b>514.00 Accounting, Audits and Election</b>		
514.20 State Auditor	4,854.70	7,908.65
514.21 Accounting Services	1,250.00	12,750.00
<b>Total 514.00 Accounting, Audits and Election</b>	<b>6,104.70</b>	<b>20,658.65</b>
<b>586.00 Sales Tax/Agency</b>	<b>419.63</b>	<b>2,775.34</b>
<b>591.76 Debt Service Principle</b>		
76.71 City Bridge Loan (Principle)		0.00
76.72 Loans and Bonds (Principle)		0.00
<b>Total 591.76 Debt Service Principle</b>	<b>0.00</b>	<b>0.00</b>
<b>592.76 Debt Service Interest</b>		
76.81 Loans and Bonds (Interest)	1,466.60	19,162.84
<b>Total 592.76 Debt Service Interest</b>	<b>1,466.60</b>	<b>19,162.84</b>
<b>Total Non-Operational Expenditures</b>	<b>7,990.93</b>	<b>45,057.30</b>
<b>Total Expenses</b>	<b>\$69,491.95</b>	<b>\$409,534.93</b>
<b>Net Operating Income</b>	<b>\$ -48,572.01</b>	<b>\$71,017.71</b>
<b>Other Expenses</b>		
<b>Other Miscellaneous Expense</b>	<b>-0.03</b>	<b>1,201.24</b>

Total Other Expenses	\$ -0.03	\$1,201.24
Net Other Income	\$0.03	\$ -1,201.24
Net Income	\$ -48,571.98	\$69,816.47

Friday, Aug 21, 2015 10:14:12 AM PDT GMT-7 - Accrual Basis

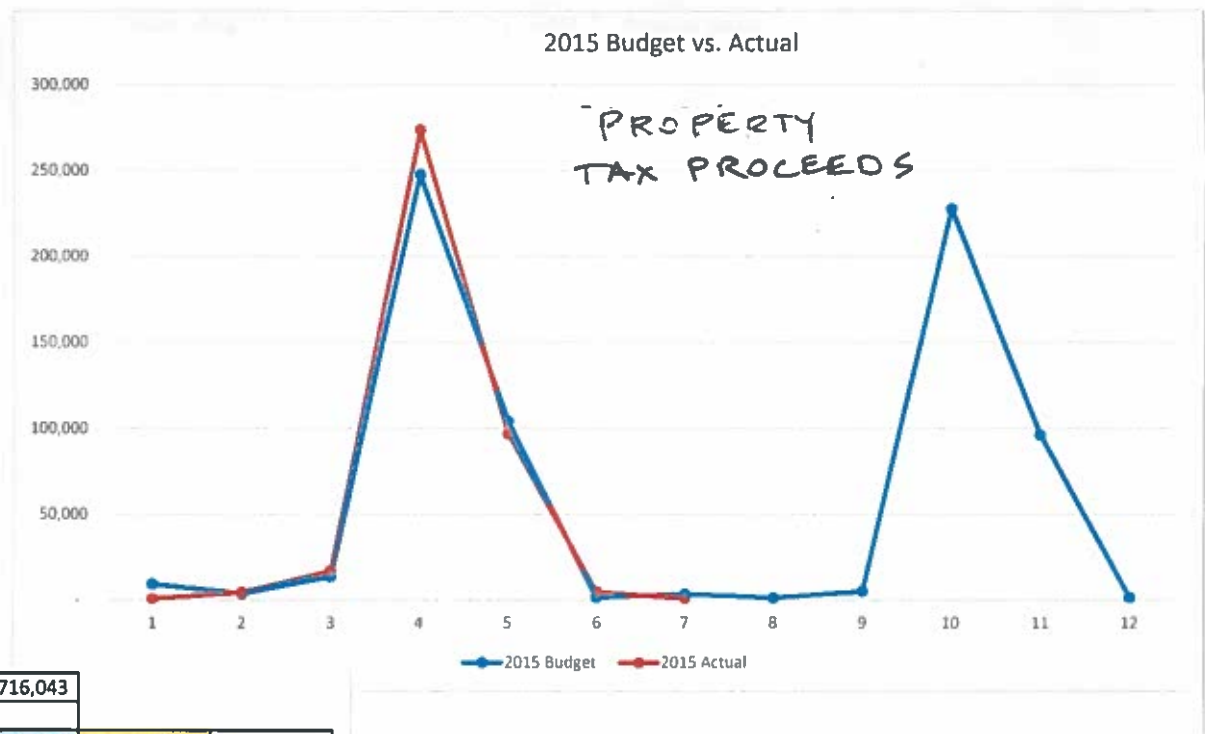
**Tukwila Pool Metropolitan Park District**  
**BUDGET VS. ACTUALS: GENERAL FUND (001) - FY15 P&L**  
 January - July, 2015

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
311.00 General Property Tax				
311.10 Real and Personal Property Tax	399,680.31	383,956.00	15,724.31	104.10 %
Total 311.00 General Property Tax	399,680.31	383,956.00	15,724.31	104.10 %
317.00 Excise Tax				
317.20 Leasehold Excise Taxes		0.00	0.00	
317.40 Timber Excise Tax		0.00	0.00	
Total 317.00 Excise Tax	0.00	0.00	0.00	0.00
330.00 Intergovernmental Revenue				
337.10 Forest Excise Tax/Private Harvest Tax		0.00	0.00	
337.20 Misc Gov't Revenue		0.00	0.00	
Total 330.00 Intergovernmental Revenue	0.00	0.00	0.00	0.00
341.70 Sales of Merchandise				
341.71 Vending Sales		875.00	-875.00	
341.72 Sales of Taxable Merchandise	70.80	1,281.00	-1,210.20	5.53 %
Total 341.70 Sales of Merchandise	70.80	2,156.00	-2,085.20	3.28 %
347.00 Cultural and Recreation				
347.31 Activity Fess (Pass Sales)	9,873.25	21,000.00	-11,126.75	47.02 %
347.32 Activity Fees (General Admissions)	16,457.72	19,831.00	-3,373.28	82.99 %
347.61 Program Fees (Swim Classes/Instruction)	34,683.58	72,387.00	-37,703.42	47.91 %
347.62 Program Fees (Exercise Classes)	896.13	1,323.00	-426.87	67.73 %
347.63 Program Fees (Camps and Special Events)	213.72	987.00	-773.28	21.65 %
Total 347.00 Cultural and Recreation	62,124.40	115,528.00	-53,403.60	53.77 %
361.90 Interest and Other Earnings				
361.10 Interest Earnings	90.75	700.00	-609.25	12.96 %
Total 361.90 Interest and Other Earnings	90.75	700.00	-609.25	12.96 %
362.00 Rents, Leases and Concessions				
362.41 Rentals (Short-Term) (One Time)	4,457.84	12,775.00	-8,317.16	34.90 %
362.42 Equipment and Locker Rentals	246.66	931.00	-684.34	26.49 %
362.51 Lease of County Land (DNR Other)		0.00	0.00	
362.52 Rentals (Long-Term) (Contracted)	11,049.08	17,500.00	-6,450.92	63.14 %
Total 362.00 Rents, Leases and Concessions	15,753.58	31,206.00	-15,452.42	50.48 %
367.10 Contributions from Private Sources	13.73	581.00	-567.27	2.36 %
369.00 Other Misc. Revenue				
369.90 Misc.	1,705.45	0.00	1,705.45	
Total 369.00 Other Misc. Revenue	1,705.45	0.00	1,705.45	0.00
386.00 Sales Tax Collected/Agency Deposits	1,113.62	0.00	1,113.62	
389.00 Other Non-Revenues		0.00	0.00	
391.90 Local Loan Program Proceeds		0.00	0.00	
395.10 Sale of Capitol Assets		0.00	0.00	
397.00 Transfer in from other Funds		0.00	0.00	
448.50 Gov't Grants		0.00	0.00	
Total Income	\$480,552.64	\$534,127.00	\$ -53,574.36	89.97 %
<b>Expenses</b>				
576.20 Operational Expenditures				
20.10 Salaries and Wages	0.00		0.00	

11.0 Wages Lifeguard	29,942.79	40,831.00	-10,888.21	73.33 %
12.0 Wages Instructor	20,579.44	20,412.00	167.44	100.82 %
13.0 Wages Head Guard	38,038.73	20,412.00	17,626.73	186.35 %
14.0 Wages Aquatics Manager	31,145.79	29,162.00	1,983.79	106.80 %
15.0 Wages Assistant Aquatics Manager	11,974.16	29,162.00	-17,187.84	41.06 %
16.0 Wages Executive Director	16,544.50	26,250.00	-9,705.50	63.03 %
17.0 Wages Maintenance	14,402.81		14,402.81	
18.0 Overtime		1,162.00	-1,162.00	
<b>Total 20.10 Salaries and Wages</b>	<b>162,628.22</b>	<b>167,391.00</b>	<b>-4,762.78</b>	<b>97.15 %</b>
<b>20.20 Personnel Benefits</b>				
21.0 FICA	12,441.93	12,824.00	-382.07	97.02 %
22.0 Unemployment	2,913.52	5,019.00	-2,105.48	58.05 %
23.0 L&I	831.32	7,280.00	-6,448.68	11.42 %
24.0 Benefits/Cafeteria Plan	500.32	12,684.00	-12,183.68	3.94 %
<b>Total 20.20 Personnel Benefits</b>	<b>16,687.09</b>	<b>37,807.00</b>	<b>-21,119.91</b>	<b>44.14 %</b>
<b>20.30 Supplies</b>				
<b>20.31 Office Supplies</b>				
31.1 Office supplies	1,092.40	1,750.00	-657.60	62.42 %
31.2 Office Furniture		287.00	-287.00	
31.3 Printing and Copying Supplies	1,660.15	1,456.00	204.15	114.02 %
31.4 Computer Supplies	599.77	2,331.00	-1,731.23	25.73 %
<b>Total 20.31 Office Supplies</b>	<b>3,352.32</b>	<b>5,824.00</b>	<b>-2,471.68</b>	<b>57.56 %</b>
<b>20.32 Program Supplies and Equipment</b>				
32.1 Exercise Classes		287.00	-287.00	
32.2 Swim Classes/Instruction	1,496.36	875.00	621.36	171.01 %
32.3 Camps and Special Events	741.39	287.00	454.39	258.32 %
<b>Total 20.32 Program Supplies and Equipment</b>	<b>2,237.75</b>	<b>1,449.00</b>	<b>788.75</b>	<b>154.43 %</b>
<b>20.33 Maintenance and Repairs Supplies</b>				
33.1 Uniforms and Clothing	13.01	1,750.00	-1,736.99	0.74 %
33.2 Pool Chemicals	5,288.04	4,662.00	626.04	113.43 %
33.3 Cleaning and Janitorial Supplies	3,331.48	1,750.00	1,581.48	190.37 %
33.4 Lifeguard Supplies and Equip.	2,849.15	581.00	2,268.15	490.39 %
33.5 Maintenance Supplies		875.00	-875.00	
<b>Total 20.33 Maintenance and Repairs Supplies</b>	<b>11,481.68</b>	<b>9,618.00</b>	<b>1,863.68</b>	<b>119.38 %</b>
<b>20.34 Miscellaneous Supplies</b>				
34.1 Supplies Purchased For Inventory/Resale		287.00	-287.00	
35.2 Small Tools and Minor Equip.	21.16	287.00	-265.84	7.37 %
<b>Total 20.34 Miscellaneous Supplies</b>	<b>21.16</b>	<b>574.00</b>	<b>-552.84</b>	<b>3.69 %</b>
<b>Total 20.30 Supplies</b>	<b>17,092.91</b>	<b>17,465.00</b>	<b>-372.09</b>	<b>97.87 %</b>
<b>20.40 Services</b>				
<b>20.41 Professional Services</b>				
41.1 IT/Computer Service	5,209.33	581.00	4,628.33	896.61 %
41.2 Transaction Services/Merchant Fees	1,658.32	2,800.00	-1,141.68	59.23 %
41.3 Legal Services	17,340.50	11,662.00	5,678.50	148.69 %
41.4 Translation Services	157.15	287.00	-129.85	54.76 %
41.5 Landscaping Services		1,456.00	-1,456.00	
41.6 Security Services	2,994.48	812.00	2,182.48	368.78 %
41.7 Bank Charges	856.13	175.00	681.13	489.22 %
41.8 Misc. Services	3,353.57	1,162.00	2,191.57	288.60 %
<b>Total 20.41 Professional Services</b>	<b>31,569.48</b>	<b>18,935.00</b>	<b>12,634.48</b>	<b>166.73 %</b>
<b>20.42 Communications</b>				
42.1 Telephone	6,374.23	2,450.00	3,924.23	260.17 %
42.2 Postage and Mailing	348.43	287.00	61.43	121.40 %

42.3 Website/Internet	1,288.02	3,500.00	-2,211.98	36.80 %
42.4 Program Advertising	4,372.34	5,537.00	-1,164.66	78.97 %
<b>Total 20.42 Communications</b>	<b>12,383.02</b>	<b>11,774.00</b>	<b>609.02</b>	<b>105.17 %</b>
20.43 Travel	55.60		55.60	
43.1 Travel/Conferences/Conventions	22.43	287.00	-264.57	7.82 %
43.2 Training	760.80	1,456.00	-695.20	52.25 %
<b>Total 20.43 Travel</b>	<b>838.83</b>	<b>1,743.00</b>	<b>-904.17</b>	<b>48.13 %</b>
20.44 Rentals and Leases				
44.1 Heavy Equipment		434.00	-434.00	
44.2 Office Equipment Leases/Rentals		175.00	-175.00	
44.3 Facility Ground Lease		6,384.00	-6,384.00	
<b>Total 20.44 Rentals and Leases</b>	<b>0.00</b>	<b>6,993.00</b>	<b>-6,993.00</b>	<b>0.00</b>
20.45 Insurance				
45.1 Liability Insurance	12,059.00	6,412.00	5,647.00	188.07 %
<b>Total 20.45 Insurance</b>	<b>12,059.00</b>	<b>6,412.00</b>	<b>5,647.00</b>	<b>188.07 %</b>
20.46 Utility				
46.1 Electrical	19,365.40	9,954.00	9,411.40	194.55 %
46.2 Gas	24,647.21	28,000.00	-3,352.79	88.03 %
46.3 Water	1,846.62	3,444.00	-1,597.38	53.62 %
46.4 Sewer	4,168.78	5,362.00	-1,193.22	77.75 %
46.5 Garbage		1,050.00	-1,050.00	
<b>Total 20.46 Utility</b>	<b>50,028.01</b>	<b>47,810.00</b>	<b>2,218.01</b>	<b>104.64 %</b>
20.47 Repairs and Maintenance				
47.1 Facility Repairs/Maintenance	12,178.48	3,500.00	8,678.48	347.96 %
47.2 Equipment Repairs/Maintenance	15,263.54	5,103.00	10,160.54	299.11 %
<b>Total 20.47 Repairs and Maintenance</b>	<b>27,442.02</b>	<b>8,603.00</b>	<b>18,839.02</b>	<b>318.98 %</b>
20.48 Miscellaneous				
48.2 Memberships and Dues	552.00	637.00	-85.00	86.66 %
48.3 Subscriptions	51.89	287.00	-235.11	18.08 %
48.4 Misc. Service	148.13	581.00	-432.87	25.50 %
Scholarship Expense	852.50		852.50	
<b>Total 20.48 Miscellaneous</b>	<b>1,604.52</b>	<b>1,505.00</b>	<b>99.52</b>	<b>106.61 %</b>
<b>Total 20.40 Services</b>	<b>135,924.88</b>	<b>103,775.00</b>	<b>32,149.88</b>	<b>130.98 %</b>
20.50 Intergovernmental Services				
51.0 External Taxes and Operating Assessments		4,928.00	-4,928.00	
52.0 Business License		287.00	-287.00	
53.0 RGRL Fee		287.00	-287.00	
54.0 Annual Permits	599.10	350.00	249.10	171.17 %
55.0 Interlocal Agreement		0.00	0.00	
<b>Total 20.50 Intergovernmental Services</b>	<b>599.10</b>	<b>5,852.00</b>	<b>-5,252.90</b>	<b>10.24 %</b>
<b>Total 576.20 Operational Expenditures</b>	<b>332,932.20</b>	<b>332,290.00</b>	<b>642.20</b>	<b>100.19 %</b>
Depreciation	31,545.43		31,545.43	
Non-Operational Expenditures				
513.20 Advisory Services				
513.21 Board of Commissioners/Meetings/Advisory	2,286.36	875.00	1,411.36	261.30 %
513.23 Public Records Request	174.11	3,500.00	-3,325.89	4.97 %
<b>Total 513.20 Advisory Services</b>	<b>2,460.47</b>	<b>4,375.00</b>	<b>-1,914.53</b>	<b>56.24 %</b>
514.00 Accounting, Audits and Election				
514.20 State Auditor	7,908.65	4,375.00	3,533.65	180.77 %
514.21 Accounting Services	12,750.00	13,181.00	-431.00	96.73 %
<b>Total 514.00 Accounting, Audits and Election</b>	<b>20,658.65</b>	<b>17,556.00</b>	<b>3,102.65</b>	<b>117.67 %</b>
586.00 Sales Tax/Agency	2,775.34		2,775.34	

591.76 Debt Service Principle				
76.71 City Bridge Loan (Principle)	0.00	70,847.00	-70,847.00	0.00 %
76.72 Loans and Bonds (Principle)	0.00	65,989.00	-65,989.00	0.00 %
Total 591.76 Debt Service Principle	0.00	136,836.00	-136,836.00	0.00 %
592.76 Debt Service Interest				
76.81 Loans and Bonds (Interest)	19,162.84	10,668.00	8,494.84	179.63 %
Total 592.76 Debt Service Interest	19,162.84	10,668.00	8,494.84	179.63 %
597.00 Transfers Out				
00.30.1 Transfer Out to Capital Improvement Fund		46,662.00	-46,662.00	
Total 597.00 Transfers Out	0.00	46,662.00	-46,662.00	0.00
Total Non-Operational Expenditures	45,057.30	216,097.00	-171,039.70	20.85 %
Total Expenses	\$409,534.93	\$548,387.00	\$ -138,852.07	74.68 %
Net Operating Income	\$71,017.71	\$ -14,260.00	\$85,277.71	-498.02 %
Other Expenses				
Other Miscellaneous Expense	1,201.24		1,201.24	
Total Other Expenses	\$1,201.24	\$0.00	\$1,201.24	0.00%
Net Other Income	\$ -1,201.24	\$0.00	\$ -1,201.24	0.00%
Net Income	\$69,816.47	\$ -14,260.00	\$84,076.47	-489.60 %



Total Budget for 2015

716,043

	Budget %	2015 Budget	2015 Actual	2015%
Jan	1.31%	9,350	996	0.14%
Feb	0.53%	3,821	4,718	0.66%
Mar	1.91%	13,705	17,170	2.40%
Apr	34.55%	247,376	273,482	38.19%
May	14.57%	104,352	97,063	13.56%
Jun	0.25%	1,778	5,021	0.70%
Jul	0.50%	3,574	1,230	0.17%
Aug	0.20%	1,460		
Sep	0.73%	5,238		
Oct	31.80%	227,700		
Nov	13.41%	96,052		
Dec	0.23%	1,637		
	100.00%	716,042	399,680	55.82%

# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: Vanessa Zaputil, Tukwila Pool Advisory Committee Chair

DATE: August 9, 2015

SUBJECT: **TPAC Committee Chair's Report**

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### **ISSUE**

Summary of the July 27 TPAC Special Meeting held at Tukwila Pool and the August TPAC Regular Meeting held at Tukwila Community Center

### **FINANCIAL IMPACT**

N/A

### **BACKGROUND**

Meeting dates: July 27 and August 1, 2015

### **DISCUSSION**

#### 1. July 27 Special Meeting

- TMPD Employee Handbook
  - Members discussed and approved forwarding a recommendation to the TPMPD Board of Commissioners to consider changes made to the proposed TPMPD Handbook.
  - Members discussed and approved suspending the quorum requirements in the TPAC bylaws due to the recent challenges of attendance by TPAC members.

#### 2. August 1 Regular Meeting

- Marketing & Staff Update:
  - Members reported on successes of "Every 3<sup>rd</sup> Saturday Events" and noted the August 15 one will be a Circus Theme.
  - Members suggested the Marketing group consider discussing signage.
  - Members were pleased to hear Assistant Manager Job interviews are scheduled
- TPAC Quorum/Attendance/Recruiting Issues.
  - TPAC Members will begin creating a TPAC Welcome Packet to inform new members of duties/meeting dates, etc It was noted that more recruiting efforts at the pool would be helpful. (Regular patrons, special events, etc)
  - TPAC Members formulated a recommendation to amend the TPAC bylaws to include an attendance requirement.
  - It was noted by Board President Kruller that the recommendation put forth at the July 27 Special Meeting to suspend bylaw requirements was not valid. TPAC

## INFORMATIONAL MEMO

### Page 2

Members formulated a new recommendation to amend the bylaws to return TPAC to 5 members.

- CIP Proposal Review TPAC
  - Members discussed the CIP priorities proposed by TPMPD Staff.
    - Flooring was identified as a top priority. Information from original contractor on warranty/guarantee necessary.
    - Lighting was re-categorized as a maintenance item and replacement of defective lightbulbs/ballasts recommended. Members noted that all fixtures were replaced in 2013 so replacement was not recommended.
    - Noise abatement and UV were lower priorities and recommended to be prioritized in relationship to a more comprehensive list.
    - TPAC Members noted that these are items that are either not budgeted for in the Lifecycle Replacement Fund (Lighting Fixtures, Noise Abatement and UV) or not scheduled for refurbishing in the next 5 years (Flooring).
- Other
  - Board President Kruller presented a Voter Fact Sheet for input

## **RECOMMENDATIONS**

1. TPAC unanimously recommends that the TPMPD Employee Handbook be forwarded on to the EDC for review by the TPMPD Commissioners with amendments as noted.
2. TPAC unanimously recommends that the quorum requirement listed in the TPAC bylaws be suspended until 2/1/16. *(This recommendation was subsequently rescinded due to questions by Board President Kruller on validity)*
3. TPAC unanimously recommends that the TPAC Bylaws be amended to add an Attendance Requirement to the TPAC Bylaws. "Any Committee Member anticipating absence from official meeting will notify chair or recording secretary at least one day in advance of the meeting. The committee may move to excuse the absence of any member that takes such notice. Any member who misses, unexcused, any 3 regular meetings in a calendar year will be subject to dismissal, special circumstances will be reviewed."
4. TPAC unanimously recommends that the TPAC Bylaws be amended to change membership from 6 members to 5 members.
5. TPAC unanimously recommends that a revised priority list be separated into CIP and Maintenance and forwarded on to the EDC for review by the TPMPD Commissioners as follows:
  1. Flooring – With follow up by original contractor for warranty/guarantee information.
  2. Lighting – Maintenance Item to replace non functioning lightbulbs/ballasts.
 TPAC further recommends, with a lower priority, a comprehensive CIP list that reflects facility items be forwarded on to TPAC.



## TUKWILA POOL ADVISORY COMMITTEE

MAY 2 2015

## FINAL MINUTES

## TUKWILA COMMUNITY CENTER MEETING ROOM "A"

Call to Order: Vanessa Zaputil 8:10

## ATTENDANCE:

TPAC: Vanessa Zaputil, Jeri Frangello-Anderson, Ellen Gengler, Sheri Barr

TP MPD Clerk: Joe Duffie

Approval of April 4 2015 Minutes: Joe made motion to accept minutes as presented, Ellen seconded.

Unanimous vote

## Business Item 1: Marketing Update

April Pools Update, very successful. Staff was very engaged and food went quick as usual. May 16<sup>th</sup> Pirates in the Pool, Kim had indicated that he was able to secure the Pirates of Puget Sound for the event, other activities will be walk the plank cannonball, sunken treasure and food. The Pirates event will be the same day as the Tukwila Recycling event at Foster. Vanessa indicated that in the past there has been discussion about working with the school district involving upcoming events coordination. Need to keep open dialogue between school district and pool. Ellen is working on swim lesson file update to be more generic. Kim is still working on website. Ellen indicated that it is very important that the software function properly to help with customer service for patrons to be able to pay and capture all the information. Need to be able to devote to fixing the problem and can't effect operations. Joe asked that the information be provided and he will check into this.

Cross marketing, SeaTac Community Center. Vanessa passed along the information to Kendell, Community Outreach for Tukwila Pool. Kendell also has been in discussion with Tukwila Community Center in regards to Camp Tukwilly and how in the past swim lessons were offered at an additional charge for camp members and would really like to see this continue. Ellen asked Joe if he could also take this task on to work with the Tukwila Community Center regarding swim lessons be offered through Camp Tukwilly.

## Business Item 2:

Aquatics Manger Report – None

### Business Item 3: Meeting Location –August forward

Vanessa indicated that starting in August, TCC will no longer be available. Joe will work on this location issue. Vanessa indicated that if TCC doesn't work out the Pool would be our second option.

### Business Item 4: TPMPD Policy Revision – TPMPD Employee Handbook: Parts 1 – 6

Policies were distributed via email to all TPAC members.

Ellen indicated that starting in the general section it states Executive Director, and currently the Pool doesn't have an Executive Director. Vanessa indicated that at the TPMPD meeting the Attorney had indicated that for all the policies he has gone through and updated for them to read "or designee". Question was raised where does Administrative Director stand in the chain of command? Regarding employee handbook can be accessed online, if not available online will need to let employees know where it can be accessed. Discussion around Sexual Harassment policy and unwelcome behavior, corrections were noted. Workplace Violence, noted change to add the word "likely". Immigration Law Compliances, question to address why removed. Employee Personnel Records, discussion around who should maintain records, changing to HR Designee would be a better choice. Question regarding the term Supervisor and what the responsibilities include. Hours and Attendance, Compensatory time off in regards to how the pool system can work with this. Working hours, add as posted at district facility. Attendance should read scheduled shift and on time. Employment practices, Customer Relations change to all our patrons. Finished with Employment Practices, will pick up at June 6<sup>th</sup> TPAC meeting to continue with Employee Handbook policies starting with Part 4 Compensation.

Next TPAC Meeting June 6 2015

Joe made motion to adjourn, Ellen seconded

Meeting Adjourned: 9:45 am

**By-Laws  
of  
Tukwila Pool Advisory Committee**

Established by Tukwila Pool Metropolitan Park District (TPMPD) Resolution Number 8, adopted on December 12, 2011.

**Article I - Name**

The name of this organization shall be officially Tukwila Pool Advisory Committee, more commonly known as TPAC.

**Article II - Purpose**

The purpose of the Tukwila Pool Metropolitan Park District's Tukwila Pool Advisory Committee shall consist primarily of advising the TPMPD Board of Commissioner on the improvement, betterment and furtherance of aquatic programs and facilities in the District and more specifically as follows:

Section 1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TPMPD limits by majority vote.

Section 2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.

Section 3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.

Section 4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.

Section 5. Promote pool gift giving, including setting standards for such gifts.

Section 6. Render any other advice and assistance related to aquatics services.

**Article III - Membership**

Section 1: The Tukwila Pool Metropolitan Park District Tukwila Pool Advisory Committee shall consist of ~~five~~ full voting members appointed by the TPMPD Board of Commissioners. No more than two members shall be non-residents. A formal process of selection shall include application to and review by the Board of Commissioners President and a background check. Appointments shall be made for the position and shall be selected on a non-discriminatory basis and without respect to political affiliations. Each committee member will hold a two year term, after the initial appointment of two member positions to a one year term.

Section 2: In addition to the appointed positions, the TPMPD Board of Commissioners will recruit and select up to two voting Student Representatives to the Tukwila Pool Advisory Committee at the beginning of the traditional school year. Student Representatives shall be residents of Tukwila and enrolled in good standing in any high school or be a high school

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Revised 08-09-15

aged student who is documented as receiving home-based instruction and will be expected to participate through the remainder of the traditional school year.

Section 3: Each individual member shall be entitled to one vote.

Section 4: One TPMPD Board Commissioner may be appointed as a non-voting liaison to the Tukwila Pool Advisory Committee.

#### **Article IV - Attendance**

Section 1: Any Committee Member anticipating absence from official meeting will notify chair or recording secretary at least one day in advance of the meeting. The committee may move to excuse the absence of any member that takes such notice.

Section 2: Any member who misses, unexcused, any 3 regular meetings in a calendar year will be subject to dismissal, special circumstances will be reviewed.

#### **Article V - Officers**

Section 1: The officers of this organization shall be a chairperson, vice-chairperson, secretary and such other officers as may be determined by the chair. .

Section 2: Nominations may be made from the floor at the election meeting with the consent of the nominee.

Section 3: Officers shall be elected by majority vote of a quorum of the committee of those present at the election meeting. The term of officers shall be for one year, or until successors have been elected, and shall begin immediately following the election meeting. Officers may be reelected.

Section 4: Vacancies shall be filled by appointment by a Committee of the whole until the next regular election.

Section 5: Members must be present at a meeting to be appointed and/or to give consent to be an officer.

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#### **Article VI - Duties of Officers**

Section 1: The Chairperson shall preside at all meetings. The Chairperson may call committee meetings and special committee meetings. The Chairperson shall appoint the chairperson of special committees, subject to ratification of the majority of the members and shall fill vacancies on said committees as they shall occur. The president shall be ex-officio member of all committees.

Section 2: The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson.

Section 3: The secretary who may or may not be a Committee member shall keep a careful record of all proceedings and shall use the same in accordance with the resolutions of the Committee. The Secretary shall send or cause to be sent notices of all meetings.

Section 4: If an officer is not fulfilling the duties of the role the officer may be removed by a vote of the Committee of the Whole and confirmed by the TPMPD Board of Commissioners.

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**Article VI - Meetings**

Section 1: The Tukwila Pool Advisory Committee shall hold at least one meeting per quarter of each year and the Committee shall keep a record of all meetings.

Section 2: The meetings shall be noticed at the Tukwila Pool, and on the Tukwila Pool web site or other places that may be appropriate. The committee shall notice all meetings in compliance with the Open Public Meeting Act of the State of Washington, as it now exists and as it may be amended from time to time.

Section 3: Regularly scheduled meetings will be held quarterly, at minimum, every third month: January, April, July and October. Meetings will be held the first Saturday of the quarter at 8:10 AM.

Section 4: Meetings of the Tukwila Pool Advisory Committee can be canceled or changed due to the meeting date falling on a Holiday or if a quorum cannot be reached on the regularly scheduled day.

Section 5: A special meeting of this organization may be called at any time. All members shall be advised by email of date, time and place of the meeting.

Section 6: All matters shall be placed on the agenda prior to the meeting by any member of the Committee or by the Secretary.

**Article VII – Quorum**

A majority of members appointed to the Tukwila Pool Advisory Committee shall constitute a quorum for the transaction of business at any meeting. The majority vote at any one meeting shall be sufficient to carry a proposition, no proxy shall be allowed. A written proxy vote is permitted for business items listed on the agenda of any regular or special scheduled meeting of the Committee of the Whole meeting

**Article VIII – Order of business**

At all regular and special meetings of the committee, the order of business shall be as follows unless otherwise determined by the Chairperson.

1. Call to Order
2. Approval of Minutes
3. Business Items
4. Committee Reports
5. Citizen Comments
6. Staff Reports
7. Other
8. Next Meeting
9. Adjournment

**Article IX - Amendments**

Amendments to this Constitution and By-laws may be made at any meeting of the general membership by a two-thirds vote of those present, after members have been notified by email that such a meeting is to take place.

**Article IX - Parliamentary Procedure**

Roberts Rules of Order, Revised, when not in conflict with these by-laws and Constitution, shall govern the proceedings of this organization.

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¶  
¶

Revised 08-09-15

## **Employee Handbook**

### Background:

The Tukwila Pool Metropolitan Park District (TPMPD) in conjunction with the Tukwila Pool Advisory Committee (TPAC), the Washington Cities Insurance Authority (WCIA), and legal counsel has been working on a number of policies and guidelines for the safe and sound operation of the pool. Among these is an important document – the Employee Handbook – designed to provide information for pool management and staff, letting people know expectations, boundaries, procedures and related guidelines.

Each of the entities above has contributed to the formation of this document, identified as Employee Handbook (Appendix A) at the August 27<sup>th</sup> meeting of the TPMPD Board of Commissioners.

### Discussion:

Are there any other stakeholders who need to have input on this document?

Are there any other revisions needed for this document to be adopted? Does the current version meet the standards of the TPMPD BoC as is?

Staff is looking for direction from the Board on next steps.

### Recommendation:

Staff recommends the Board review the most recent version of the handbook, and determine whether it is ready to be adopted.



# King County

## Department of Elections

Sherril Huff, Director

### Order of the Director

**WHEREAS**, the Board of Commissioners of the Tukwila Pool Metropolitan Park District, King County, Washington, did present on July 6, 2015, Resolution No. 2015-8, dated June 25, 2015, wherein they direct that a special election be held, pursuant to RCW 29A.04.330 for submission to the qualified voters of said jurisdiction, a proposition for their consideration; and

**WHEREAS**, said governing body states that an emergency exists and, accordingly, requests that the special election be held November 3, 2015; and

**WHEREAS**, the request is found to be in compliance with the pertinent statutes governing special elections;

**NOW, THEREFORE, BE IT ORDERED** by the Director, King County Elections, as ex-officio supervisor of elections, having deemed that an emergency exists, that a special election shall be held in the jurisdiction of the Tukwila Pool Metropolitan Park District on November 3, 2015, said election to be conducted entirely by mail for the purpose of submitting to the qualified voters of said jurisdiction the following ballot measure:

### **Tukwila Pool Metropolitan Park District Proposition No. 1**

The governing Board of Commissioners of the Tukwila Pool Metropolitan Park District currently consists of the Tukwila City Council serving in an ex officio capacity.

Shall the governing Board of Commissioners of Tukwila Pool Metropolitan Park District be changed to a five member board with directly elected Tukwila Pool Metropolitan Park District Commissioners?

Yes

No

The foregoing ballot title has been certified in accordance with RCW 29A.36.071.

**DATED** at Renton, Washington, this 14<sup>th</sup> day of August 2015.

Director, King County Elections





## King County

Department of Elections

### Key dates for the November 3, 2015, general election

- Overseas & service ballots mailed – September 18
- Last day for mail in & online voter registrations and transfers – October 5
- Local voters' pamphlet mailed – October 13
- Mail ballots mailed and available – October 14
- 24 hour drop boxes open – October 15  
*A list of 24 hour drop boxes will be available on our website no later than September 18  
[www.kingcounty.gov/elections](http://www.kingcounty.gov/elections)*
- Elections Accessible Voting Center\* opens – October 16  
**King County Elections**, 919 SW Grady Way, Renton, 98057  
*Additional information about the accessible voting center will be available on our website  
 no later than September 18: [www.kingcounty.gov/elections](http://www.kingcounty.gov/elections)*
- Last day for in-person registration for persons not currently registered in Washington – October 26
- Scheduled drop vans open – October 31  
*A list of scheduled drop vans will be available on our website no later than September 18:  
[www.kingcounty.gov/elections](http://www.kingcounty.gov/elections)*
- Other accessible voting center locations open October 31  
*A list of accessible voting center locations will be available on our website no later than  
 September 18: [www.kingcounty.gov/elections](http://www.kingcounty.gov/elections)*
- Ballots must be postmarked by November 3 or returned to a ballot drop-off location no later than 8 p.m. on November 3
- Election certified – November 24

\*An accessible voting center is a non-precinct based voting location that provides voters with disabilities the opportunity to vote in person on an accessible voting unit. This location is open to all voters.



## LETTER OF REPRESENTATION

August 10, 2015

Lorraine Nitta  
 Assistant Audit Manager  
 State Auditor's Office  
 Suite 201  
 841 Central Avenue N.  
 Kent, WA 98032-2014

To the Washington State Auditor's Office:

We are providing this letter in connection with your audit of the Tukwila Pool Metropolitan Park District for the period from September 2011 through December 31, 2014. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

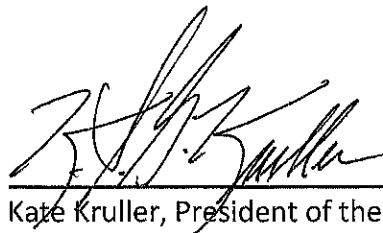
Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve a weakness, omission or misstatement of information that, in the light of surrounding circumstances, make it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the weakness, omission or misstatement.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

### **General Representations:**

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
  - a. Financial records and related data.
  - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.

- c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
  - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
  - e. Related party relationships and transactions.
  - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, such as HIPAA requirements, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
  3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
  4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
  5. Except as discussed with you, we have complied with all material aspects of laws, regulations, contracts and grant agreements.
  6. Except as discussed with you, we have established adequate procedures and controls to safeguard public resources and ensure compliance with applicable laws and regulations.
  7. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
  8. Except as reported to you in accordance with RCW 43.09.185, we have no knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others.
  9. All material transactions have been properly recorded in the financial records.



08.10.2015

Kate Kruller, President of the Board of Commissioners

## Maintenance and CIP

### Background:

At the direction of the Board of Commissioners, Staff took the recently added CIP items to TPAC for analysis.

Some items were identified for implementation right away (i.e., floors and lighting), while others need to be prioritized by the board and placed on the overall CIP list (i.e., sound abatement; locks on lockers).

### Items & Recommendations:

1. **Pool & Shower Room Floor Surface:** It has been identified that there may be a safety risk involved regarding the floor surfaces at the facility. Staff recommends that the board authorize taking action on either treating or resurfacing the pool deck and shower room floors. If approved, Staff will research the options and costs (including warranty status) and report back in September.
2. **Natatorium Lighting Replacement:** Staff learned from TPAC that the fixtures had been replaced in 2013. It has been determined that the root cause of lighting issues in the facility is the need to replace the light tubes.

The existing fluorescent tubes would be replaced by staff, renting a lift for that purpose. The pool may need to close for a day to complete this project. During this maintenance process staff will be able to confirm whether all the ballasts are functioning properly.

#### Additional considerations:

Staff contacted Seattle City Light (SCL) to discuss the option of replacing some interior lights with instant on LED replacement tubes, which fit in the existing fluorescent fixtures. LED tubes last longer and can require changing less frequently (lowering labor and equipment rental costs). Plus, SCL can provide rebates for purchasing LED tubes based upon anticipated energy savings.

Staff recommends the TPMPD Board authorize Staff to explore comparative pricing and potential costs/cost savings of light tube options prior to scheduling the lamp replacements.

### New Item

3. **New Locks on Lockers:** Locks on lockers in both changing rooms have been failing at a very high rate. The present system is manufactured in Germany and distributed through Great Britain. Local vendors say that getting replacement parts is a challenge. Staff has been researching the availability of replacement parts. Staff is also researching replacing them with new locks from a different manufacturer that would fit the current lockers.

Staff recommends that the board authorize staff to expend resources into researching available options and to obtain cost estimates.

TPAC has not had the opportunity yet to address this item. Staff does not know where this item goes in the CIP priority list. Therefore, Staff will return in September with the current, full CIP priority list, and recommendations on where this item should be prioritized on that list. Staff would then request direction from the board on priority ranking for this and other CIP items.

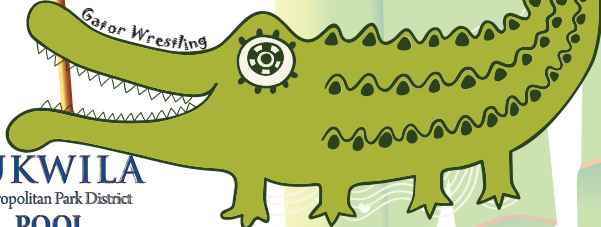
SAFARI

# SWIMMING

at the Pool



**SATURDAY  
SEPT 19**



**TUKWILA**

Metropolitan Park District

**POOL**

**Tukwila Pool / 206 267 2350**

**4414 S 144th St**

**tukwilapool.org**