

[illegible]

	<p>c. TPAC formation Attorney Brian Snure will present information regarding the proposed change to a 5-person makeup of the advisory committee.</p> <p>d. Maintenance and CIP Update – Status 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.</p> <p>(1) Pool & Shower Room Floor Surface - Armorclad (2) Natatorium Lighting Replacement</p> <p>e. Marketing for October Special Event, note upcoming events (1) [Exhibit A] October Event – ‘Pumpkin Plunge’ – Oct. 17th (2) November Event – ‘Turkey Races’ – November 21st (3) December ‘Winter Fiesta’ – December 19th</p> <p>f. Next TPMPD Executive Committee meeting is Thursday, October 8, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA 98168</p> <p>g. Next TPMPD Board of Commissioners meeting is Thursday, October 22, 2015 at 6:30 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168</p>	Pg. 40
7. MISCELLANEOUS		
8. EXECUTIVE SESSION	<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>	
9. ADJOURNMENT		

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 METROPOLITAN PARK DISTRICT

August 27, 2015 6:30 p.m.
VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

Board President Kruller called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:37 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

Noted: Commissioner Hougardy was in transit to the meeting.

Pledge of Allegiance was lead by Commissioner Ekberg.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager, Kim McCoy Administrative Director and Brian Snure, Attorney

CONSENT AGENDA

MOVED BY SEAL, SECONDED BY DUFFIE TO APPROVE THE AGENDA. MOTION CARRIED 4-0.

CITIZEN COMMENTS (*Limited to 4 minutes*)

There were no citizen comments

CONSENT AGENDA

- a. Approve past meeting minutes: 5/28/2015
- b. Approve Voucher(s) 06-09-2015, 06-16-2015, 06-26-2015

MOVED BY QUINN, SECONDED BY DUFFIE TO APPROVE THE CONSENT AGENDA AS WRITTEN. MOTION CARRIED 4-0.

REPORTS

- a. Commissioner Report

Commissioner Ekberg attended the last Saturday fun event at the pool and noted that is was well attended. Everyone seemed have a good time and the noise level was not as high as he had anticipated.

Commissioner Duffie was on the panel for the hiring of the assistant manager and asked for a report on the result of that panel.

Mr. Perkins reported that Marissa Fitzgerald was offered the position and accepted. Ms. Fitzgerald will begin working on September 1, 2015. She is an excellent choice for this position.

Board President Kruller, who was also on the panel, reported that it was a well-run application process and feels the right person was selected.

Commissioner Hougardy joined the meeting at 6:39 p.m.

b. Executive Committee

Commissioner Duffie reported that at the Executive Committee Meeting the Employee Handbook was the main topic of discussion.

c. Administrative Director

Mr. McCoy reported that August was a busy month and a few new lifeguards were hired. The agendas and policies are available on the pool website. There will be more past meetings downloaded soon.

Board President Kruller stated that due to the voucher delivery schedule, the earliest the agendas will be published is the Monday before the meeting.

Mr. McCoy continued that he will send out notices for items to be listed on the agenda about two weeks before the deadline. Mr. McCoy announced that he will be on vacation from September 3rd through 13th and will be back at work on September 14th.

Mr. McCoy showed off the new T-shirts that Mr. Perkins has ordered for the pool staff.

d. Aquatics Manager

Mr. Perkins reported that White Water will be back in September. The pool will now be making deposits on a daily basis to the bank. Mr. Perkins has been talking to the school district that is interested in setting up an aquatic therapy class; date(s) are to be determined. This class may be combined with a PE class that is starting next week. This will be a daily class during the school year. The next pool staff meeting is Wednesday at 1:00 p.m. Marissa will be introduced to the staff and she will be primarily training staff and performing community outreach.

Mr. Perkins stated that Marissa is very strong in swim lessons and training staff on how to teach swimming. She will have Thursdays and Fridays off therefore, she will be in charge on the weekends.

e. Financial Support Services – GDM Financial Solutions

(1) Balance Sheet – July 31, 2015.

Mr. Dance gave his report on the balance sheet first. The pool's cash position is good.

(2) Profit and Loss – July 2015

Mr. Dance stated that the credit card clearing has not been doing as well as expected and that was due to a bad account number which has now been corrected; however, there was more money than the pool receipts. Mr. Dance spent a lot of time tracking down where the extra was coming from. It turned out the Rec1 had a glitch and was putting money in the pool's account that actually belonged to the Acworth Football and Cheerleading Association, therefore, this money needs to be returned to them.

MOVED BY SEAL, SECOND BY HOUARDY TO CUT A CHECK AND RETURN THE MONIES ERRONEOUSLY DEPOSITED TO THE POOL'S ACCOUNT. MOTION CARRIED 5-0.

Mr. Dance will be sending Rec1 an invoice for his time in tracking down this issue. The football team is a non-profit. They had no idea where their money had gone and thanked Mr. Dance for calling their attention to this issue and returning the money to them.

Mr. Dance noted that the invoice for the land lease on the pool ground has not been received yet.

Commissioner Seal thought that this matter should be researched so the pool will not receive a large bill as a result of the lease not being paid.

Mr. Dance said the amount for the lease is already allocated and will not have a negative impact on the budget.

Board President Kruller would like to know the break even point, with all the equipment purchases and installation expenses, since taking over pool management.

f. Tukwila Pool Advisory Committee (TPAC):

- Agenda and minutes
- Chairperson report

Sheri Barr, Co-Chair of TPAC reported that the last meeting was a working meeting.

Board President Kruller stated that Mr. Snure has not reviewed the handbook as had been stated in the agenda.

Ms. Barr stated that TPAC would like to go back to five members, but there are only four members currently. There is now an attendance requirement in the by-laws of TPAC.

Commissioner Seal suggested that TPAC make a provision for members attending by phone if necessary.

Ms. Barr thought this is a good idea; however, the problem currently is members not communicating their intent to attend or not attend.

Board President Kruller attended a TPAC meeting and reported that to change the number of members a resolution would have to be passed. This needs to be researched by Mr. Snure and will be acted upon in September 2015.

TPAC recommendations are: slick pool flooring is a safety issue and needs to be addressed quickly, lighting is a maintenance issue and the noise abatement item is not a priority at this time.

BUSINESS ITEMS

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

MOVED BY DUFFIE, SECOND BY HOUGARDY TO ADOPT THE EMPLOYEE HANDBOOK.

Mr. Snure stated that although he has not thoroughly reviewed the handbook, but so far sees no issues other than housekeeping issues.

Commissioner Seal stated that the immigration section is missing.

Mr. McCoy has the red lined version of the handbook and will be sending it to Board President Kruller for distribution to the Board.

Mr. Snure will thoroughly review the handbook and give a presentation on the handbook at the next meeting.

SECOND AND MOTION TO ADOPT IS WITHDRAWN

- 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) in the packet.

- (2) Key dates for the November 3, 2015, general election (for information only)

There is a Pro Committee, no Con Committee. The website will be updated with the key dates to file for office.

- c. Washington State Auditor's Office Audit – Letter of Representation, 08-10-2015 – (For information only) formality

- 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 & Shower Room Floor Surface: Mr. Perkins is talking to the company that installed the floor for options to fix the problem and check out warranty issues.

Commissioner Duffie would like the floor repair put as a main priority.

- (2) Natatorium Lighting Replacement: replacing the bulbs, renting a lift to replacing the tubes. Explore Seattle City Lights rebates for instant on LED bulbs.

Mr. Perkins will bring prices to the Board on replacing the bulbs before a decision will be made. The issue could also be the ballast in the fixtures. He will bring costs for both to the next meeting.

- (3) New Locks on Lockers (new item)

Mr. Perkins is going to change cores on the lockers and this should fix the issues with the lockers not locking.

Mr. Perkins also commented about the sewage back up at the pool and that Valley View blew the sewer out. The issue was caused by tree roots.

- e. Marketing for September Special Event

The September Pool Event is 'Safari at the Pool' on Sept. 19th. October's Event will be the Pumpkin Plunge.

- f. Next TPMPD Executive Committee meeting is Thursday, September 10, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA 98168.

- 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. 148th Suite 100, Tukwila, WA 98168

MISCELLANEOUS

None

ADJOURNMENT

7:58 p.m. MOVED BY DUFFIE, SECONDED BY SEAL THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 5-0.

Kate Kruller, President, Board of Commissioners

Administrative Director Report 2015-09-24

Kim McCoy

We have moved from summer to the fall schedule; from a period of transition to growing more accustomed to dealing with normal aspects of daily operations, as we settle in to a framework of new policies.

Dave has done a good job of bringing in various groups for rentals. Examples include three swim teams using the pool (Whitewater Orcas; Kennedy Catholic High School; and Tukwila High School girls teams), high school PE classes; airline water survival training for pilots and crew; as well as scuba diving classes.

Yet there is still plenty to do.

Customer request – shorter family membership

A man who brings his four children to swim about 3 times a week, and who swims himself, is requesting a monthly family pass option. Others have inquired about such in the past.

Currently a 3-month family pass (2 Adults plus children) is \$342 for residents, and \$430 for non-residents

Staff recommends we add a 1-month family pass at \$124 for residents, and \$155 for non-residents

There are a few IT (Information Technology) items that need to be addressed for autumn:

1. **Firewall.** Will need to renew the SonicWall TZ 215 (network security firewall) license (expires in December). A two-year renewal (via Cascade Computer Maintenance) is most cost-effective, at \$525. At the time of installation we will also upgrade the firmware, and ensure all security updates are applied.
2. **File Server.** The Lexmark NAS (Network Attached Storage) file server has firmware and security updates to apply.

Cascade Computer Maintenance maintains these devices, and estimates up to two hours billable time (at ~\$100/hr) for the SonicWall and Lexmark updates combined.

Staff recommends firewall license renewal, and that the file server be updated at the same time as the firewall this autumn.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/02/2015

Total Amount: \$866.60

Control Total: 2

Payment Method: WARRANT

District Name: Tukwilla Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20150901150919.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Alan Dance

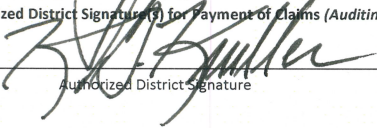
Email Address: TPMPD@forprivateclients.com

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)):

	09-09-2015		
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

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwilla Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20150901150919.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTURY LINK			20150816	08/16/2015	\$102.50	
WATER DISTRICT NO. 125			20150820	08/20/2015	\$764.10	

**Tukwila Pool Metropolitan Park District
Transaction Report**

All Dates

Date	Num	Name	Memo/Description	Split	Amount
08/16/2015	20150816	Century Link	August Business Line Charge	42.1 Operational Expenditures: Services: Communications: Telephone	102.50
08/20/2015	20150820	Water District No. 125	Water Usage Bill	46.3 Operational Expenditures: Services: Utility: Water	764.10
TOTAL					\$ 866.60



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/14/2015
 Total Amount: \$4,606.37
 Control Total: 5
 Payment Method: WARRANT

District Name: Tukwilla Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20150910120538.csv
 Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Alan Dance

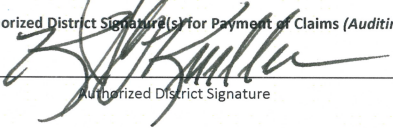
Email Address: TPMPD@forprivateclients.com

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>09-10-2015</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

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwilla Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20150910120538.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES, INC			9459	08/31/2015	\$125.27	
PUGET SOUND ENERGY			20150824	08/24/2015	\$3,086.19	
REC1			REC1-005403	09/01/2015	\$146.21	
SEATTLE CITY LIGHT			20150914	08/24/2015	\$1,206.65	
WALTER E NELSON CO			499040	08/25/2015	\$42.05	

**Tukwila Pool Metropolitan Park District
Transaction Report**
All Dates

Date	Num	Name	Memo/Description	Split	Amount
08/31/2015	9459	Aquatic Specialty Services, Inc	AquaPerl	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	125.27
08/24/2015	20150824	Puget Sound Energy	Natural gas charges	46.2 Operational Expenditures:Services:Utility:Gas	3086.19
09/01/2015	REC1-005403	REC1	Software fees	41.2 Operational Expenditures:Services:Professional Services:Transaction Services/Merchant Fees	146.21
08/24/2015	20150914	Seattle City Light	Energy bill	46.1 Operational Expenditures:Services:Utility:Electrical	1206.65
08/25/2015	499040	Walter E. Nelson Co.	36" HD curved floor squeegee	33.3 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Cleaning and Janitorial Supplies	42.05
TOTAL					<u>\$ 4,606.37</u>



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/17/2015
 Total Amount: \$1,644.48
 Control Total: 5
 Payment Method: WARRANT

District Name: Tukwilla Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20150914135331.csv
 Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Alan R Dance

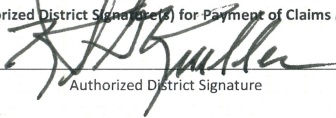
Email Address: TPMPD@forprivateclients.com

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 Signatory for Payment of Claims (Auditing Officer(s) or Board Member(s)):

	<u>9-14-2015</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

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Date Processed: _____

**Tukwila Pool Metropolitan Park District
Transaction Report
All Dates**

Date	Num	Name	Memo/Description	Split	Amount
08/31/2015	3240114	Airgas National Carbonation	Carbon Dioxide Liquidator I	33.2 Operational Expenditures:Supplies:Maintenance and Repairs:Supplies:Pool Chemicals	78.31
08/28/2015	20150828	Comcast	Aug High speed internet charge	42.3 Operational Expenditures:Services:Communications:Website/Internet	157.11
09/03/2015	13263776	Electric Lightwave	Account Maintenance Charge	42.1 Operational Expenditures:Services:Communications:Telephone	7.06
09/09/2015	3048	Lady of Letters, Inc	Meeting room rental charge	513.21 Non-Operational Expenditures:Advisory Services:Board of Commissioners/Meetings/Advisory	258.00
09/01/2015	20150901	Snure Law Office, PSC	5.2 Hours of Attorney Services	41.3 Operational Expenditures:Services:Professional Services:Legal Services	1,144.00
TOTAL					\$ 1,644.48



Special District Voucher Approval Document

KC v2.0

District Name: Tukwilla Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20150914135331.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			32401114	08/31/2015	\$78.31	
COMCAST			20150828-02	08/28/2015	\$157.11	
ELECTRIC LIGHTWAVE			13263776	09/03/2015	\$7.06	
LADY OF LETTERS, INC			3048	09/09/2015	\$258.00	
SNURE LAW OFFICE, PSC			20150901-02	09/01/2015	\$1,144.00	



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/22/2015

Total Amount: \$1,296.24

Control Total: 4

Payment Method: WARRANT

District Name: Tukwilla Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20150918105642.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Alan R Dance

Email Address: TPMPD@forprivateclients.com

PAYMENT CERTIFICATION

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)):

[Signature] 10-18-2015
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: _____

Tukwila Pool Metropolitan Park District
Transaction Report
 All Dates

Date	Num	Name	Memo/Description	Split	Amount
09/09/2015	32418127	Algus National Carbonation	CO2 Data Batch	33.2 Operational Expenditures:Supplies:Maintenance and Repairs:Supplies:Pool Chemicals	132.99
08/12/2015	9332	Aquatic Specialty Services, Inc	Monthly Service agreement to Cle in Probes/ Calibration/Standardized/ Chemical tested	47.2 Operational Expenditures:Services:Repairs and Maintenance:Equipment Repairs:Maintenance	164.25
09/04/2015	95394535	Ricoh USA, Inc.	Sept. Copier & Printer Monthly Re it	31.3 Operational Expenditures:Supplies:Office Supplies:Printing and Copying:Supplies	236.70
09/10/2015	L110430	State Auditor's Office	8.5 Hours of Audit Services	514.20 Non-Operational Expenditures:Accounting, Audits and Election:State Auditor	762.30
TOTAL \$					1,296.24



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20150918105642.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			32416127	09/09/2015	\$132.99	
AQUATIC SPECIALTY SERVICES, INC			9332	08/12/2015	\$164.25	
RICOH USA, INC.			95394535	09/04/2015	\$236.70	
STATE AUDITOR'S			L110430	09/10/2015	\$762.30	

Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of August 31, 2015

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
US Bank (King County) - 2969	93,741.70
US Bank Deposit Acct - 8744	77,983.31
US Bank Payroll - 5669	43,770.37
US Bank Sweep Acct - 7414	0.00
Total Bank Accounts	\$215,495.38
Other current assets	
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	-23,478.98
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
TPMPD Scholarship Fund (US Bank 8744)	10,000.00
Total Other current assets	\$ -13,328.98
Total Current Assets	\$202,166.40
Fixed Assets	
Accumulated Depreciation	-252,363.31
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
Total Fixed Assets	\$1,810,658.68
Other Assets	
CIP Reserve (US Bank 8744)	140,000.00
Total Other Assets	\$140,000.00
TOTAL ASSETS	\$2,152,825.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,562.18
Total Accounts Payable	\$5,562.18
Credit Cards	
US Bank Dave CC - 2990	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
Deferred Revenue	0.00
Payroll Liabilities	
Employee Withholdings	

Federal Tax	0.00
FICA	0.00
L&I	249.95
Total Employee Withholdings	249.95
L&I Payable	375.44
Total Payroll Liabilities	625.39
Uncashed Payroll Checks	983.36
Unearned Revenue	1,089.06
Total Other Current Liabilities	\$2,697.81
Total Current Liabilities	\$8,259.99
Long-Term Liabilities	
Bond Payable	753,684.31
Bridge Loan Payable	862,634.14
Total Long-Term Liabilities	\$1,616,318.45
Total Liabilities	\$1,624,578.44
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	30,231.43
Total Equity	\$528,246.64
TOTAL LIABILITIES AND EQUITY	\$2,152,825.08

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Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

August 2015

	TOTAL	
	AUG 2015	JAN - AUG, 2015 (YTD)
Income		
311.00 General Property Tax		
311.10 Real and Personal Property Tax	2,716.20	402,396.51
Total 311.00 General Property Tax	2,716.20	402,396.51
341.70 Sales of Merchandise		
341.72 Sales of Taxable Merchandise	53.87	124.67
Total 341.70 Sales of Merchandise	53.87	124.67
347.00 Cultural and Recreation		
347.31 Activity Fess (Pass Sales)	1,546.37	11,419.62
347.32 Activity Fees (General Admissions)	4,545.02	21,002.74
347.61 Program Fees (Swim Classes/Instruction)	11,346.17	46,029.75
347.62 Program Fees (Exercise Classes)	62.00	958.13
347.63 Program Fees (Camps and Special Events)	2.74	216.46
Total 347.00 Cultural and Recreation	17,502.30	79,626.70
361.90 Interest and Other Earnings		
361.10 Interest Earnings		90.75
Total 361.90 Interest and Other Earnings	0.00	90.75
362.00 Rents, Leases and Concessions		
362.41 Rentals (Short-Term) (One Time)	4,198.50	8,656.34
362.42 Equipment and Locker Rentals		246.66
362.52 Rentals (Long-Term) (Contracted)		11,049.08
Total 362.00 Rents, Leases and Concessions	4,198.50	19,952.08
367.10 Contributions from Private Sources		13.73
369.00 Other Misc. Revenue		
369.90 Misc.	617.96	2,323.41
Total 369.00 Other Misc. Revenue	617.96	2,323.41
386.00 Sales Tax Collected/Agency Deposits	410.86	1,524.48
Total Income	\$25,499.69	\$506,052.33
Expenses		
576.20 Operational Expenditures		
20.10 Salaries and Wages	1,350.38	1,350.38
11.0 Wages Lifeguard	9,969.33	39,912.12
12.0 Wages Instructor	7,069.38	27,648.82
13.0 Wages Head Guard	2,567.00	40,605.73
14.0 Wages Aquatics Manager	4,791.66	35,937.45
15.0 Wages Assistant Aquatics Manager	649.63	12,623.79
16.0 Wages Executive Director	4,465.00	21,009.50
17.0 Wages Maintenance	5,423.90	19,826.71
Total 20.10 Salaries and Wages	36,286.28	198,914.50
20.20 Personnel Benefits		

21.0 FICA	2,775.94	15,217.87
22.0 Unemployment	623.43	3,536.95
23.0 L&I	196.72	1,028.04
24.0 Benefits/Cafeteria Plan		500.32
Total 20.20 Personnel Benefits	3,596.09	20,283.18
20.30 Supplies		
20.31 Office Supplies		
31.1 Office supplies	100.39	1,221.18
31.3 Printing and Copying Supplies	236.70	1,936.24
31.4 Computer Supplies		687.36
Total 20.31 Office Supplies	337.09	3,844.78
20.32 Program Supplies and Equipment		
32.2 Swim Classes/Instruction		1,496.36
32.3 Camps and Special Events	120.65	936.38
Total 20.32 Program Supplies and Equipment	120.65	2,432.74
20.33 Maintenance and Repairs Supplies		
33.1 Uniforms and Clothing	927.47	940.48
33.2 Pool Chemicals	1,885.77	7,173.81
33.3 Cleaning and Janitorial Supplies	111.80	3,443.28
33.4 Lifeguard Supplies and Equip.		2,849.15
Total 20.33 Maintenance and Repairs Supplies	2,925.04	14,406.72
20.34 Miscellaneous Supplies		
35.2 Small Tools and Minor Equip.		21.16
Total 20.34 Miscellaneous Supplies	0.00	21.16
Total 20.30 Supplies	3,382.78	20,705.40
20.40 Services		
20.41 Professional Services		
41.1 IT/Computer Service	197.01	5,623.15
41.2 Transaction Services/Merchant Fees	1,107.93	2,766.25
41.3 Legal Services	319.00	17,659.50
41.4 Translation Services		157.15
41.6 Security Services		2,994.48
41.7 Bank Charges	153.32	1,009.45
41.8 Misc. Services	418.58	3,772.15
Total 20.41 Professional Services	2,195.84	33,982.13
20.42 Communications		
42.1 Telephone	102.50	6,476.73
42.2 Postage and Mailing	4.41	352.84
42.3 Website/Internet	157.11	2,105.13
42.4 Program Advertising		4,372.34
Total 20.42 Communications	264.02	13,307.04
20.43 Travel		55.60
43.1 Travel/Conferences/Conventions		22.43
43.2 Training		760.80
Total 20.43 Travel	0.00	838.83
20.45 Insurance		
45.1 Liability Insurance	361.39	12,420.39

Total 20.45 Insurance	361.39	12,420.39
20.46 Utility		
46.1 Electrical	1,206.65	20,572.05
46.2 Gas	3,086.19	27,733.40
46.3 Water	764.10	2,610.72
46.4 Sewer		4,168.78
Total 20.46 Utility	5,056.94	55,084.95
20.47 Repairs and Maintenance		
47.1 Facility Repairs/Maintenance		12,298.82
47.2 Equipment Repairs/Maintenance		15,263.54
Total 20.47 Repairs and Maintenance	0.00	27,562.36
20.48 Miscellaneous		
48.2 Memberships and Dues		552.00
48.3 Subscriptions		51.89
48.4 Misc. Service	116.21	264.34
Scholarship Expense		852.50
Total 20.48 Miscellaneous	116.21	1,720.73
Total 20.40 Services	7,994.40	144,916.43
20.50 Intergovernmental Services		
54.0 Annual Permits		599.10
Total 20.50 Intergovernmental Services	0.00	599.10
Total 576.20 Operational Expenditures	51,259.55	385,418.61
Depreciation	4,506.49	36,051.92
Non-Operational Expenditures		
513.20 Advisory Services		
513.21 Board of Commissioners/Meetings/Advisory	386.00	2,672.36
513.23 Public Records Request		174.11
Total 513.20 Advisory Services	386.00	2,846.47
514.00 Accounting, Audits and Election		
514.20 State Auditor	4,267.90	12,176.55
514.21 Accounting Services	1,446.00	14,196.00
Total 514.00 Accounting, Audits and Election	5,713.90	26,372.55
586.00 Sales Tax/Agency	539.76	3,315.10
591.76 Debt Service Principle		
76.71 City Bridge Loan (Principle)		0.00
76.72 Loans and Bonds (Principle)		0.00
Total 591.76 Debt Service Principle	0.00	0.00
592.76 Debt Service Interest	1,452.17	1,452.17
76.81 Loans and Bonds (Interest)		19,162.84
Total 592.76 Debt Service Interest	1,452.17	20,615.01
Total Non-Operational Expenditures	8,091.83	53,149.13
Total Expenses	\$63,857.87	\$474,619.66
Net Operating Income	\$ -38,358.18	\$31,432.67
Other Expenses		
Other Miscellaneous Expense		1,201.24

Total Other Expenses	\$0.00	\$1,201.24
Net Other Income	\$0.00	\$ -1,201.24
Net Income	\$ -38,358.18	\$30,231.43

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

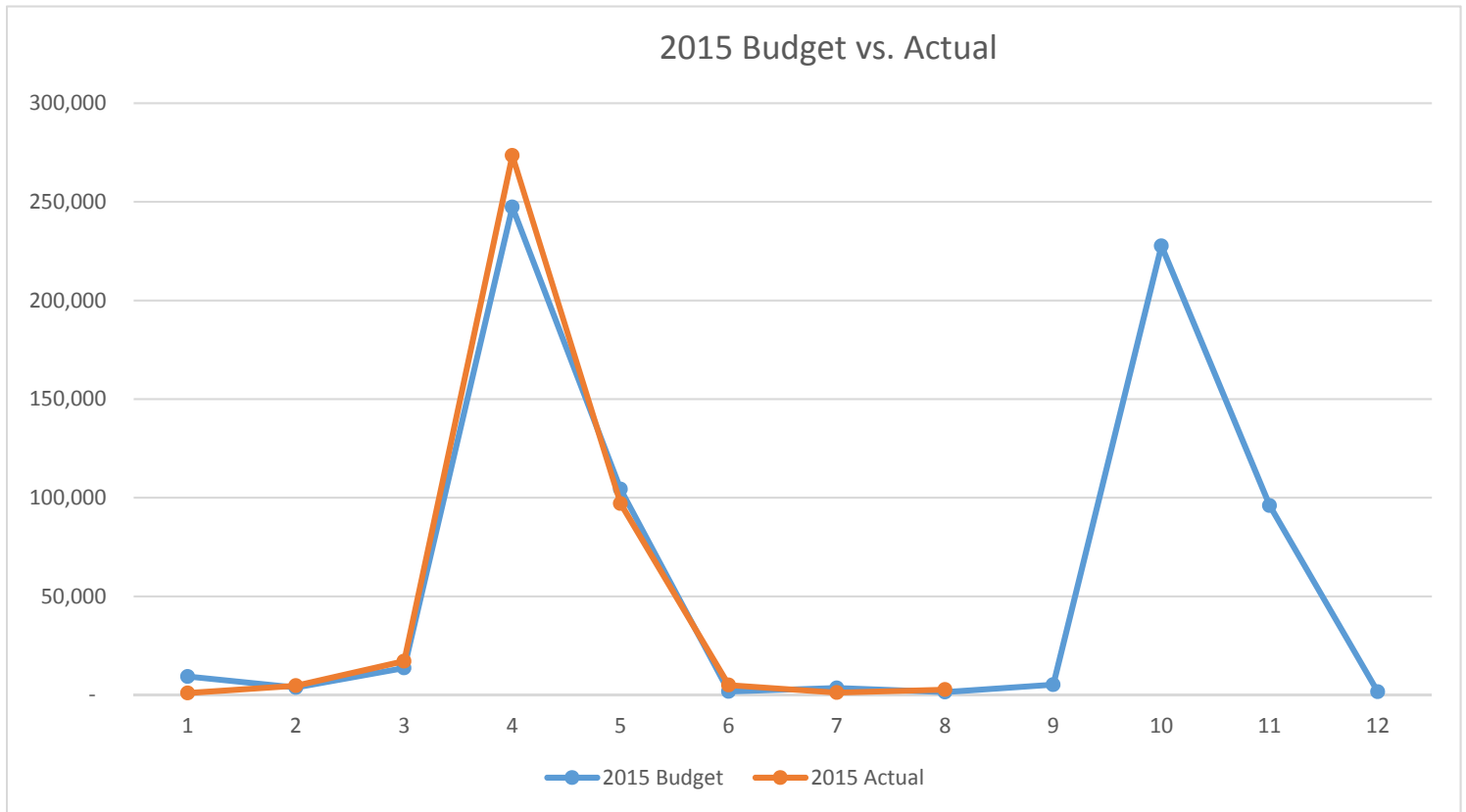
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
311.00 General Property Tax				
311.10 Real and Personal Property Tax	402,396.51	385,416.00	16,980.51	104.41 %
Total 311.00 General Property Tax	402,396.51	385,416.00	16,980.51	104.41 %
317.00 Excise Tax				
317.20 Leasehold Excise Taxes		0.00	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		1,000.00	-1,000.00	
341.72 Sales of Taxable Merchandise	124.67	1,464.00	-1,339.33	8.52 %
Total 341.70 Sales of Merchandise	124.67	2,464.00	-2,339.33	5.06 %
347.00 Cultural and Recreation				
347.31 Activity Fess (Pass Sales)	11,419.62	24,000.00	-12,580.38	47.58 %
347.32 Activity Fees (General Admissions)	21,002.74	22,664.00	-1,661.26	92.67 %
347.61 Program Fees (Swim Classes/Instruction)	46,029.75	82,728.00	-36,698.25	55.64 %
347.62 Program Fees (Exercise Classes)	958.13	1,512.00	-553.87	63.37 %
347.63 Program Fees (Camps and Special Events)	216.46	1,128.00	-911.54	19.19 %
Total 347.00 Cultural and Recreation	79,626.70	132,032.00	-52,405.30	60.31 %
361.90 Interest and Other Earnings				
361.10 Interest Earnings	90.75	800.00	-709.25	11.34 %
Total 361.90 Interest and Other Earnings	90.75	800.00	-709.25	11.34 %
362.00 Rents, Leases and Concessions				
362.41 Rentals (Short-Term) (One Time)	8,656.34	14,600.00	-5,943.66	59.29 %
362.42 Equipment and Locker Rentals	246.66	1,064.00	-817.34	23.18 %
362.51 Lease of County Land (DNR Other)		0.00	0.00	
362.52 Rentals (Long-Term) (Contracted)	11,049.08	20,000.00	-8,950.92	55.25 %
Total 362.00 Rents, Leases and Concessions	19,952.08	35,664.00	-15,711.92	55.94 %
367.10 Contributions from Private Sources	13.73	664.00	-650.27	2.07 %
369.00 Other Misc. Revenue				
369.90 Misc.	2,323.41	0.00	2,323.41	
Total 369.00 Other Misc. Revenue	2,323.41	0.00	2,323.41	0.00
386.00 Sales Tax Collected/Agency Deposits	1,524.48	0.00	1,524.48	
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	\$506,052.33	\$557,040.00	\$ -50,987.67	90.85 %
Expenses				
576.20 Operational Expenditures				
20.10 Salaries and Wages	1,350.38		1,350.38	

11.0 Wages Lifeguard	39,912.12	46,664.00	-6,751.88	85.53 %
12.0 Wages Instructor	27,648.82	23,328.00	4,320.82	118.52 %
13.0 Wages Head Guard	40,605.73	23,328.00	17,277.73	174.06 %
14.0 Wages Aquatics Manager	35,937.45	33,328.00	2,609.45	107.83 %
15.0 Wages Assistant Aquatics Manager	12,623.79	33,328.00	-20,704.21	37.88 %
16.0 Wages Executive Director	21,009.50	30,000.00	-8,990.50	70.03 %
17.0 Wages Maintenance	19,826.71		19,826.71	
18.0 Overtime		1,328.00	-1,328.00	
Total 20.10 Salaries and Wages	198,914.50	191,304.00	7,610.50	103.98 %
20.20 Personnel Benefits				
21.0 FICA	15,217.87	14,656.00	561.87	103.83 %
22.0 Unemployment	3,536.95	5,736.00	-2,199.05	61.66 %
23.0 L&I	1,028.04	8,320.00	-7,291.96	12.36 %
24.0 Benefits/Cafeteria Plan	500.32	14,496.00	-13,995.68	3.45 %
Total 20.20 Personnel Benefits	20,283.18	43,208.00	-22,924.82	46.94 %
20.30 Supplies				
20.31 Office Supplies				
31.1 Office supplies	1,221.18	2,000.00	-778.82	61.06 %
31.2 Office Furniture		328.00	-328.00	
31.3 Printing and Copying Supplies	1,936.24	1,664.00	272.24	116.36 %
31.4 Computer Supplies	687.36	2,664.00	-1,976.64	25.80 %
Total 20.31 Office Supplies	3,844.78	6,656.00	-2,811.22	57.76 %
20.32 Program Supplies and Equipment				
32.1 Exercise Classes		328.00	-328.00	
32.2 Swim Classes/Instruction	1,496.36	1,000.00	496.36	149.64 %
32.3 Camps and Special Events	936.38	328.00	608.38	285.48 %
Total 20.32 Program Supplies and Equipment	2,432.74	1,656.00	776.74	146.90 %
20.33 Maintenance and Repairs Supplies				
33.1 Uniforms and Clothing	940.48	2,000.00	-1,059.52	47.02 %
33.2 Pool Chemicals	7,173.81	5,328.00	1,845.81	134.64 %
33.3 Cleaning and Janitorial Supplies	3,443.28	2,000.00	1,443.28	172.16 %
33.4 Lifeguard Supplies and Equip.	2,849.15	664.00	2,185.15	429.09 %
33.5 Maintenance Supplies		1,000.00	-1,000.00	
Total 20.33 Maintenance and Repairs Supplies	14,406.72	10,992.00	3,414.72	131.07 %
20.34 Miscellaneous Supplies				
34.1 Supplies Purchased For Inventory/Resale		328.00	-328.00	
35.2 Small Tools and Minor Equip.	21.16	328.00	-306.84	6.45 %
Total 20.34 Miscellaneous Supplies	21.16	656.00	-634.84	3.23 %
Total 20.30 Supplies	20,705.40	19,960.00	745.40	103.73 %
20.40 Services				
20.41 Professional Services				
41.1 IT/Computer Service	5,623.15	664.00	4,959.15	846.86 %
41.2 Transaction Services/Merchant Fees	2,766.25	3,200.00	-433.75	86.45 %
41.3 Legal Services	17,659.50	13,328.00	4,331.50	132.50 %
41.4 Translation Services	157.15	328.00	-170.85	47.91 %
41.5 Landscaping Services		1,664.00	-1,664.00	
41.6 Security Services	2,994.48	928.00	2,066.48	322.68 %
41.7 Bank Charges	1,009.45	200.00	809.45	504.73 %
41.8 Misc. Services	3,772.15	1,328.00	2,444.15	284.05 %
Total 20.41 Professional Services	33,982.13	21,640.00	12,342.13	157.03 %
20.42 Communications				
42.1 Telephone	6,476.73	2,800.00	3,676.73	231.31 %
42.2 Postage and Mailing	352.84	328.00	24.84	107.57 %

42.3 Website/Internet	2,105.13	4,000.00	-1,894.87	52.63 %
42.4 Program Advertising	4,372.34	6,328.00	-1,955.66	69.10 %
Total 20.42 Communications	13,307.04	13,456.00	-148.96	98.89 %
20.43 Travel	55.60		55.60	
43.1 Travel/Conferences/Conventions	22.43	328.00	-305.57	6.84 %
43.2 Training	760.80	1,664.00	-903.20	45.72 %
Total 20.43 Travel	838.83	1,992.00	-1,153.17	42.11 %
20.44 Rentals and Leases				
44.1 Heavy Equipment		496.00	-496.00	
44.2 Office Equipment Leases/Rentals		200.00	-200.00	
44.3 Facility Ground Lease		7,296.00	-7,296.00	
Total 20.44 Rentals and Leases	0.00	7,992.00	-7,992.00	0.00
20.45 Insurance				
45.1 Liability Insurance	12,420.39	7,328.00	5,092.39	169.49 %
Total 20.45 Insurance	12,420.39	7,328.00	5,092.39	169.49 %
20.46 Utility				
46.1 Electrical	20,572.05	11,376.00	9,196.05	180.84 %
46.2 Gas	27,733.40	32,000.00	-4,266.60	86.67 %
46.3 Water	2,610.72	3,936.00	-1,325.28	66.33 %
46.4 Sewer	4,168.78	6,128.00	-1,959.22	68.03 %
46.5 Garbage		1,200.00	-1,200.00	
Total 20.46 Utility	55,084.95	54,640.00	444.95	100.81 %
20.47 Repairs and Maintenance				
47.1 Facility Repairs/Maintenance	12,298.82	4,000.00	8,298.82	307.47 %
47.2 Equipment Repairs/Maintenance	15,263.54	5,832.00	9,431.54	261.72 %
Total 20.47 Repairs and Maintenance	27,562.36	9,832.00	17,730.36	280.33 %
20.48 Miscellaneous				
48.2 Memberships and Dues	552.00	728.00	-176.00	75.82 %
48.3 Subscriptions	51.89	328.00	-276.11	15.82 %
48.4 Misc. Service	264.34	664.00	-399.66	39.81 %
Scholarship Expense	852.50		852.50	
Total 20.48 Miscellaneous	1,720.73	1,720.00	0.73	100.04 %
Total 20.40 Services	144,916.43	118,600.00	26,316.43	122.19 %
20.50 Intergovernmental Services				
51.0 External Taxes and Operating Assessments		5,632.00	-5,632.00	
52.0 Business License		328.00	-328.00	
53.0 RGRL Fee		328.00	-328.00	
54.0 Annual Permits	599.10	400.00	199.10	149.78 %
55.0 Interlocal Agreement		0.00	0.00	
Total 20.50 Intergovernmental Services	599.10	6,688.00	-6,088.90	8.96 %
Total 576.20 Operational Expenditures	385,418.61	379,760.00	5,658.61	101.49 %
Depreciation	36,051.92		36,051.92	
Non-Operational Expenditures				
513.20 Advisory Services				
513.21 Board of Commissioners/Meetings/Advisory	2,672.36	1,000.00	1,672.36	267.24 %
513.23 Public Records Request	174.11	4,000.00	-3,825.89	4.35 %
Total 513.20 Advisory Services	2,846.47	5,000.00	-2,153.53	56.93 %
514.00 Accounting, Audits and Election				
514.20 State Auditor	12,176.55	5,000.00	7,176.55	243.53 %
514.21 Accounting Services	14,196.00	15,064.00	-868.00	94.24 %
Total 514.00 Accounting, Audits and Election	26,372.55	20,064.00	6,308.55	131.44 %
586.00 Sales Tax/Agency	3,315.10		3,315.10	

591.76 Debt Service Principle				
76.71 City Bridge Loan (Principle)	0.00	80,968.00	-80,968.00	0.00 %
76.72 Loans and Bonds (Principle)	0.00	75,416.00	-75,416.00	0.00 %
Total 591.76 Debt Service Principle	0.00	156,384.00	-156,384.00	0.00 %
592.76 Debt Service Interest	1,452.17		1,452.17	
76.81 Loans and Bonds (Interest)	19,162.84	12,135.00	7,027.84	157.91 %
Total 592.76 Debt Service Interest	20,615.01	12,135.00	8,480.01	169.88 %
597.00 Transfers Out				
00.30.1 Transfer Out to Capital Improvement Fund		53,328.00	-53,328.00	
Total 597.00 Transfers Out	0.00	53,328.00	-53,328.00	0.00
Total Non-Operational Expenditures	53,149.13	246,911.00	-193,761.87	21.53 %
Total Expenses	\$474,619.66	\$626,671.00	\$ -152,051.34	75.74 %
Net Operating Income	\$31,432.67	\$ -69,631.00	\$101,063.67	-45.14 %
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	\$30,231.43	\$ -69,631.00	\$99,862.43	-43.42 %

Friday, Sep 18, 2015 08:51:11 AM PDT GMT-7 - Accrual Basis



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	2,716	0%
Sep	0.73%	5,238		
Oct	31.80%	227,700		
Nov	13.41%	96,052		
Dec	0.23%	1,637		
	100.00%	716,042	402,397	56.20%

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: Vanessa Zaputil, Tukwila Pool Advisory Committee Chair

DATE: Sept. 16, 2015

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

ISSUE

Summary of the September TPAC Regular Meeting held at Tukwila Community Center

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date: Sept.12, 2015

DISCUSSION

1. Sept.12 Regular Meeting

- Marketing Update:
 - Members reported on their continued involvement in the “Every 3rd Saturday Events” and noted the Sept. 19 one will be a Safari Theme.
 - It was suggested that flyers be more strategically and centrally placed within the facility, possibly utilizing more of the acrylic holders for various marketing materials.
 - It was noted that better communication to lap swimmers regarding lane availability would help patron relations.
 - Members were pleased with the continued collaboration with the schools.
- Staff Update
 - Members request that one of the three FT staff members be present at TPAC meetings.
- TPAC Recruiting and Welcome Packet Update
 - Members discussed content, timeframe and implementation of welcome packet for new TPAC members. A rough draft will be discussed at the October TPAC meeting.
- Policy review
 - #345 Sponsorship & Advertising
 - Increase positive verbiage
 - Clarify definitions and distinctions for sponsorship and advertising

TUKWILA POOL ADVISORY COMMITTEE

August 1, 2015

Tukwila Community Center, Meeting Room B

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

TPMPD President: Kate Kruller

Administrative Director: Kim McCoy

Guests: Dave Puki, Diane Myers

Call to Order: Vanessa Zaputil, 8:12am

Approval of Special Meeting Minutes July 27, 2015

Ellen made motion to accept minutes as presented, Jeri seconded. Unanimous

Business Item 1) Marketing Update – Jeri

July Event Cardboard Boat Race – Recap – Very fun event and patrons are looking forward to next year. August 15th 3rd Saturday Pool Event – Circus at the Pool – This month's event will feature a jump through ring of fire contest, circus sea animal race contest. Sheri will be providing the fruit, Diane to pick up cake and ice. Prizes will be awarded. Volunteers for the event are Sheri, Diane, Jeri and Ellen. Decorations have been ordered and are the pool for posting. Diane Myers will be creating the ring of fire hoop. Kat Neuffer will be wearing morph suit. Kendell is doing an awesome job with community outreach, free plug for the Tukwila Pool in the Sea-Tac Fall Guide. Dave will be working with Paul at the pool to write an article for the Tukwila Reporter, possibly monthly. Dave Perkins also working on staff photo posting in the lobby. New parks and rec guide is out. Vanessa indicated the Wednesday Park at the event was very well attended. Signage might be something the Marketing Club will address since the main comment has been that citizens aren't aware there is a pool.

Business Item 2) Staff Report – Kim McCoy

Interviews for Assistant Manager will start on Wednesday August 5th. There are some internal and external candidates. Documents directory for posting to website TPAC past and present meeting minutes and agendas. Registration for swim lessons and rentals going well. There have been a couple of pool closures recently due to contamination. They will be purchasing 4 and under swim garments to help elevate the closures. Still working out all the details on how to implement. Sheri indicated that better education for staff regarding closures might be helpful to offer better customer service to patrons.

Business Item 3) TPAC Member Recruiting/Quorum

Quorum requirements were suspended at the July 27th Special Meeting through February 2016. How to better recruit members to TPAC. Sheri indicated that she was not aware that what was required when volunteering for TPAC. Developing a welcome packet for new members so that they are aware of what is expected would be helpful. Better posting for volunteer opportunities would be helpful. Kate indicated that suspending the quorum in the by-laws may not be correct. Quorum suspension from the July 27th meeting is not valid; the By-law language will need to be changed. Discussion regarding eliminating quorum in the by-laws or adding un-excused absence clause. Ellen made motion to add

attendance to by-laws “Any commissioner anticipating absence from official meeting will notify chair or recording secretary at least one date in advance of the meeting. The commission 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.” Sheri seconded. Unanimous vote

Quorum – Ellen made motion to amend the membership clause in the TPAC By-laws to read instead of 6, to read 5 members. Jeri seconded

Ellen and Sheri to work on TPAC welcome packet and what this would look like for new TPAC members and present to members at next meeting.

Business Item 4) CIP Priority List Review

Flooring, Lighting, Noise Abatement and UV Water Treatment

The list was presented to the board commissioners at the last meeting and Vanessa asked to have it vetted through TPAC to be consistent with the original CIP. Kim did a brief description of each item and concerns. The list was created due to some issues with safety and health of the patrons.

Flooring – Pool deck, lobby and locker rooms – High Priority. Original estimate was \$92,000.00 for locker room and 146,000 for pool deck and lobby. Life cycle replacement was estimated to be done in 11 years. Ellen asked how many incident reports are related to floor. Vanessa indicated that there are test that can be run to check friction of floors and how surface is performing. Armorclad Floors was original contractor for the current flooring. Warranty of the floor needs to be checked with contractor to confirm to that there has been a problem with the product since installing. Dave Puki noted that the floors are definitely an issue and this item needs to be addressed.

Lighting – Quote was provided to staff for lighting and LED option for lighting savings. Dave Puki added very helpful information that lighting was addressed in the original CIP. All lighting fixtures in the natatorium are new, the fluorescent surrounding the edge of the pool are high energy fluorescent, and 3 pods over the center are LED. Life expectancy of 3 pods is 10+ years. Cost to go with LED on the original CIP was not cost prohibitive even with the lighting savings. Routine maintenance looks like it hasn't been done. Kate indicated that sounds like staff is not aware of the routine maintenance required.

Natatorium Noise Abatement – Dave Puki indicated that sound barriers is forever changing, curious to see what Lindbergh is doing since they are currently under renovation and what is latest technology and what would be the best product. Not a priority, but investigating and testing might be a better option.

UV Water Treatment – UV was on original CIP, staff actually didn't recommend it. Dave Puki indicated that sand filters work best with UV so this is not an option for the Tukwila Pool since we don't have sand filters.

TPAC - CIP priorities - #1 Flooring, #2 Lighting maintenance, maintaining existing fixtures, #3 sound abatement research and at the #4 bottom of the list UV. Kate indicated that the complete CIP list be presented.

Ellen made motion to extend meeting by 10 minutes, Jeri seconded.

Vanessa made it clear that the above items were not included in the original life replacement.

Ellen made motion that we forward to the commission the prioritized list breaking CIP and Maintenance apart and recommend that the CIP list be updated and presented to TPAC. Jeri seconded

Vanessa recommended that we Amend agenda to move Policy Review to September TPAC meeting

Other: Kate handed out Voter's Fact Sheet regarding Proposition 1 for member input. Ellen to amend fact sheet and provide to Kate for approval before posting.

Jeri made motion to adjourn, Ellen seconded.

Next TPAC Meeting September 12, 2015

6.a. Adopt Employee Handbook

The proposed Employee Handbook (Appendix A) has been reviewed & revised by the WCIA, by the Tukwila Pool Advisory Committee (TPAC), and by Attorney Brian Snure. Administrative Director Kim McCoy has made minor copy editing corrections.

If the Tukwila Pool Metropolitan Park District Board of Commissioners finds the present document satisfactory, staff recommends a motion to adopt.

Motion: That the Employee Handbook be adopted by the Tukwila Pool Metropolitan Park District as presented.

6.b. Governance Change – Proof copy of text of Proposition 1 for King County Elections Voters Pamphlet for the upcoming November 3rd elections

ISSUE

Tukwila Pool Metropolitan Park District Governance Change

FINANCIAL IMPACT

Cost of inclusion in November elections; voters' pamphlet publication

BACKGROUND

As part of its forward-looking considerations on governance, the Board of Commissioners of the TPMPD began the process of putting the matter to a vote of the citizens of Tukwila, to be scheduled for the November elections. Resolution 2015-8 resulted in submission to King County Elections of what will be Proposition 1 for the ballot, and listed in the voters' pamphlet.

DISCUSSION

Review of the subdocument as provided by King County Elections

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 complete text of this measure is available at the Elections Office or online at www.kingcounty.gov/elections.

Statement in favor

Currently the Tukwila City Council serves a dual role, both as City Council Members and as Tukwila Pool Metropolitan Park District Commissioners. This ballot measure will create a change in leadership, where Tukwila Pool Metropolitan Park District Commissioners will be elected independently and directly by the voters instead of requiring the City Council to serve as pool commissioners.

Submitted by: Diane B. Myers and
Jacqueline Carroll
206-243-1061

The Tukwila City Council unanimously voted to place this measure on the ballot.

The reasons for this proposal are simple:

First, independently elected Metropolitan Park District Commissioners will be able to focus solely on the pool's fiscal and operational health. The City Council has a multitude of responsibilities, in addition to the swimming pool.

Second, it allows people with a passion for the pool's mission to provide leadership in maintaining this important community resource.

Finally, it gives more Tukwila citizens the opportunity to lead and serve their community.

This measure does *not* change the taxes that citizens pay to support the pool. Taxes will remain the same.

This measure does *not* change the operations at the pool. The only change will be in the pool leadership that oversees the operations.

Please Vote Yes on Proposition 1

Explanatory statement

The voters of the City of Tukwila created the Tukwila Pool Metropolitan Park District in 2011 and designated the Tukwila City Council to serve as the governing body of the Tukwila Pool Metropolitan Park District.

This proposition gives the voters of the City of Tukwila the option of changing to a governing body that consists of five commissioners that will be directly elected as Tukwila Pool Metropolitan Park District commissioners. If approved by the voters, the five individuals elected to commissioner positions at the November 2015 election would take office immediately upon certification of the election. The Tukwila City Council members, in their ex-officio capacity as commissioners, would be replaced by this independent governing board.

For questions about this measure, contact: Kate Kruller
Commission President
206-853-9330
kkruller@tukwilapool.org

Statement in opposition

No statement submitted.

Statements in favor of and in opposition to a ballot measure are submitted by committees appointed by the jurisdiction. No persons came forward to serve on the committee and to write a statement in opposition. If you would like to be involved with a committee in the future please contact the jurisdiction.

**SATURDAY
OCT 17**



PUMPKIN PLUNGE

pumpkins for the first 100 kids

pre-registration recommended



fun, food, pumpkins!

pumpkin plungers 6
or younger must be
accompanied by an
adult in the pool



Tukwila Pool 206 267 2350

4414 S 144th St

tukwila.pool.org

