

TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

President of the Board: **Vanessa Zaputil**

Clerk of the Board: **Jeri Frangello-Anderson**

Board Members: **Ellen Gengler, Christine Neuffer, Position #5 (Vacant)**

Date: **Monday April 11, 2016, 6:00 PM**

Resolution # **2016-02**

Location: **Valley View Sewer District Conference Room - 3460 S 148th St. Suite 100, Tukwila, WA 98168**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL		
2. APPROVE AGENDA		
3. CITIZEN COMMENTS <i>(Limited to 4 minutes)</i>		
4. CONSENT AGENDA	a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting March 14, 2016	Page 3
	b) Approve Voucher	p. 19
5. REPORTS	a) Commissioners	p. 23
	b) Executive Director	p.27
	c) Aquatics Manager	p.33
	d) Finance	p.53
	e) Tukwila Pool Advisory Committee (TPAC)	p. 59
	f) Ad Hoc BOC Appointment Committee	
6. BUSINESS ITEMS	a) Discussion: To consider the proposed appointment of Diane Myers to TPAC	p. 67
	b) Proposed resolution accepting completion of flooring work by Ironclad	p. 71
	c) Proposed resolution establishing a CIP Fund	p. 74
	d) Proposed revision of the employee policies to incorporate sick leave	p. 78
	e) MRSC Roster Renewal	p. 82
	f) Discussion: Point of Sale system providers review	p. 84
7. MISCELLANEOUS		
8. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110		
9. ADJOURNMENT		

Tukwila Pool Metropolitan Park District

Mission, Vision & Core Values

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

TUKWILA POOL METROPOLITAN PARK DISTRICT

March 14, 2016

6:00 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

Interim President of the Board, Jeri Frangello-Anderson, called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager, and Jennafer Price Cargill, Executive Director

CONSENT AGENDA

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA WITH AMENDMENT MOVING ITEM 5F TO 5B, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIES (4-0).

CITIZEN COMMENTS *(Limited to 4 minutes)*

No citizen comments were made.

CONSENT AGENDA

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting February 8, 2016
- b) Approve Minutes TPMPD BOC Special Meeting February 13, 2016
- c) Approve Minutes TPMPD BOC Special Meeting February 14, 2016
- d) Approve Minutes TPMPD BOC Special Meeting February 18, 2016
- e) Approve Minutes TPMPD BOC Special Meeting February 18, 2016
- f) Approve Voucher(s)

MOVED BY COMMISSIONER GENGLER TO ACCEPT THE CONSENT AGENDA AS PRESENTED, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIES (4-0).

Commissioner Zaputil requested that the entire vouchers be included in the packet in the future.

REPORTS

a. Commissioners

Commissioner Zaputil reported that she attended the TPAC work party, which was successful.

Commissioner Frangello-Anderson also attended the TPAC work party and was pleased with the work that was accomplished.

b. Executive Director

Ms. Price Cargill reported that she submitted a written report which covers the projects she has been working on the last couple of weeks.

Commissioner Zaputil asked about when the CIP contract will be signed.

Ms. Price Cargill reported that the contract has been reviewed by Mr. Snure, the pool's attorney, and is ready for signing.

Commissioner Zaputil, in regards to Rec 1, noticed that the pool has an agreement to extend the contract. Is there an email that formally rescinds the cancellation notice?

Ms. Price Cargill stated that there is no email regarding this, but she has reached out to them twice via email and has had no response thus far.

Commissioner Gengler asked if it is still possible that Rec 1 would discontinue service as of March 25th.

Ms. Price Cargill said in theory that could happen, but doubts that it will. She will make a phone call to confirm.

Commissioner Gengler asked if there are other opinions being sought out and if so, what is the progress.

Ms. Price Cargill stated that she is in the process of looking at other options and has found four companies that she is pursuing. She will create a document comparing all of these companies and present that at a later meeting.

Commissioner Frangello-Anderson asked for the names of the companies.

Ms. Price Cargill said they are Rec Pro, EZ Facility, Cogden [sic], CLASS and one other.

Commissioner Zaputil is concerned with the budget in regards to the reinstatement for the Third Grade Learn-to-Swim Program. She has a list of questions that will be shared with Ms. Price Cargill.

Ms. Price Cargill said that would be great and she will be looking into that program.

Commissioner Gengler would like to learn more about this program and the scholarship fund in regards to budget.

Commissioner Neuffer said, regarding the Third Grade Learn-to-Swim Program, she noticed that the Rotary Club has been funding Learn-to-Swim Programs in other places. Perhaps the pool should look to other alternative methods of funding similar to that to help ease the budget.

Commissioner Zaputil final comment on the executive director's report was in regards to reviewing policies. She noticed there was a plan to create a policy to ensure fair accommodations for transgender patrons. She thinks this should be an administrative procedural issue rather than a policy. Training the staff on the current WACs and RCWs would avoid having to update policy whenever the laws change.

Commissioner Gengler said that is a good point; however, there needs to be something in writing to ensure all the staff are implementing these laws.

Commissioner Gengler then asked about plans to distribute the spring and summer brochures in high traffic areas where they would be available to the community.

Ms. Price Cargill said that she has not found out what the usual procedures are for distribution, but will look into that as well as accept additional suggestions.

Commissioner Neuffer stated that the pool is using the Tukwila Reporter and notices inside the pool building of the CIP closure and wonders if there is any other method to get the word out to the community. Her suggestion is to work with the schools to use their reader boards to announce the closure.

Ms. Price Cargill thinks there should be a way through Rec 1 to send out emails to patrons to notify them.

Mr. Perkins said he is currently working on that idea.

Commissioner Neuffer suggested that the pool hand out a list of alternative pools for the patrons to use during the closure. She would also like to see the actual suggestions that are dropped in the suggestion box. It is important that the box be stocked at all times. Regarding the reviewing of the gender policies; she would like to compare those laws versus policies that the pool has carried out in the past. She proposed having a work session on this issue.

Commissioner Gengler felt that possibly posting past suggestions on the wall around the suggestion box would encourage clients to take advantage of box with the knowledge that those suggestions are being read and taken under consideration. She thinks the gender issue is important and needs attention, but not immediately.

Commissioner Frangello-Anderson suggested attaching the closure notice to the April Pool's Day flyer as an added reminder to the patrons.

c. Aquatics Manager

Mr. Perkins said that most patrons have knowledge of the pool closure and most are looking forward to seeing the finished product. He has all the equipment reserved for the lighting repair. McKinstry confirmed that they will be at the pool at 7:00 a.m. on March 30th to begin that work and Ironclad will come immediately afterward to start on the floors.

The lifeguard classes are going well. The curriculum is being restructured for the swimming lessons, there is an in-service this week that will help improve the instructors' performance. Essentially, the pool staff is working on improving the swim lesson skill requirements. The pool also has point of sale items now such as candy bars and water. If the commissioners have any suggestions of things that could be added to that, please let staff know.

Commissioner Neuffer asked Mr. Perkins about the number of lifeguard students are taking the class.

Mr. Perkins replied that there are six students enrolled and taking the class. The school district donated space for the class to be taught.

Commissioner Neuffer also wondered how the people were attracted to taking this course.

Mr. Perkins stated that there was an on-going list of people who were interested in taking these classes plus a couple of swim team students.

Commissioner Zaputil asked if the lighting repairs are to be an annual event.

Mr. Perkins did some research on that and it looks as though it will be about three years' in-between bulb changes. That will be a maintenance issue and is relatively inexpensive.

Commissioner Zaputil commented regarding the payroll budget; she asked if the swimming lessons were on budget currently.

Mr. Perkins said that the payroll budget is running a little high now due to the fact that lifeguard classes are in session. There have been some staffing issues that he is working on.

Commissioner Zaputil asked if a water aerobics instructor has been hired yet.

Mr. Perkins said he is still searching, but has not been able to find one yet.

Commissioner Neuffer asked if the light bulb replacements are on the maintenance schedule.

Mr. Perkins said that he thinks the bulbs that are in the lights currently have been changed out since the remodel.

Commissioner Neuffer's concern is to make sure that there is a maintenance log somewhere that can be accessed, especially when budgeting for routine upkeep of the pool and building.

Mr. Perkins asked how detailed the commissioners would want this log to be as there are maintenance duties he performs daily, every other day, weekly, etc.

The consensus of the Board was, as a best practice, the log should be detailed as possible.

Mr. Perkins will put together a form for this and include vendors of janitorial supplies.

Commissioner Frangello-Anderson said that she appreciates getting all the bills weekly and thanked Mr. Perkins for taking care of that. This helps with budgeting now and for the future.

Mr. Perkins noted that he extended the expiration dates on some of the senior member's punch cards because they still had unused punches left. Also, on the swim lessons for the month, that number is rather deceiving as the number is actually much higher, but students are still registering for classes. There are few other numbers that have not been recorded for this meeting, but they will be reflected in next meeting's totals.

d. Finance

Ms. Price Cargill said the memo is to clarify that the financial information is for January, not February. The plan is to have the most current financial numbers, but they will always be a month behind as they are not available until after the 20th of each month. She also noted the error on page 57 of the year-end report in line 591.76, Debt Service Principals, the totals for that line are incorrect; however, the bottom line numbers are correct.

Commissioner Zaputil reminded Ms. Price Cargill that depreciation is not calculated for budgeting. She also pointed out that late fees have been assessed previously, and asked if the pool is up-to-date now in order to avoid more late fees.

Ms. Price Cargill did ask the bookkeeper if there was a reason for that and she said that needs permission to catch up on those bills. Ms. Price Cargill gave her permission and will continue to follow up with the bookkeeper on that issue.

Mr. Perkins said that there was a miscommunication between him and the bookkeeper which delayed the bill pick up but now it's been resolved.

Ms. Price Cargill said that it has been suggested to have an indoor mailbox to leave bills and information for the bookkeeper and that may help with communications.

Commissioner Zaputil noted that on the January financial report, the aquatics manager and the administrative director's wages were entered as a lump sum instead of tracked separately. She would like to be sure that is not done in the future. Also, the January budget versus actuals was missing from the report. The pool's budget needs to be provided to the state's auditor's office and this needs to be verified with that agency.

Ms. Price Cargill said that was on her priority list of things to do and she is working towards that goal. She is looking for the correct person to talk to in that organization.

Mr. Perkins stated he could help her find the right person to speak with as it is probably the same auditor as last year.

Commissioner Gengler is concerned about the year-end budget results with some categories running well over budget such as telephone expense.

Mr. Perkins said that is because of the T-1 line and the pool is under contract with that phone service.

e. Tukwila Pool Advisory Committee (TPAC)

Sherri Barr reported that the minutes that are included in the packet were draft minutes from TPAC. She felt that it would be a good idea during the pool closure to give information about other pools that patrons can use during that time. Concerning the egg hunt; there were some miscommunications between the TPAC and staff so that things did not properly prepared. Mr. Perkins will address this issue with the staff. More volunteers will be needed.

TPAC also had a lively discussion about a potential policy to support transgender patrons. The next event will be the April Pool's Day and that will be discussed at

the next TPAC meeting. There was talk about having an outdoor cleanup day like last year when the lawn was mowed and flowers were planted.

Mr. Perkins stated that he was able to get the life jacket from Children's Hospital for the April Pool's Day event and will pick it up on Friday.

Ms. Barr suggested that this year the plants should be drought tolerant so that they survive the drier months.

Commissioner Gengler stated that the executive director has experience in volunteer management and acquisition, so maybe she could help drum up volunteers for events and cleanup day.

Ms. Price Cargill said she would happy to help jump start that project for the pool and TPAC.

BUSINESS ITEMS

a. Election of a new TPMPD BOC President

MOVED BY COMMISSIONER NEUFFER NOMINATE COMMISSIONER ZAPUTIL FOR TPMPD BOC PRESIDENT, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).

Commissioner Zaputil is now the new TPMPD Board of Commissioner's President.

f. Proposed Resolution 2016-02 [renamed 2016-01] Revising Auditing Officers, plus King County documents to reflect those changes.

Ms. Price Cargill said that King County, in its capacity of the treasurer of the Tukwila Pool Metropolitan Park District, requests a new Accounts Payable Authorized Signature Form whenever there is a change of auditing officers delegated with payment approval authority. In addition to the new board president, the executive director should also be added as auditing officer with administrative permissions to put books in the US Bank Accounts. In the future, when individual auditing officers change, King County requests only the submission of an updated AP Authorization form and a new resolution will not be required.

President Zaputil asked about establishing who the Board would like to have as the preferred voucher signer.

Commissioner Frangello-Anderson said there are three possible people who can sign and that would be the clerk of the board, the president and the CPA.

President Zaputil stated that the Board would like to add the executive director as well.

Commissioner Frangello-Anderson said she would add that in and commented that only two people are required to sign for each transaction.

The consensus of the Board is the first two people who would sign vouchers would be the clerk and the executive director, if one of those are not available, then the president would be next followed by the CPA.

President Zaputil said that having privileges for the US Bank account and the QuickBooks accounting software is easy to get, but the King County account is another process.

Commissioner Gengler felt that the authority with King County should not reside with the CPA, but with the executive director and this would be more cost effective for the pool. Every time the CPA is involved, the pool has to pay for that professional service.

Commissioner Gengler noted that the Des Moines Pool Metropolitan Park District has duties and job descriptions of Board members, does Tukwila also have those?

President Zaputil said the by-laws are not very clear on those items.

Commissioner Gengler thought it would be a good idea to have something like this to have some formality and understanding about the duties.

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO SUBMIT NEW ACCOUNTS PAYABLE AUTHORIZED SIGNATURE FORM TO KING COUNTY THAT NAMES THE NEW PRESIDENT, THE CLERK OF THE BOARD, THE EXECUTIVE DIRECTOR AND THE DISTRICT CPA AS AUDITING OFFICERS FOR THE TPMPD, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO REPEAL RESOLUTION 2015-15 AND REPLACE IT WITH RESOLUTION 2016-02 [RENAMED 2016-01] THAT NAMES THE NEW PRESIDENT, THE CLERK OF THE BOARD, THE EXECUTIVE DIRECTOR AND THE DISTRICT CPA AS AUDITING OFFICERS FOR THE TPMPD, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO AUTHORIZE DISTRICT CPA, ALAN DANCE, TO GIVE EXECUTIVE DIRECTOR, JENNAFER PRICE CARGILL, APPROPRIATE ADMINISTRATIVE PRIVILEGES AND ACCESS TO THE TPMPD'S QUICKBOOKS PROGRAM AND THE US BANK ACCOUNTS, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (4-0).

b. Process for the appointment of an additional commissioner discussion

Ms. Price Cargill stated that the Board has ninety (90) days to fill the vacancy

created by President Puki's resignation. If the Board does not accomplish this, King County will choose a successor. The Board needs to decide the best way to find a qualified candidate for this position. One of the suggestions is to form a subcommittee to find candidates or the subcommittee could appoint a candidate.

Commissioner Neuffer thinks forming an Ad Hoc Committee to develop the protocol is a good idea.

Commissioner Gengler would like to see the Board moving on this within the next thirty days.

The consensus of the Board was to form an Ad Hoc Committee to develop a protocol for a new commissioner and present it to the Board at a Special Meeting prior to the April 11th meeting. At that same time the Ad Hoc Committee will present a timeline for the appointment and someone must be appointed by the end of May.

Commissioner Gengler would like to avoid having a Special Meeting on this when the Ad Hoc Committee could work on this and report progress during Regular Meetings.

Commissioner Neuffer's concern is having enough time and set procedures to find citizens who are interested in becoming a commissioner. A Special Meeting may be necessary.

Commissioner Frangello-Anderson echoed the same concern as Commissioner Neuffer that time is of the essence.

Mr. Perkins suggested reaching out to other candidate that ran for President Puki's position to see if that person would be interested in becoming a commissioner.

Commissioner Gengler wanted to know if interviews of the candidates would be expected at a Special Meeting.

Commissioner Frangello-Anderson stated that if the Board makes a proposal to empower the Ad Hoc Committee to decide if that is needed, they will make that decision.

President Zaputil said that would depend on the results the Committee brings to the Board as to the necessity for an additional meeting. She asked if there are any volunteers for members of the Ad Hoc Committee for locating a new commissioner.

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO FORM AN AD HOC COMMITTEE WITH THE POWER TO DEVELOP AND IMPLEMENT THE PROCESS TO BRING FORTH CANDIDATE(S) FOR COMMISSIONER. THE MEMBERS OF THIS COMMITTEE ARE COMMISSIONER NEUFFER AND COMMISSIONER GENGLER ALONG WITH MS. PRICE CARGILL, STAFF REPRESENTATIVE. SECONDED BY COMMISSIONER GENGLER.

MOTION CARRIED (4-0).

c. BOC Retreat date discussion

An incorrect amount in the memo on the line that states if the Board approves a resolution to provide compensation, it would mean an increase of up to \$350. That amount should read \$570.

Ms. Price Cargill asked the Board of Commissioners if they would like to have a retreat and, if so, on what date.

President Zaputil would like to know what will be the expectation of a retreat.

Ms. Price Cargill said that each person would have different expectations. That would be part of the preparation of gathering the information. Because this is a new board, it would be important to understand the expectations and how they work together as a Board. Communication needs to be clear. Whoever is in charge of creating the agenda would talk to each board member to understand their concerns and maybe setting aside some time for workshops on issues such as transgender equality.

Commissioner Neuffer feels a retreat is needed to get the vision and priorities in place, which would allow things like setting up incentives, how the programs are run and how to deal with the volunteers. All of this could happen at a retreat. Her suggestion was having the retreat in June or July.

President Zaputil asked if there was a typical time frame for retreats.

Ms. Price Cargill stated she normally would recommend it being held sooner than later, but because a new Board member will be coming in, June or July would be a good time.

President Zaputil asked about the cost of the retreat.

Ms. Price Cargill said she would be as frugal as possible; however, there will need to be a budget for food and rental if needed plus commissioner compensation.

Commissioner Gengler is concerned about making sure there is good structure and commissioner availability in the summer months could be more difficult.

The consensus of the Board is in favor of having a retreat after the next commissioner is on board.

d. Proposed Revision of TPMPD bylaw Article 4 Section 1: Selection of Board Members

Ms. Price Cargill noted that the current bylaws not reflect the governance correctly.

MOVED BY COMMISSIONER GENGLER TO REVISE TPMPD BYLAW

ARTICLE 4 SECTION 1: SELECTION OF BOARD MEMBERS TO STATE THAT THE BOARD OF COMMISSIONERS FOR THE TUKWILA POOL METROPOLITAN PARK DISTRICT WILL CONSIST OF FIVE (5) MEMBERS ELECTED BY VOTERS RESIDING IN THE CITY OF TUKWILA, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).

e. Proposed Resolution 2016-01 for Revision TPMPD Bylaw Article 4 Section 2:
Compensation of Board Members

Commissioner Gengler said the issue is compensation for the Board of Commissioners, which is defined by the MRSC and the Resolution attached. The previous Board made up of City of Tukwila Council members did not receive compensation from Tukwila Pool because they were being compensated by the City. Boards that are created for a special district are allowed compensation and there are laws regulating the amount of compensation. If no limitations are implemented, the financial impact would be \$54,720 per year. If the controls that are included in the proposed resolution are adopted with no changes, the potential cost would be approximately \$10,000 based on having one meeting per month, not compensating commissioners for going to Saturday events, or marketing club or those kinds of activities.

The RCW, which is included in the background for this resolution, has a compensation rate of \$114 for each day, or portion of the day, spent at actual official meetings or performance of other official duties. The subject up for discussion is the definition of official performance or duties. Since the Board members are not employees, this compensation would be reported on a 1099 form each year. Commissioners have the choice to take compensation or not and would need to let Ms. Price Cargill know in advance. If a commissioner chooses to waive compensation, they cannot request that the funds be donated to scholarships or other programs.

The Board had a discussion about the advantages and disadvantages of receiving compensation. If a board member signs a waiver to not receive compensation, then those monies would stay in the General Fund and the board member would not have any tax liability. If a Board member chooses to receive compensation, then what they do with those funds is up to them; however, they will receive a 1099 at the year of the year and would have to declare it as income.

Commissioner Neuffer feels that compensation may help cover their costs and also it could be an incentive for people to run for the offices in the future. Taxpayers may have strong feelings about the budget. She would like to see limits to make sure that the budget is tight. She wants to be able to defend the expense to the taxpayers and assure them that the budget is being respected.

Further, she would take some of the things off the list for compensation such as Special Meetings. This Board has a lot of foundation building to do and that has resulted in more meetings than expected. She also would remove from the list attendance at Metropolitan Park District activities. In her opinion, the only thing the commissioners should be compensated for is attendance of Regular Meetings and retreats.

Ms. Price Cargill said that it is up to the Board to put in any restrictions they would like including the amount of money that can be given as compensation. The law allows up to \$114 per day, but the Board can opt for less.

The Board continued to discuss what should be removed from the list of activities for compensation. Commissioner Gengler felt that Special Meetings should remain on the list because they do require more time for the Board. She feels that would help the Board to be more mindful of calling Special Meetings as they would impact the budget.

President Zaputil stated that Mr. Snure defined Special Meetings as anything other than Regular Meetings, so Saturday Events and retreats are all Special Meetings.

Commissioner Gengler said that Board needs to define Special Meeting for the purpose of compensation. In her opinion, meetings that have to be noticed are Special Meetings.

President Zaputil is hearing that most of the Board wants only Regular Meetings to be eligible for compensation.

Commissioner Neuffer thinks the Board should be mindful of Special Meetings, but one of the assets the Board has now is the executive director. In her opinion, now that Ms. Price Cargill is onboard, Special Meetings should become less necessary.

Commissioner Gengler says this is about respecting people's time and compensating them for that time. This is not a way to get rich by any means. In the future, having a small compensation may get more people interested to be active in this Board.

President Zaputil said that when Regular Meetings are the only ones compensated for, then the budget is much more predictable.

Commissioner Gengler was concerned that if Special Meetings are not included, then people are not going to show up for them and decisions will be made by a smaller number of commissioners, therefore, the Board could be hijacked, so to speak. She agrees in terms of budgeting, but there could be terminology in this resolution where Special Meetings have to be voted on by the commissioners.

President Zaputil said what she is hearing is a modification of 1.3 to remove Special Meetings in 1.1 and modified attendance at other Metropolitan Park District Special Meetings as budgeted though proof of attendance, then the Board would specifically approve those meetings for compensation.

The Board discussed how the resolution would be changed to meet the terms agreed upon. Removing "Other Related Activities" would mean time spent on training, as an example, would not be compensated for, but the expense of enrollment would be reimbursed under another heading.

President Zaputil summed up the discussion so far is that reimbursement would occur for actual attendance at Regular Meetings of the Board, actual attendance of any noticed working Retreat and other Special Meetings budgeted and approved in

advanced by the Board.

Commissioner Gengler asked if there are any other related activities that the Board might wish to consider.

President Zaputil stated that she is not taking compensation so she wishes to use the general input of the Board to form this resolution.

Commissioner Frangello-Anderson commented that she too would not be taking the compensation.

Ms. Price Cargill said the challenge of this resolution is to get it specific enough to control costs, but general enough to include necessary things that may come up in the future. That is why the first draft included some general terms.

President Zaputil wants to reflect this Board's thoughts, but any Board in the future can always change this resolution. If the Board wants to say Regular Meetings and Special Meetings approved in advance, then that is how it should read. If other activities are to be included, then that language needs to be in there as well.

The consensus of the Board is to have control of the budget and wording to that affect.

The expenses reimbursement in Section 2 was discussed. This includes registration fees for education, mileage and accommodations. The reimbursement is only for commissioners who request it. Commissioner Gengler feels that if any commissioners want to take a class or trip for the good of the pool, but cannot afford it, should be reimbursed for that expense.

President Zaputil said that could easily be done by making the request in advance of the trip, class, etc., so it would be kept within budget.

Commissioner Gengler thinks that a discussion is warranted to put in writing what the restrictions will be such as advanced approval from the Board for reimbursement. A commissioner cannot decide on the spur of the moment to take a trip and then ask for reimbursement later and that should be in writing so everyone understands the expectations.

The consensus of the Board is that prior approval of the commissioners is necessary before an expense can be reimbursed. Mileage is included, even if the exact mileage is unknown; it can be estimated if necessary. The Employee Handbook is a good source for the reimbursement language. The approval for reimbursement would have to be approved by the Board.

President Zaputil summed up that the Board wants a mileage restriction of anything over twenty-five miles.

Commissioner Gengler said that 2.4 can be removed; meal reimbursement is not necessary.

President Zaputil read from the beginning of Section 2 which states; *In addition to the allowance provided, commissioners shall receive reasonable expenses consistent with those outlined in TPMPD Employee Handbook for costs incurred attending meetings held outside of the boundaries of the district if approved in advance by the Board and greater than twenty-five miles from the district.*

The consensus of the Board was that those controls would be acceptable and nothing else needs to be removed.

Ms. Price Cargill stated for clarity: 1.1 will read *actual attendance at all Regular Meetings of the Board*; 1.2 will stay as it is, 1.3 will be *attendance at other TPMPD Special Meetings as approved and budgeted in advance by the Board*. Section 1.4 will be removed.

President Zaputil repeated that the second part is; *reimbursable expenses in addition to the allowance provided above, commissioners will receive reimbursement of reasonable expenses consistent with those outlined in the TPMPD Employee Handbook for costs incurred attending meetings held more than twenty-five miles outside the boundaries of the district.*

Ms. Price Cargill said the twenty-five mile language would be put into 2.1. Also, commissioners, upon Board approval, shall receive reimbursement consistent with the TPMPD Employee Handbook for costs incurred.

Commissioner Gengler stated that eliminating related activities language would solve this issue.

President Zaputil said in addition to the allowance provided above, commissioners shall receive reimbursement for expenses consistent with those outlined in the TPMPD Employee Handbook if approved in advance by the Board.

Ms. Price Cargill stated that removing special activities changes things. For instance; expenses incurred for an event are reimbursable because the event costs fall under that heading. However, if a commissioner purchases items for an event those costs are reimbursed under a different heading. The current reimbursement policy applies only to employees, so this new language would allow commissioners to be reimbursed.

President Zaputil agreed that the reimbursement policy needs to extend beyond employees.

Commissioner Gengler said that means if she picks up items for an event, she will have to have Board approval a month in advance and she feels that does not make sense.

Ms. Price Cargill stated that the wording on 2.5 could be adjusted to address that issue. Currently it states expenses exceeding \$300 need to be approved in advance. That could be reworded to say expenses under whatever cap the Board chooses does not have to have prior Board approval.

President Zaputil suggested commissioners shall receive reimbursements of expenses consistent with those outlined in the TPMPD Employee Handbook for costs incurred for Board activities if approved in advance. That way it would only apply to Board activities. Section 2.5 will have to be reworded and remove *for expenses exceeding \$300* because everything will need pre-approval.

The consensus of the Board was to bring this item back to the Board at the April meeting with the amendments discussed in a clean copy for approval.

- e. Next TPMPD Board of Commissioners Regular Meeting is scheduled for Monday, April 11, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168

MISCELLANEOUS

Commissioner Frangello-Anderson announced that she will not be in attendance at the April meetings and events.

ADJOURNMENT

MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY COMMISSIONER GENGLER, TO ADJOURN THE MEETING AT 8:35 P.M. MOTION CARRIED 4-0.

President Zaputil, President of the Board of Commissioners



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/01/2016

Total Amount: \$40,941.89

Control Total: 12

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20160406103750.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Dawn Jackson

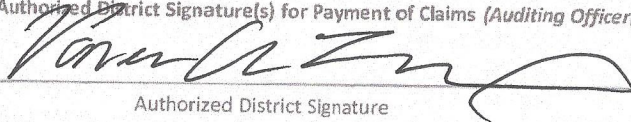
Email Address: accounting@tukwilapool.org


PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

 4/6/16
Authorized District Signature Date

 April 6, 2016
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	Amount
Accounts Payable					
	03/22/2016	1011066	Alarm Center, Inc.	Monthly Service Charge	90.00
	03/07/2016	10460	Aquatic Specialty Services, Inc	Monthly Service Agreement (March)	164.25
	03/04/2016	10457	Aquatic Specialty Services, Inc	Muriatic acid 15gal Carboy, Drum Deposit & AquaPerl	407.44
	03/07/2016	10460	Aquatic Specialty Services, Inc	Monthly Service Agreement (March)	164.25
	03/09/2016	16501524	Broadview Networks	Monthly Service Fee	481.95
	03/27/2016	MB-02160	City of Tukwila	April 2016 Start-up loan payment	10,121.48
	02/29/2016	54402	GDM Private Financial Solutions	Consulting Services	1,671.00
	03/21/2016	298	Ironclad USA LLC	LNI Filing fee, Materials purchased, Performance Bond	25,917.53
	03/24/2016	24032016	Jennafer Price Cargill	Various Office supplies	358.39
	03/08/2016	3181	Lady of Letters, Inc	Board Meeting Minutes	772.00
	01/01/2016	15-124	Mt. View Fire & Resue	Required Elected Official Training	250.00
	03/22/2016	537244	Walter E. Nelson Co.	Bleach & Cleaner	543.60
Total for Accounts Payable					\$ 40,941.89
TOTAL					\$ 40,941.89

Wednesday, Apr 06, 2016 09:16:47 AM PDT GMT-7 - Accrual Basis



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20160406103750.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC			1011066	03/22/2016	\$90.00	
AQUATIC SPECIALTY SERVICES, INC			10460	03/07/2016	\$164.25	
AQUATIC SPECIALTY SERVICES, INC			10457	03/04/2016	\$407.44	
AQUATIC SPECIALTY SERVICES, INC			10460	03/07/2016	\$164.25	
BROADVIEW NETWORKS			16501524	03/09/2016	\$481.95	
CITY OF TUKWILA			MB-02160	06/26/1901	\$10,121.48	
GDM FINACIAL SOUTIONS			54402	02/29/2016	\$1,671.00	
IRONCLAD USA LLC			298	03/21/2016	\$25,917.53	
JENNAFER PRICE CARGILL			24032016	03/24/2016	\$358.39	
LADY OF LETTERS, INC			3181	03/08/2016	\$772.00	
MT VIEW FIRE & RESCUE			15-124	01/01/2016	\$250.00	
WALTER E. NELSON CO.			537244	03/22/2016	\$543.60	

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 11, 2016
SUBJECT: **Monthly ED Report**

ISSUE

Update of TPMPD Operations

FINANCIAL IMPACT

None

BACKGROUND

This informational memorandum is provided to keep the Commissioners informed on the progress of various projects and actions relating to the operations of the District.

DISCUSSION

Projects in process or completed:

- **Flooring:** The refinishing of the floors in the lobby and around the pool area is complete. Pool staff took advantage of the closure to change out and replace bulbs in the overhead lighting, take care of HVAC maintenance and other deep cleaning projects.
- **Bill Payment Cycle:** To accommodate King County's requirement that mailed documents must be delivered to a locked mailbox, a new tamper-proof locking mailbox has been purchased and installed at the pool. King County has been notified to redirect all mail to our physical address which will cut down on the bill processing time by up to 1 week. We will continue to seek ways to reduce the turnaround time and thereby eliminate late payment fees in the future.
- **TPMPD 2016 Budget:** On close review of the current TPMPD budget, it became clear that several revisions were needed in order to provide the best data for future budget planning. These revisions have been completed and a new budget and chart of accounts is being developed. Future monthly reports will use the new identifiers and GL codes.
- **Other Financial Housekeeping:** As directed in last month's board meeting, the documents authorizing me as a signer to the TPMPD accounts have been submitted to

King County. Appropriate administrative authority has also been provided to me for all of the US Bank accounts, QuickBooks Online and the Paychex account.

- **Retreat Date:** I received no news of conflicts or issues with the proposed retreat date of June 4th, 2016. My recommendation is that this date be confirmed.
- **Standardizing Forms:** A standard Rental Contract and Reimbursement Form is now in use.
- **Website Updates:** The Front page of the website was revised to promote timely events and activities, and a separate page was created for Hours, Schedules & Rates. Also, the TPAC page was updated, and additional Minutes, Policies & Procedures, and Resolutions were posted. This project is still in process.
- **Identifiers:** In an effort to provide the best possible service to the community and pool patrons, the Lifeguards have been issued lanyards with their names boldly displayed on them. Front desk staff and management have been given name tags and commissioners have nameplates. The commissioners are requested to send photographs of themselves (or allow me to take a picture) for posting at the pool.
- **Suggestion Box:** One new suggestion dated 3/11/2016 (see attached)

Priority project(s) coming up:

- Review of current TPMPD policies and recommendation of additional policies, including a policy or procedures to ensure appropriate treatment for transgender patrons.
- Creation of a policy resolution and procedures to provide for more thorough background checks as required by RCW.

RECOMMENDATION

None

ATTACHMENTS

1. Suggestion Box card

Tukwila Pool
Metropolitan Park District

SUGGESTIONS
Your Voice Matters!

Date:	3/11/16
Topic:	Showers

Please Direct Immediate Concerns to Pool Staff as well

Pleas make the locker room showers hotter

Name: (Optional)	
Contact Info: (Optional)	
Would you like to be contacted?	25

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Dave Perkins, Aquatics Manager
DATE: April 11, 2016
SUBJECT: **Monthly Aquatics Manager Report**

UPDATES

1. CIP project- Deck project is complete. There were bond test completed and a slip test done in multiple places around the pool. Both reports will be available soon.
2. Lighting bulb replacement is complete. There is only one bad fixture in the facility. It may need a new unit. I done not affect the lighting in the facility.
3. McKinstry repairs have been completed. They decided not to replace the HVAC filter until after the CIP project was complete. There were there when the deck was being grinded and didn't want to put new filters in with all the dust in the air.
4. Staff will now be wearing name tags on their whistle lanyards.
5. The restructured swim lesson curriculum will go into place next session. We hope this will improve the quality of the classes we offer
6. April Pool's Day will be next Saturday.
7. We are starting to look for staff for the summer. Talking with other aquatic professionals, they are all struggling to find staff this summer. We plan to run another lifeguard course soon.

ATTACHMENTS

1. Pool Activity Data

Run On 04/08/2016 01:20 PM

Run By Dave Perkins

From 03/01/2016 12:00 AM

To 04/30/2016 11:59 PM

Revenue Code Summary

	Rev. Code	Rev. Code Description	Scholarship	Cash	Check	Credit/Debit	User Credit	Total
1.	111.11	Account Credit	\$0.00	\$0.00	\$16.47	\$0.00	\$0.53	\$17.00
2.	341.72	Sale of Merchandise	\$0.00	\$67.07	\$0.00	\$50.21	\$0.00	\$117.28
3.	347.31	Pass Sales	\$0.00	\$437.47	\$574.15	\$1407.86	(\$5.48)	\$2,414.00
4.	347.32	General Admission	\$0.00	\$1635.39	\$0.00	\$367.95	\$0.00	\$2,003.34
5.	347.61	Swim Classes and Instruction	\$418.00	\$390.50	\$943.24	\$2574.19	\$27.50	\$4,353.43
6.	347.63	Special Events	\$0.00	\$152.92	\$0.00	\$37.76	\$0.00	\$190.68
7.	362.41	Facility Rentals-Short Term	\$0.00	(\$59.73)	\$3982.93	\$816.31	\$254.73	\$4,994.24
8.	386.00	Tax	\$0.00	\$212.64	\$471.71	\$395.72	\$26.74	\$1,106.81
9.	Unitemized	Unitemized	\$0.00	(\$59.26)	\$0.00	\$0.00	\$52.00	(\$7.26)
			\$418.00	\$2,777.00	\$5,988.50	\$5,650.00	\$356.02	\$15,189.52
Totals for Revenue Code Summary								
			\$418.00	\$2,777.00	\$5,988.50	\$5,650.00	\$356.02	\$15,189.52

Run On 04/08/2016 01:32 PM

Run By Dave Perkins

From 03/01/2016 12:00 AM

To 03/31/2016 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: Adult	208	\$752.11
2. POS Item: Beach Ball	1	\$2.74
3. POS Item: Gatorade	37	\$50.69
4. POS Item: Lifeguard Re-Cert	1	\$50.00
5. POS Item: Neighborcare Health	6	\$5.46
6. POS Item: Private Swim Lessons	1	\$30.00
7. POS Item: Shower	5	\$9.15
8. POS Item: Special Events	63	\$172.62
9. POS Item: Swim cap, latex	3	\$13.70
10. POS Item: Swim cap, silicone	1	\$9.13
11. POS Item: Swim goggles, blue/green	3	\$19.17
12. POS Item: Teen Night	57	\$104.13
13. POS Item: Tiger Bar	11	\$10.02
14. POS Item: Water	15	\$13.66
15. POS Item: Youth/Veteran/Senior	378	\$1,030.24
	790	\$2,272.82
Totals for POS Summary Report	790	\$2,272.82

Run On 04/08/2016 01:28 PM

Run By Dave Perkins

From 03/01/2016 12:00 AM

To 03/31/2016 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 1 Month Adult	5
2. 1 Month Memberships 1 Month Family (2 Adults & Children)	6
3. 1 Month Memberships 1 Month Youth/Veteran/Senior	26
4. 1 Month Memberships Youth/Senior Non-Resident	20
5. 1 Month Memberships Youth/Veteran/Senior Resident	16
6. 10 Visit Memberships 10x Adult	77
7. 10 Visit Memberships 10x Youth/Veteran/Senior	90
8. 10 Visit Memberships Adult Non-Resident	1
9. 10 Visit Memberships Adult Resident	21
10. 10 Visit Memberships Youth/Veteran/Senior Non-Resident	3
11. 10 Visit Memberships Youth/Veteran/Senior Resident	8
12. 3 Month Memberships 3 Month Adult	45
13. 3 Month Memberships 3 Month Youth/Vet/Senior	48
14. 3 Month Memberships Youth/Vet/Senior Resident	7
15. Annual Memberships 1 Year Adult	7
16. Annual Memberships 1 Year Youth/Vet/Senior	102
17. Annual Memberships Youth/Senior Non-Resident	50
18. Annual Memberships Youth/Senior Resident	90
19. Exercise Pass 10 Visit Adult Resident	20
20. Legacy Memberships General Memberships	88
21. Legacy Memberships Punch Passes	34
	764
Totals for Check-In Summary by Membership	764

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 11, 2016
SUBJECT: **Monthly Financial Report**

ISSUE

Update of financial health of the Tukwila Pool Metropolitan Park District

FINANCIAL IMPACT

None

REPORT

The January & February financial reporting documents were prepared by Dawn Jackson using the previous budgeting format.

The 2016 Budget was sent to the State Auditor's Office and the Association of Washington Cities.

ATTACHMENTS

1. January - February Profit & Loss Statement
2. February Balance Sheet
3. January - February Budget vs. Actuals
4. February Credit Card Reconciliation
5. February DOR Excise Tax Return

Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

January - February, 2016

	TOTAL
Income	
311.00 General Property Tax	-35.85
311.10 Real and Personal Property Tax	7,576.19
Total 311.00 General Property Tax	7,540.34
341.70 Sales of Merchandise	
341.71 Vending Sales	341.32
341.72 Sales of Taxable Merchandise	117.77
Total 341.70 Sales of Merchandise	459.09
347.00 Cultural and Recreation	
347.31 Activity Fess (Pass Sales)	3,025.71
347.32 Activity Fees (General Admissions)	2,904.57
347.61 Program Fees (Swim Classes/Instruction)	10,401.67
347.62 Program Fees (Exercise Classes)	131.48
347.63 Program Fees (Camps and Special Events)	117.82
Total 347.00 Cultural and Recreation	16,581.25
362.00 Rents, Leases and Concessions	
362.41 Rentals (Short-Term) (One Time)	1,617.11
362.42 Equipment and Locker Rentals	696.00
Total 362.00 Rents, Leases and Concessions	2,313.11
367.10 Contributions from Private Sources	3,563.34
386.00 Sales Tax Collected/Agency Deposits	684.22
Total Income	\$31,141.35
Expenses	
576.20 Operational Expenditures	
20.10 Salaries and Wages	
11.0 Wages Lifeguard	15,815.43
12.0 Wages Instructor	2,350.25
13.0 Wages Head Guard	10,456.83
14.0 Wages Aquatics Manager	17,156.18
17.0 Wages Maintenance/Front Desk	7,525.39
Total 20.10 Salaries and Wages	53,304.08
20.20 Personnel Benefits	1,031.25
21.0 FICA	4,294.88
22.0 Unemployment	1,073.14
23.0 L&I	136.34
24.0 Benefits/Cafeteria Plan	343.75
Total 20.20 Personnel Benefits	6,879.36
20.30 Supplies	
20.31 Office Supplies	40.32
31.1 Office supplies	125.61
31.2 Office Furniture	546.40
31.3 Printing and Copying Supplies	686.84

Total 20.31 Office Supplies	1,399.17
20.32 Program Supplies and Equipment	
32.1 Exercise Classes	179.40
32.3 Camps and Special Events	48.59
Total 20.32 Program Supplies and Equipment	227.99
20.33 Maintenance and Repairs Supplies	
33.2 Pool Chemicals	1,401.71
33.3 Cleaning and Janitorial Supplies	1,291.00
33.4 Lifeguard Supplies and Equip.	105.00
33.5 Maintenance Supplies	5.93
Total 20.33 Maintenance and Repairs Supplies	2,803.64
20.34 Miscellaneous Supplies	
34.1 Supplies Purchased For Inventory/Resale	147.61
Total 20.34 Miscellaneous Supplies	147.61
Total 20.30 Supplies	4,578.41
20.40 Services	
20.41 Professional Services	
41.1 IT/Computer Service	209.42
41.2 Transaction Services/Merchant Fees	380.40
41.3 Legal Services	3,483.60
41.6 Security Services	602.53
41.7 Bank Charges	80.93
41.8 Misc. Services	2,029.91
Total 20.41 Professional Services	6,786.79
20.42 Communications	75.00
42.1 Telephone	667.58
42.3 Website/Internet	414.81
Total 20.42 Communications	1,157.39
20.43 Travel	
43.2 Training	250.00
Total 20.43 Travel	250.00
20.45 Insurance	436.52
45.1 Liability Insurance	11,278.00
Total 20.45 Insurance	11,714.52
20.46 Utility	
46.1 Electrical	2,829.36
46.2 Gas	9,619.93
46.3 Water	723.86
Total 20.46 Utility	13,173.15
20.47 Repairs and Maintenance	
47.1 Facility Repairs/Maintenance	1,526.44
47.2 Equipment Repairs/Maintenance	1,178.43
Total 20.47 Repairs and Maintenance	2,704.87
20.48 Miscellaneous	
48.4 Misc. Service	79.30
Scholarship Expense	176.00

Total 20.48 Miscellaneous	255.30
Total 20.40 Services	36,042.02
Total 576.20 Operational Expenditures	100,803.87
Non-Operational Expenditures	
513.20 Advisory Services	
513.21 Board of Commissioners/Meetings/Advisory	2,210.66
513.23 Public Records Request	16.43
Total 513.20 Advisory Services	2,227.09
514.00 Accounting, Audits and Election	5,915.43
514.21 Accounting Services	2,819.57
Total 514.00 Accounting, Audits and Election	8,735.00
586.00 Sales Tax/Agency	287.40
591.76 Debt Service Principle	
76.71 City Bridge Loan (Principle)	27,590.52
Total 591.76 Debt Service Principle	27,590.52
592.76 Debt Service Interest	
76.81 Loans and Bonds (Interest)	2,773.92
Total 592.76 Debt Service Interest	2,773.92
Total Non-Operational Expenditures	41,613.93
Other Miscellaneous Expense	0.02
Uncategorized Expense	604.50
Total Expenses	\$143,022.32
Net Operating Income	\$ -111,880.97
Other Expenses	
Ask My Accountant	
Duplicate Credit Card Transactions	-1,551.63
Duplicate Deposits	-1,360.00
Duplicate Payroll Transactions	313.29
Total Ask My Accountant	-2,598.34
Reconciliation Discrepancies	-150,000.00
Transfer Activity	
City Bridge Loan Principle	-17,469.04
Total Transfer Activity	-17,469.04
Total Other Expenses	\$ -170,067.38
Net Other Income	\$170,067.38
Net Income	\$58,186.41

Friday, Apr 08, 2016 12:43:45 PM PDT GMT-7 - Accrual Basis

Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of February 29, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
US Bank (King County) - 2969	291,184.88
US Bank Deposit Acct - 8744	35,305.05
US Bank Payroll - 5669	10,155.18
US Bank Sweep Acct - 7414	0.00
Total Bank Accounts	\$336,645.11
Other current assets	
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	1,659.98
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
TPMPD Scholarship Fund (US Bank 8744)	10,000.00
Total Other current assets	\$11,809.98
Total Current Assets	\$348,455.09
Fixed Assets	
Building & Improvements - Bond	0.00
Building & Improvements - Bridge Loan	0.00
Tukwila City Pool - Building	2,032,757.62
Tukwila City Pool - Non Building	30,264.37
Tukwila City Pool Accumulated Depreciation (deleted)	-270,389.27
Total Fixed Assets	\$1,792,632.72
Other Assets	
CIP Reserve (US Bank 8744)	220,000.00
Total Other Assets	\$220,000.00
TOTAL ASSETS	\$2,361,087.81
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	24,934.75
Total Accounts Payable	\$24,934.75
Credit Cards	
US Bank Dave CC - 2990	79.52
Total Credit Cards	\$79.52
Other Current Liabilities	
Deferred Revenue	0.00
Payroll Liabilities	138.68
Employee Withholdings	

Federal Tax	6.04
FICA	-311.32
L&I	525.23
Total Employee Withholdings	219.95
L&I Payable	136.34
Total Payroll Liabilities	494.97
Uncashed Payroll Checks	465.23
Unearned Revenue	0.00
Total Other Current Liabilities	\$960.20
Total Current Liabilities	\$25,974.47
Long-Term Liabilities	
Bond Payable	703,714.05
Bridge Loan Payable	819,070.38
Total Long-Term Liabilities	\$1,522,784.43
Total Liabilities	\$1,548,758.90
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	39,815.90
Net Income	58,186.41
Total Equity	\$812,328.91
TOTAL LIABILITIES AND EQUITY	\$2,361,087.81

Friday, Apr 08, 2016 12:42:00 PM PDT GMT-7 - Accrual Basis

Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2016 BUDGET - FY16 P&L

January - February, 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
311.00 General Property Tax	-35.85	131,748.00	-131,783.85	-0.03 %
311.10 Real and Personal Property Tax	7,576.19	7,576.19	0.00	100.00 %
Total 311.00 General Property Tax	7,540.34	139,324.19	-131,783.85	5.41 %
341.70 Sales of Merchandise		400.00	-400.00	
341.71 Vending Sales	341.32	341.32	0.00	100.00 %
341.72 Sales of Taxable Merchandise	117.77	117.77	0.00	100.00 %
Total 341.70 Sales of Merchandise	459.09	859.09	-400.00	53.44 %
347.00 Cultural and Recreation				
347.31 Activity Fess (Pass Sales)	3,025.71	3,400.00	-374.29	88.99 %
347.32 Activity Fees (General Admissions)	2,904.57	5,200.00	-2,295.43	55.86 %
347.61 Program Fees (Swim Classes/Instruction)	10,401.67	13,500.00	-3,098.33	77.05 %
347.62 Program Fees (Exercise Classes)	131.48	250.00	-118.52	52.59 %
347.63 Program Fees (Camps and Special Events)	117.82	300.00	-182.18	39.27 %
Total 347.00 Cultural and Recreation	16,581.25	22,650.00	-6,068.75	73.21 %
361.90 Interest and Other Earnings		140.00	-140.00	
362.00 Rents, Leases and Concessions				
362.41 Rentals (Short-Term) (One Time)	1,617.11	600.00	1,017.11	269.52 %
362.42 Equipment and Locker Rentals	696.00	166.00	530.00	419.28 %
362.52 Rentals (Long-Term) (Contracted)		7,000.00	-7,000.00	
Total 362.00 Rents, Leases and Concessions	2,313.11	7,766.00	-5,452.89	29.79 %
367.10 Contributions from Private Sources	3,563.34	40.00	3,523.34	8,908.35 %
386.00 Sales Tax Collected/Agency Deposits	684.22	684.22	0.00	100.00 %
397.00 Transfer in from other Funds		13,332.00	-13,332.00	
Total Income	\$31,141.35	\$184,795.50	\$ -153,654.15	16.85 %
Expenses				
576.20 Operational Expenditures		0.00	0.00	
20.10 Salaries and Wages				
11.0 Wages Lifeguard	15,815.43	15,815.43	0.00	100.00 %
12.0 Wages Instructor	2,350.25	2,350.25	0.00	100.00 %
13.0 Wages Head Guard	10,456.83	10,456.83	0.00	100.00 %
14.0 Wages Aquatics Manager	17,156.18	17,156.18	0.00	100.00 %
16.0 Wages Executive Director		0.00	0.00	
17.0 Wages Maintenance/Front Desk	7,525.39	7,525.39	0.00	100.00 %
Total 20.10 Salaries and Wages	53,304.08	53,304.08	0.00	100.00 %
20.20 Personnel Benefits	1,031.25	1,031.25	0.00	100.00 %
21.0 FICA	4,294.88	4,294.88	0.00	100.00 %
22.0 Unemployment	1,073.14	1,073.14	0.00	100.00 %
23.0 L&I	136.34	136.34	0.00	100.00 %
24.0 Benefits/Cafeteria Plan	343.75	343.75	0.00	100.00 %
Total 20.20 Personnel Benefits	6,879.36	6,879.36	0.00	100.00 %
20.30 Supplies				
20.31 Office Supplies	40.32	40.00	0.32	100.80 %
31.1 Office supplies	125.61	32.00	93.61	392.53 %
31.2 Office Furniture	546.40	40.00	506.40	1,366.00 %
31.3 Printing and Copying Supplies	686.84	686.84	0.00	100.00 %
31.4 Computer Supplies		0.00	0.00	
				41

Total 20.31 Office Supplies	1,399.17	798.84	600.33	175.15 %
20.32 Program Supplies and Equipment				
32.1 Exercise Classes	179.40	179.40	0.00	100.00 %
32.3 Camps and Special Events	48.59	48.59	0.00	100.00 %
Total 20.32 Program Supplies and Equipment	227.99	227.99	0.00	100.00 %
20.33 Maintenance and Repairs Supplies				
33.2 Pool Chemicals	1,401.71	1,401.71	0.00	100.00 %
33.3 Cleaning and Janitorial Supplies	1,291.00	1,291.00	0.00	100.00 %
33.4 Lifeguard Supplies and Equip.	105.00	105.00	0.00	100.00 %
33.5 Maintenance Supplies	5.93	5.93	0.00	100.00 %
Total 20.33 Maintenance and Repairs Supplies	2,803.64	2,803.64	0.00	100.00 %
20.34 Miscellaneous Supplies				
34.1 Supplies Purchased For Inventory/Resale	147.61	147.61	0.00	100.00 %
35.2 Small Tools and Minor Equip.		0.00	0.00	
Total 20.34 Miscellaneous Supplies	147.61	147.61	0.00	100.00 %
Total 20.30 Supplies	4,578.41	3,978.08	600.33	115.09 %
20.40 Services				
20.41 Professional Services		82.00	-82.00	
41.1 IT/Computer Service	209.42	209.42	0.00	100.00 %
41.2 Transaction Services/Merchant Fees	380.40	380.40	0.00	100.00 %
41.3 Legal Services	3,483.60	3,483.60	0.00	100.00 %
41.6 Security Services	602.53	602.53	0.00	100.00 %
41.7 Bank Charges	80.93	80.93	0.00	100.00 %
41.8 Misc. Services	2,029.91	2,029.91	0.00	100.00 %
Total 20.41 Professional Services	6,786.79	6,868.79	-82.00	98.81 %
20.42 Communications	75.00	75.00	0.00	100.00 %
42.1 Telephone	667.58	667.58	0.00	100.00 %
42.3 Website/Internet	414.81	414.81	0.00	100.00 %
Total 20.42 Communications	1,157.39	1,157.39	0.00	100.00 %
20.43 Travel				
43.2 Training	250.00	250.00	0.00	100.00 %
Total 20.43 Travel	250.00	250.00	0.00	100.00 %
20.45 Insurance	436.52	436.52	0.00	100.00 %
45.1 Liability Insurance	11,278.00	11,278.00	0.00	100.00 %
Total 20.45 Insurance	11,714.52	11,714.52	0.00	100.00 %
20.46 Utility				
46.1 Electrical	2,829.36	2,829.36	0.00	100.00 %
46.2 Gas	9,619.93	9,619.93	0.00	100.00 %
46.3 Water	723.86	723.86	0.00	100.00 %
Total 20.46 Utility	13,173.15	13,173.15	0.00	100.00 %
20.47 Repairs and Maintenance				
47.1 Facility Repairs/Maintenance	1,526.44	1,526.44	0.00	100.00 %
47.2 Equipment Repairs/Maintenance	1,178.43	1,178.43	0.00	100.00 %
Total 20.47 Repairs and Maintenance	2,704.87	2,704.87	0.00	100.00 %
20.48 Miscellaneous				
48.4 Misc. Service	79.30	79.30	0.00	100.00 %
Scholarship Expense	176.00	176.00	0.00	100.00 %
Total 20.48 Miscellaneous	255.30	255.30	0.00	100.00 %
Total 20.40 Services	36,042.02	36,124.02	-82.00	99.77 %
Total 576.20 Operational Expenditures	100,803.87	100,285.54	518.33	100.52 %
Non-Operational Expenditures				
513.20 Advisory Services				

513.21 Board of Commissioners/Meetings/Advisory	2,210.66	2,210.66	0.00	100.00 %
513.23 Public Records Request	16.43	16.43	0.00	100.00 %
Total 513.20 Advisory Services	2,227.09	2,227.09	0.00	100.00 %
514.00 Accounting, Audits and Election	5,915.43	5,915.43	0.00	100.00 %
514.21 Accounting Services	2,819.57	2,819.57	0.00	100.00 %
Total 514.00 Accounting, Audits and Election	8,735.00	8,735.00	0.00	100.00 %
586.00 Sales Tax/Agency	287.40	287.40	0.00	100.00 %
591.76 Debt Service Principle				
76.71 City Bridge Loan (Principle)	27,590.52	27,590.52	0.00	100.00 %
Total 591.76 Debt Service Principle	27,590.52	27,590.52	0.00	100.00 %
592.76 Debt Service Interest				
76.81 Loans and Bonds (Interest)	2,773.92	2,773.92	0.00	100.00 %
Total 592.76 Debt Service Interest	2,773.92	2,773.92	0.00	100.00 %
Total Non-Operational Expenditures	41,613.93	41,613.93	0.00	100.00 %
Other Miscellaneous Expense	0.02	0.02	0.00	100.00 %
Uncategorized Expense	604.50	140,604.50	-140,000.00	0.43 %
Total Expenses	\$143,022.32	\$282,503.99	\$ -139,481.67	50.63 %
Net Operating Income	\$ -111,880.97	\$ -97,708.49	\$ -14,172.48	114.50 %
Other Expenses				
Ask My Accountant				
Duplicate Credit Card Transactions	-1,551.63	-1,551.63	0.00	100.00 %
Duplicate Deposits	-1,360.00	-1,360.00	0.00	100.00 %
Duplicate Payroll Transactions	313.29	313.29	0.00	100.00 %
Total Ask My Accountant	-2,598.34	-2,598.34	0.00	100.00 %
Reconciliation Discrepancies	-150,000.00	-150,000.00	0.00	100.00 %
Transfer Activity				
CIP Transfers		0.00	0.00	
City Bridge Loan Principle	-17,469.04	-17,469.04	0.00	100.00 %
Total Transfer Activity	-17,469.04	-17,469.04	0.00	100.00 %
Total Other Expenses	\$ -170,067.38	\$ -170,067.38	\$0.00	100.00 %
Net Other Income	\$170,067.38	\$170,067.38	\$0.00	100.00 %
Net Income	\$58,186.41	\$72,358.89	\$ -14,172.48	80.41 %

Friday, Apr 08, 2016 12:43:04 PM PDT GMT-7 - Accrual Basis

Tukwila Pool Metropolitan Park District

Reconciliation Report

US Bank Dave CC - 2990, Period Ending 02/15/2016

Reconciled on: 04/06/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Dawn Jackson

Summary

Statement Beginning Balance	1,179.87
Payments and Credits cleared	-1,179.87
Charges and Cash Advances cleared	+1,669.87
Statement Ending Balance	1,669.87
Uncleared transactions as of 02/15/2016	-282.20
Register Balance as of 02/15/2016	1,387.67
Uncleared transactions after 02/15/2016	-1,669.87
Register Balance as of 04/06/2016	-282.20

Details

Payments and Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/19/2016	Expense		US Bank CC - 2990	-1,179.87
Total				-1,179.87

Charges and Cash Advances cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/15/2016	Expense		The Seattle Times	475.00
01/15/2016	Expense		Craigslist	45.00
01/15/2016	Expense		American Red Cross	105.00
01/19/2016	Expense		Zip Recruiter, Inc	272.66
01/26/2016	Expense		Appliance Distributors	546.40
01/29/2016	Expense		Amazon.com	179.40
02/08/2016	Expense		Adobe	16.41
02/09/2016	Expense		WhenToWork, Inc	30.00
Total				1,669.87

Additional Information

Uncleared Payments and Credits as of 02/15/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/15/2016	Expense		US Bank	-140.13
02/12/2016	Expense		US Bank	-142.07
Total				-282.20

Uncleared Payments and Credits after 02/15/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/17/2016	Expense		US Bank	-1,669.87
03/16/2016	Expense		US Bank	-1,244.05
Total				-2,913.92

Uncleared Charges and Cash Advances after 02/15/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/17/2016	Expense		Plumbzilla	90.54
				45

02/18/2016 Expense	Cash & Carry	84.64
02/18/2016 Expense	Cash & Carry	28.75
02/19/2016 Expense	Cash & Carry	7.97
02/19/2016 Expense	Super Saver Foods	10.32
02/19/2016 Expense	Office Depot	50.36
02/22/2016 Expense	Walgreens	9.84
02/24/2016 Expense	Orkin Pest Control	79.30
03/01/2016 Expense	Microsot	437.99
03/01/2016 Expense	NorMed	84.86
03/08/2016 Expense	WhenToWork, Inc	30.00
03/08/2016 Expense	Adobe	16.41
03/10/2016 Expense	Lighting Supply	299.95
03/15/2016 Expense	Lowe's	13.12
Total		1,244.05



State of Washington
Department of Revenue
PO Box 47464
Olympia, WA 98504-7464

February 2016 Combined Excise Tax Return

603-151-833
TUKWILA METROPOLITAN PARK DISTRICT

State Business and Occupation Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0004	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	7,452.27	7,452.27	0.00	0.0150	0.00
0002	Retailing	3,362.86	3,362.86	0.00	0.00471	0.00
		10,815.13	10,815.13	0.00		0.00

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000499	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	Other	7,452.27
000299	Retailing	Other	3,362.86
			10,815.13

Explanations for Other Deductions

Deduction Code	Explanation
000499	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)
000299	Retailing

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	3,362.86	0.00	3,362.86	0.0650	218.59
		3,362.86	0.00	3,362.86		218.59

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1729	TUKWILA	3,362.86	0.0300	100.89
			3,362.86		100.89

Summary Section

	Amount
State Business and Occupation Tax Total	0.00
State Sales and Use Tax Total	218.59
Local and Regional Tax Total	100.89
Lodging Tax Total	0.00
Public Utilities Tax Total	0.00
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	319.48
Less Total Credits	0.00
Total	319.48
Amount Paid	319.48
Balance	0.00

Additional Information

Confirmation Number	17761045	Date Printed	3/25/2016
Date and Time Submitted	3/25/2016 11:25:32 PM	Tax Registration Number	603-151-833
Payment Type	E-Check	Person Completing Return	Dawn Jackson
Total Amount Paid	319.48	Phone Number	(206)851-6067
Date To Transfer Payment	3/28/2016	E-Mail Address	jackson.dawn34@yahoo.com
Person Authorizing Payment	Alan Dance		

This is a copy for your records.
Please DO NOT MAIL a copy to the Department of Revenue.



Electronic Filing – Washington State

E-file Time: 11:26 PM

[My Account Home](#)[Account Activity](#)[List Server](#)[Suggestions](#)[Logout](#)

TUKWILA METROPOLITAN PARK DISTRICT 603-151-833

Confirmation

Confirmation Number	17761045
Tax Registration Number	603151833
Reporting Period	02/2016
Payment Type	E-Check
Date and Time Submitted	3/25/2016 11:25:32 PM
Date of Transfer	03/28/2016
Payment Amount	319.48
Person Completing Return	Dawn Jackson
Person Authorizing Payment	Alan Dance

The email address on this return is different from the one in your profile.

The Department is using email more frequently to communicate with taxpayers. Please verify that the email address in your profile is the correct address. [Update my email address](#)

Your return and payment have been submitted. For easy reference, print this page and retain it with your tax records.

[Return to Account List](#)[Print Confirmation](#)[View Printable Return](#)Confirmation

For Assistance Call:
1-877-345-3353

Revenue Description	Merchandise Sales	Pass Sales	General Admissions	Swim Classes/Instruction	Aquatic Fitness Classes	Camps and Special Events	Single Event Rental	Rental Equipment and Locker	Contracted Rental	Contributions and Donations	Tax	Misc. Revenue	Scholarship Expense
Code	001.341.72	001.347.31	001.347.32	001.347.61	001.347.62	001.347.63	001.362.41	001.362.42	001.362.52	001.367.10	001.386.00	001.369.90	

[illegible]

Total Scholarship Expense	\$ 264.00	\$ 11,134.60
Long-Term Contracted Rental	\$ 363.02	
Real and Personal Property Tax	\$ 74,519.20	
Other Misc Revenue		
Total Income in Quickbooks	\$ 86,280.82	

TUKWILA POOL METROPOLITAN PARK DISTRICT

Informational Memo

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

FROM: Teshera Barr

DATE: April 6, 2016

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

ISSUE

Summary of 3/19/16 TPAC meeting

FINANCIAL IMPACT

N/A

BACKGROUND

None

DISCUSSION

- 1) Pool closure; suggested sign up during closed times with information about pools available in the surrounding area.
- 2) Discussed April Pool's Day
 - a. Have life jacket to raffle off
 - b. Changes in event: Update flyer distribution, how flyers are distributed at schools, review distribution list from last year and trim down.
 - c. Events: Kayak station; (2 seat kayak needed), life jacket fittings, Throw/Don't go penguin toss, life jacket relay race, coloring table (tracing hand?).
 - d. Pool staff will review last year's events and ask TPAC for help if necessary
 - e. Staff arranging for Fire Dept. and Library
- 3) Outdoor cleanup/weeding, maybe partnering with a garden club, need pressure washing. 5/14/16 as possible date.
- 4) Discussed policies regarding non-profit and fund raising opportunities.
- 5) TPAC webpage to be reviewed. (On pool website?)
- 6) Discussed student volunteer opportunities for community service; pool has government, management, and physical education volunteer interests.
- 7) Lengthy discussion regarding flyers for special events, when they need to be approved, etc.
- 8) May event is Pirates in the Pool as per schedule from 2015.
- 9) Next TPAC meeting is 4/16/16 at Tukwila Community Center at 8:10-9:40 AM

ATTACHMENTS

1. Approved Minutes from 2/20/2016 Meeting
2. Proposed TPMPD Commissioner Attendance Schedule

Tukwila Pool Advisory Committee
February 20, 2016
APPROVED Meeting Minutes
Meeting Location: Tukwila Community Center

Attendance: Sheri Barr, Kristine Selleck, Jeri Frangello-Anderson, Diane Meyers, and Jennafer Price Cargill

1. Sheri called the meeting to order at 8:13am.
2. Sheri and Kristine Approved the Draft Meeting minutes from 01/01/2016
3. Public Comments: None
4. Jennafer Price Cargill, newly hired Executive Director, was introduced to the attendees. Jennafer has experience with Non-Profits in our local area and has been involved in the creation of TMPD. She is excited to be part of the pool staff and working as Executive Director.
5. TPAC Approved/Official Welcome packet was presented.
6. Business Items:
 - a. Scholarships at other pools:
 - i. Feedback from Jacque: Looking for information from other pools because only Tukwila residents are eligible for scholarship program although many Tukwila Pool patrons come from other local areas.
 1. Mt. Rainier pool will exchange info sheets regarding scholarship program
 2. Rainier Beach and Southwest Pool have no resident requirements and request no referrals
 3. Lindberg and Renton scholarships are not residency based, but rely on free/reduced school lunch information.
 - ii. Action: Pursue information about Evergreen Pool and create a Fact Sheet to be used to properly refer Non-Tukwila Resident Patrons of other scholarship opportunities available in their local area.
 - iii. Action: Get clarification/tracking information on how Tukwila Pool scholarship funds are used
 - iv. This project will be on hold until research is complete.
 - b. Marketing:
 - i. Today's event: ice cream balls scooped and prepped. Decorations, food, and staff have been checked on. Natasha and Paul are staff in charge and no issues are foreseen. Staff will decide on games depending on attendance.
 - ii. Next Event: Egg Hunt
 1. Want to have online pre-registration available for this event. Jennafer will find out if patrons may also pay online.
 2. Need to streamline sign-in process so patrons are able to listen to safety talk.
 3. Need to have kids in the pool before releasing eggs into the pool so that they all do not go into the gutters.
 4. Check bins for supplies and inventory from Vanessa to determine what needs to be purchased. Vanessa has detailed files from past events. Will also check bins during today's event when volunteer responsibilities are minimal. Sheri will buy 3 more bins for other events.
 5. Need to organize a work party to inventory all event supplies and purchase what else is needed
 6. Work Party needed to fill candy bags and eggs. Jeri will take care of acquiring the inflatable ducks or chicks, candy, and candy bags. Staff to be tasked with filling eggs and candy bags.
 7. Diane will supply jelly bean jar to be up next week.

- c. Commissioners Report: Details regarding the process of hiring the Executive Director
 - d. Staff Report:
 - i. CIP Report: Iron Clad contractor selected and contract details are being worked out through the proper channels. Work is tentatively scheduled to begin the last week of March. Contractor to do Flooring and Staff will work on over-head lights with a lift rental.
 - e. TPAC Welcome Packet Review: No questions or comments at this time.
 - f. TPAC Roles
 - i. Policies: Foresee a need to have a policy regarding Gender Equality and Locker room/Restroom usage that will accommodate the needs for all of Tukwila Pool Patrons. Jennafer offered to research the topic further and envisions all future policy changes to go through TPAC for recommendations.
 - ii. Events: TPAC will do tasks as needed and update Event Summaries and Inventory Sheets.
 - iii. Normal Pool Hours: Point things out to staff members as necessary (Properly posting signage for pool reservations, for instance).
7. Next TPAC Meeting is scheduled for 03/19/2016 at the Tukwila Pool.
8. Meeting Adjourned at 9:40am.

Proposed TPMPD Commissioner Attendance Schedule
For Monthly TPAC Meetings
2016

Meeting Date / Location	Commissioners	Alternate
Sat. April 16 @ TCC	<ul style="list-style-type: none"> • Vanessa • Christine 	<ul style="list-style-type: none"> • Ellen
Sat. May 21 @ Tukwila Pool	<ul style="list-style-type: none"> • Jeri • Ellen 	<ul style="list-style-type: none"> • New Appointee (if available) • Vanessa
Sat. June 18 @TCC	<ul style="list-style-type: none"> • Jeri • New Appointee 	<ul style="list-style-type: none"> • Vanessa
Sat. July 16 @ TCC	<ul style="list-style-type: none"> • Jeri • Vanessa 	<ul style="list-style-type: none"> • Christine
Sat. August 20 @ TCC	<ul style="list-style-type: none"> • Jeri • Christine 	<ul style="list-style-type: none"> • Ellen
Sat. September 17 @ TCC	<ul style="list-style-type: none"> • Jeri • Ellen 	<ul style="list-style-type: none"> • New Appointee
Sat. October 15 @ TCC	<ul style="list-style-type: none"> • Jeri • New Appointee 	<ul style="list-style-type: none"> • Vanessa
Sat. November 19 @ TCC	<ul style="list-style-type: none"> • Jeri • Vanessa 	<ul style="list-style-type: none"> • Christine
Sat. December 17 @ TCC	<ul style="list-style-type: none"> • Jeri • Christine 	<ul style="list-style-type: none"> • Ellen

Please note:

The Board Clerk usually attends every TPAC meeting; or designates another person to attend in their place.

Other members of the BOC may attend, but are not required to do so.

No more than 2 commissioners may be at any event or location at the same time without sending out a public notice of the meeting at least 24 hours in advance.

If three commissioners go to an event or meeting, the last commissioner to arrive should leave the meeting. At least one commissioner must leave immediately.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Ad Hoc Committee for BOC Appointment
DATE: April 11, 2016
SUBJECT: **Committee Report**

ISSUE

Update on the process for appointing a new member of the TPMPD Board of Commissioners

FINANCIAL IMPACT

None

BACKGROUND

Position #5 of the TPMPD Board of Commissioners is currently vacant. The remaining members of the board have until May 23rd to appoint a new commissioner to fill the vacancy.

At the March TPMPD meeting, an Ad Hoc Committee was formed to develop a process for the appointment. The committee includes Commissioner Ellen Gengler, Commissioner Christine Neuffer, Executive Director Jennafer Price Cargill, and community member Diane Myers.

REPORT

The committee met on Thursday March 24th and agreed to the following:

- The general format and content of the application packet, which would include a position description, an application form and information on the process. Jennafer agreed to create the packet and send it to the rest of the committee for approval in time to distribute it by April 5th.
- It was decided that all candidates who complete the application and cover letter by the deadline would move forward to interview with the Board.
- It was decided that the packet would be posted on the pool website and that hard copies would be available at the front desk. A press release would be developed by Jennafer to distribute and Commissioner Gengler would create promotional posters to put up at the pool.
- Timeline:
 - Create Application Packet and Press Release (done)
 - Distribute to Committee for approval (done)
 - Send to Tukwila Reporter; post on pool website, Tukwila Talk, Next Door (done)

- Send or hand to others who may be interested (in progress)
- April 22: hard deadline for returning applications
- April 23-27: Ad Hoc Committee members review applications individually
- April 28: Committee meeting to agree on which applicants qualify to be moved forward to the Board for interview.
- May 6: Board meeting packets are distributed containing materials from each of the candidates.
- May 9: Board of Commissioners interviews all of the candidates that met the basic criteria.

RECOMMENDATION

None

ATTACHMENTS

1. BOC Application Packet
2. Press Release



MEMBER OF THE BOARD OF COMMISSIONERS

Position Description

Term of Office: From date of appointment to December 2017.

Purpose: As stewards of the tax district, Tukwila Pool MPD Commissioners serve at-large, representing all members of the Tukwila community in legislative and executive decision-making about District budgeting, policy and planning.

Compensation: Currently under review. Maximum allowed by RCW is \$114 per day stipend.

Requirements: To apply, you must be a registered voter and a current resident of Tukwila.

Duties: All duties of the Board are performed as a whole and acting as representatives of the Tukwila community. As such, the Board of Commissioners of the Tukwila Pool Metropolitan Park District:

- Develops the long-term goals for the Tukwila Pool.
- Appropriates funds as needed to operate the pool and to meet the long term goals.
- Creates policy for the District and provides policy direction for the staff.

To accomplish this, a commissioner must:

- Review, study, discuss and decide on policy and fiscal questions.
- Interact with members of the community during public meetings and one-on-one.
- Be proficient in a variety of communication methods, including email, telephone and written.

Commissioners should have the ability to:

- Learn and use Robert's Rules of Order.
- Follow the laws that regulate park districts (Some of this information can be found by reviewing RCW 35.61- Metropolitan Park Districts).
- Research, listen to, analyze and evaluate information and perspectives on a variety of topics.
- Work in collaboration with a diverse community, incorporating a wide range of beliefs, backgrounds and ethnicities.
- Act at all times in what they consider to be the best interest of the community as a whole and with the understanding that your words and actions will be perceived as representative of the TPMPD.

Time Commitment: All Commissioners attend Regular Board meetings on the second Monday of each month beginning at 6:00 PM and lasting between 2 and 3 hours. Preparation for Board meetings involves independent study of agenda materials. Special meetings such as work sessions or ad-hoc committees are scheduled throughout the year and a one-day retreat is held annually. The Board of Commissioners has scheduled its annual retreat for Saturday June 4, 2016. Please ensure that your calendar allows you to attend should you be appointed to the vacant position.

Please Note: Persons elected or appointed to fill a vacant elective office must file a financial affairs statement with the Public Disclosure Commission detailing certain financial information about themselves, their spouse and any dependent children which then becomes public information for anyone to access. More information can be obtained from the Public Disclosure Commission, P.O. Box 40908, Olympia, WA 98504-0908 or by calling 1-877-601-2828. This is a State requirement of all appointed and elected officials.



Application and Interview Process for Appointment

TPMPD BOARD OF COMMISSIONERS POSITION #5

Please read and follow all instructions carefully

To Apply: Please complete the application form in full and attach a cover letter explaining in detail why you are interested in serving as a member of the TPMPD Board of Commissioners.

You must complete all parts of the application form and provide a cover letter in order to be considered for appointment.

Send completed applications and cover letters to JPCargill@TukwilaPool.org or deliver to:

Tukwila Pool MPD
Attn: Jennafer Price Cargill
4414 S. 144th Street
Tukwila, WA 98168

The deadline for the TPMPD to physically receive applications is 3:00 PM on Friday April 22, 2016. Applications received after that time will not be forwarded in the process regardless of postmarking.

Interviews: Only those applicants who have completed the application plus cover letter will be invited to interview with the Board of Commissioners. These interviews will take place on the evening of Monday, May 9, 2016 at the Valley View Sewer District meeting room (3460 S. 148th Street, between Tukwila International Blvd and Military Road). If more time is needed due to a high number of applicants, an additional meeting will be scheduled and candidates will be informed of the new meeting time no later than May 3, 2016.

Interviews will be limited to 20 minutes each, including 3 minutes at the beginning of the interview to provide a brief introduction and overview of qualifications and 2 minutes at the end for the applicant to ask questions of the Commissioners. The remaining 15 minutes will be designated for a predetermined set of questions by the Board.

Candidates will not be permitted to sit in the meeting space prior to their interview; however, once interviewed, a candidate may remain in the room.

Determination: Upon completion of the interviews, Commissioners may convene an Executive Session to discuss the qualifications of the candidates. Upon conclusion of the Executive Session, the Commissioners will reconvene the regular meeting. The President of the Board may then call for nominations, discussion, and a vote if the Board so chooses. The oath of office will be administered either at this meeting or at another time as determined by the President.

Please note that all materials related to the appointment process are considered public records, including but not limited to, applications and all written and electronic correspondence.



**Application for Appointment to
TUKWILA POOL METROPOLITAN PARK DISTRICT POSITION #5**

Applicant Information

Full Name _____

Street Address _____ City _____ Zip _____

Daytime Phone _____ this is a: Cell Work Other

E-Mail Address _____

Eligibility Requirements, Notification and Signature

I understand that Members of the Board of Commissioners for the Tukwila Pool Metropolitan Park District must be registered voters in King County, Washington and must currently live in the City of Tukwila.

I understand that as an applicant for appointment to public office, the information provided on this application must be true and correct and will be available to the public.

Signature _____ Date _____

Additional Information

Are you a registered voter in King County, WA? (Check one) Yes No

Are you a resident of the City of Tukwila? (Check one) Yes No

Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the Tukwila Pool or Tukwila Pool Metropolitan Park District? (Check one) Yes No

If yes, please explain

Time Commitment

Appointment to the Tukwila Pool Metropolitan Park District Board of Commissioners will require your attendance at a number of regularly scheduled and special meetings, which occur at various times including evenings and weekends.

Board activities generally require a time commitment of approximately 10 to 15 hours per month. Are you able to commit this amount of time and can you commit to arrange your schedule to participate fully as a member of the TPMPD Board of Commissioners? (Check one) Yes No

Duties of the Position

Have you carefully reviewed the duties of the position and are you able to fulfill the responsibilities of the role without reservation? (Check one) Yes No

Open Public Meetings Act Notification

The OPMA requires that all written materials relating to the Tukwila Pool Metropolitan Park District be archived and made available to the public upon request. If appointed, are you prepared to submit any electronic files or communications you have created in your role as a commissioner (including the device used, if applicable) to public review? (Check one) Yes No

Supplemental Questions

Please respond to the following questions. You may attach additional pages.

Please describe your background in community service, including any volunteer work you have done in or around Tukwila.

In your opinion, how could the Tukwila Pool better serve the community?



For Immediate Release

The Tukwila Pool Metropolitan Park District (TPMPD) is accepting applications for the appointment of a new commissioner for term ending December 2017.

David J. Puki, who was elected to Position #5 of the TPMPD Board of Commissioners in November, resigned his position for personal reasons on February 23, 2016. The remaining members of the board have 90 days to appoint a new commissioner to fill the vacancy.

At the March TPMPD meeting, an Ad Hoc Committee was formed to develop a process for the appointment. The committee includes Commissioner Ellen Gengler, Commissioner Christine Neuffer, Executive Director Jennafer Price Cargill, and community member Diane Myers.

The application packet is posted on the www.tukwilapool.org website and paper copies will be available at the Tukwila Pool when it re-opens on April 7th. (The pool is currently closed while new flooring is being installed.) The packet contains a position description, application form, and full instructions on the process for anyone who is interested in the position.

You must be a registered voter in King County and a resident of Tukwila to be eligible for the position.

Anyone who is eligible and interested should submit an application and cover letter by 3pm on April 22nd and they will be invited to interview with the board on May 9th.

All eligible members of the Tukwila community are encouraged to apply.

Questions to: Jennafer Price Cargill, Executive Director jpcargill@tukwilapool.org

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 11, 2016
SUBJECT: **TPAC Applicant – Diane Myers**

ISSUE

Should the Board of Commissioners appoint applicant Diane Myers to the Tukwila Pool Advisory Committee?

FINANCIAL IMPACT

None

BACKGROUND

The Tukwila Pool Advisory Committee representatives currently number three people, with five positions allocated, as well as two student representative positions. The Board of Commissioners have expressed their intent to fill the vacant positions. Diane Myers has applied and requests appointment to the committee. Diane was interviewed by President Zaputil & Jennafer Price Cargill on April 4, 2016.

DISCUSSION

Diane Myers has been an active member of the Save/Support Tukwila Pool citizen's committee for several years. She has been a dedicated volunteer in the community and the pool, most recently serving on the Ad Hoc BOC Appointment Committee.

The BOC is now being asked to consider whether or not to appoint Diane Myers as a member of TPAC.

RECOMMENDATION

It is recommended that Ms. Myers be appointed to TPAC.

ATTACHMENTS

1. Diane Myers TPAC Application Form



RECEIVED

3/19/2016

Tukwila Pool
Attn: Kate Kruller
4414 South 144th Street
Tukwila, WA 98168
Phone: (206) 853-9330

E-mail: kkruller@tukwilapool.org
Website: www.tukwilapool.org

Application for Appointment TUKWILA POOL ADVISORY COMMITTEE

Please complete the ENTIRE application form. Applicants may attach a cover letter and/or a resume totaling no more than three pages.

NAME: MYERS DIANE B
Last First M.I.
ADDRESS: 13919 42ND AVE SO TUKWILA 98168
Street City Zip

MAILING ADDRESS (if different): _____

HOME PHONE: 206 243-1061 CELL/MOBILE PHONE: 206 434-2776
EMPLOYER: KING COUNTY E-MAIL: TEDICHU @ Hotmail.com

Please check all that apply to you within the City of Tukwila limits:

- ☒ Resident ☐ Business Owner/Representative
☐ School District Representative ☐ High School Student

HAVE YOU PREVIOUSLY SERVED ON BOARDS, COMMISSIONS, COMMITTEES AND/OR FOR
VOLUNTEER GROUPS? ☒ Yes ☐ No

If "yes", please list and elaborate: TIBAC, STP, Epic, Tukwila Tomorrow

AVAILABLE TO ATTEND MEETINGS: ☐ Daytime ☒ Evenings

FOR TUKWILA POOL PARK DISTRICT USE ONLY:

INTERVIEW DATE: _____ APPOINTED: ☐ Yes ☐ No TERM EXPIRES: _____

Professional/Community Activities (organizations, clubs, service groups, etc.): _____

TREASURER Prop 1 Nov 2015

ASSIST w School Election

HAVE GIVEN 135 pints OF Blood

VOLUNTEER-SPIRIT OF GIVING! SR THANKSGIVING DINNER

Hobbies/Interests: GARDENING, QUILTING, CRAFTING

Qualifications as related to this position:

I HAVE BEEN A pool USER AND pool VOLUNTEER FOR YEARS. I HELPED WITH THE ELECTION TO SAVE THE pool. I THINK THIS IS AN IMPORTANT COMMUNITY RESOURCE FOR COMMUNITY MEMBERS AND STUDENTS AS WELL AS FOR PEOPLE WHO WORK IN OUR COMMUNITY.

Other comments/additional information for consideration: _____

Diane B Myers

Applicant's Signature

3-10-16

Date

Note: Upon submission, all information on this form becomes public record. The content of this application is subject to confirmation. If selected to serve on this Committee, a successful outcome from a background check is required. For further clarification regarding this application, please call (206) 853-9330.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 11, 2016
SUBJECT: **Resolution to accept the work done by Ironclad**

ISSUE

Shall the TPMPD accept the work done on the Pool Deck and Flooring project by Ironclad

FINANCIAL IMPACT

Potential for future expenses to correct or refinish accepted work that does not meet safety or other standards.

BACKGROUND

Ironclad Industrial Flooring contacted to perform the Pool Deck and Flooring capital improvement project on March 17, 2016. Work was performed March 30 through April 5, 2016.

The commissioners had the opportunity to visually inspect the work and evaluate whether or not to accept it according to the contracted agreement.

DISCUSSION

Shall the Board resolve to accept the work of Ironclad Industrial Flooring?

LEGAL REVIEW

Reviewed as to form by Brian Snure, TPMPD Attorney

RECOMMENDATION

None

ATTACHMENTS

1. Ironclad Acceptance Resolution

Tukwila Pool Metropolitan Park District

Resolution No. _____

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
TUKWILA METROPOLITAN PARK DISTRICT ACCEPTING THE
COMPLETED WORK OF IRONCLAD INDUSTRIAL FLOORING ON
THE POOL DECK AND FLOORING PROJECT CONTRACT,
ENTERED INTO MARCH 17, 2016**

WHEREAS, the Board of Commissioners of the Tukwila Metropolitan Park District have visually inspected the work done by Ironclad Industrial Flooring and find it satisfactorily completed.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA
METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:**

. The work done by Ironclad in the Pool Deck and Flooring Project, be and is hereby accepted as of April 11, 2016.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA
METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of
_____, 2016.

ATTEST/AUTHENTICATED:

Jeri Frangello-Anderson, Clerk of the Board

Vanessa Zaputil, President,
Board of Commissioners

Passed by the Commission: _____
Resolution Number: _____

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 11, 2016
SUBJECT: **Resolution to establish a separate CIP Fund account**

ISSUE

Shall the TPMPD direct King County to open a separate CIP Fund account?

FINANCIAL IMPACT

None

BACKGROUND

When the TPMPD obtained control of the pool's financial operations at the beginning of 2015, \$140,000 was 'set aside' within the general fund and earmarked for Capital Improvement Project (CIP) activities. At the end of 2015, an additional \$80,000 was also set aside for a total of \$220,000. In 2016, the flooring project used approximately \$50,000 of those funds and, after final payment for that project, approximately \$170,000 will remain.

King County, acting as the District's Treasurer, may create a separate CIP Fund Account to hold these funds until they are needed for CIP activities.

DISCUSSION

Shall the Board authorize the District Treasurer (King County) to establish a CIP Fund account at US Bank?

LEGAL REVIEW

Reviewed as to form by Brian Snure, TPMPD Attorney

RECOMMENDATION

None

ATTACHMENTS

1. CIP Fund Resolution

Tukwila Pool Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT ESTABLISHING A SEPARATE US BANK ACCOUNT SOLELY FOR THE PURPOSE OF HOLDING CAPITAL IMPROVEMENT PROJECT FUNDS.

WHEREAS, the Board of Commissioners of the Tukwila Metropolitan Park District has set aside funds earmarked in the annual budget for capital improvement projects;

WHEREAS, the Board has expressed the intent to establish a separate account to hold these funds;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

The Tukwila Pool Metropolitan Park District Treasurer (King County) is authorized and directed to establish an account in the name of the District for the purpose of holding funds designated for use in Capital Improvement Projects.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA
METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of
_____, 2016.

ATTEST/AUTHENTICATED:

Jeri Frangello-Anderson, Clerk of the Board

Vanessa Zaputil, President,
Board of Commissioners

Passed by the Commission: _____
Resolution Number: _____

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 11, 2016
SUBJECT: **Proposed revision of Employee Handbook regarding paid leave**

ISSUE

Shall the TPMPD revise the Employee Handbook policies regarding paid leave?

FINANCIAL IMPACT

Depends on the policy. Recommended policy below has no net financial impact. Retention of highly performing staff is proven to result in long-term savings.

BACKGROUND

The TPMPD established its first employee policies (codified in the TPMPD Employee Handbook) which was approved by the BOC in September 2015.

From the TPMPD Compensation Policy:

- 4.1 The District endeavors for transparency and fairness in regard to employee pay rates;
- 4.3.2 Within available resources, the District's compensation plan is generally competitive with other comparable employers in similar job markets.

Currently, the TPMPD provides between 12 and 18 total days off per year (depending on years of service) to employees to use for “vacation, sick days, or personal time”. These days off are referred to as Paid Time Off or PTO. The policy also requires full-time employees to work 5 days a week, including all holidays, except Thanksgiving Day and December 25th.

A 2010 survey conducted by WorlDatWork, a human resources association, found that on average...

- Employees who had been at a company for less than a year were awarded eight days of vacation/personal leave.
- Employees employed less than a year at a company received an average of seven sick days a year, while employees employed for longer a year received an average of nine paid sick days.

(Survey results reported in “The Average Paid Time Off” by Emily Weller, Houston Chronicle online). This data is supported by the US Department of Labor’s Bureau of Labor Statistics which reports similar averages. (see attached)

In addition to sick and vacation time, most salaried & exempt employees are provided with 8 paid days off on or around the following holidays:

- New Year's Day
- Martin Luther King's Day
- President's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Employees that are required to work on the above named Holidays are often provided with "Holiday Pay", usually at 1.5 or 2 times the usual rate of pay.

Unused designated sick leave and paid holidays are not paid out when an employee leaves employment. However, unused Paid Time Off (PTO) is usually paid out when an employee leaves.

DISCUSSION

Should the TPMPD revise the current PTO policies to remain competitive with other comparable employers in similar job markets?

RECOMMENDATION

It is recommended that the TPMPD policy be revised to add the following benefits for full-time employees:

- 5 days of Sick Leave annually, with unused leave eligible to be carried over into another calendar year.
- 8 Holiday "Flex" Days per year; to be used at the employee's discretion (with supervisory approval) for additional paid days off. Unused flex days cannot be carried over into another calendar year.

Sick Leave and Holiday Flex Days will be "banked" when a new employee begins with the TPMPD and are "refilled" every year on their work anniversary date. Unused Sick Leave and Holiday Flex Day benefits are not eligible for pay out if the employee leaves the TPMPD.

ATTACHMENTS

1. US Bureau of Labor Statistics Table 5

Average paid holidays and days of vacation and sick leave for full-time employees

Compiled in 1996 by the Bureau of Labor Statistics, US Department of Labor

Table 5. Average paid holidays and days of vacation and sick leave for full-time employees in small private establishments, 1996

	All full-time employees	Professional, technical, and related employees(1)	Clerical sales & service employees(2)
Paid holidays.....	7.6	8.5	7.7
Paid vacation days after specified years of service:			
1 year.....	8.1	10.0	8.6
3 years.....	10.2	11.7	10.5
5 years.....	11.9	13.8	12.3
10 years.....	13.9	16.0	14.3
15 years.....	14.8	17.0	15.4
20 years.....	15.4	17.6	16.1
25 years.....	15.7	17.8	16.4
Paid sick leave days after specified years of service:			
1 year.....	8.0	8.5	7.0
3 years.....	8.7	9.0	8.1
5 years.....	9.5	9.6	9.4
10 years.....	10.3	9.9	10.6
15 years.....	10.5	10.2	11.0
20 years.....	10.8	10.5	11.7
25 years.....	10.9	10.6	11.7

1 Includes professional, technical, executive, and administrative occupations.

2 Includes clerical, administrative support, and sales occupations.

NOTE: Computed averages exclude days at partial pay and workers in plans that do not stipulate at least 1 full day.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 11, 2016
SUBJECT: **Renewal of MRSC Roster membership**

ISSUE

Shall the Board renew its membership in the MRSC (Municipal Research and Services Center of Washington) Roster?

FINANCIAL IMPACT

Annual membership fee is \$120

BACKGROUND

In March of 2015 the TPMPD issued a resolution (2015-06) on the subjects of establishing:

- a small public works roster process to award public works contracts
- a consulting services roster for architectural, engineering and other professional services, AND
- a vendor roster for goods and services not related to public works contracts

DISCUSSION

Shall the TPMPD renew its membership in the MRSC Roster?

RECOMMENDATION

None

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 11, 2016
SUBJECT: **Point of Sale systems comparison**

ISSUE

Shall the TPMPD consider contracting with a new Point of Sale (POS) provider?

FINANCIAL IMPACT

Potential adjustment to costs will depend on the final decision of the Board.

BACKGROUND

The TPMPD has been contracting with Rec 1 since early 2015 to provide all point of sale services for the pool. In mid-2015 Rec 1 mistakenly began depositing money into the TPMPD account which belonged to another client. To recover from the mistake required a great deal of time on the part of the District's CPA. Because of a series of miscommunications arising from this situation, the cost of the CPA's time was deducted from the funds returned to Rec 1. This caused Rec 1 to send a letter to the TPMPD cancelling the contract in 30 days (to take effect March 24, 2016).

The Executive Director was asked to investigate alternative service providers, and four companies were contacted. Three of those responded and had sessions with the ED and Aquatics Manager to evaluate their system's suitability for the pool.

Rec 1 eventually agreed to continue the relationship with the TPMPD and the cancellation did not go through.

DISCUSSION

Does the TPMPD want to consider contracting with a different POS provider?

RECOMMENDATION

None

ATTACHMENTS

1. Provider comparison matrix of: EZ Facility, Cogran and RecPro
2. EZ Facility Proposal
3. RecPro Proposal

Provider Name & Contact	Accounting	Timeline	Support	Functions & Functionality	Other	Cost	Overall Rating On a scale of 1 to 5
EZ Facility - Brett	<ul style="list-style-type: none"> • Can use our own merchant processor or theirs. • Can't do scholarship accounting without a workaround. • Can do receipts, invoicing, etc. w/branding. • Can't differentiate between resident or non-resident when booking. 	<ul style="list-style-type: none"> • They will help with data import • We must provide an export file. • Usually can input the data within 48 hrs. of receiving it. • Average time for training is 30 days 	<ul style="list-style-type: none"> • All support is included in cost, no add'l charges or limits for support. • Average wait time for help is 1 minute 45 seconds. • Provide free auto updates. 	<ul style="list-style-type: none"> • Supports all current functions, including email marketing and memberships. • No override when booking. • No way to identify residents. • Might not be able to assign different GL codes to different types of purchases or tax. • Doesn't show full month calendar view on main screen. • Doesn't automatically process patrons using passes on scanner, must be on correct screen. • Can give individual staff unique permissions. • POS runs separately from other programs, requires new log in. 	<ul style="list-style-type: none"> • 100% online • Month to month contract for unlimited users. • Patrons can access their "account" online with a user name and password for self-service purchasing. • Have a free mobile app. (or \$100 set up fee plus \$100 per month for TPMPD branded app). • All hardware plug and play. 	<ul style="list-style-type: none"> • Standard Package for 1000 active members and covering 10 "resources" (i.e. rooms, areas of the pool, etc. our current set up requires about 8) • \$400 one-time activation fee plus \$269 flat monthly fee all inclusive • no per transaction fee from them • merchant processing fees not included. 	<ul style="list-style-type: none"> • Ease of use for Front desk: 3 • Back office work: 2.5
Cogran				No POS available (recommendation was in error)			0

Provider Name & Contact	Accounting	Timeline	Support	Functions & Functionality	Other	Cost	Overall Rating On a scale of 1 to 5
Rec Pro - Dale	<ul style="list-style-type: none"> End of day report broken down by GL codes if needed Exportable to online QuickBooks 	<ul style="list-style-type: none"> 4 week minimum if everything is just right 6-8 week usually Can expedite as needed 	<ul style="list-style-type: none"> Online link takes people to our fully branded registration page hosted by RecPro Site is already mobile-friendly Check-in screen has to be open to scan passes When item is sold online, there's an email alert Includes a template for contracts and single or multiple invoices For Data migration, Rec 1 should provide a .csv file otherwise no payment or rental history but still can migrate membership info (?) 	<ul style="list-style-type: none"> Resident/non-resident Early-bird and other discounts can be applied Each fee description links to a GL code Can clone items or copy whole schedules Patrons can log-in and see a personal schedule Master calendar views can be filtered Can set up custom fees or questions for registration Templates or customized rosters with full flexibility Expense/Revenue tracking by program or activity Patrons can put themselves on waitlists Can set age-restrictions or set prompts to override Key tags with easy replacement and pick-up tracking 	<ul style="list-style-type: none"> Patrons can share info on FB, Twitter or email Can set up deposits or other payment options online Patrons can review their status and history Rentals shown by section and/or whole pool Rental setup looks like CLASS Usage statistics by area or whatever Online calendar for patrons POS easy to use Mass emails easy to create w/flexibility Gift cards allowed preloaded or can put \$\$ on membership card 	<ul style="list-style-type: none"> 4K payment system usually charges between 2.5-2.75% Annual flat rate all inclusive No per-transaction fee \$417 per month for 1st year \$292 per month thereafter 	<ul style="list-style-type: none"> Ease of use front desk: 5 Back office: 5



ORDER DETAILS

Account: Tukwila Pool	Contract Owner: Brett Miro
ORDER #00030239:	Subscription Fee Start Date: _____ Order Term: Monthly
Billing Company Name:	Tukwila Pool-

Order Summary

Item	Description	Special Terms	Qty	Frequency	Term	MSRP	Total
EZFacility Standard "Fitness"	Member Limit - 1000 Maximum Resources on Schedule - 10 MemberMe + Mobile Application	_____	1	Monthly	1	USD 269.00	USD 269.00
EZFacility Standard Setup Fee	Dedicated Customer Success Coach Up to (4) 1-Hour Training Sessions Import of Existing Customer Contact Data Free Account Logo Sizing & Branding Online Merchant Account Integration	_____	1	_____	_____	USD 400.00	USD 400.00
Total Monthly Subscription Cost							USD 269.00

Your EZFacility Subscription Includes the Following Services:

- Complete data back-up of your schedules and mission-critical data every night
- Free upgrades each time we release new feature and functionality enhancements

All EZFacility Packages Include the Following Features:

- Unlimited Monthly Email Marketing
- Unlimited Prospects/Contacts
- Unlimited Employee Users
- Unlimited Support (Phone & Web)
- Trainer/Instructor Scheduling
- Facility & Venue Scheduling
- Membership Management
- Point of Sale (POS)
- Online Customer Portal
- Online Program Registrations
- Mobile Web Access
- Locker/Equipment Management
- Employee Time Clock
- Reporting & Analytics
- Photo ID Creation (by request ONLY)

ReCPro™ Software, Annual Support & Training

Package Description	Fee
ReCPro™ Software (Features) <ul style="list-style-type: none"> Base Package(1) Activity Registration Facility Reservation Membership Management Inventory / Point of Sale eCommerce Website (Online Registration & Payment) Integrated Credit Card Processing Annual Support & Maintenance 	
Annual Cost for above Package(2)	\$3,500.00
ReCPro™ Software (Services) <ul style="list-style-type: none"> Professional Installation & Configuration of SQL Database Professional Training – 30 Hours – Online Rec1 'Conquest' Discount 	\$0.00 \$3,000.00 -\$1,500.00
Grand Total for First Year	\$5,000.00

Other Fees to Consider	Fee
ReCPro™ Software (Other Fees) <ul style="list-style-type: none"> SSL Certificate – Annual(3) Third Party Website Hosting – Annual(4) Credit Card Processing(5) 	\$250.00 \$500.00 TBD

- (1) Base Package Includes: (5 Concurrent User Licenses, Customer Account Management, G/L Export, Merchandise Sales, E-mail Marketing & System Admin Features for User Management & System Setup).
- (2) Annual Cost (\$3,500.00) is billed annually and will increase a maximum of 10% every 3 years.
- (3) SSL Cert will keep all customer info secure on your registration site. This is a REQUIRED annual fee.
- (4) Website Hosting is a REQUIRED annual fee if you cannot host the registration site internally. If your department hosts the registration website internally, this fee does not apply.
- (5) Credit Card Processing fees will be negotiated with Forte Payment Systems. You will have the option of passing the processing fee on to the customer as a convenience fee. This would allow you to process credit cards for no cost.

5 Year Cost Projection

5 Year Costs	Annual ⁽¹⁾ Fee	On-Line Setup & Training	Annual Payment
Year 1	\$3,500	\$1,500	\$5,000
Year 2	\$3,500	\$0	\$3,500
Year 3	\$3,500	\$0	\$3,500
Year 4	\$3,850	\$0	\$3,850
Year 5	\$3,850	\$0	\$3,850
Total ⁽²⁾	\$18,200	\$1,500	\$19,700

(1) Annual Support is billed annually and will increase a maximum of 10% every 3 years.

(2) 5 Year Average = \$3,940.00. SSL Certificate & 3rd Party Website Hosting would be in addition to these amounts.