

TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

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

Clerk of the Board: **Christine Neuffer**

Board Members: **Ellen Gengler, Vanessa Zaputil, Charles Tyson**

Date and Time: **Monday, January 9, 2017, 6:00 PM**

Resolution Number: **2017-01**

Location: **Valley View Sewer District Conference Room at 3460 S 148th St. 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 December 12, 2016.	Page 3
	b) Approve Vouchers	Page 17
5. REPORTS	a) Commissioners	
	b) Executive Director	Page 21
	c) Pool Operations	Page 25
	d) Financial	Page 31
	e) Tukwila Pool Advisory Committee (TPAC)	Page 53
	f) Finance Committee	Page 57
6. EXECUTIVE SESSION		
The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110		
7. BUSINESS ITEMS	a) Formation of an ED Performance Review Committee	Page 59
	b) Formation of an Ad Hoc Exterior Sign Committee	Page 67
	c) Resolution revising BOC Meeting Location	Page 69
8. MISCELLANEOUS		
9. ADJOURNMENT		



TUKWILA POOL METROPOLITAN PARK DISTRICT

Mission, Vision & Values

TPMPD Mission Statement:

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

TPMPD Vision Statement:

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

TPMPD Core Values:

We Value...

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

DRAFT TUKWILA POOL METROPOLITAN PARK DISTRICT

December 14, 2016

6:00 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

President of the Board: Vanessa Zaputil called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioners Gengler, Commissioner Tyson and Commissioner Frangello-Anderson.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director

MOVED BY COMMISSIONER GENGLER TO EXCUSE COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).

AGENDA APPROVAL

MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).

CITIZEN COMMENTS

There were no citizen comments

CONSENT AGENDA

- a. Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting November 14, 2016.
- b. Approve Voucher(s)

MOVED BY COMMISSIONER GENGLER TO APPROVE THE MINUTES FOR NOVEMBER 14, 2016 WITH AN AMENDMENT TO PAGE 12 CORRECTING THE ACRONYM "TMPD" TO "TPMPD", SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE VOUCHERS AS PRESENTED, SECONDED BY COMMISSIONER GENGLER.*

Commissioner Tyson objected to the late fee on the vouchers and therefore would vote against approval.

MOTION CARRIED (3-1) WITH COMMISSIONERS ZAPUTIL, GENGLER & FRANGELLO-ANDERSON VOTING “AYE” AND COMMISSIONER TYSON VOTING “NAY”.

REPORTS

a. Commissioners

Commissioner Frangello-Anderson reported that the Ad Hoc Committee received many resumes in reference to the aquatics manager position opening and will be meeting again to review applicants.

Commissioner Gengler attended the Marketing Club Meeting. There is a promotion for swim lessons during winter break. There are more Finance Committee meetings on the calendar.

Commissioner Tyson observed that there is a charge for every minute of speech in the meetings.

President Zaputil also attended the Marketing Club meeting and the Finance Committee meeting. The Turkey Races were a success and reminded the board that Winter Fiesta is coming soon.

b. Executive Director

Ms. Price Cargill stated that in addition to her remarks in the report, finding a new aquatics manager is a priority. Ms. Price Cargill will be filling in here and there until a new aquatics manager is found.

President Zaputil asked members of the Hiring Committee if they felt there many qualified applicants. Ms. Price Cargill said that she is not certain as they have just started the process of reviewing the applications.

Commissioner Gengler asked if there was a backup plan to fill the position to ensure the work gets completed during the hiring process. Ms. Price Cargill stated that she will look into that possibility if needed.

Ms. Price Cargill stated that there have been two incidence and accident reports, but they were very minor. She emailed those out to the commissioners. There were some valuable ideas in the suggestion box and they will be researched.

There was a compliant about boys in the women's locker room, but the person did not leave any information so that this could be researched further. Children younger than five are allowed in the opposite sex's locker room when accompanied by an adult. There is also a family changing room; however, that room has no shower facility and it is important to get the chlorine off the skin after being in the pool.

Ms. Price Cargill said that there has been no movement on the ILA with the school district as yet, although conversations are ongoing.

Commissioner Tyson felt that the shower facility in the family locker room should be placed on the board's wish list for the pool.

c. Operations report

Ms. Price Cargill reported that there was a late opening on December 5, 2016; however, it was only about a fifteen-minute delay.

Commissioner Neuffer joined the meeting at 6:26 p.m.

d. Financial

Ms. Price Cargill stated the data entry for the payroll has to be changed to correctly reflect the different types of taxes withheld instead of one tax category. She said the other thing that needs correction is the way in which the revenue taxes were completed.

Ms. Price Cargill said that Kristine is correcting the King County monies to be accurately recorded, all the monies are accounted for and she is just putting all income in the proper accounts.

Commissioner Frangello-Anderson asked about some charges listed and Ms. Price Cargill stated those numbers were just totals, not separate charges.

Commissioner Frangello-Anderson noted that program fees are under what is budgeted, so that means income from lessons is down. Ms. Price Cargill agreed that was true; however, President Zaputil said that the board budgeted high in the hopes lessons would increase.

e. TPAC Report

Ms. Price Cargill reported for the TPAC president which stated that TPAC is excited about the signage and, in general, the mood was very upbeat. Commissioner Frangello-Anderson

noted that the TPAC team is great and are happy with the way things are getting done. The TPAC members are doing a lot of outreach to the community.

President Zaputil noted that TPAC member Jacque Carrol is an artist and she is very excited about an exterior mural on the building. Mr. and Mrs. Shipman have also agreed to assist and advise the executive director on training of staff.

Next TPAC meeting is on December 17, 2016 at TCC. Ms. Price Cargill said several passes were given out at the Spirit of Giving event.

Commissioner Tyson would appreciate a notation of who prepares the TPAC reports.

Commissioner Gengler noted for the record that the TPAC is a volunteer organization and is pleased with the reports.

BUSINESS ITEMS

a. TPAC Re-Appointments

President Zaputil announced that TPAC Position #4 and #5, which had been filled temporarily until December 31, 2016, and those people would like to be re-appointed and continue in those positions.

MOVED BY COMMISSIONER GENGLER TO RE-APPOINT SHARON SHIPMAN TO TPAC POSITION #4 WITH THE TERM ENDING DECEMBER 31, 2018 AND AARON SHIPMAN TO TPAC POSITION #5, WITH THE TERM ENDING DECEMBER 31, 2018 SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).

b. Ad-Hoc Committees

President Zaputil stated this first part is a housekeeping item to sunset several ad-hoc committees.

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO SUNSET THE FOLLOWING AD-HOC COMMITTEES: DISTRICT ORGANIZATIONAL, EXECUTIVE DIRECTOR HIRING, EXECUTIVE DIRECTOR SCREENING, FACILITY TOUR, ADMINISTRATIVE DIRECTOR TRANSITION, COMMISSIONER APPOINTMENT PROCESS, AND LEAVE POLICY, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (5-0).

The second part of this is that the Program Committee would like to become a standing committee instead of an ad-hoc committee.

MOVED BY COMMISSIONER GENGLER TO MAKE THE PROGRAM COMMITTEE A STANDING COMMITTEE, SECONDED BY COMMISSIONER TYSON. *

Commissioner Gengler inquired about the difference between a standing committee and an ad-hoc committee.

Commissioner Neuffer explained that setting up programming is time consuming. When the Board feels the programming is the way they want it, this committee can also be retired or meet on an 'as needed' basis.

Commissioner Gengler feels that programming is an operation issue and not under the board's purview.

Commissioner Neuffer stated that the Programming Committee would be more of a reviewing committee and offer suggestions to operations about the running of the pool.

Ms. Price Cargill said that the Programming Committee would be made up of staff and citizens as well as board members.

Commissioner Gengler is concerned with the transparency of this committee and wonders if the two board members are volunteering or are they receiving a stipend.

Ms. Price Cargill stated that two board members are not required to be part of this committee; however, board members can participate if they chose. She feels this committee has been beneficial to the pool.

Commissioner Gengler agreed that the committee is valuable; her concern is setting up something that may cause friction between the board and operations.

President Zaputil stated that board members would not be given a stipend for being on this or any committee. Only regular meetings and the retreat carry stipends according to the current policies.

MOTION AMENDED BY COMMISSIONER NEUFFER TO REVIEW THE STATUS OF THE PROGRAM COMMITTEE IN ONE YEAR, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *AMENDED MOTION CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, NEUFFER, FRANGELLO-ANDERSON AND TYSON VOTING "AYE" AND COMMISSIONER GENGLER ABSTAINING.

c. BOC Meeting Schedule

President Zaputil introduced Resolution 2016-11 and called for a motion.

MOVED BY COMMISSIONER GENGLER TO ADOPT RESOLUTION 2016-11 SETTING THE BOARD OF COMMISSIONERS MEETING SCHEDULE FOR 2017, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).

d. Background Check Policy (revised)

Ms. Price Cargill introduced the updated policy and the only change is on Section 4.4, third bullet down, *eligibility to start*.

MOVED BY COMMISSIONER GENGLER TO ADOPT THE POLICY ON EMPLOYEE & VOLUNTEER BACKGROUND CHECKS AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

Commissioner Neuffer inquired if there is enough staff to ensure this policy can be performed on each new hire. Ms. Price Cargill said that a procedure is in place currently to ensure all the checks are carried out.

Commissioner Neuffer asked about the time line to accomplish these checks. Ms. Price Cargill said it is still a three to four-week process and the State Patrol is involved so the timeline is not under the control of the pool. The in-state background checks are immediate; it is the fingerprinting that takes time to process.

Commissioner Tyson asked how much the FBI is involved with the background checks. Ms. Price Cargill said the FBI is involved in the background checks through the fingerprint process and checks for criminal activity nationwide.

***MOTION CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, GENGLER, NEUFFER AND FRANGELLO-ANDERSON VOTING “AYE” AND COMMISSIONER TYSON VOTING “NAY”.**

e. BOC Officer Selection

President Zaputil stated that according to the bylaws, the President and Clerk of the Board will be appointed annually at the last public meeting of the current year for the following year.

Commissioner Tyson and President Zaputil agreed that Commissioner Frangello-Anderson is an amazing person and will make an excellent President for the board.

MOVED BY COMMISSIONER GENGLER TO APPOINT COMMISSIONER FRANGELLO-ANDERSON AS PRESIDENT OF THE BOARD OF COMMISSIONERS BEGINNING JANUARY 1, 2017, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0).

MOVED BY COMMISSIONER GENGLER TO APPOINT COMMISSIONER NEUFFER AS CLERK OF THE BOARD OF COMMISSIONERS BEGINNING JANUARY 1, 2017, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

Commissioner Gengler thanked President Zaputil and Commissioner Frangello-Anderson for their service this past year and is excited for the new leadership.

***MOTION CARRIED. (5-0).**

f. 2017 Revised Wage Schedule

Ms. Price Cargill stated that the Finance Committee did an incredible job with the wage schedule.

Commissioner Gengler said the easiest way to look at the schedule is by color. The colors and wages for each position are color coded.

Ms. Price Cargill stated that each employee is at a certain level and those levels will remain the same going into 2017. Then, as employees achieve a new level, the pay will increase as per the new schedule. The schedule will follow the 2017 wage guidelines and the schedule covers 2017 through 2020.

Commissioner Neuffer inquired if the staff had knowledge of this new wage schedule. Ms. Price Cargill said as far as she was aware, staff does not know of the changes yet.

Commissioner Tyson does not agree with entrusting lives to people receiving minimum wage. President Zaputil noted for the record that the board is recommending managers be on duty on all shifts. These managers will be adults and will be earning above minimum wage.

MOVED BY COMMISSIONER GENGLER TO ACCEPT THE 2017 TPMPD SALARY & WAGE SCHEDULE AS PRESENTED TO GO INTO EFFECT JANUARY 1, 2017, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

The board had a discussion about wages and responsibilities for the employees to ensure safety for the customers.

***MOTION CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, GENGLER, FRANGELLO-ANDERSON AND NEUFFER VOTING “AYE” AND COMMISSIONER TYSON VOTING “NAY”.**

g. 2016-12 Budget Resolution

President Zaputil introduced the budget resolutions as a continued conversation from the previous meeting. Starting on page 83 of the packet, there are some significant changes in some line items.

Ms. Price Cargill stated that the changes in the budget were partially based on the wage schedule being approved and to increase the level of coverage and safety. On page 94 in the packet, there are columns highlighted in red which reflect the wage adjustments and input

from the Interim Aquatics Manager about meeting minimum safety standards. Two lifeguards are needed to be on duty for any number of customers in the pool up to twenty-five. The former manager commonly scheduled a single guard which does not meet standards. This has since changed to be certain two lifeguards are on duty which has made it difficult to keep the schedule filled. More lifeguard classes are being scheduled to bring on more staff.

President Zaputil felt it was important that the board hear the details of how this difference in staffing wages occurred.

Ms. Price Cargill said that the end result of this shortage will not bring the budget into the red as there is some surplus to cover and the budget will remain balanced.

Commissioner Gengler asked about the numbers from the 2016 budget and the percentage of budget overrun on staffing.

Ms. Price Cargill said that budget was based on information provided by the former Aquatics Manager.

Commissioner Gengler asked if the numbers are firm on the staff wages based on the correct scheduling of employees now, and if the manager also expected to be a lifeguard while on duty.

Ms. Price Cargill said the Assistant Manager is to be a lifeguard while on duty along with the second lifeguard. The Aquatics Manager is not expected to guard while he/she is on duty.

Commissioner Gengler asked about the percentage of time the pool is running with just one lifeguard. Ms. Price Cargill stated that the goal is for there to never be just one lifeguard from now on, but does not have the percentage of time when that happened before with the former Aquatics Manager.

President Zaputil stated that the numbers in this budget are the correct numbers and the former operators of the pool did not staff the facility correctly either.

Commissioner Tyson understood that the Executive Director was to overview the operations of the pool.

President Zaputil said that part of the responsibilities of the Executive Director are to oversee the operations of the pool and ensure that the Aquatics Manager is held to the proper standards; however, the Aquatics Manager is the specialist in charge of running the pool. The Executive Director role is not one of pool manager and that is why there are the two separate positions.

Ms. Price Cargill shared her frustration at not knowing the extent to which proper standards and ratios needed for the safety of the patrons were not being followed. This is a basic part of the manager job and the information given to the Executive Director from that person was trusted at that time because there was no indication that it should not be.

President Zaputil said that now there is an opportunity for the pool to move forward and be certain these rules are followed.

Commissioner Gengler encourages the incoming President to make this operation issue part of the retreat. The board should be aware of what the operations side is doing and of possible financial impacts. The board has a responsibility to the community to ensure that the pool is run safely and efficiently.

Ms. Price Cargill feels comfortable going forward with the budget numbers as listed currently.

MOVED BY COMMISSIONER GENGLER TO ADOPT RESOLUTION 2016-12 ON THE 2017 BUDGET AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

President Zaputil said that the executive director's merit increase is not included in this budget; however, it was already approved in the wage schedule.

Commissioner Gengler stated that the budget also does not include things that were discussed tonight such as a shower facility in the family locker room or noise abatement. She is concerned about the wish list becoming larger and things not being completed.

President Zaputil said that there was proposal from a Girl Scout to work on the external sign. TPAC has shown interest in the signage also. This should be a priority because it will help with exposure and should be included in the budget.

Commissioner Tyson also feels the sign should be a priority, but is concerned about the messages scrolling across the sign that could cause drivers to divert their eyes from the road which could be a high safety concern.

President Zaputil agreed with Commissioner Tyson; however, putting it in the budget was about setting the priorities and not approval for a particular type of sign. The board will need to approve anything that would be done.

Commissioner Gengler is concerned that the wage schedule was approved by the board before the information was brought out about the Executive Director receiving incorrect information for budgeting purposes.

President Zaputil stated that all wage increases are based on performance reviews, which the incoming president will be conducting. The wage increases are not automatic.

i. MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO AMEND THE BUDGET TO ADD \$7,500 FOR AN EXTERNAL SIGN, SECONDED BY COMMISSIONER TYSON. §

Commissioner Gengler feels the budget limit is too low and very limiting. She feels \$15,000 would be a more reasonable figure.

§MOTION TO AMEND FAILS (2-2) WITH COMMISSIONERS TYSON AND FRANGELLO-ANDERSON VOTING “AYE” AND COMMISSIONERS NEUFFER AND GENGLER VOTING “NAY” AND COMMISSIONER ZAPUTIL ABSTAINING.

ii. MOVED BY COMMISSIONER GENGLER TO AMEND THE BUDGET TO ADD \$15,000 FOR AN EXTERNAL SIGN, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. §

Commissioner Gengler said not all the funds have to be spent, but it does give more options. The board could elect to have a lit monument sign and not have a scrolling sign, but still bring attention to the pool.

Commissioner Neuffer agrees with the amount with the understanding that may be more money than needed.

Ms. Price Cargill stated that she has had one bid for a sign that had all the bells and whistles and that was \$15,000 without the installation.

Commissioner Gengler thinks there should be more information gathered about sign options and research into what other pools have done.

§MOTION TO AMEND CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, GENGLER, NEUFFER AND FRANGELLO-ANDERSON VOTING “AYE” AND COMMISSIONER TYSON VOTING “NAY”.

iii. MOVED BY COMMISSIONER NEUFFER TO AMEND THE BUDGET TO ADD AN ADDITIONAL \$3,000 FOR STAFF TRAINING (TOTALING \$4,500) SECONDED BY COMMISSIONER GENGLER. §

President Zaputil asked if this amount would get the staff training desired.

Ms. Price Cargill felt this amount was enough, it may be less, but the budgeted amount would be adequate for the needs.

§MOTION TO AMEND CARRIED (5-0).

iv. MOVED BY COMMISSIONER GENGLER TO AMEND THE BUDGET TO ADD \$3,200 FOR MARKETING SERVICES, SECONDED BY COMMISSIONER NEUFFER. §

Commissioner Gengler feels investing in the marketing budget would allow the pool to hire an outside source to help increase the income and so it would actually become a budget neutral category.

The board had a discussion of what the marketing club does and can they help with this if they had some funding.

MOVED BY COMMISSIONER TYSON TO AMEND THE AMENDMENT RAISING THE AMOUNT TO \$4,000, SECONDED BY COMMISSIONER GENGLER. MOTION TO AMEND THE AMENDMENT CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, GENGLER, NEUFFER, AND TYSON VOTING “AYE” AND COMMISSIONER FRANGELLO-ANDERSON VOTING “NAY”. §AMENDED MOTION TO AMEND CARRIED (5-0).

v. MOVED BY COMMISSIONER NEUFFER TO SET ASIDE \$3,000 TO ADD A NOISE ABATEMENT ALLOCATION TO THE CIP, SECONDED BY COMMISSIONER GENGLER. §

Commissioner Neuffer feels like noise abatement should be a priority in the budget because it is important to the comfort of the patrons.

President Zaputil pointed out that allocating the money to the CIP budget does not mean it is money spent; just the money is being earmarked for this issue.

MOVED BY COMMISSIONER TYSON TO AMEND THE AMENDMENT INCREASING THE AMOUNT TO \$5,000, SECONDED BY COMMISSIONER GENGLER. MOTION TO AMEND THE AMENDMENT CARRIED (5-0). §AMENDED MOTION TO AMEND CARRIED (5-0).

vi. MOVED BY COMMISSIONER GENGLER TO AMEND THE BUDGET TO ADD \$2,500 FOR LANDSCAPING SERVICES, SECONDED BY COMMISSIONER NEUFFER. §

Commissioner Gengler said the reason she asked for this is because when the outside sign, whatever that may end up being, is installed, it would be a good idea to have some funds set aside for possible landscaping around the sign.

Commissioner Tyson thinks the landscaping issue should be worked out with the school district first before adding this to the budget.

Commissioner Neuffer feels that amount would not be enough to cover this service and would agree with Commissioner Tyson to not add this to the budget.

Commissioner Gengler is concerned about the grounds looking nice and inviting. She feels it is a better idea to have this in the budget than not in case volunteer hours are not available.

President Zaputil appreciates what Commissioner Gengler is saying regarding having something in the budget in case it is needed.

***MOTION TO AMEND FAILED (1-4) WITH COMMISSIONER GENGLER VOTING “AYE” AND COMMISSIONERS FRANGELLO-ANDERSON, ZAPUTIL, NEUFFER AND TYSON VOTING “NAY”.**

vii. MOVED BY COMMISSIONER NEUFFER TO ADD \$1,674 TO THE BUDGET FOR AN EXECUTIVE DIRECTOR SALARY AND BENEFITS INCREASE, SECONDED BY COMMISSIONER TYSON. MOTION TO AMEND CARRIED (4-1) WITH COMMISSIONER GENGLER ABSTAINING.

viii. MOVED BY COMMISSIONER TYSON TO INCREASE THE CIP BUDGET TRANSFER FROM \$80,000 TO \$85,000, SECONDED BY COMMISSIONER NEUFFER. MOTION TO AMEND CARRIED (5-0).

*** MOTION TO ADOPT RESOLUTION 2016-12 AS AMENDED CARRIED (5-0).**

h. Contract Renewals

Ms. Price Cargill stated that she received a letter from GDM with some changes to the address of the firm, a change of staff connection with the pool and an updated annual estimate. She also stated that on the Snure Law Offices contract there is an increase in fees.

Commissioner Tyson asked about the history of choosing GDM and Snure Law Offices. President Zaputil said that Mr. Snure has experience with smaller park districts. The accounting firm was chosen by the Budget Committee two years ago, where they had a vetting process and GDM has experience in fund financing.

Commissioner Gengler feels the content of GDM Financial Services' written contract is not as professional as she would like to see. She would like to make sure the services being stated are being provided.

President Zaputil said that the intentions of these contracts are mostly for the park district's budgeting process.

MOVED BY COMMISSIONER GENGLER TO APPROVE THE UPDATED GDM PRIVATE FINANCIAL SERVICES CONTRACT, THE SNURE LAW OFFICES CONTRACT AND THE LADY OF LETTERS CONTRACT AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).

MISCELLANEOUS

Commissioner Gengler would like to have the board vote each month on whether or not any special meetings coming up that month would be eligible for a stipend.

Commissioner Tyson would like to have a discussion next month about that policy.

ADJOURNMENT

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER TYSON TO ADJOURN AT 8:54 P.M. MOTION CARRIED (5-0).

Christine Neuffer, Clerk of the Board of Commissioners



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/15/2016

Total Amount: \$10,169.51

Control Total: 18

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161213090702.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

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)):

Kristine Selleck 12/13/16
Authorized District Signature Date

Authorized District Signature

Date

Authorized District Signature

12/13/2016

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: _____



King County

Special District Voucher Approval Document

KCV2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161213090702.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			33389201	11/30/2016	\$147.58	CARBON DIOXIDE LIQUID BULK, TAX, DELIVERY
AIRGAS NATIONAL CARBONATION			33424257	11/30/2016	\$83.71	CO2 CYLINDER RENTAL
AQUATIC SPECIALTY SERVICES, INC.			11977	10/10/2016	\$937.16	POOL CHEMICALS
AQUATIC SPECIALTY SERVICES, INC.			12080	11/02/2016	\$209.00	POOL CHEMICALS, DRUM DEPOSIT
AQUATIC SPECIALTY SERVICES, INC.			12215	11/23/2016	\$164.25	MONTHLY SERVICE AGREEMENT
AQUATIC SPECIALTY SERVICES, INC.			12110	11/04/2016	\$4,189.04	26" COMPLETE GRID ASSY, RECOVER FILTER GRID, HUB REPAIR, SHIPPING
AQUATIC SPECIALTY SERVICES, INC.			12216	11/23/2016	\$690.95	AQUAPERL, HASA 81612, PULSAR BRIQUETTES
AQUATIC SPECIALTY SERVICES, INC.			12247 and CM 12248	12/02/2016	\$269.69	POOL CHEMICALS, DRUM DEPOSIT RETURNED
CASCADE COMPUTER MAINTENANCE, INC.			1068940	11/29/2016	\$20.26	FIRMWARE UPLOAD AND APPLICATION TO LENOVO NAS DRIVE
COMCAST BUSINESS			20161128	11/28/2016	\$153.11	CABLE/INTERNET, TAXES AND FEES \$162.61 LESS OVERPAYMENT CREDIT -\$9.50
H. KIM MCCOY			20161205	12/05/2016	\$36.56	MILEAGE AND PURCHASE OF ICE MELT FOR WALKWAY
LADY OF LETTERS, INC.			3261	11/30/2016	\$334.00	MINUTES FROM 11/14/2016 TPMPD MEETING
MCKINSTRY CO LLC			10035525	11/23/2016	\$948.62	TROUBleshoot TIMER AND LIGHTS (LABOR, MATERIALS, TRUCK CHARGE, ENVIRONMENTAL SAFETY FEE, TAX)
RICOH USA, INC.			97942603	12/05/2016	\$414.03	EQUIPMENT RENTAL / ADDITIONAL IMAGES / STATE, CITY, DISTRICT TAX
SNURE LAW OFFICE, PSC			20161201	12/01/2016	\$517.50	11/02/2016- 0.80 HRS (TSD ILA ISSUES)
SNURE LAW OFFICE, PSC			20161001	10/01/2016	\$630.00	11/08/2016-1.50 HRS (LEVY RESOLUTIONS, TSD ILA, BACKGROUND CHECK POLICY)
VALLEY VIEW SEWER DISTRICT			201611290346	11/29/2016	\$370.00	REVIEW AND EDIT OF EMPLOYEE HANDBOOK
VALLEY VIEW SEWER DISTRICT			20161201	12/01/2016	\$54.05	TPMPD MEETING SITE RENTAL: 2ND AND 3RD QUARTER 2016
						BASE RATE



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/22/2016
Total Amount: \$4,984.70
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20161220093556.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

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)) :

Kristine Selleck 12/20/2016
Authorized District Signature Date

Authorized District Signature

Authorized District Signature

12/20/2016
Date

Authorized District Signature

Authorized District Signature

Date

Authorized District Signature

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: _____



King County

Special District Voucher Approval Document

KCV2.0

File Name: AP_TUKPLMPD_APSUPINV_20161220093556.csv

District Name: Tukwila Pool Metropolitan Park District

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES, INC.			12279 12280	12/12/2016	\$832.20	MONTHLY SERVICE AND POOL CHEMICALS
BROADVIEW NETWORKS			16932803	12/09/2016	\$454.38	LINE CHARGES, FEATURES, FEES, TAXES
CONSOLIDATED PRESS PRINTING COMPANY			17779 Pool	11/23/2016	\$1,162.38	POOL INSERT - QTY 13,500
GDM PRIVATE FINANCIAL SOLUTIONS			55714	11/30/2016	\$2,224.94	SPECIAL PROJECTS, CONSULTING SVCS, CLIENT MTG, YEARLY QBO FEE FOR 2016
REC1			REC1-008640 REC1-009023	11/01/2016	\$310.80	SOFTWARE FEES FOR OCTOBER AND NOVEMBER 2016

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: January 9, 2017
SUBJECT: **Monthly ED Report**

ISSUE

Update of TPMPD Operations

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:

- **Staff:** Assistant Aquatics Manager Rob Davis' last day was December 29th. Courtney Quenga was hired as Lifeguard in mid-December and was promoted to Assistant Aquatics Manager on December 29th. She comes to us with two years of pool management experience in addition to a strong background as a Swim Instructor and Lifeguard Instructor. She will take on the staff training responsibilities as well as focus on helping us build a strong Learn-To-Swim program in collaboration with the American Red Cross. I will continue to fill-in as the Acting Aquatics Manager for the time being.
- **Ad Hoc Hiring Committee:** A total of 21 applicants submitted their resumes for the open Aquatics Manager position. The Hiring Committee met on December 14th to review the applicants and narrow the field for interviews. Skype screening interviews were completed with 4 applicants on December 19th. One of these was strongly recommended to go to the next round and another is under consideration. Another round of screening Skype interviews are scheduled with 3 more applicants on January 5th.
- **Ad Hoc Program Committee:** This committee did not meet in December. A meeting scheduled for Dec 28th was rescheduled for January 11th to allow me more time to focus on staffing needs.
- **Finance Committee:** This group met on December 16th to consider tasks for 2017. The results of that meeting are included in their committee report.

- **TPAC:** Tukwila Community Center renewed TPAC's meeting location. This month's meeting was held December 17th.
- **Tukwila School District:** Unfortunately, the TSD was unable to meet its stated goal of having a final version of the ILA by year-end. We have offered some suggestions to them that may help address some of their concerns and have requested another meeting to discuss the terms and see if we can find some mutually beneficial solutions. A meeting has been tentatively scheduled for January 17th for this purpose.
- **Human Resources:** All current staff have been fingerprinted and their cards were sent to the Washington State Patrol who will send them to the FBI for background records checks. We expect to receive results by mid-January. In addition to these checks being completed, every staff member completed a Criminal History Disclosure Form. Several staff were asked and agreed to provide new copies of forms that were missing from their personnel files, such as Applications and I-9 Employment Eligibility Verification forms. New Employee checklists and Employee Change forms were created and used starting in December and all informational errors by our payroll service (Paychex) have finally been corrected.
- **Incident Reports:** There was one incident during December, when a member of the Washington Kayak Club (one of our renters) flipped her kayak too close to the edge of the pool. As a physician, the injured kayaker was able to assess her own condition and believed that she did not suffer any lasting effects from the injury. This incident report was included in the weekly report sent to the board on December 27th.
- **Suggestion Box:** This month we had one comment in the suggestion box.

RECOMMENDATION

None

ATTACHMENTS

1. Suggestion Card

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	1/5/16
Time:	7:17
Topic:	good thing

Please Direct Immediate Concerns to Pool Staff as well

better than other pools

Name: (Optional)	Lee
Would you like to be contacted?	no
Contact info:	none

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Jennafer Price Cargill, Executive Director

DATE: January 9, 2017

SUBJECT: **December Pool Operations Report**

UPDATES

1. Changes in the management team have not impacted daily operations and current staffing levels seem to be adequate to meet our needs for coverage.
2. There were two unexpected closures during December. State safety regulations require pools to close under certain circumstances, primarily relating to weather or water quality. This month we were forced to close early on:
 - Thursday Dec 8th, due to weather.
 - Sunday Dec 18th, due to Boiler malfunction that caused the air & water temperatures to drop below acceptable levels.
3. The Winter Fiesta on December 17th had 31 people in attendance. A new incentive was distributed at the event offering a 20% discount on the Winter Break swim lessons to those who attended the Winter Fiesta.
4. There was an in-service for staff on December 20th. Lifeguards were asked to perform Lifeguarding pre-requisite skills so that Rob and Courtney (our new Assistant Aquatics Manager) could assess their current levels. Courtney will focus on helping them improve their core skills as a regular feature of future in-services.
5. After many delays, we are finally scheduling a public Lifeguard Certification class that will start in February. Courtney is a certified Lifeguard Instructor and is in the process of ordering materials for this class. This public class will be in addition to the class we are providing for Foster HS students in partnership with the school district. We are also scheduling another public class to be held over Spring Break and feel that between these three classes we should be well-positioned for Summer 2017 staffing.

PROGRAM REPORT

1. The special 1-week youth swim lessons scheduled for Dec 26-30 went forward as planned. In total, 9 students were able to participate. Unfortunately, flyers promoting this program did not get distributed to the schools before the deadline, which contributed to the low participation rate. It is recommended that this School Break lessons be continued in future, with appropriate marketing done to support it.
2. After researching various options, we have decided to use American Red Cross curriculum for our Learn-To-Swim programs. We have formalized the agreement with ARC and are

currently in the process of scheduling training dates for as many staff as possible to become Water Safety Instructors (WSI) which still seems to be the gold standard for LTS programs. These efforts are being led by Courtney.

3. No scholarships were provided in December.
4. Long-term rentals continue strong and include Kennedy High School Boys' Team, Whitewater (Orcas), Alaska Airlines, Yuki Maekawa (Synchro) and Washington Kayak Club. It was recently discovered that the pool does not have a system established for invoicing these partners, so staff are working on creating a system for immediate implementation. This means that outstanding payments due from Kennedy and Whitewater will not be collected until January 2017 at the earliest.

ATTACHMENTS

1. Operational Comparison Report
2. Rec 1 revenue report
3. Rec 1 Membership report
4. Rec 1 Point of Sale report

Revenue Report and November/December 2015 & 2016 Monthly Comparison

Category	November 2015	November 2016	December 2015	December 2016
Merchandise Sales (non-taxed)		\$84.50		\$107.00
Merchandise sales (taxed)	\$42.00	\$76.94	\$29.23	\$252.37
Pass Sales	\$613.71	\$1,171.25	\$1,996.78	\$2,037.56
Facility Rental (short-term)	\$206.00	\$309.96	\$11,045.50	
Cash Donations	\$190.00	\$98.00	\$105.00	\$92.00
Facility Rental (long-term)		\$656.50		\$2,800.00
General Admission	\$1,406.19	\$1,777.74	\$1,511.22	\$1,813.34
Special Events		\$84.94	\$49.32	\$84.94
Swim Instruction	\$3,814.50	\$3,388.00	\$2,280.50	\$1,650.00
Scholarship Usage	\$341.86	\$0.00		
Exercise Classes	\$85.00	\$25.00	\$30.00	\$6.00
Tax	\$197.14	\$335.15	321.71	\$405.79
Unitemized	\$10.96		18.74	
Total	\$6,907.36	\$8,026.24	\$17,388.00	\$9,249.00

Run On 01/04/2017 05:54 PM

Run By Jennafer Price Cargill

From 12/01/2016 12:00 AM

To 12/31/2016 11:59 PM

Revenue Code Summary

	Rev. Code	Rev. Code Description	Cash	Check	Credit/Debit	User Credit	Total
1.	341.70.20	Sale of Merchandise (Untaxed)	\$61.75	\$0.00	\$45.25	\$0.00	\$107.00
2.	347.30.10	Pass Sales	\$304.37	\$217.52	\$1512.29	\$3.38	\$2,037.56
3.	362.40.10	Facility Rentals-Short Term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	362.40.30	Facility Rentals (Long-Term/Contracted) Non-Taxable	\$0.00	\$2800.00	\$0.00	\$0.00	\$2,800.00
5.	367.10.10	Cash Donations	\$92.00	\$0.00	\$0.00	\$0.00	\$92.00
6.	374.30.20	General Admission	\$1262.77	\$0.00	\$550.57	\$0.00	\$1,813.34
7.	374.30.20	Special Events	\$52.06	\$0.00	\$32.88	\$0.00	\$84.94
8.	374.60.10	Swim Classes and Instruction	\$269.50	\$0.00	\$1520.00	(\$139.50)	\$1,650.00
9.	374.60.20	Exercise Classes	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00
10.	386.11.00	Tax	\$169.49	\$18.48	\$221.19	(\$3.38)	\$405.78
11.	Unitemized	Unitemized	\$135.55	\$0.00	\$116.82	\$0.00	\$252.37
			\$2,353.49	\$3,036.00	\$3,999.00	(\$139.50)	\$9,248.99
Totals for Revenue Code Summary							
			\$2,353.49	\$3,036.00	\$3,999.00	(\$139.50)	\$9,248.99

Run On 01/04/2017 06:02 PM

Run By Jennafer Price Cargill

From 12/01/2016 12:00 AM

To 01/31/2017 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 1 Month Adult	35
2. 1 Month Memberships 1 Month Family (2 Adults & Children)	1
3. 1 Month Memberships 1 Month Youth/Veteran/Senior	60
4. 1 Month Memberships Youth/Veteran/Senior Resident	15
5. 10 Visit Memberships 10x Adult	58
6. 10 Visit Memberships 10x Youth/Veteran/Senior	159
7. 10 Visit Memberships Adult Non-Resident	1
8. 10 Visit Memberships Adult Resident	6
9. 10 Visit Memberships Youth/Veteran/Senior Non-Resident	2
10. 3 Month Memberships 3 Month Adult	13
11. 3 Month Memberships 3 Month Youth/Vet/Senior	38
12. Annual Memberships 1 Year Adult	27
13. Annual Memberships 1 Year Youth/Vet/Senior	196
14. Annual Memberships Youth/Senior Non-Resident	25
15. Annual Memberships Youth/Senior Resident	61
16. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	3
17. Exercise Pass 10 Visit Adult Resident	3
18. Legacy Memberships General Memberships	27
19. Legacy Memberships Punch Passes	8
	738
Totals for Check-In Summary by Membership	
	738

Run On 01/04/2017 06:01 PM

Run By Jennafer Price Cargill

From 12/01/2016 12:00 AM

To 12/31/2016 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: Adult	256	\$934.71
2. POS Item: Adult Exercise Class	1	\$6.00
3. POS Item: Beach Ball	1	\$2.74
4. POS Item: Corn Nuts	29	\$43.50
5. POS Item: Corn Nuts	8	\$6.00
6. POS Item: Gatorade	10	\$13.70
7. POS Item: Gatorade	4	\$2.72
8. POS Item: Meat Stick	11	\$16.50
9. POS Item: Meat Stick	10	\$7.50
10. POS Item: Neighborcare Health	12	\$10.94
11. POS Item: NO SCHOOL COME TO THE POOL!	61	\$111.41
12. POS Item: Nuts	9	\$6.75
13. POS Item: Nuts	1	\$0.50
14. POS Item: Power Bar	4	\$4.00
15. POS Item: Scholarship 20	4	\$80.00
16. POS Item: Scholarship 5	2	\$10.00
17. POS Item: Senior	122	\$334.28
18. POS Item: Shower	10	\$18.29
19. POS Item: Snowflake	2	\$2.00
20. POS Item: Special Events	31	\$84.94
21. POS Item: Swim cap, silicone	1	\$9.13
22. POS Item: Swim Diaper	3	\$5.48
23. POS Item: Swim Goggles	10	\$63.90
24. POS Item: Teen Night	42	\$76.74
25. POS Item: Tiger Bar	7	\$6.38
26. POS Item: Tiger Bar	4	\$1.84
27. POS Item: Trail Mix	2	\$3.00
28. POS Item: Trail Mix	3	\$2.25
29. POS Item: Veteran	3	\$8.22
30. POS Item: Vitamin Water	13	\$23.78
31. POS Item: Vitamin Water	8	\$7.29
32. POS Item: Water	19	\$19.00
33. POS Item: Water	4	\$2.00
34. POS Item: Youth	185	\$506.90
	892	\$2,432.39

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: January 9, 2017
SUBJECT: **Monthly Financial Report**

ISSUE

Report on financial health of the Tukwila Pool Metropolitan Park District

FINANCIAL IMPACT

None

BACKGROUND

None

DISCUSSION

Items of note:

- Several significant projects needed to be completed before year-end reports are created.
Completed so far:
 - All payroll data entry into QuickBooks for 2016 has been reviewed and revised and now accurately reflects our 2016 GL coding system
 - Earned revenues for 2016 have been reviewed for coding errors, the most common being Long-Term Rentals (which are untaxed) being incorrectly coded as Short-Term Rentals (which are taxed).
 - Revenue received from King County since May has been reviewed and revised as there were some inconsistencies between data in QuickBooks and the reports provided by the county.
- Still to be completed: Monthly filings with the Department of Revenue for 2016 must be amended as the sales tax was deducted twice each month.

RECOMMENDATION

None

ATTACHMENTS

1. November Balance Sheet
2. November Profit & Loss Statement
3. November Budget v. Actuals
4. November DOR Excise Tax Return
5. Oct-Nov Credit Card Reconciliation (including detail) for both cards

Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of November 30, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	8,379.67
111.10 US Bank Deposit Acct - 8744	61,560.91
111.21 Capital Improvement Project (CIP) Fund	220,257.99
115.21 US Bank (King County) - #2969	257,589.32
US Bank Zero Balance Acct - 7414	-2,300.89
Total Bank Accounts	\$545,487.00
Other Current Assets	
111.10 TPMPD Scholarship Fund (held in US Bank 8744)	10,000.00
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	1,244.35
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
Total Other Current Assets	\$11,394.35
Total Current Assets	\$556,881.35
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
Tukwila City Pool Accumulated Depreciation	0.00
Total Fixed Assets	\$2,063,021.99
Other Assets	
156.00 Bond Loan	0.00
156.00 Bridge Loan	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$2,619,903.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (Reconcile) - 2794	
213.10 US Bank Dave CC - 4167	-1,920.09
213.11 Executive Director Credit Card - 9276	1,310.10
Total Tukwila Pool MPD (Reconcile) - 2794	-609.99
Total Credit Cards	\$ -609.99
Other Current Liabilities	
231.00 Payroll Liabilities	-4,278.88
231.70 Employee Withholdings	
231.71 Federal Tax	36.12
231.71.1 Federal Income Tax withholding	-129.59

	TOTAL
231.71.2 Social Security Withholding	60.97
231.71.3 Medicare withholding	14.25
Total 231.71 Federal Tax	-18.25
231.72 L&I	393.25
231.72.1 L&I Payable	-5,882.15
Total 231.72 L&I	-5,488.90
Total 231.70 Employee Withholdings	-5,507.15
Total 231.00 Payroll Liabilities	-9,786.03
231.30 Uncashed Payroll Checks	465.23
Deferred Revenue	0.00
Unearned Revenue	0.00
Total Other Current Liabilities	\$ -9,320.80
Total Current Liabilities	\$ -9,930.79
Long-Term Liabilities	
217.10 Bond Payable	609,976.75
227.00 Bridge Loan Payable	739,632.69
Total Long-Term Liabilities	\$1,349,609.44
Total Liabilities	\$1,339,678.65
Equity	
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	-36,978.01
Opening Balance Equity	250,469.01
Retained Earnings	596,213.43
Net Income	461,777.34
Total Equity	\$1,280,224.69
TOTAL LIABILITIES AND EQUITY	\$2,619,903.34

Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

November 2016

	TOTAL
INCOME	
311.10.00 Real and Personal Property Tax	85,629.24
313.11.00 Sales Tax Collected	336.40
341.70.00 Sales of Merchandise	
341.70.10 Taxable Merchandise	85.16
341.70.20 Untaxable Merchandise	86.00
Total 341.70.00 Sales of Merchandise	171.16
347.00.00 Cultural and Recreation	
347.30.10 Activity Fees - General Passes (Taxable)	1,166.24
347.30.20 Activity Fees - General Admissions (Taxable)	1,787.78
347.30.30 Activity Fees - Special Events (Taxable)	84.94
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	3,188.50
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	25.00
Total 347.00.00 Cultural and Recreation	6,252.46
362.00.00 Rents, Leases and Concessions	
362.40.10 Rentals - One-time, private events (Taxable)	309.96
362.40.20 Equipment and Locker Rentals - Taxable	18.26
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	656.50
Total 362.00.00 Rents, Leases and Concessions	984.72
Total Income	\$93,373.98
GROSS PROFIT	\$93,373.98
EXPENSES	
576.20.00.00 Culture & Recreation - Park Facility	
576.20.100.00 Board of Commissioners Expenditures	
576.20.100.10.00 BOC Stipend	228.00
576.20.100.30.10 BOC Supplies - Office Supplies	7.65
576.20.100.30.20 BOC Supplies - Equipment	54.74
576.20.100.40.20 BOC Services - Transcription	742.00
Total 576.20.100.00 Board of Commissioners Expenditures	1,032.39
576.20.200 Executive Expenditures	

	TOTAL
576.20.200.10.10 Executive Salary & Wages	3,750.00
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	562.50
Total 576.20.200 Executive Expenditures	4,312.50
576.20.400.00.00 Pool Expenditures	
576.20.400.10.00 Pool Salaries & Wages	
576.20.400.10.10 Pool S&W - Lifeguards	6,316.27
576.20.400.10.20 Pool S&W - Instructors	1,583.52
576.20.400.10.40 Pool S&W - Aquatics Manager	4,583.34
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	3,453.00
576.20.400.10.60 Pool S&W - Front Desk	3,205.00
576.20.400.10.70 Pool S&W - Overtime	33.75
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	1,210.51
Total 576.20.400.10.00 Pool Salaries & Wages	20,385.39
576.20.400.20.00 Pool Personnel Benefits	
576.20.400.20.11 Pool Benefits - FICA	1,949.61
576.20.400.20.12 Pool Benefits - WA Unemployment	1,200.42
576.20.400.20.13 Pool Benefits - L & I	552.69
Total 576.20.400.20.00 Pool Personnel Benefits	3,702.72
576.20.400.30.00 Pool Supplies	
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	
576.20.400.30.13 Pool Supplies - Program, Special Events	85.57
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	85.57
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	451.31
576.20.400.30.22 Pool Supplies - Maint., Janitorial	996.04
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	1,447.35
576.20.400.30.30 Pool Supplies - Resale Inventory	331.44
Total 576.20.400.30.00 Pool Supplies	1,864.36
576.20.400.40.00 Pool Services	
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	260.93
576.20.400.40.30 Pool Svcs. -	

	TOTAL
Advertising & Promotion	
576.20.400.40.31 Pool Svcs. - A&P, Material Development	540.00
576.20.400.40.33 Pool Svcs. - Ads/Postings	90.00
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	630.00
576.20.400.40.50 Pool Svcs. - Rentals and Leases	
576.20.400.40.52 Pool Svcs. - Rentals & Leases, Facility Ground Lease	11,497.50
Total 576.20.400.40.50 Pool Svcs. - Rentals and Leases	11,497.50
576.20.400.40.60 Pool Svcs. - Utilities	
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	5,168.33
576.20.400.40.63 Pool Svcs. - Utilities, Water	820.38
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	108.10
Total 576.20.400.40.60 Pool Svcs. - Utilities	6,096.81
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	164.25
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	164.25
Total 576.20.400.40.00 Pool Services	18,649.49
Total 576.20.400.00.00 Pool Expenditures	44,601.96
Total 576.20.00.00 Culture & Recreation - Park Facility	49,946.85
576.20.300 Shared Expenditures	
576.20.300.10.00 Shared Salary & Wages	
576.20.300.10.10 Bookkeeper Wages	558.75
Total 576.20.300.10.00 Shared Salary & Wages	558.75
576.20.300.40.00 Shared Services	
576.20.300.40.20 Legal Services	45.00
576.20.300.40.30 Communications	
576.20.300.40.32 Postage	46.75
576.20.300.40.33 Website & Email Hosting	-1,008.12
576.20.300.40.34 Internet/VoIP Phones	626.49
576.20.300.40.35 Software Programs (non-financial)	46.41
576.20.300.40.36 Advertising/Posting Fees	410.00
576.20.300.40.37 Printing & Copying Services	458.35
Total 576.20.300.40.30 Communications	579.88

	TOTAL
576.20.300.40.40 Bank Charges	23.62
576.20.300.40.50 Payroll Service	502.73
576.20.300.40.80 Risk Management Services	
576.20.300.40.81 Security & Fire Alarms	90.00
576.20.300.40.82 Pest Control	165.51
576.20.300.40.83 Insurance	206.00
576.20.300.40.84 Fingerprinting Services & Supplies	62.09
Total 576.20.300.40.80 Risk Management Services	523.60
576.20.300.40.90 Financial Services	
576.20.300.40.92 CPA	300.00
Total 576.20.300.40.90 Financial Services	300.00
Total 576.20.300.40.00 Shared Services	1,974.83
Total 576.20.300 Shared Expenditures	2,533.58
586.00.300.00.00 Sales Tax Paid	391.71
591.76.300.70.00 Debt Service Principle	
591.76.300.70.10 City Bridge Loan Principal	8,888.59
591.76.300.70.20 Loans and Bonds Principal	47,200.23
Total 591.76.300.70.00 Debt Service Principle	56,088.82
592.76.300.80.00 Debt Service Interest	
592.76.300.80.10 City Bridge Loan Interest	1,232.89
592.76.300.80.20 Loans and Bonds Interest	9,364.77
Total 592.76.300.80.00 Debt Service Interest	10,597.66
Unapplied Cash Bill Payment Expense	-9.50
Total Expenses	\$119,549.12
NET OPERATING INCOME	\$ -26,175.14
OTHER INCOME	
361.10.00 Interest and Other Earnings	243.87
367.10.00 Contributions from Private Sources	
367.10.10 Cash Donations	98.00
Total 367.10.00 Contributions from Private Sources	98.00
Total Other Income	\$341.87
OTHER EXPENSES	
Ask My Accountant	
Ask Paychex	-52.19
Total Ask My Accountant	-52.19
Transfer Activity	
City Bridge Loan Principle	-8,888.59
Loans and Bonds Principle	-47,200.23

	TOTAL
Total Transfer Activity	-56,088.82
Total Other Expenses	\$ -56,141.01
NET OTHER INCOME	\$56,482.88
NET INCOME	\$30,307.74

Tukwila Pool Metropolitan Park District

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

January - November, 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
311.10.00 Real and Personal Property Tax	789,196.94	790,492.00	-1,295.06	99.84 %
313.11.00 Sales Tax Collected	5,699.48	5,258.00	441.48	108.40 %
341.70.00 Sales of Merchandise				
341.70.10 Taxable Merchandise	2,196.00	1,551.00	645.00	141.59 %
341.70.20 Untaxable Merchandise	1,180.62	638.00	542.62	185.05 %
Total 341.70.00 Sales of Merchandise	3,376.62	2,189.00	1,187.62	154.25 %
347.00.00 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	21,606.93	18,700.00	2,906.93	115.55 %
347.30.20 Activity Fees - General Admissions (Taxable)	28,069.36	28,600.00	-530.64	98.14 %
347.30.30 Activity Fees - Special Events (Taxable)	1,229.67	1,650.00	-420.33	74.53 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	59,489.00	75,330.00	-15,841.00	78.97 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	324.89	1,375.00	-1,050.11	23.63 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		913.00	-913.00	
347.90.00 Other Fees - pass through to Red Cross	100.00	176.00	-76.00	56.82 %
Total 347.00.00 Cultural and Recreation	110,819.85	126,744.00	-15,924.15	87.44 %
362.00.00 Rents, Leases and Concessions				
362.40.10 Rentals - One-time, private events (Taxable)	5,049.92	3,300.00	1,749.92	153.03 %
362.40.20 Equipment and Locker Rentals - Taxable	328.76	913.00	-584.24	36.01 %
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	51,386.00	38,500.00	12,886.00	133.47 %
Total 362.00.00 Rents, Leases and Concessions	56,764.68	42,713.00	14,051.68	132.90 %
Total Income	\$965,857.57	\$967,396.00	\$ -1,538.43	99.84 %
GROSS PROFIT	\$965,857.57	\$967,396.00	\$ -1,538.43	99.84 %
EXPENSES				
576.20.00.00 Culture & Recreation - Park Facility				
576.20.100.00 Board of Commissioners Expenditures				
576.20.100.10.00 BOC Stipend	1,605.50	4,576.00	-2,970.50	35.09 %
576.20.100.30.10 BOC Supplies - Office Supplies	64.51	220.00	-155.49	29.32 %
576.20.100.30.20 BOC Supplies - Equipment	185.19	176.00	9.19	105.22 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.100.30.30 BOC Supplies - Meeting Food	171.91	250.00	-78.09	68.76 %
576.20.100.40.10 BOC Services - Consultant Fees	23.50	500.00	-476.50	4.70 %
576.20.100.40.20 BOC Services - Transcription	5,300.00	2,926.00	2,374.00	181.13 %
576.20.100.40.30 BOC Services - Meeting Site Rental	300.00	913.00	-613.00	32.86 %
576.20.100.40.40 BOC Services - Public Records Requests	16.43	913.00	-896.57	1.80 %
576.20.100.40.50 BOC Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		176.00	-176.00	
576.20.100.40.61 BOC Services - Development, Travel/Transportation	58.45	176.00	-117.55	33.21 %
576.20.100.40.62 BOC Services - Development, Tuition/Registration Fees	250.00	594.00	-344.00	42.09 %
576.20.100.40.70 BOC Services - Notices & Ads	812.73	913.00	-100.27	89.02 %
576.20.100.50.10 BOC Intergovernmental Costs - Election Expenses	5,988.43	5,900.00	88.43	101.50 %
Total 576.20.100.00 Board of Commissioners Expenditures	14,776.65	18,233.00	-3,456.35	81.04 %
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Salary & Wages	40,104.09	41,250.00	-1,145.91	97.22 %
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	4,781.25	6,182.00	-1,400.75	77.34 %
576.20.200.20.11 Executive Personnel Benefits - Non-Taxable, FICA		3,333.00	-3,333.00	
576.20.200.20.12 Executive Personnel Benefits - Non-Taxable, Unemployment		836.00	-836.00	
576.20.200.20.13 Executive Personnel Benefits - Non-Taxable, L & I		418.00	-418.00	
576.20.200.40.11 Executive Services - Development, Travel/Transportation		176.00	-176.00	
576.20.200.40.12 Executive Services - Development, Tuition/Registration Fees		451.00	-451.00	
576.20.200.40.20 Executive Services - Travel (Mileage, Ferries, Parking, Gas, etc.)	82.42	594.00	-511.58	13.88 %
Total 576.20.200 Executive Expenditures	44,967.76	53,240.00	-8,272.24	84.46 %
576.20.400.00.00 Pool Expenditures				
576.20.400.10.00 Pool Salaries & Wages				
576.20.400.10.10 Pool S&W - Lifeguards	65,805.20	60,359.00	5,446.20	109.02 %
576.20.400.10.20 Pool S&W - Instructors	35,047.40	29,891.00	5,156.40	117.25 %
576.20.400.10.30 Pool S&W - Head Guards	36,090.33	43,275.00	-7,184.67	83.40 %
576.20.400.10.40 Pool S&W - Aquatics Manager	50,177.15	50,413.00	-235.85	99.53 %
576.20.400.10.50 Pool S&W - Assistant	26,118.14	34,000.00	-7,881.86	76.82 %

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
Aquatics Managers				
576.20.400.10.60 Pool S&W - Front Desk	37,622.69	42,197.00	-4,574.31	89.16 %
576.20.400.10.70 Pool S&W - Overtime	1,182.75		1,182.75	
576.20.400.10.80 Pool S&W - Other	11,684.03	12,940.00	-1,255.97	90.29 %
Taxable Compensation (Benefits Stipend)				
576.20.400.10.90 Miscellaneous Payroll expense (Garnishment)	14.27		14.27	
Total 576.20.400.10.00 Pool Salaries & Wages	263,741.96	273,075.00	-9,333.04	96.58 %
576.20.400.20.00 Pool Personnel Benefits				
576.20.400.20.11 Pool Benefits - FICA	23,705.89	20,944.00	2,761.89	113.19 %
576.20.400.20.12 Pool Benefits - WA Unemployment	14,144.88	5,236.00	8,908.88	270.15 %
576.20.400.20.13 Pool Benefits - L & I	10,577.00	2,618.00	7,959.00	404.01 %
Total 576.20.400.20.00 Pool Personnel Benefits	48,427.77	28,798.00	19,629.77	168.16 %
576.20.400.30.00 Pool Supplies				
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment				
576.20.400.30.11 Pool Supplies - Program, Exercise Classes	179.40	176.00	3.40	101.93 %
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction	761.62	1,650.00	-888.38	46.16 %
576.20.400.30.13 Pool Supplies - Program, Special Events	975.43	1,276.00	-300.57	76.44 %
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	1,670.20	1,826.00	-155.80	91.47 %
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	1,378.01	2,057.00	-678.99	66.99 %
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	4,964.66	6,985.00	-2,020.34	71.08 %
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies				
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	8,796.60	9,746.00	-949.40	90.26 %
576.20.400.30.22 Pool Supplies - Maint., Janitorial	6,154.15	4,026.00	2,128.15	152.86 %
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	1,392.49	550.00	842.49	253.18 %
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	385.18	500.00	-114.82	77.04 %
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	16,728.42	14,822.00	1,906.42	112.86 %
576.20.400.30.30 Pool Supplies - Resale Inventory	2,892.95	1,100.00	1,792.95	263.00 %
576.20.400.30.40 Pool Supplies - Miscellaneous	115.94	176.00	-60.06	65.88 %
Total 576.20.400.30.00 Pool Supplies	24,701.97	23,083.00	1,618.97	107.01 %
576.20.400.40.00 Pool Services				
576.20.400.40.10 Pool Svcs. -	4,480.95	4,400.00	80.95	101.84 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Transaction Services/Merchant Fees				
576.20.400.40.20 Pool Svcs. - Translation Services	766.21	1,100.00	-333.79	69.66 %
576.20.400.40.30 Pool Svcs. - Advertising & Promotion				
576.20.400.40.31 Pool Svcs. - A&P, Material Development	1,200.00	2,750.00	-1,550.00	43.64 %
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying	2,199.75	3,663.00	-1,463.25	60.05 %
576.20.400.40.33 Pool Svcs. - Ads/Postings	1,020.00	550.00	470.00	185.45 %
576.20.400.40.34 Promotional Supplies	521.67		521.67	
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	4,941.42	6,963.00	-2,021.58	70.97 %
576.20.400.40.40 Pool Svcs. - Staff Development				
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees	362.50	2,057.00	-1,694.50	17.62 %
Total 576.20.400.40.40 Pool Svcs. - Staff Development	362.50	2,057.00	-1,694.50	17.62 %
576.20.400.40.50 Pool Svcs. - Rentals and Leases				
576.20.400.40.51 Pool Svcs. - Rentals & Leases, Equipment	452.00	913.00	-461.00	49.51 %
576.20.400.40.52 Pool Svcs. - Rentals & Leases, Facility Ground Lease	11,647.50	10,538.00	1,109.50	110.53 %
Total 576.20.400.40.50 Pool Svcs. - Rentals and Leases	12,099.50	11,451.00	648.50	105.66 %
576.20.400.40.60 Pool Svcs. - Utilities				
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	17,645.31	14,663.00	2,982.31	120.34 %
576.20.400.40.62 Pool Svcs. - Utilities, Gas	37,888.79	44,000.00	-6,111.21	86.11 %
576.20.400.40.63 Pool Svcs. - Utilities, Water	4,390.41	3,850.00	540.41	114.04 %
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	1,037.91	7,260.00	-6,222.09	14.30 %
576.20.400.40.65 Pool Svcs. - Utilities, Garbage Collection		913.00	-913.00	
Total 576.20.400.40.60 Pool Svcs. - Utilities	60,962.42	70,686.00	-9,723.58	86.24 %
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services				
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	14,520.45	18,326.00	-3,805.55	79.23 %
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	3,280.01	3,663.00	-382.99	89.54 %
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	17,800.46	21,989.00	-4,188.54	80.95 %
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc.)		176.00	-176.00	

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.40.90 Pool Svcs. - Miscellaneous Services				
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	10,069.37	9,445.00	624.37	106.61 %
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)	991.00	176.00	815.00	563.07 %
576.20.400.40.93 Pool Svcs. - Misc., Aerobics Partner (pass through)		1,826.00	-1,826.00	
576.20.400.40.93 Pool Svcs. - Misc., Other Service		913.00	-913.00	
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	11,060.37	12,360.00	-1,299.63	89.49 %
Total 576.20.400.40.00 Pool Services	112,473.83	131,182.00	-18,708.17	85.74 %
Total 576.20.400.00.00 Pool Expenditures	449,345.53	456,138.00	-6,792.47	98.51 %
Total 576.20.00.00 Culture & Recreation - Park Facility	509,089.94	527,611.00	-18,521.06	96.49 %
576.20.300 Shared Expenditures				
576.20.300.10.00 Shared Salary & Wages				
576.20.300.10.10 Bookkeeper Wages	558.75		558.75	
Total 576.20.300.10.00 Shared Salary & Wages	558.75		558.75	
576.20.300.30.00 Shared Supplies				
576.20.300.30.00 Office/Computer Supplies & Equipment				
576.20.300.30.11 Office Supplies (Consumables)	784.93	913.00	-128.07	85.97 %
576.20.300.30.12 Printing & Copying Supplies (Consumables)	388.96	825.00	-436.04	47.15 %
576.20.300.30.13 Office Equipment (Non-Consumable)	1,000.12	913.00	87.12	109.54 %
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	2,174.01	2,651.00	-476.99	82.01 %
Total 576.20.300.30.00 Shared Supplies	2,174.01	2,651.00	-476.99	82.01 %
576.20.300.40.00 Shared Services				
576.20.300.40.10 IT/Computer Service	424.14	3,113.00	-2,688.86	13.62 %
576.20.300.40.20 Legal Services	5,103.33	12,595.00	-7,491.67	40.52 %
576.20.300.40.30 Communications				
576.20.300.40.31 Telephone	181.28	546.00	-364.72	33.20 %
576.20.300.40.32 Postage	91.62	451.00	-359.38	20.31 %
576.20.300.40.33 Website & Email Hosting	1,399.83	451.00	948.83	310.38 %
576.20.300.40.34 Internet/VoIP Phones	7,582.89	7,876.00	-293.11	96.28 %
576.20.300.40.35 Software Programs (non-financial)	1,287.61	1,192.00	95.61	108.02 %
576.20.300.40.36 Advertising/Posting Fees	410.00		410.00	
576.20.300.40.37 Printing & Copying Services	4,440.67	2,750.00	1,690.67	161.48 %
Total 576.20.300.40.30 Communications	15,393.90	13,266.00	2,127.90	116.04 %
576.20.300.40.40 Bank Charges	975.54	1,650.00	-674.46	59.12 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.40.50 Payroll Service	5,049.48	2,585.00	2,464.48	195.34 %
576.20.300.40.60 Membership Dues	700.00	880.00	-180.00	79.55 %
576.20.300.40.70 Miscellaneous Shared Services	0.02	913.00	-912.98	0.00 %
576.20.300.40.80 Risk Management Services				
576.20.300.40.81 Security & Fire Alarms	4,050.65	3,817.00	233.65	106.12 %
576.20.300.40.82 Pest Control	655.13	726.00	-70.87	90.24 %
576.20.300.40.83 Insurance	12,611.95	12,420.00	191.95	101.55 %
576.20.300.40.84 Fingerprinting Services & Supplies	62.09		62.09	
Total 576.20.300.40.80 Risk Management Services	17,379.82	16,963.00	416.82	102.46 %
576.20.300.40.90 Financial Services				
576.20.300.40.91 Accounting Services (Independant)	7,098.35	11,451.00	-4,352.65	61.99 %
576.20.300.40.92 CPA	5,496.00	9,163.00	-3,667.00	59.98 %
576.20.300.40.93 Financial Software Programs		451.00	-451.00	
Total 576.20.300.40.90 Financial Services	12,594.35	21,065.00	-8,470.65	59.79 %
Total 576.20.300.40.00 Shared Services	57,620.58	73,030.00	-15,409.42	78.90 %
576.20.300.50.00 Shared Intergovernmental Services				
576.20.300.50.10 External Taxes and Operating Assessments	49.00	4,576.00	-4,527.00	1.07 %
576.20.300.50.40 Annual Permits	593.00	726.00	-133.00	81.68 %
576.20.300.50.60 State Audit		4,576.00	-4,576.00	
Total 576.20.300.50.00 Shared Intergovernmental Services	642.00	9,878.00	-9,236.00	6.50 %
Total 576.20.300 Shared Expenditures	60,995.34	85,559.00	-24,563.66	71.29 %
586.00.300.00.00 Sales Tax Paid	4,448.48	5,258.00	-809.52	84.60 %
591.76.300.70.00 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	105,692.32	96,877.00	8,815.32	109.10 %
591.76.300.70.20 Loans and Bonds Principal	93,737.30	93,737.00	0.30	100.00 %
Total 591.76.300.70.00 Debt Service Principle	199,429.62	190,614.00	8,815.62	104.62 %
592.76.300.80.00 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	15,765.44	14,533.00	1,232.44	108.48 %
592.76.300.80.20 Loans and Bonds Interest	19,392.70	19,393.00	-0.30	100.00 %
Total 592.76.300.80.00 Debt Service Interest	35,158.14	33,926.00	1,232.14	103.63 %
595.76.300.00.00 Park Facility Improvements & New Construction (CIP)				
595.76.300.30.00 CIP Supplies	25,917.53	25,000.00	917.53	103.67 %
595.76.300.40.00 CIP Services	23,977.25	25,000.00	-1,022.75	95.91 %
Total 595.76.300.00.00 Park Facility Improvements & New Construction (CIP)	49,894.78	50,000.00	-105.22	99.79 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
597.00.300.00.00 Transfers Out				
597.00.300.00.10 Capital Improvement Fund		0.00	0.00	
Total 597.00.300.00.00 Transfers Out		0.00	0.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$859,016.30	\$892,968.00	\$ -33,951.70	96.20 %
NET OPERATING INCOME	\$106,841.27	\$74,428.00	\$32,413.27	143.55 %
OTHER INCOME				
361.10.00 Interest and Other Earnings	2,205.21	770.00	1,435.21	286.39 %
367.10.00 Contributions from Private Sources				
367.10.10 Cash Donations	98.00	220.00	-122.00	44.55 %
Total 367.10.00 Contributions from Private Sources	98.00	220.00	-122.00	44.55 %
369.91.00 Other Miscellaneous Income	-24.24		-24.24	
369.91.10 Scholarship Funds Applied	10,069.37	9,445.00	624.37	106.61 %
Total 369.91.00 Other Miscellaneous Income	10,045.13	9,445.00	600.13	106.35 %
397.00.00 Transfers In				
397.00.10 Transfers In - CIP Account		0.00	0.00	
Total 397.00.00 Transfers In		0.00	0.00	
Total Other Income	\$12,348.34	\$10,435.00	\$1,913.34	118.34 %
OTHER EXPENSES				
Ask My Accountant	0.00		0.00	
Ask Paychex	-1,943.68		-1,943.68	
Duplicate Credit Card Transactions		-1,551.63	1,551.63	
Duplicate Deposits		-1,360.00	1,360.00	
Duplicate Payroll Transactions		313.29	-313.29	
Total Ask My Accountant	-1,943.68	-2,598.34	654.66	74.80 %
Reconciliation Discrepancies	-150,000.00	-150,000.00	0.00	100.00 %
Transfer Activity				
City Bridge Loan Principle	-96,906.75		-96,906.75	
Loans and Bonds Principle	-93,737.30		-93,737.30	
Total Transfer Activity	-190,644.05		-190,644.05	
Total Other Expenses	\$ -342,587.73	\$ -152,598.34	\$ -189,989.39	224.50 %
NET OTHER INCOME	\$354,936.07	\$163,033.34	\$191,902.73	217.71 %
NET INCOME	\$461,777.34	\$237,461.34	\$224,316.00	194.46 %



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

November 2016 Combined Excise Tax Return

603-151-833
TUKWILA POOL 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)	4,054.00	4,054.00	0.00	0.0150	0.00
0002	Retailing	3,452.33	3,452.33	0.00	0.00471	0.00
		7,506.33	7,506.33	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	4,054.00
000299	Retailing	Other	3,452.33
			7,506.33

Explanations for Other Deductions

Deduction Code	Explanation
000499	499 Tax Exempt Non Enterprise Swimming Pool Lessons and Activities(WAC 45820189)
000299	299 Tax Exempt Non Enterprise Activities and Sales (WAC 45820189)

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	3,452.33	0.00	3,452.33	0.0650	224.40
		3,452.33	0.00	3,452.33		224.40

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1729	TUKWILA	3,452.33	0.0300	103.57
			3,452.33		103.57

Summary Section

	Amount
State Business and Occupation Tax Total	0.00
State Sales and Use Tax Total	224.40
Local and Regional Tax Total	103.57
Lodging Tax Total	0.00
Public Utilities Tax Total	0.00
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	327.97
Less Total Credits	0.00

Total	327.97
Amount Paid	327.97
Balance	0.00

Additional Information

Confirmation Number	19493098	Date Printed	12/12/2016
Date and Time Submitted	12/12/2016 2:10:46 PM	Tax Registration Number	603-151-833
Payment Type	E-Check	Person Completing Return	Kristine Selleck
Total Amount Paid	327.97	Phone Number	(206)267-2350
Date To Transfer Payment	12/13/2016	E-Mail Address	accounting@tukwilapool.org
Person Authorizing Payment	Alan Dance		

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



Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL CREDIT CARD ACCOUNTS

October 15 - November 14, 2016

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (Reconcile) - 2794			
213.10 US Bank Dave CC - 4167			
10/15/2016	QFC	Fruit for special event	29.30
10/15/2016	Costco Wholesale	Chocolate Cake for Special Event	18.99
10/21/2016	Fraud	PP*MAIMODAJEWE Fraudulent Charge from 09/2016 credited back to card	-1,000.00
11/02/2016	When To Work, Inc.	Scheduling Software Subscription paymen	30.00
11/07/2016	Bluehost	Renew plus hosting for tukwilapool.org	155.88
11/10/2016	Rackspace	Rackspace annual fee (previously charged twice) credited	-1,164.00
Total for 213.10 US Bank Dave CC - 4167			\$ -1,929.83
213.11 Executive Director Credit Card - 9276			
10/20/2016	Office Depot	\$19.70 - cable, hdmi, 4' \$71.80 - 2 reams white vellum 67# and one case white copy paper	91.50
10/27/2016	Bartell Drugs	Hershey Asst Halloween 100pc	7.99
10/27/2016	Office Depot	\$22.94 3-Tier Magazine Rack, Business Card Holder \$ 61.86 Tape, notepads, paperclips, binder clips, portfolios, file folders \$ 9.84 Lanyards With Alligator Clips	94.64
10/27/2016	Staples	\$22.50 Printed name badges, tax, shipping \$22.32 Business Cards	44.82
10/27/2016	Big Lots!	7-Large Black Crates	26.44
11/06/2016	Adobe	Monthly Adobe Acrobat Pro subscription	16.41
11/09/2016	National Recreation and Park Association	Single 30-Day SACN Job Posting Package	275.00
11/10/2016	Costco Wholesale	Resale Inventory	36.91
11/12/2016	Best Buy	\$7.65 AAA 8 pk energizer batteries \$54.74 Sony - Digital Voice Recorder - Black	62.39
Total for 213.11 Executive Director Credit Card - 9276			\$656.10
Total for Tukwila Pool MPD (Reconcile) - 2794			\$ -1,273.73

TPAC REPORT

On Dec 17th TPAC met at TCC

Items discussed were: Aquatic manager search , training and passes

Commissioner Vanessa ,myself and Vanessa's son Alex volunteered at TCC for the spirit of giving. Many of the families were interested in lessons. This is our third year attending and it is great a step forward in partnering with the community center

We discussed pursuing a grant for a deep end guard chair..this was identified by TPAC as a safety priority

Future marketing ideas included Silver Sneakers and senior programing

Tukwila Pool Advisory Committee

November 17, 2016

DRAFT Meeting Minutes

Meeting Location: Tukwila Community Center

Attendance: TPAC: Diane Meyers, Jacque Carroll, Sharon Shipman, and Aaron Shipman

TMPD: Jeri Frangello-Anderson, Vanessa Zaputil

STAFF: Jennafer Price Cargill

1. Meeting called to order at 8:20 am.

3. Public Comments: None

4. Business Items:

- a) Recruitment of 5th member of TPAC: Kristine Selleck accepted the Bookkeeper position at the pool and in turn, stepped down from her TPAC position. There is a posting on the pool website at <http://www.tukwilapool.org/tukwila-mpd-info/tpac-tukwila-pool-advisory-committee/>
- b) TPAC Reappointments: Both Aaron and Sharon are interested in continuing their positions in TPAC and look forward to being reappointed.
- c) Staffing Update: The Tukwila Pool Aquatics Manager resigned his position effective November 22, 2016 and a new Aquatics Manager is needed. The Board formed an Ad Hoc Committee to assist Jennafer Price-Cargill with interviewing and evaluating Aquatics Manager candidates. The members of this committee are Jeri Frangello-Anderson, Aaron Shipman, and Sharon Shipman. The position description has been posted on multiple platforms and resumes are starting to come in.
- d) Marketing Update:
 - i. Pumpkin Plunge Review: 109 people attended the event. Two-thirds of those attended were pre-registered for the event. Aaron Shipman suggested that at future pumpkin plunges we could write pumpkin numbers on wrist bands and set up tables to hold pumpkins during the event to ensure that the kids would go home with the pumpkin they plucked from the pool. We will also continue using Red Tricycle to advertise future pool events.
 - ii. Turkey Races: Aaron Shipman, Jeri Frangello-Anderson, Vanessa Zaputil, and Diane Meyers will be attending today's event. There is a sign-in sheet for volunteers.

- iii. Holiday Tree Promotion: Will be doing the Giving Tree in the pool lobby again this year. This year the ornaments will be snowflakes and front desk, Brooke, will be in charge of it.
- iv. Next Market Meeting: The next meeting will be on Dec 9th at 5:30pm

e) Programming Committee Update:

- i. Turtles Event: Happening in April. The new asst. aquatics manager, Rob Davis will be providing the training in February. Outreach needs to begin now to make it successful.
- ii. Pool Open during Christmas Break: There will be a 1-4 no School, come the pool. The pool will now be open on Black Friday from 1-4.
- iii. Next Programming Committee: will be on December 28th at 5:30pm

f) Signage

- i. Event Banners: Jennafer Price Cargill is working on getting banners.
- ii. Mural: Sharon Shipman suggested looking to surrounding colleges to see if any students have ideas for a mural. Jacque Carroll suggested looking into a For Culture Grant. Jennafer suggested maybe developing an informal committee where the Girl Scout could be involved in the process.

5. Next TPAC Meeting is scheduled for Saturday, 11/19/2016 8:10am at the Tukwila Community Center.

6. Meeting Adjourned at 9:30am



FINANCE COMMITTEE MEETING NOTES

Review of December 16, 2016 Finance Committee Meeting, provided by Ellen Gengler, Finance Committee Chair.

2017 Finance Committee Work Plan

1st Quarter:

Feb. 20th Meeting 12:30-2:45pm Prioritize Financial Policies

March- 2016 Annual Review

2nd Quarter

April - 1st Quarter Review

May - Mid Year Review Prep.

June

3rd Quarter

July - 2nd Quarter Review

August

September - Budget

4th Quarter

October - 3rd Quarter Review

November

December

Committee Members:

Ellen Gengler, Chair, Commissioner

Vanessa Zaputil, Commissioner (President)

Jennifer Price Cargill, Executive Director

NEXT MEETING: Monday, Feb 20 12:30 – 2:45 | TOPIC: Financial Policies

Note: Pending dates and topics will be reviewed and revised

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: January 9, 2017
SUBJECT: **Formation of an Executive Director Performance Review Committee**

ISSUE

Shall the TPMPD Board of Directors form a committee whose purpose is the annual review of the Executive Director?

FINANCIAL IMPACT

None

BACKGROUND

The Executive Director position reports to the Board of Commissioners as a whole.

During the June Retreat the Board and ED both expressed appreciation for and a desire to have an annual review of the ED's performance. The purpose of this review will be to provide feedback and direction from the Board to the Executive Director for the next year "in one voice".

The current Executive Director will complete one year as a TPMPD employee on March 1, 2017.

DISCUSSION

Does the Board wish to form a committee whose group purpose is to evaluate the performance of the Executive Director and provide direction for the coming year? If so, shall this be a standing committee or an ad hoc (temporary) committee? Who shall serve on this committee?

RECOMMENDATION

None

ATTACHMENTS

1. TPMPD Executive Director position description

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

Job Title: Executive Director

Reports to: Tukwila Pool Metropolitan Park District Board of Commissioners

Classification: Exempt, Part-time (average of 28 hours per week), salary range to \$45K

Summary:

The Tukwila Pool Metropolitan Park District Board of Commissioners (Board) desires to hire an Executive Director to provide District support and management capabilities to the organization's operation. The District owns and operates one swimming pool.

The ideal candidate is a leader who excels at working independently with proven management success who preferably has experience with aquatic operations (especially swimming pools) and knowledge of Washington State laws as they apply to aquatic facilities and municipal park districts.

The Executive Director is appointed by the Tukwila Pool Metropolitan Park District Board of Commissioners (Board) and serves as the interface between the Board and the Tukwila Pool MPD Operations. The Executive Director will report to the Board of Commissioners.

The Executive Director serves as a resource to the Board while implementing its policies and providing support to the daily operations of the District. The Executive Director is a key participant in the flow of communications between the Aquatics Manager/Operations, citizens and the Board. The Executive Director is responsible for overall oversight of Tukwila Pool MPD (District) functions.

Position Summary:

Oversee effective Tukwila Pool MPD District functions.

The Executive Director will be a management position. Key responsibilities will be to:

- Provide Board support
- Assist the District in serving the citizens of Tukwila and surrounding communities
- Administer on-going District functions, projects and activities
- Provide financial oversight for the District
- Establish and implement policies and operating procedures for the District
- Provide direction, oversight and representation of the Board to the Pool Aquatics Manager/Operations, the District's citizen advisory committee and provide recommendation and guidance to the Board members

Administrative:

- Oversee District functions including Aquatics Operations
- Provide support and recommendations to the Board for hiring of the District's Aquatics Manager
- Provide support to the Aquatics Manager/Operations as requested by the Aquatics Manager/Operations or Board, including HR support
- Identify and apply for relevant grants available to the District for programs and operations
- Work closely with the Aquatics Manager/Operations to increase revenue and decrease operational expenses while maintaining quality programming and positive customer experience

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

- On own initiative, or under Board direction, develop, maintain and implement District policies consistent with organizational vision, goals, and statutory requirements
- Collaborate and manage the District's annual calendar of events with the Aquatics Manager/Operations
- Assist the Board President/ Clerk in agenda planning and draft and compile all agenda items and materials for Commissioner meetings in a timely manner. Provide noticing as required
- Facilitate the orientation of new Commissioners
- Facilitate and provide support for all Board Meetings (including ad-hoc committee meetings)
- Facilitate and provide support for the District's Advisory Committee (TPAC) including coordinating agendas and solicitation for new members
- Review scholarship reports as provided by the Aquatics Manager/Operations
- Support the Aquatics Manager in managing the development of Pool marketing and advertising activities
- Conduct research, find resources, evaluate and provide information to the Board of Commissioners and/or staff in support of the District's activities
- Develop and oversee the District's Records Management consistent with WA State's Access to Public Records requirements
- Facilitate, manage and maintain District contracts, agreements, ILAs, and other legal documents
- Interface directly with District contract attorney, as necessary, on issues requiring legal attention
- Interface directly with District contract CPA and Bookkeeper on issues requiring financial attention
- Ensure District's compliance with all King County Elections requirements
- Manage Board identified Request for Proposals (RFPs) or Quotes (RFQs)
- Oversee and ensure compliance with all federal, state and local fiduciary and regulatory requirements, including:
 - WAC 246-260 Water Recreation Facilities
 - RCW 35.61 Metropolitan Park Districts
 - RCW 70.90 Water Recreation Facilities

Budget & Finance:

- Working closely with the Aquatics Manager/Operations, develop and prepare the annual budget and budget amendments for Board approval including all necessary filing
- Ensure District operates within the approved annual budget and notify the Board immediately if budget obligations are not met
- Analyze and recommend annual levy amount to the Board and complete documentation for timely submission to King County
- Develop, document and ensure effective audit processes and trails
- Work with District CPA and Bookkeeper on annual reports and periodic audits by WA State Auditor's Office
- Oversee voucher processing for KC to ensure timely payments
- Define cost savings, operational efficiencies, and a sustainable budget; recommend same to the Board
- Identify performance metrics for revenue and operational expenses, collate on a monthly basis and review with the Aquatics Manager/Operations and the Board
- Review monthly District financial statements and report to the Board on status

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

- Ensure quarterly financial reporting to the Board, as well as annual reporting
- Identify new revenue sources and model

Management Oversight:

- Initiate and develop and facilitate an active planning process including short and long term planning. (Facility CIP Plan, District Strategic Plan, Financial Forecasting)
- Engage as necessary with assessment of physical plant problems as they arise and work closely with the Aquatics Manager/Operations in defining the scope of work
- Provide oversight to procurement activities for the District, including the provisioning of materials, services, consultants, architects & engineers and contractors (as needed or requested by the Board)
- Oversee District's Public Works projects by working with the Aquatics Manager/Operations and others, as needed and ensure projects comply with WA State rules and regulations
- Maintain and safeguard the District's assets, records and documents
- Oversee and ensure WA State compliance with District asset acquisition, inventory and disposal processes and records
- Periodically benchmark the District against substantially similar aquatic operations

Public Relations:

- Act as representative, liaison, and spokesperson for the District regarding governmental entities (ie City of Tukwila, Tukwila School District, etc), associations, community and the press as needed or requested from the Board
- Ensure that referred patron's concerns and inquiries are handled appropriately
- Maintain effective relationships with the internal and external customers through oral and written communications
- Facilitate and work closely with the Board's citizen committee (the Tukwila Pool Advisory Committee - TPAC) to garner ideas and concerns
- Develop robust, sustainable volunteer program

Communications:

- Provide support as requested by the Aquatics Manager/Operations or Board to promote pool usage within the community
- Provide support as requested by the Aquatics Manager/Operations or Board in publishing periodic communiqués to the community
- Coordinate closely with:
 - President of the District Board and TPAC
 - Aquatics Manager/Operations
 - Contracted services (contract Attorney, CPA, Bookkeeper)
 - Other contracted service providers
 - Local entities and school districts
- In coordination with the Aquatics Manager/Operations ensure that The District's website and other social media services remain current
 - Tukwila Pool url: <http://www.tukwilapool.org/>
 - Facebook url: <https://www.facebook.com/pages/Tukwila-Metropolitan-Park-District-Pool/132240046924338>

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

Qualifications:

Knowledge and Education

- Strong financial management and budget skills, including accounting principles and budget preparation for cash-based system and Washington state BARS list of accounts Knowledge of Washington state laws, regulations and codes as they apply to park districts and swimming pool operation preferred
- General knowledge of, or ability to comprehend, swimming pool systems and operation, such as filtration system, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors
- Knowledge of methods, procedures and practices of issue analysis and evaluation, planning, bidding and construction as applied to swimming pool operation and facility maintenance
- Knowledge of Washington state records retention and public disclosure requirements
- General knowledge of the basic legal requirements of contracts, leases, agreements and the ability to draft documents for review by the District's contracted attorney
- Clearly understands and uses the components of a successful business organization
- Bachelor's Degree in Business Management, Administration, Parks and Recreation, Leisure Studies, or a related field or equivalent experience preferred
- 3-5 years experience in leading an organization preferred
- Knowledge of marketing and how to effectively apply it in a public recreation setting
- Must be able to pass a WSP and FBI background check

Skills

- Demonstrated ability to lead an organization to exceptional performance levels, model positive work ethic and to integrate efforts of the entire pool organization
- Demonstrated past experience in successfully performing management functions: planning, leading, organizing, motivating, reviewing and evaluating results and personnel including conflict management
- Demonstrated ability to work independently with little or no supervision
- Able to identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Ability to interface with database systems such as accounting, records management, and inventory management
- Proficiency at a high level using , MS Office 365, Microsoft Word, Excel and PowerPoint
- Ability to set goals and objectives and carry them through
- Ability to work effectively alone or with multiple stakeholders
- Strong written and verbal communication skills

Attributes

- Works well with people, treating everyone with respect
- Takes appropriate initiative
- Timely follow through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image at all times
- Works well as a team member/leader in all interactions
- Provides consistently high quality service

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

Performance Review

- Annual review by the President of the Board and approved by the Board

Working Conditions

- Must be able to work from the pool facility, home, travel as necessary to meetings, be available for monthly evening meetings and occasional Special Meetings and some weekend Pool events
- Maintain regular on site District Office Hours as approved by the Board
- Regular meetings of the Board are every second (2nd) Monday of the month at 6:00 p.m. at Valley-View Sewer District Building (subject to change)
- TPAC (Tukwila Pool Advisory Committee) meetings occur the third (3rd) Saturday of the month at 8:10 a.m. at the Tukwila Community Center (subject to change)
- The Tukwila Pool Metropolitan Park District is an equal opportunity employer

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: January 9, 2017
SUBJECT: **Formation of an Exterior Sign Committee**

ISSUE

Shall the TPMPD Board of Directors form a committee whose purpose is to propose an exterior sign for the facility?

FINANCIAL IMPACT

None

BACKGROUND

In December 2014, the exterior sign for the Tukwila Pool was permanently removed. Since then, there has been no sign identifying the pool to the community.

In 2016 the ED was approached by a Girl Scout who wanted to perform a community service for the Tukwila Pool to earn her Gold Award. She decided that she wanted to assist the pool in obtaining a sign and painting a mural on the side of the building.

This idea was presented to the Board of Directors in October 2016. Discussions at that time confirmed that a sign was needed and that the board wished to approve it in advance.

The 2017 Budget has funds included specifically for an exterior sign.

DISCUSSION

Does the Board wish to form a committee whose purpose is to research, design and propose an exterior sign for the Tukwila Pool? If so, who shall serve on this committee?

RECOMMENDATION

None

ATTACHMENTS

None

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jeri Frangello-Anderson, TPMPD Board President
DATE: January 9, 2017
SUBJECT: **Resolution Revising BOC Meeting Location for Feb 2017**

ISSUE

The location for the February 13, 2017 meeting of the Board of Commissioners requires revision by resolution.

FINANCIAL IMPACT

Savings to the TPMPD of \$60.

BACKGROUND

Regular meetings of the TPMPD BOC in 2017 were scheduled by resolution to take place at Valley View Sewer District on the second Monday of every month at 6:00pm.

Since this resolution was adopted on December 12, 2016 the TPMPD has been notified that the Valley View Sewer District location is not available for February 13, 2017. All other dates are satisfactory.

Another location, Boulevard Park Library, has been reserved for February 13th.

DISCUSSION

Does the Board wish to approve a resolution changing the February 13, 2017 BOC meeting location to the Boulevard Park Library?

RECOMMENDATION

None

ATTACHMENTS

1. Proposed Resolution 2017-01

TUKWILA POOL METROPOLITAN PARK DISTRICT

RESOLUTION # 2017-_____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT ESTABLISHING THE MEETING SCHEDULE FOR THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT AND REPEALING RESOLUTION 2016-11 SETTING THE MEETING DAY, TIME AND LOCATION OF THE BOARD OF COMMISSIONERS EFFECTIVE JANUARY 09, 2017.

WHEREAS, RCW 42.30.030 states that all meetings of the governing body of a public agency shall be open and public; and

WHEREAS, all persons shall be permitted to attend any meeting of the governing body of a public agency; and

WHEREAS, it is in the best interest of the Tukwila Pool Metropolitan Park District to inform all citizens of all Tukwila Pool Metropolitan Park District Board of Commissioners meeting days, times and locations;

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: Tukwila Pool Metropolitan Park District Board of Commissioners meetings shall be held on the following days during the year 2017: January 9, February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13 and December 11.

Section 2: Tukwila Pool Metropolitan Park District Board of Commissioners meetings shall be held at the Valley View Sewer District conference room, 3460 S 148th Suite 100, Tukwila, WA commencing at 6:00 p.m. on all dates listed above except for February 13, 2017. On that date, the Board of Commissioners will meet at the Boulevard Park Library meeting room, located at 12015 Roseberg Avenue South, Seattle WA 98168.

Section 3: Resolution No. 2016-11 is hereby repealed.

PASSED BY THE TUKWILA POOL METROPOLITAN PARK DISTRICT BOARD OF COMMISSIONERS at a Regular Meeting thereof this _____ day of _____, 2017.

ATTEST/AUTHENTICATED:

Christine Neuffer, Clerk of the Board

Jeri Frangello-Anderson, President of the Board

Passed by the Commission: _____
Resolution Number: _____