

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, April 10, 2017, 6:00 PM**

Resolution Number: **2017-02**

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 March 13, 2017.	Page 3
	b) Approve Vouchers	Page 11
5. REPORTS	a) Commissioners	Page 19
	b) Executive Director	Page 25
	c) Pool Operations	Page 31
	d) Financial	Page 59
	e) Tukwila Pool Advisory Committee (TPAC)	Page 59
6. BUSINESS ITEMS	a) MRSC Reports renewal	Page 63
	b) TSD Interlocal Agreement proposal	Page 65
	c) Board Retreat	Page 89
	d) Exposure Control Plan	Page 95
MISCELLANEOUS		
7. EXECUTIVE SESSION		
The TPMPD Board of Commissioners will recess into Executive Session per RCW 42.30.110(g) to discuss the performance of a public employee.		
8. 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

March 13, 2017

6:00 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

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

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director

AGENDA

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (5-0).

CITIZEN COMMENTS

None

CONSENT AGENDA

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting February 13, 2017
- b) Approve Voucher(s)

Commissioner Gengler noted one grammatical error where Commissioner Tyson was referred to as she instead of he on page 9, second paragraph to the bottom.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE MINUTES FOR FEBRUARY 13, 2017 AS AMENDED, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0).

MOVED BY COMMISSIONER GENGLER TO APPROVE THE VOUCHERS AS PRESENTED, SECONDED BY COMMISSIONER ZAPUTIL.*

Commissioner Tyson asked for clarification on the invoice amount \$137.02 and the processed amount having the decimal point in the wrong place. Ms. Price Cargill stated that Rec 1 charge is 1% of total sales and both the charge and the total sales numbers are included on the voucher.

Commissioner Gengler asked to correct the spelling of Aquatic Specialty Services and Ms. Price Cargill said she would have the bookkeeper adjust the spelling accordingly.

Commissioner Gengler asked for clarification on the amount paid for background checks, does that include that backlog of background checks. Ms. Price Cargill said that did include the majority of the staff who were all submitted to the WSP at once.

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

REPORTS

a. Commissioners

Commissioner Gengler reported that she attended the Finance Committee and the review of the financial policies is going well.

Commissioner Tyson stated the he contacted the State Auditor by letter to ask for an audit to ensure compliance with RCWs and procedures, but he has no response thus far.

Commissioner Zaputil asked if this contact was made as a citizen and not on behalf of the Board. Commissioner Tyson confirmed that was his intent.

President Frangello-Anderson noted that Commissioner Tyson handed a copy of his letter to her and a copy to Ms. Price Cargill.

Commissioner Gengler commented that it appeared that Commissioner Tyson signed the letter as a commissioner of position #5. Commissioner Tyson stated that he did write the letter as a commissioner.

Commissioner Gengler asked President Frangello-Anderson if a copy of this letter could be sent to the attorney to keep him up-to-date should anything arise.

Commissioner Neuffer asked if the request in the letter's final paragraph for a copy of the last audit was directed to Ms. Price Cargill or the State Auditor's Office. Commissioner Tyson verbally corrected a typo in the letter to clarify that the request was made to the State Auditor's Office.

Commissioner Zaputil updated the Board about that Legislative Substitute House Bill 1456 and Substitute Senate Bill 5138 have each passed their respective chambers and are making their way through to the floor of the other chamber. She also attended the Finance Committee Meeting and reminded everyone that the Egg Hunt event at the pool is March 18th. She also thanked Lolli and Pops for donating the first-place prize basket.

President Frangello-Anderson reported that she attended the Marketing Meeting and was excited to see so much staff involvement.

b. Executive Director

Ms. Price Cargill stated the Ad-Hoc Hiring Committee has hired Michelle Simpson as the Aquatics Manager and she will begin working on Wednesday March 15th. Ms. Simpson is highly qualified and the committee feels she is an excellent choice for the pool.

The representative from WCIA has been scheduled to perform their annual audit on April 21, 2017. Ms. Price Cargill requested this year's audit focus of the facility and primarily on potential safety hazards.

Ms. Price Cargill has been updating the information in Rec1 to transition to the 3.0 version. She is also training the staff on this new version and progress is being made.

The update on the Tukwila School District Interlocal Agreement is that Ms. Price Cargill confirmed that the pool district's attorney information was forwarded to TSD's attorney. She asked the TSD if their attorney was informed of the urgency of this matter, but had not received a response. She wanted to note for the record that the present agreement with the TSD was put in place by the former Board of Commissioners prior to her current tenure as Executive Director.

Commissioner Zaputil asked about the status of the situation with the school district thinking the pool would be providing lifeguards for the Foster High School swim classes. Ms. Price Cargill spoke to Alfonso Melton at the school district and learned that while he previously believed that the pool had offered to provide lifeguards, he had been corrected on this. Ms. Price Cargill also provided him with the draft agreement she developed as a result of their conversations so that he could review pool's understanding of their negotiations and perhaps provide it to the TSD attorney.

Commissioner Neuffer asked if there is a time frame for getting this agreement finalized and Ms. Price Cargill stated that the negotiations had been turned over to the respective attorneys.

Commissioner Zaputil said that somehow the urgency of this agreement needs to be pressed upon the school district, perhaps daily, if necessary.

Commissioner Gengler stated that there is a school board Meeting at Tukwila Elementary tomorrow. The school board Meetings are the 2nd and 4th Tuesdays of each month.

Commissioner Tyson commented that this agreement is competing with other priorities within the school district.

Commissioner Neuffer feels that a Special Meeting may be needed to expedite signatures once an agreement is reached. Ms. Price Cargill acknowledged the board's wishes on this and agrees with them.

Commissioner Neuffer expressed that she is very uncomfortable with how long this process is taking.

Commissioner Gengler stated that school district is in the process of creating course catalogs for next year and feels it would be a good idea to let the school board know the importance of getting this completed. She agrees with Commissioner Zaputil that more pressure needs to be applied to get this resolved quickly for all involved.

Commissioner Neuffer will be at the school board meeting tomorrow night; however, she will be speaking on another matter. She will attempt to speak to someone on the board either before or after the meeting.

Ms. Price Cargill feels the attorneys have to be told that this agreement is of maximum importance, but that word has to come down from the people they work for, not from this board.

Commissioner Zaputil stated that as a commissioner, she would like to give direction to the Board's attorney that this is high priority, so anything he can do to communicate that point to the other legal counsel would be beneficial to all involved.

President Frangello-Anderson inquired if the Boards' attorney has contacted the TSD's attorney. Ms. Price Cargill said that the TPMPD attorney had not been provided with the TSD attorney's contact information at this time. However, the School District attorney does have the pool attorney's contact information.

Commissioner Gengler stated that the attorney for the school board is public information, so a records request can be done if needed. She feels the head of HR, Dr. Rick Maloney, for the school district would give the information necessary to contact the School district's attorney. Ms. Price Cargill agreed to make that request; and noted that she was told that Dr. Berry is the person who worked directly with the attorney.

Commissioner Gengler thinks that Dr. Maloney may be more accessible.

Ms. Price Cargill update on Human Resources is that there are two new hires for the front desk attendants, one started today, one starts tomorrow, both have been trained. Also, the last thing in her report is the Exposure Control Plan and Policy item. A revised policy has been developed and will appear on the April agenda.

Commissioner Zaputil was pleased that the assistant managers will be getting their AFO or CPO certifications, and noted that WCIA will reimburse the pool for one of those courses. Looking at the notes from patrons, there seems to be lots of interest in the pool. It was nice getting kudos for improvements to the pool; however, she is also concerned about the negative comment. Ms. Price Cargill could not confirm the source or specific issue they were referring to, but noted that the comment was an exact replica of a verbal comment made by a former staff member.

c. Pool Operations

Ms. Price Cargill reported that Mike from Ironclad come out to survey the work needed for the bathroom flooring and he feels it is going to be a quick and easy job. They have already cleared the areas on the deck that were blocking the drainage.

President Frangello-Anderson asked if an estimate had been received for the flooring in the bathroom. Ms. Price Cargill responded that it will be sent to her shortly.

Ms. Price Cargill provided updates on the status of Accounts Receivable which were that WhiteWater ORCAS Aquatic Club had sent in a check for \$5,000. Also the response from the invoice to Washington Kayak Club was that they wanted to pay the outstanding balance and pay a year in advance. She is still pursuing the proper person in charge of the account balance for Kennedy High School balance.

Commissioner Gengler asked that if the number of swim lessons are being reduced, will that trigger a reduction in staffing as well? Ms. Price Cargill stated that the reduction in lessons is only temporary and as new staff are coming on board, new lessons will be offered.

President Frangello-Anderson asked for clarification in regards to swim lessons and losing a member of staff. How are they connected? Ms. Price Cargill said that person who left was one of the swim instructors and that person's departure meant fewer people were available to teach.

Commissioner Gengler is excited about Aquarobics adding a second deep water class and wondered if it is getting more customers? Ms. Price Cargill stated that the decision to add another deep water class was based on the idea that it gets a better turn out than the shallow water class.

d. Financial

Ms. Price Cargill stated that the bookkeeper was able to get the \$150,000 reconciliation off the books because it did not exist. There is a correction to the final paragraph of the report, it should read "weekly distribution of accounts payable invoices", not "accounts receivable". The State Department of Revenue contacted the pool concerning the lack of payment on the B&O taxes. An email was written

back explaining that the law states that pool does not pay B&O taxes because less than 50% of annual revenue comes from enterprise sales. Their response was that they do not have this information in their records. Ms. Price Cargill submitted a request for the state to review the district's exemption status.

Commissioner Zaputil noted that on the January tax return on page 56, it said 499 tax exempt non-enterprise pool and lesson activity was the status the City had which was inherited by the pool district.

Ms. Price Cargill feels this is a miscommunication within the state tax office and that the request to provide a ruling should clear things up.

Commissioner Tyson asked if the pool is collecting sales tax from the patrons? Commissioner Zaputil clarified that this was to do with B&O taxes, not sales taxes.

Ms. Price Cargill noted the error which created an L&I overpayment in employment taxes was done by Paychex and that she would work with them to help them clear it up.

Commissioner Gengler asked if Paychex was offering any reimbursement for errors made by them. Ms. Price Cargill stated that now that the Aquatics Manager has been hired, Ms. Price Cargill will have time to look into this matter.

President Frangello-Anderson wanted to clarify on weekly distribution of the accounts payable to confirm if they are being sent to the Board on Fridays or Mondays. Ms. Price Cargill said they are sent to the Board on Fridays and then to King County on Mondays.

e. TPAC Report

Aaron Shipman reported this month's discussion was centered around signage. Things like getting a variance from the City about what time we could turn on the sign, looking into preventing vandalism, lighting behind the sign and consideration of putting the sign on the side of the building to prevent vandalism and reduce of cost of sign installation. The other main topic was about the mural and Jacque Carrol spoke with 4Culture about grant options for that project. She was told the best way to do that would be to get an artist and have the artist apply for the grant.

Ms. Price Cargill said she spoke with the Beth, the Girl Scout who bought this idea to the Board and she stated that what she has been approved to do for her project does not involve hiring an artist to do the work, so that route does not seem to be available as an option.

Mr. Shipman stated the TPAC was looking for placement of the mural and will bring the concepts to the Board for primary and final approval. He feels the cost of the mural could be as much as \$15,000 or more.

Commissioner Gengler wanted to ensure that everyone is aware that the \$15,000 budget amount for the monument sign does not include the Girl Scout mural. Mr. Shipman said he understood that and that was the reason grant opportunities were being pursued.

Mr. Shipman said the committee also discussed programming, marketing and talked about the brochure. There was more discussion about the brochure in the marketing meeting and putting things together for the summer session. This would be a good opportunity to promote swim lessons and lifeguarding programs.

Ms. Price Cargill noted that the monthly Tukwila Reporter column highlighted Kay Mulliner, one of the volunteers at the pool.

Commissioner Zaputil thanked TPAC for all the work they do for the pool and the community.

BUSINESS ITEMS

a. Scheduling the BOC Retreat

President Frangello-Anderson said she heard back from two commissioners approving of April 29th to hold the retreat. However, finding a place to have the retreat may prove difficult. The dates that on the list were April 29th, May 13th or June 10th.

Commissioner Zaputil suggested that they look into using Valley View for the retreat.

Commissioner Gengler said April 29th is fine with her.

Commissioner Tyson suggests the Board asked the school district about using their conference room.

President Frangello-Anderson agrees that April 29th would be the day of the retreat.

Commissioner Zaputil appreciates Commissioner Tyson suggestion; however, she and Ms. Price Cargill were part of a conversation with the School District and were told that the conference room was being temporarily repurposed as a base of operations for the new construction projects and would not be available.

Ms. Price Cargill said that they could submit a request to use Showalter Library which has been used before.

Commissioner Gengler will look to see if that is booked and let people know.

Ms. Price Cargill said she could get an answer tomorrow if the space at Valley View is available, but the school district will take more time.

President Frangello-Anderson asks the commissioners to email any items they would like to see on the agenda for the retreat to her.

EXECUTIVE SESSION

TPMPD Board of Commissioners will recess into Executive Session per RCW 42.30.110(g) to discuss the performance of a public employee. President Frangello-Anderson called for the Executive Session at 6:51p.m. for 30 minutes to return at 7:21 p.m. The Executive Session was extended by another 20 minutes and again for an additional 5 minutes. President Frangello-Anderson called the meeting back to order at 7:47 p.m.

MOVED BY COMMISSIONER ZAPUTIL TO INCREASE THE EXECUTIVE DIRECTOR'S SALARY FROM STEP A OF THE TPMPD SALARY & WAGE SCHEDULE TO STEP B, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-2) WITH COMMISSIONER TYSON AND PRESIDENT FRANGELLO-ANDERSON VOTING "NAY".

MISCELLANEOUS

There were no miscellaneous items.

ADJOURNMENT

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER TYSON, TO ADJOURN THE MEETING AT 7:48 P.M. MOTION CARRIED (5-0).

Commissioner Christine Neuffer, Clerk of the Board



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/09/2017
Total Amount: \$11,985.26
Control Total: 9
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170306115206.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)):

 _____
Date: 03/10/2017

Authorized District Signature

Date

 _____

Authorized District Signature

Date: 3-7-2017

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

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170306115206.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			33592458	02/21/2017	\$66.39	DELIVERY DATE: 02-21-2017 CARBON DIOXIDE LIQUID BULK
AQUATIC SPECIALTY SERVICES, INC.			12626	02/24/2017	\$1,104.31	SERVICE DATE: 02/23/2017 SERVICE CALL FOR CHEMICALS OUT OF RANGE (\$1083.50) 50LBS SODIUM BICARB (\$20.81)
AQUATIC SPECIALTY SERVICES, INC.			12654	02/28/2017	\$435.27	SERVICE DATE: 02/24/2017 CLEAN DE FILTERS SYSTEM
FOX PLUMBING & HEATING			26561	02/24/2017	\$8,654.88	SERVICE DATES: 02/21 - 02/23/2017 MEN'S RESTROOM PIPING REPAIR (\$11528.16 LESS \$2873.28 PAID BY CREDIT CARD)
REC1			REC1-009887	03/01/2017	\$100.00	SERVICE DATES: 02/01/2017 - 02/28/2017 REVENUE PROCESSING SOFTWARE
SNJURE LAW OFFICE, PSC			20170301	03/01/2017	\$460.00	SERVICE DATE(S): 02/09/2017 RE: PERFORMANCE REVIEW PROCESS, 02/21/2017 RE: ILSA REVISIONS, 02/24/2017 RE: EMPLOYEE EVALUATIONS
WA CITIES INSURANCE AUTHORITY			TKPD-1704	03/03/2017	\$25.00	TRAINING DATE: 02/28/2017 NO SHOW INVOICE
WALTER E NELSON CO.			585669	03/01/2017	\$559.41	SHIP DATE: 02/28/2017 JANITORIAL SUPPLIES
WASHINGTON RECREATION & PARK ASSOCIATION			1982	03/04/2017	\$580.00	MEMBERSHIP DATE: THROUGH 05/03/2018 ANNUAL RENEWAL



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/15/2017
Total Amount: \$11,798.54
Control Total: 7
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170313100650.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)) :

Christine Selleck 03/13/2017

Authorized District Signature	Authorized District Signature	Date
		3/13/2017
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

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170313100650.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			33633998	02/28/2017	\$83.71	RENTAL PERIOD: 02/01/2017 - 02/28/2017 CARBON DIOXIDE CYLINDER RENTAL
CITY OF TUKWILA			MB-02457	03/01/2017	\$10,121.48	MARCH 2017 START-UP LOAN PAYMENT:
COMCAST BUSINESS			20170228	02/28/2017	\$164.86	\$8,933.10 PRINCIPAL, \$1,188.38 INTEREST
LADY OF LETTERS, INC.			3290	03/08/2017	\$300.00	SERVICE DATES: 03/08/2017 - 04/07/2017 BUSINESS CABLE AND INTERNET
MCKINSTRY CO LLC			452517	03/01/2017	\$415.01	SERVICE DATE: 02/13/2017 TUKWILA POOL BOARD MEETING 150 AUDIO MINUTES
RICOH USA, INC.			98414656	03/03/2017	\$488.01	SERVICE DATE: 02/15/2017 LABOR FOR WARRANTY JOB OF REPLACEMENT OF MOTOR FOR PUMP 3
VALLEY VIEW SEWER DISTRICT			20170301	03/01/2017	\$225.47	BILLING PERIOD: 02/28/2017 - 03/29/2017 EQUIPMENT RENTAL, ADDITIONAL IMAGES, TAXES
						SERVICE DATES: 02/01/2017 - 02/28/2017 UTILITIES SEWER



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/21/2017
Total Amount: \$465.06
Control Total: 1
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170320105956.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 03/21/2017
Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

[Signature]

Authorized District Signature

3/20/2017

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
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Seattle, WA 98104
Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

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Date Processed: _____



King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170320105956.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BROADVIEW NETWORKS			17076616	03/09/2017	\$465.06	SERVICE DATES: 02/09/2017 - 03/08/2017 LINE CHARGES, FEATURES & FEES USAGE, TAXES AND SURCHARGES



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/29/2017
Total Amount: \$11,268.79
Control Total: 7
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170331141830.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)):

 Authorized District Signature Date 04/03/2017

 Authorized District Signature Date 3/31/2017

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:

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 Date Processed: _____

Special District Voucher Approval Document



District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20170331141830.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1060065	03/21/2017	\$90.00	SERVICE DATES: 04/01/2017- 04/30/2017 FIRE AND SECURITY MONITORING FEES
AQUATIC SPECIALTY SERVICES, INC.			12746	03/17/2017	\$400.77	SERVICE DATE: 03/13/2017 POOL CHEMICALS (3 PULSAR BRIQUETTES 50 LBS)
AQUATIC SPECIALTY SERVICES, INC.			12759	03/20/2017	\$317.55	SERVICE DATE: 03/08/2017 EQUIPMENT SERVICE: TIGHTEN/REPLACE HAND RAIL ANCHORS AND LADDER HAND RAIL
AQUATIC SPECIALTY SERVICES, INC.			12745	03/17/2017	\$164.25	SERVICE DATE: 03/13/2017 MONTHLY SERVICE AGREEMENT AT PWR
CITY OF TUKWILA			MB-02500	03/20/2017	\$10,121.48	APRIL 2017 START-UP LOAN PAYMENT
LADY OF LETTERS, INC.			3293	03/23/2017	\$120.00	SERVICE DATE: MARCH 13, 2017 TUKWILA POOL BOARD MEETING MINUTES
SHAE WHITE			20170320	03/20/2017	\$54.74	PURCHASE DATE: 03/17/2017 CHAIR FOR THE ASSISTANT MANAGER'S OFFICE

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 10, 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:

- **Aquatics Manager hiring:** Michelle Simpson was offered the position on March 10th and started March 15th. The staff and I are thrilled to have her and extremely impressed with her work so far. The Ad Hoc Hiring Committee dissolved upon the completion of this task.
- **TPAC:** March's meeting primarily focused on the exterior sign project, and the mural.
- **Tukwila School District:** Attorney Brian Snure took over discussions on the terms of an Interlocal Agreement directly with the TSD Attorney. A proposed agreement has been provided by the TSD for the TPMPD's review this month.
- **Human Resources:** The new front desk staff were provided with an orientation to the position and on-going training is provided on the job. A new Swim Instructor was hired and began training for that position. Assistant Managers Courtney Quenga and Shae White attended the Building Supervisory Skills 101 class at the end of March. I was able to attend the Building Supervisory Skills 301 class. Every individual currently on staff has been cleared through the WSP & FBI background check process.
- **Marketing:** The Spring/Summer Brochure was distributed to every resident in Tukwila through the latest City of Tukwila Park & Recreation activity guide. Additionally, the Marketing Club met twice in March and have been working diligently on promoting, staffing & supporting the 3rd Saturday Special Events.

- **Administrative work:** The majority of staff have been converted to the updated version of Rec1 3.0. Now that we are using the current version of the program, tech support is once again available. While we are not able to use it for Scholarships, change requests were submitted which will instigate a revision in the future.

On a daily basis, I personally take care of: cash management and deposits, HR, IT (to include management & upkeep on the phones, computers, server, web-site, and all our software programs), accounts receivable, scholarships, payroll & the time clock, facility rentals and “other duties as needed”. My goal is to give Michelle time to establish relationships & expectations with staff as well as focus on overhauling our Learn-To Swim program. Michelle will take over some of these responsibilities in due time.

One of the tasks has been a considerable drain on my time: payroll & the time clock. However, soon we will be transitioning our system to one that is web-based and promises to be far less labor-intensive. This will (it is promised) also drastically cut down on the errors that are regularly embedded in our payroll. Paychex has offered this higher-cost system to us at the same price as our current system to compensate for the tremendous number of errors and hardware malfunctions that have plagued us so far.

- **Exposure Control Plan & Policy:** Attorney Brian Snure reviewed the Exposure Control Plan that was developed last month. If this plan is passed, we will be the only aquatic facility in the area with such a plan in place.
- **WCIA** – We have scheduled a safety audit for April 21st with our WCIA representative. The purpose of this audit is to have WCIA’s liability professionals seek out and bring to our attention any practice or situation that could potentially be a safety hazard. Once we are aware of these issues, we will immediately begin work on corrections.
- **Finance Committee** – This committee met to continue work on developing recommendations for revision of our Finance Policies. Proposed revisions will be presented to the board at the May meeting.
- **Suggestion Box:** There were 11 cards in the suggestion box this month, however the vast majority were completed by unattended children & teens. I am considering moving the box to another location near the front desk so that it can be readily utilized by those who make suggestions to the front desk staff. I believe this location would also discourage misuse. Michelle called Savanna, who wrote the card requesting more events. The number was answered by her father as she is 11-years-old.

RECOMMENDATION

None

ATTACHMENTS

1. Suggestion Cards

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

TV
Coach
Magen

Name: (Optional)	
Would you like to be contacted?	
Contact info:	Kung

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

Not a very
friendly
it!

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

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

Verona

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

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

Sorry

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

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

The Tukwila pool pens at the front desk are crap
we should get some custom fountain pens

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

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	8-1-17
Time:	3:21
Topic:	Swimming

Please Direct Immediate Concerns to Pool Staff as well

There should be more events happening like games ect.

Name: (Optional)	Savannah
Would you like to be contacted?	No YES
Contact info:	206 478 0953

SUGGESTIONS

Your Voice Matters!

Date:	11 OF March
Time:	?
Topic:	Its cold!

Please Direct Immediate Concerns to Pool Staff as well

Its so cold!

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

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

poop saw poop in the pool!

Name: (Optional)	
Would you like to be contacted?	NO
Contact info:	

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	4/3/17
Time:	3:15
Topic:	Coach

Please Direct Immediate Concerns to Pool Staff as well

Coach please

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

SUGGESTIONS

Your Voice Matters!

Date:	4/3/17
Time:	NOW
Topic:	TV

Please Direct Immediate Concerns to Pool Staff as well

TV, TV

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

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	4-3-17
Time:	3:13
Topic:	TV

Please Direct Immediate Concerns to Pool Staff as well

TV

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

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Jennafer Price Cargill, Executive Director

DATE: April 10, 2017

SUBJECT: **Pool Operations Report**

UPDATES

- **Staff:** Michelle Simpson took over as Aquatics Manager on March 15th. She began by sending all staff a message clarifying her “Safety First” approach. The first In-service of her tenure was scheduled on April 9th. In addition to the usual skill development, there was a staff meeting where expectations and standards were established.
- **Safety:** Several pieces of our safety equipment such as tubes and training mannequins have been replaced in the past couple of months. We have also just ordered our new guard chair thanks to a generous \$1000 grant from WCIA. This chair is higher than the current one and will allow for better visibility in the water. It will be placed in the center of the pool where the current one stands and that one will be set aside or used in either the deep or shallow end as needed.
- **Facility:** The flooring in the men’s locker room has been repaired by Ironclad. Several loose handrails were tightened up by Aquatic Specialty Services. The front desk area was rearranged to increase storage space and create a cleaner appearance. The staff room was cleared out, new storage racks were installed, the floor was scrubbed and all materials that did not belong in there were stored appropriately.

PROGRAM REPORT

- The Egg Hunt Special Event numbers were not accurately tracked, but we know there were far more than the recorded 81 participants in the pool. Staff are in high gear preparing for the April Pool’s Day event.
- The Aquarobics partnership has not proven to be financially viable enough to warrant continuing. Our next step will be recruiting one or more water fitness instructors either from within our own staff or externally. Once identified, training will probably be required. We still have the classes offered weekday mornings, so our focus will be on finding someone to provide evening classes.
- A new series of Learn-To-Swim classes began at the end of March. The curriculum and techniques have been transitioned to reflect the American Red Cross program. Swim Instructors are being personally educated in the ARC program by Michelle (who is a Water Safety Instructor Trainer) and Courtney (who is a certified Water Safety Instructor).
- Whitewater ORCAS swim team has increased their rental usage and we have provided them with a page on our website to promote their program. Alaska Airlines, Yuki Maekawa (Synchro) and Washington Kayak Club also continue to rent our space on a regular basis. Summer rental programs such as Camp Tukwilly, the Seattle Union Gospel Mission and the Museum of Flight camp have been confirmed.

ATTACHMENTS

1. Operational Comparison Report
2. Rec 1 Revenue report
3. Rec 1 Membership Check-In report
4. Rec 1 Point of Sale report

Revenue Report
February & March Monthly Comparison

Category	February 2016	February 2017	March 2016	March 2017
Merchandise Sales (non-taxed)	\$82.17	\$127.50	\$116.37	\$159.00
Merchandise sales (taxed)	\$2.74	--	--	--
Pass Sales	\$1,868.57	\$1,288.11	\$1,907.78	\$1,655.20
Facility Rental (short-term)	\$431.23	\$493.23	--	\$764.23
Cash Donations	--	--	--	\$25.00
Facility Rental (long-term)	--	\$418.00	\$4,961.66	\$15,917.50
General Admission	\$1,838.96	\$2,184.98	\$1,830.75	\$2,264.49
Special Events	\$117.82	\$308.11	\$190.00	\$256.03
Swim Instruction	\$5,580.00	\$2,093.00	\$4,147.43	\$4,011.00
Scholarship Usage	\$33.00	--	\$418.00	\$209.00
Exercise Classes	--	\$17.00	--	\$102.00
Tax	\$375.99	\$561.82	\$1,034.58	\$664.87
Unitemized	--	139.76	--	\$124.19
Total	\$10,330.48	\$7,631.51	\$14,606.59	\$26,152.51

Run On 04/06/2017 07:00 PM
 Run By Jennafer Price Cargill
 From 03/01/2017 12:00 AM
 To 03/31/2017 11:59 PM

Revenue Code Summary (Custom)

Rev. Code	Rev. Code Description	Scholarship	Cash	Check	Credit/Debit	User Credit	Youth Free Pass	Gift Certificates	Total
1. 341.70.20	Sale of Merchandise (Untaxed)	\$0.00	\$137.50	\$0.00	\$21.50	\$0.00	\$0.00	\$0.00	\$159.00
2. 347.30.10	Pass Sales	\$0.00	\$122.96	\$408.29	\$1098.63	\$25.32	\$0.00	\$0.00	\$1,655.20
3. 362.40.10	Facility Rentals-Short Term	\$0.00	\$398.20	\$0.00	\$244.35	\$0.00	\$0.00	\$122.18	\$764.73
4. 362.40.30	Facility Rentals (Long-Term/Contracted) Non-Taxable	\$0.00	\$234.00	\$15354.50	\$148.00	\$181.00	\$0.00	\$0.00	\$15,917.50
5. 367.10.10	Cash Donations	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
6. 369.00.10	Account Credit	\$0.00	\$0.00	\$5.50	\$0.00	\$0.00	\$0.00	\$0.00	\$5.50
7. 374.30.20	General Admission	\$0.00	\$1695.69	\$0.00	\$566.06	\$0.00	\$2.74	\$0.00	\$2,264.49
8. 374.30.20	Special Events	\$0.00	\$137.92	\$0.00	\$118.11	\$0.00	\$0.00	\$0.00	\$256.03
9. 374.60.10	Swim Classes and Instruction	\$209.00	\$236.00	\$88.00	\$3456.00	\$231.00	\$0.00	\$0.00	\$4,220.00
10. 374.60.20	Exercise Classes	\$0.00	\$44.00	\$0.00	\$58.00	\$0.00	\$0.00	\$0.00	\$102.00
11. 386.11.00	Tax	\$0.00	\$247.27	\$85.71	\$314.12	\$4.68	\$0.26	\$12.83	\$664.87
12. Unitemized	Unitemized	\$0.00	\$76.96	\$0.00	\$55.23	(\$8.00)	\$0.00	\$0.00	\$124.19
Totals for Revenue Code Summary (Custom)		\$209.00	\$3,355.50	\$15,942.00	\$6,080.00	\$434.00	\$3.00	\$135.00	\$26,158.50

Run On 04/06/2017 07:02 PM

Run By Jennafer Price Cargill

From 03/01/2017 12:00 AM

To 03/31/2017 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 1 Month Adult	62
2. 1 Month Memberships 1 Month Family (2 Adults & Children)	12
3. 1 Month Memberships 1 Month Youth/Veteran/Senior	54
4. 10 Visit Memberships 10x Adult	65
5. 10 Visit Memberships 10x Youth/Veteran/Senior	128
6. 10 Visit Memberships Adult Resident	2
7. 3 Month Memberships 3 Month Adult	30
8. 3 Month Memberships 3 Month Youth/Vet/Senior	70
9. Annual Memberships 1 Year Adult	28
10. Annual Memberships 1 Year Youth/Vet/Senior	240
11. Annual Memberships Employee Family Pass	9
12. Annual Memberships Youth/Senior Non-Resident	10
13. Annual Memberships Youth/Senior Resident	24
14. Exercise Pass 10 Visit 10x Exercise Adult	3
15. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	5
16. Exercise Pass 10 Visit Adult Resident	7
17. Legacy Memberships General Memberships	7
18. Legacy Memberships Punch Passes	14
	770
Totals for Check-In Summary by Membership	770

Run On 04/06/2017 07:04 PM

Run By Jennafer Price Cargill

From 03/01/2017 12:00 AM

To 03/31/2017 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: Adult (18-54)	258	\$941.97
2. POS Item: Adult Exercise Class (18-54)	5	\$30.00
3. POS Item: Corn Nuts	12	\$18.00
4. POS Item: Corn Nuts - staff	8	\$6.00
5. POS Item: Gatorade	7	\$9.59
6. POS Item: Gatorade - staff	8	\$5.46
7. POS Item: Granola Bar	3	\$3.00
8. POS Item: Granola Bar - staff	3	\$1.50
9. POS Item: Meat Stick	19	\$28.50
10. POS Item: Meat Stick - staff	6	\$4.50
11. POS Item: Neighborcare Health	18	\$16.39
12. POS Item: Nuts	21	\$15.75
13. POS Item: Nuts - staff	16	\$8.00
14. POS Item: Power Bar	1	\$2.00
15. POS Item: Power Bar - staff	2	\$2.00
16. POS Item: Rubber Duckie	7	\$12.80
17. POS Item: Scholarship 20	1	\$20.00
18. POS Item: Scholarship 5	1	\$5.00
19. POS Item: Senior (55+)	178	\$487.72
20. POS Item: Senior Exercise (55+)	3	\$15.00
21. POS Item: Shower	20	\$36.58
22. POS Item: Special Events	50	\$137.00
23. POS Item: Swim cap, silicone	2	\$18.26
24. POS Item: Swim Diaper	3	\$5.48
25. POS Item: Swim Goggles	10	\$63.90
26. POS Item: T-Shirt	1	\$13.70
27. POS Item: Teen Night	35	\$63.96
28. POS Item: Tiger Bar	22	\$22.00
29. POS Item: Tiger Bar - staff	7	\$3.50
30. POS Item: Trail Mix	4	\$6.00
31. POS Item: Trail Mix - staff	5	\$3.75
32. POS Item: Veteran	17	\$46.58
33. POS Item: Veteran Exercise	1	\$5.00
34. POS Item: Vitamin Water	7	\$14.00
35. POS Item: Vitamin Water - staff	4	\$4.00

36. POS Item: Water	16	\$16.00
37. POS Item: Water - staff	1	\$0.50
38. POS Item: Youth (3-17)	245	\$674.03
	1027	\$2,767.42
Totals for POS Summary Report		
	1027	\$2,767.42

INFORMATIONAL MEMORANDUM
Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 10, 2017
SUBJECT: **Monthly Financial Report for February 2017**

ISSUE

Report on financial health of the Tukwila Pool Metropolitan Park District

REPORT

We corrected a set-up error in Rec1 that was causing the system to divert small amounts (totaling approximately \$100 per month) of revenue into the sales tax GL. Because our system for reporting sales tax has checks and balances, we have not been over-paying sales tax, however the income was being reported improperly in the internal financial reports. We believe we have also corrected the issue causing things to be labeled as “Unitemized” revenue. As a result of these corrections, our financial records will be more precise.

The WA State Department of Revenue has ruled us a “Non-Enterprise” and as such we are officially exempt from B&O taxes.

Accounts Receivable:

- Washington Kayak Club has not only paid their outstanding balance, they pre-paid their reservations through the end of the calendar year.
- Kennedy Catholic High School, like most of our long-term renters, requests pool time in advance. These times are entered into Rec1 and invoices are generated reflecting the reservations. This past year, several of Kennedy’s reservations were changed but not recorded in Rec1. Therefore, the invoice originally issued had to be revised. The new balance due is \$18,205 and should be paid before the end of April.
- Whitewater ORCAS made a \$5000 payment in March, reducing their outstanding balance to \$7022 which they have committed to continue paying off over April and May.

ATTACHMENTS

1. Feb Balance Sheet
2. Feb Budget v. Actuals
3. Feb Profit & Loss Statement
4. 2-1-2017 to 2-28-2017 Credit Card Transaction Detail
5. Feb DOR Excise Tax Return
6. Copy of 2017 Annual Budget (for reference)

Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of February 28, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	5,384.70
111.10 US Bank Deposit Acct - 8744	89,142.68
111.21 Capital Improvement Project (CIP) Fund	255,891.08
115.21 US Bank (King County) - #2969	59,599.04
US Bank Zero Balance Acct - 7414	-365.35
Total Bank Accounts	\$409,652.15
Other Current Assets	
111.10 TPMPD Scholarship Fund (held in US Bank 8744)	0.00
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	785.60
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$935.60
Total Current Assets	\$410,587.75
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	\$2,473,609.74
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (Reconcile) - 2794	-2,994.97
213.10 US Bank Dave CC - 4167	-1,920.09
213.11 Executive Director Credit Card - 9276	8,288.57
Total Tukwila Pool MPD (Reconcile) - 2794	3,373.51
Total Credit Cards	\$3,373.51
Other Current Liabilities	
231.00 Payroll Liabilities	-4,278.88
231.70 Employee Withholdings	
231.71 Federal Tax	36.12

	TOTAL
231.71.1 Federal Income Tax withholding	-129.59
231.71.2 Social Security Withholding	39.77
231.71.3 Medicare withholding	9.29
Total 231.71 Federal Tax	-44.41
231.72 L&I	393.25
231.72.1 L&I Payable	-2,619.77
Total 231.72 L&I	-2,226.52
Total 231.70 Employee Withholdings	-2,270.93
Total 231.00 Payroll Liabilities	-6,549.81
231.30 Uncashed Payroll Checks	465.23
Deferred Revenue	0.00
Unearned Revenue	0.00
Total Other Current Liabilities	\$ -6,084.58
Total Current Liabilities	\$ -2,711.07
Long-Term Liabilities	
217.10 Bond Payable	609,976.75
227.00 Bridge Loan Payable	713,025.48
Total Long-Term Liabilities	\$1,323,002.23
Total Liabilities	\$1,320,291.16
Equity	
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	-36,978.01
Opening Balance Equity	390,469.01
Retained Earnings	876,646.61
Net Income	-85,561.95
Total Equity	\$1,153,318.58
TOTAL LIABILITIES AND EQUITY	\$2,473,609.74

Tukwila Pool Metropolitan Park District

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

January - February, 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
311.10.00 Real and Personal Property Tax	7,881.66	9,000.00	-1,118.34	87.57 %
313.11.00 Sales Tax Collected	1,079.13	908.00	171.13	118.85 %
341.70.00 Sales of Merchandise				
341.70.10 Taxable Merchandise	238.26	400.00	-161.74	59.57 %
341.70.20 Untaxable Merchandise	266.23	250.00	16.23	106.49 %
Total 341.70.00 Sales of Merchandise	504.49	650.00	-145.51	77.61 %
347.00.00 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	2,707.38	3,750.00	-1,042.62	72.20 %
347.30.20 Activity Fees - General Admissions (Taxable)	4,154.34	3,400.00	754.34	122.19 %
347.30.30 Activity Fees - Special Events (Taxable)	447.86	200.00	247.86	223.93 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	5,592.00	6,500.00	-908.00	86.03 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	35.00	120.00	-85.00	29.17 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		300.00	-300.00	
347.90.00 Other Fees - pass through to Red Cross		100.00	-100.00	
Total 347.00.00 Cultural and Recreation	12,936.58	14,370.00	-1,433.42	90.02 %
362.00.00 Rents, Leases and Concessions				
362.40.10 Rentals - One-time, private events (Taxable)	709.09	500.00	209.09	141.82 %
362.40.20 Equipment and Locker Rentals - Taxable	283.24	200.00	83.24	141.62 %
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	5,045.00	8,400.00	-3,355.00	60.06 %
Total 362.00.00 Rents, Leases and Concessions	6,037.33	9,100.00	-3,062.67	66.34 %
Total Income	\$28,439.19	\$34,028.00	\$ -5,588.81	83.58 %
GROSS PROFIT	\$28,439.19	\$34,028.00	\$ -5,588.81	83.58 %
EXPENSES				
576.20.00.00 Culture & Recreation - Park Facility				
576.20.100.00 Board of Commissioners Expenditures				
576.20.100.10.00 BOC Stipend	684.00	684.00	0.00	100.00 %
576.20.100.30.10 BOC Supplies - Office Supplies		0.00	0.00	
576.20.100.30.20 BOC Supplies - Equipment		0.00	0.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.100.30.30 BOC Supplies - Meeting Food		0.00	0.00	
576.20.100.40.10 BOC Services - Consultant Fees		0.00	0.00	
576.20.100.40.20 BOC Services - Transcription	600.00	720.00	-120.00	83.33 %
576.20.100.40.30 BOC Services - Meeting Site Rental		120.00	-120.00	
576.20.100.40.40 BOC Services - Public Records Requests		80.00	-80.00	
576.20.100.40.50 BOC Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		32.00	-32.00	
576.20.100.40.61 BOC Services - Development, Travel/Transportation		32.00	-32.00	
576.20.100.40.62 BOC Services - Development, Tuition/Registration Fees		108.00	-108.00	
576.20.100.40.70 BOC Services - Notices & Ads		32.00	-32.00	
Total 576.20.100.00 Board of Commissioners Expenditures	1,284.00	1,808.00	-524.00	71.02 %
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Salary & Wages	7,500.00	7,500.00	0.00	100.00 %
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	1,125.00	1,124.00	1.00	100.09 %
576.20.200.20.11 Executive Personnel Benefits - Non-Taxable, FICA		676.00	-676.00	
576.20.200.20.12 Executive Personnel Benefits - Non-Taxable, Unemployment		402.00	-402.00	
576.20.200.20.13 Executive Personnel Benefits - Non-Taxable, L & I		20.00	-20.00	
576.20.200.40.11 Executive Services - Development, Travel/Transportation		10.00	-10.00	
576.20.200.40.12 Executive Services - Development, Tuition/Registration Fees		82.00	-82.00	
576.20.200.40.20 Executive Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		32.00	-32.00	
Total 576.20.200 Executive Expenditures	8,625.00	9,846.00	-1,221.00	87.60 %
576.20.400.00.00 Pool Expenditures				
576.20.400.10.00 Pool Salaries & Wages				
576.20.400.10.10 Pool S&W - Lifeguards	15,681.30	14,000.00	1,681.30	112.01 %
576.20.400.10.20 Pool S&W - Instructors	4,630.42	6,300.00	-1,669.58	73.50 %
576.20.400.10.40 Pool S&W - Aquatics Manager		9,166.00	-9,166.00	
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	13,056.50	14,000.00	-943.50	93.26 %
576.20.400.10.60 Pool S&W - Front Desk	5,213.38	7,200.00	-1,986.62	72.41 %
576.20.400.10.70 Pool S&W - Overtime	932.63		932.63	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	2,018.51	3,475.00	-1,456.49	58.09 %
Total 576.20.400.10.00 Pool Salaries & Wages	41,532.74	54,141.00	-12,608.26	76.71 %
576.20.400.20.00 Pool Personnel Benefits				
576.20.400.20.11 Pool Benefits - FICA	4,032.54	4,354.00	-321.46	92.62 %
576.20.400.20.12 Pool Benefits - WA Unemployment	2,927.91	3,030.00	-102.09	96.63 %
576.20.400.20.13 Pool Benefits - L & I	1,271.56	1,580.00	-308.44	80.48 %
Total 576.20.400.20.00 Pool Personnel Benefits	8,232.01	8,964.00	-731.99	91.83 %
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		32.00	-32.00	
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction		200.00	-200.00	
576.20.400.30.13 Pool Supplies - Program, Special Events	211.74	232.00	-20.26	91.27 %
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	260.26	300.00	-39.74	86.75 %
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	956.06	200.00	756.06	478.03 %
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	1,428.06	964.00	464.06	148.14 %
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies				
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	1,775.97	1,834.00	-58.03	96.84 %
576.20.400.30.22 Pool Supplies - Maint., Janitorial	662.09	1,000.00	-337.91	66.21 %
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	6.56	250.00	-243.44	2.62 %
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	10.92	0.00	10.92	
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	2,455.54	3,084.00	-628.46	79.62 %
576.20.400.30.30 Pool Supplies - Resale Inventory	293.93	432.00	-138.07	68.04 %
576.20.400.30.40 Pool Supplies - Miscellaneous		32.00	-32.00	
Total 576.20.400.30.00 Pool Supplies	4,177.53	4,512.00	-334.47	92.59 %
576.20.400.40.00 Pool Services				
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	771.57	1,080.00	-308.43	71.44 %
576.20.400.40.20 Pool Svcs. - Translation Services		500.00	-500.00	
576.20.400.40.30 Pool Svcs. -	45.00		45.00	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Advertising & Promotion				
576.20.400.40.31 Pool Svcs. - A&P, Material Development		666.00	-666.00	
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying		666.00	-666.00	
576.20.400.40.33 Pool Svcs. - Ads/Postings	45.00	111.00	-66.00	40.54 %
576.20.400.40.34 Promotional Supplies		0.00	0.00	
576.20.400.40.35 Marketing Services		0.00	0.00	
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	90.00	1,443.00	-1,353.00	6.24 %
576.20.400.40.40 Pool Svcs. - Staff Development				
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees		500.00	-500.00	
Total 576.20.400.40.40 Pool Svcs. - Staff Development		500.00	-500.00	
576.20.400.40.50 Pool Svcs. - Rentals and Leases				
576.20.400.40.51 Pool Svcs. - Rentals & Leases, Equipment		0.00	0.00	
576.20.400.40.52 Pool Svcs. - Rentals & Leases, Facility Ground Lease		0.00	0.00	
Total 576.20.400.40.50 Pool Svcs. - Rentals and Leases		0.00	0.00	
576.20.400.40.60 Pool Svcs. - Utilities				
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	2,783.40	2,666.00	117.40	104.40 %
576.20.400.40.62 Pool Svcs. - Utilities, Gas	11,814.23	9,200.00	2,614.23	128.42 %
576.20.400.40.63 Pool Svcs. - Utilities, Water	639.12	700.00	-60.88	91.30 %
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	279.52	700.00	-420.48	39.93 %
576.20.400.40.65 Pool Svcs. - Utilities, Garbage Collection		166.00	-166.00	
Total 576.20.400.40.60 Pool Svcs. - Utilities	15,516.27	13,432.00	2,084.27	115.52 %
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services				
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	8,276.62	3,332.00	4,944.62	248.40 %
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	1,196.30	666.00	530.30	179.62 %
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	9,472.92	3,998.00	5,474.92	236.94 %
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc.)	21.04	32.00	-10.96	65.75 %
576.20.400.40.90 Pool Svcs. - Miscellaneous Services				
576.20.400.40.91 Pool Svcs. - Misc.,	891.00	1,111.00	-220.00	80.20 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Scholarship Fund				
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)		0.00	0.00	
576.20.400.40.94 Pool Svcs. - Misc., Other Service		0.00	0.00	
576.20.400.40.95 Adult Free Passes		10.00	-10.00	
576.20.400.40.95 Youth Free Passes		50.00	-50.00	
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	891.00	1,171.00	-280.00	76.09 %
Total 576.20.400.40.00 Pool Services	26,762.80	22,156.00	4,606.80	120.79 %
Total 576.20.400.00.00 Pool Expenditures	80,705.08	89,773.00	-9,067.92	89.90 %
Total 576.20.00.00 Culture & Recreation - Park Facility	90,614.08	101,427.00	-10,812.92	89.34 %
576.20.300 Shared Expenditures				
576.20.300.10.00 Shared Salary & Wages				
576.20.300.10.10 Bookkeeper Wages	1,871.25	1,250.00	621.25	149.70 %
Total 576.20.300.10.00 Shared Salary & Wages	1,871.25	1,250.00	621.25	149.70 %
576.20.300.20.00 Shared Personnel Benefits				
576.20.300.20.11 FICA		95.00	-95.00	
576.20.300.20.12 Unemployment		75.00	-75.00	
576.20.300.20.13 L & I		12.00	-12.00	
Total 576.20.300.20.00 Shared Personnel Benefits		182.00	-182.00	
576.20.300.30.00 Shared Supplies				
576.20.300.30.00 Office/Computer Supplies & Equipment				
576.20.300.30.11 Office Supplies (Consumables)	5.66	166.00	-160.34	3.41 %
576.20.300.30.12 Printing & Copying Supplies (Consumables)		150.00	-150.00	
576.20.300.30.13 Office Equipment (Non-Consumable)	23.98	166.00	-142.02	14.45 %
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	29.64	482.00	-452.36	6.15 %
Total 576.20.300.30.00 Shared Supplies	29.64	482.00	-452.36	6.15 %
576.20.300.40.00 Shared Services				
576.20.300.40.10 IT/Computer Service	430.70	383.00	47.70	112.45 %
576.20.300.40.20 Legal Services	1,418.00	1,666.00	-248.00	85.11 %
576.20.300.40.30 Communications				
576.20.300.40.32 Postage	49.00	100.00	-51.00	49.00 %
576.20.300.40.33 Website & Email Hosting		216.00	-216.00	
576.20.300.40.34 Internet/VoIP Phones	1,256.14	1,292.00	-35.86	97.22 %
576.20.300.40.35 Software Programs (non-financial)	32.82	250.00	-217.18	13.13 %
576.20.300.40.36 Advertising/Posting Fees	329.00	200.00	129.00	164.50 %
576.20.300.40.37 Printing & Copying	757.45	784.00	-26.55	96.61 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Services				
Total 576.20.300.40.30 Communications	2,424.41	2,842.00	-417.59	85.31 %
576.20.300.40.40 Bank Charges	134.28	384.00	-249.72	34.97 %
576.20.300.40.50 Payroll Service	1,245.71	1,200.00	45.71	103.81 %
576.20.300.40.60 Membership Dues	55.00	500.00	-445.00	11.00 %
576.20.300.40.70 Miscellaneous Shared Services		75.00	-75.00	
576.20.300.40.80 Risk Management Services				
576.20.300.40.81 Security & Fire Alarms	180.00	700.00	-520.00	25.71 %
576.20.300.40.82 Pest Control	165.51	116.00	49.51	142.68 %
576.20.300.40.83 Insurance	12,511.00	12,612.00	-101.00	99.20 %
576.20.300.40.84 Fingerprinting Services & Supplies		100.00	-100.00	
Total 576.20.300.40.80 Risk Management Services	12,856.51	13,528.00	-671.49	95.04 %
576.20.300.40.90 Financial Services				
576.20.300.40.92 CPA	200.00	1,666.00	-1,466.00	12.00 %
576.20.300.40.93 Financial Software Programs		0.00	0.00	
Total 576.20.300.40.90 Financial Services	200.00	1,666.00	-1,466.00	12.00 %
Total 576.20.300.40.00 Shared Services	18,764.61	22,244.00	-3,479.39	84.36 %
576.20.300.50.00 Shared Intergovernmental Services				
576.20.300.50.10 External Taxes and Operating Assessments		0.00	0.00	
576.20.300.50.40 Annual Permits		600.00	-600.00	
576.20.300.50.60 State Audit		0.00	0.00	
Total 576.20.300.50.00 Shared Intergovernmental Services		600.00	-600.00	
Total 576.20.300 Shared Expenditures	20,665.50	24,758.00	-4,092.50	83.47 %
586.00.300.00.00 Sales Tax Paid	1,883.44	908.00	975.44	207.43 %
591.76.300.70.00 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	17,821.64	17,971.00	-149.36	99.17 %
591.76.300.70.20 Loans and Bonds Principal		0.00	0.00	
Total 591.76.300.70.00 Debt Service Principle	17,821.64	17,971.00	-149.36	99.17 %
592.76.300.80.00 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	2,421.32	2,272.00	149.32	106.57 %
592.76.300.80.20 Loans and Bonds Interest		0.00	0.00	
Total 592.76.300.80.00 Debt Service Interest	2,421.32	2,272.00	149.32	106.57 %
595.76.300.00.00 Park Facility Improvements & New Construction (CIP)				
595.76.300.40.00 CIP Services		0.00	0.00	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 595.76.300.00.00 Park Facility Improvements & New Construction (CIP)		0.00	0.00	
597.00.300.00.00 Transfers Out				
597.00.300.00.10 Capital Improvement Fund		5,000.00	-5,000.00	
Total 597.00.300.00.00 Transfers Out		5,000.00	-5,000.00	
Total Expenses	\$133,405.98	\$152,336.00	\$ -18,930.02	87.57 %
NET OPERATING INCOME	\$ -104,966.79	\$ -118,308.00	\$13,341.21	88.72 %
OTHER INCOME				
361.10.00 Interest and Other Earnings	677.30	400.00	277.30	169.33 %
367.10.00 Contributions from Private Sources				
367.10.10 Cash Donations		0.00	0.00	
Total 367.10.00 Contributions from Private Sources		0.00	0.00	
369.91.00 Other Miscellaneous Income	14.90		14.90	
369.91.10 Scholarship Funds Applied	891.00	1,111.00	-220.00	80.20 %
369.91.20 Adult Free Passes Applied		10.00	-10.00	
369.91.30 Youth Free Passes Applied		40.00	-40.00	
Total 369.91.00 Other Miscellaneous Income	905.90	1,161.00	-255.10	78.03 %
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	\$1,583.20	\$1,561.00	\$22.20	101.42 %
OTHER EXPENSES				
Transfer Activity				
City Bridge Loan Principle	-17,821.64		-17,821.64	
Total Transfer Activity	-17,821.64		-17,821.64	
Total Other Expenses	\$ -17,821.64	\$0.00	\$ -17,821.64	0.00%
NET OTHER INCOME	\$19,404.84	\$1,561.00	\$17,843.84	1,243.10 %
NET INCOME	\$ -85,561.95	\$ -116,747.00	\$31,185.05	73.29 %

Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

February 2017

	TOTAL
INCOME	
311.10.00 Real and Personal Property Tax	7,027.87
313.11.00 Sales Tax Collected	561.97
341.70.00 Sales of Merchandise	
341.70.10 Taxable Merchandise	131.76
341.70.20 Untaxable Merchandise	127.50
Total 341.70.00 Sales of Merchandise	259.26
347.00.00 Cultural and Recreation	
347.30.10 Activity Fees - General Passes (Taxable)	1,280.32
347.30.20 Activity Fees - General Admissions (Taxable)	2,159.50
347.30.30 Activity Fees - Special Events (Taxable)	308.12
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	1,864.00
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	17.00
Total 347.00.00 Cultural and Recreation	5,628.94
362.00.00 Rents, Leases and Concessions	
362.40.10 Rentals - One-time, private events (Taxable)	487.36
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	401.50
Total 362.00.00 Rents, Leases and Concessions	888.86
Total Income	\$14,366.90
GROSS PROFIT	\$14,366.90
EXPENSES	
576.20.00.00 Culture & Recreation - Park Facility	
576.20.100.00 Board of Commissioners Expenditures	
576.20.100.10.00 BOC Stipend	342.00
576.20.100.40.20 BOC Services - Transcription	240.00
Total 576.20.100.00 Board of Commissioners Expenditures	582.00
576.20.200 Executive Expenditures	
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

	TOTAL
576.20.400.00.00 Pool Expenditures	
576.20.400.10.00 Pool Salaries & Wages	
576.20.400.10.10 Pool S&W - Lifeguards	7,976.59
576.20.400.10.20 Pool S&W - Instructors	2,796.91
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	6,843.75
576.20.400.10.60 Pool S&W - Front Desk	2,579.25
576.20.400.10.70 Pool S&W - Overtime	750.38
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	1,115.50
Total 576.20.400.10.00 Pool Salaries & Wages	22,062.38
576.20.400.20.00 Pool Personnel Benefits	
576.20.400.20.11 Pool Benefits - FICA	2,092.34
576.20.400.20.12 Pool Benefits - WA Unemployment	1,344.54
576.20.400.20.13 Pool Benefits - L & I	682.24
Total 576.20.400.20.00 Pool Personnel Benefits	4,119.12
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	155.76
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	203.40
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	359.16
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	802.04
576.20.400.30.22 Pool Supplies - Maint., Janitorial	32.83
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	834.87
576.20.400.30.30 Pool Supplies - Resale Inventory	170.00
Total 576.20.400.30.00 Pool Supplies	1,364.03
576.20.400.40.00 Pool Services	
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	430.16
576.20.400.40.30 Pool Svcs. - Advertising & Promotion	45.00
576.20.400.40.60 Pool Svcs. - Utilities	
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	1,351.31
576.20.400.40.62 Pool Svcs. - Utilities, Gas	6,482.76

	TOTAL
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	225.47
Total 576.20.400.40.60 Pool Svcs. - Utilities	8,059.54
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	6,109.62
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	815.78
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	6,925.40
Total 576.20.400.40.00 Pool Services	15,460.10
Total 576.20.400.00.00 Pool Expenditures	43,005.63
Total 576.20.00.00 Culture & Recreation - Park Facility	47,900.13
576.20.300 Shared Expenditures	
576.20.300.10.00 Shared Salary & Wages	
576.20.300.10.10 Bookkeeper Wages	633.75
Total 576.20.300.10.00 Shared Salary & Wages	633.75
576.20.300.30.00 Shared Supplies	
576.20.300.30.00 Office/Computer Supplies & Equipment	
576.20.300.30.11 Office Supplies (Consumables)	5.66
576.20.300.30.13 Office Equipment (Non-Consumable)	23.98
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	29.64
Total 576.20.300.30.00 Shared Supplies	29.64
576.20.300.40.00 Shared Services	
576.20.300.40.10 IT/Computer Service	147.01
576.20.300.40.20 Legal Services	1,418.00
576.20.300.40.30 Communications	
576.20.300.40.32 Postage	49.00
576.20.300.40.34 Internet/VoIP Phones	630.08
576.20.300.40.35 Software Programs (non-financial)	16.41
576.20.300.40.37 Printing & Copying Services	365.38
Total 576.20.300.40.30 Communications	1,060.87
576.20.300.40.40 Bank Charges	89.78
576.20.300.40.50 Payroll Service	448.73
576.20.300.40.60 Membership Dues	55.00
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
Total 576.20.300.40.80 Risk Management Services	255.51

	TOTAL
576.20.300.40.90 Financial Services	
576.20.300.40.92 CPA	200.00
Total 576.20.300.40.90 Financial Services	200.00
Total 576.20.300.40.00 Shared Services	3,674.90
Total 576.20.300 Shared Expenditures	4,338.29
586.00.300.00.00 Sales Tax Paid	1,486.56
591.76.300.70.00 Debt Service Principle	
591.76.300.70.10 City Bridge Loan Principal	8,918.24
Total 591.76.300.70.00 Debt Service Principle	8,918.24
592.76.300.80.00 Debt Service Interest	
592.76.300.80.10 City Bridge Loan Interest	1,203.24
Total 592.76.300.80.00 Debt Service Interest	1,203.24
Total Expenses	\$63,846.46
NET OPERATING INCOME	\$ -49,479.56
OTHER INCOME	
361.10.00 Interest and Other Earnings	323.29
369.91.00 Other Miscellaneous Income	17.46
Total Other Income	\$340.75
OTHER EXPENSES	
Transfer Activity	
City Bridge Loan Principle	-8,918.24
Total Transfer Activity	-8,918.24
Total Other Expenses	\$ -8,918.24
NET OTHER INCOME	\$9,258.99
NET INCOME	\$ -40,220.57



Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL CREDIT CARD ACCOUNTS

February 2017

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (Reconcile) - 2794			
213.11 Executive Director Credit Card - 9276			
02/03/2017	Amazon.com	2-Hippih 12" Silent Quartz Wall Clocks \$23.98 1-5lb Kool Aid Tropical Punch \$14.58	38.56
02/06/2017	Adobe	Monthly Subscription Acrobat Pro	16.41
02/10/2017	Costco Wholesale	Business Membership, Membership Number 111865536520	55.00
02/10/2017	Fred Meyer	2-Pretzels, 2-Fruit Party Platters	26.98
02/10/2017	7-Eleven	4-HF Pizzas	24.31
02/13/2017	Bartell Drugs	Paperclips, Stick on Notes	5.66
02/15/2017	USPS	Stamps	49.00
02/15/2017	Fox Plumbing & Heating	Service Date: 2/21 - 2/23/2017 Down payment on plumbing repair	2,873.28
02/23/2017	Rush Order Tees	Delivery Date: 03/03/2017 Staff Shirts	203.40
02/24/2017	Costco Wholesale	Resale Inventory: Vitamin Water, Water, Gatorade, Tube Nuts (\$41.32) Janitorial Supplies: 2 KS Bucket Laundry Soaps (\$32.83)	74.15
02/25/2017	Cash & Carry	Resale Inventory: Meat Sticks, Cornnuts, Tiger Bars	128.68
02/28/2017	Craigslist	Job Posting: Swim Instructors (education/teaching)	45.00
Total for 213.11 Executive Director Credit Card - 9276			\$3,540.43
Total for Tukwila Pool MPD (Reconcile) - 2794			\$3,540.43
576.20.00.00 Culture & Recreation - Park Facility			\$3,390.38
576.20.300 Shared Expenditures			\$150.05



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

**February 2017
 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)	2,410.00	2,410.00	0.00	0.0150	0.00
0002	Retailing	4,367.06	4,367.06	0.00	0.00471	0.00
		6,777.06	6,777.06	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	2,410.00
000299	Retailing	Other	4,367.06
			6,777.06

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	4,367.06	0.00	4,367.06	0.0650	283.86
		4,367.06	0.00	4,367.06		283.86

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1729	TUKWILA	4,367.06	0.0300	131.01
			4,367.06		131.01

Summary Section

	Amount
State Business and Occupation Tax Total	0.00
State Sales and Use Tax Total	283.86
Local and Regional Tax Total	131.01
Lodging Tax Total	0.00
Public Utilities Tax Total	0.00
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	414.87
Less Total Credits	0.00

Total	414.87
Amount Paid	414.87
Balance	0.00

Additional Information

Confirmation Number	20299795	Date Printed	3/22/2017
Date and Time Submitted	3/22/2017 1:34:10 PM	Tax Registration Number	603-151-833
Payment Type	E-Check	Person Completing Return	Kristine Selleck
Total Amount Paid	414.87	Phone Number	(206)267-2350
Date To Transfer Payment	3/23/2017	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
2017 Budget - FINAL**

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimated	2017 Proposed
1	Unrestricted Opening Balance	Notes on 2017 numbers	440,537	247,861	198,375.00	198,375.00	238,546.00
Income							
2	General Property Tax			(14)			
3	Real and Personal Property Tax	Based on estimates provided by King County	704,395	753,195	790,492.00	797,623.00	862,277.00
4	Total 311 General Property Tax		704,395	753,195	790,492.00	797,623.00	862,277.00
5	Local Retail Sales & Use Taxes						
6	Sales Tax Collected	9.5% of taxable sales		2,707	5,738.00	5,800.00	5,453.00
7	Total 313 Local Retail Tax			2,707	5,738.00	5,800.00	5,453.00
8	Merchandise		2,000				
9	Taxed Merchandise	Gatorade, goggles, swimcaps, shirts, etc.		33	1,700.00	2,900.00	3,000.00
10	Untaxed Merchandise	all consumable products sold (except Gatorade)		334	700.00	1,950.00	1,900.00
11	Total 341 Merchandise		2,000	367	2,400.00	4,850.00	4,900.00
12	Cultural and Recreation						
13	Activity Fees (General Passes) Taxable			16,871	20,400.00	21,500.00	22,500.00
14	Activity Fees (General Admissions) Taxable			27,757	31,200.00	28,000.00	27,000.00
15	Activity Fees (Special Events) Taxable			480	1,800.00	1,700.00	1,600.00
16	Program Fees (Swim Classes) Non-taxable	2016 Budget did not take scholarships into account. 33% increase for 2017 subject to add'l staffing		65,808	80,000.00	63,000.00	93,000.00
17	Program Fees (Exercise Classes) Non-taxable	our portion after split with partner		1,270	1,500.00	850.00	800.00
18	Program Fees (Lifeguard Classes)	reported incorrectly in 2016			1,000.00	-	1,000.00
19	Other Fees (pass through to Red Cross)	reported incorrectly in 2016			200.00	100.00	300.00
20	Total 347 Cultural and Recreation		191,800	112,186	136,100.00	115,150.00	146,200.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
21	Interest						
22	Interest Earnings			949	850.00	2,800.00	2,500.00
23	Total 361 Interest		-	949	850.00	2,800.00	2,500.00
24	Rents, Leases and Concessions						
25	Rentals (Short-Term, One Time) Taxable	Provide customer information		33,734	3,600.00	2,850.00	3,000.00
26	Equipment and Locker Rentals - Taxable			247	1,000.00	800.00	1,200.00
27	Rentals (Long-Term/Contracted) Non-taxable	Provide customer information		12,138	42,000.00	58,475.34	50,000.00
28	Total 362 Rents, Leases and Concessions		54,510	46,119	46,600.00	62,125.34	54,200.00
29	Contributions from Private Sources		30,000	312			
30	Cash Donations	Not tax deductible	1,000		250.00	250.00	250.00
31	Gifts In-Kind	Not tax deductible					
32	Total 367 Contributions		31,000.00	312.00	250.00	250.00	250.00
33	Miscellaneous Income - Unapplied Cash Income	Provide customer information				-	
34	Other Miscellaneous Revenue	provide detail if used		2,752		110.78	
35	Adult Free Passes Applied	20% of those distributed				50.00	60.00
36	Youth Free Passes Applied	20% of those distributed				200.00	300.00
37	Scholarship Funds Applied	Include name of recipient	(-10,000)	1,992	10,000.00	9,958.50	10,000.00
38	Total 369 Miscellaneous Revenue		(-10,000)	4,744	10,000.00	10,319.28	10,360.00
39	Nonrevenue Transfers In						
40	Transfers In from Capital Improvement Fund			-	50,000.00	50,000.00	
41	Total 397 Transfers-In			-	50,000.00	50,000.00	-
42	Total Income		973,705	920,579	1,042,430.00	1,048,917.62	1,086,140.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
43	Expenses						
44	Board Expenditures						
45	BOC Stipend	3 @ \$114 per meeting x 15 meetings		-	5,000.00	1,710.00	5,130.00
46	BOC Supplies						
47	BOC Office Supplies	business cards, etc		-	250.00	56.86	100.00
48	BOC Equipment	Gavel, nameplates, etc.		-	200.00	200.00	100.00
49	BOC Meeting Food	retreat		-	250.00	191.91	250.00
50	BOC Services			5,288			
51	Consultant Fees			-	500.00	23.50	500.00
52	Transcription Services	\$360 per meeting (avg.) x 15 meetings		-	3,200.00	5,432.00	5,400.00
53	Meeting Site Rental			-	1,000.00	720.00	600.00
54	Public Records Request			1,674	1,000.00	16.43	500.00
55	BOC Travel (non-development)	Mileage, ferries, parking, gas, etc.		-	200.00	-	200.00
56	BOC Development			-			
57	Travel/Transportation	For development purposes only		-	200.00	58.45	200.00
58	Tuition/Registration Fees			-	650.00	250.00	650.00
59	BOC Notices/Ads	For posting legal notices or ED position			1,000.00	812.73	200.00
60	BOC Intergovernmental Costs						
61	Election Costs	billed in 2018 for the 2017 election cycle		-	5,900.00	5,988.43	-
62	Total 576.20.100 Board Expenditures		-	6,962.00	19,350.00	15,460.31	13,830.00
63	Executive Expenditures						
64	Executive Salaries & Wages						
65	Wages Executive Director	(*2016 Actual includes Admin Dir for 2 months)	45,000	36,800	45,000.00	45,729.00	46,456.00
66	Other Taxable Compensation (Benefit Stipend)	(*see note above)		-	6,750.00	6,859.00	6,968.00
67	Executive Personnel Benefits						
68	Non-Taxable Benefits	Coded incorrectly in 2016					

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
69	FICA	TPMPD's contribution (6.2%+1.45%)*	2,922	2,820	3,646.00	4,023.00	4,087.00
70	Unemployment	TPMPD's contribution (5.5% up to \$44K)*	-	598	912.00	2,892.00	2,420.00
71	L & I	TPMPD's contribution	2,397	285	456.00	129.00	122.00
72	Taxable Benefits (non-cash)				-		-
73	Staff Development						
74	Travel/Transportation	For development purposes only			200.00		70.00
75	Tuition/Registration Fees				500.00		500.00
76	Travel (non-development)	Mileage, ferries, parking, gas, etc.			650.00	82.42	200.00
77	Total 576,20,200 Executive Expenditures		50,319.00	40,503.00	58,114.00	59,714.42	60,823.00
78	Shared Expenditures						
79	Shared Salary & Wages						
80	Bookkeeper	part time (10 hrs week)			12,500.00	10,098.00	7,500.00
81	FICA	TPMPD's contribution				114.75	575.00
82	Unemployment	TPMPD's contribution				82.50	450.00
83	L&I	TPMPD's contribution				12.39	70.00
84	Shared Supplies						
85	Office/Computer Supplies (consumable)						
86	Office Supplies (consumables)		10,000	1,597	1,000.00	800.00	1,000.00
87	Printing Supplies (consumables)	Includes ink for small printer, paper, envelopes		3,891	900.00	800.00	800.00
88	Office Equipment (non-consumables)	includes sign stands, furniture, staplers, etc.		687	1,000.00	1,000.00	1,000.00
89	Computer Equipment (replacement)	replacement laptop or desktops					1,000.00
90	Shared Services						
91	IT/Computer Service			6,483	3,400.00	1,000.00	1,000.00
92	Legal Services		14,000	26,316	13,750.00	7,500.00	10,000.00
93	Communication Services			165			
94	Telephone	Century Link, Integra (no longer in use)	2,200	9,367	2,190.00	181.28	-
94 N2	Postage			603	500.00	56.00	200.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
95							
96	Website & email hosting	Rackspace & Bluehost		388	500.00	1,243.95	1,300.00
97	Internet/VoIP Phones	Broadview phone & T9 & Comcast public WiFi		2,973	7,500.00	7,750.00	7,750.00
98	Software Programs/Subscriptions (non-financial)	Office (\$850), Adobe DC (\$200), When to Work (\$360)		30	720.00	1,433.00	1,500.00
99	Advertising/Posting Fees	For posting Aquatics Mgr. position only				300.00	200.00
100	Printing & Copying Services	For Ricoh & other non-program printing services			3,000.00	4,460.00	4,700.00
101	Bank Charges			1,576	1,800.00	2,280.00	2,300.00
102	Payroll Services				2,820.00	4,900.00	5,000.00
103	Membership Dues	include description		552	960.00	700.00	1,000.00
104	Miscellaneous Services	note how used in detail	5,200	8,822	1,000.00		500.00
105	Risk Management Services						
106	Security & Fire Alarm			4,450	4,170.00	4,000.00	4,200.00
107	Pest Control			-	800.00	655.13	700.00
108	Insurance		11,000	12,420	12,420.00	12,611.95	12,612.00
109	Fingerprinting (WSP)	\$52.75 per person x 18 people + supplies				1,000.00	800.00
110	Financial Services						
111	CPA Services	Including assistance with State Audit		17,750	10,000.00	9,000.00	10,000.00
112	Software Programs (financial)	QuickBooks Online Subscription			500.00	500.00	500.00
113	Shared Intergovernmental Services						
114	External Taxes and Operating Assessments	include description		-	5,000.00	49.00	1,000.00
115	Washington Business License			-			-
116	Tukwila Business License			-			-
117	Annual Permits	King Co Health		799	800.00	593.00	600.00
118	Interlocal Agreements		79,200				-
119	State Audit	to be conducted in 2017		13,186	5,000.00		13,500.00
120	Total 576,20,300 Shared Expenditures		121,600.00	112,055.00	92,230.00	73,120.95	91,757.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
121							
122	Swimming Pool Expenditures						
123	Swimming Pool Salaries and Wages						
124	Lifeguards	includes add'l coverage + adjusted wage rate	140,000	82,781	65,116.00	72,000.00	96,000.00
125	Instructors	includes adjusted rates + expanded swim lessons		46,289	32,642.00	40,300.00	52,000.00
126	Head Guards			50,759	43,275.00	36,115.08	-
127	Aquatics Manager		148,848	54,178	55,000.00	51,721.15	55,000.00
128	Assistant Aquatics Managers			25,564	40,000.00	36,000.00	75,000.00
129	Front Office			37,140	45,197.00	40,500.00	44,000.00
130	Overtime		5,000		-	-	-
131	Other Taxable Compensation (Benefit Stipend)			500	14,520.00	12,627.40	19,500.00
132	Miscellaneous Payroll (Garnishment)	not a pool expense				14.27	
133	Swimming Pool Personnel Benefits						
134	Non-Taxable Benefits						
135	FICA	TPMPD's contribution (6.2%+1.45%)	19,083	22,740	22,850.00	21,628.46	26,124.00
136	Unemployment	TPMPD's contribution (5.5% up to \$44K)		4,824	5,712.00	15,264.84	18,178.00
137	L&I	TPMPD's contribution	15,653	2,304	2,856.00	9,000.00	9,500.00
138	Other Benefits (non-cash)		48,707				-
139	Swimming Pool Supplies						
140	Program Supplies and Equipment						
141	Exercise Classes			248	200.00	179.40	200.00
142	Swim Classes/Instruction			1,913	1,800.00	800.00	1,200.00
143	Special Events			1,430	1,400.00	1,100.00	1,400.00
144	Staff Uniforms	to cover all required uniform pieces		940	2,000.00	2,000.00	1,700.00
145	Safety Supplies Equipment			3,250	2,250.00	1,500.00	1,700.00
148	Maintenance and Repairs Supplies						
146	Pool Chemicals		7,375	9,327	10,634.00	10,100.00	11,000.00
147	Janitorial Supplies			5,501	4,400.00	5,900.00	6,000.00
149	Tools and Equipment	Include description		344	600.00	4,000.00	1,500.00
150	Landscaping Supplies			-	500.00	385.18	500.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
151							
152							
153	Resale Inventory		1,500		1,200.00	3,400.00	2,600.00
154	Miscellaneous Supplies	Include description			200.00	150.00	200.00
155	Swimming Pool Services						
156	Transaction Services/Merchant Fees	Rec 1 Services, Credit Card processing fees	4,500	5,379	4,800.00	6,451.00	6,500.00
157	Translation Services			-	500.00	766.21	500.00
158	Advertising & Promotion		10,000	6,177			
159	Outreach & Marketing Services	add'l services as needed					4,000.00
160	Graphic Design	Brochures			3,000.00	990.00	2,000.00
161	Printing & Copying	For brochures, banners, etc.			4,000.00	4,000.00	4,000.00
162	Ads/Postings	pool staff & program promotion only			600.00	800.00	800.00
163	Promotional giveaways	program promotion only			1,000.00	521.67	800.00
164	Staff Development						
165	Travel/Transportation	For pool staff only		50	-		-
166	Tuition/Registration Fees	Lifeguard re-cert (staff only), mgmt training & WSI or equivalent?		391	2,250.00	900.00	4,500.00
167	Rentals and Leases						
168	Equipment	regular maintenance projects (non-CIP)	750		1,000.00	452.00	500.00
169	Facility Ground Lease	Tukwila School District	10,950	10,950	11,497.00	11,497.00	11,497.00
170	Utilities		80,000				
171	Electrical			25,719	16,000.00	15,100.00	16,000.00
172	Gas			46,558	48,000.00	47,500.00	49,000.00
173	Water			4,077	4,200.00	5,100.00	5,100.00
174	Sewer			4,169	7,920.00	1,500.00	4,200.00
175	Garbage Collection			-	900.00		1,000.00
176	Storm Drain						-
177	Other Utilities						-
178	Repairs and Maintenance Services						
	Maintenance/Janitorial Service						
	Landscaping/Groundskeeping Svcs						

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
179							
180							
181	Facility Repairs/Maintenance	non CIP	20,800	33,122	20,000.00	16,000.00	20,000.00
182	Equipment Repairs/Maintenance	non CIP		1,367	4,000.00	3,000.00	4,000.00
183	Travel (non-development)	Mileage, ferries, parking, gas, etc.			200.00		200.00
184	Miscellaneous Services						
185	Scholarship Fund (Swim Lesson Fees)			1,992	10,000.00	9,958.50	10,000.00
186	Red Cross	Certification fees for Lifeguarding classes (non-staff)			200.00	991.00	780.00
187	Aerobics Partner (pass through)						
188	Other Services	Record all misc in detail for future budgeting		1,232	1,000.00		500.00
189	Adult Free Passes	20% of those distributed				50.00	60.00
190	Youth Free Passes	20% of those distributed				200.00	300.00
191	Total 576.20.400 Swimming Pool Expenditures		513,166.00	491,215.00	493,419.00	490,463.16	569,539.00
192	Sales Tax Paid			4,729	5,738.00	5,505.00	5,453.00
193	Total 586.00.300 Sales Tax			4,729	5,738.00	5,505.00	5,453.00
194	Debt Service Principle						
195	City Bridge Loan (Principle)		121,458	103,601	105,692.00	105,692.00	107,826.00
196	Loans and Bonds (Principle)		113,130	99,507	93,737.00	93,737.00	96,428.00
197	Total 591.76.300 Debt Service Principle		234,588	203,108	199,429.00	199,429.00	204,254.00
198	Debt Service Interest						
199	City Bridge Loan (Interest)				15,766.00	15,766.00	13,632.00
200	Loans and Bonds (Interest)			31,479	19,393.00	19,393.00	16,702.00
201	Total 592.76.300 Debt Service Interest			31,479	35,159.00	35,159.00	30,334.00
202	Park Facility Improvements and New Construction						
205	CIP Supplies				25,000.00	25,917.53	
206	CIP Services	Exterior Sign			25,000.00	23,977.25	15,000.00
203	Total 595.76.300 Park Facility Improvements (CIP)				50,000.00	49,894.78	15,000.00
204	Transfers Out						
207	Transfers Out to Capital Improvement Fund		80,000	80,000	80,000.00	80,000.00	85,000.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 YE Estimate	2017 Proposed
208							
209							
210	Total 597.00.300 Transfer Out		80,000	80,000	80,000.00	80,000.00	85,000.00
	Total Expenses		999,673	970,051	1,033,439	1,008,747	1,075,990
211							
212	Opening Balance		440,537	247,861	198,375.00	198,375.00	238,546.00
213	Total Income		973,705	920,579	1,042,430.00	1,048,917.62	1,086,140.00
214	Total Expenses		(999,673)	(970,051)	(1,033,439.00)	(1,008,746.62)	(1,075,990.00)
	Ending Balance		414,569	198,389	207,366.00	238,546.00	248,696.00
			2014 Budgeted	2015 Actual	2016 Budget	2016 YE Estimate	2017 Proposed

**CIP FUND 2017
Projected Budget**

215	Unrestricted Opening Balance	2015 Adopted Budget	\$140,000	2016 Adopted Budget	\$220,000	2016 Year End Estimate	\$220,000	2017 Budget	\$250,105
216									
217	Revenues								
	Transfer in from General Fund		\$80,000		\$80,000		\$80,000		\$85,000
218	Expenditures								
219	Ending Balance		\$220,000	\$250,000	\$50,000	\$49,895			
			\$220,000	\$250,000	\$250,000	\$250,105	\$250,105	\$335,105	

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: TPMPD Board of Commissioners

FROM: Aaron Shipman, Tukwila Pool Advisory Committee Chair

DATE: April 11, 2017

SUBJECT: **TPAC Chair's Report**

ISSUE:

Summary of the March 18, 2017

DISCUSSION:

- 1) **Signage:** We looked at sign ideas from TPAC members. We are going forward with getting pricing estimates for a few dynamic sign ideas.

- 2) **Girl Scout Mural Project:** Our girl scout, Beth, came to the meeting. After speaking to Beth we found out that her parameters were not to include a professional muralist. We suggested to her that she should be considering Tukwila's School District art teachers and students to help complete her project. We also discussed making it a smaller project. We also asked Beth to present designs ideas by the next TPAC meeting.

Tukwila Pool Advisory Committee

February 18,2017

Meeting Minutes

Meeting Location: Tukwila Community Center

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

TPMPD: Vanessa Zaputil, Christine Neuffer

STAFF: Jennafer Price Cargill

1. Meeting called to order at 8:20

4. Business Items:

- a) **Monument Sign:** Diane Meyers brought the sign information/application from the city. On page 8 of the application it says, "The illumination of the dynamic sign is limited to the hours of 7am-10pm." Jennafer Price Cargill suggested we could get a variance, since it would important to use the sign to let people know of unexpected closures. Aaron Shipman felt that we should be considering placing the sign on the side of the building to reduce vandalism and cut back on possible cost. Christine Neuffer was interested in finding out more about maintenance of a dynamic sign. Aaron Shipman stated he would check into the price of replacement LED bulbs. Jennafer Price Cargill also mentioned Stewart Signs has been calling. TPAC needs to decide on what kind of sign before trying to get estimates. Aaron Shipman also wanted to note that the sign needed to be approved by the School District's Superintendent. TPAC members were to come to the next meeting with sign ideas to be taken to the board.
- b) **Girl Scout Mural Project:** Jacque Carroll emailed Melissa Newman for the 4 Culture Grant, she was told about two grants, one of which we would not be eligible for. The second Grant would be best if it was through a commissioned artist. (This Grant would be for \$1,500). Jennafer Price Cargill was meeting with Beth the following Monday to help her look for other Grants. TPAC came up with the following list of things that needed to done before the next meeting:
- Placement of the mural
 - Dimensions of the parking lot wall
 - Concepts (less logo and more water based)
 - Style of Mural
 - Parameters
 - Beth's Vision
 - Artist? (suggested if Beth wants to apply 4Culture Grant)
 - Preliminary design needs to be brought the board

c) **Marketing:** Story ideas were discussed for the Tukwila Reporter. We talked about Kay, from the morning water aerobics to be featured.

- Special Events- Popularity of the events have grown.

Next Marketing Meeting were set for 3/10/2017

d) **Programming Meeting:** Discussed plausible programming topics such as April Pool's Day.

5. Next TPAC Meeting is scheduled for Saturday, 3/18/2017 8:10am at the Tukwila Community Center.

6. Meeting Adjourned at 9:30am

INFORMATIONAL MEMORANDUM
Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners
FROM: Jennafer Price Cargill, Executive Director
DATE: April 11, 2017
SUBJECT: MRSC Roster Renewal

ISSUE

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

FINANCIAL IMPACT

Annual membership fee is \$120

BACKGROUND

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

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

DISCUSSION

Shall the TPMPD renew its membership in the MRSC Roster?

RECOMMENDATION

None

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners
FROM: Jennafer Price Cargill, Executive Director
DATE: April 10, 2016
SUBJECT: Proposed Interlocal Agreement with the Tukwila School District

ISSUE

A proposed interlocal agreement between the Tukwila Pool Metropolitan Park District (TPMPD) and the Tukwila School District (TSD).

FINANCIAL IMPACT

Approval of the agreement as written would financially impact the TPMPD as follows:

- While the agreement is in force, the TPMPD will see a savings of \$11,497 per year through 2020. Savings increases to \$12,072.38 per year from 2021 through 2025, and again to \$12,675.99 per year from 2026 through 2030.
- While the agreement is in force, the TPMPD will receive grounds keeping services from the TSD which would eliminate the need to hire an outside contractor to perform these duties for an average annual savings of \$8,000-\$10,000 per year.
- When Lifeguard Courses are offered to Foster HS students, the TPMPD will be paid approximately \$2,700 per year in exchange for providing a Lifeguard Instructor for Spring semester courses and will be reimbursed for students' Red Cross certification costs.
- While the agreement is in force, the TSD may pay the TPMPD for Lifeguards during class times which could bring income of up to approximately \$14,000 per year.

BACKGROUND

In early 2015, TPMPD staff were directed by the board to provide services for the TSD. The two entities verbally agreed that the TSD would mow the lawn outside the pool in exchange for use of the pool facility Monday through Friday from 12:30pm to 2:30pm throughout the school year for Foster High school physical education classes.

May 2016, the TPMPD began reaching out to the TSD to open discussions for the creation of a formal written agreement with more equitable terms that meet the standard of RCW 43.09.210 which establishes that governmental entities are required to pay full and true value for services rendered by another governmental entity.

This agreement has been reviewed by TPMPD Attorney Brian Snure.

DISCUSSION

Shall the TPMPD Board approve of the signing of this agreement?

RECOMMENDATION

It is recommended that the TPMPD offer revisions to Appendix A, Fee/Compensation Schedule, Item B, and to revise other language in the document that currently contradicts or adds confusion to this item. The agreement should provide clarity on implementation, such as commitments on when TPMPD Lifeguards are used, the requirements for requesting their use, and the number of Lifeguards that will be provided.

ATTACHMENTS

1. Proposed ILA with the TSD (one 'redline' version and one clean copy)

**INTERLOCAL AGREEMENT
BETWEEN THE
TUKWILA POOL METROPOLITAN PARK DISTRICT
AND THE
TUKWILA SCHOOL DISTRICT**

This AGREEMENT (**Agreement**) is made and entered this _____ day of _____,
_____, April, 2017.

This Interlocal Agreement is made between the Tukwila Pool Metropolitan Park District, hereinafter referred to as (TPMPD) and the Tukwila School District, hereinafter referred to as (TSD), both municipal corporations under the State of Washington, (collectively, (the Parties).

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW provides for interlocal cooperation between government agencies, and;

WHEREAS, the residents of the City of Tukwila, in 2011, voted to form the TPMPD to preserve a Pool as a community facility for the use and benefit of the entire Tukwila community, and;

WHEREAS, the TPMPD and the TSD are mutually interested in an adequate program of community recreation, and;

WHEREAS, the TPMPD and TSD in the interest of providing the best service with the least possible expenditure of public funds, full cooperation between the TPMPD and TSD is necessary, and;

WHEREAS, the TSD desires to use TPMPD aquatic facilities for conducting interscholastic swimming and aquatic sports programs, and;

WHEREAS, the TPMPD desires to use TSD facilities and services for providing an aquatics facility to the community, and;

WHEREAS, both the TPMPD and the TSD agree that coordinated and cooperative scheduling of public facilities is the best way to maximize the beneficial use of these facilities while ensuring they are maintained as sustainable community assets, and;

WHEREAS, both the TPMPD and the TSD will benefit from using an agreement which defines and protects the interests of both parties.

NOW THEREFORE, IN CONSIDERATION of the benefits to be derived and the terms and conditions set forth herein the TPMPD and the TSD do hereby agree as follows:

A. Purpose

This ~~agreement~~ **Agreement** between the Tukwila School District and the Tukwila Metropolitan Pool District is to manage the exchange of facilities and support services between the Parties. It is to work in tandem with the Lease Agreement of 2011 and not meant to supersede that agreement. This ~~agreement~~ **Agreement** shall be in force for all situations that involve the use of facilities or services as described herein. The Lease Agreement of 2011 shall be in force for all situations that involve the use of property on 4414 S. 144th St. Tukwila WA 98168 as described in that agreement.

B. TPMPD Facilities

The TPMPD agrees to make its Aquatic Facilities available to the TSD after the scheduling requirements for its own programs have been met. Aquatic Facilities include, but are not limited to, the Tukwila Pool, locker rooms, showers and related equipment owned by the TPMPD. A description of the TPMPD Facilities availability for joint use programming under this agreement and agreed upon priorities are included as Appendix A.

C. TSD Facilities

The TSD agrees to make meeting space/classroom facilities available to the TPMPD after the scheduling requirements for its own programs have been met. A description of the TPMPD Facilities availability for joint use programming under this agreement and agreed upon priorities are included as Appendix A.

D. TSD Services

The TSD agrees to shall also provide regular lawn cutting and landscaping services, care, leaf removal, and brush trimming for the TPMPD owned property located on TSD owned land. These services shall, at minimum, maintain the TPMPD grounds to the same level as the TSD Administration building TSD-owned property surrounding the Tukwila Pool. Expected frequency and level of service shall be equivalent to the level of grounds keeping TSD provides for its adjacent Foster High School property.

E. Scheduling

Scheduling and available hours shall be pursuant to Appendix A. The TPMPD and the TSD shall designate staff responsible for scheduling facilities.

F. Staffing

1. TPMPD Responsibilities:

- i. Unless otherwise specifically provided for, the TPMPD shall not be responsible for providing lifeguards during instructional usage times or other safety personnel, however, it is also provided that. However, TPMPD staff will have the authority to supervise student behavior at the Aquatics Facility during TSD usage times.
- ii. The TPMPD shall provide a copy of Tukwila Pool Rules to the TSD personnel (Appendix C).
- iii. The TPMPD shall provide adequate personnel to supervise TPMPD classroom-based activities in/on school facilities which shall be scheduled during non-instructional hours.

2. TSD Responsibilities:

- i. The TSD shall provide adequate personnel to supervise school activities held in/on TPMPD facilities. Such personnel shall have current lifeguard certification, current CPR certification and current First Aid certification.
- ii. The TSD shall provide the TPMPD with copies of all required certification before use of the Tukwila Pool, and assume sole responsibility for ensuring compliance with subsection (E) (2) (iii) above.
- iii. The TSD personnel shall ensure that School programs be conducted in conformance with safety regulations adopted by the Washington State Board of Health, and as amended, and in compliance with the Tukwila Pool Rules. (Appendix C).
- iv. The TSD shall compensate the TPMPD for additional TPMPD staff services as invoiced and submitted in accordance with this agreement/Agreement.

G. Fees

Any fees and or charges shall be set forth in Appendix A.

H. Termination

Either Party may terminate this Agreement as it relates to any or all facilities upon giving to the other Party twelve (12) months' advance written notice of intention to terminate.

I. Indemnification

The TPMPD shall defend, indemnify and hold harmless the TSD, its officers, officials, employees, agents and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, including all legal costs and attorney fees, arising out of or in connection with or as a result of this Agreement except only such injury or damage as shall have been occasioned by the sole negligence of the TSD.

The TSD shall defend, indemnify and hold harmless the TPMPD, its officers, officials, employees, agents and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, including all legal costs and attorney fees, arising out of or in connection with or as a

result of this Agreement except only such injury or damage as shall have been occasioned by the sole negligence of the TPMPD.

The foregoing indemnity is specifically and expressly intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

The provisions of this section shall survive the expiration or termination of this Agreement.

J. Insurance

The TPMPD and the TSD shall each purchase and maintain for the duration of this Agreement Commercial General Liability Insurance in an amount not less than \$2,000,000 per occurrence limit and not less than \$2,000,000 general aggregate policy limit. The owner Party shall be named as an additional insured on the user Party's Commercial General Liability Insurance policy. Each Party's Commercial General Liability Insurance shall include coverage for participant liability. A certificate of insurance evidencing the required insurance shall be furnished to the other Party. The insurance certificate shall give a thirty (30) day notice of cancellation.

The insurance policies shall contain, or be endorsed to contain, that the insurance coverage of the Party using the other's facility shall be the primary insurance for liability arising from such use or facility responsibility. Any insurance, self-insurance, or insurance pool coverage maintained by the owner of the facility shall be in excess of the user's insurance and shall not contribute with it.

The aforementioned insurance coverage may be provided by comparable insurance risk pool coverage, and a coverage letter from the risk pool administrator may be provided in lieu of a certificate of insurance.

K. Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties are unable to settle any dispute, difference or claim arising from the parties' performance of this Agreement, the exclusive means of resolving that dispute, difference or claim, shall only be by filing suit exclusively under the venue, rules and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit for damages arising from the parties' performance of this Agreement, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the TPMPD's right to indemnification under Section H of this Agreement.

L. Assignment

The rights, duties and obligations of either Party to this Agreement may not be assigned to any third party without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

M. Non Discrimination

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age, (except minimum age and retirement provisions), sexual orientation, marital status, or the presence of any sensory, mental or physical handicap/disability.

N. Notices

Any Notice required under this Agreement will be in writing, addressed to the appropriate Party at the address which appears below (as may be modified from time to time by such Party), and given personally, by registered or certified mail return receipt requested, or by a nationally recognized courier service. All notices shall be effective upon the date of receipt.

Executive Director. Tukwila Pool MPD
4414 S. 144th St. Tukwila, WA 98168

Superintendent, Tukwila School District
4640 S. 144th St, Tukwila WA 98168

O. Severability

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the TPMPD and the TSD, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

P. Entire Agreement

This Agreement, including Appendices, contains the entire Agreement between the Parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the Parties hereto. Either Party may request changes in the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment or Appendix to this Agreement

In WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on their behalf:

Tukwila Pool MPD

BY _____
Jennafer Price Cargill, TPMPD Executive Director

Tukwila School District

BY _____
Nancy Coogan TSD Superintendent

DRAFT

APPENDIX A

GUIDELINES FOR JOINT USE

- A. Each Party will make its facilities available for use by the other Party after the scheduling requirements for its own programs have been met. For the purposes of this Agreement approved uses are as follows:
 1. Any instructional, information, recreational, athletic, social, or community program which is initiated, organized, managed, scheduled and supervised by the owner Party, or
 2. Any public or community meeting which is initiated, organized, managed, scheduled and supervised by the owner Party, and
 3. Is approved in writing for their Facilities respectively by the TPMPD or TSD.
- B. Priority Scheduling.
 1. First priority scheduling will be given to youth programming such as instructional programs, after-school programs, student athletic team practice and competition, summer day camps, and student clubs.
 2. Second priority will be given to adult or community events that do not directly benefit youth such as public meetings, or events for the general public.
- C. The mutual goal of the TPMPD and TSD will be to maintain program continuity, giving adequate notification of scheduling changes or Facility use to allow completion of a program cycle. When possible, each Party will assist the other in locating alternative spaces.
- D. Each user will maintain its joint use spaces and equipment and will cooperate in expediting the repair of damage which may occur as a result of scheduled programs/usage.
- E. Where possible the TPMPD and TSD will pursue opportunities to develop and improve joint use facilities and equipment to support programming and use by both Parties.

ANNUAL JOINT USE SCHEDULING CONFIRMATION PROCESS

This Agreement seeks to provide a framework and administrative support for collaboration and decision making among TSD staff, and TPMPD staff.

- A. **Joint Use Scheduling Process.** The Joint Use planning and decision making will occur between January and April for the upcoming school year as outlined below. Note: the TPMPD will initiate the process assuming that all joint use programming scheduled the preceding year will be included in the schedule for the upcoming year unless otherwise negotiated.
 1. The Parties agree to meet during January of each year to review schedules for the following school year for all joint use activities, specifically, but not limited to pool times, use of meeting spaces and classrooms. Such pre-planning meetings will include, at minimum, the primary contacts for each Party, such as the Aquatics Manager, the TSD Athletic Coordinator, and School Principal.
 2. By the second Monday of February of each year, a TPMPD Representative will deliver a joint use scheduling confirmation form (Appendix B-2) for the upcoming school year to the Principal of each joint use school, the TSD Athletic Director, and the TSD Administration Office. The form will list the TPMPD use of TSD facilities that are proposed to continue, and current school usage of TPMPD facilities. Any new requests will be identified.
 3. Upon receiving the confirmation form, a school principal/Athletic Director will identify which school activities will continue in the upcoming year and identify new school needs for use of TPMPD facilities for the upcoming year. The TSD principal/Athletic Director may either approve the TPMPD schedule of joint use and return the confirmation form; or, by the first Monday of every April, contact the TPMPD representative to discuss changes or amendments. The TSD Administration representative may either approve TPMPD facility usage for meetings, or by the first Monday of every April, contact the TPMPD representative to discuss changes or amendments.
 4. Upon receiving the confirmation form completed from the TSD principal/Athletic Director, the TPMPD representative may either approve the school's proposed schedule of use, or contact the school principal to discuss the changes. Once both the school principal or TSD Administrative Representative and the TPMPD representative have signed the form, the TPMPD representative will send a copy of the agreement to the TSD school principal/Athletic Director and file it with the central scheduling office of both Parties.
 5. Signed agreements must be filed no later than the third Monday in April with the central scheduling office of both Parties. In the absence of a signed confirmation form on the third Monday of April, it shall be assumed and agreed that a joint usage schedule consistent with the preceding year be applied to the upcoming school year.
 6. The TPMPD will provide the TSD with scheduled facility usage confirmation by July 15 for the upcoming school year.

7. Joint Use Scheduling may be amended through written mutual agreement of a TSD representative (principal, Athletic Director, administrator, etc.) and a TPMPD representative (Aquatics Manager or Executive Director). Each Party's central scheduling office must be notified of such amendments.

B. Resolving Space Availability Conflicts

1. Efforts at resolution of space availability issues are first encouraged directly between facility-based representatives. When the conflict involves more than one TPMPD usage or TSD program, all parties will be informed and involved in resolving the conflict. The central scheduling offices of both Parties will, whenever possible, identify options or ways to accommodate the interest of both Parties. When requests from schools conflict, the TSD Athletic office will assist in establishing priorities for school instructional and physical education programming.
2. If agreement cannot be reached on a scheduling request, the issue will be referred to the TSD Superintendent and the TPMPD Executive Director for resolution.

C. Change in Availability Notification. Both Parties agree to honor each other's scheduled events to the greatest extent possible and not disrupt scheduled programs. Should an unforeseen event occur which precludes a joint use activity or program from occurring; each Party will seek to accommodate the scheduled use if possible. A minimum of two calendar weeks is required to change a regularly scheduled program. This procedure will not apply when the facility is not in normal or safe usable condition due to situations which are beyond the owner Party's control – e.g. emergency or mandatory repairs/maintenance, pool contamination or other unplanned closures, Acts of God, etc.

D. Changes in Policy, Budget or Organization. When either Party contemplates a change in policy, budget or organization that could impact the provisions of this Agreement, that Party will consult with the other Party far enough in advance so that the other Party can analyze the impacts and plan for change.

E. Temporary Rescheduling or Priority Use. In the event the user Party communicates its inability to utilize its scheduled priority use, the owner Party may pursue scheduling other uses temporarily until the user Party is ready to resume its scheduled priority use. The user Party shall give the owner Party a minimum of two calendar weeks of intent to resume.

F. Single Use Requests. Written requests to use TPMPD or TSD facilities outside the annual scheduling confirmation process should be submitted to each Party's central scheduling office utilizing the Joint Use of Facilities form. (Appendix B-2) The central scheduling office of the requesting Party will verify in advance that the facility is available at the date and time requested. Please note that the request will be granted only if the allotted time and space is available.

TPMPD TUKWILA POOL SERVICES

- A. The TPMPD will provide to the TSD adequate space (non-exclusive) of the Tukwila Pool, locker rooms, showers and related equipment owned by the TPMPD as follows during the school year:
 1. Monday through Friday on scheduled school days (Sept-June) ~~from 12:30 pm, during times to 2:30 pm~~ determined, for instructional usage which is estimated at approximately 360 hours of usage.
 2. Monday through Friday on scheduled school days ~~during the second semester (Feb-June) times to be determined~~ for Lifeguard Certification instructional usage (3 lanes) which is estimated at approximately 90 hours of usage.
 3. ~~Foster HS Swim Team(s) will be provided with a standing lane reservation Monday through Friday on school days during the first semester (Sept-Jan) from approximately 3:30 pm to 5:00 pm for Swim Team training at the standard per lane rate as defined in the Fee/Compensation Schedule.~~
 4. ~~Foster HS Swim Team(s) scheduled Home Meets (dates to be determined) will be given preference in reserving the entire pool at the hourly rate as defined in the Fee/Compensation Schedule.~~
 3. ~~5-~~ Other one time use as requested and is available (hours of usage unknown).
- B. The TSD ~~has requested~~ may request that the TPMPD provide Lifeguard Instructors to assist with curriculum development, instruction and certification of students as part of the Lifeguarding class to be offered through Foster High School. At least one Lifeguard Instructor will attend each such class session to support the primary teacher in providing curriculum on a daily basis. Additionally, the Lifeguard Instructors will test the students to ensure that they achieve the minimum standard required for Lifeguard certification. The Lifeguard Instructor will certify those students as Lifeguards who meet the standards and submit that certification to the Red Cross (or equivalent). The certification fee (defined in the Fee/Compensation Schedule) shall be paid by the TPMPD and

reimbursed in full by the TSD annually through an invoice which will be provided to the TSD after the conclusion of the school year. The TSD will additionally be invoiced for the total hours provided by the Lifeguard Instructor after the conclusion of the school year. This invoice will be accompanied by a record which is confirmed, signed and dated by the Lifeguard Instructor and by the TSD staff on site each day.

~~C. Unless otherwise negotiated in writing, the TSD will provide certified Lifeguards (including current CPR and First Aid certification) and emergency assistant in accordance with the Washington State Board of Health, and as amended.~~

C. If the TSD staff do not have the needed Lifeguard/CPR/First Aid certifications due to an unanticipated staffing situation, (e.g. substitute teacher) the TSD may contract TPMPD Lifeguards if available. The TSD recognizes that such requests are due to unexpected or emergent circumstances and therefore pre-authorizes the approval of such requests within reason. A record of such requests will be kept by the TPMPD and confirmed, signed and dated by the TSD employee on site. After the conclusion of each semester, the TPMPD shall submit an invoice to the TSD for compensation at the Lifeguard rate as defined in the Fee/Compensation Schedule. A copy of the signed record of requests shall be provided along with the invoice for TSD files. If the TPMPD is unable to provide a Lifeguard for the period in question, the TSD use will be canceled for that day.

TSD SERVICES

A. The TSD will provide to the TPMPD adequate meeting space as follows:

~~1. TPMPD Regularly scheduled Open Public Meetings, currently scheduled 2nd Monday of each month from 6:00 pm to approximately 10:00 pm.~~

1. ~~2-~~ TPMPD Annual Retreat and Special Meetings as requested and available.

2. ~~3-~~ Classroom space for TPMPD instructional programming (lifeguard classes) as requested and available outside of regular instructional times.

B. The TSD shall also provide regular lawn care, leaf removal, tree and brush trimming, weed removal, edging, sidewalk maintenance and other landscaping services as needed for the TSD-owned property surrounding the Tukwila Pool. Expected frequency and level of service is shall be equivalent to what can be seen at the TSD Administration Building the level of grounds keeping TSD provides for its adjacent Foster High School property.

C. The TSD shall permit the Tukwila Pool to post TPMPD may install a sign on TSD property outside the Tukwila Pool and to electrify such sign as needed. The TSD will further provide services to trim the brush and trees surrounding the sign to ensure adequate visibility from the street. Prior to permitting and/or installation of such a sign, TPMPD shall submit sign plans to the TSD for TSD review and approval. TSD has the right to approve the sign, such approval to not be unreasonably withheld.

FEE/COMPENSATION SCHEDULE

It is mutually recognized and understood that the use of facilities and grounds will be based upon fiscally sound considerations and shall have mutual and equal benefit to both Parties.

A. For Tukwila Pool Facility Use (except Foster HS Girls Swim Team), the TSD will:

1. Waive the annual Base Rent payment due as set forth in the TPMPD/TSD Lease Agreement executed on 9/12/11.

2. Provide Meeting Space/Classroom space as set forth in this Agreement.

3. Provide lawn cutting and landscaping other services for the TPMPD owned property located on TSD owned land as set forth in this agreement Agreement.

4. Permit distribution of TPMPD Tukwila Pool community programming literature throughout the TSD schools and TPMPD information displayed on the TSD/Foster HS readerboard reader board (when available) provided materials are submitted to and approved by the TSD Communication Officer in advance and are in accordance with TSD policies.

B. During such periods when TSD has exclusive use of the entire pool during scheduled class times (the public or other user is excluded), TSD is responsible for the cost of lifeguards. TSD will either provide lifeguards or reimburse TPMPD for the cost of lifeguards as set out in this Agreement.

During such periods when TSD does not have exclusive use of the entire pool (the public or other user is not excluded), TSD may use areas of the pool (such as limited lanes or other areas) and TPMPD will otherwise have lifeguards on duty during the TSD class times without additional charge to TSD.

B.——For the agreed upon services, of TPMPD Staff (as requested, and if available) the TSD will compensate the TPMPD at the following rates:

1. Lifeguard - \$20/hour
2. Lifeguard Certification Instructor - \$30/hour
3. Per lane rate - \$11 per hour
4. Entire pool rate - \$110 per hour
5. Red Cross Lifeguard Certificate (pass through) - \$35 per certificate

DRAFT

**INTERLOCAL AGREEMENT
BETWEEN THE
TUKWILA POOL METROPOLITAN PARK DISTRICT
AND THE
TUKWILA SCHOOL DISTRICT**

This AGREEMENT (Agreement) is made and entered this _____ day of April, 2017.

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WHEREAS, the TPMPD desires to use TSD facilities and services for providing an aquatics facility to the community, and;

WHEREAS, both the TPMPD and the TSD agree that coordinated and cooperative scheduling of public facilities is the best way to maximize the beneficial use of these facilities while ensuring they are maintained as sustainable community assets, and;

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- iii. The TPMPD shall provide adequate personnel to supervise TPMPD classroom-based activities in/on school facilities which shall be scheduled during non-instructional hours.

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- ii. The TSD shall provide the TPMPD with copies of all required certification before use of the Tukwila Pool, and assume sole responsibility for ensuring compliance with subsection (F) (2) (i) above.
- iii. The TSD personnel shall ensure that School programs be conducted in conformance with safety regulations adopted by the Washington State Board of Health, and as amended, and in compliance with the Tukwila Pool Rules. (Appendix C).
- iv. The TSD shall compensate the TPMPD for additional TPMPD staff services as invoiced and submitted in accordance with this Agreement.

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The foregoing indemnity is specifically and expressly intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

The provisions of this section shall survive the expiration or termination of this Agreement.

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The aforementioned insurance coverage may be provided by comparable insurance risk pool coverage, and a coverage letter from the risk pool administrator may be provided in lieu of a certificate of insurance.

K. Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties are unable to settle any dispute, difference or claim arising from the parties' performance of this Agreement, the exclusive means of resolving that dispute, difference or claim, shall only be by filing suit exclusively under the venue, rules and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit for damages arising from the parties' performance of this Agreement, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit a party's right to indemnification under Section H of this Agreement.

L. Assignment

The rights, duties and obligations of either Party to this Agreement may not be assigned to any third party without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

M. Non Discrimination

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), sexual orientation, marital status, or the presence of any sensory, mental or physical disability.

N. Notices

Any Notice required under this Agreement will be in writing, addressed to the appropriate Party at the address which appears below (as may be modified from time to time by such Party), and given personally, by registered or certified mail return receipt requested, or by a nationally recognized courier service. All notices shall be effective upon the date of receipt.

Executive Director. Tukwila Pool MPD
4414 S. 144th St. Tukwila, WA 98168

Superintendent, Tukwila School District
4640 S. 144th St, Tukwila WA 98168

O. Severability

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the TPMPD and the TSD, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

P. Entire Agreement

This Agreement, including Appendices, contains the entire Agreement between the Parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the Parties hereto. Either Party may request changes in the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment or Appendix to this Agreement

In WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on their behalf:

Tukwila Pool MPD

BY _____
Jennafer Price Cargill, TPMPD Executive Director

Tukwila School District

BY _____
Nancy Coogan TSD Superintendent

DRAFT

APPENDIX A

GUIDELINES FOR JOINT USE

- A. Each Party will make its facilities available for use by the other Party after the scheduling requirements for its own programs have been met. For the purposes of this Agreement approved uses are as follows:
 1. Any instructional, information, recreational, athletic, social, or community program which is initiated, organized, managed, scheduled and supervised by the owner Party, or
 2. Any public or community meeting which is initiated, organized, managed, scheduled and supervised by the owner Party, and
 3. Is approved in writing for their Facilities respectively by the TPMPD or TSD.
- B. Priority Scheduling.
 1. First priority scheduling will be given to youth programming such as instructional programs, after-school programs, student athletic team practice and competition, summer day camps, and student clubs.
 2. Second priority will be given to adult or community events that do not directly benefit youth such as public meetings, or events for the general public.
- C. The mutual goal of the TPMPD and TSD will be to maintain program continuity, giving adequate notification of scheduling changes or Facility use to allow completion of a program cycle. When possible, each Party will assist the other in locating alternative spaces.
- D. Each user will maintain its joint use spaces and equipment and will cooperate in expediting the repair of damage which may occur as a result of scheduled programs/usage.
- E. Where possible the TPMPD and TSD will pursue opportunities to develop and improve joint use facilities and equipment to support programming and use by both Parties.

ANNUAL JOINT USE SCHEDULING CONFIRMATION PROCESS

This Agreement seeks to provide a framework and administrative support for collaboration and decision making among TSD staff, and TPMPD staff.

- A. **Joint Use Scheduling Process.** The Joint Use planning and decision making will occur between January and April for the upcoming school year as outlined below. Note: the TPMPD will initiate the process assuming that all joint use programming scheduled the preceding year will be included in the schedule for the upcoming year unless otherwise negotiated.
 1. The Parties agree to meet during January of each year to review schedules for the following school year for all joint use activities, specifically, but not limited to pool times, use of meeting spaces and classrooms. Such pre-planning meetings will include, at minimum, the primary contacts for each Party, such as the Aquatics Manager, the TSD Athletic Coordinator, and School Principal.
 2. By the second Monday of February of each year, a TPMPD Representative will deliver a joint use scheduling confirmation form (Appendix B-2) for the upcoming school year to the Principal of each joint use school, the TSD Athletic Director, and the TSD Administration Office. The form will list the TPMPD use of TSD facilities that are proposed to continue, and current school usage of TPMPD facilities. Any new requests will be identified.
 3. Upon receiving the confirmation form, a school principal/Athletic Director will identify which school activities will continue in the upcoming year and identify new school needs for use of TPMPD facilities for the upcoming year. The TSD principal/Athletic Director may either approve the TPMPD schedule of joint use and return the confirmation form; or, by the first Monday of every April, contact the TPMPD representative to discuss changes or amendments. The TSD Administration representative may either approve TPMPD facility usage for meetings, or by the first Monday of every April, contact the TPMPD representative to discuss changes or amendments.
 4. Upon receiving the confirmation form completed from the TSD principal/Athletic Director, the TPMPD representative may either approve the school's proposed schedule of use, or contact the school principal to discuss the changes. Once both the school principal or TSD Administrative Representative and the TPMPD representative have signed the form, the TPMPD representative will send a copy of the agreement to the TSD school principal/Athletic Director and file it with the central scheduling office of both Parties.
 5. Signed agreements must be filed no later than the third Monday in April with the central scheduling office of both Parties. In the absence of a signed confirmation form on the third Monday of April, it shall be assumed and agreed that a joint usage schedule consistent with the preceding year be applied to the upcoming school year.
 6. The TPMPD will provide the TSD with scheduled facility usage confirmation by July 15 for the upcoming school year.

7. Joint Use Scheduling may be amended through written mutual agreement of a TSD representative (principal, Athletic Director, administrator, etc.) and a TPMPD representative (Aquatics Manager or Executive Director). Each Party's central scheduling office must be notified of such amendments.

B. Resolving Space Availability Conflicts

1. Efforts at resolution of space availability issues are first encouraged directly between facility-based representatives. When the conflict involves more than one TPMPD usage or TSD program, all parties will be informed and involved in resolving the conflict. The central scheduling offices of both Parties will, whenever possible, identify options or ways to accommodate the interest of both Parties. When requests from schools conflict, the TSD Athletic office will assist in establishing priorities for school instructional and physical education programming.
2. If agreement cannot be reached on a scheduling request, the issue will be referred to the TSD Superintendent and the TPMPD Executive Director for resolution.

C. Change in Availability Notification. Both Parties agree to honor each other's scheduled events to the greatest extent possible and not disrupt scheduled programs. Should an unforeseen event occur which precludes a joint use activity or program from occurring; each Party will seek to accommodate the scheduled use if possible. A minimum of two calendar weeks is required to change a regularly scheduled program. This procedure will not apply when the facility is not in normal or safe usable condition due to situations which are beyond the owner Party's control – e.g. emergency or mandatory repairs/maintenance, pool contamination or other unplanned closures, Acts of God, etc.

D. Changes in Policy, Budget or Organization. When either Party contemplates a change in policy, budget or organization that could impact the provisions of this Agreement, that Party will consult with the other Party far enough in advance so that the other Party can analyze the impacts and plan for change.

E. Temporary Rescheduling or Priority Use. In the event the user Party communicates its inability to utilize its scheduled priority use, the owner Party may pursue scheduling other uses temporarily until the user Party is ready to resume its scheduled priority use. The user Party shall give the owner Party a minimum of two calendar weeks of intent to resume.

F. Single Use Requests. Written requests to use TPMPD or TSD facilities outside the annual scheduling confirmation process should be submitted to each Party's central scheduling office utilizing the Joint Use of Facilities form. (Appendix B-2) The central scheduling office of the requesting Party will verify in advance that the facility is available at the date and time requested. Please note that the request will be granted only if the allotted time and space is available.

TPMPD TUKWILA POOL SERVICES

- A. The TPMPD will provide to the TSD adequate space (non-exclusive) of the Tukwila Pool, locker rooms, showers and related equipment owned by the TPMPD as follows during the school year:
 1. Monday through Friday on scheduled school days (Sept-June), during times to be determined, for instructional usage which is estimated at approximately 360 hours of usage.
 2. Monday through Friday on scheduled school days for Lifeguard Certification instructional usage (3 lanes) which is estimated at approximately 90 hours of usage.
 3. Other one time use as requested and is available (hours of usage unknown).
- B. The TSD may request that the TPMPD provide Lifeguard Instructors to assist with curriculum development, instruction and certification of students as part of the Lifeguarding class to be offered through Foster High School. At least one Lifeguard Instructor will attend each such class session to support the primary teacher in providing curriculum on a daily basis. Additionally, the Lifeguard Instructors will test the students to ensure that they achieve the minimum standard required for Lifeguard certification. The Lifeguard Instructor will certify those students as Lifeguards who meet the standards and submit that certification to the Red Cross (or equivalent). The certification fee (defined in the Fee/Compensation Schedule) shall be paid by the TPMPD and reimbursed in full by the TSD annually through an invoice which is will be provided to the TSD after the conclusion of the school year. The TSD will additionally be invoiced for the total hours provided by the Lifeguard Instructor after the conclusion of the school year. This invoice will be accompanied by a record which is confirmed, signed and dated by the Lifeguard Instructor and by the TSD staff on site each day.

- C. If the TSD staff do not have the needed Lifeguard/CPR/First Aid certifications due to an unanticipated staffing situation, (e.g. substitute teacher) the TSD use will be canceled for that day.

TSD SERVICES

- A. The TSD will provide to the TPMPD adequate meeting space as follows:
 - 1. TPMPD Annual Retreat and Special Meetings as available.
 - 2. Classroom space for TPMPD instructional programming (lifeguard classes) as requested and available outside of regular instructional times.
- B. The TSD shall provide regular lawn care, leaf removal, and brush trimming for the TSD-owned property surrounding the Tukwila Pool. Expected frequency and level of service shall be equivalent to the level of grounds keeping TSD provides for its adjacent Foster High School property.
- C. The TPMPD may install a sign on TSD property outside the Tukwila Pool. Prior to permitting and/or installation of such a sign, TPMPD shall submit sign plans to the TSD for TSD review and approval. TSD has the right to approve the sign, such approval to not be unreasonably withheld.

FEE/COMPENSATION SCHEDULE

It is mutually recognized and understood that the use of facilities and grounds will be based upon fiscally sound considerations and shall have mutual and equal benefit to both Parties.

- A. For Tukwila Pool Facility Use, the TSD will:
 - 1. Waive the annual Base Rent payment due as set forth in the TPMPD/TSD Lease Agreement executed on 9/12/11.
 - 2. Provide Meeting Space/Classroom space as set forth in this Agreement.
 - 3. Provide lawn cutting and other services as set forth in this Agreement.
 - 4. Permit distribution of TPMPD Tukwila Pool community programming literature throughout the TSD schools and TPMPD information displayed on the TSD/Foster HS reader board (when available) provided materials are submitted to and approved by the TSD Communication Officer in advance and are in accordance with TSD policies.
- B. During such periods when TSD has exclusive use of the entire pool during scheduled class times (the public or other user is excluded), TSD is responsible for the cost of lifeguards. TSD will either provide lifeguards or reimburse TPMPD for the cost of lifeguards as set out in this Agreement.

During such periods when TSD does not have exclusive use of the entire pool (the public or other user is not excluded), TSD may use areas of the pool (such as limited lanes or other areas) and TPMPD will otherwise have lifeguards on duty during the TSD class times without additional charge to TSD.

For the agreed upon services, the TSD will compensate the TPMPD at the following rates:

- 1. Lifeguard - \$20/hour
- 2. Lifeguard Certification Instructor - \$30/hour
- 3. Per lane rate - \$11 per hour
- 4. Entire pool rate - \$110 per hour
- 5. Red Cross Lifeguard Certificate (pass through) - \$35 per certificate

APPENDIX B-1



Dear Tukwila School District Personnel,

It is time to start thinking about your requests for the use of the TPMPD Tukwila Pool through the Joint Use Agreement for the 2017-18 school year.

Our TPMPD representative who works with you to plan your joint use will be contacting you soon to schedule an appointment to discuss the 2016-17 school year use. When you meet, it will be a good time to discuss any issues which may have arisen in the current school year and how you will work together to resolve them.

Swim Team requests for practice and meets should be forwarded to the Tukwila School District Athletic Director no later than the first Monday in April.

All 2016-17 school year requests must be signed by yourself, and TPMPD Staff to be processed. We need to complete the joint use scheduling process for use of pools, meeting spaces and classrooms by the second Monday in April.

Please remember single use requests can be scheduled at any time, however pool time requests are based on Tukwila Pool availability.

Thank you for working cooperatively with us this school year, and I look forward to working with you all next year. If you need further assistance, please call me, I can be reached at (206) 267-2350.

Aquatics Manager

**APPENDIX B-2
JOINT USE OF FACILITIES
Tukwila Pool MPD & Tukwila School District
2016-17 School Year**

Facility	School/District	Dates of Use	Days	Time	#Hours	# Days	Total Hours
Tukwila Pool	Foster High School	9/6/16 – 6/20/17	M-F	12:30pm-2:30pm	2	170	340
TSD Admin Building	TPMPD	9/12/16, 10/10/16, 1/14/16, 12/12/16, 1/9/17, 2/13/17, 3/13/17. 4/10/17, 5/8/17, 6/12/17, 7/10/17, 8/14/17	M	6:00pm-10:00pm	4	12	48

TSD Representative Signature _____ Print Name _____
Date _____

TPMPD Representative _____ Print Name _____
Date _____

Please type information above, handwritten forms will not be accepted. This form can be used for both continuing and single use requests

APPENDIX B-3

SCHEDULE OF KEY DATES

Annual Confirmation of Joint Use Between the TPMPD and TSD

Date	
January	Pre-Planning Meeting with TPMPD & TSD Representatives to review schedules for following school year for facilities usage – pools, meeting spaces, classrooms, etc.
Second Monday in February	TPMPD delivers joint use scheduling confirmation form for upcoming school year to Principal(s), Athletic Director, and Admin. Representative. List includes use from previous year scheduled to continue plus new activities
First Monday in April	Principal(s), Athletic Director and Admin Representative returns form to TPMPD
Third Monday in April	Signed forms filed
July 15 th	TPMPD approves pool schedule

DRAFT

APPENDIX C

TUKWILA POOL RULES

General Pool Rules

1. Pool staff is authorized to enforce rules and supervise the public use of the pool facility. Please follow all rules and respect staff members' efforts to keep everyone safe.
2. Adult supervision: Children six (6) years of age or under 48" in height must be directly supervised by an adult in the water and be within an arm's length distance at all times.
3. Non-swimmers cannot go beyond shoulder depth water. Pool staff may ask anyone in the pool to perform a swim test before using the diving board, slide or deep-water area.
4. No diving in shallow water. Diving is only allowed from the deck in designated areas under direct supervision. (A yellow line marks diving area and a red line marks non-diving area.)
5. Diseases and illness: Persons having skin lesions, sore or inflamed eyes, mouth, nose or ear discharge or diarrhea or vomiting in the last two weeks shall not be allowed in the pool.
6. Alcohol, tobacco and drug use are prohibited.
7. Food and drink in designated areas only. No gum or glass containers.
8. Spectators are welcome in the designated areas.
9. All swimmers must shower before entering the pool.
10. Running, horseplay or pushing is not allowed.
11. Mask/fins/snorkels and other swimming aids must be approved by the pool staff.
12. Baby attire: Infants and toddlers must wear plastic pants or swimming diapers.
13. Diapers must be changed in designated diaper changing area or restrooms.
14. Report all accidents and incidents immediately to pool staff.
15. Additional rules may be required, when necessary, for the safety and enjoyment of the user.
16. Bathers with seizers, heart, or circulatory problems are advised to swim with a buddy.

Rules Regarding Children Under 6 and/or Non-Swimmers (those not able to pass swim test)

1. Children under 6 years of age must be accompanied by an adult in the water and within an arm's length of the child at all times.
2. A maximum of 3 children less than 6 years of age are permitted in the water per adult.
3. Non-swimmers may be allowed in the 5'-5'6" swimming areas only when accompanied by an adult and within arm's length distance.
4. Non-swimmers utilizing the 5'-5'6" area should be encouraged to use a lifejacket.

Slide Rules

1. All users must pass the pool swim test and receive approval from the lifeguard on duty.
2. No flotation devices allowed, including lifejackets.
3. One person on slide at a time.
4. Use only after splash down area is cleared.
5. Feet first entry only.
6. No stopping inside flume.
7. Leave splash down area immediately.
8. Swimmers may not catch or assist swimmers coming out of the slide.
9. Stopping inside the slide is not permitted.
10. Slide users may only go down the slide feet first.
11. Slide users must wait to climb the stairs to the slide until the previous user touches the wall.
12. Swimming or diving in the designated slide splash area is not permitted, unless slide is closed. An orange construction cone should be placed at the bottom of the stairs to the slide to indicate the diving board is closed.

Diving Board Rules

1. Divers must pass swim test before using the board.
2. Only one person at a time is permitted on the diving board and ladder.
3. Each person must wait until the proceeding diver has cleared the area before diving.
4. Only one bounce is permitted on the diving board.
5. Front dives, front jumps and front flips are allowed straight off the end of the board.
6. Running dive, cartwheels and handstands are not allowed.
7. Jumping off the diving board into the arms of another swimmer is not permitted.
8. Divers must swim directly to the nearest ladder and leave the diving area.
9. Adjustments to the diving board fulcrum may only be made at the discretion of the aquatic staff.
10. The manager on duty may restrict certain dives based on safety concerns.
11. Playing or swimming in the diving area is not permitted while the board is open for diving.
12. Hanging off the end of the diving board is not permitted.
13. Goggles, Face Masks and Floatation devices are not permitted while going off the board.
14. Swimming under the diving board is prohibited.

Floating Mats

1. Patrons may not stand on mats.
2. Patrons may not jump onto the mats from the side of the pool.
3. Patrons may not jump from a mat or exit the pool from a mat.
4. No more than two (2) mats should be stacked on one another in the water.
5. Mats should be shared among all swimmers who wish to enjoy them.
6. Mats should be kept away from the pool edges and corners so they do not prevent the guard's ability to effectively scan the entire pool area.
7. Mats are not to be thrown.
8. Mats are not permitted in the diving board or slide areas.

Floating Noodles

1. Patrons may not slap the noodles on the water or at/near other swimmers.
2. Noodles are not to be thrown.
3. Noodles should be shared among all swimmers who wish to enjoy them.
4. Noodles are not permitted in the diving board or slide areas.

Basketball Hoop

1. Slam dunking is not permitted.
2. Hanging on the rim or hoop is not permitted.
3. Roughhousing and horse play are not permitted.
4. Shots may only be taken from the water. Shots from the pool deck are not permitted.
5. Moving or adjusting the hoop is not permitted as it is permanently fixed in place.

Other Equipment

1. Kickboards, pull buoys are only for use during Lap Swim. Aerobic hand buoys may only be used for Water Aerobics classes or Water Walking.
2. Goggles are not to be lent out for patrons to "borrow." This is for health reasons.
3. If you require assistance with first aid, getting lifejackets or have any questions, please ask the lifeguard at the front desk to help you. The lifeguard on deck is responsible for watching swimmers in the pool.

Swim Test Policies

1. Lifeguards may require any patron (of any age) to pass the swim test before entering deep water.
2. All children under the age of 18 are required to pass the swim test before entering the water on the deep side of the bulkhead.
3. The swim test will be administered by one of the lifeguards on duty.
4. Swimmers are required to swim the width of the shallow end and back, using an over hand stroke and getting their face wet, without stopping or touching the bottom of the pool.
5. Dog paddle, backstroke or underwater swimming are not acceptable forms of swimming for the swim test.
6. No swimming aids or floatation devices should be used while taking the swim test (goggles are okay).
7. The lifeguards may allow swimmers to pass the swim test according to their judgment. This decision should always keep patron safety as the first priority.
8. Any issues surrounding the swim test should be directed to the lead staff member on duty.

Behavior Policy

Tukwila Pool Participant Behavior Policy

It is the intent of the Tukwila Pool to provide the public with recreation services that are safe, enhance the participants' quality of life, and are an enjoyable experience. To do so, the following guidelines for behavior have been established.

1. Disruptive behavior is prohibited. Any activity that disrupts the facility, endangers another patron, or interferes with facility business, is disruptive behavior. A patron who is disruptive will be notified that the behavior must stop. If the behavior continues, the patron will be asked to leave the facility. If the patron refuses to leave, the local police department will be contacted.
2. Disruptive behavior on the part of the patron may result in suspension or denial to the facility and activities, for a length of time to be determined by the Aquatics Manager or their designee.
3. The facility is open to all ages including children who may be attending without their parent or guardian. The safety and welfare of children are of primary concern and thus a parent or guardian's responsibility for the behavior and wellbeing of their children is recognized. If a youth engages in disruptive or unsafe activities, proper notification will be made to a parent/guardian or emergency contact person, if appropriate. If a parent /guardian cannot be notified and proper documentation will be completed for each incident. If additional actions need to be taken, it will be under the discretion of the Aquatics Manager or his/her designee.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 10, 2017
SUBJECT: **Board of Commissioners' Annual Retreat**

ISSUE

The TPMPD Board of Commissioners' Annual Retreat is scheduled for Saturday April 29, 2017 to take place at the Valley View Sewer District Conference Room from 10:00 am to 3:00 pm. Lunch will be provided.

FINANCIAL IMPACT

- Meeting room - \$100
- Food & Beverage - \$200
- Commissioner Compensation - \$342

BACKGROUND

This is the annual retreat for the Board of Commissioners. It is noticed as a working meeting and no official action will be taken. The public is invited to attend.

DISCUSSION

In preparation for this retreat, Commissioners are encouraged to review the 2016-2017 TPMPD Strategic Plan that was adopted after the previous retreat. The agenda will include a discussion of the progress on the Goals and Objectives.

RECOMMENDATION

None

ATTACHMENTS

1. 2016-2017 TPMPD Strategic Plan

2016
2017

Tukwila Pool Metropolitan Park District

2016-2017 STRATEGIC PLAN

Final Version – Approved July 11, 2016

Tukwila Pool Metropolitan Park District 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.

Tukwila Pool Metropolitan Park District 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

TPMPD 2016-2017 Objectives and Goals

Timeframe: 2 Years

- Manage the District in a fiscally-responsible manner
 - Create a 20-year master plan
 - Increase revenue through programming
 - Begin the implementation of capital improvement projects as outlined in the master plan

- Have a well-functioning, safe facility
 - Create a District organizational chart with associated job descriptions
 - Create a comprehensive policies and procedures manual
 - Provide for training opportunities
 - Create a volunteer management program

- Develop a strong partnership with the Tukwila School District
 - Foster current partnership program
 - Evaluate feasibility of establishing an early education swim program
 - Create and implement at least one additional partnership opportunity per year

- Increase visibility in Tukwila and surrounding areas
 - Participate in at least 5 community outreach events per year
 - Provide 12 monthly special events per year, at least 1 of which is free
 - Create identifiers such as a sign on 144th street and/or a mural on the side of the building

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: April 10, 2017
SUBJECT: **Proposed Exposure Control Plan**

ISSUE

A policy to meet the Washington Industrial Safety and Health Act (WISHA) standards for first responders.

FINANCIAL IMPACT

The actual cost of this policy is unknown at this time as no information has been found on exposures for pool employees. Potential expenses include:

- Reimbursement to staff for Hepatitis B vaccination costs not covered by insurance: Up to \$60 per vaccination for an uninsured employee.
- Reimbursement to staff for costs not covered by insurance for a medical exam and tests by their primary care physician in the event of an exposure: Approximately \$50 to \$6500 per exposure depending on the employee's insurance coverage and the nature of the exposure.

BACKGROUND

TPMPD Lifeguards are considered first responders in that they are designated and trained to respond to emergency situations. In that role, they may be exposed to bloodborne pathogens such as: Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV).

WISHA prescribes safeguards to protect workers against the hazards caused by bloodborne pathogens in the form of workplace policies and procedures in the event of an exposure.

All but one Lifeguard received Bloodborne Pathogens training in January 2017. A review of incident reports from 2015 to date indicates that there were 0 staff exposures during that time frame.

This policy/plan has been reviewed by TPMPD Attorney Brian Snure for compliance with state and federal law.

DISCUSSION

Does the Board wish to implement this proposed Bloodborne Pathogens Exposure Control Plan?

RECOMMENDATION

None.

ATTACHMENTS

1. Bloodborne Pathogens Exposure Control Plan (revised)

Exposure Control Plan

Bloodborne Pathogens

(WAC 296-823)

The Tukwila Pool Metropolitan Park District is committed to providing a safe and healthful work environment for our entire staff. This is our plan to eliminate or minimize occupational exposure to bloodborne pathogens.

Employees, who have occupational exposure to blood, or other potentially infectious material (OPIM), must follow the procedures and work practices in this plan.

Employees can review this plan at any time during their work shifts. We will provide a copy to an employee within 15 days of a request.



This plan includes:

- ◆ Overview
- ◆ Identify employees who are at risk for exposure
- ◆ Controlling Employee Exposure to Bloodborne Pathogens
- ◆ Employee Training and Hazardous Communication
- ◆ Post Exposure Evaluation and Follow-up
- ◆ Recordkeeping

Exposure Determination

One of the keys to implementing a successful Exposure Control Plan is to identify exposure situations employees may encounter.

The following is a list of all jobs at our establishment in which all employees have occupational exposure:

High Risk:

Lifeguard

Aquatics Manager

Assistant Aquatics Manager

The following is a list of jobs in which some employees at our establishment may have occupational exposure:

Low Risk:

Front Desk Attendant

Bookkeeper

Executive Director

HBV Vaccination

HBV vaccinations shall be offered to all employees identified as high risk free of charge by the Tukwila Pool Metropolitan Park District. The Tukwila Pool Metropolitan Park District will pay all fees associated with that service not covered by the individual's health insurance. The vaccination will be provided after the employee has received the training outlined in these policies, but within 10 (ten) days of assignment to duties.

This policy shall exempt employees who have previously received the complete vaccination series, whose antibody testing indicates they are immune, or those employees for whom the vaccine is contraindicated.



Employee vaccinations shall be documented and maintained in the employee's medical record files in the Tukwila Pool Metropolitan Park District HR files as prescribed by WISHA, and shall be preserved in the Tukwila Pool Metropolitan Park District HR files for the duration of employment plus thirty (30) years.

Routine booster dose(s) of the HBV vaccine shall be provided in accordance with US Public Health Service recommendations at no cost to the employees.

If an employee refuses to obtain the required HBV vaccination, the employee will be required to document that refusal on the HBV Declination Statement form (**See Appendix**) which will be maintained in the employee's medical record for the duration of employment plus thirty (30) years. If however, an employee subsequently decides to have an HBV vaccination; it will be made available under the same terms and conditions as stated above, upon employer's receipt of a written request to the Aquatics Manager or Executive Director.

Follow-Up Procedures After Possible Exposure To HIV/HBV

All employees are required to report any incident of exposure to blood and/or body fluids to their immediate supervisor. All exposure incidents shall be recorded on the OSHA 300 form and investigated using the Exposure Incident Investigation form (**See Appendix**) which will subsequently become a part of the employee's medical record. All exposures must document the route(s) of exposure and the circumstances under which the exposure occurred.

Possible exposure incidents include percutaneous needle sticks or cuts, mucous membrane exposure to blood or body fluids, or contact with blood or body fluids via chapped, abraded, or otherwise non-intact skin surfaces.

Using the Post Exposure Evaluation and Follow-up Checklist (**See Appendix**) the following steps will be taken:

1. The source individual shall be notified of the exposure incident and be requested to consent to and obtain testing for HIV/HBV. A refusal of the source individual to consent for testing shall be documented.
2. The results of the source individual's test shall be made known to the exposed employee.

3. The exposed employee shall also be reminded of the laws and regulations concerning the disclosure of the identity and infectious status of the source individual.
4. If the source individual refuses to consent to HIV/HBV testing, or if the source individual tests positive, the exposed employee shall have a clinical evaluation which will include HIV and HBV antibody testing as soon as possible.
5. If the exposed employee tests zero-negative, the employee shall be retested 6-weeks post-exposure and on a periodic basis thereafter; 12 weeks and 6 months.
6. Follow-up procedures shall also be taken for employees exposed or potentially exposed to HBV, depending on employee immunization status, antibody response, and HBV serologic status of source individual.
7. If the exposed employee refuses to submit to clinical evaluation and HIV and HBV testing, such refusal will be documented and maintained in the employee's medical record.
8. If the employee consents to baseline blood collection, but does not consent to testing, the employee's blood sample shall be preserved for ninety (90) days. If within ninety (90) days of exposure, the employee elects to have the baseline sample tested; such testing will be conducted as soon as possible.
9. Exposed employees shall have access to post-exposure prophylaxis, as recommended by the US Public Health Service, when medically indicated, as well as counseling.
10. Exposed employees shall also be advised to report and seek medical evaluation of any acute febrile illness within twelve (12) weeks following exposure.
11. All tests shall be conducted by an accredited laboratory and expenses which are not covered by insurance may be submitted to the TPMPD for reimbursement.



The following information will be provided to the physician performing the post-exposure evaluation:

- ◆ A copy of the WISHA regulation pertaining to bloodborne pathogens.
- ◆ A description of the employee's duties.
- ◆ Documentation of the route(s) of exposure and circumstances under which the exposure occurred.
- ◆ Results of the source individual's blood testing, if available.
- ◆ All relevant medical records of the employee, including vaccination status.

The Tukwila Pool Metropolitan Park District Executive Director will obtain a written report and opinion from the physician performing the post-exposure evaluation which shall be limited to:

- ◆ Whether an HBV vaccination is indicated, and if the employee has received such vaccination.

- ◆ That the employee has been informed of the results of the evaluation.
- ◆ That the employee has been told about any medical conditions resulting from exposure to blood or other infectious materials which warrant further evaluation or treatment.

In the event of employee exposure to blood or body fluids via percutaneous needle stick, cuts, or mucous membrane exposure, necessary medical treatment shall be administered as appropriate for the type of injury.

Sharps and Disposable Items

The following sharp instruments or disposable sharps may be encountered by employees in the TPMPD:

- ◆ Hypodermic needles
- ◆ Syringes
- ◆ Razor Blades
- ◆ Blood stained broken glass

Sharp instruments and/or disposable sharps shall be disposed of in the following manner:

1. All such sharp items shall be placed in a leak proof, rigid, puncture-resistant, break-resistant container which is conspicuously labeled.
2. The person recovering/receiving a sharps instrument or item shall be responsible for its proper disposal as soon as feasible. In no instance will any employee leave any such sharp instrument at any work station beyond the end of the employee's shift without notifying his/her supervisor.
3. Needles shall **not** be recapped, purposely bent or broken, or removed from disposable syringes. (If recapping or removal is necessary, it must be accomplished by using a mechanical device or a one-handed "scoop" technique).
4. Appropriate protective gloves will be worn at all times when handling any sharps or knives possibly contaminated by blood or OPIM.
5. At no time will any employee reach into a sharps container to retrieve any item. All such removal will be accomplished with tongs, pliers, or other mechanical tool.



Regulated waste (disposable sharps)

Contaminated sharps shall be discarded immediately after they are located or used, or as soon as feasible, in appropriate containers. This presumes that there is no compelling need to retain the item for evidentiary purposes. Appropriate containers, whether for disposal or evidence, are described as follows:

- ◆ Closable
- ◆ Puncture resistant
- ◆ Leak-proof on sides and bottoms
- ◆ Appropriately labeled
- ◆ Maintained upright

- ◆ Emptied or replaced whenever 2/3 full, except evidence containers

When moving containers containing contaminated sharps, care should be taken to assure the container is closed to prevent spillage or protrusion of contents.

In the event of leakage or protrusion, the container is to be placed in a secondary container which must also be closable, puncture resistant, and leak-proof.

Other Regulated Waste includes:

- ◆ Liquid or semi-liquid blood or other infectious materials.
- ◆ Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed.
- ◆ Items caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.
- ◆ Pathological and microbiological wastes containing blood or other potentially infectious materials.



Such regulated waste must be placed in the appropriate, labeled containers. Containers must meet the following specifications:

- ◆ Closable
- ◆ Able to prevent leakage during handling, storage, or transport
- ◆ Appropriately labeled

Containers must be closed prior to removal to prevent leaks. If outside contamination of a container occurs, the container is to be placed in a secondary container which is also closable, able to prevent leakage, and appropriately labeled.

Disposal of Regulated Waste

If regulated waste is collected, remove waste from all work areas and place in an appropriate waste receptacle lined with a red, leak-proof plastic bag, and store in the appropriate location for pick-up and disposal by an outside contractor. Such independent contractors will be responsible for the training of their employees regarding the identification, segregation, and disposal of infectious waste.

Signs and Labeling



Warning labels shall be affixed to all containers of regulated waste, laundry, sharps containers, disposable personal protection equipment, refrigerators, or freezers containing blood or other potentially infectious material, and containers used to store or transport blood or potentially infectious materials.

Warning labels will include the preceding symbol and will be florescent orange or orange-red, or predominantly so, with lettering and symbol in a contrasting color. Warning labels will be affixed to containers by string, wire, or adhesive in order to prevent their unintentional removal.

Note: Red containers may be substituted for labels. Red bags will be used for contaminated laundry and non-sharp regulated waste.

Hand Washing

All employees having direct contact with blood or O.P.I.M. (Other Potentially Infectious Materials) shall wash hands using warm water and soap before, when anticipated, but **always** after contact with blood or O.P.I.M. If such facilities are unavailable, alcohol foams or antiseptic towelettes may be used.



Employees shall immediately remove and dispose of gloves in appropriate segregated waste receptacles.

Where exposure may occur in order to prevent contamination from spreading to other work areas:

- ◆ Employees shall immediately and thoroughly wash hands and other exposed skin surfaces after removal of gloves using warm water and soap. The Tukwila Pool Metropolitan Park District encourages all employees to regularly wash their hands as a means of controlling the spread of infectious diseases.
- ◆ These procedures shall also be followed after removal of other personal protective equipment following accidental exposure to blood or body fluids.
- ◆ Reusable personal protective equipment shall be rinsed and sterilized per the recommendations set forth by the manufacturer.

Personal Protective Equipment

The Tukwila Pool Metropolitan Park District will provide and maintain, in a sanitary and reliable condition, necessary personal protective equipment which is relevant to the procedures and job functions of the various employees. Employees are required to use appropriate protective equipment for the task they are performing, except in those extraordinary circumstances when such use would, in the employee's professional judgment, prevent the service from being provided. In such cases the incident shall be investigated and documented in order to determine if changes can be instituted to prevent such occurrences.

The use of **Gloves** is indicated and must be worn:

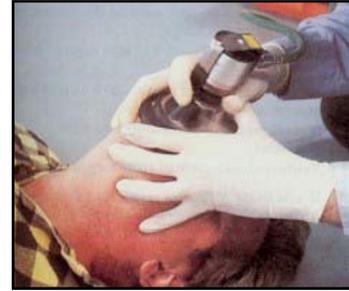
1. For all emergency response care which involves potential exposure to blood or body fluids, particularly if the employee has cuts, abraded skin, chapped hands, dermatitis, or other non-intact skin.
 2. During all decontamination procedures involving clean-up of blood or body fluids.
 3. When scrubbing equipment contaminated with blood or body fluids prior to sterilization.
- ◆ Gloves shall be of appropriate quality and material and shall comply with the standards of safety for the procedure performed. A sufficient quantity and appropriate size for each employee will be supplied by the TPMPD.
 - ◆ Hypo-allergenic gloves, glove liners, powderless gloves or similar alternatives will be made available to those employees who are allergic to the gloves normally provided.

- ◆ Gloves shall be single-use and shall be disposed of immediately following each contaminant contact or procedure.

Masks and Eye Protectors are to be available and are required to be used:

- ◆ When contamination of mucosal membranes (eye, nose, or mouth) with body fluids is likely to occur.

Resuscitation equipment is provided to minimize the need for mouth-to-mouth resuscitation and shall be easily accessible in the event resuscitation is necessary. Mouth suctioning of blood or other potentially infectious material is prohibited.



All contaminated personal protective equipment must be removed from work stations, and disposed of in the appropriate area or container prior to leaving the work area.

New personal protective equipment will also be installed to replace contaminated equipment. This will be the responsibility of the employee who used the equipment. Failure to replace/restock used materials will make the employee(s) subject to disciplinary action.

Housekeeping

A cleaning schedule for equipment with or areas will be established and maintained. The following guidelines will be followed until such time as procedures or policies require an appropriate update.

2. All equipment and surfaces shall be cleaned as soon as practical after any contamination by blood or other potentially infectious material. Under no circumstances will this be left for other officers/employees to do. It is the responsibility of the officer/employee who contaminated the area.
3. Protective coverings used to cover equipment are to be removed, cleaned, or replaced as soon as feasible after being contaminated.
4. All bins, cans, or other receptacles which will be reused and which may be contaminated are to be emptied, cleaned, and decontaminated at the end of each work shift.
5. Broken glass which may be contaminated is not to be picked up by hand, but cleaned up or picked up by using a broom and dust pan.
6. Employees shall minimize unnecessary splashing, spraying spattering or generation of droplets when cleaning blood or OPIM.
7. All contaminated materials shall be discarded appropriately. No contaminated items should be laundered for re-use.



Food and Drink

Eating, drinking, applying cosmetics, lip balm and handling contact lenses are prohibited in work areas where exposure to blood or OPIM is likely occur.

Food and drink may not be stored in areas where there is a potential for exposure to blood or OPIM.

Education and Training of Employees

All employees whose job functions involve the risk of exposure to blood or body fluids shall receive appropriate education and training prior to the commencement of their duties and annually thereafter. Such education and training shall, at a minimum, include:

- ◆ A copy of the exposure control plan and an explanation of its contents.
- ◆ A general explanation of the epidemiology and symptoms of blood borne diseases.
- ◆ An explanation of the modes of transmission of bloodborne pathogens.
- ◆ An explanation of exposure control plan and means by which the employee can obtain a copy of the written plan.
- ◆ An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials.
- ◆ An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and personal protective equipment.
- ◆ Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- ◆ An explanation of the basis for selecting personal protective equipment.
- ◆ Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccine will be offered free of charge.
- ◆ Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- ◆ An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- ◆ Information on the post-exposure evaluation and follow-up that the employer is required to provide.
- ◆ An explanation of the signs and labels and/or color-coding used by the employer.
- ◆ An opportunity for interactive questions and answers with the persons conducting the training sessions.

Additional training will be provided when new tasks or procedures involving potential exposure are instituted.

Records of training sessions will be maintained for three (3) years. Such records will include:

1. The date of training.
2. A summary of the content of training.
3. The names and qualifications of person(s) conducting the training session.
4. The names and job titles of all persons attending the training session.



Medical Records

A medical record for each employee who has experienced an occupational exposure will be maintained by the Tukwila Pool Metropolitan Park District. These records will include:

1. The name and social security number of the employee.
2. A copy of the employee's HBV vaccination status including the dates of vaccination and any medical records regarding the employee's ability to receive the vaccination.
3. A copy of all opinions, examinations, testing, and follow-up involving post-exposure incidents.
4. A copy of any information provided to any other healthcare professional regarding possible exposure.

Such records will be kept confidential and will not be disclosed to any person, except as required by law, without the express written consent of the employee. Such records will be maintained for thirty (30) years beyond the duration of the employment.

In the event the Tukwila Pool Metropolitan Park District ceases to do business and there is no successor employer to transfer the records to, the Tukwila Pool Metropolitan Park District will notify the Department of Labor and Industries at least three (3) months prior to the disposal, and will transfer them to the Department, if requested to do so.

Procedures In The Event Of Personal Exposure

All employees are required to use the following procedures in the event of exposure to possibly infectious blood or body fluids:

- ◆ **Needle Stick/Cut:** Milk the exposure to express blood and clean the wound vigorously with soap and water for at least 10-15 seconds using friction.
- ◆ **Mucosal Splash:** For a mucosal splash to eyes, nose, or mouth, flush or rinse with saline or water. For a mucosal splash to the skin or contamination of open wound, wash with soap and water. Shower and change clothes if necessary.
- ◆ **Blood Splash/Contact:** For blood splash to mucosal tissues follow mucosal splash guideline above. For blood splash or contact to chapped, abraded, cut or broken skin, wash with soap and water and again remove contaminated clothing as soon as possible.

For any other contact with blood or body fluids to skin surfaces, wash with soap and water immediately, or antiseptic wipes when wash facilities are not available. Remove contaminated clothing, shower and, if continued contamination is anticipated, put on appropriate personal protective equipment.

Reporting: Report all needle sticks, mucosal splashes, and contamination of open wounds with blood and/or body fluids to your immediate senior supervisor and record such exposures and needle sticks on the OSHA 300 Form.

Tukwila Pool Metropolitan Park District

EXPOSURE INCIDENT INVESTIATION FORM

Date of Incident	Time of Incident
Location	Person(s) Involved

Potentially Infectious Materials Involved	
Type	Source
Circumstances (what was occurring at the time of the incident)	
How the incident was caused (accident, equipment malfunction, and so forth; list any tool, machine, or equipment involved)	
Personal protective equipment and engineering controls being used at the time of the incident	
Actions taken (decontamination, clean-up, reporting, and so forth)	
Training of employee	
Recommendations for avoiding repetition of the incident, including any recommended changes to the ECP (Exposure Control Plan)	

Tukwila Pool Metropolitan Park District

HEPATITIS B VACCINE DECLINATION FORM

Facility Name: **TUKWILA POOL**
4414 S. 144th St., Tukwila WA 98168

I understand that due to my occupational exposure to blood or other potentially infectious materials (OPIM), I may be at risk of acquiring hepatitis B virus (HBV) infection.

You have given me the opportunity to be vaccinated with the hepatitis B vaccine, at no charge to myself.

However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

I have already received the hepatitis B vaccination series. (check if true)

Employee's Name (Print)

Employee's Signature

Date

If the employee is less than 18 years of age at the time of employment with the TPMPD, the employee's parent or guardian must sign below.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Tukwila Pool Metropolitan Park District

HEPATITIS B VACCINATION RECORD

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration and the benefits of being vaccinated. I also understand that my cost of the vaccine and vaccination series will be reimbursed by the TPMPD.

I, _____ (write name) have completed the following inoculations using:

_____ Recombivax-HB Vaccine or _____ Enerix-B Vaccine

- Inoculation 1 Date: _____ Given at: _____
- Inoculation 2 Date: _____ Given at: _____
- Inoculation 3 Date: _____ Given at: _____

Employee Name (Printed): _____

Employee Signature: _____

Signature of Parent/Guardian (required if employee is under 18):

Date: _____

Tukwila Pool Metropolitan Park District

EMPLOYEE MEDICAL RECORD CHECKLIST

NAME: _____

SOCIAL SECURITY NUMBER: _____

POSITION: _____

Attach a copy of the employee's hepatitis B vaccination record or declination form. Attach any additional medical records relative to hepatitis B.

Brief Description of Exposure Incident: _____

Log and attach copy of: (Check all that apply)

- The information provided to the health care professional
- The Exposure Incident Investigation Report
- The results of the source individual's blood testing, if consent for release has been obtained and results are available
- The health care professional's written opinion

Brief Description of Exposure Incident: _____

Log and attach a copy of: (Check all that apply)

- The information provided to the health care professional
- The Exposure Incident Investigation Report
- The results of the source individual's blood testing, if consent for release has been obtained and results are available
- The health care professional's written opinion

Tukwila Pool Metropolitan Park District

NEEDLESTICKS/SHARPS EXPOSURE LOG

INSTRUCTIONS:

1. Complete a log for each employee exposure incident involving a sharp
2. Make a photocopy for your own record; and
3. Ensure that the form is received by the Executive Director

Employee exposed:	Social Security Number:	Phone number/ E-mail:
Department:	Supervisor on Duty:	Phone number/ E-mail:

Date and Time of Stick or contact with Sharp:	Location of Incident:	Job classification of employee:
Nature of exposure:	Body part stuck:	Procedure being performed at time of exposure:

Describe how the incident occurred:

a. Was the sharp/ needle contaminated? _____

b. If yes, what was the contaminant? _____

c. Was training provided that could have prevented this incident? _____

d. If yes, was training/procedure being followed? _____

For the employee: What do you think could have been done to prevent this injury?

For the employer: What do you think could have been done to prevent this injury?

Employee's Signature:	Date:
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Tukwila Pool Metropolitan Park District

POST-EXPOSURE EVALUATION AND FOLLOW-UP CHECKLIST

The following steps must be taken, and information transmitted, in the case of an employee's exposure to Bloodborne Pathogens:

<u>ACTIVITY</u>	<u>COMPLETION DATE</u>
<input type="checkbox"/> Employee furnished with documentation regarding exposure to incident.	_____
<input type="checkbox"/> Source individual identified.	_____

Source Individual	
<input type="checkbox"/> Source individual's blood tested and results given to exposed employee.	_____
<input type="checkbox"/> Consent has not been able to be obtained.	
<input type="checkbox"/> Exposed employee's blood collected and tested.	_____
<input type="checkbox"/> Appointment arranged for employee with healthcare professional.	_____

Professional's Name Phone # or Company	
<input type="checkbox"/> Documentation forwarded to healthcare professional.	_____
<input type="checkbox"/> Bloodborne Pathogens Standard.	
<input type="checkbox"/> Description of exposed employee's	
<input type="checkbox"/> duties.	
<input type="checkbox"/> Description of exposure incident, including routes of exposure.	
<input type="checkbox"/> Result of source individual's blood testing.	
Employee's medical records.	

Summary of Work-Related Injuries and Illnesses



All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(G) _____	(H) _____	(I) _____	(J) _____

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(K) _____	(L) _____

Injury and Illness Types

Total number of . . . (M)	(4) Poisonings	_____
(1) Injuries	(5) Hearing loss	_____
(2) Skin disorders	(6) All other illnesses	_____
(3) Respiratory conditions		_____

Establishment information

Your establishment name _____
 Street _____
 City _____ State _____ ZIP _____

Industry description (e.g., *Manufacture of motor truck trailers*) _____

Standard Industrial Classification (SIC), if known (e.g., 3715) _____

OR _____

North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____
 () _____ / / _____
 Phone _____ Date _____

OSHA's Form 301 Injury and Illness Incident Report

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____ Date ____/____/____

Title _____

Phone (____) _____ Date ____/____/____

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



Form approved OMB no. 1218-0176

Information about the employee

- 1) Full name _____
- 2) Street _____
City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) Male Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
- 7) If treatment was given away from the worksite, where was it given?
Facility _____
Street _____
City _____ State _____ ZIP _____
- 8) Was employee treated in an emergency room?
 Yes No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness ____/____/____ AM / PM
- 12) Time employee began work _____ AM / PM Check if time cannot be determined
- 13) Time of event _____ AM / PM
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death ____/____/____



**Office of the Washington State Auditor
Pat McCarthy**

March 30, 2017

Charles Tyson
5617 S. 149th St.
Tukwila, WA 98168

Re: Tukwila Metropolitan Park District Hotline Inquiry No. H-17-007

Dear Mr. Tyson,

Thank you for your correspondence regarding the lack of an interlocal agreement between the Tukwila Metropolitan Park District and Tukwila School District for the uses of its pool. We will look into your concern during our upcoming audit of the District.

The next audit of the Tukwila Metropolitan Park District will be in the second half of 2017. When we conclude our audit, we will send you a letter with our results.

If you have any additional concerns or information, you may contact me at (253) 372-6250, ext. 116 or by email at Michael.Pursley@sao.wa.gov.

Sincerely,

Michael L. Pursley
Assistant State Auditor/Hotline Coordinator
(253) 372-6250, ext. 116
Michael.Pursley@sao.wa.gov