

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

Date and Time: Monday, June 12, 2017, 6:00 PM

Location: Valley View Sewer District Conference Room at 3460 S 148th St. Tukwila, WA 98168

1. CALL TO ORDER/MISSION & VISION/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 May 8, 2017, Special Meeting May 11, 2017, May 20, 2017 and May 23, 2017. b) Approve Vouchers	
5. REPORTS	a) Commissioners b) Pool Operations c) Financial d) Tukwila Pool Advisory Committee (TPAC)	
6. BUSINESS ITEMS	a) Tukwila School District ILA b) District Administrator Job Description	
7. MISCELLANEOUS		
8. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.		
9. ADJOURNMENT		



TUKWILA POOL METROPOLITAN PARK DISTRICT

Mission, Vision & Values

TPMPD Mission Statement:

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

TPMPD Vision Statement:

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

TPMPD Core Values:

We Value...

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

TUKWILA POOL METROPOLITAN PARK DISTRICT

May 8, 2017

6:00 p.m.

Valley View Sewer District Conference Room

DRAFT MINUTES

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.

President Frangello-Anderson read the 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.

The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioner Gengler, Commissioner Tyson, Commissioner Zaputil and Commissioner Neuffer.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director and Michelle Simpson, Aquatics Manager. Also present was Beth Tuschhoff, Girl Scout member

AGENDA

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER GENGLER.

President Frangello-Anderson requested a change in the agenda to move the Executive Session to begin after the presentation from Beth Tuschhoff, Girl Scout member.

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

CITIZEN COMMENTS

None

RESOLUTION # 2017-02

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
TUKWILA POOL METROPOLITAN PARK DISTRICT PROCLAIMING THE
MONTH OF MAY 2017 AS WATER SAFETY MONTH.**

**MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE RESOLUTION AS
PRESENTED, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0).**

Commissioner Zaputil is happy to see the commitment to water safety. Commissioner Tyson feels water safety is to be a priority every month. Commissioner Zaputil said this is a national recognition for water safety month.

CONSENT AGENDA

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting April 10, 2017
- b) Approve Voucher(s)

**MOVED BY COMMISSIONER NEUFFER TO APPROVE THE MINUTES,
SECONDED BY COMMISSIONER GENGLER.***

President Frangello-Anderson noted a correction on page 6, the Senate Bill number is 5138. On page 11, should read *including* instead of *included*. On page 19, five paragraphs down the pronoun should have been *she* instead of *he*.

Commissioner Tyson noted there were some errors in spelling and tenses. On page 15 in regards to the teacher, it should read *if the primary teacher is absent*. Also, on page 6 regarding the meeting with the Des Moines pool, he was hoping for clarity on what the feasibility study was about. President Frangello-Anderson said it was to study building another pool

Commissioner Neuffer asked if the minutes can be approved if there are questions about what was in them. Ms. Price Cargill said procedurally, she is comfortable adding things to the minutes if more than one person agrees that it was said in the meeting.

**MOVED BY COMMISSIONER NEUFFER TO APPROVE THE MINUTES AS
CORRECTED, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED
(5-0).**

**MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE VOUCHERS,
SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (5-0).**

REPORTS

a. Beth Tuschhoff

With the Girl Scout Mural Project said it was her goal to get design approval. The three designs are presented in the packet

Commissioner Tyson ask if the pool's logo had been adopted. President Frangello-Anderson said she believes that is the logo adopted by the previous board and actually under the city. Commissioner Tyson felt he has seen these proposals before in some format. Ms. Price Cargill said there is a universal sign for swimming that is included in the mural which is part of the appeal.

Commissioner Zaputil asked if these have been presented to TPAC and were there any suggestions from the committee.

Ms. Price Cargill stated there could be differences in how the proposals were printed as shades vary.

Commissioner Gengler asked Beth if the art being viewed in the packet is the final art. Beth said she was not sure. Commissioner Gengler asked how the art is going to be applied to the building, i.e. free drawing. Beth said she plans to use a projector and she has been trying to talk to the art teacher at Foster High School, but has not been able to make contact at this time.

Commissioner Zaputil asked Beth to clarify the proposed location of the mural. Beth said it was right in the entryway on the backwall.

President Frangello-Anderson asked about the size of the mural and Beth responded that she was looking for direction on that.

Commissioner Zaputil said that was what she was interested in also; the size and scope makes an impact as to what can be seen.

Commissioner Tyson feels the bottom proposal is not acceptable for consideration because it would not lend itself to cover a wall. He suggested the best methods for reproducing the art work would be by squares or by projecting it on to the wall.

Commissioner Zaputil stated for clarification that the chosen design would be painted directly on the wall.

Commissioner Gengler prefers the second design choice, but there will be adjustments that need to be made.

President Frangello-Anderson also prefers the second option and Commissioner Zaputil agrees.

Commissioner Tyson suggested a hybrid of option two and three with adjustments to the proportions.

Commissioner Gengler agrees with Commissioner Tyson and would defer to an art person, perhaps a teacher.

Ms. Price Cargill said when looking at the wall currently, there is a portion of the wall and then lighting and above that is more wall space. However, she feels the mural should be done only below the lighting.

President Frangello-Anderson asked what is the next stage for this project. Beth said the first thing is to paint the entire wall white and then sketch the mural and get volunteers to come and paint.

Commissioner Zaputil wants to make sure that the wall is properly prepared and will not be an issue to maintain in the future once the mural is complete.

President Frangello-Anderson said the consensus of the board is to go with the concept of the second option and she thanked Beth for her presentation.

Commissioner Tyson suggested a baby blue background might be better than a white background.

Beth asked about the signage on the building.

Commissioner Zaputil asked for clarification on what Beth is asking about. Is she asking about how she can contribute or is this the decision on where to put the sign?

Commissioner Gengler was at the TPAC meeting and she brought up the third Saturday Event. To understand the project; it is a two-part project, one is to choose the mural and the other piece is Beth needs feedback on what would be the most helpful regarding signage. Commissioner Gengler noticed in going around the city, the Parks and Recs Department has a large banner by the family center. She feels this is a great way to get the word out to lots of people about events.

A discussion ensued amongst the board members regarding the road sign that reads Tukwila City Pool which is currently posted. There was a suggestion that Beth speak to the Mayor's office about possibly changing that sign.

Commissioner Gengler recalled a discussion about the sign and it was better to have something there even if some people are not happy with the verbiage. Erecting signs can be tricky depending on who's property is being used.

Commissioner Tyson stated that Pat Brodin would be a good contact person. He is in charge of Public Works for the City of Tukwila.

Commissioner Zaputil recalled that Beth's project involved longevity. To that end, the signage should be permanent. She understands that the Des Moines Pool has many signs around their area.

Commissioner Tyson volunteered to contact Mr. Brodin to see what could be done about more city signs.

Commissioner Gengler stated that would not address Beth's project. She wondered if Mr. Brodin would have information about how to hang those banners like Parks and Recreation has done.

Commissioner Tyson said if he did not have that information, he might know who to ask for more information.

Commissioner Gengler said that those large banners would have more impact than smaller roadside signs, even if those banners were only temporary, meaning six weeks or more. If the pool could have banners announcing the third Saturday Events, that could bring more people to the pool. Perhaps Commissioner Tyson could ask Mr. Brodin to get an idea of what is involved getting signs like that put up, then Beth could do the communication and legwork involved, if that is agreeable with Commissioner Tyson.

Commissioner Tyson is agreeable to that solution.

Commissioner Zaputil feels Beth is looking for direction from the board as to which signage they would like her to pursue.

Commissioner Tyson would like to see more permanent road signs as opposed to the banner. He did notice the banner and it was carefully worded so it could be used year after year.

Commissioner Gengler thinks that if Commissioner Tyson is willing to reach out to find out more about signage and then Beth can focus on whatever signage is appropriate.

President Frangello-Anderson said the consensus of the board is to focus on the road signs.

Beth said her timeline to finish her project is by the end of June and she will contact Commissioner Tyson to see what he finds out from the city.

Ms. Price Cargill said to be sure when talking with the city that the current sign should remain, but more signs are needed.

Commissioner Tyson would like to use the leverage of the board to ask that the current sign be taken down and a better one put in its place. He also said he would see if a meeting would be possible with Mr. Broden, Beth and himself.

Commissioner Zaputil felt that would be an excellent idea to find out how the city would could help get more and better signage.

President Frangello-Anderson said the consensus of the board is to have Beth work with Commissioner Tyson and Mr. Brodin to see what is involved to finish Beth's project.

Ms. Price Cargill thinks it may be helpful to clarify if the board would like the current sign taken down as that seems to be an unsettled question.

Commissioner Gengler does not want the sign taken down unless there is one to replace it at the same time. The city may not want to spend that type of money. If the pool tells the city that the current sign is incorrect and to fix it, the city may elect to just take it down.

Commissioner Tyson pointed out that the Historical Society did not pay for their road signs.

Commissioner Gengler said she would just like to have more signs and banners.

President Frangello-Anderson asked Beth what she envisioned as the time it would take to complete the mural. Beth replied she thought it would take two weekends; one to sketch and then one to paint. She did not think it would take too many people to get this done.

Commissioner Zaputil said while this is an exciting project, without having true paint colors, etc., there needs to be some supervision or communication with the pool during this project.

Ms. Price Cargill feels it would be beneficial to decide at this meeting what color the background should be.

Commissioner Gengler says she is not comfortable giving a color mandate as she is not a color expert. She feels there should be some discussion with TPAC regarding these decisions.

President Frangello-Anderson agrees with Commissioner Gengler, she is not ready to give this kind of direction.

Commissioner Zaputil said that Ms. Price Cargill could work with Beth and TPAC as far as a timeline to get this project underway and completed by the deadline. She is also concerned about giving color direction.

Ms. Price Cargill stated the logistics are that these color questions cannot be deferred to the next TPMPD board meeting, so does the board wish this deferred to TPAC to make these decisions or call a special meeting.

Commissioner Zaputil asked if a survey could be done without doing reply all once the concept has been further drilled down.

Ms. Price Cargill stated if it was a simple thing of either white or light blue, then that would be an easy thing to do; however, each computer will show different shades of these colors on different computers.

Commissioner Zaputil said that perhaps having a special meeting at the pool where everyone can see the choices in person would be a good idea.

Commissioner Gengler offered a different solution which might be to choose four or five shades of each color and put them on a poster board or paint them on the wall and have people come back at a time that works best for them to make their choice. Also, it would be a good way to get an idea of the scale of the image.

Commissioner Zaputil liked this idea.

Commissioner Tyson suggested that Beth put together color schemes and leave them at the desk for the commissioners to drop in and review. She could pick up swatches at the paint store and on a sketch, identify which colors would go where as far as background.

Commissioner Zaputil asked who would collate those results and who would make that decision or should a special meeting be held. The board cannot vote outside of OPMA.

President Frangello-Anderson likes the idea of the visual with the colors numbered. There would have to be a special meeting to make it official.

Commissioner Gengler said there would be a survey before and then a special meeting at the pool.

President Frangello-Anderson stated there needs to be a timeline to get this done in less than two weeks.

Commissioner Tyson proposed that Beth have the visuals by Monday and by the end of the week the board would have time to stop by and look at the proposals. Beth said she would have the proposals ready by then.

Ms. Price Cargill asked about scheduling the special meeting now.

Commissioner Gengler answered the audience member's question about the coloring and different ways of looking at the project.

Commissioner Zaputil asked if Beth felt she could have the proposals ready both physically and electronically by the 15th.

President Frangello-Anderson asked the board if Monday the 22nd would be the best date for a special meeting.

Commissioner Tyson would not be available on the 22nd as he will be out of town.

Commissioner Zaputil asked if Commissioner Tyson could articulate his choice to President Frangello-Anderson.

Ms. Price Cargill suggested that Commissioner Tyson inform President Frangello-Anderson of his choice before he leaves on vacation.

Commissioner Tyson agreed to cast his vote with President Frangello-Anderson.

Commissioner Neuffer would like to have the special meeting on the 20th.

Commissioner Zaputil suggests the meeting take place after the Pirates in the Pool Event.

President Frangello-Anderson set the special meeting for May 20th at 3:15 p.m. and the board agreed.

EXECUTIVE SESSION

President Frangello-Anderson called for a 20-minute Executive Session at 7:03 p.m. per RCW 42.30.110(g) to discuss the performance of a public employee. The session was extended by another 20 minutes to end at 7:43 p.m. and was extended again by twenty minutes to 8:05 p.m. and extended again by 15 minutes. The meeting resumed at 8:19 p.m.

REPORTS continued

c. Commissioners

Commissioner Zaputil felt the retreat went smoothly and was a great experience. Pirates in the Pool will be held on May 20th at the pool. Legislative Bill 5138 is

awaiting the governor's signature. Commissioner Zaputil attended the Finance Committee Meeting which was mostly about policies.

Commissioner Tyson reported that his wife has been enjoying the pool four days a week.

Commissioner Gengler announced the Done in a Day is scheduled for Sunday, June 4th. She will send out emails and post a sign-up sheet at the pool for patrons who would like to volunteer. Ms. Simpson will be getting the task lists together and a grill out idea is being discussed. She attended the Marketing Club meeting also and will work with Ms. Simpson to get volunteer sheets printed which will include all up-coming events. She attended the Finance Committee meeting in which they are going through policies.

Ms. Price Cargill asked what time will the Done in a Day start and Commissioner Gengler stated it will begin at 9:00 a.m. The reason Sunday was chosen is because the pool does not open until 11:00 a.m.

d. Executive Director

Ms. Price Cargill said that in addition to the written report, she had the pool's attorney review the short-term rental agreement which he had not seen before and he made one adjustment to that document. She finished drafting a long-term agreement which was sent to Mr. Snure and will probably also be forwarded to WCIA for review. Regarding the proposed meeting with the school board, none of the requests to meet has had a response. This may be the time to request Commissioner Tyson's assistance by contacting the school board's president since that contact did create reaction last time.

Commissioner Tyson said he did not know if the same man is still the president. Commissioner Gengler stated that this man is still in the same role; however, he is out of the country currently. Commissioner Tyson will attempt to make contact.

Commissioner Neuffer is concerned that something needs to be in place before the next school year. The school district needs to know that these programs cannot be put on without an agreement in place.

Commissioner Zaputil asked if anyone had seen the course guide for next school year. Commissioner Gengler has not seen the guide, she is not sure it is out yet, but she will follow up on that.

Commissioner Gengler asked if operations had a discussion with the swim person at the school to see if they know anything about next year's possible swim classes. Ms. Price Cargill said she did speak to the instructor and was only told that the instructor will not be teaching the boys next year and that someone else will be teaching the boys.

Commissioner Gengler said then there is an indication that the school, or the teachers, at least, feel there will be swimming offered next year. Ms. Price Cargill said the teachers seem to be under that impression. Commissioner Gengler will follow up to see if the course guide is completed. She did attend the Special School Broad Meeting and spoke about how important swimming is and how the pool wants to maintain the relationship with the district.

Commissioner Zaputil thinks anything that the commissioners can do to keep the pressure on, whether its daily emails or whatever it takes to get results. Ms. Price Cargill said at this point the only thing that has brought any results was Commissioner Tyson's phone call.

Ms. Simpson asked if the current agreement states that the school is responsible for buying the children's lifeguarding textbooks. Ms. Price Cargill said the current agreement does not mention the lifeguarding classes at all because that is a separate conversation.

Ms. Simpson said that the children do not have their textbooks for the lifeguarding classes. Commissioner Zaputil asked if the pool was responsible for providing those books. Ms. Price Cargill replied that she has no information regarding that.

Commissioner Gengler has information that the lifeguarding class was part of Curriculum Council that will be discussed in a couple of weeks.

Commissioner Zaputil asked if the students need the textbooks to pass the course and Ms. Simpson said they do have to have them. She also said she sent the PE teacher an electronic textbook so that she could make copies, but so far, that has not been done. She is not sure what the issue is, but it could be because the book is 240 pages, front and back, and color.

Commissioner Tyson was concerned about the copyright of the book. Ms. Simpson said it is a Red Cross book so that is not a concern.

President Frangello-Anderson asked if the teacher knows that the students need this book and Ms. Simpson said yes, the teacher is aware; however, she is just the teacher of record. Ms. Simpson is actually teaching the class as she is a certified lifeguard instructor.

Commissioner Gengler asked when the course would end and Ms. Simpson said the course ends on the last day of the school year. Commissioner Gengler asked Ms. Simpson to email her a copy of the book.

Commissioner Zaputil asked Ms. Simpson what the cutoff date would be for the students to have the book in order to successfully pass the course. Ms. Simpson said they would need them by tomorrow.

Commissioner Zaputil wondered if it would be helpful for the pool to have several copies of the book available. Ms. Simpson said she has several copies of the book, but not enough for each student.

Commissioner Tyson wondered what the cost would be to buy it from the book store and Ms. Simpson guessed it would be about \$40 to \$45. Commissioner Gengler will talk to the superintendent tomorrow to see if the resources at the school can be used to print out the books.

Ms. Price Cargill reported that the sales tax increased to 10% and this caused a decrease in the profit margin by .50%. One of the things that the pool sells is birthday parties. In the last twelve months, the pool has sold \$3,000 in parties and paid \$300 in taxes. She feels that the pool should add tax to that item.

Commissioner Tyson believes the consumer should be paying the taxes.

Ms. Price Cargill it is her understanding, when the rates were set last time, the rates included sales tax. The pool charges taxes on lap swims, exercise class or special events. The pool does not have to pay taxes on swim lessons.

Commissioner Zaputil stated that the pool pays tax; however, the rates paid by the consumer includes the sales tax. She understands that from an operational standpoint, it is easier on the patrons to include the tax to make the amount paid an even dollar number.

Ms. Price Cargill said she wanted to focus just on this one idea and not get into a comparison of what other districts are doing. Commissioner Gengler asked why it was just the one item that concerned her. Ms. Price Cargill said it was because most people use a credit card to pay for this item so the impact is different.

President Frangello-Anderson understands what Ms. Price Cargill is saying; however, the guide has already been printed and if the tax is going to be added to rentals, that should be in writing in the guide.

Ms. Price Cargill said it is not an additional charge, just when purchasing a party, tax will be added. President Frangello-Anderson felt it should be stated somewhere in the guide in writing.

Commissioner Tyson suggested the items that are taxable could have an asterisk with a footnote about the tax.

Commissioner Zaputil thought this could be an addition to the fall guide. She felt this may be confusing to customers.

Ms. Price Cargill said she would have contact with a person booking a party and would tell them the price plus tax would be the total.

Commissioner Zaputil said that by doing it the way Ms. Price Cargill is suggesting, it would net the pool \$300 more revenue.

Commissioner Gengler does not have a problem doing it as suggested, but it should be done methodically.

Ms. Price Cargill brought this point up to get the board's reaction and feedback to this suggestion and did not expect action to be taken on it tonight.

Commissioner Neuffer suggests putting this item on the Programming Committee agenda and bring it back to the board with recommendations.

Commissioner Tyson wondered if a vending machine has been considered for selling some of the items. Commissioner Gengler said there was one, but there was candy and school kids would come and use it. However, it made money for the vending machine company.

Commissioner Tyson said a vending machine could have healthy alternatives. Commissioner Gengler said that is worthy of a discussion later to see if the pool wants to invest in a machine or contract out to a vending company. However, she feels the front desk people can handle the purchases at this time.

Commissioner Gengler had a question on neighbor care and what is the pool charging them. Ms. Price Cargill said \$1, but it should be \$2, but because the pool is not a partner with them, the pool was not notified.

Commissioner Gengler asked about the Programming Committee requested tracking, does that mean people are signing up when they come in. Ms. Price Cargill said no, the tracking is done by the computer, but the person at the front desk can press either the resident or non-resident button which encourages the staff to ask questions.

e. Pool Operations

Ms. Simpson held an in-service on April 16th and another one was held yesterday plus one on Wednesday, so each month two in-service options are available. She said that the swimmer in distress incident was discussed at the retreat and the incident report was distributed.

Commissioner Neuffer asked if Ms. Simpson feels the staff readiness is now in place after this incident. Ms. Simpson plans to recertify the entire staff and update their skills. The Red Cross updated their program in 2017, so all lifeguards should

be updated by August. These skills are also practiced in every in-service class and feels much better about the staff and their abilities.

Ms. Simpson indicated that her and her husband had cleaned the men's room shower by hand and the drains were cleared out. The urinal in the family bathroom will not be replaced, but the one bathroom has to be hand mopped. Two quotes have been received on repairs in the bathrooms and shower rooms. There was a problem with the hot water and McKinstry came out, found the issue, and fixed it.

More swim classes have been added to the programs and are receiving many signups.

f. Financial

Commissioner Gengler asked about the report data on page 43, under merchandise taxed, April shows nothing. Ms. Price Cargill said that everything that fell into the category was listed under unitemized; however, the records are being worked on to fix that issue. Commissioner Gengler asked about several more issues with the Rec 1 report.

Commissioner Gengler asked if a snowflake ornament was actually sold. Ms. Price Cargill replied no, that was to correct overages in the till and depositing them as donations.

Commissioner Zaputil asked if the extra monies are always overages and are there ever shortages. Ms. Price Cargill said, no, it is almost always overages; people forgetting to ring items in and such.

Commissioner Gengler stated that if items are not being rung up, it could be someone trying to pocket extra cash and that would make overages. She is unclear about what the best practice would be, but the trend needs to be watched. Ms. Price Cargill said that she is keeping track of that.

Commissioner Zaputil asked about the SAO, end of year that has to be done by end of May and is that on track to get the all that information ready by that deadline. Ms. Price Cargill said, yes, there should be no problem meeting that goal.

Commissioner Tyson suggested that Vistaprint could print business cards at a lower rate.

Commissioner Gengler feels it is good to shop different vendors for things like printing, the main concern can be the shipping costs.

g. TPAC Report

Commissioner Zaputil thanked TPAC for their community outreach and was pleased to see the discounted coupons being redeemed.

BUSINESS ITEMS

- a. Financial Policy Review
- b. Lifeguard Training Plan
- c. Employee Handbook Review
- d. 20-Year Master Plan Committee

Commissioner Gengler asked if copies of employee handbook draft versions are kept. Ms. Price Cargill said there are electronic copies. Commissioner Zaputil recommended using revision date instead of draft date.

MOVED BY COMMISSIONER TYSON TO TABLE ITEMS 7A, 7C AND 7D UNTIL THE NEXT MEETING, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (5-0). CONSENSUS AGREEMENT THAT ITEM 7B WAS ADEQUATELY COVERED IN THE REPORTS.

MISCELLANEOUS

MOVED BY COMMISSIONER GENGLER TO REVIEW THE TPMPD ORGANIZATIONAL STRUCTURE AND ELIMINATE THE EXECUTIVE DIRECTOR POSITION EFFECTIVE IN 30 DAYS, SECONDED BY PRESIDENT FRANGELLO-ANDERSON.

Commissioner Gengler said she did not make this motion lightly, but feels this is in the park district's best interest.

Commissioner Zaputil asked about what the plan is going forward. She was very concerned about the transition without having a plan going forward. Commissioner Neuffer also noted that 30 days is not enough time.

MOTION CARRIED (3-2) WITH COMMISSIONERS GENGLER, COMMISSIONER TYSON AND PRESIDENT FRANGELLO-ANDERSON VOTING "AYE" AND COMMISSIONER ZAPUTIL AND NEUFFER VOTING "NAY".

Commissioner Zaputil indicated that we were just made aware that if there were more than 3 candidates in the upcoming election, a primary would take place. This was not in the budget.

ADJOURNMENT

MOVED BY COMMISSIONER TYSON, SECONDED BY PRESIDENT FRANGELLO-ANDERSON TO ADJOURN AT 9:21 P.M. MOTION CARRIED (5-0).

Christine Neuffer, Clerk of the Board of Commissioners

DRAFT

DRAFT SPECIAL TUKWILA POOL METROPOLITAN PARK DISTRICT

May 11, 2017

5:30 p.m.

Boulevard Park Library, 1215 Roseberg Ave S., Seattle, WA 98168

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER

President of the Board: President Frangello-Anderson called the meeting to order at 5:30 p.m.
President Frangello-Anderson.

The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioners Gengler, Commissioner Tyson, and Commissioner Neuffer.

MOVED BY COMMISSIONER GENGLER TO EXCUSE COMMISSIONER ZAPUTIL AND COMMISSIONER NEUFFER UNTIL SHE ARRIVES, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (3-0).

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director and Michelle Simpson, Aquatics Manager

AGENDA

- Executive Director Transition Plan
- Job title

MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (3-0).

CITIZEN COMMENTS

None

EXECUTIVE DIRECTOR TRANSITION PLAN

Commissioner Gengler stated that at the previous regular meeting of the TPMPD, a motion was made to eliminate the executive director position and there is a termination clause of thirty days. That is the timeline for the transition; however, part of the agenda tonight is to create a job posting or develop a position and she is not prepared to do this now. The reason she made the motion is because she does not feel the current organization structure is the working for the district. She has been researching how to fill the duties once the transition has happened.

President Frangello-Anderson said that Commissioner Zaputil sent the board an email with her thoughts and comments about the transition. President Frangello-Anderson felt some ideas could be discussed about job description.

Commissioner Gengler said there are certain tasks that need to be done during the transition and beyond; however, she would like to take time to create positions. She feels the Commissioner Zaputil's comments can be used as a working document.

Commissioner Neuffer arrived at the meeting at 5:39 p.m.

Commissioner Gengler is happy to use Commissioner Zaputil's comments as a working document and a starting point.

President Frangello-Anderson agreed that the job title portion of the meeting will need to be discussed at another meeting.

Commissioner Tyson has come up with a proposal to split the duties between three different supervisors within the pool's structure. One would be aquatics, second would be compliance and operations, and third would be maintenance.

Commissioner Gengler asked Commissioner Tyson to clarify if he was speaking about during the transition or long term. She thinks that all three of those areas need to be dealt with in either case.

Commissioner Tyson would like to identify staff that could take on those responsibilities within the thirty days. A list of duties under those three headings would have to be drawn up to see if that would handle all the duties necessary to operate the pool.

Commissioner Gengler suggested that the board look at the document that Commissioner Zaputil created and also reference the document that was created when the administrative director position was eliminated. She is concerned that these items on both documents are addressed during the transition period so things do not fall through the cracks.

President Frangello-Anderson agreed that there needs to be a plan in place during and after the transition.

Commissioner Gengler understood there was a letter sent out to staff authored by Ms. Simpson.

Ms. Simpson stated the letter was not sent out via email, but posted at the pool.

Commissioner Gengler asked if Ms. Price Cargill intended to do a thirty-day transition.

Ms. Price Cargill said she informed President Frangello-Anderson that she felt it was better for her to not be at the pool right now because it was better for the staff to be unaware of what was happening until the board knew what was happening. She did not want to add to the staff's sense of uncertainty as that would not be productive. She asked that no letter go out until she

had a chance to send one out. To avoid any questions, she has been working from home these past several days.

Commissioner Gengler summarized that she understood Ms. Price Cargill to say she wanted to send out a letter letting the staff know what was happening. Ms. Price Cargill agreed that was her desire that she had expressed to President Frangello-Anderson.

Commissioner Gengler said that communication was one of the challenges that has been ongoing; however, President Frangello-Anderson choose to send out a letter in the best interest of the board. That letter was to state that the executive director position has been eliminated and there will be a transition. Commissioner Gengler stated, so going forward, is it Ms. Price Cargill's intention to work through the transition period.

Ms. Price Cargill stated that was what she has been asked to do.

Commissioner Gengler asked does that mean Ms. Price Cargill is going to work during that time. Ms. Price Cargill replied that she was unaware there was an option. If she did not work, she would be abandoning her job and that is not something she would do.

Commissioner Gengler said everybody has an option as stated in the employee manual. Ms. Price Cargill stated that she would work the thirty days.

Commissioner Neuffer wondered if the attorney should be involved in this discussion to see if the board could agree to terminate earlier and ensure that Ms. Price Cargill would be eligible for unemployment.

Ms. Price Cargill said particularly since she is not being allowed to do her job, which is to communicate with the staff, and the board has been doing that without her knowledge, which makes it difficult to perform her duties.

Commissioner Gengler stated that Ms. Price Cargill has expressed a desire to write a letter; however, no letter appeared. The board felt that something had to be communicated to staff to let them know what was happening.

Ms. Price Cargill said the letter would have been issued after this meeting once there was some clarity to communicate with the staff. The purpose of the letter was to wait until there was a plan and then communicate that with the staff.

Commissioner Gengler stated the letter from the board basically communicated what happened at the Monday meeting, which was a public meeting. What she heard from Commissioner Neuffer is can the board decide to withgo the thirty-days and can the board have a discussion about that topic.

Commissioner Neuffer, to her understanding of the contract is that if all parties agree, the contract can be amended which would leave Ms. Price Cargill in a better position. Commissioner Neuffer wants to take care of the employee.

Commissioner Gengler agrees that taking care of employees is her desire also. She is not sure if the attorney needs to be involved with this decision. The purpose of tonight's meeting is the transition because the position has been eliminated. That affects someone which is unfortunate; however, that has happened before. Ms. Price Cargill still has information to pass on to other managers who do not currently know and/or may need to know.

Ms. Price Cargill stated she has been working on a document for the past several days with specific details on how to do everything.

Commissioner Neuffer appreciates those efforts. If an agreement could be reached for Ms. Price Cargill to leave earlier that everyone could live with to continue to assist with the transition. This is part of the transition discussion.

Commissioner Gengler is hesitant to make any kind of decision without a positive nod from the attorney. That should not take much time, but she would be more comfortable if the attorney looked at wherever agreement is drafted.

Commissioner Neuffer said she did not feel a motion is needed, but the attorney should be contacted before any agreement is signed.

President Frangello-Anderson stated she will contact the attorney, but she does not feel there would be an issue.

Commissioner Gengler asked if an amicable agreement that would not endanger the ability to be eligible for unemployment and be supported by Ms. Price Cargill could be reached, would that be agreeable. Ms. Price Cargill replied that she would agree to that arrangement.

President Frangello-Anderson will follow-up and keep the board informed via email.

Commissioner Gengler said that clarity is needed from the attorney and if this does require a motion, then a special meeting would be required. In referencing the document from Commissioner Zaputil, she listed the duties that would need to be performed by the board, which is most of the responsibilities of the executive director.

Commissioner Gengler would like to go through that list and see which duties can be given to the aquatics manager as operational, since she has expressed interest in some of those tasks.

President Frangello-Anderson said that the first thing on the list is can operations take over Paychex and there are no issues with that. Secondly, can operations take over scheduling and Ms. Simpson stated she is already performing that duty. Lastly, can operations take over Rec 1 and Ms. Simpson responded with a question to whether there was training on Rec 1.

Commissioner Gengler said that is sounds like Ms. Price Cargill will help train Ms. Simpson during the transition.

Commissioner Gengler said that when the pool first looked at Rec 1, there was and is a website, so there must be a way to get some training. Ms. Price Cargill said she was willing to help Ms. Simpson learn the system.

Ms. Simpson feels there must be Rec 1 training, but the staff does use Rec 1. However, there is a backend of the software which involves much more in the reporting and is more difficult to use.

Commissioner Neuffer feels she could take over a lot of the clerk-type duties listed such as sending out notices of meetings, coordination with the transcriptionist for minutes and the like. However, she does not have a working printer at home.

President Frangello-Anderson said Commissioner Neuffer would need access to the website. Ms. Price Cargill stated that Ms. Simpson has her own access to the website and could post the meeting announcements to the website.

Ms. Price Cargill stated the Ms. Simpson has administrative privileges so she can provide access to anyone who needs to use it.

President Frangello-Anderson said in summary, Commissioner Neuffer could take on the notices of meetings and the packets. Commissioner Neuffer said she is not sure if she can do the entire packets; however, she could take on contact with Lady of Letters, Inc. regarding the minutes. The packet contents come from different sources.

Commissioner Gengler thinks that many heavy tasks were in inherited from the City. In her researching of how other pools run, she feels the board has become too format formal as it is now. She is willing to take over creating the packets for the time being and going forward, a discussion should be had about what the board needs and what is needed to keep the public informed.

Commissioner Neuffer stated that this is a very labor intensive program. President Frangello-Anderson said that is what the City has always had and TPMPD is just following that precedent.

Commissioner Gengler told Commissioner Neuffer she is willing to help with the packets and the board should be able to handle the minutes.

President Frangello-Anderson said she has been sending the audios to Lady of Letters and would be happy to handle receiving and editing of the minutes. Ms. Price Cargill stated she has been sending notes about times, motions, spelling of people's names and any other notations. Lady of Letters staff rely on those notes to get the minutes into the correct form. President Frangello-Anderson said she will do that as well.

President Frangello-Anderson asked about performing records retention posting and performing record requests and whether or not there is a procedure for that. Ms. Price Cargill

said there has not been one since she has been at TPMPD; however, there is a form on the website with a procedure to follow.

Commissioner Gengler said the most of the past records should be digitized and the current records are on the website already. A records request has a five-day response time.

Commissioner Gengler wants to know where the email address is that records requests are sent to so that it can be checked daily. Ms. Price Cargill said everything electronic is on the server and there are several branches to the server. There is a district branch, an operations branch and President Frangello-Anderson asked who has access to all the branches. Ms. Price Cargill has tried to give Ms. Simpson servers access, but that failed, so she is still looking for the answer to that issue.

President Frangello-Anderson would take on the election coordination.

Commissioner Neuffer suggested that policy review and editing could be done by the specific committee that is asking for the policy, i.e., finance committee, which could be assigned as needed.

Commissioner Gengler thinks procedure review and editing would depend on whether it is operations or some other area. This is not necessarily an everyday task, but someone should serve as a point person for reviews.

Commissioner Neuffer will be attending the TPAC meetings, so she would be the most likely candidate to take on the task of communication with the TPAC Committee. However, the minutes of the TPAC meetings should be sent to Commissioner Gengler for now so they may be included in the packets.

President Frangello-Anderson speaking about who will be responsible for the support for the Girl Scout project. Swatches should be in by Monday and there will be a short meeting on Saturday at 3:15 to approve colors.

Commissioner Gengler asked Ms. Price Cargill if she felt she could continue to work on this project. Ms. Price Cargill said she feels this project should transition to TPAC. President Frangello-Anderson asked Mr. Shipman if he would be the contact for this project and he said that would be fine. Ms. Price Cargill said Beth from the Girl Scouts needs to have some sort of formal advisor on the project.

President Frangello-Anderson asked Commissioner Tyson if he has been in contact with Beth, but that has yet to happen. However, he was able to make contact with Mr. Brodin about street signs and the pool can have six additional signs.

President Frangello-Anderson stated she would be the named advisor on Beth's project. Ms. Price Cargill has taken a picture of the wall in its current state.

Moving onto the financial issues, which are the budget including mid-year review and amendment. Commissioner Gengler has spoken with Ms. Simpson and she has expressed interest in working with the budget. Commissioner Gengler asked Ms. Simpson if she would be interested in taking on this task. Ms. Simpson replied in the affirmative, she would although she has many questions about the budget and she plans on attending the finance meeting going forward. She would like to have the board's support.

Commissioner Neuffer said that the language would have to be reviewed with her.

President Frangello-Anderson asked Ms. Price Cargill if she can finish the state audit report before she leaves the district. Ms. Price Cargill stated that it involves a lot of work; first is going through the expenditures for the previous year and then going to the state website, recording all that data plus other details. President Frangello-Anderson asked where this data comes from and Ms. Price Cargill said it was something that the accountant usually does; however, he taught her how to complete the task.

President Frangello-Anderson thought that Mr. Dance, the accountant, could do this for the pool given the proper documents. Ms. Price Cargill has not started on this project and Mr. Dance has access to everything he needs to complete this report. He would do the coordination on the audit as well.

Commissioner Tyson announced that there is a chance that he would resign his position before the end of his term. He would know for sure by May 19th.

The board discussed what would happen in that case, could the board appoint someone for the remainder of the term, does it just go vacant until the next election. President Frangello-Anderson will ask King County what this would entail and report back.

The next item on the list is voucher signatures and King County Finance coordination. Commissioner Neuffer said she signs one side of the vouchers and wondered who would sign the other side. Ms. Price Cargill there is a new form that needs to be completed by the entire board assigning somebody as the second signature and she believes President Frangello-Anderson is already assigned as the second signature.

Commissioner Gengler asked Ms. Price Cargill if she had access to that information and Ms. Price Cargill replied, yes, she does.

President Frangello-Anderson said the bookkeeper works ten hours a week to do the bookkeeping. Ms. Price Cargill stated that Kristine, the bookkeeper, is spending a lot of time doing front desk work, so her hours do run over.

Commissioner Gengler said if operations is just doing the finance work, how would that impact the bookkeeper's hours. Ms. Simpson replied that she would release her from desk work so she could just focus on the bookkeeping. Ms. Simpson asked if the bookkeeper did the deposits or would she need to pick up that task. Ms. Price Cargill said there should be two different controls, one person doing the bookkeeping and another doing the daily deposits.

Commissioner Gengler feels all the rest of the items on Commissioner Zaputil's list could be done by operations.

President Frangello-Anderson asked about the procedure when the bills come in, do they go to Ms. Price Cargill. Ms. Price Cargill said they go to her and the whole board for feedback and from there they are given to the bookkeeper.

President Frangello-Anderson said that the bills would now go to Ms. Simpson so she could code them and send them on. Ms. Price Cargill did not understand what the question was when she gave the last answer, the bookkeeper receives the bills directly and she codes them and then gives them to Ms. Price Cargill.

Ms. Simpson stated she would probably receive the bills first and then pass them onto the bookkeeper. As far as deposits, she needs to know which bank to use. Ms. Price Cargill has been doing the deposits weekly. Ms. Simpson also needs to be shown how to get into the safe.

Commissioner Gengler said there are some things Ms. Simpson needs to be trained on and is relying on Ms. Price Cargill and Ms. Simpson to work out a schedule for that training. Ms. Simpson asked if she will be signing the paychecks. Ms. Price Cargill said no, the accountant does that or another signer on the account.

President Frangello-Anderson asked about when then input for next week's paychecks start. Ms. Simpson said it would start the 16th. Ms. Price Cargill said there is a three-day window to get all the data to Paychex and have the checks in hand to give to the employees.

Ms. Simpson said that doing the data input for the paychecks is something she has experience with and is comfortable with the task. Ms. Price Cargill will work with Ms. Simpson on more training with this duty.

President Frangello-Anderson said the next item on the list is King County grants and she is unaware if there are any grants currently. Ms. Price Cargill stated that it is possible Commissioner Zaputil is talking about King County Best Starts for Kids which is about getting younger swimmers swim lessons paid for. There is an informational session to learn about this grant.

President Frangello-Anderson felt that someone from the board or operations could attend this meeting.

Ms. Price Cargill stated that Ms. Simpson is up on all the IT the pool currently uses and has all passwords needed.

President Frangello-Anderson asked about rack space and if operations maintains that or is there a vendor that handles that maintenance. Ms. Price Cargill said that she was unaware of any issues with rack space. Whenever a new staff member needs a new email address or if a commissioner leaves, all that person's emails are archived on the rack space, which is on the server.

Commissioner Gengler thinks that best practices and procedures need to be developed, if it is not done regularly, and feels that it is an operational task. These types of details can be delegated to someone who is qualified to complete the task and be overseen by Ms. Simpson.

Ms. Simpson asked who should be called if there is an emergency. The lists of emergency phone numbers need to be updated.

President Frangello-Anderson asked if the Valley View meeting space has been reserved for the year. Ms. Price Cargill said, yes, it has been reserved and if there is an issue, then she calls Valley View. President Frangello-Anderson then asked about the key to the building. Ms. Price Cargill said the key was assigned to her and she will be returning it.

President Frangello-Anderson feels she would be the best contact person for holding the key and will contact Valley View to get a key.

Commissioner Gengler asked Ms. Simpson if she felt staff could keep the website updated. Ms. Simpson felt certain she would be able to delegate this task to qualified staff.

President Frangello-Anderson stated that the executive director's email should be directed to her once Ms. Price Cargill leaves employment.

President Frangello-Anderson asked about the weekly backup on the hard drive. Ms. Price Cargill said that the external hard drive has been located, but does need a new cable. The current cable is on loan.

President Frangello-Anderson asked if everything on the server gets backup and how often. Ms. Price Cargill stated she has not been able to complete this task prior to receiving the cord for backing up the equipment; however, Mr. Perkins was supposed to be doing a complete server backup weekly. Ms. Price Cargill has been doing the backup since discovering the equipment. It is a very easy task to perform.

Commissioner Gengler will take over the ILA agreement with communication.

President Frangello-Anderson asked about contract review; is it with vendors or staff. Ms. Price Cargill said there is both, she finished drafting a long-term rental agreement and that is under review with the attorney. Commissioner Neuffer feels the rental agreement should go into programming.

Ms. Price Cargill said that the long-term vendor agreements between Mr. Snure and Lady of Letters and all contracted officers need to be revised to meet WCIA recommendations. The audit of 2016 provided language that should be inserted into the contracts to make them more current and accurate. President Frangello-Anderson will take on this task of updating these contracts when it is time to renew them and they are on the website. The Word version of these documents are on the server.

President Frangello-Anderson felt that HR records should be an operations task. Ms. Simpson asked about the finger-printing, etc. Ms. Price Cargill will also train Ms. Simpson on all of the HR records, finger-printing and filing.

Commissioner Gengler thinks that scholarship review and approval is also an operational concern.

President Frangello-Anderson will contact the attorney about exit plan for the executive director. Ms. Price Cargill is working on a document that identifies all needed duties. Commissioner Gengler said the documentation would be handed over at the exit interview as has been done in the past by the committee.

President Frangello-Anderson asked if the Exit Interview Committee should be chosen now. President Frangello-Anderson and Commissioner Gengler will be the Transition Committee.

Ms. Price Cargill has the list of updated contacts and will forward them to Ms. Simpson and President Frangello-Anderson.

President Frangello-Anderson said that her assumption is that decisions like fixing the boiler would go through the board. Ms. Price Cargill stated the estimate from Roto-Rooter to fix the boiler is over the \$5,000 limit, so that goes to the Finance Committee. That is the only estimate currently.

Commissioner Gengler suggests that Ms. Simpson reach out to President Frangello-Anderson to answer any questions that Ms. Price Cargill may not be able to solve. MRSC is a resource that can and should be used for smaller projects. Ms. Simpson said that makes more sense now as to who to go to for answers.

Commissioner Gengler asked Ms. Price Cargill for clarification about her preference for her to be off site before the thirty days. Ms. Price Cargill said, yes, that is her preference; however, as long as she is here, she needs to be in the loop.

Commissioner Gengler said the unknown at this time is how long is Ms. Price Cargill is available to help transition the pool. Commissioner Gengler suggested that everything Ms. Simpson presents to Ms. Price Cargill, should also be emailed to President Frangello-Anderson during this transition time.

[Recording ended]

ADJOURNMENT

COMMISSIONER TYSON MADE MOTION TO ADJOURN, COMMISSIONER GENGler SECONDED

Christine Neuffer, Clerk of the Board

TUKWILA POOL METROPOLITAN PARK DISTRICT

SPECIAL MEETING

3:15 May 20, 2017

Tukwila Pool

4414 S 144th St

Tukwila WA 98168

BOARD OF COMMISSIONERS SPECIAL MEETING – TUKWILA POOL MURAL PROJECT CHOOSE FINAL DESIGN

CALL TO ORDER

President of the Board: Jeri Frangello-Anderson called the meeting to order at 3:16 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioners Gengler, Zaputil, Neuffer and Tyson

AGENDA APPROVAL

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

BUSINESS ITEMS: CHOOSE THE FINAL DESIGN FOR TUKWILA POOL MURAL PROJECT

Discussion regarding the pool wall background. Cleaning is necessary, tsp or soap and water

Jacque Carroll – Citizen commented that she was for leaving background same color.

Commissioner Zaputil indicated that Beth Tuschoff – Girl Scout had been in contact with Farwest Paints in Tukwila regarding the pool mural project Commissioner Zaputil that it would be beneficial to have Farwest Paint come and evaluate the wall and offer recommendation for paint, cleaning and how best to proceed. Beth needs a little more direction from an expert, board agrees.

Commissioner Zaputil made suggestion to have Farwest Paint try to match top darker blue that is currently painted on the wall in the upper position.

Commissioner Gengler commented that not an artist, the wave seemed too close together. Should possibly be spaced further apart.

Commissioner Zaputil made comment that Beth Tuschoff indicated at TPAC that she would possibly need 2 volunteers for this mural project. Having Beth Tuschoff complete this project independently is a high expectation.

President Frangello-Anderson will get with Farwest Paints to see if they can come by the pool and take a look and offer their professional advice regarding paint, prep and color matching. She will then coordinate with Beth Tuschoff to offer direction moving forward with the Pool Mural Project.

ADJOURNMENT

**MOVED BY COMMISSIONER TYSON, SECONDED BY COMMISSIONER ZAPUTIL
TO ADJOURN AT 3:32 P.M. MOTION CARRIED (5-0).**

Christine Neuffer, Clerk of the Board of Commissioners

DRAFT

DRAFT SPECIAL TUKWILA POOL METROPOLITAN PARK DISTRICT MEETING

May 23, 2017

6:00 p.m.

Tukwila Library, 14380 Tukwila International Blvd, Tukwila WA 98168

BOARD OF COMMISSIONERS SPECIAL 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, Tyson and Zaputil

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

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director and Michelle Simpson, Aquatics Manager

Guest- Diane Myers, Aaron Shipman and Sharon Shipman representing TPAC

AGENDA

- TPMPD Organizational Structure Review

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

Commissioner Zaputil suggested that due to the nature of this agenda the board consider taking citizen comments throughout the meeting. The board concurred with the suggestion.

President Frangello-Anderson read the mission vision and values 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.

Commissioner Zaputil introduced three options for a new organizational structure for the TPMPD. During her research, it was discovered that 73% of elected MPD boards use an

executive director model, 91% of those have multiple facilities. She also looked at non-profit community pools, but that is a different type of organization. She distributed copies of options A, B and C to use as talking points to begin the discussion.

Commissioner Gengler stated that at the retreat, she looked at the organizational structure and what it fails to reflect is that 90% of what the board does is pool operations and 10% is district work. The district is needed in order to run the pool, the emphasis needs to be on having very strong management in operations. She is in favor of option B, but it would be very challenging to find a person who would have the skills and experience necessary to be the general manager. It is clear that a good manager is needed who has the experience to know when to hire contractors to provide services or goods as needed. This would enable one person to report to the board and be responsible for everything, but their strength would be in the operations of the pool.

Commissioner Tyson suggested finding a school or university that teaches aquatics to provide some leads on finding a person to fill this position.

Commissioner Zaputil said there is a course of study called Parks and Recreation Administration.

Commissioner Gengler said a person from a Parks and Rec school would know how to run a pool, but may not have knowledge about the bureaucracy of a park district.

Commissioner Zaputil fears that the job would be so specialized that it would almost be impossible to find someone to fill that position. Once filled, if that person were to leave, that would mean a lot of down time searching for a replacement. That is the challenge with option B, although the general manager can hire out the district portion of the position, they would first have to be knowledgeable about what the district portion entails.

Commissioner Neuffer entered the meeting at 6:15 p.m.

Commissioner Zaputil said that when the board was looking at the applicants that applied to the executive director position, although this is for a different position, the board did not receive applicants whose focus was on pool management. It is paramount that a strong aquatics manager is part of the structure.

Commissioner Gengler is seeing a lot of emphasis on the clerk position; on the diagram, the clerk is parallel to the aquatics manager. The clerk is listed as a .5 and the aquatics manager is a full-time position, both would report to the Board of Commissioners. The clerk could not be exempt.

Commissioner Zaputil stated that position could be exempt when the duties test and the financial test are applied.

Commissioner Gengler stated that after looking at the financial aspect of this position, she came up with an hourly wage of \$16.25 per hour, which seems rather low for that position.

Commissioner Zaputil said she did comps in Seattle for legal assistants and \$51,000 per year for full time was the average pay. She cut that in half to come up with the part time wage figure.

Commissioner Tyson asked if it might be a good idea to incorporate the bookkeeping duties as part of the clerk's position.

Commissioner Zaputil said that is a possibility, these are just suggestions and can be configured to suit pool needs.

Commissioner Neuffer asked about how many hours the bookkeeper works on the books. Ms. Price Cargill replied ten hours a week.

Commissioner Zaputil said in figuring the clerk's wage it would be \$25 an hour.

Commissioner Tyson suggested that on the maintenance side of the structure, he would like to see someone in that position with a class 2 boiler license.

Commissioner Gengler likes the general manager structure because she feels they should be able to choose how they want to operate the pool. If the general manager is strong in the clerk skills, then he/she might hire someone to run the pool, or however it works best for all. The board will need reports to make sure the jobs are being done properly, but defining what they have to have in their structure could cause trouble.

Commissioner Neuffer said that a person who understands government is a must for the district. Commissioner Gengler agreed on the importance of that skill.

Commissioner Neuffer feels that skill is worth more than an admin or a clerk because of the compliance that is involved. The board should be in charge of that in model B.

Commissioner Tyson can see that it would be great to have someone with a master's degree in public administration, but with the wages being offered, he does not think that will happen.

Commissioner Gengler is all for education; however, in her opinion what matters most is experience, conscientiousness and integrity. She can look at several parks and recreation centers and see highly paid officials who reflect none of those qualities. She would not be in favor of requiring those degrees because again, the district is 90% operations. On the paperwork side of things, those duties can be taught.

Commissioner Neuffer's concern is bandwidth. If the commissioners are going to be more hands on, that will help determine the model. If not, then someone more specialized will be needed to support the district.

President Frangello-Anderson agreed with that statement and that is the model that the board is using currently, but the board will change, so a new model that will work in the future, moving forward is necessary.

Commissioner Neuffer said there is going to be an election and the outcome is, of course, unknown. Some will put in many hours and some will be serving in other ways. The current model offers more flexibility and eases the bandwidth issues.

Commissioner Gengler feels the pool needs formalized procedures, i.e., how to open the pool, close the pool, where the mats are placed, etc., from operations to park district items. The park district duties include filing forms, keeping up to date on legislation, records keeping, etc.

Commissioner Zaputil said to be fair, the board's attorney found out about the legislation and many other pools had no idea until the board shared that information.

Commissioner Gengler thinks that there are many things that fly under the radar so to speak and a person has to be tenacious to find these things out. Would that be part of this position?

Commissioner Zaputil feels the position that serves the board must be able to advise the board. That it could be part of the job to be signed up with Washington Legislative Update to help facilitate that part of the position.

Commissioner Gengler said that one of the challenges of the pool is not having formalized procedures. She feels if those were available, change in staffing would be easier.

Commissioner Neuffer asked is it the fact that more formalized procedures are needed or just clear expectations about who is responsible for which duties. Commissioner Gengler feels it is both of those.

Commissioner Zaputil asked Ms. Simpson her philosophy on operating a pool as far as having procedures in place, etc. Ms. Simpson replied having policy and procedures in place for everything from emergency action plans to how to back wash a pool properly is vital. Then if someone is hired who has never been a manager before, they would be able to do the job as policy and procedures instruct. The pool is operating, but it needs the procedures written down so everybody can see what needs to be done. The employee handbook is a great start, but more needs to be written. She is working on getting some of these procedures written up and making corrections. Also, having enough staff is essential for running a pool. Understanding the budget is of great importance to know where and if there are funds available for more staffing or equipment.

Commissioner Gengler said part of operating the pool is payroll and human resources. Ms. Simpson agreed that everything from handing out packets to having all the equipment needed for each employee is human resources. Also, having working equipment plus backup equipment ready to go is also essential to operate a pool successfully.

Commissioner Gengler asked Ms. Price Cargill what are the district tasks that are not connected with operations that are expected to be done. Ms. Price Cargill said besides preparing for the monthly meeting, almost everything else is done in support of the operations that she currently handles such as supporting and acting on all the committees, implementing projects in-between meetings and getting the packets ready for the board, which takes about a month to complete.

Commissioner Zaputil would add to that maintaining all the records, that is a large part of the current executive director's job. Commissioner Gengler asked Commissioner Zaputil what does large part mean to her. Commissioner Zaputil said making sure that everything is categorized and filed appropriately, backing up emails, making sure servers are backed up in case a records request is filed. Also, making sure the assets are listed, protected and documenting the status of each one. Managing the elections, coordinating with the attorney, keeping up-to-date on the RCW; these are all district type items and are all part of advising the board.

Commissioner Neuffer would also add filings because they have to be done on certain forms and on certain dates.

Commissioner Zaputil said included in the job would be making sure that the levy is done correctly and coordinating the audits.

Commissioner Neuffer does not feel the aquatics manager should be doing those types of tasks. That is all district work.

Commissioner Gengler said that fingerprinting is HR and that is operations. Commissioner Zaputil said the implementation of the fingerprinting is operations, but the retention of the records and ensuring that is done is district responsibility.

Commissioner Gengler said that the retention of employee files is operations. From her experience working in the school district, there are reports that need to be filed, things have to be done according to OSPI, and she did not know these things when she started, but she learned on the job. It would be interesting to see if the board could find a person in the clerk position to perform all those duties. She thinks the clerks at City Hall make more than what the board is offering and they are also hourly and not exempt.

Commissioner Zaputil is not saying the clerk position would be exempt or non-exempt, that has yet to be determined.

Commissioner Gengler feels that attending marketing meetings and programming meetings are clearly operational duties. Public records request is not about operating the pool, they are about the district.

Commissioner Zaputil said that doing audits and elections and all of that are district duties. She thinks the board is clear on what is operational and what is district. That is part of the reason this was difficult to research because community pools are not run by elected officials. Therefore, the government involvement is not present.

Commissioner Gengler said that this could be contracted out, she believes that the Port Angeles Pool contracts that work out. Commissioner Zaputil replied yes, but it is a \$1,000 a year to do that. She does not feel that is the same model the pool should follow.

Commissioner Gengler agrees with Commissioner Zaputil, she does not think it should be contracted out either, she feels that one person could figure it out. Commissioner Zaputil wondered who would teach this person and the one after that. Commissioner Gengler asked Ms. Price Cargill how she learned her job.

Ms. Price Cargill said she learned most of it on her own and now the knowledge that she has obtained will be leaving the pool. Commissioner Gengler said yes, unless she formalized it and put in procedures. Ms. Price Cargill said she has not had the time to do so.

Commissioner Zaputil stated there is a model C that is an executive director model that would be modified with a different job description to reflect the challenges that have been identified by the research.

Commissioner Neuffer thinks model A would work best, but does not like the title clerk, she feels it should be more of administrator.

Commissioner Tyson thought about calling it a director of operations and compliance as opposed to clerk.

Commissioner Zaputil felt operations would be the pool. One piece that is not clear in this model is advising the board, rather than being a paper pusher.

Commissioner Gengler said on option A, Commissioner Zaputil said that the clerk would support the commissioners. Commissioner Gengler would consider the clerk an offshoot of the commissioners, because how the org chart looks now, the clerk is in charge of the bookkeeper, but the bookkeeper is mostly doing operational tasks. She believes in this model the bookkeeper should report to the aquatics manager and the clerk would be basically responding to the Board of Commissioners.

Commissioner Zaputil agreed that would work; however, that was not the intention when it was created. The clerk would be responsible for all the financial pieces and the bookkeeper would also be working with the aquatics manager. The administrator would be working for the board, helping with the budget, and doing all the district duties is how she saw the job.

Commissioner Gengler wondered why the government person would be working with the budget. Commissioner Zaputil said they would be working with the aquatics manager to bring it to the board and facilitate it.

Commissioner Gengler said if the budget is about operating the pool, she thinks that the government person, at budget time, would communicate to the aquatics manager what is

needed to be put in the budget to support the park district. Her concern is that the aquatics manager should own the budget.

Commissioner Zaputil would like to see the clerk supporting the board and the board protecting the money. She would like to see the clerk have strong finance skills and making sure the money is where it needs to be. That would entail making sure the bookkeeper is using the correct GL codes and making sure it all gets reported properly. The bookkeeper will have to work with both operations and the district.

Commissioner Neuffer said when it comes to the aquatics manager, she thinks that person should not be too deep into the budget because of the checks and balances aspect of budgeting. If the aquatics manager has something coming up that will upset the budget, they can let the board know about it. She feels the aquatics manager should be responsible for operations, training, staffing, policies and procedures in risk management.

Commissioner Gengler understands what Commissioner Neuffer is saying; however, Ms. Simpson has shared that the person who is running pool lives and dies by the budget. Operations, in her opinion, needs to own the budget. There has to be oversight and money for the district expenses. The aquatics manager is not a huge part of the budget development, they may feel less connected to the pool.

Commissioner Neuffer feels that there is already a budget model where they can plug in the numbers and know the budget limits.

Commissioner Gengler and Ms. Simpson attended the Finance Committee Meeting and reviewed the budget. Ms. Simpson had several good ideas about finding out how amounts were arrived at and what the purpose was for some expenditures. Commissioner Gengler was unable to answer her questions because there were not detailed notes about things. Ms. Simpson said when she creates a budget, she keeps detailed notes so that if there are any questions, she has answers. There is a budget template, but changes may need to be done, but once the planning is done, then the pool can operate knowing they have the budget and the notes to back it up.

Commissioner Neuffer thinks the board is ultimately responsible for making sure the budget balances and for having the people in place who can issue warnings if things are going off balance. The aquatics manager will be a huge part of that, of course, but one of the things the district has is a strong Financial Oversight Committee with good participation. In her opinion, the clerk position should know that budget and should be reporting to the board as well, like another layer of oversight. She feels communication should come from more than one source. That way the board can understand what is going on at the pool much like a check and balance on the budget.

Commissioner Gengler believes that operations owned the budget because they are the ones that spend it, but having another set of eyes for oversight is a good policy.

Commissioner Neuffer said the board is ultimately responsible for the budget, it is just how to put in checks and balances so that no matter who is in those positions, they will be checking each other along with the board.

Commissioner Gengler thinks that it needs to be clear that these two positions do not report to each other. They may work together on certain items, but do not manage each other.

Commissioner Zaputil said operations and the government person will be working together on things like audits or cash handling.

Commissioner Gengler likes the other option because everything can be fluid. She does not understand why the bookkeeper should report to the government person because they are mostly doing operations work.

Commissioner Zaputil said the bookkeeper is tasked with handling records and she would put the bookkeeper in-between the aquatics manager and the clerk. She feels those three positions will need to work together.

Commissioner Gengler asked Ms. Simpson what her thoughts were on this issue. Ms. Simpson could see both sides. She is not sure what the bookkeeper could do to support the clerk, but the bookkeeper will do more for operations. Commissioner Gengler said from her view, the bookkeeper works more with operations. Ms. Simpson said that is what she has witnessed at this point.

Commissioner Zaputil stated as an example of where the clerk and the bookkeeper would have to work together is in the instance of the King County voucher system. The bookkeeper prepares the vouchers for paying vendors and gives them to the clerk for distribution.

President Frangello-Anderson said the checks and balances are between the bookkeeper and aquatics manager because there is a difference between the board and operations in what the bookkeeper does.

Commissioner Neuffer and Commissioner Tyson commented about where HR would fall in this org chart. Commissioner Neuffer thought the aquatics manager would wind up handling the bulk of the HR and turn to the attorney for advice when needed. Also, the board may have to step in if there was an investigation.

Commissioner Tyson would like to see the board closer to the personnel and the personnel decisions as opposed to micro managing choosing colors for a mural. He would like to be more involved with the staff and the hiring decisions.

Commissioner Gengler said hiring the staff for the pool falls under the purview of the aquatics manager.

Commissioner Tyson agreed that the aquatics manager was the person most able to evaluate candidates for hire.

Commissioner Gengler said there is nothing stopping board members from getting to know the staff. She does not think board members should be privy to employee records. In this district pool business, there are layers due to the fingerprinting and the RCWs. The government person should not be hiring lifeguards.

Commissioner Zaputil said one option for HR is to contract out the service if the board feels the district needs more support.

Ms. Simpson asked how that would work; would the aquatics manager hire someone and then send to a third party to do the paperwork.

Commissioner Zaputil said it would depend on what services are needed. Commissioner Gengler said that a service could be hired to the level that is required to support the human resources needs. Also, they could give advice and tips for improving management, termination language, etc. There are all kinds of resources that can be used depending on what would help the district and the pool run smoothly.

Commissioner Neuffer said that when she thinks about those HR services, she thought they were limited on what they were able to offer. If there was a problem with an employee stealing, the service would not get involved with that situation.

Both Commissioner Gengler and Commissioner Zaputil said that when they researched this kind of service, they were development orientated with videos and training.

Commissioner Neuffer asked for confirmation that the service was training the employees to do those things, they do not actually perform the service. Commissioner Gengler said that was correct.

Commissioner Neuffer suggested some of the training could be done via WCIA and it would be free of charge and then the attorney is always there to give advice.

Commissioner Gengler talked about administering benefits, which an HR service could do as well as paychecks.

Commissioner Tyson brought to the board's attention that he did not see where HR is on the org chart. Commissioner Zaputil said it is under operations.

Commissioner Gengler said the aquatics manager has the ability to hire positions they feel are needed to support operations.

Commissioner Zaputil said they could create a position like maintenance or contract it out every time. Those decisions would depend on what the budget would allow.

Ms. Simpson asked if HR was under the job description for the administrative director position. The answer was no. She would think of an administrative director as a person who would do the administrative duties and part of the HR job.

Commissioner Zaputil said the job would entail more than administrative work, it is government work.

Ms. Simpson thought that whatever title this position is given, they would also do some of the HR work. She would do the hiring, but then they would take over and do part of the bookkeeping duties like transferring funds.

Commissioner Zaputil said the job description would be flexible. Ms. Price Cargill feels the problem is this is all theory. In the past, the board had a different person in that role with no oversight and that did not work out well. Her advice was to not design this structure around a person, but make sure whoever is in any position, that there is strong supervision in place to keep things on track.

Commissioner Neuffer feels the major difficulty with the previous position as referred to in Ms. Price Cargill comment, is that it was undefined. The duties were never clear and there was no real oversight of the administrator although there was oversight of the aquatics manager.

Commissioner Gengler stated that the board can try a model to support the structure to see if it works out and adjust the parts that may not be working as well as they can. She agrees that positions should not be created for a person; however, people fill positions. The administrative director had a technical background and seemed to spend time on computers which was not necessarily part of the duties. The board needs to get reports that will help them with operations such as turnover reports. More data is needed to understand what is happening with operations.

Commissioner Neuffer sees that data as divided between the aquatics manager and the government person. She is trying to get it straight what the duties are of both positions and feels the reports would have to come from both positions.

Commissioner Zaputil said a simple answer to the titles might be aquatics manager and district manager.

President Frangello-Anderson agrees that operations are 90% of what is done with the pool and the district manager would have to be able to support and work with the aquatics manager. The clerk title does not make that clear.

Commissioner Neuffer said her understanding of the word 'manager' is those people have the power to hire and terminate and she does not see this position as having that kind of power.

Commissioner Gengler asked if the board is only interested in option A and ready to dismiss the other two. President Frangello-Anderson feels that option A seems to be favored, but the clerk title has to be changed.

Commissioner Zaputil said she would move the bookkeeper in-between the aquatics manager and the government person.

Commissioner Neuffer thought that it may just be a matter of report distribution. The reports the board receives should also be sent to the aquatics manager.

Commissioner Gengler asked Ms. Simpson if she has had a bookkeeper work with her in her previous employment. Ms. Simpson said no, she had not. Commissioner Gengler asked if she sent her cash and billing to an accounting department. Ms. Simpson said yes, she would create invoices and give the GL code to use for those funds. She was responsible for her budget.

Commissioner Gengler asked Ms. Simpson if, in her past experience working as the manager or director, she created the budget, figured out the revenue, programming and the like. Ms. Simpson said that was true. Commissioner Gengler said that the only difference here is 80% of the revenue comes from taxes. Commissioner Zaputil said the government person would be responsible to provide that number. At budget time, the government person would state tax revenue would be whatever it is, but the pool person would tell them what is needed to operate the pool. Then the aquatics manager would write the invoices with GL codes and hand them to the person who puts them in the system.

Commissioner Zaputil stated this is a perfect example of why communication and coordination are so important.

MOVED BY COMMISSIONER GENGLER TO REMOVE OPTION C FROM CONTENTION, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-1) WITH COMMISSIONER ZAPUTIL VOTING “NAY”.

President Frangello-Anderson said it seems to her the board is favoring option A with possible job title changes. Commissioner Gengler favors option B, but there is no need to eliminate option B at this point.

Commissioner Neuffer would like to hear the strengths of option B from Commissioner Gengler's point of view. Commissioner Gengler said that in this option there is only one person in charge and they would get to choose how they would like to structure the pool. They would understand that there are MPD items, district items and the operational items.

Commissioner Neuffer asked if that would mean the general manager has more discretion and taking on some aquatics manager and government responsibilities. Commissioner Gengler said the general manager would be responsible to see that both of those responsibilities are done.

Commissioner Neuffer asked where would the aquatics manager be in the model.

Commissioner Gengler said wherever the general manager wants to put them in the structure. Everything would be up to the general manager knowing the budget and using the staff to the best advantage of the district and the pool.

Commissioner Neuffer asked would Commissioner Gengler envision that person taking the budget and then hiring HR staff and would they also be responsible for vendor contracts.

Commissioner Zaputil said the largest distinction between option B and the executive director model would be that this would have a much higher focus on someone who is very strong in operations, but also has to know the district. It is a highly specialized job and that is the challenge with the position. Also, if that person should leave the position, finding a replacement quickly could prove difficult.

Commissioner Neuffer thinks that explanation was what she was struggling with and that helped clear that up for her. The other thing she is struggling with is having all those responsibilities makes the job more than a full-time position which would cause the individual in the position undue stress.

Commissioner Gengler when looking at this model, it does give a lot of power to one person; however, this position is very strong in operations. They may not know about the district duties, but that can be taught. The board has tried other structures and she can understand if the commissioners do not want this model. She would like to hear from the Shipman's about their experiences in the industry and if they feel having one person in charge is not the way to run a pool.

Commissioner Zaputil said it is not just about the pool, there is a government element to this job even though it is a small portion, it is a very significant. Commissioner Gengler replied when looking at option A, the clerk should have nothing to do with operations. Their job should be to support the board. The aquatics manager would give the information to the bookkeeper who would enter it, but two managers at that position will not work.

Ms. Shipman personally believes that if there is going to be an aquatics manager, they know what needs to be done at the pool. That is where the disconnect is, the board loves and wants to be involved with the pool, but the commissioners do not have the same knowledge as the aquatics manager. She would recommend finding someone to do the district work and support the board. Ms. Simpson said that would make the operations officer focus on operations.

Diane Myers, TPAC agrees with Ms. Shipman, but she sees the position as supporting the board and the bookkeeper. However, she asked would this person also support the operations side by running reports, etc. She likes option A, but the org chart and the title need to be changed

Commissioner Neuffer feels that option A is the best choice even though 90% of what is done here is operation that other 10% of district work is very time consuming and it is important that it is done correctly. That person also has to deal with the politics because any commission is going to have some level of drama.

Commissioner Gengler does not understand what Commissioner Neuffer is talking about and Commissioner Neuffer said that all the commissioners here get along pretty well, but that may not always be the case. Even when everyone is getting along, each has different ideas and may

be expressing those ideas to the person in the government position. Supporting a board is more than just completing tasks, there is some emotional energy and political savvy that is required in order to deal with a government entity.

Commissioner Zaputil suggested the title of district administrator. President Frangello-Anderson liked that title. Commissioner Gengler felt it sounds like a higher level than the aquatics manager. President Frangello-Anderson suggested a compliance director or administrator. Commissioner Zaputil said it sounds very specialized to her. Commissioner Neuffer thought if someone came in with a safety concern, they might think that was compliance.

Commissioner Gengler said that there may be times when commissioners disagree or are inappropriate, but that would be the president's domain. Commissioner Neuffer clarified that her comment was just concerning bandwidth. Commissioner Gengler does not want this position person engaging with commissioners when there is work or research to be done. It would be so easy to slip into operations and she feels that should be guarded against.

Ms. Price Cargill said how about the fact that this person would have five different bosses who wanted different things and having to balance all those things.

Commissioner Gengler does not think the commissioners would be going to the clerk with ideas for new events, or whatever. Hopefully, that would be a good enough manager to put it in an email and include President Frangello-Anderson and the aquatics manager. If that person is feeling overwhelmed, it is up to them to say something to President Frangello-Anderson and figure out a way to handle this.

Commissioner Zaputil thought Commissioner Gengler brought up an excellent point. In model A, care needs to be used to not overwhelm this person, maybe a commissioner handbook would be a good thing to create and North Whidbey has one that the board could refer to when writing their own. The board would have to set strong perimeters as to the flow of information so that the aquatics manager is not overwhelmed. Her suggestion was to filter information through the president.

Commissioner Neuffer thinks the board could work on having discipline about communication. Perhaps there could be some policy and procedure in place. Keeping in mind that elected officials may not follow the rules.

Diane Myers, TPAC asked Ms. Price Cargill to give an example of a day when Commissioner Zaputil would email her. Ms. Price Cargill said they did not always happen on the same day. Sometimes a commissioner would request all the contracts the pool district has, that is a four-hour project. They are not all loaded up in the computer so it is not simply done by pressing a button. Those requests do not always consider the amount of time it takes to complete. Oftentimes she will get those type of requests when she is already overwhelmed with other work that needs to be finished and it proves oftentimes to be much more than can be done within a twenty-eight-hour week. She found that it was nearly impossible to respond back in a

way that was politically correct to say that she did not have time to do that right now because everyone is her boss.

Commissioner Neuffer said that the commissioners can do that as well as the public and the person in that position has to get it done, or at least give a timeline as to when it can be finished. Commissioner Gengler said that is true; however, from the backend if the contracts, in this case, were kept in a contract file, separated by year they would be easier to locate. Ms. Price Cargill commented that it requires time to put a system together and there was never time to organize one. Commissioner Gengler replied that yes, it does take time to create these types of files and systems and the pool needs to take the time to create these things.

MOVED BY COMMISSIONER ZAPUTIL TO MOVE FORWARD WITH THE GENERAL IDEA OF OPTION A WITHOUT BEING MARRIED TO THE CURRENT JOB TITLES, SECONDED BY COMMISSIONER TYSON. *

Commissioner Neuffer feels of all of the models brought forward, A seems to be the most in line with both the board's experience and may be possible to have this structure work, but she does have some concerns. She thinks that finding an employee to fill the role at the pay offered could be difficult. President Frangello-Anderson agrees with Commissioner Neuffer.

Commissioner Tyson said that goes back to his earlier comment about the bookkeeper be included in the clerk position and bring that position up to full-time.

Commissioner Gengler asked how much does the bookkeeper make per hour currently and Ms. Price Cargill replied \$18 per hour and that the district is lucky to have the bookkeeper and the skill set she brings. Commissioner Zaputil does not feel it is the best interest of the district to talk about eliminating anyone who is doing the job right now. Incorporating duties in the future may be something to look at.

Commissioner Neuffer thinks the board should evaluate the type of person who may apply and the skill set they will bring before merging any positions.

Commissioner Zaputil thought it may be a good idea to come up with committees to explore what are comp jobs and how many hours it might require to complete tasks.

Commissioner Gengler suggests that in the job description, *budget development* is replaced with *budget auditing*. The board agreed that would make sense.

Commissioner Tyson said before the break, there is a motion on the floor that needs to be voted on.

Commissioner Zaputil said the motion is just to approve option A, perhaps the vote can be called and then have discussion about the rest of the details.

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

**MOVED BY COMMISSIONER NEUFFER TO TAKE A FIVE-MINUTE BREAK,
SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).**

President Frangello-Anderson called the meeting to recess for five minutes. The meeting was called back to order at 8:01 p.m.

President Frangello-Anderson summarized the proceedings up to this point. Option A has been chosen as the new structure for the district.

Commissioner Zaputil suggested that any strong feelings about the new structure be voiced. She also suggested creating an Ad Hoc Committee to work on the job description. Commissioner Gengler, Commissioner Zaputil and Commissioner Frangello-Anderson expressed interest in being member on that committee. However, only two can be on the committee, but all input is welcome. Commissioner Zaputil and President Frangello-Anderson are appointed to the Ad Hoc Committee with TPAC.

Commissioner Zaputil asked the board if anyone on the board had any strong feelings about the job description.

Commissioner Neuffer feels delineated tasks or duties will be key to making this work.

Ms. Simpson suggests operations manager and district administrator. Commissioner Zaputil said anyone, including staff, can email their suggestions for job title.

**MOVED BY COMMISSIONER ZAPUTIL TO CREATE AN AD HOC COMMITTEE
FOR THE PURPOSE OF CREATING A JOB DESCRIPTION, SALARY RANGE AND
DUTIES FOR BOARD ADMINISTRATIVE TYPE POSITION, SECONDED BY
COMMISSIONER GENGLER. MOTION CARRIED (5-0).**

Commissioner Tyson feels strongly about maintenance and that person having a background in that field. Commissioner Zaputil said that would be under operations.

Commissioner Gengler thought the district operations director could choose how they want to staff the positions needed.

Commissioner Tyson was talking more about assignments than structure and he would like to have someone with a class 2 boiler license.

Commissioner Zaputil said she feels the timeline for the Ad Hoc Committee would be they have to be back by the 5th of June.

President Frangello-Anderson asked if another special meeting should be held on June 5th or wait until the next regular meeting on June 12th, Commissioner Zaputil said she did not want to wait until June 12th. President Frangello-Anderson set a special meeting for June 5th.

ADJOURNMENT

**MOVED BY COMMISSIONER TYSON TO ADJOURN THE MEETING, SECONDED
BY COMMISSIONER ZAPUTIL AT 8:11 P.M. MOTION CARRIED (5-0).**

Christine Neuffer, Clerk of the Board of Commissioners



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/11/2017

Total Amount: \$12,250.90

Control Total: 8

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170508090534.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwiliapool.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

05/11/17

Authorized District Signature

Date

5/8/2017

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: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170508090534.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES, INC.			12883	04/12/2017	\$165.00	SERVICE DATE: 04/10/2017 MONTHLY SERVICE AGREEMENT AT PWR
AQUATIC SPECIALTY SERVICES, INC.			13028	05/03/2017	\$176.86	SERVICE DATE: 04/20/2017 POOL CHEMICALS
CITY OF TUKWILA			MB-02553	05/02/2017	\$10,121.48	BILLING DATE: MAY 2017 CITY BRIDGE LOAN PAYMENT
ORKIN PEST CONTROL			155762337	04/25/2017	\$79.30	SERVICE DATE: 05/02/2017 SCH SVC PC STANDARD - QUARTERLY 4-PC STANDARD (Exterior service)
ORKIN PEST CONTROL			155910857	04/25/2017	\$86.21	SERVICE DATE: 05/02/2017 SCH SVC PC STANDARD - QUARTERLY 4-PC STANDARD (Interior service)
REC-1			REC1-010412	04/01/2017	\$362.05	SERVICE DATES: 04/01/2017 - 04/30/2017 REVENUE PROCESSING SOFTWARE
Seattle King County Department of Public Health			INV0731688593.00	05/02/2017	\$593.00	2017 RENEWAL FOR PUBLIC HEALTH OPERATING PERMIT
SNURE LAW OFFICE, PSC			20170501	05/01/2017	\$667.00	SERVICE DATE(S): 04/05/2017 RE: DIJULIO EMAIL, 04/06/2017 RE: CONTRACTS FROM TSD ATTY., 04/07/2017 RE: BLOOD BORNE PATHOGEN POLICY, 04/25/2017 RE: RENTAL CONTRACT



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/02/2017

Total Amount: \$8,223.86

Control Total: 6

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170501121701.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwila.pool.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

Authorized District Signature

Date

Authorized District Signature

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Date

SUBMIT SIGNED DOCUMENT TO:

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Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170501121701.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1067445	04/25/2017	\$396.00	SERVICE DATES: 02/17/2017 AND 02/21/2017 SERVICE AND REPLACEMENT FOR MINI MOD FOR MEN'S LOCKER ROOM HEAT.
IRONCLAD USA LLC			Invoice 452	04/07/2017	\$1,368.75	SERVICE DATES: 04/06/2017 - 04/07/2017 FLOORING REPAIR - MENS LOCKER ROOM
PUGET SOUND ENERGY			20170424	04/24/2017	\$4,164.86	SERVICE DATES: 03/23/2017 - 04/21/2017 UTILITIES NATURAL GAS
SEATTLE CITY LIGHT			20170421	04/21/2017	\$1,278.67	SERVICE DATES: 03/22/2017 - 04/19/2017 UTILITIES ELECTRIC
WATER DISTRICT NO. 125			20170420	04/20/2017	\$900.12	SERVICE DATES: 02/15/2017 - 04/17/2017 UTILITIES WATER
WATSON SECURITY			D100123696	04/20/2017	\$115.46	PURCHASE DATE: 04/20/2017 KEYS FOR FACILITY



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/22/2017

Total Amount: \$1,697.95

Control Total: 6

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170515094313.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwiliapool.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

5-15-2017

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170515094313.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			33778550	04/30/2017	\$91.80	RENTAL PERIOD: 04/01/2017 - 04/30/2017 CARBON DIOXIDE CYLINDER RENTAL
AIRGAS NATIONAL CARBONATION			33790745	05/03/2017	\$137.72	DELIVERY DATE: 05/03/2017 CARBON DIOXIDE LIQUID BULK
COMCAST BUSINESS			20170428	04/28/2017	\$164.94	SERVICE DATES: 05/08/2017 - 06/07/2017 BUSINESS CABLE AND INTERNET
RICOH USA, INC.			98747799	05/05/2017	\$587.08	BILLING PERIOD: 04/30/2017 - 05/29/2017 EQUIPMENT RENTAL, ADDITIONAL IMAGES, TAXES
VALLEY VIEW SEWER DISTRICT			20170501	05/01/2017	\$57.00	SERVICE DATES: 04/01/2017 - 04/30/2017 UTILITIES SEWER
WALTER E NELSON CO.			596135	05/03/2017	\$659.41	SHIP DATE: 05/03/2017 JANITORIAL SUPPLIES



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/29/2017
Total Amount: \$1,597.06
Control Total: 4
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170522132233.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Seileck

Email Address: accounting@tukwila.pool.org

PAYMENT CERTIFICATION

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

RCW (42.24.080)

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

Authorized District Signature

05/24/17
Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170522132233.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES, INC.			13063	05/09/2017	\$570.77	SERVICE DATE: 05/01/2017 POOL CHEMICALS (\$405.77) MONTHLY SERVICE AGREEMENT AT PWR (\$165)
BROADVIEW NETWORKS			17174462	05/09/2017	\$466.53	SERVICE DATES: 04/09/2017 - 05/08/2017 LINE CHARGES, FEATURES & FEES USAGE, TAXES AND SURCHARGES
FOX PLUMBING & HEATING			28751	05/15/2017	\$471.93	SERVICE DATE: 05/15/2017 - REPLACE FLUSH VALVE IN WOMEN'S BATHROOM STALL (PART \$229.90, LABOR \$242.03)
SHAE WHITE			20170519	05/19/2017	\$87.83	3RD SATURDAY EVENT DATE: 04/15/2017 (APRIL POOL'S DAY) FRUIT, CAKE, FORKS, CRACKERS, CUPS

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Michelle Simpson, Aquatics Manager

DATE: June 12, 2017

SUBJECT: **Pool Operations Report**

UPDATES

- **Staff:** All staff except Cooper, whom was in a car accident, were re-certified in lifeguarding in May by myself. There will be a 2 hour in-service every month that will include CPR, rescue skills, and emergency drills. June's in-service will be held on June 21st. Cooper will be re-certified at the beginning of the summer when he gets out of school. We are not yet fully staffed for summer which is a concern of mine.
- We had a patron donate \$150 to buy food for the staff (and food for the lifeguarding HS class). He comes every day to swim laps and really appreciates the staff, and said that we are all doing so well, that he wanted to do something nice for everyone. I will use that money to buy the staff food one day before summer kicks off, and also the HS lifeguard class a pizza party on their last day per his request.
- Jeff Rhubottom is our new assistant manager as of May 22nd. He is doing an awesome job and is taking care of the backwashing for me every week.
- **Training:** We are in the process of training a few extra swim instructors that were just hired for the summer. I have a few people I hope to hire from the lifeguarding class that is coming up June 14-18th.
- **Safety:** We have a new bio-hazard container and bio-hazard bags for contamination to meet our blood-borne pathogens policy now.
- **Facility:** The family bathroom urinal has been taken out and a floor drain put in. I am waiting on Ironclad to come and put the coating down on top of the concrete to match the floor. The wall where the urinal used to be has old tile on it (most pieces have fallen off) and doesn't match the rest of the bathroom. I am not sure whom to call for that repair. I would love some suggestions if you have any. Done-In-A-Day was a huge success! So very thankful for all the volunteers that came out to help that day. We have gotten so many people that have commented on how nice everything looks.
- Pool vacuum was broken and not useable for a few weeks while we waited on parts. It is now been repaired and being used every day again.

PROGRAM REPORT

- The Pirates Day event went really well! We had 128 people come!
- A new series of swim lessons started on May 22nd. I added another instructor on Mon/Wed based on demand. On Mon/Wed we have 3 classes going at one time and Tuesday/Thurs we have 2 classes going at one time. There was 13% increase in the number of swim lesson students from April to May (134 to 151), and a 36% increase from March-May (109 to 151).

ATTACHMENTS

1. Rec 1 Revenue report
2. Rec 1 Membership Check-In report
3. Rec 1 Point of Sale report

Revenue Report
March & April Monthly Comparison

Category	April 2016	April 2017	May 2016	May 2017
Merchandise Sales (non-taxed)	--	\$222.00	\$97.45	\$223.50
Merchandise sales (taxed)	\$142.85	--	\$87.52	\$258.06
Pass Sales	\$2,457.88	\$2,429.51	\$1,683.65	\$1,788.76
Facility Rental (short-term)	\$7,103.80	\$817.08	\$461.55	\$1258.99
Cash Donations	--	\$151.00	\$0.00	\$67.00
Facility Rental (long-term)	--	\$22,560.00	\$0.00	\$22,560.00
General Admission	\$1,876.54	\$3,463.17	\$2,700.18	\$3,456.99
Special Events	--	\$163.64	\$145.22	\$338.17
Swim Instruction	\$5,333.00	\$5,240.60	\$6,370.93	\$6,768.95
Scholarship Usage	(\$330.00)	(\$583.00)	\$750.50	\$598.12
Exercise Classes	\$10.00	\$5.00	\$17.00	\$0.00
Tax	\$1,157.76	\$688.36	\$675.57	\$565.61
Unitemized	\$-7.00	\$335.15	\$0.00	?
Total (Not including Scholarship)	\$18,074.83	\$36,075.51	\$13,170.50	\$37,884.15



TPMPD



Point-Of-Sale Summary

From: 05/01/2017 To: 05/31/2017 **Refresh**

Item	Transactions	Quantity	Total
------	--------------	----------	-------

Tukwila Pool

Food			
Corn Nuts	19	27	\$40.50
Gatorade	24	27	\$36.77
Meat Stick	22	30	\$45.00
Nuts	22	30	\$22.50
Tiger Bar	15	19	\$19.00
Trail Mix	7	8	\$12.00
Vitamin Water	8	10	\$20.00
Water	21	27	\$27.00
Food Total:			\$222.77
Gear			
Swim cap, silicone	12	14	\$127.26
Swim Diaper	6	8	\$14.54
Swim Goggles	11	11	\$69.97
Gear Total:			\$211.77
Miscellaneous			
Scholarship 10	2	2	\$20.00
Scholarship 20	1	2	\$40.00
Scholarship 3	2	2	\$6.00
Snowflake	1	1	\$1.00
Miscellaneous Total:			\$67.00
Single Admissions			
Adult (18-54) NON-Resident	100	121	\$440.18
Adult (18-54) Resident	165	212	\$771.04
Adult Free Pass (18-54)	1	1	\$0.00
Late Night NON-Resident	4	8	\$14.55
Late Night Resident	29	64	\$116.40
Neighborcare Health	7	7	\$10.01
NO SCHOOL COME TO THE POOL! Early Release We	3	4	\$10.91
NO SCHOOL COME TO THE POOL! School Holiday	10	23	\$41.82
Private Lesson	4	5	\$144.54
Semi-Private Swim Lessons - Resident	2	6	\$165.00
Senior (55+) NON-Resident	39	44	\$120.05
Senior (55+) Resident	147	156	\$425.78
Shower	17	17	\$30.94
Special Events NON-Resident	3	50	\$136.36
Special Events Resident	12	73	\$199.08
Veteran NON-Resident	7	7	\$19.10
Veteran Resident	7	7	\$19.11
Youth (3-17) NON-Resident	47	91	\$248.14
Youth (3-17) Resident	245	436	\$1,188.96
Youth Free Pass (3-17)	4	7	\$0.00
Single Admissions Total:			\$4,101.97
Staff Price			
Corn Nuts - staff	5	6	\$4.50
Gatorade - staff	13	14	\$9.52
Lifeguard Re-Cert - staff	1	1	\$0.00
Meat Stick - staff	7	7	\$5.25
Nuts - staff	12	13	\$6.50
Tiger Bar - staff	6	8	\$4.00
Trail Mix - staff	13	17	\$12.75
Water - staff	9	9	\$4.50
Staff Price Total:			\$47.02
Tukwila Pool Total:			\$4,650.53

Run On 06/08/2017 10:59 AM

Run By Michelle Simpson

From 05/01/2017 12:00 AM

To 05/31/2017 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 1 Month Adult	39
2. 1 Month Memberships 1 Month Youth/Veteran/Senior	38
3. 10 Visit Memberships 10x Adult	54
4. 10 Visit Memberships 10x Youth/Veteran/Senior	110
5. 10 Visit Memberships Youth/Veteran/Senior Resident	1
6. 3 Month Memberships 3 Month Adult	22
7. 3 Month Memberships 3 Month Youth/Vet/Senior	68
8. Annual Memberships 1 Year Adult	26
9. Annual Memberships 1 Year Youth/Vet/Senior	209
10. Annual Memberships Employee Family Pass	25
11. Annual Memberships Youth/Senior Non-Resident	12
12. Annual Memberships Youth/Senior Resident	26
13. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	5
14. Exercise Pass 10 Visit Adult Resident	11
15. Legacy Memberships General Memberships	2
16. Legacy Memberships Punch Passes	21
	669
Totals for Check-In Summary by Membership	
	669



Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL CREDIT CARD ACCOUNTS

April 2017

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (Reconcile) - 2794			
213.10 US Bank Michelle CC - 7436			
04/04/2017	Swim Outlet	Safety Equipment: Tailwind Recycled Plastic Lifeguard Chair w/3 steps (to be reimbursed by WCIA)	1,335.39
04/04/2017	Oriental Trading	Special Event Supplies: Flags, Napkins, Plates, Fans, Tablecloths, Candy, Decorations	160.31
04/10/2017	Office Depot	Janitorial Supplies: Paper rolls (\$16.80)	105.75
		Office Supplies: Wall Calendar, Sign Strips, Tape, Poly Box, Binders (\$88.95)	
04/12/2017	Wristband Express	Special Event Supplies: Wristbands	61.78
04/12/2017	The Lifeguard Store, Inc.	Staff Uniform Supplies: 10 Lifeguard Name Tag Break Away Lanyards	32.00
Total for 213.10 US Bank Michelle CC - 7436			\$1,695.23
213.11 Executive Director Credit Card - 9276			
04/05/2017	Cash & Carry	Resale Inventory: Tiger Bars, Cornnuts	64.70
04/06/2017	Adobe	Monthly Subscription Acrobat Pro	16.49
04/11/2017	MRSC Rosters	MRSC Rosters (SW/Con/Ven): Less than 5 million in capital expenditure per year - Annual Subscription	120.00
04/12/2017	Spring Hill Nurseries	Groundskeeping/Landscaping Supplies: Qty 5 Hens and Chicks Collection	103.40
04/19/2017	Office Depot	Office Supplies: Binders, dividers (\$158.05)	176.73
		Spray duster, notes (\$18.68)	
04/19/2017	Cash & Carry	Resale Inventory: Meat Sticks and Tiger Bars	54.95
04/20/2017	Watson Security Group, Inc	Key Rings	4.95
04/21/2017	7-Eleven	Event Date: 04-21-2017 (Parent's Night Out) 4 Pizzas	24.42
04/21/2017	Home Depot	Doorstop / Step ladder	61.82
04/21/2017	Fred Meyer	Event Date: 04-21-2017 (Parent's Night Out) Drinks and Fruit	22.67
04/24/2017	Craigslist	Job Posting: Lifeguards salon/spa/fitness	45.00
04/26/2017	Costco Wholesale	Resale Inventory: Gatorade, Tube Nuts, Water	50.93
04/27/2017	Ingallinas Box Lunch, Inc	Delivery Date: 04/29/2017 Lunch Food	102.07
04/27/2017	American Red Cross	Certification: Kim McCoy	35.00
04/28/2017	American Red Cross	Certification: Cary, Alethea	35.00
Total for 213.11 Executive Director Credit Card - 9276			\$918.13
Total for Tukwila Pool MPD (Reconcile) - 2794			\$2,613.36
576.20.00.00 Culture & Recreation - Park Facility			
576.20.100.00 Board of Commissioners Expenditures			
576.20.100.30.20 BOC Supplies - Equipment			
04/19/2017	Office Depot	Spray duster, notes (\$18.68)	18.68
Total for 576.20.100.30.20 BOC Supplies - Equipment			\$18.68
576.20.100.30.30 BOC Supplies - Meeting Food			
04/27/2017	Ingallinas Box Lunch, Inc	Delivery Date: 04/29/2017 Lunch Food	102.07
Total for 576.20.100.30.30 BOC Supplies - Meeting Food			\$102.07
Total for 576.20.100.00 Board of Commissioners Expenditures			\$120.75
576.20.400.00.00 Pool Expenditures			
576.20.400.30.00 Pool Supplies			

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment			
576.20.400.30.13 Pool Supplies - Program, Special Events			
04/04/2017	Oriental Trading	Special Event Supplies: Flags, Napkins, Plates, Fans, Tablecloths, Candy, Decorations	160.31
04/12/2017	Wristband Express	Special Event Supplies: Wristbands	61.78
04/21/2017	Fred Meyer	Event Date: 04-21-2017 (Parent's Night Out) Drinks and Fruit	22.67
04/21/2017	7-Eleven	Event Date: 04-21-2017 (Parent's Night Out) 4 Pizzas	24.42
Total for 576.20.400.30.13 Pool Supplies - Program, Special Events			\$269.18
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms			
04/12/2017	The Lifeguard Store, Inc.	Staff Uniform Supplies: 10 Lifeguard Name Tag Break Away Lanyards	32.00
Total for 576.20.400.30.14 Pool Supplies - Program, Staff Uniforms			\$32.00
576.20.400.30.15 Pool Supplies - Program, Safety Equipment			
04/04/2017	Swim Outlet	Safety Equipment: Tailwind Recycled Plastic Lifeguard Chair w/3 steps (to be reimbursed by WCIA)	1,335.39
Total for 576.20.400.30.15 Pool Supplies - Program, Safety Equipment			\$1,335.39
Total for 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment			\$1,636.57
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies			
576.20.400.30.22 Pool Supplies - Maint., Janitorial			
04/10/2017	Office Depot	Janitorial Supplies: Paper rolls (\$16.80)	16.80
Total for 576.20.400.30.22 Pool Supplies - Maint., Janitorial			\$16.80
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment			
04/21/2017	Home Depot	Doorstop / Step ladder	61.82
Total for 576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment			\$61.82
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping			
04/12/2017	Spring Hill Nurseries	Groundskeeping/Landscaping Supplies: Qty 5 Hens and Chicks Collection	103.40
Total for 576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping			\$103.40
Total for 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies			\$182.02
576.20.400.30.30 Pool Supplies - Resale Inventory			
04/05/2017	Cash & Carry	Resale Inventory: Tiger Bars, Cornnuts	64.70
04/19/2017	Cash & Carry	Resale Inventory: Meat Sticks and Tiger Bars	54.95
04/26/2017	Costco Wholesale	Resale Inventory: Gatorade, Tube Nuts, Water	50.93
Total for 576.20.400.30.30 Pool Supplies - Resale Inventory			\$170.58
576.20.400.30.40 Pool Supplies - Miscellaneous			
04/20/2017	Watson Security Group, Inc	Key Rings	4.95
Total for 576.20.400.30.40 Pool Supplies - Miscellaneous			\$4.95
Total for 576.20.400.30.00 Pool Supplies			\$1,994.12
576.20.400.40.00 Pool Services			
576.20.400.40.30 Pool Svcs. - Advertising & Promotion			
576.20.400.40.33 Pool Svcs. - Ads/Postings			
04/24/2017	Craigslist	Job Posting: Lifeguards salon/spa/fitness	45.00
Total for 576.20.400.40.33 Pool Svcs. - Ads/Postings			\$45.00
Total for 576.20.400.40.30 Pool Svcs. - Advertising & Promotion			\$45.00
576.20.400.40.40 Pool Svcs. - Staff Development			
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees			
04/27/2017	American Red Cross	Certification: Kim McCoy	35.00
04/28/2017	American Red Cross	Certification: Cary, Alethea	35.00
Total for 576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees			\$70.00
Total for 576.20.400.40.40 Pool Svcs. - Staff Development			\$70.00
Total for 576.20.400.40.00 Pool Services			\$115.00
Total for 576.20.400.00.00 Pool Expenditures			\$2,109.12

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 576.20.00.00 Culture & Recreation - Park Facility			\$2,229.87
576.20.300 Shared Expenditures			
576.20.300.30.00 Shared Supplies			
576.20.300.30.00 Office/Computer Supplies & Equipment			
576.20.300.30.11 Office Supplies (Consumables)			
04/10/2017	Office Depot	Office Supplies: Wall Calendar, Sign Strips, Tape, Poly Box, Binders (\$88.95)	88.95
04/19/2017	Office Depot	Office Supplies: Binders, dividers (\$158.05)	158.05
Total for 576.20.300.30.11 Office Supplies (Consumables)			\$247.00
Total for 576.20.300.30.00 Office/Computer Supplies & Equipment			\$247.00
Total for 576.20.300.30.00 Shared Supplies			\$247.00
576.20.300.40.00 Shared Services			
576.20.300.40.30 Communications			
576.20.300.40.35 Software Programs (non-financial)			
04/06/2017	Adobe	Monthly Subscription Acrobat Pro	16.49
Total for 576.20.300.40.35 Software Programs (non-financial)			\$16.49
Total for 576.20.300.40.30 Communications			\$16.49
576.20.300.40.60 Membership Dues			
04/11/2017	MRSC Rosters	MRSC Rosters (SW/Con/Ven): Less than 5 million in capital expenditure per year - Annual Subscription	120.00
Total for 576.20.300.40.60 Membership Dues			\$120.00
Total for 576.20.300.40.00 Shared Services			\$136.49
Total for 576.20.300 Shared Expenditures			\$383.49

Run On 05/05/2017 11:11 AM

Run By Front Desk

From 04/01/2017 12:00 AM

To 04/30/2017 11:59 PM

Payment Types Scholarship, Adult Free Pass, Youth Free Pass, Gift Certificates

Scholarship/Passes/Gift Certificates Funds Applied Month Summary

Receipt #	Date	Time	User	Scholarship	Adult Free Pass	Youth Free Pass	Gift Certificates	Total
1. 5595032	04/27/2017	12:41 PM	Samiullah Babkharkil	\$132.00	\$0.00	\$0.00	\$0.00	\$132.00
2. 5581216	04/25/2017	09:57 AM	Cristina Mitchell	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. 5581209	04/25/2017	09:56 AM	Cristina Mitchell	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. 5581198	04/25/2017	09:55 AM	Cristina Mitchell	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. 5559449	04/20/2017	06:55 PM	Devi S Narakulla	\$44.00	\$0.00	\$0.00	\$0.00	\$44.00
6. 5557195	04/20/2017	12:25 PM	Maurilio Banos	\$44.00	\$0.00	\$0.00	\$0.00	\$44.00
7. 5557143	04/20/2017	12:18 PM	Abelino Alcaraz	\$132.00	\$0.00	\$0.00	\$0.00	\$132.00
8. 5556779	04/20/2017	11:26 AM	Angelina P Gonzales	\$66.00	\$0.00	\$0.00	\$0.00	\$66.00
9. 5553472	04/19/2017	05:10 PM	Adriana Velazquez Cruz	\$88.00	\$0.00	\$0.00	\$0.00	\$88.00
10. 5521863	04/13/2017	09:18 AM	Maria Cristalel Valencia	\$33.00	\$0.00	\$0.00	\$0.00	\$33.00
11. 5504564	04/10/2017	12:30 PM	Angelina P Gonzales	\$44.00	\$0.00	\$0.00	\$0.00	\$44.00
12. 5464858	04/03/2017	12:49 PM		\$0.00	\$0.00	\$6.00	\$0.00	\$6.00
				\$583.00	\$0.00	\$6.00	\$0.00	\$589.00
Totals for Scholarship/Passes/Gift Certificates Funds Applied Month Summary								
				\$583.00	\$0.00	\$6.00	\$0.00	\$589.00



Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

April 2017

	TOTAL
INCOME	
311.10.00 Real and Personal Property Tax	360,877.35
313.11.00 Sales Tax Collected	677.35
341.70.00 Sales of Merchandise	
341.70.10 Taxable Merchandise	255.86
341.70.20 Untaxable Merchandise	222.75
Total 341.70.00 Sales of Merchandise	478.61
347.00.00 Cultural and Recreation	
347.30.10 Activity Fees - General Passes (Taxable)	2,429.51
347.30.20 Activity Fees - General Admissions (Taxable)	3,457.72
347.30.30 Activity Fees - Special Events (Taxable)	163.58
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	4,724.39
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	5.00
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)	30.00
Total 347.00.00 Cultural and Recreation	10,810.20
362.00.00 Rents, Leases and Concessions	
362.40.10 Rentals - One-time, private events (Taxable)	829.10
362.40.20 Equipment and Locker Rentals - Taxable	138.63
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	22,554.50
Total 362.00.00 Rents, Leases and Concessions	23,522.23
367.10.00 Contributions from Private Sources	
367.10.10 Cash Donations	151.00
Total 367.10.00 Contributions from Private Sources	151.00
369.91.00 Other Miscellaneous Income	-0.51
369.91.10 Scholarship Funds Applied	583.00
369.91.30 Youth Free Passes Applied	6.00
369.91.40 Discounts Applied	-44.00
Total 369.91.00 Other Miscellaneous	544.49

	TOTAL
Income	
Total Income	\$397,061.23
GROSS PROFIT	\$397,061.23
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
576.20.100.30.20 BOC Supplies - Equipment	18.68
576.20.100.30.30 BOC Supplies - Meeting Food	102.07
576.20.100.40.20 BOC Services - Transcription	120.00
Total 576.20.100.00 Board of Commissioners Expenditures	582.75
576.20.200 Executive Expenditures	
576.20.200.10.10 Executive Salary & Wages	3,871.34
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	562.50
Total 576.20.200 Executive Expenditures	4,433.84
576.20.400.00.00 Pool Expenditures	
576.20.400.10.00 Pool Salaries & Wages	
576.20.400.10.10 Pool S&W - Lifeguards	9,195.28
576.20.400.10.20 Pool S&W - Instructors	2,788.34
576.20.400.10.40 Pool S&W - Aquatics Manager	4,583.34
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	6,545.25
576.20.400.10.60 Pool S&W - Front Desk	2,706.00
576.20.400.10.70 Pool S&W - Overtime	1,653.02
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	1,850.20
Total 576.20.400.10.00 Pool Salaries & Wages	29,321.43
576.20.400.20.00 Pool Personnel Benefits	
576.20.400.20.11 Pool Benefits - FICA	2,659.79
576.20.400.20.12 Pool Benefits - WA Unemployment	1,125.68
576.20.400.20.13 Pool Benefits - L & I	889.01
Total 576.20.400.20.00 Pool Personnel Benefits	4,674.48
576.20.400.30.00 Pool Supplies	
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	

	TOTAL
576.20.400.30.13 Pool Supplies - Program, Special Events	328.57
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	32.00
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	1,335.39
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	1,695.96
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	1,122.89
576.20.400.30.22 Pool Supplies - Maint., Janitorial	480.57
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	61.82
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	103.40
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	1,768.68
576.20.400.30.30 Pool Supplies - Resale Inventory	170.58
576.20.400.30.40 Pool Supplies - Miscellaneous	4.95
Total 576.20.400.30.00 Pool Supplies	3,640.17
576.20.400.40.00 Pool Services	
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	611.54
576.20.400.40.30 Pool Svcs. - Advertising & Promotion	
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying	1,211.65
576.20.400.40.33 Pool Svcs. - Ads/Postings	45.00
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	1,256.65
576.20.400.40.40 Pool Svcs. - Staff Development	
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees	230.00
Total 576.20.400.40.40 Pool Svcs. - Staff Development	230.00
576.20.400.40.60 Pool Svcs. - Utilities	
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	1,482.03
576.20.400.40.62 Pool Svcs. - Utilities, Gas	4,681.43
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	225.47
Total 576.20.400.40.60 Pool Svcs. - Utilities	6,388.93
576.20.400.40.70 Pool Svcs. - Repairs	

	TOTAL
and Maintenance Services	
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	1,510.10
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	324.92
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	1,835.02
576.20.400.40.90 Pool Svcs. - Miscellaneous Services	
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	583.00
576.20.400.40.96 Youth Free Passes	6.00
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	589.00
Total 576.20.400.40.00 Pool Services	10,911.14
Total 576.20.400.00.00 Pool Expenditures	48,547.22
Total 576.20.00.00 Culture & Recreation - Park Facility	53,563.81
576.20.300 Shared Expenditures	
576.20.300.10.00 Shared Salary & Wages	
576.20.300.10.10 Bookkeeper Wages	671.25
Total 576.20.300.10.00 Shared Salary & Wages	671.25
576.20.300.30.00 Shared Supplies	
576.20.300.30.00 Office/Computer Supplies & Equipment	
576.20.300.30.11 Office Supplies (Consumables)	388.37
576.20.300.30.13 Office Equipment (Non-Consumable)	54.74
576.20.300.30.14 Computer Equipment (Non-Consumable)	306.59
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	749.70
Total 576.20.300.30.00 Shared Supplies	749.70
576.20.300.40.00 Shared Services	
576.20.300.40.10 IT/Computer Service	68.03
576.20.300.40.20 Legal Services	1,021.00
576.20.300.40.30 Communications	
576.20.300.40.34 Internet/VoIP Phones	631.39
576.20.300.40.35 Software Programs (non-financial)	16.49
576.20.300.40.37 Printing & Copying Services	405.48
Total 576.20.300.40.30 Communications	1,053.36
576.20.300.40.40 Bank Charges	24.47
576.20.300.40.50 Payroll Service	420.93
576.20.300.40.60 Membership Dues	120.00
576.20.300.40.80 Risk Management Services	
576.20.300.40.81 Security & Fire Alarms	180.00

	TOTAL
Total 576.20.300.40.80 Risk Management Services	180.00
Total 576.20.300.40.00 Shared Services	2,887.79
Total 576.20.300 Shared Expenditures	4,308.74
586.00.300.00.00 Sales Tax Paid	451.69
591.76.300.70.00 Debt Service Principle	
591.76.300.70.10 City Bridge Loan Principal	17,910.90
Total 591.76.300.70.00 Debt Service Principle	17,910.90
592.76.300.80.00 Debt Service Interest	
592.76.300.80.10 City Bridge Loan Interest	2,332.06
Total 592.76.300.80.00 Debt Service Interest	2,332.06
Total Expenses	\$78,567.20
NET OPERATING INCOME	\$318,494.03
OTHER INCOME	
361.10.00 Interest and Other Earnings	267.19
Total Other Income	\$267.19
OTHER EXPENSES	
Transfer Activity	
City Bridge Loan Principle	-17,910.90
Total Transfer Activity	-17,910.90
Total Other Expenses	\$ -17,910.90
NET OTHER INCOME	\$18,178.09
NET INCOME	\$336,672.12



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

April 2017
Combined Excise Tax Return

603-151-833
TUKWILA POOL METROPOLITAN PARK DISTRICT

State Business and Occupation Section

Taxes		Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
Line Code	Tax Classification					
0004	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	28,232.64	28,232.64	0.00	0.0150	0.00
0002	Retailing	7,273.88	7,273.88	0.00	0.00471	0.00
		35,506.52	35,506.52	0.00		0.00

Deductions		Deduction Name	Amount
Deduction Code	Tax Classification		
000499	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	Other	28,232.64
000299	Retailing	Other	7,273.88
			35,506.52

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		Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
Line Code	Tax Classification					
0001	Retail Sales	7,273.88	0.00	7,273.88	0.0650	472.80
		7,273.88	0.00	7,273.88		472.80

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1729	TUKWILA	7,273.88	0.0350	254.59
			7,273.88		254.59

Summary Section

	Amount
State Business and Occupation Tax Total	0.00
State Sales and Use Tax Total	472.80
Local and Regional Tax Total	254.59
Lodging Tax Total	0.00
Public Utilities Tax Total	0.00
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	727.39
Less Total Credits	0.00
Total Amount Paid	727.39
Balance	0.00

Additional Information

Confirmation Number	20789951	Date Printed	5/24/2017
Date and Time Submitted	5/24/2017 6:21:05 PM	Tax Registration Number	603-151-833
Payment Type	E-Check	Person Completing Return	Kristine Selleck
Total Amount Paid	727.39	Phone Number	(206)267-2350
Date To Transfer Payment	5/25/2017	E-Mail Address	accounting@tukwilapool.org
Person Authorizing Payment	Alan Dance		

This is a copy for your records.
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Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2017 BUDGET - FY17 P&L

January - April, 2017

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
INCOME			
311.10.00 Real and Personal Property Tax	394,638.74	371,277.00	23,361.74
313.11.00 Sales Tax Collected	2,403.58	1,816.00	587.58
341.70.00 Sales of Merchandise			
341.70.10 Taxable Merchandise	626.31	800.00	-173.69
341.70.20 Untaxable Merchandise	647.98	550.00	97.98
Total 341.70.00 Sales of Merchandise	1,274.29	1,350.00	-75.71
347.00.00 Cultural and Recreation			
347.30.10 Activity Fees - General Passes (Taxable)	6,766.77	7,500.00	-733.23
347.30.20 Activity Fees - General Admissions (Taxable)	9,873.81	7,000.00	2,873.81
347.30.30 Activity Fees - Special Events (Taxable)	867.48	400.00	467.48
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	14,096.39	16,500.00	-2,403.61
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	142.00	260.00	-118.00
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)	30.00	600.00	-570.00
347.90.00 Other Fees - pass through to Red Cross		200.00	-200.00
Total 347.00.00 Cultural and Recreation	31,776.45	32,460.00	-683.55
362.00.00 Rents, Leases and Concessions			
362.40.10 Rentals - One-time, private events (Taxable)	2,180.74	1,000.00	1,180.74
362.40.20 Equipment and Locker Rentals - Taxable	611.87	400.00	211.87
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	43,341.50	16,800.00	26,541.50
Total 362.00.00 Rents, Leases and Concessions	46,134.11	18,200.00	27,934.11
367.10.00 Contributions from Private Sources			
367.10.10 Cash Donations	176.00	0.00	176.00
Total 367.10.00 Contributions from Private Sources	176.00	0.00	176.00
369.91.00 Other Miscellaneous Income	-598.68		-598.68
369.91.10 Scholarship Funds Applied	1,683.00	2,222.00	-539.00
369.91.20 Adult Free Passes Applied		20.00	-20.00
369.91.30 Youth Free Passes Applied	9.00	80.00	-71.00
369.91.40 Discounts Applied	-44.00		-44.00
369.91.50 Gift Certificates	135.00		135.00
Total 369.91.00 Other Miscellaneous Income	1,184.32	2,322.00	-1,137.68
Total Income	\$477,587.49	\$427,425.00	\$50,162.49

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
GROSS PROFIT	\$477,587.49	\$427,425.00	\$50,162.49
EXPENSES			
576.20.00.00 Culture & Recreation - Park Facility			
576.20.100.00 Board of Commissioners			
Expenditures			
576.20.100.10.00 BOC Stipend	1,710.00	1,710.00	0.00
576.20.100.30.10 BOC Supplies - Office Supplies		20.00	-20.00
576.20.100.30.20 BOC Supplies - Equipment	18.68	20.00	-1.32
576.20.100.30.30 BOC Supplies - Meeting Food	102.07	0.00	102.07
576.20.100.40.10 BOC Services - Consultant Fees		0.00	0.00
576.20.100.40.20 BOC Services - Transcription	1,020.00	1,800.00	-780.00
576.20.100.40.30 BOC Services - Meeting Site Rental		240.00	-240.00
576.20.100.40.40 BOC Services - Public Records Requests		160.00	-160.00
576.20.100.40.50 BOC Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		64.00	-64.00
576.20.100.40.61 BOC Services - Development, Travel/Transportation		64.00	-64.00
576.20.100.40.62 BOC Services - Development, Tuition/Registration Fees		216.00	-216.00
576.20.100.40.70 BOC Services - Notices & Ads		64.00	-64.00
Total 576.20.100.00 Board of Commissioners Expenditures	2,850.75	4,358.00	-1,507.25
576.20.200 Executive Expenditures			
576.20.200.10.10 Executive Salary & Wages	15,182.01	15,242.00	-59.99
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	2,250.00	2,285.00	-35.00
576.20.200.20.11 Executive Personnel Benefits - Non-Taxable, FICA		1,358.00	-1,358.00
576.20.200.20.12 Executive Personnel Benefits - Non-Taxable, Unemployment		806.00	-806.00
576.20.200.20.13 Executive Personnel Benefits - Non-Taxable, L & I		41.00	-41.00
576.20.200.40.11 Executive Services - Development, Travel/Transportation		22.00	-22.00
576.20.200.40.12 Executive Services - Development, Tuition/Registration Fees		164.00	-164.00
576.20.200.40.20 Executive Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		64.00	-64.00
Total 576.20.200 Executive Expenditures	17,432.01	19,982.00	-2,549.99
576.20.400.00.00 Pool Expenditures			
576.20.400.10.00 Pool Salaries & Wages			
576.20.400.10.10 Pool S&W - Lifeguards	32,535.49	28,000.00	4,535.49
576.20.400.10.20 Pool S&W - Instructors	9,057.53	13,100.00	-4,042.47
576.20.400.10.40 Pool S&W - Aquatics Manager	4,794.86	18,333.00	-13,538.14
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	25,545.50	26,000.00	-454.50
576.20.400.10.60 Pool S&W - Front Desk	10,373.01	14,400.00	-4,026.99
576.20.400.10.70 Pool S&W - Overtime	4,343.57		4,343.57

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	4,998.56	6,651.00	-1,652.44
576.20.400.10.90 Miscellaneous Payroll expense (Garnishment, etc.)	3.95		3.95
Total 576.20.400.10.00 Pool Salaries & Wages	91,652.47	106,484.00	-14,831.53
576.20.400.20.00 Pool Personnel Benefits			
576.20.400.20.11 Pool Benefits - FICA	8,734.54	8,708.00	26.54
576.20.400.20.12 Pool Benefits - WA Unemployment	3,817.60	6,060.00	-2,242.40
576.20.400.20.13 Pool Benefits - L & I	2,800.11	3,164.00	-363.89
Total 576.20.400.20.00 Pool Personnel Benefits	15,352.25	17,932.00	-2,579.75
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		64.00	-64.00
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction	63.58	400.00	-336.42
576.20.400.30.13 Pool Supplies - Program, Special Events	540.31	464.00	76.31
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	424.62	600.00	-175.38
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	2,871.72	500.00	2,371.72
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	3,900.23	2,028.00	1,872.23
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies			
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	3,069.77	3,667.00	-597.23
576.20.400.30.22 Pool Supplies - Maint., Janitorial	1,824.19	2,000.00	-175.81
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	131.89	500.00	-368.11
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	114.32	200.00	-85.68
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	5,140.17	6,367.00	-1,226.83
576.20.400.30.30 Pool Supplies - Resale Inventory	517.28	864.00	-346.72
576.20.400.30.40 Pool Supplies - Miscellaneous	4.95	64.00	-59.05
Total 576.20.400.30.00 Pool Supplies	9,562.63	9,323.00	239.63
576.20.400.40.00 Pool Services			
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	1,792.89	2,160.00	-367.11
576.20.400.40.20 Pool Svcs. - Translation Services		500.00	-500.00
576.20.400.40.30 Pool Svcs. - Advertising & Promotion	45.00		45.00
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	1,211.65	1,332.00	-120.35

TOTAL			
	ACTUAL	BUDGET	OVER BUDGET
576.20.400.40.33 Pool Svcs. - Ads/Postings	90.00	243.00	-153.00
576.20.400.40.34 Promotional Supplies		0.00	0.00
576.20.400.40.35 Marketing Services		800.00	-800.00
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	1,346.65	3,041.00	-1,694.35
576.20.400.40.40 Pool Svcs. - Staff Development			
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees	939.08	1,300.00	-360.92
Total 576.20.400.40.40 Pool Svcs. - Staff Development	939.08	1,300.00	-360.92
576.20.400.40.50 Pool Svcs. - Rentals and Leases			
576.20.400.40.51 Pool Svcs. - Rentals & Leases, Equipment		100.00	-100.00
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		100.00	-100.00
576.20.400.40.60 Pool Svcs. - Utilities			
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	5,594.77	5,332.00	262.77
576.20.400.40.62 Pool Svcs. - Utilities, Gas	21,529.03	17,200.00	4,329.03
576.20.400.40.63 Pool Svcs. - Utilities, Water	1,340.88	1,400.00	-59.12
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	730.46	1,400.00	-669.54
576.20.400.40.65 Pool Svcs. - Utilities, Garbage Collection		332.00	-332.00
Total 576.20.400.40.60 Pool Svcs. - Utilities	29,195.14	25,664.00	3,531.14
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services			
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	18,441.60	6,664.00	11,777.60
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	3,455.00	1,332.00	2,123.00
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	21,896.60	7,996.00	13,900.60
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc.)	21.04	64.00	-42.96
576.20.400.40.90 Pool Svcs. - Miscellaneous Services			
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	1,683.00	2,222.00	-539.00
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)		260.00	-260.00
576.20.400.40.94 Pool Svcs. - Misc., Other Service		100.00	-100.00
576.20.400.40.95 Adult Free Passes		20.00	-20.00
576.20.400.40.96 Youth Free Passes	9.00	100.00	-91.00
576.20.400.40.98 Gift Certificates	135.00		135.00
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	1,827.00	2,702.00	-875.00
Total 576.20.400.40.00 Pool Services	57,018.40	43,527.00	13,491.40
Total 576.20.400.00.00 Pool Expenditures	173,585.75	177,266.00	-3,680.25

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 576.20.00.00 Culture & Recreation - Park Facility	193,868.51	201,606.00	-7,737.49
576.20.300 Shared Expenditures			
576.20.300.10.00 Shared Salary & Wages			
576.20.300.10.10 Bookkeeper Wages	3,386.25	2,500.00	886.25
Total 576.20.300.10.00 Shared Salary & Wages	3,386.25	2,500.00	886.25
576.20.300.20.00 Shared Personnel Benefits			
576.20.300.20.11 FICA		191.00	-191.00
576.20.300.20.12 Unemployment		150.00	-150.00
576.20.300.20.13 L & I		24.00	-24.00
Total 576.20.300.20.00 Shared Personnel Benefits		365.00	-365.00
576.20.300.30.00 Shared Supplies			
576.20.300.30.00 Office/Computer Supplies & Equipment			
576.20.300.30.11 Office Supplies (Consumables)	435.07	332.00	103.07
576.20.300.30.12 Printing & Copying Supplies (Consumables)		300.00	-300.00
576.20.300.30.13 Office Equipment (Non-Consumable)	275.59	332.00	-56.41
576.20.300.30.14 Computer Equipment (Non-Consumable)	306.59		306.59
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	1,017.25	964.00	53.25
Total 576.20.300.30.00 Shared Supplies	1,017.25	964.00	53.25
576.20.300.40.00 Shared Services			
576.20.300.40.10 IT/Computer Service	498.73	483.00	15.73
576.20.300.40.20 Legal Services	2,899.00	3,333.00	-434.00
576.20.300.40.30 Communications			
576.20.300.40.32 Postage	49.00	100.00	-51.00
576.20.300.40.33 Website & Email Hosting		433.00	-433.00
576.20.300.40.34 Internet/VoIP Phones	2,517.45	2,583.00	-65.55
576.20.300.40.35 Software Programs (non-financial)	514.65	500.00	14.65
576.20.300.40.36 Advertising/Posting Fees	329.00	200.00	129.00
576.20.300.40.37 Printing & Copying Services	1,700.14	1,567.00	133.14
Total 576.20.300.40.30 Communications	5,110.24	5,383.00	-272.76
576.20.300.40.40 Bank Charges	180.45	767.00	-586.55
576.20.300.40.50 Payroll Service	2,125.57	1,900.00	225.57
576.20.300.40.60 Membership Dues	755.00	500.00	255.00
576.20.300.40.70 Miscellaneous Shared Services		150.00	-150.00
576.20.300.40.80 Risk Management Services			
576.20.300.40.81 Security & Fire Alarms	450.00	1,400.00	-950.00
576.20.300.40.82 Pest Control	165.51	233.00	-67.49
576.20.300.40.83 Insurance	12,511.00	12,612.00	-101.00
576.20.300.40.84 Fingerprinting Services & Supplies		200.00	-200.00
Total 576.20.300.40.80 Risk Management Services	13,126.51	14,445.00	-1,318.49
576.20.300.40.90 Financial Services			
576.20.300.40.92 CPA	200.00	3,332.00	-3,132.00

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
576.20.300.40.93 Financial Software Programs		0.00	0.00
Total 576.20.300.40.90 Financial Services	200.00	3,332.00	-3,132.00
Total 576.20.300.40.00 Shared Services	24,895.50	30,293.00	-5,397.50
576.20.300.50.00 Shared Intergovernmental Services			
576.20.300.50.10 External Taxes and Operating Assessments		200.00	-200.00
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		800.00	-800.00
Total 576.20.300 Shared Expenditures	29,299.00	34,922.00	-5,623.00
586.00.300.00.00 Sales Tax Paid	2,750.00	1,816.00	934.00
591.76.300.70.00 Debt Service Principle			
591.76.300.70.10 City Bridge Loan Principal	44,665.64	35,942.00	8,723.64
591.76.300.70.20 Loans and Bonds Principal		0.00	0.00
Total 591.76.300.70.00 Debt Service Principle	44,665.64	35,942.00	8,723.64
592.76.300.80.00 Debt Service Interest			
592.76.300.80.10 City Bridge Loan Interest	5,941.76	4,544.00	1,397.76
592.76.300.80.20 Loans and Bonds Interest		0.00	0.00
Total 592.76.300.80.00 Debt Service Interest	5,941.76	4,544.00	1,397.76
595.76.300.00.00 Park Facility Improvements & New Construction (CIP)			
595.76.300.40.00 CIP Services		0.00	0.00
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
Unapplied Cash Bill Payment Expense	0.00		0.00
Total Expenses	\$276,524.91	\$283,830.00	\$ -7,305.09
NET OPERATING INCOME	\$201,062.58	\$143,595.00	\$57,467.58
OTHER INCOME			
361.10.00 Interest and Other Earnings	1,203.41	820.00	383.41
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	\$1,203.41	\$820.00	\$383.41
OTHER EXPENSES			
Transfer Activity			
City Bridge Loan Principle	-44,665.64		-44,665.64
Total Transfer Activity	-44,665.64		-44,665.64
Total Other Expenses	\$ -44,665.64	\$0.00	\$ -44,665.64
NET OTHER INCOME	\$45,869.05	\$820.00	\$45,049.05
NET INCOME	\$246,931.63	\$144,415.00	\$102,516.63



Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of April 30, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	560.23
111.10 US Bank Deposit Acct - 8744	107,730.03
111.21 Capital Improvement Project (CIP) Fund	256,295.69
115.21 US Bank (King County) - #2969	350,491.58
US Bank Zero Balance Acct - 7414	-379.19
Total Bank Accounts	\$714,698.34
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	0.00
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$150.00
Total Current Assets	\$714,848.34
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	\$2,777,870.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (Reconcile) - 2794	
213.10 US Bank Dave CC - 4167	0.00
213.10 US Bank Michelle CC - 7436	0.00
213.11 Executive Director Credit Card - 9276	613.54
Total Tukwila Pool MPD (Reconcile) - 2794	613.54

	TOTAL
Total Credit Cards	\$613.54
Other Current Liabilities	
231.00 Payroll Liabilities	0.00
231.70 Employee Withholdings	
231.71 Federal Tax	0.00
231.71.1 Federal Income Tax withholding	0.00
231.71.2 Social Security Withholding	0.00
231.71.3 Medicare withholding	0.00
Total 231.71 Federal Tax	0.00
231.72 L&I	0.00
231.72.1 L&I Payable	3,201.03
Total 231.72 L&I	3,201.03
Total 231.70 Employee Withholdings	3,201.03
Total 231.00 Payroll Liabilities	3,201.03
231.30 Uncashed Payroll Checks	0.00
Deferred Revenue	0.00
Unearned Revenue	0.00
Total Other Current Liabilities	\$3,201.03
Total Current Liabilities	\$3,814.57
Long-Term Liabilities	
217.10 Bond Payable	609,976.75
227.00 Bridge Loan Payable	686,181.48
Total Long-Term Liabilities	\$1,296,158.23
Total Liabilities	\$1,299,972.80
Equity	
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	-36,978.01
Opening Balance Equity	390,389.27
Retained Earnings	868,811.72
Net Income	246,931.63
Total Equity	\$1,477,897.53
TOTAL LIABILITIES AND EQUITY	\$2,777,870.33

**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 ~~(EE)~~ (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

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 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. 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.

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 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 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 shall also 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.

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. 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 (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.

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 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

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

2016-17 School Year

[illegible]

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

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 seizures, 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.

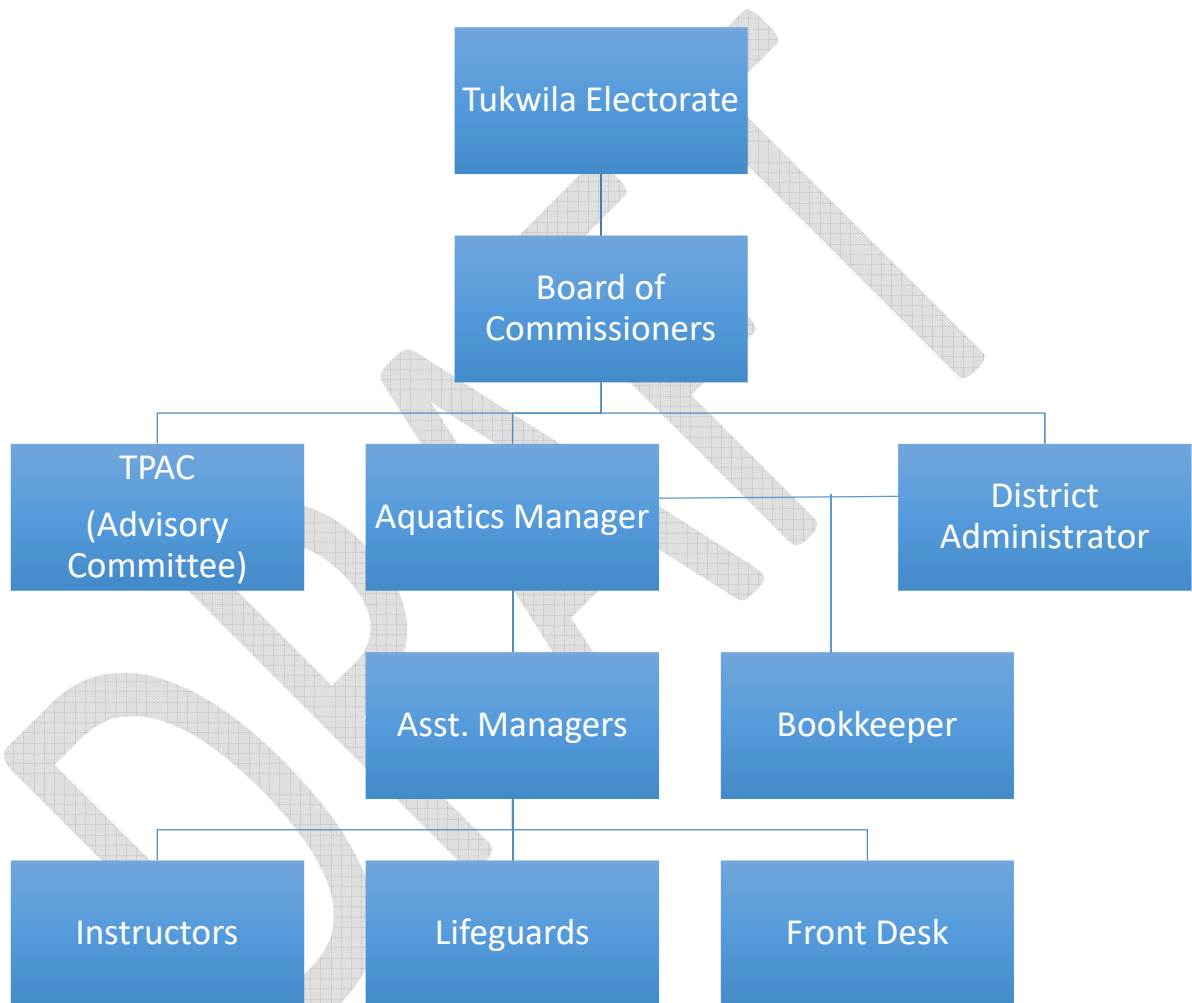
Behavior Policy

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.

TUKWILA POOL METROPOLITAN PARK DISTRICT ORGANIZATIONAL CHART



INFORMATIONAL MEMORANDUM

TUKWILA POOL METROPOLITAN PARK DISTRICT

TO: Tukwila Pool Board of Commissioners

FROM: Ellen Gengler, Commissioner

DATE: June 9, 2017

SUBJECT: District Administrator Job Description Addendum

OVERVIEW

Recently the TPMPD Board eliminated the Executive Director position and created a District Administrator position. An ad-hoc committee, comprised of Commissioners Frangello-Anderson and Zaputil along with TPAC members Diane Myers, Sharon Shipman and Aaron Shipman, outlined the job description, duties and working conditions of this new position.

After receiving the draft of the job description from the committee, Commissioner Gengler reached out to former Tukwila City Clerk and friend of the Tukwila Pool, Melissa Hart, for feedback and input.

The attached redlined version of the District Administrator Job Description incorporates suggestions from Ms. Hart.

ACTION REQUESTED

For the TPMPD Board to review the attached updated job description and adopt a final version so the job can be posted.



District Administrator

Position Description

SUMMARY

The District Administrator position provides the District related and administrative support for the Tukwila Pool MPD (TPMPD) which includes District funds management, budget auditing, records management, election management and contract/policy review and advising. The District Administrator serves as a resource to the Board of Commissioners to facilitate District meetings and functions and works closely with the TPMPD Aquatics Manager.

Reports to: TPMPD Board of Commissioners

Classification: Hourly, Part-time (20-25 hours/week) \$25/hour

QUALIFICATIONS

Knowledge and Education

- Principles, practices, and procedures related to public agency record keeping, elections, and the Clerk of the Board function.
- Strong financial management and budget preparation skills
- Knowledge of Washington State laws, regulations and codes as they apply to park districts and swimming pool operations preferred
- General knowledge of the basic legal requirements ~~of~~ relating to public sector contracts, leases, agreements and the ability to draft documents for review by the District's contracted attorney.
- Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
 - Equivalent to an Associate of Arts degree in public or business administration
 - (3) years of increasingly responsible office administrative experience, preferably in a public agency.
 - A Bachelor's degree is preferred
 - Experience as a municipal Clerk, paralegal, and or in direct support of a Board of Directors is preferred.
- Must be able to pass a WSP and FBI background check

Skills

- Strong organizational, written and verbal communication skills essential
- ~~Pays attention to detail and can multitask~~ Strong attention to detail while managing multiple projects in a timely manner
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- Demonstrated ability to work independently with little or no supervision
- Ability to analyze information, ~~draw conclusions~~ and make recommendations to the TPMPD Board
- Ability to work effectively alone or with multiple stakeholders
- Ability to interface with database systems such as accounting, records management, and inventory management
- Proficiency at a high level using MS 365, Microsoft software, Quickbooks, and Management Information Systems (MIS)
- ~~Ability to administrate website~~ Ability to manage the TPMPD website content and update the website in a timely manner

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Attributes

- ~~Works well with people including being a leader and a team member, treating everyone with respect~~ Effective, professional and positive interactions with difficult individuals
- Interpersonal skills using tact, patience and courtesy
- Takes appropriate initiative
- Timely follow through while delivering high quality work performance

RESPONSIBILITIES

District

- Provide Board Support including recommendations and guidance, including policies and related procedures
- Provide financial oversight for the District
- Maintain and safeguard the District's assets, records and document
- Ensure District compliance with Washington State asset acquisition, inventory management and disposal processes and records maintenance
- Designated Public Information Officer for the District, maintaining all necessary trainings and certifications

Administrative

- Create an efficient administrative organizational structure for the District
- Collaborate and manage the TPMPD District annual calendar, and ensure calendar updates are timely
- Assist the Board President/Board Clerk in agenda planning and drafting preparation
- Compile all agenda items and materials for Commissioner meetings in a timely manner
- ~~Create~~ Compose summary minutes for Regular and Special Meetings
- ~~Ensure District compliance in with the Open Public Meetings Act (OPMA) OPMA and RCW rules and other regulations relating to the noticing requirements for Board meetings, publishing of Board agenda packets and publishing of approved Board meeting minutes, within the timelines established by the Revised Code of Washington (RCW)-including all necessary noticing of meetings, agendas, and posting of records~~
- Work with the Board President on the orientation of new Commissioners, conducting the mandated OPMA, Public Records Act (PRA) and Records Management training, and maintaining required training records
- Facilitate and provide support for all Board Meetings and Committee meetings as needed

- Develop and oversee the District's Records Management Program consistent with the Washington State Public Records Act (PRA) requirements and TPMPD policies Washington State's Access to Public Records requirements
- Assist the Aquatics Manager as needed in maintenance and preservation of HR-employee files
- Facilitate, manage and maintain District's contracts, agreements, Interlocal Agreements (ILAs) and other legal documents; both paper and electronic
- Ensure District email is administered, maintained and preserved
- Ensure District servers/information is regularly backed up
- Interface directly with the District's contract attorney as necessary on issues requiring legal attention
- Interface directly with the District's contract CPA on issues requiring high level financial attention
- Ensure all District bookkeeping is performed and recorded in a timely manner, in accordance with per-uniform accounting standards and TPMPD policies including quickbooks entry, BARS codes reporting, District credit card management, timely King County voucher processing
- AssistCollaborate with the Aquatics Manager in the hiring of a District bookkeeper
- Ensure District's compliance with all King County Elections requirements relating to the annual property tax levy; ensuring Board legislation is accurately prepared, approved and sent to King County by November 30 of each year
- Manage Board identified Request for Proposals (RFPs) or Quotes (RFQs)Manage the TPMPD's bid, RFP and RFQ process, establishing the timeline applicable for receipt of submittals, and ensure noticing requirements are met and documented
- Ensure compliance with all federal, state and local fiduciary and regulatory requirements including:
 - WAC 246-260 Water Recreation Facilities
 - RCW 35.61 Metropolitan Park Districts
 - RCW 70.90 Water Recreation Facilities
- Ensure that the District's website and social media sites are kept up to date and new information added in a timely manner

Budget and Finance

- Audit, review and provide guidance to the Board of Commissioners to ensure all aspects of the District (operational and district related) operate within the approved annual budget
- AssistCollaborate with the Aquatics Manager, as requested, in developing and preparing the annual operational budget
- Develop and prepare District related areas of budget
- Prepare any annual budget amendments as needed for Board approval by Nov.1 and timely submission to State agencies including all necessary filing
- Oversee the -District operates operations to ensure expenditures are within the Board approved annual budget
- Review annual assessment as provided by the King County Assessor's Office, analyze Analyze and prepare the recommended annual levy amount, necessary for continued TPMPD operations, present findings to the Board, complete required documentation and ensure timely submission to King County
- Develop, document and ensure effective audit processes and trailsdocumentation
- Ensure annual reports and required periodic audits for the Washington State Auditor's Office are completed, filed and or performed, coordinating with the District CPA as necessary
- Monitor and maintain all District bank accounts including necessary transfers
- Work with the Aquatics Manager to identify performance metrics for revenue and operational expenses and review monthly with the Board of Commissioners
- Provide monthly and annual financial reporting to the Board of Commissioners
- Develop short and long term budget forecasting

WORKING CONDITIONS

- Maintain regular, on-site District office hours as approved by the President of the Board of Commissioners
- Attendance required at:
 - Regular meetings of the Board of Commissioners (~~every~~the second (2nd) Monday of ~~the~~each month beginning at 6pm- subject to change)
 - Special Meetings of the Board of Commissioners as scheduled
 - Administrative/Finance Committee Meetings as requested
- Local travel for District related business as needed
- The Tukwila Pool Metropolitan Park District is an equal opportunity employer

HOURS, SALARY & BENEFITS

This position is hourly, Part-time (20-25 hours/week)

- The successful candidate is expected to work 20-25 hours/week and will be responsible for developing a schedule to ensure maximum effectiveness in this position. Weekend and or evening work is occasionally required
- Salary: \$25/hour
- Benefits: Our benefits include family use of the facility, an allowance equal to 15% of salary to be used at the employee's discretion for medical, dental, child care and or retirement plan), paid vacation, sick leave, floating holidays and merit increases

TUKWILA POOL METROPOLITAN PARK DISTRICT

****POSITION OPENING****

DISTRICT ADMINISTRATOR

PART TIME

The Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners desires to hire a District Administrator to provide District support and guidance to the Board of Commissioners. The TPMPD owns and operates one indoor swimming pool. This position is part-time, hourly (20 - 25 hours per week). Key responsibilities will be:

- Provide Board Support including recommendations and guidance including policies and procedures
- Maintain and safeguard District's assets, records and documents
- Strong financial and budget preparation
- General knowledge of the basic legal requirements of contracts, leases, agreements and the ability to draft documents for review by the District's attorney

The ideal candidate is self-motivated who excels at working independently. Knowledge of Washington State laws as they apply to aquatic facilities and municipal park districts. Ability to interface with various database systems such as accounting, records management and inventory management.

Bachelors Degree or equivalent experience preferred.

Candidate must be able to pass a WSP and FBI background check.

Hourly rate @ \$25.00/Hour

How to Apply

Submit a resume and cover letter detailing your interest and qualifications by email, mail, or in person to:

TPMPD Board of Commissioners
4414 South 144th St.
Tukwila, WA 98168
jobs@tukwilapool.org

Submissions for this position will be accepted through 4:00 p.m., Friday July 7, 2017

View full District Administrator job description online at www.tukwilapool.org

