

TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

President of the Board: Ellen Gengler Clerk of the Board: Aaron Shipman

Board Members: Jeri Frangello-Anderson, Vanessa Zaputil, Christine Neuffer

Recording Secretary: Richard J. Rabe

Date and Time: Monday, April 9, 2018, 6:00 p.m.

Resolution Numbers: NA

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

1. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL	Page 2
2. APPROVE AGENDA	Page 1
3. RECOGNITION OF EMPLOYEE OF THE MONTH	Page 3
4. CITIZEN COMMENTS (<i>Limited to 4 minutes</i>)	Pages 4 - 5
5. CONSENT AGENDA	<div>a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting, March 12, 2018. b) Approve Vouchers</div> <div>Pages 6 - 8 Pages 7 - 14</div>
6. REPORTS	<div>a) Commissioners b) Finance c) Director of Aquatics Operations d) District Administrator e) Tukwila Pool Advisory Committee</div> <div>Page 19 Pages 20 - 34 Pages 35 - 39 Pages 40 - 41 Page 42</div>
7. OLD BUSINESS ITEMS	<div>a) Social Media Policy</div> <div>Page 43</div>
8. NEW BUSINESS ITEMS	<div>a) Commissioners' Stipends b) Commissioners' Retreat – Scheduling c) Finance Committee Revisions of Policy 520 – Full Board Approval d) MRSC Rosters – Contract Renewal</div> <div>Pages 44 - 46 Pages 47 - 54 Pages 55 - 56</div>
8. MISCELLANEOUS	
9. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.	
10. ADJOURNMENT	



TUKWILA POOL METROPOLITAN PARK DISTRICT (TPMPD)

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

Monthly Personnel Recognitions

for

Board of Commissioners Regular Meeting

APRIL 2018

Employee of the Month – Thank You & Congratulations:

Kelly Chen

New Hires - Welcome:

Morgan Claire Fields, 3-30-2018, Front Desk

Cesar Menez, 3-30-2018, Lifeguard

Departures - Farewell:

Vu Huai, 4-4-2018

Raven Bradley, 4-6-2018

Anniversaries [of hiring date(s)] - Congratulations:

None this month

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	1/13/18
Time:	1830
Topic:	SEATING

Please Direct Immediate Concerns to Pool Staff as well

WE NEED COMFORTABLES
SEAT AT THE POOL.
AND COFFEE BAR (FREE)

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

FREE + SNACK

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	?
Time:	?
Topic:	Everything

Please Direct Immediate Concerns to Pool Staff as well

Very thing

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

Hello mail
people

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	12/26/17
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

Change Parent-tot
name to (111)
Bubblers ☺

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	
Time:	
Topic:	

Please Direct Immediate Concerns to Pool Staff as well

it not free
11

Tukwila Pool Metropolitan Park District

SUGGESTIONS

Your Voice Matters!

Date:	12/20/17
Time:	1:42pm
Topic:	decorations

Please Direct Immediate Concerns to Pool Staff as well

Tots amaze I like
tots love this place like
LOL.

TUKWILA POOL METROPOLITAN PARK DISTRICT

March 12, 2018, 6:00 p.m.
Valley View Sewer District Conference Room
3460 S. 148th Street, Tukwila, WA 98168

BOARD OF COMMISSIONERS (BoC) REGULAR MEETING MINUTES

1. CALL TO ORDER

President of the Board Gengler called the meeting to order at 6:00 p.m.

TPMPD MISSION, VISION, AND VALUES STATEMENT was recited by President Gengler.

THE PLEDGE OF ALLEGIANCE was recited by the attendees.

ROLL CALL

TUKWILA POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were: Commissioner Ellen Gengler – Board President, Commissioner Aaron Shipman – Board Clerk, Commissioner Jeri Frangello-Anderson, Commissioner Christine Neuffer, and Commissioner Vanessa Zaputil.

TUKWILA POOL METROPOLITAN PARK DISTRICT REPRESENTATIVES

Present were: Michelle Simpson, Director of Aquatics Operations, Richard J. Rabe, District Administrator, Kristine Selleck, District Bookkeeper

MEMBERS OF THE TUKWILA COMMUNITY

Present were: Dave Puki

2. AGENDA

MOVED BY ZAPUTIL TO AMEND THE AGENDA TO ADD AN “EMPLOYEE RECOGNITION FOR EMPLOYEE OF THE MONTH” ITEM IMMEDIATELY BEFORE THE CITIZEN COMMENTS, AND TO MOVE AGENDA ITEM 6.a. TO ITEM 5.b. SECONDED BY NEUFFER. MOTION CARRIED (5-0).

MOVED BY ZAPUTIL TO APPROVE THE AGENDA AS AMENDED, NEUFFER SECONDED. MOTION CARRIED (5-0).

3. EMPLOYEE RECOGNITION – EMPLOYEE OF THE MONTH AWARD

M. Simpson awarded the Employee of the Month for March 2018 to Helina Molla, for her hard work, dedication, and volunteering to go above and beyond her regular duties.

4. CITIZEN COMMENTS

Dave Puki spoke about the lack of a posted notice for the meeting at hand and asked for clarification about the pool policy regarding renting a lane of the pool for lap swimming. He suggested placing a sign by lanes that have been reserved to inform other pool patrons that the lane is not open at that time.

5. CONSENT AGENDA

- a.) Approval of Minutes of the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting, February 12, 2018, President Gengler invited discussion.

MOVED BY ZAPUTIL TO APPROVE THE MINUTES OF FEBRUARY 12, 2018, AS AMENDED. FRANGELLO-ANDERSON SECONDED. MOTION CARRIED (5-0).

- b.) Approval of Vouchers -- President Gengler invited discussion. There was none.

MOVED BY FRANGELLO-ANDERSON TO APPROVE THE VOUCHERS. SHIPMAN SECONDED. MOTION CARRIED (5-0).

6. REPORTS

- a.) Commissioners Reports:

Commissioner Zaputil reported that she attended the Finance Committee meeting on February 26th; and that the SAO audit is proceeding slower than previously anticipated, due to the search for a replacement auditor by the SAO office; and that she attended the February 17 “Candyland” event at the pool.

Commissioner Frangello-Anderson reported that she attended the Finance Committee meeting on February 26th; that she attended the February 17 “Candyland” event at the pool; that she plans to attend the “Egg Hunt” event on March 17th; and congratulated M. Simpson for Simpson’s imminent one-year anniversary at the pool.

Commissioner Neuffer reported she attended the Programming Committee meeting on March 25th; that she attended the February 17 “Candyland” event at the pool.

Commissioner Shipman reported he attended the TPAC meeting on February 17th; that he attended the Marketing Committee meeting on February 17th; that he attended the Programming Committee meeting on March 5th; and that he stopped by the pool to check on the new lighting improvements.

President Gengler thanked Jeri Frangello-Anderson for attending the Finance Committee meeting; thanked Neuffer for being present on Sunday to answer questions, thanked Shipman. She reported that she attended the “Candyland” event, and that she plans to attend the TPAC and “Egg Hunt” event on March 17th.

- b.) Explanation of the Financial Statements Guideline booklet – Kristine Selleck presented a thorough explanation of the booklet she created, which summarizes the various financial statements she produces periodically.
- c.) Finance: Commissioner Zaputil presented the financial reports.
- d.) Director of Aquatic Operations (DoAO) Report: DoAO Simpson made comments in support of her written report, appearing on pages 32 to 37 of the Agenda Packet.

- e.) District Administrator (DA) Report: DA Rabe made comments in support of his written report appearing on pages 38 to 44 of the Agenda Packet. Commissioner Frangello-Anderson mentioned that she will not be able to attend the April BoC meeting.
- f.) TPAC Report: Commissioner presented the TPAC report.

7. BUSINESS ITEMS

- a.) Programming Committee – Christine Neuffer said future Programming Committee meetings will be held quarterly, with the next meeting in May 2018.

Without objection President Gengler appointed Commissioner Shipman to be Chair of the Programming Committee for a term running from April 1, 2018 through March 31, 2019.

Without objection President Gengler appointed Commissioner Neuffer to the Programming Committee for a term running from April 1, 2018 through March 31, 2019.

NEUFFER MOVED TO DISCONTINUE THE MALE-ONLY SWIM PROGRAM. Discussion ensued. THE MOTION WAS NOT SECONDED.

8. MISCELLANEOUS

Zaputil said the City of Tukwila staff has identified several properties that could be sold to raise revenue for the capital bond to pay for the new Justice Center, a list that includes the fire station on 144th Street. She said the TPMPD might be able to exercise a right of first refusal with the intention of keeping the property as a community asset rather than make it available for commercial development. She said the pool may exercise imminent domain over the property.

Gengler said she would like to add the scheduling of a BoC retreat to the agenda on next month's meeting.

9. EXECUTIVE SESSION

As per RCW 42.30.110.g, an Executive Session was conducted from 8:35 to 8:55 p.m.

10. ADJOURNMENT

ZAPUTIL MOVED TO ADJOURN, SECONDED BY NEUFFER. MOTION CARRIED (5-0).

The meeting concluded at 8:58 p.m.

Commissioner Aaron Shipman, Clerk of the Board

Date:

[NOTHING FOLLOWS]



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/06/2018

Total Amount: \$14,905.21

Control Total: 9

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20180226113928.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Richard J. Rabe 2-26-18

Authorized District Signature

Date

[Signature]

Authorized District Signature

Date

2/26/18

[Signature]

Authorized District Signature

Date

Authorized District Signature

Date

3/2/18

Authorized District Signature

Date

Authorized District Signature

Date

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Accounts Payable Fax: (206) 263-3767

Attn: Special

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401 5th

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King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20180226113928.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1108899	02/19/2018	\$503.58	SERVICE DATE: 01/30/2018 REPLACEMENT OF 2 BATTERIES AND VERIFIED DOOR HOLDERS AND BEAM DETECTORS AFTER POWER OUTAGE LEFT SYSTEM IN ALARM
ALARM CENTER, INC.			1109442	02/21/2018	\$90.00	SERVICE DATES: 03/01/2018 - 03/31/2018 FIRE AND SECURITY MONITORING FEES
AQUATIC SPECIALTY SERVICES, INC.			14723	02/21/2018	\$838.20	SERVICE DATE: 02/14/2018 POOL CHEMICALS AND MONTHLY SERVICE AGREEMENT AT PWR
CITY OF TUKWILA			MB-02756	02/02/2018	\$10,121.48	BILLING DATE: FEBRUARY/2018 CITY BRIDGE LOAN PAYMENT
MICHELLE SIMPSON			20180220	02/20/2018	\$153.76	REIMBURSEMENT - JANUARY 2018 TRAINING MILEAGE AND SPECIAL EVENT SUPPLIES (02/17/2018 CANDYLAND)
RICHARD J. RABE			20180216	02/16/2018	\$10.80	REIMBURSEMENT - SERVICE DATE: 02/16/2018 20 MILES FOR PREVAILING WAGE WORKSHOP SEATTLE, WA
SEATTLE CITY LIGHT			20180221	02/21/2018	\$1,516.34	SERVICE DATES: 01/19/2018 - 02/20/2018 UTILITIES ELECTRIC
WALTER E NELSON CO.			638693	02/20/2018	\$457.73	SHIP DATE: 02/20/2018 JANITORIAL SUPPLIES
WATER DISTRICT NO. 125			20180220	02/20/2018	\$1,213.32	SERVICE DATES: 12/15/2018 - 02/15/2018 UTILITIES WATER



King County

Special District Voucher Approval Document

KCV2.0

Scheduled Payment Date: 03/13/2018

Total Amount: \$6,069.43

Control Total: 3

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20180305103922.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

Richard J. Kabe 3-5-18

Authorized District Signature

Date

[Signature]

Authorized District Signature

Date

3/5/18

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Special District Voucher Approval Document

KCV2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20180305103922.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CASCADE COMPUTER MAINTENANCE, INC.			1075657	02/26/2018	\$44.55	DELIVER DATE: 02/15/2018 REPLACEMENT KEYS FOR CASH DRAWER
CASCADE COMPUTER MAINTENANCE, INC.			1075700	02/27/2018	\$1,226.60	SERVICE/DELIVER DATE: 02/15/2018 SET UP NEW COMPUTER (HP PRODESK 400 GF SFF I5 (DOAO REPLACEMENT COMPUTER)); SOFTWARE, PRINTERS, TROUBLESHOOT SCAN FOLDERS
PUGET SOUND ENERGY			20180223	02/23/2018	\$4,798.28	SERVICE DATES: 01/23/2018 - 02/22/2018 UTILITIES NATURAL GAS



King County

Special District Voucher Approval Document

KCV2.0

Scheduled Payment Date: 03/20/2018

Total Amount: \$13,984.94

Control Total: 7

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20180313143401.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

Richard J. Kober 3-13-18

Authorized District Signature

Date

[Signature]

Authorized District Signature

Date

3/14/18

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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District Name: Tukwila Pool Metropolitan Park District File Name: AP_TUKPLMPD_APSUPINV_20180313143401.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF TUKWILA			LP-00101	03/07/2018	\$10,121.48	BILLING DATE: MARCH / 2018 CITY BRIDGE LOAN PAYMENT
COMCAST BUSINESS			20180228	02/28/2018	\$171.75	SERVICE DATES: 03/08/2018 - 04/07/2018 BUSINESS CABLE AND INTERNET
GDM PRIVATE FINANCIAL SOLUTIONS			58495	02/28/2018	\$975.00	CPA SERVICES: 02/02/2018 - SAO FINANCIAL REPORT TRAINING FOR BOOKKEEPER (\$900), 02/20/2018 - UPDATING US BANK SINGLEPOINT (\$75)
MCKINSTRY CO LLC			433418	03/03/2018	\$1,399.75	BILLING PERIOD: JANUARY 2018 PREVENTIVE MAINTENANCE SERVICE BILLING PER CONTRACT - HVAC
RAVITRON, INC.			20180156	03/09/2018	\$775.79	DELIVERY/SERVICE DATE: 02/28/2018 APC UPS/ONSITE INSTALLATION OF PHONES, APCs, AND OTHER QUOTED OPTIONS
REC-1			REC1-014570	03/01/2018	\$210.84	SERVICE DATES: 02/01/2018 - 02/28/2018 REVENUE PROCESSING SOFTWARE
RICOH USA, INC.			100227557	03/05/2018	\$330.33	BILLING PERIOD: 02/28/2018 - 03/29/2018 EQUIPMENT RENTAL, ADDITIONAL IMAGES, TAXES



King County

Special District Voucher Approval Document

KCV2.0

Scheduled Payment Date: 03/27/2018

Total Amount: \$3,848.56

Control Total: 13

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20180320090627.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

Richard J. Rabe 3-21-18

Authorized District Signature

Date

[Signature]

Authorized District Signature

Date

3-23-18

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Special District Voucher Approval Document

KC v2.0

File Name: AP_TUKPLMPD_APSUPINV_20180320090627.csv

District Name: Tukwila Pool Metropolitan Park District

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			34540848	02/28/2018	\$138.89	RENTAL PERIOD: FEBRUARY 2018 CARBON DIOXIDE CYLINDER RENTAL
AQUATIC SPECIALTY SERVICES, INC.			14565	01/16/2018	\$579.68	SERVICE DATE: 01/10/2018 POOL CHEMICALS (\$414.68.00), MONTHLY SERVICE AGREEMENT AT PWR (\$165.00)
AQUATIC SPECIALTY SERVICES, INC.			14864	03/14/2018	\$165.00	SERVICE DATE: 03/13/2018 MONTHLY SERVICE AGREEMENT AT PWR
FITT BALANCE LLC			1008	03/17/2018	\$100.00	SERVICE DATES: 02/02/2018 - 02/23/2018 - WEEKLY FITT FRIDAY 60-MIN. SHALLOW WATER AQUATIC FITNESS CLASS INSTRUCTED BY CHRISTEN SINGER AT TUKWILA POOL
JESSICA STILES			20180312	03/12/2018	\$417.38	REIMBURSEMENT - SERVICE DATE: 02/17/2018 - 02/21/2018 357 MILES, FERRIES, TOLL, AND HOTEL FOR WATER SAFETY INSTRUCTOR TRAINER COURSE
PRINT NW			W19437501	03/06/2018	\$87.14	SHIPPED DATE: 03/06/2018 LAWN SIGNS 2 VERSIONS: KP GRANT MARKETING AND SWIM PROGRAM MARKETING
SUNBELT CONTROLS, INC			5028503	03/07/2018	\$551.62	SERVICE DATE: 01/29/2018 TROUBLESHOOT AND REINSTALL WEBCtrl
VALLEY VIEW SEWER DISTRICT			20180301	03/01/2018	\$58.85	SERVICE DATES: 02/01/2018 - 02/28/2018 UTILITIES SEWER
VALLEY VIEW SEWER DISTRICT			201704140371	03/14/2018	\$300.00	TPMPD MEETING SITE RENTAL: 4TH QUARTER 2016 AND 1ST QUARTER 2017
VALLEY VIEW SEWER DISTRICT			201707100372	03/14/2018	\$230.00	TPMPD MEETING SITE RENTAL: 2ND QUARTER 2017
VALLEY VIEW SEWER DISTRICT			201710090373	03/14/2018	\$180.00	TPMPD MEETING SITE RENTAL: 3RD QUARTER 2017
VALLEY VIEW SEWER DISTRICT			201803140376	03/14/2018	\$460.00	TPMPD MEETING SITE RENTAL: 4TH QUARTER 2017 AND 1ST QUARTER 2018
WASHINGTON RECREATION & PARK ASSOCIATION			3175	03/04/2018	\$580.00	MEMBERSHIP DATE: THROUGH 05/03/2019 GOLD AGENCY MEMBER



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/27/2018

Total Amount: \$1,542.20

Control Total: 1

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20180322142828.csv

Fund #: 175913010

CONTACT INFORMATION

Preparer's Name:

Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

Richard J. Koble 3-22-18

Authorized District Signature

Date

[Signature] 3-23-18

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Accounts Payable Attn: Special Districts

Fax: (206) 263-3767

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Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20180322142828.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
NATURAL STRUCTURES			18-P060	03/08/2018	\$1,542.20	ORDER DATE: 03/07/2018 PARTS FOR SLIDE REPAIR (CIP)

Commissioners' Reports



Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of February 28, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	54,220.09
111.11 US Bank Deposit Acct - 8744	57,545.19
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	357,103.99
115.21 KC Fund 175910010 General	179,800.44
Total Bank Accounts	\$648,669.71
Other Current Assets	
113.00 Change Fund	300.00
Undeposited Funds	2,634.50
Total Other Current Assets	\$2,934.50
Total Current Assets	\$651,604.21
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
Total Fixed Assets	\$2,063,021.99
TOTAL ASSETS	\$2,714,626.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (Reconcile) - 2794	3,664.03
Total Credit Cards	\$3,664.03
Other Current Liabilities	
231.00 Payroll Liabilities	2,472.74
Total Other Current Liabilities	\$2,472.74
Total Current Liabilities	\$6,136.77
Long-Term Liabilities	
217.10 Bond Payable	513,548.90
227.00 Bridge Loan Payable	613,938.35
Total Long-Term Liabilities	\$1,127,487.25
Total Liabilities	\$1,133,624.02
Equity	\$1,581,002.18
TOTAL LIABILITIES AND EQUITY	\$2,714,626.20



A	B	C	E	F	G	H	K	L	M
Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 02/28/2018	% of Budget
1									
2	308.80.00		198,375.00	198,389.00	238,546.00	271,557.67	288,491.23	343,876.36	
3									
Revenues									
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Tukwila Pool Metropolitan Park District
Budget Report for April 2018 BOC Meeting

	A	B	C	E	F	G	H	K	L	M
	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 02/28/2018	% of Budget
1										
55	Expenditures									
56	Board Expenditures									
57	BOC Stipend	576.20.100.10.00	3 @ \$114 per meeting x 15 meetings	5,000.00	1,605.50	5,130.00	5,130.00	5,130.00	684.00	13.33%
58	BOC Supplies									
59	BOC Office Supplies	576.20.100.30.10	business cards, etc.	250.00	64.51	100.00	-	100.00	71.30	71.30%
60	BOC Equipment	576.20.100.30.20	Gavel, nameplates, etc.	200.00	185.19	100.00	18.68	100.00	40.92	40.92%
61	BOC Meeting Food	576.20.100.30.30	retreat	250.00	120.97	250.00	102.07	250.00	-	0.00%
62	BOC Services									
63	Consultant Fees	576.20.100.40.10		500.00	23.50	500.00	-	300.00	-	0.00%
64	Transcription Services	576.20.100.40.20	\$360 per meeting (avg.) x 15 meetings	3,200.00	5,634.00	5,400.00	3,238.00	750.00	-	0.00%
65	Meeting Site Rental	576.20.100.40.30		1,000.00	670.00	600.00	-	600.00	-	0.00%
66	Public Records Request	576.20.100.40.40		1,000.00	16.43	500.00	-	500.00	-	0.00%
67	BOC Travel (non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.	200.00	-	200.00	-	100.00	-	0.00%
68	BOC Development									
69	Travel/Transportation	576.20.100.40.61	For development purposes only	200.00	58.45	200.00	43.60	200.00	-	0.00%
70	Tuition/Registration Fees	576.20.100.40.62		650.00	250.00	650.00	-	650.00	-	0.00%
71	BOC Notices/Ads	576.20.100.40.70	For posting legal notices or ED position	1,000.00	812.73	200.00	135.00	200.00	-	0.00%
72	BOC Intergovernmental Costs									
73	Election Costs	576.20.100.50.10	billed in 2018 for the 2017 election cycle	5,900.00	5,988.43	-	-	6,000.00	-	0.00%
74			Total 576.20.100 Board Expenditures	19,350.00	15,429.71	13,830.00	8,667.35	14,880.00	796.22	
75	Executive Expenditures									
76	Executive Salaries & Wages									
77	Wages Executive Director/District Administrator	576.20.200.10.10	(*2016 Actual includes Admin Dir for 2 months)	45,000.00	43,854.09	46,456.00	36,890.94	37,740.00	6,143.25	16.28%
78	Other Taxable Compensation (Benefit Stipend)	576.20.200.10.20	(*see note above)	6,750.00	5,343.75	6,968.00	5,272.48	5,661.00	891.19	15.74%
79	Executive Personnel Benefits									
80	Non-Taxable Benefits									
81	FICA	576.20.200.20.11		3,646.00	-	4,087.00	-	-	-	
82	Unemployment	576.20.200.20.12	Included in Pool Personnel Benefits	912.00	-	2,420.00	-	-	-	
83	L & I	576.20.200.20.13		456.00	-	122.00	-	-	-	
84	Executive Development									
85	Travel/Transportation	576.20.200.40.11	For development purposes only	200.00	-	70.00	43.25	150.00	-	0.00%
86	Tuition/Registration Fees	576.20.200.40.12		500.00	-	500.00	380.00	500.00	-	0.00%
87	Travel (non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.	650.00	1,286.25	200.00	-	200.00	-	0.00%
88			Total 576.20.200 Executive Expenditures	58,114.00	50,494.09	60,823.00	42,586.67	44,251.00	7,034.44	



Tukwila Pool Metropolitan Park District
Budget Report for April 2018 BOC Meeting

A	B	C	E	F	G	H	K	L	M
Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 02/28/2018	% of Budget
1									
89 Shared Expenditures									
90 Shared Salary & Wages									
91 Wages Bookkeeper	576.20.300.10.10	part time 15 hours/week	12,500.00	1,436.25	7,500.00	11,099.13	12,500.00	2,934.72	23.48%
92 Non-Taxable Benefits									
93 FICA	576.20.300.20.11				575.00	-			
94 Unemployment	576.20.300.20.12				450.00	-			
95 L & I	576.20.300.20.13				70.00	-			
96 Shared Supplies/Equipment									
97 Office/Computer Supplies/Equipment (consumable)									
98 Office Supplies (consumables)	576.20.300.30.11	desk supplies, planners, laminating, deposit slips, batteries	1,000.00	852.04	1,000.00	1,325.25	1,500.00	338.81	22.59%
99 Printing Supplies (consumables)	576.20.300.30.12	Includes ink for small printer, paper, envelopes	900.00	388.98	800.00	555.88	550.00	227.53	41.37%
100 Office/Computer Supplies/Equipment (non-consumable)									
101 Office Equipment (non-consumables)	576.20.300.30.13	includes sign stands, furniture, staplers, etc.	1,000.00	1,005.49	1,000.00	475.91	1,000.00	1,615.66	161.57%
102 Computer Equipment (replacement)	576.20.300.30.14	replacement laptop or desktops *2018 Need to replace old laptop \$500, reserving \$1000 for any computer (2) that might go bad		-	1,000.00	2,007.41	2,500.00	1,948.52	77.94%
103 Shared Services									
104 IT/Computer Service	576.20.300.40.10	Set up computers and other IT Services	3,400.00	444.40	1,000.00	2,138.42	4,000.00	1,132.79	28.32%
105 Legal Services	576.20.300.40.20		13,750.00	5,037.00	10,000.00	5,912.00	8,000.00	418.00	5.23%
106 Communication Services									
107 Telephone	576.20.300.40.31		2,190.00	181.28	-	-	-	-	-
108 Postage	576.20.300.40.32		500.00	103.15	200.00	137.20	200.00	54.00	27.00%
109 Website & email hosting	576.20.300.40.33	Rackspace & Bluehost	500.00	1,399.83	1,300.00	1,312.88	1,500.00	-	0.00%
110 Internet/VoIP Phones	576.20.300.40.34	Broadview phone & 19 & Comcast public WIFI	7,500.00	8,190.38	7,500.00	7,594.98	7,500.00	1,479.58	19.73%
111 Software Programs/Subscriptions (non-financial)	576.20.300.40.35	Office (\$950), Adobe DC (\$200), When to Work (\$360)	720.00	1,504.02	1,500.00	956.66	1,600.00	822.78	51.42%
112 Advertising/Posting Fees	576.20.300.40.36	For posting DOAD position only	3,000.00	455.00	200.00	325.00	200.00	-	0.00%
113 Printing & Copying Services	576.20.300.40.37	For Ricoh & other non-program printing services	1,800.00	4,854.70	4,700.00	5,471.59	5,500.00	1,079.05	19.62%
114 Bank Charges	576.20.300.40.40		2,820.00	801.26	2,300.00	343.60	800.00	53.62	6.70%
115 Payroll Services	576.20.300.40.50	Annual Costco \$55, WSPA \$580, MRSC Rosters \$120, Amazon Prime \$110, ARC \$300	960.00	700.00	1,000.00	1,166.26	1,000.00	-	0.00%
116 Membership Dues	576.20.300.40.60	note how used in detail	1,000.00	0.02	500.00	-	500.00	-	0.00%
117 Miscellaneous Services	576.20.300.40.70		4,170.00	4,423.71	4,200.00	2,462.39	2,500.00	526.50	21.06%
118 Risk Management Services									
119 Security & Fire Alarm	576.20.300.40.81	Monitoring \$90/month = \$1080, Yearly Inspection \$320	800.00	655.13	700.00	576.55	700.00	252.86	36.12%
120 Pest Control	576.20.300.40.82	Orkin - quarterly \$165.51 total \$662.04	12,420.00	12,148.00	12,612.00	13,170.00	14,000.00	10,489.00	74.92%
121 Insurance	576.20.300.40.83	WCJA - Travelers		62.09	800.00	385.00	900.00	5.00	0.56%
122 Fingerprinting (WSP)	576.20.300.40.84	\$10 non res)							
123 Financial Services									
124 Independent	576.20.300.40.91	Independent		7,098.35		-			
125 CPA Services	576.20.300.40.92	Including assistance with State Audit from CPA 2017 bill may come in 2018 so budgeting for this bill to come then	10,000.00	7,458.50	10,000.00	6,627.50	8,000.00	2,731.00	34.14%
126 Software Programs (financial)	576.20.300.40.93	QuickBooks Online Subscription \$75/quarter = \$300	500.00	262.44	500.00	150.00	500.00	75.00	15.00%
127 Shared Intergovernmental Services									
128 External Taxes and Operating Assessments	576.20.300.50.10	include description	5,000.00	49.00	1,000.00	-	-	-	-
129 Washington Business License	576.20.300.50.20								
130 Tukwila Business License	576.20.300.50.30								
131 Annual Permits	576.20.300.50.40	King Co Health	800.00	593.00	600.00	593.00	650.00	-	0.00%
132 Intercal Agreements	576.20.300.50.50								
133 State Audit	576.20.300.50.60	to be conducted in 2017	5,000.00		13,500.00	2,006.09	-	1,183.75	
134		Total 576.20.300 Shared Expenditures	92,230.00	65,544.76	91,757.00	72,633.97	82,100.00	28,576.52	



Tukwila Pool Metropolitan Park District
Budget Report for April 2018 BOC Meeting

A	B	C	E	F	G	H	K	L	M
Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 02/28/2018	% of Budget
1									
135		Swimming Pool Expenditures							
136		Swimming Pool Salaries and Wages							
137	576.20.400.10.10	*see attached worksheet	65,116.00	71,967.59	96,000.00	108,028.79	126,450.00	18,567.36	14.68%
138	576.20.400.10.20	*see attached worksheet	32,642.00	37,391.80	52,000.00	41,251.52	42,500.00	6,223.75	14.64%
139	576.20.400.10.30		43,275.00	36,090.33	-	-	-	-	-
140	576.20.400.10.40		55,000.00	56,705.55	55,000.00	47,711.48	66,734.00	10,833.32	16.23%
141	576.20.400.10.50	2 managers at \$21/hour x 34 weeks = \$57,120; 18 weeks (yearly raise same time for both) x \$22/hour = \$31,680 Total = \$88,800 rounded to \$89,000	40,000.00	30,261.64	75,000.00	80,564.74	89,000.00	14,597.94	16.40%
142	576.20.400.10.60	4,102.05 hours x \$12.20 average salary = \$50,044.40 rounded up to \$50,100 *see worksheet for more details **Includes sick leave pay	45,197.00	40,562.32	44,000.00	34,254.08	50,100.00	4,669.85	9.32%
143	576.20.400.10.70	For Emergency Use: Managers overtime=\$5000/year total for 2 people Part-time staff overtime=\$2500 Totalling \$7500	-	1,365.00	-	14,532.98	7,500.00	1,635.87	21.81%
144	576.20.400.10.80	DOAO \$67080, AM \$89,000, 15% x \$156080 = \$23,412	14,520.00	12,652.39	19,500.00	19,512.44	23,500.00	3,713.89	15.80%
145	576.20.400.10.90			4,185.68		37.34			
146		Swimming Pool Personnel Benefits							
147		Non-Taxable Benefits							
148	576.20.400.20.11	TPMPD's contribution (6.2%+1.45%)	22,850.00	25,901.58	26,124.00	31,022.68	35,711.35	5,423.43	15.19%
149	576.20.400.20.12	TPMPD's contribution (5.5% up to \$44K)	5,712.00	19,213.46	18,178.00	12,764.03	25,674.83	2,445.45	9.52%
150	576.20.400.20.13	TPMPD's contribution	2,856.00	9,105.79	9,500.00	8,597.08	15,000.00	1,815.02	12.10%
151	576.20.400.20.20								
152		Swimming Pool Supplies							
153		Program Supplies and Equipment							
154	576.20.400.30.11	foam dumbbells	200.00	179.40	200.00	138.80	200.00	318.17	159.09%
155	576.20.400.30.12	dive toys, Foamies, crates, flotation devices, wall hooks, clipboards, display easels	1,800.00	513.30	1,200.00	412.20	500.00	-	0.00%
156	576.20.400.30.13	food, inflatable games supplies, wristbands	1,400.00	1,003.56	1,400.00	2,469.67	2,400.00	952.58	39.69%
157	576.20.400.30.14	shirts, swim suits, hip packs, badges, lanyards, whistles, polo shirts	2,000.00	2,359.00	1,700.00	1,807.39	2,500.00	-	0.00%
158	576.20.400.30.15	life jackets, first aid supplies, biohazard supplies, rescue tubes ** more life jackets for 2018	2,250.00	1,635.95	1,700.00	3,119.56	2,500.00	1,128.52	45.14%
159	576.20.400.30.16	binders, dividers, etc. for LG classes		156.44		156.44	150.00	-	0.00%
160	576.20.400.30.17	kickboards, fins, wristbands		243.22		243.22	500.00	312.27	62.45%
161		Maintenance and Repairs Supplies							
162	576.20.400.30.21	Aquatic Specialty, Airgas, The Pool Guy Plus **adding them decreasing the filters 2 times a year as part of their service	10,634.00	11,802.64	11,000.00	10,574.12	14,000.00	730.87	5.22%
163	576.20.400.30.22	lifeguard chair, vacuum, cords, hoses, locks, drill bits, etc.	4,400.00	6,199.61	6,000.00	9,574.70	8,000.00	902.19	11.28%
164	576.20.400.30.23	ice melt, lawn repair chemicals, equipment rentals, plants, bark **yearly mulch \$700, new plants \$1300	600.00	1,392.49	1,500.00	2,353.81	6,000.00	1,991.59	33.19%
165	576.20.400.30.24		500.00	435.83	500.00	812.92	2,000.00	-	0.00%
166	576.20.400.30.30		1,200.00	3,032.40	2,600.00	3,494.40	3,500.00	504.14	14.40%
167	576.20.400.30.40	Include description	200.00	115.94	200.00	283.85	200.00	-	0.00%
168		Swimming Pool Services							
169	576.20.400.40.10	Rec 1 Services, Credit Card processing fees	4,800.00	5,221.19	6,500.00	7,577.47	9,000.00	1,272.24	14.14%
170	576.20.400.40.20		500.00	766.21	500.00	-	300.00	-	0.00%
171	576.20.400.40.21						500.00	-	0.00%
172		Advertising & Promotion							
173	576.20.400.40.35	additional services as needed			4,000.00	600.00	2,000.00	2,000.00	0.00%
174	576.20.400.40.36						1,700.00		0.00%
175	576.20.400.40.37	Brochures included 500 for marketing grant	3,000.00	1,532.81	2,000.00	780.00	2,800.00	814.44	29.09%
176	576.20.400.40.31	For brochures, banners, etc. want new signs for swim lessons info inside	4,000.00	3,362.13	4,000.00	3,564.38	4,000.00	540.00	27.00%
177	576.20.400.40.32	Assistant Manager position & program promotion only	600.00	1,020.00	800.00	228.00	800.00	2.00	0.25%
178	576.20.400.40.33	Lifeguard postings, recruitment					1,000.00	-	0.00%
179	576.20.400.40.38	program promotion only	1,000.00	521.67	800.00	40.51	500.00	-	0.00%
180	576.20.400.40.34								



Tukwila Pool Metropolitan Park District
Budget Report for April 2018 BOC Meeting

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Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 02/28/2018	% of Budget
1									
181 Staff Development									
182 Travel/Transportation	576.20.400.40.41	For pool staff only	-	-	-	189.62	400.00	-	0.00%
183 Tuition/Registration Fees	576.20.400.40.42	Lifeguard re-cert (staff only), Management training & WSI or equivalent: 20 staff at \$35/cert=\$700	2,250.00	575.00	4,500.00	1,568.08	2,000.00	1,044.00	52.20%
184 Rentals and Leases									
185 Equipment	576.20.400.40.51		1,000.00	452.00	500.00	-	-	-	-
186 Facility Ground Lease	576.20.400.40.52	Tukwila School District	11,497.00	11,497.50	11,497.00	-	-	-	-
187 Utilities									
188 Electrical	576.20.400.40.61		16,000.00	15,033.65	16,000.00	15,998.92	17,600.00	2,957.42	16.60%
189 Gas	576.20.400.40.62		48,000.00	46,044.27	49,000.00	48,948.96	58,000.00	10,020.75	17.28%
190 Water	576.20.400.40.63		4,200.00	4,390.41	5,100.00	6,474.42	6,500.00	1,208.36	15.58%
191 Sewer	576.20.400.40.64		7,920.00	1,091.98	4,200.00	1,186.46	1,500.00	115.65	7.72%
192 Garbage Collection	576.20.400.40.65		900.00	-	1,000.00	-	1,000.00	-	0.00%
193 Storm Drain	576.20.400.40.66		-	-	-	-	-	-	-
194 Other Utilities	576.20.400.40.67		-	-	-	-	-	-	-
195 Repairs and Maintenance Services									
196 Maintenance/Janitorial Service	576.20.400.40.71		-	-	-	-	-	-	-
197 Landscaping/Groundskeeping Services	576.20.400.40.74								
198 Facility Repairs/Maintenance	576.20.400.40.72	Aquatic Specialty Monthly Service in 2017 moved to equipment next line items for equipment service for 2018 budget, McKinstry Preventative Maintenance, plumbing repairs, HVAC repairs	20,000.00	20,533.89	20,000.00	31,799.21	40,000.00	388.85	0.97%
199 Equipment Repairs/Maintenance	576.20.400.40.73	Aquatic Specialties month service, boiler, surge pit, handrails/ladders, chemicals, pumps, *2018 McKinstry quarterly service fee is \$1631.33 total \$4894/year preventative maintenance service havoc and boiler *2018 Aquatic Spec. \$165/month total \$1980/year for chlorinator service 2018 Change DE filters \$3,100 + \$4500 (if needed) 2018 Drain pool, acid wash, fix joint line, replace some missing tiles, repaint black line on bulk head \$6,000	4,000.00	3,444.26	4,000.00	21,227.84	21,000.00	3,244.45	15.45%
200 Travel (non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.	200.00	16.62	200.00	21.04	200.00	-	0.00%
201 Miscellaneous Services									
202 Scholarship Fund (Swim Lesson Fees)	576.20.400.40.91		10,000.00	10,069.37	10,000.00	7,344.92	10,000.00	696.00	6.96%
203 Red Cross	576.20.400.40.92	Certification fees for Lifeguarding classes (non-staff) *2018 10 patrons at \$35 each	200.00	991.00	780.00	350.00	350.00	-	0.00%
204 Aerobics Partner (pass through)	576.20.400.40.93		1,000.00	-	500.00	-	-	100.00	-
205 Other Services	576.20.400.40.94	Record all misc. in detail for future budgeting	-	-	60.00	-	-	-	-
206 Adult Free Passes	576.20.400.40.95	20% of those distributed	-	-	300.00	9.00	-	-	-
207 Youth Free Passes	576.20.400.40.96	20% of those distributed	-	-	-	-	-	-	-
208 Discounts Applied	576.20.400.40.97		-	-	-	-	-	-	-
209 Gift Certificates	576.20.400.40.98		-	-	-	322.00	-	-	-
210		Total 576.20.400 Swimming Pool Expenditures	493,419.00	500,537.19	569,539.00	581,948.07	707,770.17	99,168.57	



Tukwila Pool Metropolitan Park District
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Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals: Year to 02/28/2018	% of Budget
1									
211 Sales Tax									
212 Sales Tax Paid	586.00.300.00.00		5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	1,122.41	14.86%
213		Total 586.00.300.00.00 Sales Tax	5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	1,122.41	
214 Debt Service Principle									
215 City Bridge Loan (Principle)	591.76.300.70.10		105,692.00	105,692.32	107,826.00	107,825.66	110,002.05	9,083.11	8.26%
216 Loans and Bonds (Principle)	591.76.300.70.20		93,737.00	93,737.30	96,428.00	96,427.85	99,195.63	-	0.00%
217		Total 591.76.300 Debt Service Principle	199,429.00	199,429.62	204,254.00	204,253.51	209,197.68	9,083.11	
218 Debt Service Interest									
219 City Bridge Loan (Interest)	592.76.300.80.10		15,766.00	15,765.44	13,632.00	13,632.10	11,455.71	1,038.37	9.06%
220 Loans and Bonds (Interest)	592.76.300.80.20		19,393.00	19,392.70	16,702.00	16,702.15	13,934.37	-	0.00%
221		Total 592.76.300 Debt Service Interest	35,159.00	35,158.14	30,334.00	30,334.25	25,390.08	1,038.37	
222 Park Facility Improvements and New Construction									
223 CIP Supplies	595.76.300.30.00		25,000.00	25,917.53					
224 CIP Services	595.76.300.40.00		25,000.00	23,977.25	15,000.00				
225		Total 595.76.300 Park Facility Improvements (CIP)	50,000.00	49,894.78	15,000.00	-	-		
226 Transfers Out									
227 Transfers Out to Capital Improvement Fund	597.00.300.00.10	80K + additional addressed in CIP Budget	80,000.00		85,000.00	133,305.00	80,000.00	-	0.00%
228		Total 597.00.300 Transfers Out	80,000.00	-	85,000.00	133,305.00	80,000.00	-	
229		Total Expenditures	1,033,439.00	921,264.53	1,075,990.00	1,081,728.57	1,171,143.93	146,819.64	
230									
231		Opening Balance	198,375.00	198,389.00	238,546.00	271,557.67	288,497.29	343,876.36	
232		Total Revenue	1,042,430.00	994,433.20	1,086,140.00	1,154,047.26	1,184,226.00	77,895.61	
233		Total Expenditures	(1,033,439.00)	(921,264.53)	(1,075,990.00)	(1,081,728.57)	(1,171,143.93)	(146,819.64)	
234 Ending Balance			207,366.00	271,597.67	248,696.00	343,876.36	307,573.36	274,952.33	
235		Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures							
236		3 Months Operational and Debt Service Expenses:	238,359.75	230,316.13	247,747.50	237,105.89	272,785.98	36,704.91	
237		Requirement Met?	NO	YES	YES	YES	YES	YES	
238									
239									
240		Notes	2016 Adopted	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals:	
241		Revenues	220,000.00	220,000.00	250,105.00	220,000.00	353,305.00	353,305.00	
242					\$85,000.00	\$5,000.00	80,000.00		
243									
244		Transfers in from General Fund							
245		*(850,000 2017 Transfer) - (\$30105 Balance of 2016 Transfer)				\$110,105.00			
246		*2018 Transfer in 2017				\$18,200.00			
247		Total Revenue	\$80,000.00	\$0.00	\$85,000.00	\$133,305.00	\$80,000.00	\$0.00	
248		Expenditures							
249		*2018 Proposed: Diving Block Replacement	\$50,000				18,000.00		
250		*2018 Proposed: Lighting Replacement					6,200.00		
251		*2018 Proposed: Slide Maintenance					12,000.00		
252		*2018 Proposed: Pool Covers					12,501.00		
253		Total Expenditures	\$0,000.00	-	-	-	48,701.00	-	
254									
255		Opening Balance	220,000.00	220,000.00	250,105.00	220,000.00	353,305.00	353,305.00	
256		Total Revenue	\$80,000.00	\$0.00	\$85,000.00	\$133,305.00	\$80,000.00	\$0.00	
257		Total Expenditures	(50,000.00)	-	-	-	(48,701.00)	-	
258			250,000.00	220,000.00	355,105.00	353,305.00	384,604.00	353,305.00	

Combined Excise Tax Return

603-151-833

TUKWILA POOL METROPOLITAN PARK DISTRICT

Filing Period: February 28, 2018

Filing Frequency: Monthly

Due Date: April 5, 2018

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	4,283.79	4,283.79	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	14,537.75	14,537.75	0.00	0.015000	0.00

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	4,283.79	Add Deduction	4,283.79	0.065000	278.45
Total State Sales and Use					278.45

Local City and/or County Sales Tax

Location	Sales From	Sales Through	Taxable Amount	Tax Rate	Tax Due
1729 - TUKWILA			4,283.79	0.035000	149.93
			4,283.79		149.93

Deductions

Line Code	Deduction	Amount Filed
Business & Occupation		
Retailing	Other	4,283.79
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	Other	14,537.75

2 Rows

Return Totals

Total Tax	428.38
Less Credits	0.00
Total Amount Owed	428.38

Submitter Information

Prepared By	Kristine Selleck
Phone Number	(206)-267-2350
Extension	
E-Mail Address	accounting@tukwilapool.org
Submitted Date	Mar-21-2018
Confirmation #	0-001-909-275

Payment Info

Payment Type Selected: ACH Debit/E-Check

Amount	428.38
Effective Date	Mar-21-2018



Tukwila Pool Metropolitan Park District

PROFIT AND LOSS: BUDGET VS. ACTUALS: 2018

February 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
311.10.00 Real and Personal Property Tax	9,147.82	76,547.58	-67,399.76	11.95 %
313.11.00 Sales Tax Collected	429.96	629.58	-199.62	68.29 %
341.70.00 Sales of Merchandise				
341.70.10 Taxable Merchandise	159.48	250.00	-90.52	63.79 %
341.70.20 Untaxable Merchandise	169.25	166.67	2.58	101.55 %
Total 341.70.00 Sales of Merchandise	328.73	416.67	-87.94	78.89 %
347.00.00 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	1,133.37	2,016.67	-883.30	56.20 %
347.30.20 Activity Fees - General Admissions (Taxable)	1,951.36	3,208.33	-1,256.97	60.82 %
347.30.30 Activity Fees - Special Events (Taxable)	274.14	183.33	90.81	149.53 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	6,035.00	5,000.00	1,035.00	120.70 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	166.50	25.00	141.50	666.00 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		104.17	-104.17	
347.90.00 Other Fees - pass through to Red Cross		29.17	-29.17	
Total 347.00.00 Cultural and Recreation	9,560.37	10,566.67	-1,006.30	90.48 %
361.10.00 Interest and Other Earnings	600.10	375.00	225.10	160.03 %
362.00.00 Rents, Leases and Concessions				
362.40.10 Rentals - One-time, private events (Taxable)	622.72	595.83	26.89	104.51 %
362.40.20 Equipment and Locker Rentals - Taxable	142.72	41.67	101.05	342.50 %
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	7,831.50	6,995.83	835.67	111.95 %
Total 362.00.00 Rents, Leases and Concessions	8,596.94	7,633.33	963.61	112.62 %
367.10.00 Contributions from Private Sources				
367.10.10 Cash Donations	1.75	16.67	-14.92	10.50 %
367.10.30 Grant Revenue Swim Lessons		833.33	-833.33	
367.10.40 Grant Revenue Junior Guard		416.67	-416.67	
367.10.50 Grant Revenue Misc. Overhead		416.67	-416.67	
Total 367.10.00 Contributions from Private Sources	1.75	1,683.34	-1,681.59	0.10 %
369.00.00 Miscellaneous Income				

TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
369.91.10 Scholarship Funds Applied	312.00	833.33	-521.33	37.44 %
369.91.90 Deposit Over/Short	5.25		5.25	
Total 369.00.00 Miscellaneous Income	317.25	833.33	-516.08	38.07 %
369.00.10 Unapplied Cash Payment Income	16.50		16.50	
Total Income	\$28,999.42	\$98,685.50	\$ -69,686.08	29.39 %
GROSS PROFIT	\$28,999.42	\$98,685.50	\$ -69,686.08	29.39 %
Expenses				
576.20.100.00.00 Board of Commissioners Expenditures				
576.20.100.10.00 BOC Stipend	342.00	427.50	-85.50	80.00 %
576.20.100.30.10 BOC Supplies - Office Supplies	21.93	8.33	13.60	263.27 %
576.20.100.30.20 BOC Supplies - Equipment		8.33	-8.33	
576.20.100.30.30 BOC Supplies - Meeting Food		20.83	-20.83	
576.20.100.40.10 BOC Services - Consultant Fees		25.00	-25.00	
576.20.100.40.20 BOC Services - Transcription		62.50	-62.50	
576.20.100.40.30 BOC Services - Meeting Site Rental		50.00	-50.00	
576.20.100.40.40 BOC Services - Public Records Requests		41.67	-41.67	
576.20.100.40.50 BOC Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		8.33	-8.33	
576.20.100.40.61 BOC Services - Development, Travel/Transportation		16.67	-16.67	
576.20.100.40.62 BOC Services - Development, Tuition/Registration Fees		54.17	-54.17	
576.20.100.40.70 BOC Services - Notices & Ads		16.67	-16.67	
576.20.100.50.10 BOC Intergovernmental Costs - Election Expenses		500.00	-500.00	
Total 576.20.100.00.00 Board of Commissioners Expenditures	363.93	1,240.00	-876.07	29.35 %
576.20.200.00.00 Executive Expenditures				
576.20.200.10.10 Executive Salary & Wages	3,281.50	3,145.00	136.50	104.34 %
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	492.23	471.75	20.48	104.34 %
576.20.200.40.11 Executive Services - Development, Travel/Transportation		12.50	-12.50	
576.20.200.40.12 Executive Services - Development, Tuition/Registration Fees		41.67	-41.67	
576.20.200.40.20 Executive Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		16.67	-16.67	
Total 576.20.200.00.00 Executive Expenditures	3,773.73	3,687.59	86.14	102.34 %
576.20.300.00.00 Shared Expenditures				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.10.00 Shared Salary & Wages				
576.20.300.10.10 Bookkeeper Wages	1,393.60	1,041.67	351.93	133.79 %
Total 576.20.300.10.00 Shared Salary & Wages	1,393.60	1,041.67	351.93	133.79 %
576.20.300.30.00 Shared Supplies				
576.20.300.30.00 Office/Computer Supplies & Equipment				
576.20.300.30.11 Office Supplies (Consumables)	62.35	125.00	-62.65	49.88 %
576.20.300.30.12 Printing & Copying Supplies (Consumables)	146.81	45.83	100.98	320.34 %
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	209.16	170.83	38.33	122.44 %
576.20.300.30.13 Office Equipment (Non-Consumable)	32.99	83.33	-50.34	39.59 %
576.20.300.30.14 Computer Equipment (Non-Consumable, Replacement)	827.78	208.33	619.45	397.34 %
Total 576.20.300.30.00 Shared Supplies	1,069.93	462.49	607.44	231.34 %
576.20.300.40.00 Shared Services				
576.20.300.40.10 IT/Computer Service	634.00	333.33	300.67	190.20 %
576.20.300.40.20 Legal Services	96.00	666.67	-570.67	14.40 %
576.20.300.40.30 Communications				
576.20.300.40.32 Postage		16.67	-16.67	
576.20.300.40.33 Website & Email Hosting		125.00	-125.00	
576.20.300.40.34 Internet/VoIP Phones	839.85	625.00	214.85	134.38 %
576.20.300.40.35 Software Programs (non-financial)	806.29	133.33	672.96	604.73 %
576.20.300.40.36 Advertising/Posting Fees		16.67	-16.67	
576.20.300.40.37 Printing & Copying Services	420.36	458.33	-37.97	91.72 %
Total 576.20.300.40.30 Communications	2,066.50	1,375.00	691.50	150.29 %
576.20.300.40.40 Bank Charges	15.77	66.67	-50.90	23.65 %
576.20.300.40.50 Payroll Service	284.64	500.00	-215.36	56.93 %
576.20.300.40.60 Membership Dues		83.33	-83.33	
576.20.300.40.70 Miscellaneous Shared Services		41.67	-41.67	
576.20.300.40.80 Risk Management Services				
576.20.300.40.81 Security & Fire Alarms	90.00	208.33	-118.33	43.20 %
576.20.300.40.82 Pest Control	166.26	58.33	107.93	285.03 %
576.20.300.40.83 Insurance		1,166.67	-1,166.67	
576.20.300.40.84 Fingerprinting Services & Supplies/Background Checks		75.00	-75.00	
Total 576.20.300.40.80 Risk Management Services	256.26	1,508.33	-1,252.07	16.99 %
576.20.300.40.90 Financial Services				
576.20.300.40.92 CPA	766.00	666.67	99.33	114.90 %
576.20.300.40.93 Financial Software Programs		41.67	-41.67	
Total 576.20.300.40.90 Financial Services	766.00	708.34	57.66	108.14 %

TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 576.20.300.40.00 Shared Services	4,119.17	5,283.34	-1,164.17	77.97 %
576.20.300.50.00 Shared Intergovernmental Services				
576.20.300.50.40 Annual Permits		54.17	-54.17	
576.20.300.50.60 State Audit	951.00		951.00	
Total 576.20.300.50.00 Shared Intergovernmental Services	951.00	54.17	896.83	1,755.58 %
Total 576.20.300.00.00 Shared Expenditures	7,533.70	6,841.67	692.03	110.11 %
576.20.400.00.00 Pool Expenditures				
576.20.400.10.00 Pool Salaries & Wages				
576.20.400.10.10 Pool S&W - Lifeguards	8,928.78	10,537.50	-1,608.72	84.73 %
576.20.400.10.20 Pool S&W - Instructors	3,793.49	3,541.67	251.82	107.11 %
576.20.400.10.40 Pool S&W - Director of Aquatics Operations	5,416.66	5,561.17	-144.51	97.40 %
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	7,504.98	7,416.67	88.31	101.19 %
576.20.400.10.60 Pool S&W - Front Desk	2,171.77	4,175.00	-2,003.23	52.02 %
576.20.400.10.70 Pool S&W - Overtime	1,183.20	625.00	558.20	189.31 %
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	1,938.25	1,958.33	-20.08	98.97 %
Total 576.20.400.10.00 Pool Salaries & Wages	30,937.13	33,815.34	-2,878.21	91.49 %
576.20.400.20.00 Pool Personnel Benefits				
576.20.400.20.11 Pool Benefits - FICA	2,788.12	2,975.95	-187.83	93.69 %
576.20.400.20.12 Pool Benefits - WA Unemployment	1,229.23	2,139.57	-910.34	57.45 %
576.20.400.20.13 Pool Benefits - L & I	943.86	1,250.00	-306.14	75.51 %
Total 576.20.400.20.00 Pool Personnel Benefits	4,961.21	6,365.52	-1,404.31	77.94 %
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	318.17	16.67	301.50	1,908.64 %
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction		41.67	-41.67	
576.20.400.30.13 Pool Supplies - Program, Special Events	441.42	200.00	241.42	220.71 %
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms		208.33	-208.33	
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	647.76	208.33	439.43	310.93 %
576.20.400.30.16 Pool Supplies - Program, Lifeguard Class		12.50	-12.50	
576.20.400.30.17 Pool Supplies - Program, Drop In/Open Swim	312.27	41.67	270.60	749.39 %
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	1,719.62	729.17	990.45	235.83 %
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	357.62	1,166.67	-809.05	30.65 %
576.20.400.30.22 Pool Supplies - Maint., Janitorial	884.63	666.67	217.96	132.69 %
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	1,605.48	500.00	1,105.48	321.10 %
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping		166.67	-166.67	
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	2,847.73	2,500.01	347.72	113.91 %
576.20.400.30.30 Pool Supplies - Resale Inventory	166.09	291.67	-125.58	56.94 %
576.20.400.30.40 Pool Supplies - Miscellaneous		16.67	-16.67	
Total 576.20.400.30.00 Pool Supplies	4,733.44	3,537.52	1,195.92	133.81 %
576.20.400.40.00 Pool Services				
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	613.24	750.00	-136.76	81.77 %
576.20.400.40.20 Pool Svcs. - Translation Services		25.00	-25.00	
576.20.400.40.21 Grant Translation		41.67	-41.67	
576.20.400.40.30 Pool Svcs. - Advertising & Promotion				
576.20.400.40.31 Pool Svcs. - Graphic Design (A&P, Material Development)		166.67	-166.67	
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying		333.33	-333.33	
576.20.400.40.33 Pool Svcs. - Ads/Postings	2.00	66.67	-64.67	3.00 %
576.20.400.40.34 Promotional Giveaways		41.67	-41.67	
576.20.400.40.35 Outreach Marketing Services		166.67	-166.67	
576.20.400.40.36 Grant Marketing		141.67	-141.67	
576.20.400.40.37 Grant Overhead		233.33	-233.33	
576.20.400.40.38 Lifeguard Recruiting		83.33	-83.33	
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	2.00	1,233.34	-1,231.34	0.16 %
576.20.400.40.40 Pool Svcs. - Staff Development				
576.20.400.40.41 Pool Svcs. - Staff Dev., Travel/Transportation		33.33	-33.33	
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees	694.00	166.67	527.33	416.39 %
Total 576.20.400.40.40 Pool Svcs. - Staff Development	694.00	200.00	494.00	347.00 %
576.20.400.40.60 Pool Svcs. - Utilities				
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	1,622.17	1,466.67	155.50	110.60 %
576.20.400.40.62 Pool Svcs. - Utilities, Gas	5,218.32	4,833.33	384.99	107.97 %
576.20.400.40.63 Pool Svcs. - Utilities,		541.67	-541.67	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Water				
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	58.85	125.00	-66.15	47.08 %
576.20.400.40.65 Pool Svcs. - Utilities, Garbage Collection		83.33	-83.33	
Total 576.20.400.40.60 Pool Svcs. - Utilities	6,899.34	7,050.00	-150.66	97.86 %
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services				
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	388.85	3,333.33	-2,944.48	11.67 %
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment		1,750.00	-1,750.00	
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	388.85	5,083.33	-4,694.48	7.65 %
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc.)		16.67	-16.67	
576.20.400.40.90 Pool Svcs. - Miscellaneous Services				
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	312.00	833.33	-521.33	37.44 %
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)		29.17	-29.17	
576.20.400.40.93 Pool Svcs. - Misc., Aerobics Partner (pass through)	100.00		100.00	
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	412.00	862.50	-450.50	47.77 %
Total 576.20.400.40.00 Pool Services	9,009.43	15,262.51	-6,253.08	59.03 %
Total 576.20.400.00.00 Pool Expenditures	49,641.21	58,980.89	-9,339.68	84.16 %
586.00.300.00.00 Sales Tax Paid	524.12	629.58	-105.46	83.25 %
591.76.300.70.00 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal		9,166.84	-9,166.84	
591.76.300.70.20 Loans and Bonds Principal		8,266.30	-8,266.30	
Total 591.76.300.70.00 Debt Service Principle		17,433.14	-17,433.14	
592.76.300.80.00 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest		954.64	-954.64	
592.76.300.80.20 Loans and Bonds Interest		1,161.20	-1,161.20	
Total 592.76.300.80.00 Debt Service Interest		2,115.84	-2,115.84	
597.00.300.00.00 Transfers Out				
597.00.300.00.10 Capital Improvement Fund		6,666.67	-6,666.67	
Total 597.00.300.00.00 Transfers Out		6,666.67	-6,666.67	
Total Expenses	\$61,836.69	\$97,595.38	\$ -35,758.69	63.36 %
NET OPERATING INCOME	\$ -32,837.27	\$1,090.12	\$ -33,927.39	-3,012.26 %
NET INCOME	\$ -32,837.27	\$1,090.12	\$ -33,927.39	-3,012.26 %



Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL PURCHASING CARD ACCOUNTS

February 2018

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (Reconcile) - 2794			
213.12 US Bank Michelle CC - 7436			
02/02/2018	Shindigz	3rd Saturday Event Date: 02/17/2018 (Candyland) Decor - Gingerbread Standees	59.98
02/02/2018	Swim Outlet	Speedo Aqua Fitness Dumbbell Water Weights (\$284.27), Sprint Aquatics Water Noodles (\$122.32), Custom Backstroke Flags (\$287.10)	693.69
02/02/2018	Kiefer	Kiefer Rolling Noodle Storage (\$189.95), Kiefer Extra Large Mesh Bag (\$33.90)	223.85
02/04/2018	Amazon.com	3rd Saturday Event Date: 02/17/2018 (Candyland) Kraft Bags	10.33
02/04/2018	Amazon.com	3rd Saturday Event Date: 02/17/2018 (Candyland) Supplies - 100 piece assorted stamps	17.55
02/05/2018	Amazon.com	Removable Clear Hooks Stick on Wall 15lb, Storex Hard Poly Clipboard Case of 12 (\$62.35), Apex 8695-25 Commercial All Rubber Hot Water Hose, 25 Ft (24.74)	87.09
02/05/2018	Amazon.com	3rd Saturday Event Date: 02/17/2018 (Candyland) Dessert Plates, Napkins	21.04
02/05/2018	Hafele	4 Replacement Keys (Lockers)	154.00
02/05/2018	Amazon.com	3rd Saturday Event General Supplies: 8 oz white hot cups (Case of 20 bags)	52.79
02/06/2018	Adobe	Monthly Subscription Acrobat Pro	16.49
02/14/2018	Dollar Tree Stores, Inc.	3rd Saturday Event General Supplies: Scoop Sets and Clear Bowls	9.89
02/15/2018	Fry's Electronics	SIIG Display Port Cable - 2M Computer Cable	21.99
02/15/2018	eLifeguard.com	4 of Lifeguard Rescue Tube Covers, First Responder Trauma Bag	79.23
02/16/2018	WA Washington Recreation & Park Association (WRPA)	Michelle Simpson: 2018 WRPA Annual Conference & Trade Show Registration Fee	329.00
02/16/2018	Costco Wholesale	3rd Saturday Event Date: 02/17/2018 (Candyland) Cake, Food	40.86
02/16/2018	Amazon.com	HP Black Toner Cartridge	146.81
02/16/2018	Costco Wholesale	Resale Inventory: Beef Sticks, Clif Bars, Nuts, Trailmix, Cornnuts	166.09
02/18/2018	Walmart	Laundry Hamper/Baskets (\$30.51), 3rd Saturday Event General Supplies: Quickpump 120 V (\$16.35), Bandages, Waterproof Adhesive Tape, Site Pads, Alcohol Pads, Gauze Pads, Wound Wash, Cort Spray (\$115.82)	162.68
02/18/2018	Amazon.com	3rd Saturday Event Date: 3/17/2018 (Spring Egg Hunt) Decor-Easter Magic Scratch Shapes	53.55
02/18/2018	Amazon.com	3rd Saturday Event Date: 3/17/2018 (Spring Egg Hunt) Decor-Easter Mega Value Pack Swirl Decorations	11.98
02/18/2018	Oriental Trading	3rd Saturday Event Date: 3/17/2018 (Spring Egg Hunt) Candy, Plastic Eggs	118.82
02/19/2018	Dollar Tree Stores, Inc.	3rd Saturday Event Date: 3/17/2018 (Spring Egg Hunt) Decor-Foam Shapes, Tinsel Icons, Crispy Bunnies, Tablecovers, Letters, Window Decor	28.28
02/19/2018	The Pool Guy Plus	Pool Chemicals: R0001, R0002, R0004	98.81
02/20/2018	City of Fife	Michelle Simpson: Aquatic Facility Operator Course April 25-26	365.00
02/22/2018	All Purpose Door Repair, Inc.	1/2 Down on Bid 01-25-2018 for Chemical Room Door	1,305.15
02/23/2018	Pool Supply World	2 of: Universal Replacement Battery, 24V (Chair Lift)	535.18
02/25/2018	Amazon.com	15 of: CPR Rescue Masks, 1 of: Gas Mask, Latex Gloves (\$165.61), Magnetic Dry Erase White Board (\$32.99)	198.60
02/28/2018	Indeed, Inc.	February 2018 Resume Contacts on Indeed.com	2.00
Total for 213.12 US Bank Michelle CC - 7436			\$5,010.73
213.13 US Bank Richard CC - 6555			
02/02/2018	Staples	Custom Print Additional Charge	21.93
Total for 213.13 US Bank Richard CC - 6555			\$21.93
Total for Tukwila Pool MPD (Reconcile) - 2794			\$5,032.66



Tukwila Pool Metropolitan Park District Operations Report for March 2018

April 5, 2018

Program Report:

- **Swim Lessons-** Our lessons were awesome in March! We had **190** participants this March! Last March we had 111 participants, so we have grown a LOT! Swim lessons income on this report doesn't look like we had more participants, but last year in March they had 2 months of registration fall under March.
- The total pool income looks "off" from last year to this year by a lot, they took in a lot of income last year vs this year. I dug a little deeper to see why and I found that last March the pool collected facility rentals for the following: 2017 Facility rentals included Kayak Club paying for 2016 past due fees and the entire 2017 year that totaled \$10,360; White Water Swim Team paid 2016 past due fees of \$5,000. (White Water paid for November and December 2016 in March of 2017)
- Short Term Rentals-We had a birthday party every Saturday in March (minus the weekend of the event), they all paid for their party in February. All short-term rentals other than birthday parties are the diving companies and they also all paid in Feb for March's rentals.

Maintenance report:

- The boiler went down on April 1st (Saturday) McKinstry came out and found that we had lost a phase of power and therefore caused it to go down. (It is a 3-phase motor) To restart it when this happens, you must take the cover off and get down in there and we are not allowed to do so, only a licensed person can do that.

General Pool:

- We have new banners placed in the pool that promote our American Red Cross classes we provide. One for swim lessons and one for lifeguarding classes. These will stay up year-round.
- Our swim instructors are going through the certification to become certified instructors the week of spring break.
- Michelle will be teaching a lifeguarding class the 2nd week of April.
- April 12th the new locker doors to allow locks will be installed (only ½ of the lockers in each locker room)

CIP Work Update:

- Starting blocks have been installed, water slide has been repaired, new lights have been installed, main drain covers replaced!



Revenue Report for April 2018 TPMPD Board Meeting February 2018 & March 2018 Monthly Comparison

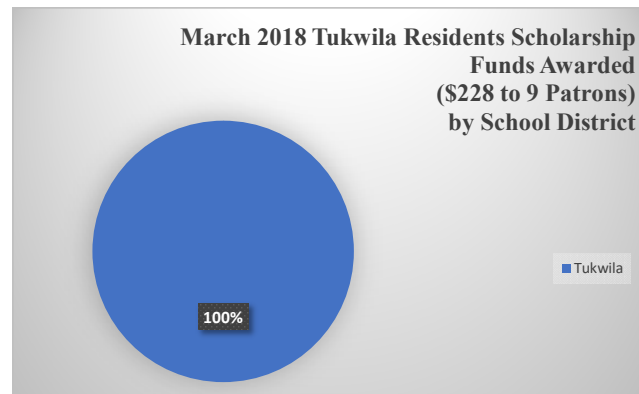
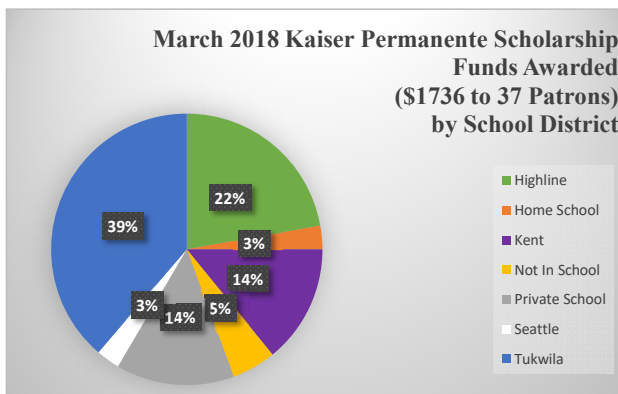
Category	February 2017	February 2018	March 2017	March 2018
Merchandise Sales (Taxable)	\$ 131.76	\$ 159.48	\$ 132.19	\$ 208.70
Merchandise Sales (Non-Taxable)	\$ 127.50	\$ 169.25	\$ 159.00	\$ 176.00
Pass Sales	\$ 1,280.32	\$ 1,133.37	\$ 1,629.88	\$ 1,841.76
Lifeguard Classes	\$ -	\$ -	\$ -	\$ 75.00
Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ -
Facility Rental (short-term)	\$ 487.36	\$ 622.72	\$ 642.55	\$ (113.64)
Equipment (Locker) Rental	\$ -	\$ 142.72	\$ 190.00	\$ 59.10
Facility Rental (long-term)	\$ 401.50	\$ 7,831.50	\$ 15,742.00	\$ 5,269.00
Cash Donations	\$ -	\$ 1.75	\$ 25.00	\$ 2.75
Grant Revenue	\$ -	\$ -	\$ -	\$ -
Other Misc. Revenue	\$ -	\$ 16.50	\$ (609.06)	\$ -
General Admission	\$ 2,159.50	\$ 1,951.36	\$ 2,261.75	\$ 2,292.68
Special Events	\$ 308.12	\$ 274.14	\$ 256.04	\$ 346.82
Swim Classes/Instruction	\$ 1,864.00	\$ 6,035.00	\$ 3,780.00	\$ 2,892.25
Exercise Classes	\$ 17.00	\$ 166.50	\$ 102.00	\$ 95.75
Sales of Capital Assets	\$ -	\$ -	\$ -	\$ -
Scholarship Usage (Tukwila Residents Scholarship)	\$ -	\$ 312.00	\$ 209.00	\$ 228.00
Gift Certificate Usage	\$ -	\$ -	\$ 135.00	\$ -
Deposit Over / Short	\$ 17.46	\$ 5.25	\$ (1.01)	\$ 2.55
Total Pool Operations Revenue	\$ 6,794.52	\$ 18,821.54	\$ 24,654.34	\$ 13,376.72
Sales Tax Collected	\$ 561.97	\$ 429.96	\$ 647.10	\$ 470.58
Total:	\$ 7,356.49	\$ 19,251.50	\$ 25,301.44	\$ 13,847.30

Revenue Report for April 2018 TPMPD Board Meeting February 2018 & March 2018 Monthly Comparison

Scholarship Funds Applied	February 2017	February 2018	March 2017	March 2018
Pre-School Classes	\$ -	\$ -	\$ -	\$ -
Minnow Swim Classes (Ages 5 & under)	\$ -	\$ 500.00	\$ 176.00	\$ 473.00
Sharks Swim Classes (Ages 6+)	\$ -	\$ 1,024.00	\$ 33.00	\$ 1,263.00
Super Strokes Swim Classes	\$ -	\$ 108.00	\$ -	\$ 186.00
Pre-Comp Swim Classes	\$ -	\$ -	\$ -	\$ 42.00
Adult Swim Classes	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ 1,632.00	\$ 209.00	\$ 1,964.00

Monetary Revenue from Swim Instruction Programs				
Lifeguard Classes	\$ -	\$ -	\$ -	\$ 75.00
Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ -
Swim Classes/Instruction	\$ 1,864.00	\$ 6,035.00	\$ 3,780.00	\$ 2,892.25
Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):	\$ 1,864.00	\$ 7,667.00	\$ 3,989.00	\$ 4,931.25

March 2018 Scholarship Statistics



TPMMPD GL Summary March 2018

GL Codes	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 114.00	\$ -	\$ 94.70	\$ 208.70
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 117.25	\$ -	\$ 58.75	\$ 176.00
Revenue	347.30.10: Pass Sales	\$ 279.30	\$ 134.54	\$ 1,427.92	\$ 1,841.76
Revenue	347.60.30: Lifeguard Classes	\$ -	\$ -	\$ 75.00	\$ 75.00
Revenue	362.40.10: Facility Rentals-Short Term	\$ -	\$ -	\$ (113.64)	\$ (113.64)
Revenue	362.40.20: Equipment Rentals	\$ 59.10	\$ -	\$ -	\$ 59.10
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ 194.00	\$ 1,782.00	\$ 3,293.00	\$ 5,269.00
Revenue	367.10.10: Cash Donations	\$ 2.75	\$ -	\$ -	\$ 2.75
Revenue	374.30.20: General Admission	\$ 1,484.73	\$ -	\$ 807.95	\$ 2,292.68
Revenue	374.30.20: Special Events	\$ 183.86	\$ -	\$ 162.96	\$ 346.82
Revenue	374.60.10: Swim Classes and Instruction	\$ 332.00	\$ 42.00	\$ 2,518.25	\$ 2,892.25
Revenue	374.60.20: Exercise Classes	\$ 53.00	\$ -	\$ 42.75	\$ 95.75
Liability	369.00.10: Account Credit	\$ -	\$ -	\$ -	\$ -
Liability	386.11.00: Tax	\$ 214.76	\$ 13.46	\$ 242.36	\$ 470.57
Asset	111.10: Deposit Account	\$ -	\$ -	\$ -	\$ -
Asset	369.91.10: Scholarship Funds Applied	\$ -	\$ -	\$ -	\$ -
Totals for GL Codes		\$ 3,034.75	\$ 1,972.00	\$ 8,610.00	\$ 13,616.75
	QBO Adjustments				
	Scholarship				\$ 228.00
	Deposit Over/Short				\$ 2.55
	Total:				\$ 13,847.30

Run On 04/04/2018 01:52 PM**Run By** TPMPD Bookkeeper**From** 03/01/2018 12:00 AM**To** 03/31/2018 11:59 PM**Check-In Summary by Membership**

Membership Name	Total Check-Ins
1. 1 Month Memberships 1 Month Youth/Veteran/Senior	60
2. 1 Month Memberships 2018-1 Month Adult	17
3. 1 Month Memberships 2018-1 Month Family (2 Adults & Children)	17
4. 1 Month Memberships 2018-1 Month Youth/Veteran/Senior	49
5. 10 Visit Memberships 10x Adult	22
6. 10 Visit Memberships 10x Youth/Veteran/Senior	40
7. 10 Visit Memberships 2018 10x Adult	70
8. 10 Visit Memberships 2018 10x Youth/Veteran/Senior	170
9. 10 Visit Memberships Adult Resident	6
10. 10 Visit Memberships Youth/Veteran/Senior Non-Resident	4
11. 3 Month Memberships 2018 3 Month Adult	19
12. 3 Month Memberships 2018 3 Month Youth/Vet/Senior	50
13. 3 Month Memberships 3 Month Adult	7
14. 3 Month Memberships 3 Month Youth/Vet/Senior	27
15. Annual Memberships 1 Year Adult	21
16. Annual Memberships 1 Year Youth/Vet/Senior	195
17. Annual Memberships 2018-1 Year Youth/Vet/Senior	5
18. Annual Memberships Employee Family Pass	3
19. Annual Memberships Youth/Senior Non-Resident	8
20. Exercise Pass 10 Visit 10x Exercise Adult	4
21. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	6
22. Legacy Memberships Punch Passes	3
	803
Totals for Check-In Summary by Membership	
	803

Run On 04/04/2018 01:53 PM

Run By TPMPD Bookkeeper

From 03/01/2018 12:00 AM

To 03/31/2018 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: 2018 Adult (18-54) NON-Resident	104	\$473.05
2. POS Item: 2018 Adult (18-54) Resident	87	\$355.91
3. POS Item: 2018 Adult Exercise Class (18-54) NON-Residen	2	\$13.00
4. POS Item: 2018 Late Night NON-Resident	2	\$4.55
5. POS Item: 2018 Late Night Resident	10	\$22.73
6. POS Item: 2018 NO SCHOOL COME TO THE POOL! Early Relea	4	\$9.09
7. POS Item: 2018 Private Lesson xx	15	\$435.00
8. POS Item: 2018 Private Swim Lessons - Non-Resident	2	\$70.00
9. POS Item: 2018 Private Swim Lessons - Resident	10	\$300.00
10. POS Item: 2018 Senior (55+) NON-Resident	45	\$132.78
11. POS Item: 2018 Senior (55+) Resident	103	\$303.93
12. POS Item: 2018 Senior Exercise (55+) NON-Resident	1	\$5.00
13. POS Item: 2018 Senior Exercise (55+) Resident	6	\$30.00
14. POS Item: 2018 Shower	25	\$45.50
15. POS Item: 2018 Special Events Resident	101	\$298.35
16. POS Item: 2018 Veteran Exercise NON-Resident	1	\$5.00
17. POS Item: 2018 Veteran NON-Resident	1	\$2.95
18. POS Item: 2018 Veteran Resident	2	\$5.90
19. POS Item: 2018 Youth (3-17) NON-Resident	76	\$224.43
20. POS Item: 2018 Youth (3-17) Resident	241	\$711.86
21. POS Item: Clif Bar	13	\$19.50
22. POS Item: Clif Bar - staff	14	\$10.50
23. POS Item: Corn Nuts	31	\$46.50
24. POS Item: Corn Nuts - staff	18	\$13.50
25. POS Item: Gatorade	17	\$23.15
26. POS Item: Gatorade - staff	11	\$7.48
27. POS Item: Locker Rental (Individual)	2	\$59.10
28. POS Item: Meat Stick	6	\$9.00
29. POS Item: Meat Stick - staff	25	\$18.75
30. POS Item: Non-Scholarship Donation	11	\$2.75
31. POS Item: Nuts	19	\$14.25
32. POS Item: Nuts - staff	26	\$13.00
33. POS Item: Small Peanuts	14	\$7.00
34. POS Item: Swim cap, silicone	6	\$54.54
35. POS Item: Swim Diaper	1	\$1.81
36. POS Item: Swim Goggles	12	\$76.32
37. POS Item: Trail Mix	8	\$12.00
38. POS Item: Trail Mix - staff	16	\$12.00
39. POS Item: Vitamin Water	3	\$5.46
40. POS Item: Vitamin Water - staff	17	\$15.47
41. POS Item: Water	17	\$15.47
42. POS Item: Water - staff	20	\$9.00
	1145	\$3,895.58
Totals for POS Summary Report		
	1145	\$3,895.58

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners (BoC)
FROM: Richard J. Rabe, District Administrator
DATE: April 9, 2018
SUBJECT: District Administrator's Report

1. Sandra Groshong, supervisor of our SAO auditor, has appointed Serena Carrasquillo to take over for Brandi Breaux (due to Ms. Breaux's illness), and has assured us that her plan for wrapping up the audit should not result in redundant efforts or "double billing" for work done previously by Ms. Breaux. Ms. Groshong said it is her wish to wrap up the audit process as soon as possible and that only 40 hours more, approximately, in-office work is needed.
2. I was able to re-install Adobe Acrobat DC Pro on both Michelle's computer and my office computer, by using the old username and Password that Jennafer Price-Cargill had previously created. I set up a new profile, using my name as the new username, by changing the default e-mail to my own. The password is unchanged.
3. The Comcast account was renewed for 24 months, at a cost savings of \$10 per month. There was an increased rate for renting the Modem/Router (now \$14.95/mo.), and it was learned that as long as our subscription includes a Static IP, the Modem/Router charge must remain. Running a Static IP is necessary to having a VoIP telephone system, as we do. Comcast no longer offers Norton Anti-Virus with their internet service, so we will continue subscribing to McAfee Anti-Virus software. The data speeds Comcast now provides have been increased as a result of the renewal, so while we were getting 50/10 for download/upload, we now get 75 mbps for downloads and 15 mbps for uploads.
4. A re-shoot of the portraits of the Board of Commissioners will be done by Gene Achziger, tentatively scheduled for April 21, 2018 at the "April Pools" event.
5. The Finance Committee is scheduled to meet on April 23rd, in the breakroom at 5:00 p.m. Policy reviews will be done for Policy 511 and 535.
6. TPAC and the Marketing Committee will meet on April 21st at the Tukwila Community Center, and the Programming Committee has yet to post their next meeting on the Rackspace calendar.
7. I was able to set up an account with the King County Directors' Association (KCDA), for purchasing supplies at prices that are often lower than Office Depot or Staples. They sent a products catalog, which is on the bookshelf in my office.
8. Concerning the new Intermedia telephones: the system no longer requires dialing "91" before each outgoing call; each phone has a unique, direct-dial number, which were emailed to everyone on TPAC, our managerial staff, and the Board of Commissioners on March 22nd. These are confidential numbers for internal use only. As administrator, I have the ability to re-set PIN numbers if they are lost or forgotten. We also have web-fax capability for any computer with phone linkage. I have set up a fax number on my computer, which is 425-276-4988.
9. I'm registered to participate in a MRSC webinar on April 17th covering new legislation about the Public Records Act.

10. Carlene Brown of WCIA said she is not able to do another “Walk Through” risk assessment audit for us again this year, which is scheduled for April 23rd at 1:00 p.m. This will be either a “Personnel Audit,” focused on our screening, hiring, training, termination and reference request practices, or a “Parks and Rec Programs Audit,” consisting of a thorough review and analysis of our programs and the associated risks, plus additional advice about risk mitigation. After we select the kind of audit we want her to do, she will upload the questionnaire to the WCIA website for us to complete online. The last two WCIA audits included a facility inspection in 2017, and a contract review in 2016.
11. Tax Levy training at Hazel Gantz’ office in Seattle has been set for 10:00 a.m. on July 25th, with Jeri Frangello-Anderson and myself scheduled to attend.
12. The April 4th training about Prevailing Wage issues with Brian Snure went exceptionally well. I have made an audio recording of the presentation, downloaded it to my office PC, and can transfer it to any Commissioners via Flash Drive who would like to listen to it. If you’d like a copy (mp3 format), please leave a Flash Drive (minimum 200 Mb free space remaining) in my mailbox with a note attached telling me to whom it belongs. I will transfer the file within one week and return the Flash Drive to your mailbox (in my office).
13. A new sign-in sheet is on the materials table at this meeting. All attendees are going to be required to sign-in at every meeting to document their presence. This will serve as back-up documentation for Commissioners to verify attendance for stipend payments, as well as to create a bona fide Public Record to memorialize participants’ attendance.
14. My upcoming projects include working with Brandon Adams of Cascade Computer Maintenance to draft a set of instructions for performing network re-boots and troubleshooting; creating a flowchart illustrating the procurement process for the finance committee and policy manual, and; creating a boilerplate vendor packet in conjunction with President Gengler using a TSD model template. Brian Snure is in the process of providing a set of template contracts for us to have prospective vendors complete, and has given us some of the required L&I forms for prevailing wage projects.
15. Renewal of the MRSC Rosters subscription will cost \$135 this year because they raised their rate for 2018.
16. I would like to ask which Commissioners need new printouts of the revised Employee Handbook. As updates to policies are approved, I will print and distribute copies to the Commissioners by placing documents in respective mail boxes. Additionally, if any Commissioners need a new 3-Ring binder to compile their a.) Bylaws, b.) Policies & Procedures, c.) Employee Handbook, d.) required training and appointment certificates, e.) Agenda Packets, etc., please let me know and I will order from KCDA.
17. According to Mike Saunders of the Washington State Archives branch office in Bellevue, the “Organizing Your File Room” grant application should include planning for up to 400 hours of temporary worker labor, paid at a rate ranging between \$12 on \$20 per hour, DOE. Other considerations will include materials costs (bankers boxes, shelving, file folders, etc.), transportation costs for taking completed boxes to the Archives Warehouse in Bellevue, and time costs. After the ‘clean-up’ is performed, the Archivist will send an appraisal specialist to the pool to identify those documents or materials that must be retained permanently. The announcement of the opening date for the window of opportunity to apply for the next round of grants is expected later this month, as it is projected for sometime in May.

NOTHING FOLLOWS

Tukwila Pool Advisory Committee (TPAC) Report

Old Business

a) Social Media Policy

INFORMATIONAL MEMORANDUM

TUKWILA POOL METROPOLITAN PARK DISTRICT

TO: TPMPD Board

FROM: Ellen Gengler, Commissioner

DATE: April 5, 2018

SUBJECT: Commissioner Stipend Review

OVERVIEW: Attached please find Resolution 2016-06 Authorizing Compensation of duly elected and appointed Commissioners of the Tukwila Pool Metropolitan Park District.

BACKGROUND: Resolution 2016-06 outlines compensation for Commissioners. This is being brought back for discussion and review.

RECOMMENDATIONS:

1. Define "Special Meetings" and include them as a compensated event.
2. Discuss Committee meetings in regards to compensation.
3. Any other discussion.

Tukwila Pool Metropolitan Park District

Resolution # 2016 - 06

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT AUTHORIZING THE COMPENSATION OF DULY ELECTED AND APPOINTED COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT PURSUANT TO RCW 35.61.150

WHEREAS, RCW 35.61.150 authorizes commissioners, pursuant to a resolution adopted by the Board, to receive the payment of compensation to each commissioner at a rate established by the State of Washington Office of Financial Management as published in the Washington State Register for each day or portion of a day spent in actual attendance at official meetings subject to the restrictions outlined below and to the annual compensation limits established by the State of Washington Office of Financial Management as published in the Washington State Register.

WHEREAS, the Board of Commissioners authorize this compensation policy with the following intent:

- (1) To ensure that the electorate has the broadest possible field from which to choose qualified candidates for the TPMPD Board of Commissioners;
- (2) To ensure that the opportunity to serve on the TPMPD Board of Commissioners be open to all, regardless of financial circumstances; and
- (3) To ensure that the time-consuming and demanding service as commissioners not be limited to those able or willing to make substantial financial sacrifices.

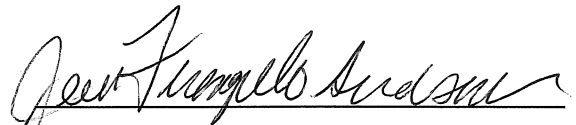
NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of TUKWILA POOL METROPOLITAN PARK DISTRICT hereby authorize commissioners to receive compensation pursuant to RCW 35.61.150 as follows:

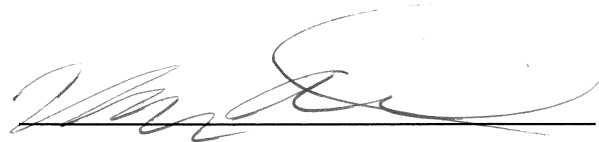
1. Commissioner Compensation. Commissioners shall be compensated per RCW 36.61.150 for each day or portion of a day in actual attendance at official Board meetings, including appropriately noticed working retreats. Commissioners of the District shall be entitled to receive the full amount of per diem compensation authorized by statute for the following activities:
 - 1.1. Actual attendance at all regular meetings of the Board.
 - 1.2. Actual attendance at any noticed working retreat held by the Metropolitan Park District.
 - 1.3. Attendance at other special meetings as budgeted and approved in advance by the Board of Commissioners.

2. Commissioner Expense Reimbursement. In addition to the per diem provided above, Commissioners shall receive reimbursement of reasonable expenses consistent with those outlined in the TPMPD Employee Handbook for costs approved in advance by the Board as a whole including the following:
 - 2.1. Mileage reimbursement for use of personal automobiles at the district-approved rate together with parking fees, ferry fees, etc. to attend Board-approved events that are located more than 25-miles outside the boundaries of the district.
 - 2.2. Registration fees.
 - 2.3. Overnight accommodations when required by the nature of the activity attended and approved in advance by the Board.
 - 2.4. Meal expense including gratuity when meals are not provided in the registration fee at an event attended.
 - 2.5. Materials, supplies and equipment necessary for performance of district-related duties assigned by the Board.
 - 2.6. Other expense reimbursements as approved by the Board as a whole.
3. Compensation is optional. Commissioners may choose to waive their compensation in accordance with the RCW.
4. This repeals and replaces the Tukwila Pool Metropolitan Park District's Bylaw Article 4, Section 2: Compensation of Board Members.

PASSED by the Board of Commissioners of TUKWILA POOL METROPOLITAN PARK DISTRICT at an open public meeting of such Board on the 13th day of, June, 2016.

ATTEST/AUTHENTICATED:


Jeri Frangello-Anderson, Clerk of the Board


Vanessa Zaputil, President of the Board

Passed by the Commission: 6/13/2016
Resolution Number: 2016-06

520: Procurement Policy

1.0 Purpose.

- 1.1. This Procurement Policy establishes the approval procedures for purchases by employees of the Tukwila Pool Metropolitan Park District (District), establishes purchasing authority levels, purchasing procedures and reporting requirements.

2.0 General Responsibilities

- 2.1. **Board of Commissioners.** The Board is responsible for establishing policy direction for the District under Washington State law (RCW 35.61.135).
- 2.2. **The Director of Aquatic Operations, the District Administrator, or Board Designee.** The Director of Aquatic Operations, or the District Administrator, or Board Designee has the limited authority delegated pursuant to this Policy.

3.0 Definitions

- 3.1. **Budget.** The formally adopted budget of the District.
- 3.2. **Emergency.** Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).
- 3.3. **Designated Purchasing Cooperatives.** The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.
- 3.3.1. **KCDA.** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public-school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.
- 3.3.2. **State Purchasing Cooperative.** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.

- 3.3.3. Department of Information Services.** The Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software and information services through the Department of Information Services complies with the statutory bidding and procurement requirements.
- 3.4. Bid Exemptions.** RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.
- 3.5. Lowest Responsible Bidder.** The lowest bidder on a competitively bid purchase of equipment, material or supplies or a public work be determined by consideration of the following factors:
- 3.5.1.** The ability, capacity and skill of bidder to perform the work required;
 - 3.5.2.** The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - 3.5.3.** The ability of the lowest bidder to perform the work in the time specified;
 - 3.5.4.** The quality of performance of previous contracts or services;
 - 3.5.5.** The previous and existing compliance of the bidder with laws relating to public works; and
 - 3.5.6.** Such other information related to the performance of the contract as the bid solicitation deems advisable.
- 3.6. Public Work.** Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).
- 3.7. Cooperative Purchase.** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.
- 4.0 Purchasing Authority.**
- 4.1. Board of Commissioners.** The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall be required to approve individual

expenditures in excess of \$20,000.00 The Board shall also review and approve all vouchers on at least a monthly basis.

- 4.2. Director of Aquatic Operations or District Administrator or Board Designee.** The Director of Aquatic Operations or District Administrator or Board Designee shall have authority to make expenditures within the specified budgetary line item limits adopted by the Board. Provided, however, the Director of Aquatic Operations or District Administrator or Board Designee shall obtain advance Finance Committee or Board approval prior to making any individual expenditure that exceeds \$5,000.00 in value.
- 4.3. Finance Committee.** The Finance Committee shall have authority to approve expenditures within the budgetary limits adopted by the Board with a total cost of over \$5,000.00 and under \$20,000.00.
- 4.4. Purchases Made Using a Bid Exemption.** Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.
- 4.5. Non-Budgeted Purchases.** Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.
- 4.6. Emergency Purchases.** In the event of an emergency as defined by Section 3.2 herein, the Director of Aquatic Operations or District Administrator or Board Designee, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners or Finance Committee, but not in excess of \$20,000.00. In the event of an emergency the Finance Committee may authorize purchases in excess of \$20,000.00 when prior Board approval is not feasible. All emergency purchases shall be presented to the Board of Commissioners for ratification by appropriate Board action within 30 days of the purchase.
- 5.0 Purchase of Materials, Equipment and Supplies.**
- 5.1. Purchases under \$40,000.** No statutory process requirements. Staff shall use commercially reasonable means to make such purchases. Staff is encouraged to obtain multiple quotes for purchases to document that the District is receiving the best possible price.
- 5.2. Purchases over \$40,000 and under \$50,000.** Purchases must be made from using a Vendor List procedure, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$50,000.

- 5.3. Purchases over \$50,000.** Formal sealed bidding procedure must be used unless purchase can be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption.

6.0 Public Works

- 6.1. Public Works projects under \$20,000.** No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such Public Works. All public works shall be completed in accordance with RCW 39.12.

- 6.2. Public Works projects from \$20,000 - \$300,000.** The District shall establish and use the MRSC Rosters Small Works Roster or a Formal Sealed bidding procedure. All public works shall be completed in accordance with RCW 39.12.

- 6.3. Public Works projects over \$300,000.** Formal Sealed bidding shall be used except in case of an emergency. All public works shall be completed in accordance with RCW 39.12.

7.0 Services – Architect and Engineer.

- 7.1.** The District shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

8.0 Services – Telecommunications and Data Processing.

- 8.1.** If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

9.0 Purchasing Recreation Services from Independent Contractors.

- 9.1.** Purchasing services from instructors, teachers, artists and other independent contractors engaged to teach classes, seminars, or programs as part of a District sponsored program have unique characteristics. Customer preference, teaching method, personality of the instructor, teacher or artist greatly influences the customer and their willingness to enroll in a class or seminar and pay the requisite fees. Consequently, in the acquisition of these and similar services, there is no requirement for bidding or quotation unless the purchase price/acquisition cost exceeds \$50,000 in a calendar year.

10.0 Services – Other

- 10.1.** No statutory procedures are required. District staff shall use commercially reasonable means to identify and contract with service providers.

11.0 Formal Sealed Bidding Procedures.

11.1. Notice. Written Notice for competitively bid contracts and purchases shall be published in a newspaper of general circulation within the District at least 13 days in advance of the bid opening. Advertisements for bids should include the following minimum items:

11.1.1. Title of the project.

11.1.2. Nature and scope of the work.

11.1.3. Where contract documents (plans, specifications) may be obtained.

11.1.4. Cost to obtain a set of contract documents.

11.1.5. Place, date, and time that bids are due.

11.1.6. District contact information.

11.1.7. Statements that the District retains the right to reject any or all bids, and to waive minor irregularities in the bidding process

11.2. Instructions to Bidders. Instructions to Bidders shall include a complete description of the legal requirements to submit a bid.

11.3. Bid Specifications. Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition but should be designed to meet the needs of the District.

11.4. Award. The contract should be awarded to the lowest responsive and Lowest Responsible Bidder whose bid meets the requirements and criteria included in the invitation for bids and bid specifications.

11.5. Cancellation. An invitation for bids may be cancelled. Additionally, the District (at its sole discretion) may choose to reject any or all bids, in whole or in part. An invitation for bids may be canceled at the discretion of the Director of Aquatic Operations or District Administrator or Board Designee.

12.0 Written Contracts / When Required

12.1. A written contract is required for the following types of purchases.

12.1.1. All lease or rental agreements for equipment or real property

12.1.2. All intergovernmental agreements

- 12.1.3. All services with the exception of minor services such as repairs, etc., where academic credentials or professional expertise are not required
- 12.1.4. Cooperative purchasing agreements
- 12.1.5. Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware)
- 12.1.6. Written Contract Required for Purchase of Equipment, Materials and Supplies with a cost over \$20,000
- 12.1.7. Other contracts/agreements deemed necessary by the Board.

13.0 Records Management.

- 13.1. The Director of Aquatic Operations or District Administrator or his or designee shall maintain records of all contracts awarded and all contractor/consultants contacted in the process.

14.0 Unauthorized Purchases.

- 14.1. No District employee should purchase or contract for any supplies, material, equipment or contractual service or make any contract within the purview of this policy other than through the Director of Aquatic Operations or District Administrator or Board Designee. Should a District employee violate this trust and the District experiences a financial loss, then the District shall be entitled to recover the full amount of such loss from the employee.

15.0 Issuance, Use and Control of Purchasing Cards.

- 15.1. The District has the authority under RCW 42.24.115 and RCW 43.09.2855, to establish a purchasing card account and the issuance of purchasing cards. The credit limit per card shall be established by the issuing bank and shall not exceed \$5,000 for the Director of Aquatics Operations and \$5,000 for the District Administrator.
- 15.2. The District shall issue a purchasing card to the Director of Aquatic Operations and a purchasing card to the District Administrator. All purchasing cards shall be subject to the terms and conditions stated in RCW's 42.24.080, 42.24.115, 43.09.2855 and in this policy.
- 15.3. The District authorizes the use of the purchasing card for the following purposes:

- 15.3.1.** The District purchasing card may be used for travel expense and expenses incurred in attending authorized meetings, seminars and conferences authorized in advance by the Director of Aquatic Operations or District Administrator or Board Designee or the Board of Commissioners.
- 15.3.2.** The purchase of authorized District supplies, equipment, and services from suppliers where the District cannot establish a charge account or it is more cost effective.
- 15.3.3.** The user of the purchasing card shall comply with the following procedures:
- 15.3.4.** The charge slip for purchases of supplies and equipment must be submitted to the District within two (2) business days of the date of the transaction.
- 15.3.5.** The charge slip(s) and a fully itemized Travel Expense Form for travel or meeting expenses must be submitted within ten (10) business days after the meeting or the completion of travel.
- 15.3.6.** The monthly billing for all charges on the purchasing card account must be submitted to the Board of Commissioners for acknowledgement of payment at the Board of Commissioners meeting following the receipt of the billing.
- 15.3.7.** Any charges against the charge card not properly identified on the Travel Expense Form or not allowed following the audit required under RCW 42.24.080 shall be the sole responsibility of the card user of the employee or commissioner responsible for the card either by check, cash, or salary deduction.
- 15.3.8.** Per RCW 42.24.115, if charges are not repaid before the charge card bill is due and payable, the District shall have the right to withhold any and all funds payable or to become payable up to an amount of the disallowed charges and interest.
- 15.4. Card Use Restrictions.**
 - 15.4.1.** No District purchasing card may be used to obtain a cash advance. The holder of the card must comply with the requirements of RCW 42.24.115(3). Failure to comply with the statutory or policy provisions shall result in a forfeiture of the credit card. All District purchasing cards are subject to recall by the Board of Commissioners or Board Designee at any time and for any reason.

- 15.4.2.** No employee of the District shall use the District issued purchasing card for non-District business. Any employee who violates this policy shall be subject to disciplinary action up to and including termination and shall be billed for all charges on the purchasing card. The Director of Aquatic Operations or his or her designee is authorized and directed to make payroll deductions to recover any unauthorized charges.
- 15.5. Return of Cards.** The Cardholder must return purchasing card to his or her supervisor upon separation.

From: msimpson@tukwilapool.org
To: [Richard Rabe](#)
Subject: FW: MRSC Rosters: Renewal Details & Other Announcements
Date: Monday, March 26, 2018 10:28:09 AM

-----Original Message-----

From: "MRSC Rosters" <mrscrosters@mrsc.org>
Sent: Monday, March 26, 2018 8:54am
To: "Michelle" <msimpson@tukwilapool.org>
Subject: MRSC Rosters: Renewal Details & Other Announcements



Hi Tukwila Pool Metropolitan Park District,

This is a friendly reminder that **your renewal period opens April 1st.**

Starting April 1st, when you log in to your account, you will see a green “Renew Now” button pop up. Click that button to go through the quick and easy online renewal process. **Make sure to renew by May 1st to maintain access to your rosters.**

We also want to let you know we have made adjustments to the MRSC Rosters Membership fees. It has been 5 years since we’ve made adjustments to the membership fees and, as you know, costs have gone up over the past 5 years. To continue to provide and improve this valuable service, and maintain a free option for businesses, we did have to raise prices modestly. Please review the new membership fee levels below, and note we consider the contract to be amended accordingly.

Total Capital Expenditures (based on the five year average)	Annual Membership Fee
Less than 5 million	\$135
5 to 10 million	\$275
10 to 15 million	\$425
15 to 25 million	\$575
25 to 50 million	\$745
More than 50 million	\$1145

Thank you for your continued membership! We’re excited to continue to grow and improve with you!

[**Download renewal instructions**](#)