



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

AGENDA

President of the Board: **Christine Neuffer** Clerk of the Board: **Jeri Frangello-Anderson**

Board Members: **Ellen Gengler, Aaron Shipman, Vanessa Zaputil**

Recording Secretary:

Date and Time: **Monday, April 8, 2019, 6:00 p.m.**

Resolution Numbers:

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

N/A

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL		Page 2
02. APPROVE AGENDA		Page 1
03. RECOGNITION OF EMPLOYEE OF THE MONTH		Page 3
04. CITIZEN COMMENTS <i>(Limited to 4 minutes per person or group)</i>		Page 4
05. CONSENT AGENDA	<ul style="list-style-type: none"> a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) March 11, 2019 Regular Meeting March 16, 2019 Special Meeting b) Approve Vouchers 	<ul style="list-style-type: none"> Page 5 Page 8 Page 9
06. REPORTS	<ul style="list-style-type: none"> a) Commissioners b) Director of Aquatics Operations c) District Administrator d) Finance Committee e) Tukwila Pool Advisory Committee (TPAC) f) Programming & Outreach Committee 	<ul style="list-style-type: none"> Page 17 Page 18 Page 23 Page 24 Page 39 Page 40
07. BUSINESS ITEMS:	<ul style="list-style-type: none"> a) MRSC Rosters – Annual Contract Renewal b) Tukwila Pool Facility Emergency Access Procedure c) Policy 560 – Mobile Device and Texting d) 2019 Board of Commissioners Retreat Information e) Election Preparation Activities 	<ul style="list-style-type: none"> Page 41 Page 43 Page 44 Page 53 Page 54
08. MISCELLANEOUS:		
09. 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

Regular Meeting of the Board of Commissioners

03. RECOGNITION OF EMPLOYEE OF THE MONTH

EMPLOYEE OF THE MONTH - MARCH 2019



Brook Molla

Brook has shown continual strong work ethics and stops whatever he is doing to help us out. He comes in ready for work every shift and always puts a strong effort to help succeed our goals at the pool. He is a great example to all his peer lifeguards, showing the value of safety and good morals. Go Brook!



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

04. CITIZEN COMMENTS

Members of the community may address the BoC at this time. Kindly limit discussion time to 4 minutes per person or group



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

MINUTES

President of the Board: **Christine Neuffer**

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

Board Members: **Ellen Gengler, Aaron Shipman, Vanessa Zaputil**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, March 11, 2019, 6:00 p.m.**

Resolution Numbers:

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

n/a

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL

Christine Neuffer called the meeting to order at 6:01pm, and then read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took Roll Call:

Present were Commissioner Vanessa Zaputil, Commissioner Ellen Gengler, Commissioner Christine Neuffer, Commissioner Aaron Shipman, Director of Aquatics Operations Michelle Simpson, District Administrator Kristine Selleck, and citizen Brad Harpin.

Vanessa Zaputil made a motion to excuse Jeri Frangello-Anderson from the meeting. Ellen Gengler seconded. Discussion: None. Motion Passed 4:0 at 6:05pm

02. APPROVE AGENDA

Ellen Gengler made a motion to approve the agenda, Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 6:06pm.

03. RECOGNITION OF EMPLOYEE OF THE MONTH

Employee of the Month for January 2018 – Nisha Bk, and for February 2018 – Ethan Wagner

04. CITIZEN COMMENTS

Brad Harpin recently applied for a position with District and wanted to experience our operations and communications. Vanessa Zaputil had a citizen contact meeting regarding low attendance of single gender swim.

05. CONSENT AGENDA

a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Meeting:

Ellen Gengler made a motion to approve the Draft Minutes from the January 14, 2019 Regular Meeting, Vanessa Zaputil seconded. Discussion: None. Motion Passed 4:0 at 6:13pm

Ellen Gengler made a motion to approve the Draft Minutes from the March 1, 2019 Special Meeting, Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 6:13pm

b) Approve Vouchers:

Vanessa Zaputil made a motion to approve the vouchers signed in January and February 2019. Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 6:14pm.

06. REPORTS

a) Commissioners: Each Commissioner verbally gave report of their TPMPD activities starting at 6:14pm.

b) Director of Aquatics Operations: Michelle Simpson read her Operations report at 6:25pm.

c) District Administrator: Kristine Selleck read her report at 6:37 pm.

d) Finance Committee: Vanessa Zaputil gave report of Finance Committee Activity at 6:43pm.

e) Tukwila Pool Advisory Committee (TPAC): Aaron Shipman gave the TPAC Report at 6:58pm.

f) Programming & Outreach/Marketing: Aaron Shipman and Michelle Simpson gave the Programming & Outreach and Marketing report at 7:07pm.

Citizen Brad Harpin excused himself from the meeting after the conclusion of reports.

07. BUSINESS ITEMS:

a) Director of Aquatics Operations Hiring Status:

Aaron Shipman and Michelle Simpson gave an update on the Hiring Committee activities at 7:24pm. There will possibly be a Board of Commissioners Special Meeting on March 16, 2019 at 9:30am to interview qualified candidates.

b) Finance Committee and Programming & Outreach Committee Appointments for the April 2019 – March 2020 Term:

Discussion began at 7:52pm.

The Finance Committee has two Board Member positions:

- 1) 2 Year Position (currently held by Jeri-Frangello Anderson) ends on March 31, 2020.
- 2) 1 Year Position (currently held by Vanessa Zaputil) ends on March 31, 2019

Ellen Gengler made a motion to nominate Vanessa Zaputil for the 1 Year Position (term April 1, 2019 – March 31, 2020). Aaron Shipman seconded. Discussion: Vanessa is happy to serve again. Aaron Shipman is concerned about the process of getting another commissioner in the position. Christine Neuffer stated that we need to discuss the position terms again and recommends we do so in the Fall when we know who will be running for Commissioner positions. Motion Passed 4:0 at 8:00pm.

The Programming and Outreach Committee has two Board Member positions:

- 1) 1 Year Position (currently held by Aaron Shipman) ends on March 31, 2019.
- 2) 1 Year Position (currently held by Christine Neuffer) ends on March 31, 2019.

Vanessa Zaputil made a motion to nominate Aaron Shipman for the 1st Position (term April 1, 2019 – March 31, 2020). Ellen Gengler seconded. Discussion: None. Motion Passed 4:0 at 8:02pm.

Vanessa Zaputil made a motion to nominate Ellen Gengler for the 2nd Position (term April 1, 2019 – March 31, 2020). Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 8:04pm.

c) 2019 Election Preparation:

Discussion began at 8:07pm regarding informing citizens by way of flyers and TV ad at the Pool, social media posts, and on our website. We need to remind staff that we can only give facts and not endorse any candidate while using public resources (at work).

d) Employee Handbook Update from January 2019 BoC Meeting:

Vanessa Zaputil made a motion to approve the Employee Handbook updates as presented. Ellen Gengler Seconded. Discussion: Michelle Simpson and Ellen Gengler recommended updates to reflect programming schedule and consistency.

Vanessa Zaputil made a motion to amend the motion to delete the last two sentences of the first bullet in Water Exercise Instructor Hours, Wage and Benefits; and to replace all job descriptions language to read "Must pass an FBI and Washington State Patrol background check"; Ellen Gengler seconded. Discussion: None. Motion amendment passed 4:0 and Original Motion passed 4:0 at 8:28pm.

e) 2019 Retreat Update:

Discussion began at 8:28pm. Christine Neuffer recommends postponing retreat due to Director of Aquatics Operations position transition. Vanessa recommends scheduling it in May or early June.

f) City of Tukwila, Tukwila Parks & Recreation, and Tukwila School District Working Relations Discussion:

Discussion began at 8:31pm. Christine Neuffer commented that a City is a better place to live if communication is good among entities. Michelle Simpson gave an update on Camp Tukwilly scheduling. Vanessa Zaputil suggested an annual presentation at City Council and Tukwila School District Board Meetings. Aaron Shipman suggested an open house event to invite officials to see what we have going on. Ellen Gengler will reach out to the Foster High School Swim Team Coach.

g) Tukwila Pool Facility Emergency Access Plan Discussion:

Discussion began at 9:02pm. Vanessa Zaputil gave information from TPAC discussion regarding a need for access. She recommended a spare alarm code and lock-box rather than issue additional keys. Michelle Simpson has created a manual with detailed photos so that she will be able to walk anyone through typical mechanical room issues. Christine Neuffer recommends a training/video on emergency access steps. Vanessa Zaputil will write out Board Emergency Access Procedure and bring back to the Board.

08. MISCELLANEOUS: none

09. EXECUTIVE SESSION: The TPMPD Board of Commissioners did not recess into Executive Session per RCW 42.30.110.

10. ADJOURNMENT: Ellen Gengler made a motion to adjourn the meeting, Vanessa Zaputil seconded. Discussion: None. Motion Passed 4:0 at 9:16pm.

ATTEST:

Jeri Frangello-Anderson, Clerk of the Board

Date:



TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meeting of the Board of Commissioners

MINUTES

President of the Board: **Christine Neuffer** Clerk of the Board: **Jeri Frangello-Anderson**

Board Members: **Ellen Gengler, Aaron Shipman, Vanessa Zaputil**

Recording Secretary: **Kristine Selleck**

Date and Time: **Saturday, March 16, 2019, 9:30 a.m.**

Resolution Numbers:

Location: **Tukwila Community Center
12424 42nd Ave S., Tukwila, WA 98168**

n/a

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL

Christine Neuffer called the meeting to order at 9:41am, and then read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took Roll Call:

Present were Commissioner Aaron Shipman, Commissioner Vanessa Zaputil, Commissioner Ellen Gengler, Commissioner Christine Neuffer, Director of Aquatics Operations Michelle Simpson, District Administrator Kristine Selleck, and Assistant Manager Austin Stowers. Citizens present were TPAC members Sharon Shipman and Ivan Cockrum. Commissioner Jeri Frangello-Anderson participated in this meeting via phone.

02. APPROVE AGENDA

Vanessa Zaputil made a motion to approve the agenda, Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 9:49am.

03. CITIZEN COMMENTS

None

04. BUSINESS ITEM

a) Director of Aquatics Operations Candidate Interview:

The meeting participants had a brief discussion of how the interview process will run and the first candidate interview began at 10:00am. The interview ended at 11:20am.

Ellen Gengler made a motion to offer employment to Bradley Harpin for the position of Director of Aquatics Operations conditional on successful reference checks. Vanessa Zaputil seconded.

Discussion: All meeting participants presented feedback regarding the interview.

Vanessa Zaputil made a motion to amend the original motion to offer the job at the highest level of the wage scale. Ellen Gengler seconded. Discussion: None Motion amendment Passed 4:0 at 11:51am. Original motion passed 4:0 at 11:52am.

Vanessa Zaputil made a motion to authorize the Board President to work with our new hire on a training schedule and fee for up to \$2500. Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 12:15pm.

08. MISCELLANEOUS: none

09. EXECUTIVE SESSION: The TPMPD Board of Commissioners did not recess into Executive Session per RCW 42.30.110.

10. ADJOURNMENT: **Vanessa Zaputil made a motion to adjourn. Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 12:17pm.**

ATTEST:

Jeri Frangello-Anderson, Clerk of the Board

Date:



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/05/2019
Total Amount: \$13,524.13
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20190225195811.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Amy O'Neill, Bill Scans 02/22/2019

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

	2/25/19
Authorized District Signature	Date
	2/25/19
Authorized District Signature	Date
Authorized District Signature	Date

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Date Processed: _____



Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20190225195811.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF TUKWILA			LP-00119	02/19/2019	\$10,121.48	BILLING DATE: FEBRUARY / 2019 CITY BRIDGE LOAN PAYMENT
ORCA PACIFIC, INC.			1281010419	01/04/2019	\$567.88	SERVICE DATE: 01/04/2019 CO2 PUMP REPAIR (PWR SMALL WORKS COMBO FORM)
ORCA PACIFIC, INC.			37565	02/14/2019	\$212.74	SHIP DATE: 02/13/2019 POOL CHEMICALS
SEATTLE CITY LIGHT			20190221	02/21/2019	\$1,568.54	SERVICE DATES: 01/18/2019 -02/20/2019 UTILITIES ELECTRIC
WATER DISTRICT NO. 125			20190220	02/20/2019	\$1,053.49	SERVICE DATES: 12/17/2019 - 02/15/2019 UTILITIES WATER



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/12/2019
Total Amount: \$5,856.27
Control Total: 6
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20190304173745.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill, Bill Scans 03/01/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

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)) :		
<u><i>[Signature]</i></u>	<u>3/4/19</u>	<u><i>[Signature]</i></u>
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____

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Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20190304173745.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1159931	02/20/2019	\$90.00	SERVICE DATES: 03/01/2019- 03/31/2019 FIRE AND SECURITY MONITORING FEES
ORCA PACIFIC, INC.			37585	02/18/2019	\$476.28	SHIP DATE: 02/15/2019 POOL CHEMICALS
PUGET SOUND ENERGY			20190221	02/21/2019	\$3,969.57	SERVICE DATES: 01/22/2019 - 02/21/2019 UTILITIES NATURAL GAS
SUMMIT LAW GROUP			101258	02/25/2019	\$500.00	2019 SUMMIT WEBINAR SUBSCRIPTION
WALTER E NELSON CO.			691758	02/25/2019	\$744.61	SHIP DATE: 02/22/2019 JANITORIAL SUPPLIES
WALTER E NELSON CO.			692086	02/26/2019	\$75.81	SHIP DATE: 02/26/2019 JANITORIAL SUPPLIES





Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/19/2019
Total Amount: \$12,820.53
Control Total: 11
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20190311114017.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill, Bill Scans 03/07/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

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)):			
	<u>3/11/19</u>		<u>3/11/19</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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Date Processed:	_____



Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20190311114017.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9960463428	02/28/2019	\$138.90	RENTAL PERIOD: FEBRUARY 2018 CARBON DIOXIDE CYLINDER RENTAL
AMERICAN RED CROSS			22169928	02/27/2019	\$342.00	SERVICE DATE: 02/15/2019 - EMPLOYEE & NON-EMPLOYEE, LIFE GUARDING CPR/FIRST AID/AED
CIT			33197007	03/07/2019	\$320.65	BILLING PERIOD: 02/28/2019 - 03/27/2019 EQUIPMENT RENTAL
CITY OF TUKWILA			LP-00120	03/01/2019	\$10,121.48	BILLING DATE: MARCH / 2019 CITY BRIDGE LOAN PAYMENT
CIVIC PLUS			183470	02/28/2019	\$257.60	SERVICE DATES: 02/01/2019 - 02/28/2019 REVENUE PROCESSING SOFTWARE
COMCAST BUSINESS			20190228	02/28/2019	\$138.55	SERVICE DATES: 03/08/2019 - 04/07/2019 BUSINESS CABLE AND INTERNET
ORCA PACIFIC, INC.			37711	03/04/2019	\$218.68	SHIP DATE: 03/01/2019 POOL CHEMICALS
ORKIN PEST CONTROL			180186541	02/26/2019	\$79.66	SERVICE DATE: 02/06/2019 SCH SVC PC STANDARD - QUARTERLY 4-PC STANDARD (OUTDOOR SERVICE)
VALLEY VIEW SEWER DISTRICT			20190301	03/01/2109	\$61.40	SERVICE DATES: 02/01/2019 - 02/28/2019 UTILITIES SEWER
W.M. SMITH & ASSOCIATES			24274	11/28/2018	\$1,097.57	SERVICE DATE: 11/28/2019 PIT- REPLACE BUTTERFLY VALVE AND EXTENSION HANDLE
W.M. SMITH & ASSOCIATES			24141	10/15/2018	\$44.04	DELIVERY DATE: 10/10/2018 DIVING BOARD CLAMP/BOLT



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/26/2019
Total Amount: \$1,773.27
Control Total: 2
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20190319180216.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill, Bill Scans 03/16/2019</u>	Email Address: <u>accounting@tukwilapool.org</u>

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)):		
<u><i>[Signature]</i></u>	<u>3/20/19</u>	<u><i>[Signature]</i></u> <u>3-19-19</u>
Authorized District Signature	Date	Authorized District Signature Date
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

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20190319180216.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1162323	02/22/2019	\$1,372.87	SERVICE DATE: 02/07/2019: FIRE ALARM PANEL AND ANNUNCIATOR REPLACEMENT, 33% PROGRESS
MCKINSTRY CO LLC			10073860	03/08/2019	\$400.40	SERVICE DATE: 01/04/2019 BOILER TROUBLESHOOT



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

a) Commissioners:

Each Commissioner verbally present their reports. Additional written material may be presented.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Brad Harpin, Director of Aquatics Operations

DATE: April 8, 2019

SUBJECT: Operations Report

It's been a great first week at the pool. The following are a few areas that I have been involved:

OPERATIONS:

- Introduced myself to each of our local elementary schools (Impact Charter, Cascade View, Thorndyke & Tukwila Elementary) by stopping in to drop off April Pool's Day information and flyers.
- Continuing to familiarize myself with TPMPD processes and day to day needs.
- Reviewing | Emergency Action Plans, staffing, maintenance needs, water | pump | chem operations
- Registering myself for the AFO class on April 18th and 19th
- Meeting with Jessica, Austin, and Justin (Team Meeting) to build our working relationship. We discussed programming, staffing for summer months, and an outline of individual goals.

PROGRAM: Quiet week at the pool

- Spring Break Begins the week of 4/8/2019. The pool will be busier during open swim hours.
- No swim lessons from 4/1/2019 through 4/14/2019
- SMAC took 3 days off. 4/8, 4/9, 4/10
- Swim Clinics: begin April 8th and end April 12th
- Gearing up for April swim lesson 52 full as of 4/5/2019 @ 11:13AM (100 spots available)
- Jessica is completing WSI class (3 new swim instructors) and is planning for an upcoming lifeguard class.
- Justin continues to plan for the April Pools Day event.

STAFFING:

- Open positions: Lifeguard, Water Aerobics Instructor, Swim Instructors
- 2 new Lifeguard applicants, 1 applicant will take the April LG class. (no response from second applicant)



Revenue Report for April 2019 TPMPD Board Meeting
February 2019 & March 2019 Monthly Comparison

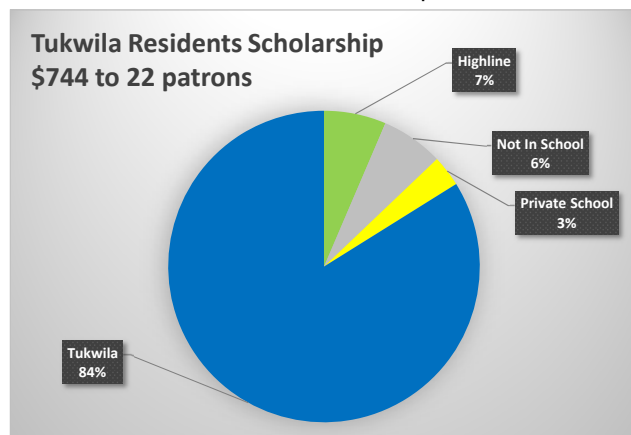
Category	February 2018	February 2019	March 2018	March 2019
341.70.10 Merchandise Sales (Taxable)	\$ 159.48	\$ 280.85	\$ 208.70	\$ 354.87
341.70.20 Merchandise Sales (Non-Taxable)	\$ 169.25	\$ 179.00	\$ 176.00	\$ 228.00
347.30.10 Pass Sales	\$ 1,133.37	\$ 1,634.03	\$ 1,841.76	\$ 2,493.54
347.30.20 General Admission	\$ 1,951.36	\$ 1,431.10	\$ 2,292.68	\$ 2,135.02
347.30.30 Special Events	\$ 274.14	\$ 194.99	\$ 346.82	\$ 368.33
347.60.10 Swim Classes/Instruction	\$ 6,035.00	\$ 4,593.00	\$ 2,892.25	\$ 5,899.43
347.60.20 Exercise Classes	\$ 166.50	\$ 200.75	\$ 95.75	\$ 176.25
347.60.30 Lifeguard Classes	\$ -	\$ -	\$ 75.00	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ -
347.90.10 Advertising/Sponsorship	\$ -	\$ 15.00	\$ -	\$ 15.00
362.40.10 Facility Rental (short-term)	\$ 622.72	\$ -	\$ (113.64)	\$ 645.45
362.40.20 Equipment (Locker) Rental	\$ 142.72	\$ -	\$ 59.10	\$ -
362.40.30 Facility Rental (long-term)	\$ 7,831.50	\$ 15,049.00	\$ 5,269.00	\$ 4,431.00
367.10.10 Cash Donations	\$ 1.75	\$ 6.30	\$ 2.75	\$ 11.30
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ -	\$ -	\$ -
369.80.00 Deposit Over / Short	\$ 5.25	\$ 5.00	\$ 2.55	\$ 20.40
369.91.00 Other Misc. Revenue	\$ 16.50	\$ -	\$ -	\$ -
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 312.00	\$ 660.00	\$ 228.00	\$ 744.00
369.91.40 Discounts Applied	\$ -	\$ (56.34)	\$ -	\$ (76.25)
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ -	\$ -	\$ -	\$ 454.55
369.00.10 Account Credit	\$ -	\$ -	\$ -	\$ -
Total Pool Operations Revenue	\$ 18,821.54	\$ 24,192.68	\$ 13,376.72	\$ 17,900.89
313.11.00 Sales Tax Collected	\$ 429.96	\$ 351.32	\$ 470.58	\$ 642.04
Total:	\$ 19,251.50	\$ 24,544.00	\$ 13,847.30	\$ 18,542.93

Revenue Report for April 2019 TPMPD Board Meeting
February 2019 & March 2019 Monthly Comparison

Scholarship Funds Applied	February 2018	February 2019	March 2018	March 2019
Pre-School Classes	\$ -	\$ 52.00	\$ -	\$ 48.00
Minnnow Swim Classes (Ages 5 & under)	\$ 500.00	\$ 200.00	\$ 473.00	\$ 84.00
Sharks Swim Classes (Ages 6+)	\$ 1,024.00	\$ 300.00	\$ 1,263.00	\$ 300.00
Super Strokes Swim Classes	\$ 108.00	\$ 36.00	\$ 186.00	\$ 96.00
Pre-Comp Swim Classes	\$ -	\$ 72.00	\$ 42.00	\$ 120.00
Private Lessons	\$ -	\$ -	\$ -	\$ -
Adult Swim Classes	\$ -	\$ -	\$ -	\$ 96.00
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
Total:	\$ 1,632.00	\$ 660.00	\$ 1,964.00	\$ 744.00

Monetary Revenue from Swim Instruction Programs				
347.60.30 Lifeguard Classes	\$ -	\$ -	\$ 75.00	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ -
347.60.10 Swim Classes/Instruction	\$ 6,035.00	\$ 4,593.00	\$ 2,892.25	\$ 5,899.43
Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):	\$ 7,667.00	\$ 5,253.00	\$ 4,931.25	\$ 6,643.43

March 2019 Scholarship Statistics





Tukwila Pool Metropolitan Park District
CivicPlus GL Summary
March 2019

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 150.44	\$ -	\$ 204.43	\$ 354.87
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 130.68	\$ -	\$ 97.32	\$ 228.00
Revenue	347.30.10: Pass Sales	\$ 350.88	\$ 83.64	\$ 2,059.02	\$ 2,493.54
Revenue	347.30.20: General Admission	\$ 1,254.64	\$ -	\$ 880.38	\$ 2,135.02
Revenue	347.30.30: Special Events	\$ 230.41	\$ -	\$ 137.92	\$ 368.33
Revenue	347.60.10: Swim Classes and Instruction	\$ 403.00	\$ 140.00	\$ 5,356.43	\$ 5,899.43
Revenue	347.60.20: Exercise Classes	\$ 49.50	\$ -	\$ 126.75	\$ 176.25
Revenue	347.60.30: Lifeguard Classes				\$ -
Revenue	347.90.00: Other Fees-Pass through Red Cross				\$ -
Revenue	347.90.10: Advertising/Sponsorship	\$ -	\$ -	\$ 15.00	\$ 15.00
Revenue	362.40.10: Facility Rentals-Short Term	\$ -	\$ -	\$ 645.45	\$ 645.45
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ 372.00	\$ 1,260.00	\$ 2,799.00	\$ 4,431.00
Revenue	367.10.10: Cash Donations	\$ 11.30	\$ -	\$ -	\$ 11.30
Revenue	369.91.40.01: Employee Discount on Food Purchases	\$ (8.41)	\$ -	\$ (67.84)	\$ (76.25)
Revenue	395.10.00: Sales of Capital Assets	\$ -	\$ -	\$ 454.55	\$ 454.55
Liability	313.11.00: Sales Tax Collected	\$ 198.86	\$ 8.36	\$ 434.82	\$ 642.04
Totals for GL Codes		\$ 3,143.30	\$ 1,492.00	\$ 13,143.23	\$ 17,778.53
QBO Adjustments: TPMPD Scholarship Funds Applied					\$ 744.00
Deposit Over/Short					\$ 20.40
Total:					\$ 18,542.93



Run On 04/02/2019 09:13 PM
Run By TPMPD District Administrator
From 03/01/2019 12:00 AM
To 03/31/2019 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 2018-1 Month Adult	24
2. 1 Month Memberships 2018-1 Month Youth/Veteran/Senior	117
3. 10 Visit Memberships 10x Adult	12
4. 10 Visit Memberships 10x Youth/Veteran/Senior	16
5. 10 Visit Memberships 2018 10x Adult	79
6. 10 Visit Memberships 2018 10x Youth/Veteran/Senior	227
7. 3 Month Memberships 2018 3 Month Adult	28
8. 3 Month Memberships 2018 3 Month Youth/Vet/Senior	73
9. Annual Memberships 1 Year Adult	24
10. Annual Memberships 1 Year Youth/Vet/Senior	102
11. Annual Memberships 2018-1 Year Adult	49
12. Annual Memberships 2018-1 Year Youth/Vet/Senior	136
13. Annual Memberships Youth/Senior Non-Resident	13
14. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	22
	922
Totals for Check-In Summary by Membership	922



Run On 04/02/2019 09:14 PM
 Run By TPMPD District Administrator
 From 03/01/2019 12:00 AM
 To 03/31/2019 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: 2018 Adult (18-54) NON-Resident Family Swim	34	\$154.58
2. POS Item: 2018 Adult (18-54) NON-Resident Lap Swim	85	\$386.64
3. POS Item: 2018 Adult (18-54) NON-Resident Open Swim	10	\$45.46
4. POS Item: 2018 Adult (18-54) Resident Family Swim	30	\$122.83
5. POS Item: 2018 Adult (18-54) Resident Lap Swim	33	\$135.00
6. POS Item: 2018 Adult (18-54) Resident Open Swim	12	\$49.08
7. POS Item: 2018 Adult Exercise Class (18-54) NON-Residen	5	\$32.50
8. POS Item: 2018 Adult Exercise Class (18-54) Resident	4	\$26.00
9. POS Item: 2018 Adult Free Pass (18-54)	5	\$0.00
10. POS Item: 2018 Late Night (Friday) Resident	9	\$20.47
11. POS Item: 2018 Senior (55+) NON-Resident Lap Swim	14	\$41.31
12. POS Item: 2018 Senior (55+) NON-Resident Open Swim	1	\$2.95
13. POS Item: 2018 Senior (55+) Resident Family Swim	5	\$14.76
14. POS Item: 2018 Senior (55+) Resident Lap Swim	100	\$295.05
15. POS Item: 2018 Senior Exercise (55+) NON-Resident	1	\$5.00
16. POS Item: 2018 Senior Exercise (55+) Resident	5	\$25.00
17. POS Item: 2018 Shower (ID REQUIRED)	9	\$16.38
18. POS Item: 2018 Special Events Resident	126	\$372.19
19. POS Item: 2018 Veteran NON-Resident Lap Swim	1	\$2.95
20. POS Item: 2018 Veteran Resident Family Swim	1	\$2.95
21. POS Item: 2018 Veteran Resident Lap Swim	13	\$38.35
22. POS Item: 2018 Youth (3-17) NON-Resident Family Swim	21	\$62.01
23. POS Item: 2018 Youth (3-17) NON-Resident Lap Swim	28	\$82.66
24. POS Item: 2018 Youth (3-17) NON-Resident Open Swim	6	\$17.71
25. POS Item: 2018 Youth (3-17) Resident Family Swim	97	\$286.51
26. POS Item: 2018 Youth (3-17) Resident Lap Swim	76	\$224.43
27. POS Item: 2018 Youth (3-17) Resident Open Swim	48	\$141.80
28. POS Item: 2018 Youth Free Pass (3-17)	1	\$0.00
29. POS Item: Clif Bar	16	\$20.80
30. POS Item: Corn Nuts	19	\$25.50
31. POS Item: Donation	27	\$11.30
32. POS Item: Gatorade	55	\$55.77
33. POS Item: Gold Fish	88	\$63.25
34. POS Item: Lock4sale	3	\$19.08
35. POS Item: Meat Stick	20	\$18.75
36. POS Item: Nuts	16	\$12.00
37. POS Item: Peanut Butter Crackers	64	\$27.50
38. POS Item: Sales of Capital Assets (Lane Ropes)	1	\$454.55
39. POS Item: Swim cap, silicone	9	\$81.81
40. POS Item: Swim Diaper	3	\$5.46
41. POS Item: Swim Goggles	12	\$76.34
42. Discount: Staff Price	24	\$24.00
43. POS Item: TV Advertising (Monthly)	1	\$15.00
44. Discount: Staff Price	33	\$46.41
45. POS Item: Water	41	\$29.95
	1212	\$3,592.04
Totals for POS Summary Report		
	1212	\$3,592.04



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Kristine Selleck, District Administrator

DATE: April 8, 2019

SUBJECT: **District Administrator's Report**

Your District Administrator has accomplished the following:

- a) Continue training our Bookkeeper.
- b) Attended "The Supervisor's Role in Minimizing Liability for Discrimination, Harassment and Retaliation" Webinar by Summit Law Group.
- c) Attended "Public Records Act from A-Z" Training by MRSC.
- d) Assisted our Director of Aquatics Operations in transferring responsibilities to our new hire.
- e) Assisting our new Director of Aquatics Operations in our procedures and setting up his administrative accesses in our software systems.
- f) Began creating a procedure for processing Unclaimed Property.
 - i. On 03/31/2019, I sent out five "Due Diligence Letters" for uncashed payroll checks prior to 06/30/2017.
 - ii. These five checks have been moved from their respective bank registers to a payroll liability account "231.30 Uncashed Payroll Checks" on our General Ledger.
 - iii. From here we will need to use our Voucher process to write new checks to those who respond before the deadline or use an ACH bank transfer to send funds to the Department of Revenue (method used to pay our Sales Tax each month).
 - iv. I intend to ask for a waiver of penalty for these transfers due to being new in this position, but we may have to pay a penalty because these are past due as of 10/31/2018.
 - v. Due diligence letters will be sent in May 2019 for uncashed payroll checks between 07/01/2017 and 06/30/2018.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

d) Finance Committee

February 2019 Financial Reports Attached:

- Balance Sheet
- Budget Report
- Budget Vs. Actuals Report
- Combined Excise Tax Return
- Purchasing Card Transaction Report



Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of February 28, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	56,676.83
111.11 US Bank Deposit Acct - 8744	50,615.36
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	394,923.84
115.21 KC Fund 175910010 General	226,368.09
Total Bank Accounts	\$728,584.12
Other Current Assets	
113.00 Change Fund	400.00
Undeposited Funds	5,137.45
Total Other Current Assets	\$5,537.45
Total Current Assets	\$734,121.57
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	\$2,797,143.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	\$437.00
Other Current Liabilities	
231.00 Payroll Liabilities	2,753.23
Total Other Current Liabilities	\$2,753.23
Total Current Liabilities	\$3,190.23
Long-Term Liabilities	
217.10 Bond Payable	414,353.27
227.00 Bridge Loan Payable	503,752.96
Total Long-Term Liabilities	\$918,106.23
Total Liabilities	\$921,296.46
Equity	\$1,875,847.10
TOTAL LIABILITIES AND EQUITY	\$2,797,143.56

	A	B	C	D	E	F	G	H	I	J	K	L
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 02.28.2019	% of Budget
2	Unrestricted Opening Balance	308.80.00		198,375.00	198,389.00	238,546.00	271,557.67	288,491.29	343,876.36	380,436.35	427,786.63	
3	Revenues											
4	General Property Tax											
5	Real and Personal Property Tax	311.10.00	Based on estimates provided by King County-assumption of 6% increase	790,492.00	795,676.52	862,277.00	894,556.71	918,571.00	960,162.17	1,008,584.00	9,701.13	0.96%
6	Total 311 General Property Tax			790,492.00	795,676.52	862,277.00	894,556.71	918,571.00	960,162.17	1,008,584.00	9,701.13	
7	Local Retail Sales & Use Taxes											
8	Sales Tax Collected	313.11.00	10% of Taxable sales	5,738.00	6,108.63	5,453.00	7,389.04	7,555.00	7,398.95	7,450.00	1,037.91	13.93%
9	Total 313 Local Retail Tax			5,738.00	6,108.63	5,453.00	7,389.04	7,555.00	7,398.95	7,450.00	1,037.91	
10	Merchandise											
11	Taxed Merchandise (Taxable)	341.70.10	Gatorade, Vitamin Water, goggles, caps, shirts, etc.	1,700.00	2,390.84	3,000.00	2,689.15	3,000.00	4,082.95	4,000.00	605.22	15.13%
12	Untaxed Merchandise (Non-taxable)	341.70.20		700.00	1,332.36	1,900.00	2,962.01	2,000.00	2,818.30	3,500.00	465.25	13.29%
13	Total 341 Merchandise			2,400.00	3,723.20	4,900.00	5,651.16	5,000.00	6,901.25	7,500.00	1,070.47	
14	Cultural and Recreation											
15	Activity Fees - General Passes (Taxable)	347.30.10		20,400.00	23,641.12	22,500.00	21,524.26	24,200.00	28,239.24	25,000.00	5,068.24	20.27%
16	Activity Fees - General Admissions (Taxable)	347.30.20		31,200.00	29,895.49	27,000.00	36,576.41	38,500.00	34,938.38	36,500.00	3,966.47	10.87%
17	Activity Fees - Special Events (Taxable)	347.30.30		1,800.00	1,314.61	1,600.00	2,124.73	2,200.00	2,086.47	2,500.00	352.25	14.09%
18	Program Fees - Swim Classes/Instruction (Non-taxable)	347.60.10		80,000.00	61,278.50	93,000.00	65,973.68	60,000.00	88,362.60	85,000.00	13,430.50	15.80%
19	Program Fees - Exercise Classes (Non-taxable)	347.60.20		1,500.00	330.89	800.00	415.00	300.00	3,122.25	6,400.00	331.50	5.18%
20	Program Fees - Lifeguard Classes (Non-taxable)	347.60.30	*2019: 10 patrons at \$125 each, TSD LG Class 1 semester	1,000.00	-	1,000.00	880.00	1,250.00	1,565.00	3,750.00	110.00	2.93%
21	Other Fees - pass through to Red Cross (Non-taxable)	347.90.00	Patrons lifeguard class (cert fee included) 10x\$35	200.00	100.00	300.00	105.00	350.00	385.00	350.00	35.00	10.00%
22	Other Fees - Advertising/Sponsorship (Non-taxable)	347.90.10	TV, Brochure, Banners						1,205.00	300.00	45.00	15.00%
23	Total 347 Cultural and Recreation			136,100.00	116,560.61	146,200.00	127,599.08	126,800.00	159,903.94	159,800.00	23,338.96	
24	Interest											
25	Interest and Other Earnings	361.10.00	CIP Fund Interest Reported below on CIP Fund Budget	850.00	2,564.03	2,500.00	5,227.85	4,500.00	10,893.64	7,800.00	1,538.61	19.73%
26	Total 361 Interest			850.00	2,564.03	2,500.00	5,227.85	4,500.00	10,893.64	7,800.00	1,538.61	
27	Rents, Leases and Concessions											
28	Rentals - Short-Term, One-time (Taxable)	362.40.10	Provide customer information	3,600.00	5,049.92	3,000.00	8,002.31	7,150.00	4,295.69	6,500.00	390.91	6.01%
29	Equipment and Locker Rentals (Taxable)	362.40.20		1,000.00	328.76	1,200.00	985.96	500.00	407.26	-	-	
30	Rentals - Long-Term/Contracted (Non-Taxable)	362.40.30		42,000.00	54,186.00	50,000.00	96,273.35	83,950.00	85,171.00	89,000.00	31,698.00	35.62%
31	Total 362 Rents, Leases and Concessions			46,600.00	59,564.68	54,200.00	105,261.62	91,600.00	89,873.95	95,500.00	32,088.91	
32	Contributions from Private Sources											
33	Cash Donations (Non-taxable)	367.10.10		250.00	190.00	250.00	755.00	200.00	179.10	250.00	15.65	6.26%
34	Gifts In-Kind (Non-taxable)	367.10.20			-		-					
35	Grant Revenue Swim Lessons	367.10.30						10,000.00	10,000.00	-	-	
36	Grant Revenue Junior Guard	367.10.40						5,000.00	5,000.00	-	-	
37	Grant Revenue Misc. Overhead	367.10.50						5,000.00	5,000.00	-	-	
38	Total 367 Contributions			250.00	190.00	250.00	755.00	20,200.00	20,179.10	250.00	15.65	
39	Miscellaneous Revenue											
40	Unapplied Cash Income (Account Credit)	369.00.10	Provide customer information				53.27		-		-	
41	Deposit Over / Short	369.80.00					11.31		11.15		(8.25)	
42	Other Miscellaneous Revenue	369.91.00	provide detail if used		(23.84)		(362.43)					
43	Scholarship Funds Applied	369.91.10	Include name of recipient	10,000.00	10,069.37	10,000.00	7,344.92	10,000.00	7,909.00	10,000.00	1,932.00	19.32%
44	Adult Free Passes Applied	369.91.20	20% of those distributed			60.00	-					
45	Youth Free Passes Applied	369.91.30	20% of those distributed			300.00	9.00					
46	Discounts Applied	369.91.40					(44.00)				(103.16)	
47	Gift Certificates	369.91.50					322.00					
48	Total 369 Miscellaneous Revenue			10,000.00	10,045.53	10,360.00	7,334.07	10,000.00	7,920.15	10,000.00	1,820.59	
49	Sales of Capital Assets											
50	Sales of Capital Assets	395.10.00					272.73		13.64		36.36	
51	Total 395 Sale of Capital Assets			-	-	-	272.73	-	13.64	-	36.36	
52	Nonrevenue Transfers In											
53	Transfers In from Capital Improvement Fund	397.00.10		50,000.00			-					
54	Total 397 Transfers-In			50,000.00	-	-	-	-	-	-	-	
55	Prior Period Adjustment(s)											
56	Budget Report Revenue Adjustment	388.10.00	EOY adjustment to the Budget Report balance				-		9,606.15			
57	Total 388 Prior Period Adjustment(s)			-	-	-	-	-	9,606.15	-	-	
58	Total Revenue			1,042,430.00	994,433.20	1,086,140.00	1,154,047.26	1,184,226.00	1,272,852.94	1,296,884.00	70,648.59	

	A	B	C	D	E	F	G	H	I	J	K	L
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 02.28.2019	% of Budget
59	Expenditures											
60	Board Expenditures											
61	BOC Stipend	576.20.100.10.00	5 @ \$128 per meeting x 15 meetings	5,000.00	1,605.50	5,130.00	5,130.00	5,130.00	4,000.00	9,600.00	384.00	4.00%
62	BOC Supplies											
63	BOC Office Supplies	576.20.100.30.10	business cards, etc.	250.00	64.51	100.00	-	100.00	71.30	100.00	-	0.00%
64	BOC Equipment	576.20.100.30.20	Gavel, nameplates, Frames, etc.	200.00	185.19	100.00	18.68	100.00	46.22	500.00	-	0.00%
65	BOC Meeting Food	576.20.100.30.30	retreat	250.00	120.97	250.00	102.07	250.00	149.80	250.00	-	0.00%
66	BOC Services											
67	Consultant Fees	576.20.100.40.10		500.00	23.50	500.00	-	300.00	-	300.00	-	0.00%
68	Transcription Services	576.20.100.40.20		3,200.00	5,634.00	5,400.00	3,238.00	750.00	-	750.00	-	0.00%
69	Meeting Site Rental	576.20.100.40.30		1,000.00	670.00	600.00	-	600.00	1,565.00	600.00	245.00	40.83%
70	Public Records Request	576.20.100.40.40		1,000.00	16.43	500.00	-	500.00	-	500.00	-	0.00%
71	Travel (BOC non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.	200.00		200.00	-	100.00	-	100.00	-	0.00%
72	BOC Development											
73	Travel/Transportation (BOC Development)	576.20.100.40.61	For development purposes only	200.00	58.45	200.00	43.60	200.00	-	200.00	-	0.00%
74	Tuition/Registration Fees (BOC Development)	576.20.100.40.62		650.00	250.00	650.00	-	650.00	-	650.00	-	0.00%
75	BOC Notices/Ads	576.20.100.40.70	For posting legal notices or DA position	1,000.00	812.73	200.00	135.00	200.00	-	200.00	-	0.00%
76	BOC Intergovernmental Costs											
77	Election Costs	576.20.100.50.10	billed in 2018 for the 2017 election cycle	5,900.00	5,988.43	-	-	6,000.00	9,174.11	-	-	
78	Total 576.20.100 Board Expenditures			19,350.00	15,429.71	13,830.00	8,667.35	14,880.00	15,006.43	13,750.00	629.00	
79	Executive Expenditures											
80	Executive Salaries & Wages											
81	Executive Director/District Administrator Wages	576.20.200.10.10		45,000.00	43,854.09	46,456.00	36,890.94	37,740.00	36,393.49	33,100.00	7,839.00	23.68%
82	Other Taxable Compensation (Exec. Benefit Stipend)	576.20.200.10.20		6,750.00	5,343.75	6,968.00	5,272.48	5,661.00	4,559.42	4,965.00	1,059.30	21.34%
83	Executive Personnel Benefits											
84	Non-Taxable Benefits											
85	FICA	576.20.200.20.11	Included in Pool Personnel Benefits	3,646.00		4,087.00	-					
86	Unemployment	576.20.200.20.12		912.00		2,420.00	-					
87	L & I	576.20.200.20.13		456.00		122.00	-					
88	Executive Development											
89	Travel/Transportation (Exec. Development)	576.20.200.40.11	For development purposes only	200.00		70.00	43.25	150.00	42.12	150.00	-	0.00%
90	Tuition/Registration Fees (Exec. Development)	576.20.200.40.12		500.00		500.00	380.00	500.00	-	500.00	410.00	82.00%
91	Travel (Exec. non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.	650.00	1,296.25	200.00	-	200.00	11.34	200.00	-	0.00%
92	Total 576.20.200 Executive Expenditures			58,114.00	50,494.09	60,823.00	42,586.67	44,251.00	41,006.37	38,915.00	9,308.30	

	A	B	C	D	E	F	G	H	I	J	K	L
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 02.28.2019	% of Budget
93	Shared Expenditures											
94	Shared Salary & Wages											
95	Bookkeeper Wages	576.20.300.10.10		12,500.00	1,436.25	7,500.00	11,099.13	12,500.00	19,634.67	21,840.00	1,633.72	7.48%
96	Other Taxable Compensation (Shared Benefit Stipend)	576.20.300.10.20		-	-	-	-	-	1,242.42	3,276.00	245.06	7.48%
97	Non-Taxable Benefits											
98	FICA	576.20.300.20.11				575.00	-					
99	Unemployment	576.20.300.20.12	Included in Pool Personnel Benefits			450.00	-					
100	L & I	576.20.300.20.13				70.00	-					
101	Shared Supplies/Equipment											
102	Office/Computer Supplies/Equipment (consumable)											
103	Office Supplies (consumables)	576.20.300.30.11	desk supplies, planners, deposit slips, batteries	1,000.00	852.04	1,000.00	1,325.25	1,500.00	1,147.92	1,500.00	121.40	8.09%
104	Printing Supplies (consumables)	576.20.300.30.12	Includes ink for small printer, paper, envelopes	900.00	388.96	800.00	555.88	550.00	531.09	1,000.00	66.12	6.61%
105	Office/Computer Supplies/Equipment (non-consumable)											
106	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	5,239.84	3,000.00	378.74	12.62%
107	Computer Equipment (replacement)	576.20.300.30.14	2019 Need to replace laptop: \$600		-	1,000.00	2,007.41	2,500.00	4,617.05	1,000.00	-	0.00%
108	Shared Services											
109	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	3,755.06	4,000.00	815.05	20.38%
110	Legal Services	576.20.300.40.20		13,750.00	5,037.00	10,000.00	5,912.00	8,000.00	2,446.00	6,000.00	372.00	6.20%
111	Communication Services											
112	Telephone	576.20.300.40.31		2,190.00	181.28	-	-		200.00		100.00	
113	Postage	576.20.300.40.32		500.00	103.15	200.00	137.20	200.00	224.48	300.00	-	0.00%
114	Website & Email hosting	576.20.300.40.33	Rackspace & Bluehost	500.00	1,399.83	1,300.00	1,312.88	1,500.00	1,576.40	1,500.00	37.80	2.52%
115	Internet/VoIP Phones	576.20.300.40.34	Intermedia, Comcast	7,500.00	8,190.38	7,750.00	7,594.98	7,500.00	4,864.63	4,200.00	653.80	15.57%
116	Software Programs/Subscriptions (non-financial)	576.20.300.40.35	Office (\$250), Adobe DC (\$200), When to Work (\$360), McAfee (\$40)	720.00	1,504.02	1,500.00	956.66	1,600.00	1,226.17	1,700.00	343.98	20.23%
117	Advertising/Posting Fees (DOAO)	576.20.300.40.36	For posting DOAO position only		455.00	200.00	329.00	200.00	-	200.00	-	0.00%
118	Printing & Copying Services	576.20.300.40.37	For Ricoh & other non-program printing services	3,000.00	4,854.70	4,700.00	5,471.59	5,500.00	5,126.86	5,500.00	1,055.96	19.20%
119	Bank Charges	576.20.300.40.40	CIP Fund Charges Reported below on CIP Fund Budget	1,800.00	801.26	2,300.00	343.60	800.00	(743.47)	500.00	19.87	3.97%
120	Payroll Services	576.20.300.40.50	\$5614.60 year \$60.50 timeclock, \$230/month	2,820.00	5,440.76	5,000.00	5,235.27	6,000.00	5,024.92	6,000.00	1,326.08	22.10%
121	Membership Dues	576.20.300.40.60	Annual: Costco \$60, WRPA \$580, MRSC Rosters \$135, Amazon Prime \$110, ARC \$300	960.00	700.00	1,000.00	1,168.26	1,000.00	775.00	2,000.00	490.90	24.55%
122	Miscellaneous Services	576.20.300.40.70		1,000.00	0.02	500.00	-	500.00	-	200.00	-	0.00%
123	Risk Management Services											
124	Security & Fire Alarm	576.20.300.40.81	Monitoring \$90/month = \$1080, Yearly Inspection \$320	4,170.00	4,423.71	4,200.00	2,462.39	2,500.00	2,383.83	2,900.00	4,570.94	157.62%
125	Pest Control	576.20.300.40.82	Orkin - quarterly \$165.51 total \$662.04	800.00	655.13	700.00	576.55	700.00	851.36	700.00	86.60	12.37%
126	Insurance	576.20.300.40.83	WCIA - Travelers	12,420.00	12,148.00	12,612.00	13,170.00	14,000.00	11,176.00	17,500.00	11,807.00	67.47%
127	Fingerprinting (WSP)	576.20.300.40.84	*2019- \$55 per person x 20 people + \$7.5 average fingerprinting (\$5 for res, \$10 non res)		62.09	800.00	385.00	900.00	890.00	1,250.00	-	0.00%
128	Financial Services											
129	Accounting Services (Independent)	576.20.300.40.91	Independent		7,098.35		-					
130	CPA Services	576.20.300.40.92		10,000.00	7,458.50	10,000.00	6,627.50	8,000.00	4,300.00	6,000.00	1,109.75	18.50%
131	Software Programs (financial)	576.20.300.40.93	QuickBooks Online Subscription \$75/ quarter = \$300	500.00	262.44	500.00	150.00	500.00	225.00	500.00	-	0.00%
132	Shared Intergovernmental Services											
133	External Taxes and Operating Assessments	576.20.300.50.10	include description	5,000.00	49.00	1,000.00	-				-	
134	Washington Business License	576.20.300.50.20					-		19.00		-	
135	Tukwila Business License	576.20.300.50.30					-				-	
136	Annual Permits	576.20.300.50.40	King Co Health	800.00	593.00	600.00	593.00	650.00	593.00	650.00		0.00%
137	Interlocal Agreements	576.20.300.50.50					-					
138	State Audit	576.20.300.50.60	2019 SAO Rates: -\$100/hr local gov audit work, \$125/hr fraud investigations -\$75/hr auditors in travel status	5,000.00		13,500.00	2,606.09		5,415.70	8,000.00		0.00%
139	Total 576.20.300 Shared Expenditures			92,230.00	65,544.76	91,757.00	72,633.97	82,100.00	82,742.93	101,216.00	25,234.77	

	A	B	C	D	E	F	G	H	I	J	K	L
1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 02.28.2019	% of Budget
140	Swimming Pool Expenditures											
141	Swimming Pool Salaries and Wages											
142	Lifeguard Wages	576.20.400.10.10		65,116.00	71,867.59	96,000.00	108,028.79	126,450.00	129,910.22	182,015.00	19,144.10	10.52%
143	Instructor Wages	576.20.400.10.20		32,642.00	37,391.80	52,000.00	41,251.52	42,500.00	60,522.58	51,000.00	6,305.68	12.36%
144	Water Exercise Instructor Wages	576.20.400.10.25		-	-	-	-	-	551.50	4,000.00	488.50	12.21%
145	Head Guard Wages	576.20.400.10.30		43,275.00	36,090.33	-	-	-	-	-	-	-
146	Director of Aquatic Operations Salary	576.20.400.10.40		55,000.00	56,705.55	55,000.00	47,711.48	66,734.00	66,559.98	68,726.00	11,180.00	16.27%
147	Assistant Aquatics Manager Wages	576.20.400.10.50		40,000.00	30,261.64	75,000.00	80,564.74	89,000.00	105,707.03	124,280.00	20,453.40	16.46%
148	Front Desk Wages	576.20.400.10.60		45,197.00	40,562.32	44,000.00	34,254.08	50,100.00	29,238.93	30,000.00	3,617.92	12.06%
149	Maintenance Worker Wages	576.20.400.10.65		-	-	-	-	-	-	13,000.00	-	0.00%
150	Overtime Wages	576.20.400.10.70		-	1,365.00	-	14,532.98	7,500.00	6,249.25	7,500.00	942.63	12.57%
151	Other Taxable Compensation (Benefit Stipend)	576.20.400.10.80		14,520.00	12,652.39	19,500.00	19,512.44	23,500.00	24,920.45	28,951.00	4,331.17	14.96%
152	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90		-	4,185.68	-	37.34	-	-	-	-	-
153	Swimming Pool Personnel Benefits											
154	Non-Taxable Benefits											
155	FICA	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	37,560.96	44,236.35	5,938.39	13.42%
156	Unemployment	576.20.400.20.12	TPMPD's contribution (3.5% up to \$47,300)	5,712.00	19,213.46	18,178.00	12,764.03	25,674.83	9,998.77	20,238.86	1,858.90	9.18%
157	L&I	576.20.400.20.13	TPMPD's contribution	2,856.00	9,105.79	9,500.00	8,597.08	15,000.00	13,151.85	15,000.00	1,856.27	12.38%
158	Other Benefits (non-cash)	576.20.400.20.20		-	-	-	-	-	-	-	-	-
159	Swimming Pool Supplies											
160	Program Supplies and Equipment											
161	Exercise Classes Supplies & Equipment	576.20.400.30.11	foam dumbbells \$20x10	200.00	179.40	200.00	139.80	200.00	318.17	300.00	-	0.00%
162	Swim Classes/Instruction Supplies & Equipment	576.20.400.30.12	swim table	1,800.00	513.30	1,200.00	412.20	500.00	736.74	800.00	2,189.00	273.63%
163	Special Events Supplies & Equipment	576.20.400.30.13	food, inflatables, games supplies, wristbands	1,400.00	1,003.56	1,400.00	2,469.67	2,400.00	2,810.34	3,000.00	606.35	20.21%
164	Staff Uniforms Supplies & Equipment	576.20.400.30.14	shirts, swimsuits, hip packs, badges, lanyards, whistles, polo shirts	2,000.00	2,359.00	1,700.00	1,807.39	2,500.00	2,150.43	2,000.00	1,016.01	50.80%
165	Safety Supplies & Equipment	576.20.400.30.15	life jackets, first aid supplies, biohazard supplies, rescue tubes ** more lifejackets for 2018	2,250.00	1,635.95	1,700.00	3,119.56	2,500.00	3,782.30	1,740.00	209.96	12.07%
166	Lifeguard Class Supplies & Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes	-	-	-	156.44	150.00	235.52	100.00	-	0.00%
167	Drop In/Open Swim Supplies & Equipment	576.20.400.30.17	kickboards, fins, wristbands, foam boats	-	-	-	243.22	500.00	2,591.56	500.00	-	0.00%
168	Maintenance and Repairs Supplies											
169	Pool Chemicals Supplies & Equipment	576.20.400.30.21	Airgas, Orca Pacific, The Pool Guy Plus **adding them degreasing 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	10,989.69	10,000.00	2,723.11	27.23%
170	Janitorial Supplies & Equipment	576.20.400.30.22		4,400.00	6,199.61	6,000.00	9,574.70	8,000.00	10,584.60	11,000.00	1,219.33	11.08%
171	Tools and Equipment	576.20.400.30.23	lifeguard chair, vacuum, cords, hoses, locks, drill bits, etc.	600.00	1,392.49	1,500.00	2,353.81	6,000.00	10,541.74	5,000.00	996.73	19.93%
172	Landscaping Supplies & Equipment	576.20.400.30.24	ice melt, lawn repair chemicals, equipment rentals, plants, bark **yearly mulch \$700, new plants \$1300	500.00	435.83	500.00	812.92	2,000.00	54.20	1,000.00	38.47	3.85%
173	Resale Inventory	576.20.400.30.30		1,200.00	3,032.40	2,600.00	3,494.40	3,500.00	5,011.34	5,000.00	640.75	12.82%
174	Miscellaneous Supplies & Equipment	576.20.400.30.40	Include description	200.00	115.94	200.00	283.85	200.00	49.83	200.00	-	0.00%

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1	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 02.28.2019	% of Budget
175	Swimming Pool Services											
176	Transaction Services/Merchant Fees	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	9,599.39	11,220.00	1,722.86	15.36%
177	Translation Services	576.20.400.40.20		500.00	766.21	500.00	-	300.00	-	500.00	-	0.00%
178	Grant Translation	576.20.400.40.21						500.00	-		-	
179	Advertising & Promotion											
180	Graphic Design (A&P, Material Development)	576.20.400.40.31	Brochures included 500 for marketing grant	3,000.00	1,532.81	2,000.00	780.00	2,000.00	2,470.00	2,000.00	-	0.00%
181	Printing & Copying (A&P)	576.20.400.40.32	For brochures, banners, etc.	4,000.00	3,362.13	4,000.00	3,564.38	4,000.00	4,657.19	4,000.00	-	0.00%
182	Advertising/Posting Fees (A&P)	576.20.400.40.33	Assistant Manager position & program promotion only	600.00	1,020.00	800.00	228.00	800.00	1,037.96	1,000.00	-	0.00%
183	Promotional giveaways	576.20.400.40.34	program promotion only	1,000.00	521.67	800.00	40.51	500.00	-	500.00	-	0.00%
184	Outreach & Marketing Services	576.20.400.40.35	additional services as needed			4,000.00	600.00	2,000.00	387.56	2,000.00	-	0.00%
185	Grant Marketing	576.20.400.40.36						1,700.00	153.57		-	
186	Grant Overhead	576.20.400.40.37						2,800.00	825.43		-	
187	Lifeguard Recruiting	576.20.400.40.38	Lifeguard postings, recruitment, Indeed					1,000.00	1,328.94	1,500.00	-	0.00%
188	Staff Development											
189	Travel/Transportation (Staff Development)	576.20.400.40.41	For pool staff only	-		-	189.62	400.00	1,352.03	1,000.00	-	0.00%
190	Tuition/Registration Fees (Staff development)	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	2,746.14	3,500.00	114.00	3.26%
191	Rentals and Leases											
192	Equipment Rentals	576.20.400.40.51		1,000.00	452.00	500.00	-		-		-	
193	Facility Ground Lease	576.20.400.40.52	Tukwila School District	11,497.00	11,497.50	11,497.00	-					
194	Utilities											
195	Electrical (Utilities)	576.20.400.40.61		16,000.00	15,033.65	16,000.00	15,996.92	17,600.00	16,219.91	19,000.00	2,942.00	15.48%
196	Gas (Utilities)	576.20.400.40.62		48,000.00	46,044.27	49,000.00	48,948.96	58,000.00	42,364.04	50,000.00	7,684.97	15.37%
197	Water (Utilities)	576.20.400.40.63		4,200.00	4,390.41	5,100.00	6,474.42	6,500.00	5,908.14	7,000.00	1,946.20	27.80%
198	Sewer (Utilities)	576.20.400.40.64		7,920.00	1,091.96	4,200.00	1,186.46	1,500.00	704.35	1,500.00	120.25	8.02%
199	Garbage Collection (Utilities)	576.20.400.40.65		900.00	-	1,000.00	-	1,000.00	-	1,000.00	-	0.00%
200	Storm Drain (Utilities)	576.20.400.40.66										
201	Other (Utilities)	576.20.400.40.67										
202	Repairs and Maintenance Services											
203	Maintenance/Janitorial Services	576.20.400.40.71		-								
204	Facility Repairs/Maintenance Services	576.20.400.40.72	HVAC, Preventative Maintenance, Plumbing, Doors, Walls, Floors	20,000.00	20,533.89	20,000.00	31,799.21	40,000.00	62,912.49	30,000.00	8,531.01	28.44%
205	Equipment Repairs/Maintenance Services	576.20.400.40.73		4,000.00	3,444.26	4,000.00	21,227.84	21,000.00	13,950.56	37,112.00	707.30	1.91%
206	Landscaping/Groundskeeping Services	576.20.400.40.74										
207	Travel (Staff non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.	200.00	16.62	200.00	21.04	200.00	110.96	200.00	-	0.00%
208	Miscellaneous Services											
209	Scholarship Funds Expensed	576.20.400.40.91		10,000.00	10,069.37	10,000.00	7,344.92	10,000.00	7,909.00	10,000.00	1,932.00	19.32%
210	Red Cross	576.20.400.40.92	Certification fees for Lifeguarding classes (non-staff) 2019: 10 patrons at \$35 each	200.00	991.00	780.00	350.00	350.00	324.00	350.00	76.00	21.71%
211	Aerobics Partner	576.20.400.40.93							1,275.00	2,400.00	350.00	14.58%
212	Other Services	576.20.400.40.94	Record all misc. in detail for future budgeting	1,000.00	-	500.00	-					
213	Adult Free Passes	576.20.400.40.95				60.00	-					
214	Youth Free Passes	576.20.400.40.96				300.00	9.00					
215	Discounts Applied	576.20.400.40.97										
216	Gift Certificates	576.20.400.40.98					322.00					
217	Total 576.20.400 Swimming Pool Expenditures			493,419.00	500,537.19	569,539.00	581,948.07	707,770.17	710,464.64	815,369.21	111,883.26	

1	A	B	C	D	E	F	G	H	I	J	K	L
	Item Description	GL Code	Notes	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Approved Budget	2019 Actuals as of 02.28.2019	% of Budget
218	Sales Tax											
219	Sales Tax Paid	586.00.300.00.00		5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	7,501.34	7,450.00	1,193.43	16.02%
220	Total 586.00.300 Sales Tax			5,738.00	4,776.24	5,453.00	7,999.75	7,555.00	7,501.34	7,450.00	1,193.43	
221	Debt Service Principle											
222	City Bridge Loan (Principle)	591.76.300.70.10		105,692.00	105,692.32	107,826.00	107,825.66	110,002.05	110,002.05	112,222.37	9,266.45	8.26%
223	Loans and Bonds (Principle)	591.76.300.70.20		93,737.00	93,737.30	96,428.00	96,427.85	99,195.63	99,195.63	97,521.42	-	0.00%
224	Total 591.76.300 Debt Service Principle			199,429.00	199,429.62	204,254.00	204,253.51	209,197.68	209,197.68	209,743.79	9,266.45	
225	Debt Service Interest											
226	City Bridge Loan (Interest)	592.76.300.80.10		15,766.00	15,765.44	13,632.00	13,632.10	11,455.71	11,455.71	9,235.39	855.03	9.26%
227	Loans and Bonds (Interest)	592.76.300.80.20		19,393.00	19,392.70	16,702.00	16,702.15	13,934.37	13,934.37	15,608.58	-	0.00%
228	Total 592.76.300 Debt Service Interest			35,159.00	35,158.14	30,334.00	30,334.25	25,390.08	25,390.08	24,843.97	855.03	
229	Park Facility Improvements and New Construction											
230	CIP Supplies	595.76.300.30.00	Reported below: 2019 Capital Improvement Project/Lifetime Replacement Fund Budget	25,000.00	25,917.53							
231	CIP Services	595.76.300.40.00		25,000.00	23,977.25	15,000.00						
232	Total 595.76.300 Park Facility Improvements (CIP)			50,000.00	49,894.78	15,000.00	-	-	-	-	-	
233	Transfers Out											
234	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	97,633.20	80,000.00	-	0.00%
235	Total 597.00.300 Transfers Out			80,000.00	-	85,000.00	133,305.00	80,000.00	97,633.20	80,000.00	-	
236	Total Expenditures			1,033,439.00	921,264.53	1,075,990.00	1,081,728.57	1,171,143.93	1,188,942.67	1,291,287.97	158,370.24	
237												
238	Opening Balance			198,375.00	198,389.00	238,546.00	271,557.67	288,491.29	343,876.36	380,436.35	427,786.63	
239	Total Revenue			1,042,430.00	994,433.20	1,086,140.00	1,154,047.26	1,184,226.00	1,272,852.94	1,296,884.00	70,648.59	
240	Total Expenditures			(1,033,439.00)	(921,264.53)	(1,075,990.00)	(1,081,728.57)	(1,171,143.93)	(1,188,942.67)	(1,291,287.97)	(158,370.24)	
241	Ending Balance			207,366.00	271,557.67	248,696.00	343,876.36	301,573.36	427,786.63	386,032.38	340,064.98	
242	Net Income (Total Revenue less Total Expenditures)			8,991.00	73,168.67	10,150.00	72,318.69	13,082.07	83,910.27	5,596.03	(87,721.65)	
243	Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures											
244	3 Months Operational and Debt Service Expenses:			238,359.75	230,316.13	247,747.50	237,105.89	272,785.98	272,827.37	302,821.99	39,592.56	
245	Requirement Met?			NO	YES	YES	YES	YES	YES	YES	YES	
246	Tukwila Pool Metropolitan Park District 2019 Capital Improvement Project/Lifetime Replacement Fund Budget											
247	Notes			2016 Adopted	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals			
248	Unrestricted Opening Balance			220,000.00	220,000.00	250,105.00	220,000.00	353,305.00	353,305.00	392,029.51	393,575.05	
249	Revenues											
250				\$80,000.00		\$85,000.00	\$5,000.00	80,000.00	97,633.20	80,000.00	-	0.00%
251	Transfers in from General Fund											
252	*(\$80,000 2017 Transfer) - (\$30105 Balance of 2016 Transfer)						\$110,105.00					
253	*2018 Transfer in 2017						\$18,200.00					
254	Prior Period Adjustment(s)			EOY adjustment to the Budget Report balance to match the General Ledger (QBO)	-	-	-	-	11,661.44			
255	Investment Income			Interest earned from CIP Fund							1,382.53	
256	Total Revenue			\$80,000.00	\$0.00	\$85,000.00	\$133,305.00	\$80,000.00	\$109,294.64	\$80,000.00	\$1,382.53	
257	Expenditures											
258	*2018: Diving Block Replacement			\$50,000				18,000.00	17,999.97			-
259	*2018: Lighting Replacement							6,200.00	7,954.10			-
260	*2018: Slide Maintenance							12,000.00	13,354.00			-
261	*2018: Pool Covers							12,501.00	16,830.62			-
262	*2018: Lane Dividers								3,336.80			-
263	*2018: Security Cameras								9,549.10			-
264	*2019 Proposed: Pool Liner									55,000.00		0.00%
265	Bank Charges			Bank Service Fees from CIP Fund							33.74	
266	Total Expenditures			50,000.00	-	-	-	48,701.00	69,024.59	55,000.00	33.74	
267												
268	Opening Balance			220,000.00	220,000.00	250,105.00	220,000.00	353,305.00	353,305.00	392,029.51	393,575.05	
269	Total Revenue			\$80,000.00	\$0.00	\$85,000.00	\$133,305.00	\$80,000.00	\$109,294.64	\$80,000.00	\$1,382.53	
270	Total Expenditures			(50,000.00)	-	-	-	(48,701.00)	(69,024.59)	(55,000.00)	(33.74)	
271	Ending Balance			250,000.00	220,000.00	335,105.00	353,305.00	384,604.00	393,575.05	417,029.51	394,923.84	



Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2019 BUDGET - FY19 P&L

February 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
311 General Property Tax				
311.10.00 Real and Personal Property Tax	8,930.45	84,048.67	-75,118.22	10.63 %
Total 311 General Property Tax	8,930.45	84,048.67	-75,118.22	10.63 %
313 Local Retail Tax				
313.11.00 Sales Tax Collected	351.32	620.83	-269.51	56.59 %
Total 313 Local Retail Tax	351.32	620.83	-269.51	56.59 %
341 Merchandise				
341.70.10 Taxed Merchandise (Taxable)	280.85	333.33	-52.48	84.26 %
341.70.20 Untaxed Merchandise (Non-taxable)	179.00	291.67	-112.67	61.37 %
Total 341 Merchandise	459.85	625.00	-165.15	73.58 %
347 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	1,634.03	2,083.33	-449.30	78.43 %
347.30.20 Activity Fees - General Admissions (Taxable)	1,431.10	3,041.67	-1,610.57	47.05 %
347.30.30 Activity Fees - Special Events (Taxable)	194.99	208.33	-13.34	93.60 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	4,593.00	7,083.33	-2,490.33	64.84 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	200.75	533.33	-332.58	37.64 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		312.50	-312.50	
347.90.00 Other Fees - Pass through to Red Cross (Non-taxable)		29.17	-29.17	
347.90.10 Other Fees - Advertising/Sponsorship (Non-taxable)	15.00	25.00	-10.00	60.00 %
Total 347 Cultural and Recreation	8,068.87	13,316.66	-5,247.79	60.59 %
361 Interest				
361.10.00 Interest and Other Earnings		650.00	-650.00	
361.10.00.01 Interest General Fund	698.71		698.71	
Total 361.10.00 Interest and Other Earnings	698.71	650.00	48.71	107.49 %
Total 361 Interest	698.71	650.00	48.71	107.49 %
362 Rents, Leases and Concessions				
362.40.10 Rentals - Short-Term, One-time (Taxable)		541.67	-541.67	
362.40.30 Rentals - Long-Term/Contracted (Non-Taxable)	15,049.00	7,416.67	7,632.33	202.91 %
Total 362 Rents, Leases and Concessions	15,049.00	7,958.34	7,090.66	189.10 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
367 Contributions from Private Sources				
367.10.10 Cash Donations (Non-taxable)	6.30	20.83	-14.53	30.24 %
Total 367 Contributions from Private Sources	6.30	20.83	-14.53	30.24 %
369 Miscellaneous Revenue				
369.80.00 Deposit Over/Short	5.00		5.00	
369.91.10 Scholarship Funds Applied	660.00	833.33	-173.33	79.20 %
369.91.40 Discounts Applied				
369.91.40.01 Employee Discount on Food Purchases	-56.34		-56.34	
Total 369.91.40 Discounts Applied	-56.34		-56.34	
Total 369 Miscellaneous Revenue	608.66	833.33	-224.67	73.04 %
Total Income	\$34,173.16	\$108,073.66	\$ -73,900.50	31.62 %
GROSS PROFIT	\$34,173.16	\$108,073.66	\$ -73,900.50	31.62 %
Expenses				
576.20.100 Board Expenditures				
576.20.100.10.00 BOC Stipend		800.00	-800.00	
576.20.100.30.10 BOC Office Supplies		8.33	-8.33	
576.20.100.30.20 BOC Equipment		41.67	-41.67	
576.20.100.30.30 BOC Meeting Food		20.83	-20.83	
576.20.100.40.10 Consultant Fees		25.00	-25.00	
576.20.100.40.20 Transcription Services		62.50	-62.50	
576.20.100.40.30 Meeting Site Rental		50.00	-50.00	
576.20.100.40.40 Public Records Requests		41.67	-41.67	
576.20.100.40.50 Travel (BOC non-development)		8.33	-8.33	
576.20.100.40.61 Travel/Transportation (BOC Development)		16.67	-16.67	
576.20.100.40.62 Tuition/Registration Fees (BOC Development)		54.17	-54.17	
576.20.100.40.70 BOC Notices/Ads		16.67	-16.67	
Total 576.20.100 Board Expenditures		1,145.84	-1,145.84	
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Director/District Administrator Wages	3,772.00	2,758.33	1,013.67	136.75 %
576.20.200.10.20 Other Taxable Compensation (Exec. Benefits Stipend)	449.25	413.75	35.50	108.58 %
576.20.200.40.11 Travel/Transportation (Exec. Development)		12.50	-12.50	
576.20.200.40.12 Tuition/Registration Fees (Exec. Development)	250.00	41.67	208.33	599.95 %
576.20.200.40.20 Travel (Exec. non-development)		16.67	-16.67	
Total 576.20.200 Executive Expenditures	4,471.25	3,242.92	1,228.33	137.88 %
576.20.300 Shared Expenditures				
576.20.300.10.10 Bookkeeper Wages	1,079.92	1,820.00	-740.08	59.34 %
576.20.300.10.20 Other Taxable Compensation (Shared Benefits Stipend)	161.99	273.00	-111.01	59.34 %
576.20.300.30.11 Office Supplies	105.38	125.00	-19.62	84.30 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
(Consumables)				
576.20.300.30.12 Printing Supplies		83.33	-83.33	
(Consumables)				
576.20.300.30.13 Office Equipment (Non-Consumable)	41.21	250.00	-208.79	16.48 %
576.20.300.30.14 Computer Equipment (Replacement)		83.33	-83.33	
576.20.300.40.10 IT/Computer Service		333.33	-333.33	
576.20.300.40.20 Legal Services	372.00	500.00	-128.00	74.40 %
576.20.300.40.31 Telephone	50.00		50.00	
576.20.300.40.32 Postage		25.00	-25.00	
576.20.300.40.33 Website & Email Hosting		125.00	-125.00	
576.20.300.40.34 Internet/VolP Phones	326.90	350.00	-23.10	93.40 %
576.20.300.40.35 Software Programs/Subscriptions (non-financial)	327.49	141.67	185.82	231.16 %
576.20.300.40.36 Advertising/Posting Fees (DOAO)		16.67	-16.67	
576.20.300.40.37 Printing & Copying Services	320.65	458.33	-137.68	69.96 %
576.20.300.40.40 Bank Charges		41.67	-41.67	
576.20.300.40.40.01 Bank Charges General Fund	11.08		11.08	
Total 576.20.300.40.40 Bank Charges	11.08	41.67	-30.59	26.59 %
576.20.300.40.50 Payroll Service	409.05	500.00	-90.95	81.81 %
576.20.300.40.60 Membership Dues		166.67	-166.67	
576.20.300.40.70 Miscellaneous Services		16.67	-16.67	
576.20.300.40.81 Security & Fire Alarms	535.50	241.67	293.83	221.58 %
576.20.300.40.82 Pest Control	86.60	58.33	28.27	148.47 %
576.20.300.40.83 Insurance		1,458.33	-1,458.33	
576.20.300.40.84 Fingerprinting (WSP)		104.17	-104.17	
576.20.300.40.92 CPA Services	258.75	500.00	-241.25	51.75 %
576.20.300.40.93 Software Programs (financial)		41.67	-41.67	
576.20.300.50.40 Annual Permits		54.17	-54.17	
576.20.300.50.60 State Audit		666.67	-666.67	
Total 576.20.300 Shared Expenditures	4,086.52	8,434.68	-4,348.16	48.45 %
576.20.400 Swimming Pool Expenditures				
576.20.400.10.10 Lifeguard Wages	8,849.16	15,167.92	-6,318.76	58.34 %
576.20.400.10.20 Instructor Wages	2,549.77	4,250.00	-1,700.23	59.99 %
576.20.400.10.25 Water Exercise Instructor Wages	261.70	333.33	-71.63	78.51 %
576.20.400.10.40 Director of Aquatics Operations Salary	5,590.00	5,727.17	-137.17	97.60 %
576.20.400.10.50 Assistant Aquatics Manager Wages	9,668.50	10,356.67	-688.17	93.36 %
576.20.400.10.60 Front Desk Wages	1,524.11	2,500.00	-975.89	60.96 %
576.20.400.10.65 Maintenance Worker Wages		1,083.33	-1,083.33	
576.20.400.10.70 Overtime Wages	64.89	625.00	-560.11	10.38 %
576.20.400.10.80 Other Taxable	1,954.28	2,412.58	-458.30	81.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Compensation (Staff Benefits Stipend)				
576.20.400.20.11 FICA	2,748.36	3,686.36	-938.00	74.55 %
576.20.400.20.12 Unemployment	813.04	1,686.57	-873.53	48.21 %
576.20.400.20.13 L & I	837.91	1,250.00	-412.09	67.03 %
576.20.400.30.11 Exercise Classes Supplies & Equipment		25.00	-25.00	
576.20.400.30.12 Swim Classes/Instruction Supplies & Equipment		66.67	-66.67	
576.20.400.30.13 Special Events Supplies & Equipment	335.79	250.00	85.79	134.32 %
576.20.400.30.14 Staff Uniforms Supplies & Equipment	296.13	166.67	129.46	177.67 %
576.20.400.30.15 Safety Supplies & Equipment		145.00	-145.00	
576.20.400.30.16 Lifeguard Class Supplies & Equipment		8.33	-8.33	
576.20.400.30.17 Drop In/Open Swim Supplies & Equipment		41.67	-41.67	
576.20.400.30.21 Pool Chemicals Supplies & Equipment	638.74	833.33	-194.59	76.65 %
576.20.400.30.22 Janitorial Supplies & Equipment	120.97	916.67	-795.70	13.20 %
576.20.400.30.23 Tools and Equipment	26.50	416.67	-390.17	6.36 %
576.20.400.30.24 Landscaping Supplies & Equipment	38.47	83.33	-44.86	46.17 %
576.20.400.30.30 Resale Inventory		416.67	-416.67	
576.20.400.30.40 Miscellaneous Supplies & Equipment		16.67	-16.67	
576.20.400.40.10 Transaction Services/Merchant Fees	789.92	935.00	-145.08	84.48 %
576.20.400.40.20 Translation Services		41.67	-41.67	
576.20.400.40.31 Graphic Design (A&P, Material Development)		166.67	-166.67	
576.20.400.40.32 Printing & Copying (A&P)		333.33	-333.33	
576.20.400.40.33 Advertising/Posting Fees (A&P)		83.33	-83.33	
576.20.400.40.34 Promotional Giveaways		41.67	-41.67	
576.20.400.40.35 Outreach Marketing Services		166.67	-166.67	
576.20.400.40.38 Lifeguard Recruiting		125.00	-125.00	
576.20.400.40.41 Travel/Transportation (Staff development)		83.33	-83.33	
576.20.400.40.42 Tuition/Registration Fees (Staff development)	114.00	291.67	-177.67	39.09 %
576.20.400.40.61 Electrical (Utilities)	1,457.91	1,583.33	-125.42	92.08 %
576.20.400.40.62 Gas (Utilities)	3,821.24	4,166.67	-345.43	91.71 %
576.20.400.40.63 Water (Utilities)		583.33	-583.33	
576.20.400.40.64 Sewer (Utilities)	61.40	125.00	-63.60	49.12 %
576.20.400.40.65 Garbage Collection (Utilities)		83.33	-83.33	
576.20.400.40.72 Facility	7,075.16	2,500.00	4,575.16	283.01 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Repairs/Maintenance Services				
576.20.400.40.73 Equipment	707.30	3,092.67	-2,385.37	22.87 %
Repairs/Maintenance Services				
576.20.400.40.80 Travel (Staff non-development)		16.67	-16.67	
576.20.400.40.91 Scholarship Funds Expensed	660.00	833.33	-173.33	79.20 %
576.20.400.40.92 Red Cross	76.00	29.17	46.83	260.54 %
576.20.400.40.93 Aerobics Partner	350.00	200.00	150.00	175.00 %
Total 576.20.400 Swimming Pool Expenditures	51,431.25	67,947.45	-16,516.20	75.69 %
586.00.300 Sales Tax				
586.00.300.00.00 Sales Tax Paid	687.85	620.83	67.02	110.80 %
Total 586.00.300 Sales Tax	687.85	620.83	67.02	110.80 %
591.76.300 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal		9,351.86	-9,351.86	
591.76.300.70.20 Loans and Bonds Principal		8,126.79	-8,126.79	
Total 591.76.300 Debt Service Principle		17,478.65	-17,478.65	
592.76.300 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest		769.62	-769.62	
592.76.300.80.20 Loans and Bonds Interest		1,300.72	-1,300.72	
Total 592.76.300 Debt Service Interest		2,070.34	-2,070.34	
597.00.300 Transfers Out				
597.00.300.00.10 Transfers Out to Capital Improvement Fund		6,666.67	-6,666.67	
Total 597.00.300 Transfers Out		6,666.67	-6,666.67	
Total Expenses	\$60,676.87	\$107,607.38	\$ -46,930.51	56.39 %
NET OPERATING INCOME	\$ -26,503.71	\$466.28	\$ -26,969.99	-5,684.08 %
Other Income				
361.10.00.02 Interest CIP Fund	716.93		716.93	
Total Other Income	\$716.93	\$0.00	\$716.93	0.00%
Other Expenses				
576.20.300.40.40.02 Bank Charges CIP Fund	17.45		17.45	
595.76.300 Park Facility Improvements (CIP)				
595.76.300.40.00 CIP Services		4,583.33	-4,583.33	
Total 595.76.300 Park Facility Improvements (CIP)		4,583.33	-4,583.33	
Total Other Expenses	\$17.45	\$4,583.33	\$ -4,565.88	0.38 %
NET OTHER INCOME	\$699.48	\$ -4,583.33	\$5,282.81	-15.26 %
NET INCOME	\$ -25,804.23	\$ -4,117.05	\$ -21,687.18	626.77 %

**Washington State Department of Revenue
Combined Excise Tax Return**

603-151-833

TUKWILA POOL METROPOLITAN PARK DISTRICT

TUKWILA POOL METROPOLITAN PARK DISTRICT

Filing Period: February 28, 2019 **Filing Frequency:** Monthly
Due Date: March 25, 2019

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	3,540.97	3,540.97	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	20,651.71	20,651.71	0.00	0.015000	0.00

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	3,540.97	Add Deduction	3,540.97	0.065000	230.16
Use Tax	0.00			0.065000	0.00
Over Collected Sales Tax	0.00		0.00	1.000000	0.00
Total State Sales and Use					230.16

[Find Location by Address](#)

Local City and/or County Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	TUKWILA	3,540.97	0.035000	123.93
		3,540.97		123.93

[Find Location by Address](#)

Local City and/or County Use Tax/Deferred Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	1729 - TUKWILA	0.00	0.035000	0.00
		0.00		0.00

Deductions

Line Code	Deduction	Amount Filed
Business & Occupation		
Retailing	Other	3,540.97
Service and Other Activities; Gambling Contests of Chance (less	Other	20,651.71

2 Rows

Return Totals

Total Tax	354.09
Less Credits	0.00

Submitter Information

Prepared By	Amy O'Neill
Phone Number	(206)-267-2350
Extension	
E-Mail Address	accounting@tukwilapool.org
Submitted Date	Mar-18-2019
Confirmation #	0-007-354-074

Payment Info

Payment Type Selected: ACH Debit/E-Check

Amount	354.09
Effective Date	Mar-25-2019



Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL PURCHASING CARD ACCOUNTS

February 2019

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (P-Cards Reconcile) - 2794			
213.12 US Bank Michelle PC - 0701			
02/06/2019	Lowe's	Hand Sanitizer \$8.75, Signs for Women's Bathroom \$30.22, Cable Ties, Flex Tube and Plastic Chain \$26.50, WD40, Magic Erasers, Cobweb Brush, Wet Floor sign \$80.67, Scotts Turfbuilder EdgeGuard \$38.47	184.61
02/10/2019	Amazon.com	Wall Clock	10.99
02/11/2019	Oriental Trading	3rd Saturday Event Date: 06/15/2019 (Rodeo Day) Toys	93.49
02/12/2019	Amazon.com	3rd Saturday Event Date: 06/15/2019 (Rodeo Day) Toys : Two different Transactions (13.15 and 66.68) on same Invoice	79.83
02/13/2019	Amazon.com	Label Maker Tape	41.63
02/14/2019	Costco Wholesale	3rd Saturday Event Date: 02/16/2019 (CandyLand) Food	74.72
02/15/2019	Amazon.com	3rd Saturday Event Date: 06/15/2019 (Rodeo Day) Toys	5.93
02/19/2019	USPS	Stamps	55.00
02/22/2019	When To Work, Inc.	Online Scheduling subscription for 12 months expires on 12/08/2019 (Up to 60 employees upgrade)	93.00
02/22/2019	Dollar Tree Stores, Inc.	3rd Saturday Event Date: 03/16/2019 (Egg Hunt) Decorations	39.00
Total for 213.12 US Bank Michelle PC - 0701			\$678.20
213.14 US Bank Kristine PC - 7378			
02/06/2019	Adobe	Monthly Subscription Acrobat Pro	16.49
02/11/2019	Intermedia.net	Billing Period: 01/10/2019 - 02/10/2019 Hosted PBX Phone Service	188.35
02/15/2019	Microsoft	Service Period: 02/13/2019 - 02/12/2020 Microsoft Office 365 Business Subscription	218.00
02/15/2019	MRSC	Service Date: 04/03/2019 Preparing for Annual Financial Report for Kristine Selleck	125.00
02/26/2019	MRSC	Service Date: 05/21/2019 Purchasing and Public Works Contracting Essentials/Tacoma for Kristine Selleck	125.00
Total for 213.14 US Bank Kristine PC - 7378			\$672.84
Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794			\$1,351.04



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

e) Tukwila Pool Advisory Committee (TPAC).

A verbal report of TPAC activities may be given by a TPAC member or the Commissioner that attended their last meeting. Additional written material/report may also be presented.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

f) Programming & Outreach Committee

A verbal report of the Programming & Outreach Committee activities may be given and may include Marketing activity. Additional written material may also be presented.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Kristine Selleck, District Administrator

DATE: April 8, 2019

SUBJECT: **MRSC Rosters – Annual Contract Renewal**

ISSUE

The Tukwila Pool MPD must decide whether to renew its annual membership with MRSC Rosters.

FINANCIAL IMPACT

The renewal fee is \$135 for an Agency with less than 5 million in capital expenditure (based on a five-year average)

BACKGROUND

In April, 2015, the TPMPD Board of Commissioners issued Resolution 2015-6 on the subjects of establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering, and other professional services, and a vendor roster for goods and services not related to public works contracts. It also established a contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for District use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters.

Each year, the TPMPD Board of Commissioners discusses the MRSC Rosters contract renewal at its April Regular Meeting as a reminder to the Board and the public of our statutory obligations and answer general questions regarding roster usage and the original Resolution 2015-6.

RECOMMENDATIONS

It is recommended that the BoC approve the Mobile Device and Texting Policy 560.

ATTACHMENTS

MRSC Invoice #47518



Tukwila Pool Metropolitan Park District
4414 S 144th Street
Tukwila, WA 98168

Invoice Date: 04/02/2019
Invoice Number: 47518

Service	Amount
MRSC Rosters (SW/Con/Ven): Less than 5 million in capital expenditure per year	\$ 135
<hr/>	
Amount Due: \$ 135	

Mail check payable to **MRSC Rosters:**

MRSC Rosters
2601 Fourth Avenue, Suite 800
Seattle, WA 98121-1280

If you have any questions, please contact MRSC Rosters at 206-436-3798 or mrscrosters@mrsc.org



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

07. BUSINESS ITEMS:

b) Tukwila Pool Facility Emergency Access Procedure

The Board of Commissioners and Director of Aquatics Operations will present information and or discuss the Tukwila Pool Facility Emergency Access Procedure. Additional written material/report may also be presented.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Tukwila Pool MPD Finance Committee

DATE: April 8, 2019

SUBJECT: **Financial Policy 560 – Mobile Device and Texting**

ISSUE

The Tukwila Pool MPD needs a policy regarding Mobile Device and Texting as this has become a standard form of communication.

DISCUSSION

The policy's first draft was reviewed by the Finance Committee, our WCIA representative, The Tukwila Pool Advisory Committee, and our Attorney, Brian Snure. All recommended edits have been implemented.

RECOMMENDATIONS

It is recommended that the BoC approve the Mobile Device and Texting Policy 560.

ATTACHMENTS

TPMPD Proposed Mobile Device and Texting Policy 560

560– Mobile Device and Texting Policy

1.0. PURPOSE

The purpose of this policy is to address the use of mobile devices for Tukwila Pool Metropolitan Park District (TPMPD) business and the retention requirements of mobile phone Voice Mail and Text Messages relating to District business that are received or transmitted on District-owned or personally-owned mobile phones and devices. The District also wishes to compensate specified employees using personally-owned mobile devices for the costs incurred in conducting District business.

2.0. POLICY

In accordance with rules established by the Washington State Archivist, some Voice Mail and Text Messages must be retained by the District. Further, any Voice Mail or Text Message that relates to District business that exists at the time a public records request is submitted is subject to the disclosure requirements of the Public Records Act found in Chapter 42.56 of the Revised Code of Washington.

3.0. DEFINITIONS

The following terms shall have the meaning provided:

- 3.1. District-owned mobile phone or device -- a mobile phone or other device capable of sending or receiving telephone calls, Voice Mail or Text Messages that is provided to an employee by the District for the purposes of performing their job duties.
- 3.2. District business -- in relation to telephone calls, Voice Mail or Text Messages means a Voice Mail or Text Message sent or received by a District employee relating to the work of the employee or the business of the District.
- 3.3. District employee -- an employee of the Tukwila Pool Metropolitan Park District and an elected official, volunteer, intern, or appointee of the Tukwila Pool Metropolitan Park District.
- 3.4. Non-Transitory Voice Mail or Text Message- a Voice Mail or Text message that documents District business and is not temporary or of short term value. Non-Transitory Voice Mails are a public record that must be retained for the prescribed retention schedule.
- 3.5. Personal Voice Mail or Text message -- a Voice Mail or Text message sent or received by a Tukwila Pool Metropolitan Park District employee that does not discuss a matter of District business.

560 - Mobile Device and Texting Policy

- 3.6. Personally-owned mobile phone or device – a mobile phone or other device that is used by the employee for Tukwila Pool Metropolitan Park District business but is not owned by the District.
- 3.7. Voice Mail message or Text Message -- a brief message that is composed and sent between two mobile phones or portable devices such as a computer or tablet.
- 3.8. Transitory Voice Mail or Text Message - a Voice Mail or Text Message that only documents information of temporary, short-term value, and that is not needed as evidence of a business transaction. Examples of transitory Voice Mails or Text Messages include without limitation:
 - 3.8.1. Voice Mails or Text Messages that include scheduling information, task completion, or request job-related phone calls.
 - 3.8.2. Voice Mails or Text Messages that contain information that is later included in another District record.

4.0. VOICE MAILS AND TEXT MESSAGES REGARDING DISTRICT BUSINESS ARE PUBLIC RECORDS

The Washington State Archivist has determined that some Voice Mail and Text Messages regarding District business constitute public records that must be retained. Voice Mails and Text Messages that are retained, or Voice Mails and Text Messages that exist on a mobile device at the time a public records request is received, may be subject to disclosure under the Public Records Act. This applies to Voice Mail and Text Messages regarding District business received on a District-owned or personally-owned mobile phone or device.

- 4.1. District-owned mobile phones or devices shall be used for District business and in the event of emergencies, but not for personal telephone calls, Voice Mail or Text Messages. After receipt of a public records request, and upon request of the District, an employee may be required to provide the District-owned mobile phone or device to the District for inspection, and all information on the mobile phone or device is subject to District review.

Personal telephone calls, Voice Mail or Text messages do not relate to District business, are not a public record, and should not be made on a District-owned mobile phone or device. However, personal telephone calls, Voice Mails or Text messages are sent or received on a District-owned mobile phone or device is a matter of public record. If personal telephone calls, Voice Mail or Text Messages exist on a District-owned mobile phone or device at the time the District receives a public records request, those messages must be retained until the District responds to the request. The content of those personal telephone calls, Voice Mail or Text Messages may be reviewed by District staff in making a disclosure decision.

560 - Mobile Device and Texting Policy

- 4.2. Personally-Owned Mobile Phone or Device. Personal mobile phones and devices are the private property of District employees. Personal telephone calls, Voice Mail or Text Messages do not relate to District business, are not a public record, and need not be retained on a personally-owned mobile phone or device. However, telephone calls, Voice Mail or Text Messages sent using a personal mobile phone or device that pertain to District business are public records.

The District may not be permitted to inspect an employee's personal mobile phone or device without the employee's consent, however, an employee who uses their personal mobile phone or device to send or receive telephone calls, Voice Mail or Text Messages related to District business is required to follow this policy, and shall be required to produce, any or all Voice Mail or Text Messages relating to District business in accordance with this policy

5.0 TRANSITORY vs. NON-TRANSITORY VOICE MAILS OR TEXT MESSAGES

Voice Mail or Text Messages regarding District business are of two types: (1) transitory; and (2) non-transitory. In accordance with this policy, transitory Voice Mails or Text Messages may be deleted by the user once the Voice Mails or Text Messages have served their purpose. Non-transitory Voice Mails or Text Messages may not be deleted from a mobile phone or device until they have been produced, transcribed, or retained in some other manner.

- 5.1. Transitory Voice Mails or Text Messages may not be deleted if there is a Public Records Request.
- 5.1.1. In the event a Public Records Request is submitted that may include within its scope Voice Mail or Text Messages transmitted on either a District-owned or a personally-owned mobile phone or device, the employee, once put on notice of the request, shall not delete any Voice Mail or Text Messages from the mobile phone or device, even if such Voice Mail or Text Message is transitory or personal until informed by the District that the record is no longer subject to inspection.
- 5.1.2. If responsive public records are found during the employee's search of their personal mobile phone or device, the employee shall produce those public records as this policy provides.
- 5.1.3. The employee may choose to comply with this policy by providing their personal mobile phone to an authorized District employee to conduct the necessary search. Nothing in this policy requires the employee to allow such an inspection, and no adverse action may be taken against an employee if he or she chooses not to produce their personal mobile phone or device and instead complies as otherwise provided for within this policy.

560 - Mobile Device and Texting Policy

5.2. Non-Transitory Voice Mails or text Messages may not be deleted until produced as requested by the District.

5.2.1. Employees should limit Voice Mailing and Text Messaging regarding District business to transitory Voice Mails and Text Messages. If an employee sends or receives a non-transitory Voice Mail or Text Message, it shall be produced in accordance with this policy as soon as it is reasonably practical to do so.

5.3. Examples of Transitory vs Non-Transitory Voicemails or Text Messages

Transitory (Can be deleted)	Non-Transitory (Must be retained)
I'll be 10 minutes late this afternoon.	I'll be late this afternoon; can you get the posters created and deliver them to the schools?
I emailed you the latest draft of the contract, please review.	I emailed you the latest draft of the contract, please insert this language” _____” in section 4.
The Assistant Manager is trying to get in touch with you.	The Assistant Manager is wanting to know your thoughts on adding another set of lessons on Mon. at 4:30pm.
We're out of paper clips.	Office Depot has paper clips on sale, here is the link so you can buy some on your way in.
Could you please call me?	I need to talk to you about “_____”
Please review the list of CIP Projects for the meeting.	Please add “Pool Covers” to the CIP list for tonight’s meeting.

6.0 PRODUCING VOICE MAIL OR TEXT MESSAGES

6.1 Employees are required to produce a Voice Mail or Text Message when:

- 6.1.1. The Voice Mail or Text Message is non-transitory and must be retained; and,
- 6.1.2. When a supervisor orders the employee to produce the Voice Mail or Text Message; or
- 6.1.3. When the Voice Mail or Text Message is maintained on a mobile phone or any other device and the employee is notified of the existence of a Public Records Request for the Voice Mail or Text Message.

6.2. Voice Mail or Text Messages that are required to be produced must be given to the District’s Public Records Officer or Designee.

560 - Mobile Device and Texting Policy

- 6.3. Voice Mail or Text Messages that are required to be produced will be produced by either:
- 6.3.1. District e-mail address; or
 - 6.3.2. Taking screen shots of the Voice Mail or Text Message and emailing the screen shots to an appropriate District email address.
 - 6.3.3. Utilizing a pre-approved application on a mobile phone or devices that stores or disseminates the message to District-owned servers or networks.

560 - Mobile Device and Texting Policy

7.0 REIMBURSEMENT STIPEND FOR DISTRICT USE OF PERSONAL MOBILE PHONE OR DEVICE

7.1 Employees who hold positions that include the need for a mobile phone may receive a mobile phone stipend to reimburse for District-related costs incurred when using their personally-owned mobile phones. Only specifically identified positions requiring extensive use of mobile phones to conduct District business shall be eligible for a reimbursement stipend. To the extent allowable by law, the stipend provided is not considered taxable income.

7.1.1 Current TPMPD positions eligible for a reimbursement stipend are:

7.1.1.1 Director of Aquatics Operations (DoAO)

7.2 Employees authorized and approved for a reimbursement stipend are required to sign the TPMPD Personal Mobile Device Use Agreement (Appendix A) and the Personal Mobile Device Stipend Agreement (Appendix B) before reimbursement shall commence.

7.3 The preferred method of reimbursement will be monthly through the District payroll service.

7.4 The employee reimbursement stipend shall be equal to the cost of the employee's actual mobile phone or device service (inclusive of taxes but exclusive of device purchase costs) up to a maximum reimbursement of \$50/month.

7.5 Employee Responsibilities

7.5.1 Employee is required to submit the current monthly billing statement when the stipend begins and then each monthly billing cycle to verify that the stipend is spent on this resource.

7.5.2 Employee must purchase mobile phone or device service and equipment and assume responsibility for vendor term and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover (at work, during travel, at home). This includes termination clauses, and paying all charges associated with the mobile phone service and device

Appendix A

Mobile Device Use Agreement

Each employee that is approved for use of a Mobile Device must read and agree to the following guidelines:

1. I will promptly report lost or stolen devices to The Tukwila Pool Metropolitan Park District as soon as the loss is noticed.
2. I have reviewed the *Tukwila Pool Metropolitan Park District Mobile Device and Texting Policy (560)* and understand the appropriate usage of my mobile device while doing TPMPD business.
3. I understand that using a mobile device for TPMPD business may result in personal records and/or device being subject to public disclosure, and/or disclosure during litigation
4. I will not store any protected TPMPD (SSNs, Credit Card Numbers, Health, etc.) information on my mobile device.
5. I agree the mobile device will be set for remote wipe capability if lost or stolen.
6. Upon separation from the Tukwila Pool Metropolitan Park District, I will request to have the TPMPD delete my access to the TPMPD servers and delete all TPMPD email and data from my mobile device.

I, the undersigned, agree to the guidelines as outlined above:

Employee Signature Date

Appointing Authority Date

Employee Name (Print)

Appointing Authority Name (Print)

Appendix B

Personal Mobile Device Stipend Agreement

I, _____ do hereby acknowledge and understand:
(PLEASE PRINT)

1. I will be responsible for the purchase, maintenance, and replacement of a mobile device.
2. I will establish a service contract with a provider of my choice and make all payments to the service provider. I am responsible for complying with and payment of all expenses incurred (including long distance, roaming fees, and taxes). I will accept all liability for claims, charges, or disputes with the service provider.
3. It is my responsibility to work directly with the service provider for any technical problems.
4. I will provide the Tukwila Pool Metropolitan Park District a copy of the monthly access plan charges and business-related use.
5. I will notify the TPMPD immediately of a phone number change or plan change.
6. That the use of my mobile device for TPMPD business is a voluntary program.
7. That I agree to have my mobile device accessible and available at all times during my schedule for pool business hours or while on call or standby or other times that I may be required to be available for pool business.
8. That because I am willing to use my mobile device for official TPMPD matters, the TPMPD will reimburse me with a monthly stipend of \$_____ per month (the "Stipend"). That the Stipend will be included in my regular pay check. To the extent allowable by law, the stipend is not considered taxable income.
9. That the use of my mobile device for TPMPD business shall not be considered a right or obligation or past practice and is not an on-going benefit that is included in my overall compensation package.
10. That TPMPD business related texts, emails, and voicemails saved, sent or received on my mobile device may be subject to public disclosure laws.
11. That the TPMPD may terminate this stipend program at any time.
12. That I have fully read and agree to the terms of this agreement as presented above.

Employee Signature

Date

Provider & Mobile Phone Number

Appointing Authority Signature

Date

Appointing Authority Name (Print)

Notes: _____



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

07. BUSINESS ITEMS:

d) 2019 Board of Commissioners Retreat Information

The Board President will verbally give an update. Additional written material/report may also be presented.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

07. BUSINESS ITEMS:

e) Election Preparation Activities

The Board of Commissioners will present information and or discuss Election Preparation Activities. Additional written material/report may also be presented.