



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: **Kristine Selleck**

Date and Time: **Monday, July 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	a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) June 10, 2019 Regular Meeting	Page 5
	b) Approve Vouchers	Page 7
06. REPORTS	a) Commissioners	Page 15
	b) Director of Aquatics Operations	Page 16
	c) District Administrator	Page 22
	d) Finance Committee	Page 24
	e) Tukwila Pool Advisory Committee (TPAC)	Page 40
	f) Programming & Outreach Committee	Page 41
07. BUSINESS ITEMS:	a) Request for Quotes (RFQ) Pool Liner Resurfacing Project	Page 42
	b) Policy 280 Social Media	Page 79
	c) Employee Handbook Update – Employee Personal Use of Social Media	Page 96
	d) Policy 525 Accounts Receivable	Page 99
	e) Finance Committee Mission & Purpose	Page 103
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 educating all ages in the lifelong skills of water 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 lifelong 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 - JUNE 2019



Lydia Mawi

**The Employee of the Month will be Lydia Mawi.
She comes to work ready each and every shift, maintaining positive energy and work
awesome ethic throughout the whole day!
We really appreciate everything she does!**



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

07. BUSINESS ITEMS:

a) Finance Committee Mission/Purpose draft:

Jeri Frangello-Anderson presented the Finance Committee Mission/Purpose draft.

Vanessa Zaputil made a motion to approve the Finance Committee Mission/Purpose draft as presented. Jeri Frangello-Anderson seconded. Discussion: Ellen Gengler suggested editing the document. Motion withdrawn by Vanessa Zaputil

Ellen Gengler will bring suggested edits to the July 8, 2019 Regular Meeting.

b) Employee Handbook Revision 6.5 Pool Holiday Hours:

Ellen Gengler made a motion to remove the words “of 7:00am – 1:00pm” from section 6.5 of the Employee Handbook. Aaron Shipman seconded. Discussion: There was discussion regarding scheduling procedure. Motion Passed 5:0 at 7:19pm.

c) Formation of Employee Handbook Ad Hoc Committee:

Discussed tracking issues for Employee Handbook changes

d) Consideration of Consent to proceed with pool resurfacing grant (Youth and amateur Sports Grant):

Ellen Gengler made a motion to proceed with the grant. Vanessa Zaputil seconded. Discussion: Brad Harpin discussed that we need to move forward with the following:

- **Program Summary and Scope of Work**
- **Capital Budget**
- **Project Design Schematic**

Once complete agreement is submitted and approved, King County will release 50% of funds and the remaining 50% will be released at the end of the project. It was further discussed that project schedule must be in tune with the TPMPD Mission and Vision.

Motion withdrawn by Ellen Gengler.

e) Employee Appreciation Draft Policy:

Brad Harpin expressed the need to show appreciation to the team from time to time. Christine Neuffer volunteered to conduct further research.

f) Formation of Strategic Planning Committee:

This business item will be re-addressed in the Fall of 2019 when Brad Harpin, Director of Aquatics Operations, is more acquainted with the community.

08. MISCELLANEOUS:

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, Aaron Shipman seconded. Discussion: None. Motion Passed 5:0 at 8:50pm

ATTEST:

Jeri Frangello-Anderson, Clerk of the Board

Date:

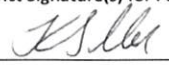



Special District Voucher Approval Document

Scheduled Payment Date: 06/04/2019
 Total Amount: \$4,195.72
 Control Total: 6
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20190529083107.csv
 Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill, Bill Scans 05/24/2019</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>5/29/19</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_20190529083107.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1172021	05/20/2019	\$93.90	SERVICE DATES: 06.01.19 - 06.30.19 FIRE AND SECURITY MONITORING FEES
ORKIN PEST CONTROL			183623336	05/07/2019	\$79.66	SERVICE DATE: 05.07.2019 SCH SVC PC STANDARD - QUARTERLY 4-PC STANDARD (OUTDOOR SERVICE)
ORKIN PEST CONTROL			183623009	05/22/2019	\$86.60	SERVICE DATE: 05.22.2019 PC STANDARD - EOM 7-PC STANDARD (INDOOR SERVICE)
PUGET SOUND ENERGY			20190524	05/24/2019	\$2,437.88	SERVICE DATES: 04.23.19 - 05.22.19 UTILITIES NATURAL GAS
SEATTLE CITY LIGHT			20190520	05/20/2019	\$1,310.90	SERVICE DATES: 04.22.2019 - 05.20.2019 UTILITIES ELECTRIC
WALTER E NELSON CO.			704824	05/17/2019	\$186.78	SHIP DATE: 05.20.19 JANITORIAL SUPPLIES



Special District Voucher Approval Document

Scheduled Payment Date: 06/11/2019
 Total Amount: \$68,082.25
 Control Total: 7
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20190603173323.csv
 Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill, Bill Scans 05/31/2019</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> Authorized District Signature	<u>06/31/19</u> Date	<u><i>Jeni Frangello Anderson</i></u> Authorized District Signature
		<u>6/13/2019</u> Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature

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Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20190603173323.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9088945071	05/20/2019	\$197.09	DELIVERY DATE: 05/20/2019 CARBON DIOXIDE LIQUID BULK
AMERICAN RED CROSS			22191785	05/22/2019	\$38.00	SERVICE DATE: 05.22.19 - BEAL, RACHEL, LIFEGUARDING
CITY OF TUKWILA			LP-00123	06/01/2019	\$10,121.48	BILLING DATE: JUNE/2019 CITY BRIDGE LOAN PAYMENT
CITY OF TUKWILA			LP-00130	05/01/2019	\$56,565.00	BILLING DATE: 05/2019 BOND LOAN PAYMENT
ORCA PACIFIC, INC.			38702	05/28/2019	\$218.68	SHIP DATE: 05.24.2019 POOL CHEMICALS
SELLECK, KRISTINE			20190313	03/13/2019	\$249.00	SERVICE DATE: 04/18/19- 04/19/19 AFO CLASS /EVENT FOR KRISTINE SELLECK
TRAVELERS			20190523	05/23/2019	\$693.00	POLICY PERIOD: 06/12/2019- 06/12/2020 1G017151 BME1-1G017151-TIL-18 BOILER & MACHINERY INSURANCE



Special District Voucher Approval Document

Scheduled Payment Date: 06/18/2019
 Total Amount: \$2,834.55
 Control Total: 5
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20190610173659.csv
 Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill, Bill Scans 06/07/2019</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 (<i>Auditing Officer(s) or Board Member(s)</i>):		
<u></u>	<u>6/10/19</u>	<u></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_20190610173659.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CIT			33594333	06/07/2019	\$320.65	BILLING PERIOD: 05/28/2019 - 06/27/2019 EQUIPMENT RENTAL
CIVIC PLUS			187047	05/31/2019	\$291.25	SERVICE DATES: 05/01/2019- 05/31/2019 REVENUE PROCESSING SOFTWARE
COMCAST BUSINESS			20190528	05/28/2019	\$138.55	SERVICE DATES: 06/08/2019 - 07/07/2019 BUSINESS CABLE AND INTERNET
MCKINSTRY CO LLC			10079799	05/24/2019	\$1,772.10	SERVICE DATE: MAINTENANCE AND SERVICE AGREEMENT QUARTER 2 PAYMENT
SNURE LAW OFFICE, PSC			20190601	06/01/2019	\$312.00	SERVICE DATE(S): 05/14/2019 RE: REVIEW OF EMAIL AND DOCUMENTS, 05/28/2019 RE: REVIEW OF POLICY, RESEARCH REPLY WITH COMMENTS TO CLIENT



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/25/2019
Total Amount: \$6,499.58
Control Total: 8
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20190617185955.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Amy O'Neill, Bill Scans 06/14/2019

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)):

[Signature]

Authorized District Signature

6/18/19

Date

[Signature] 6/17/2019

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

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Authorized District Signature

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Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20190617185955.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9962638850	05/31/2019	\$138.90	RENTAL PERIOD: MAY 2019 CARBON DIOXIDE CYLINDER RENTAL
ALARM CENTER, INC.			1162921	03/08/2019	\$2,598.23	SERVICE DATE: 03/02/2019: FIRE ALARM PANEL AND ANNUNCIATOR REPLACEMENT, 67% PROGRESS (WITHHELD 5% RETAINAGE FOR PREVAILING WAGE DOCUMENT: \$189.10)
MCKINSTRY CO LLC			10073970	03/10/2019	\$903.10	SERVICE DATE: REPLACED OUTSIDE AIR ACTUATOR
MCKINSTRY CO LLC			10073968	03/10/2019	\$400.40	SERVICE DATE: BOILER
MCKINSTRY CO LLC			10073967	03/10/2019	\$1,090.10	SERVICE DATE: PUMP 1 REMOVE AND REPLACE STARTER
MCKINSTRY CO LLC			10073964	03/10/2019	\$1,088.77	SERVICE DATE: REMOVAL AND REPLACED FAILED BYPASS BELIMO ACTUATOR
ORCA PACIFIC, INC.			38921	06/07/2019	\$218.68	SHIP DATE: 06/07/2019 POOL CHEMICALS
VALLEY VIEW SEWER DISTRICT			20190601	06/01/2019	\$61.40	SERVICE DATES: 05/01/2019 - 05/31/2019 UTILITIES SEWER



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: July 8, 2019

SUBJECT: Director of Aquatic Operations Report – June 2019

Operations:

Interlocal Agreement (ILA): ILA Appendix B-2 for school year 2019-2020 has been requested (information was sent to Assistant Principal Clint Long) Brad delivered a hard copy of documents to Clint Long's office on 6/26/2019, was not able to meet in person. E-mail follow-up has been sent. **Waiting for response**

King County Youth and Amateur Sports Grant: The grant was awarded in the amount of \$140,000, more information to follow in the coming weeks. 2019 Pool Resurfacing Project RFQ was sent to Brian S. (attorney) for review. Kristine S. has e-mail Brian's recommendations to BOC. **On-going**

Kennedy Catholic High School: Scheduled meeting with Sam, Athletics Dir. To discuss next school year's needs. Meeting 6/12/2019 at the pool. Brad Meet with Sam and has KCHS 2019/2020 pool needs schedule. Brad will schedule appropriately - **Completed**

LG/WSI STAFF: Staff are doing well, no major concerns. Pool management has received 5 new applicants (3 applicants from FHS, 2 typical applicants) 3 of the soon to be new hires will be either Lifeguards, swim instructor or both.

In-service (staff training): 7 staff attended in-service on 6/28/2019 (a handful of staff are either on senior trips or family vacations abroad)

Website: Website edits are being completed when anyone on the team and or community member makes us aware. Cardboard Boat Race event has been added to website and a link for participants to register online. **On-going**

Payroll / Time & Attendance: Exploring options to streamline our payroll with few errors and more accurate reporting. Potentially make a switch to a new provider or upgrade our services with current provider beginning in 2020 with new expenses appropriately budgeted in 2020. **Not Completed/On Going. (Continue discussions as we build 2020 annual budget)**

Implemented summer premium pays and completed all necessary paperwork. Processed the month of June's summer premium pay (\$2.00 per hour above the employee's typical rate, for all hours worked during the months of June, July and August) seemed to be a smooth process when submitting the report to Paychex. **ENDS LAST PAYROLL IN AUGUST**

Time off accruals seem to be an ongoing concern – Brad will need to continue to connect with Paychex account rep. to make sure accruals reflect correctly. This will be on going until our account rep can find what's causing the calculation in accuracies. **On-Going**

Facilities: Waiting for Orca to officially replace the bad solenoid in the CO2 controller. Until this is repaired, we continue to use more CO2 vs. previous months. (this can be costly because of the frequency of our CO2 needs). UPDATE FROM ORCA: Earl was trying to source the solenoid locally. **Completed**

Pool vacuum has been quoted at under \$3,761.87. The vacuum we would consider purchasing would be a deck vacuum, and the primary way of vacuuming the pool. The Shark vacuum (robot would be to maintain the pool vacuuming a few days a week) the more wear and tear on the robot vacuum increases the likelihood of damage and equipment failure, can be costly to fix and management loses the ability to vacuum the pool if the robot is sent out for repair. Discusses at Finance Committee

Fire panel/alarms was inspected and facilities alarms and extinguishers are scheduled to be inspected July 11th by Froula.

Incident / Accidents: N/A

Identifying and completing: any tasks that were in progress during the transition of Aquatic leadership. **On-going**

Budget:

- Revenue: 347.60.10 Swim Classes/Instruction: **-\$289.00** (variance) compared to June of 2018.
- Participation: June 2019 (251) / June 2018 (308) / Variance **(-57 participants / 20.39356% decrease)**
- Maximum Capacity: 320 (June 2019)
- Actuals: YTD Actuals: 251 (roughly 76% full)
- Difference: **-69 participants**

Program:

TPMPD has launched the Centennial Campaign in collaboration with the American Red Cross. The Centennial Campaign will support the WSI program. ARC will scholarship residents and non-residents. Program information has been distributed within the community. **Completed**

Tukwila Pool has received a total of 56 completed ARC Centennial Campaign scholarship applications.

Camp Tukwilly summer swim lessons program. The TPMPD has agreed to providing swim lessons for Camp Tukwilly participants. The swim lessons will serve on average 12 youth ages 5-12 and will take place at the pool July 8th through August 16th. Flyers have been created and delivered to the Tukwila Community Center. – Update: Camp Tukwilly called and informed us that they will no longer provide transportation back to camp, unless there is a minimum of 5 youth participating in swim lessons. This was not originally discussed when DOAO meet with Shannon and Darren (Youth Dept. at Tukwila Community Center) this is new, and Brad did not appreciate the last-minute change. Tukwila Pool currently has only 2 registered for Camp Lessons (DOAO will talk with Shannon or Darren to discuss next steps)

2019 Fall Brochure due to the printer by July 12, 2019. DOAO has submitted a second round of edits to Gene, waiting for next draft of the brochure before approval. DoAO will send final draft to BOC, TPAC, Program and Marketing Committees. **On-going**

Community:

Pirates In The Pool: Took place May 18th from 1:00PM until 3:00PM. The pool hosted roughly 87 participants.

Shag Senior Housing: DOAO will attend vendor fair June 7th. **Completed**

Teen Summer Kickoff: End of school year celebration for FHS and SMS on June 26th, Pool staff will be present. This was a fun event for students. Brad and Austin had the opportunity to walk around and engage with students at the high school, middle school and Teen Kickoff event. **Completed**

Hazelnut Park Hootenanny: June 26th, TPMPD BOC and TPAC members Vanessa and Diane both attended the event and sent DOAO feedback. **Completed**

Volunteers are encouraged to represent the pool (engage with community and hand out pool passes) during community events. This is a great opportunity to support our relationship with the Tukwila Community Center and the community Tukwila community at large.

ATTACHMENTS

- Monthly Comparison / Scholarship Report
- Revenue Report (General Ledger Summary)
- Membership Check-In Report
- POS Summary Report



Revenue Report for July 2019 TPMPD Board Meeting
May 2019 & June 2019 Monthly Comparison

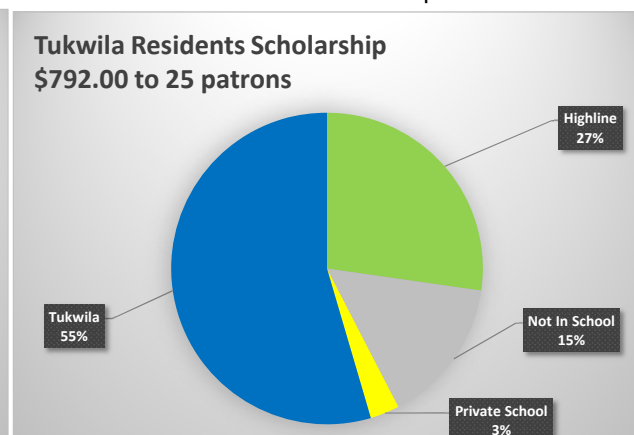
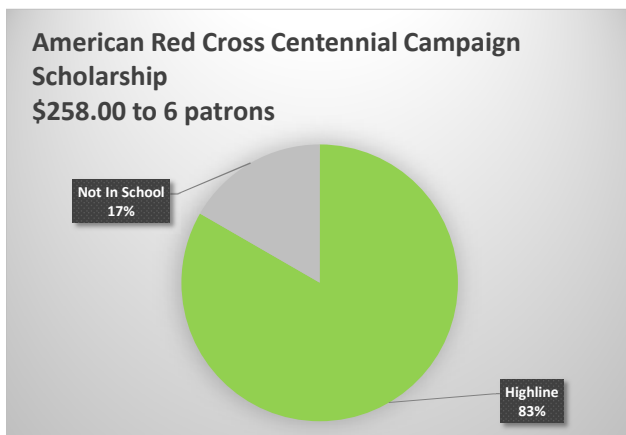
Category	May 2018	May 2019	June 2018	June 2019
341.70.10 Merchandise Sales (Taxable)	\$ 308.66	\$ 432.14	\$ 500.10	\$ 454.49
341.70.20 Merchandise Sales (Non-Taxable)	\$ 227.45	\$ 175.25	\$ 285.15	\$ 317.50
347.30.10 Pass Sales	\$ 2,417.76	\$ 3,234.78	\$ 3,118.10	\$ 2,534.25
347.30.20 General Admission	\$ 3,040.24	\$ 2,484.16	\$ 3,376.49	\$ 3,111.67
347.30.30 Special Events	\$ 141.54	\$ 197.93	\$ 242.22	\$ 88.60
347.60.10 Swim Classes/Instruction	\$ 10,269.12	\$ 11,619.00	\$ 12,301.00	\$ 12,012.00
347.60.20 Exercise Classes	\$ 343.25	\$ 285.25	\$ 528.75	\$ 330.50
347.60.30 Lifeguard Classes	\$ 730.00	\$ -	\$ 220.00	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ 175.00	\$ -	\$ 70.00	\$ -
347.90.10 Advertising/Sponsorship	\$ -	\$ 15.00	\$ 130.00	\$ 15.00
362.40.10 Facility Rental (short-term)	\$ 372.73	\$ 259.09	\$ 36.36	\$ 520.46
362.40.20 Equipment (Locker) Rental	\$ -	\$ -	\$ 0.45	\$ -
362.40.30 Facility Rental (long-term)	\$ 3,998.00	\$ 8,601.00	\$ 4,772.00	\$ 8,525.00
367.10.10 Cash Donations	\$ 38.25	\$ 2.55	\$ 8.75	\$ 5.38
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ -	\$ -	\$ -
369.80.00 Deposit Over / Short	\$ 15.25	\$ (23.10)	\$ 15.30	\$ (2.75)
369.91.00 Other Misc. Revenue	\$ -	\$ -	\$ -	\$ -
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 216.00	\$ 853.50	\$ 468.00	\$ 792.00
369.91.40 Discounts Applied	\$ -	\$ (85.98)	\$ -	\$ (134.96)
369.91.50 Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
395.10.00 Sales of Capital Assets	\$ -	\$ -	\$ -	\$ -
369.00.10 Account Credit	\$ -	\$ -	\$ -	\$ 2.00
Total Pool Operations Revenue	\$ 22,293.25	\$ 28,050.57	\$ 26,072.67	\$ 28,571.14
313.11.00 Sales Tax Collected	\$ 605.57	\$ 632.23	\$ 736.05	\$ 664.09
Total:	\$ 22,898.82	\$ 28,682.80	\$ 26,808.72	\$ 29,235.23

Revenue Report for July 2019 TPMPD Board Meeting
May 2019 & June 2019 Monthly Comparison

Scholarship Funds Applied	May 2018	May 2019	June 2018	June 2019
Pre-School Classes	\$ 24.00	\$ 12.00	\$ 24.00	\$ -
Minnnow Swim Classes (Ages 5 & under)	\$ 773.00	\$ 286.50	\$ 1,384.00	\$ 362.00
Sharks Swim Classes (Ages 6+)	\$ 2,107.00	\$ 351.00	\$ 2,771.00	\$ 453.00
Super Strokes Swim Classes	\$ 129.00	\$ 42.00	\$ 120.00	\$ 96.00
Pre-Comp Swim Classes	\$ 42.00	\$ 114.00	\$ 132.00	\$ 96.00
Private Lessons	\$ 30.00	\$ -	\$ -	\$ -
Adult Swim Classes	\$ -	\$ 48.00	\$ -	\$ 43.00
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
Total:	\$ 3,105.00	\$ 853.50	\$ 4,431.00	\$ 1,050.00

Monetary Revenue from Swim Instruction Programs	May 2018	May 2019	June 2018	June 2019
347.60.30 Lifeguard Classes	\$ 730.00	\$ -	\$ 220.00	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ 175.00	\$ -	\$ 70.00	\$ -
347.60.10 Swim Classes/Instruction	\$ 10,269.12	\$ 11,619.00	\$ 12,301.00	\$ 12,012.00
Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):	\$ 14,279.12	\$ 12,472.50	\$ 17,022.00	\$ 13,062.00

June 2019 Scholarship Statistics





Tukwila Pool Metropolitan Park District
CivicPlus GL Summary
June 2019

GL Codes

GL Type	GL Code	Cash	Check	Credit/Debit	Total
Revenue	341.70.10: Sale of Merchandise (Taxed)	\$ 162.28	\$ -	\$ 292.21	\$ 454.49
Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$ 164.00	\$ -	\$ 153.50	\$ 317.50
Revenue	347.30.10: Pass Sales	\$ 210.21	\$ 109.09	\$ 2,214.95	\$ 2,534.25
Revenue	347.30.20: General Admission	\$ 2,053.99	\$ -	\$ 1,057.68	\$ 3,111.67
Revenue	347.30.30: Special Events	\$ 67.92	\$ -	\$ 20.68	\$ 88.60
Revenue	347.60.10: Swim Classes and Instruction	\$ 1,266.00	\$ -	\$ 10,746.00	\$ 12,012.00
Revenue	347.60.20: Exercise Classes	\$ 57.50	\$ -	\$ 273.00	\$ 330.50
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	\$ 22.73	\$ -	\$ 497.73	\$ 520.46
Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$ 696.00	\$ 3,455.00	\$ 4,374.00	\$ 8,525.00
Revenue	367.10.10: Cash Donations	\$ 5.38	\$ -	\$ -	\$ 5.38
Revenue	369.91.40.01: Employee Discount on Food Purchases	\$ (22.56)	\$ -	\$ (112.40)	\$ (134.96)
Revenue	395.10.00: Sales of Capital Assets				\$ -
Liability	313.11.00: Sales Tax Collected	\$ 250.78	\$ 10.91	\$ 402.40	\$ 664.09
Liability	369.00.10: Account Credit (overpayment later refunded)	\$ -	\$ -	\$ 2.00	\$ 2.00
Totals for GL Codes		\$ 4,934.23	\$ 3,575.00	\$ 19,936.75	\$ 28,445.98
QBO Adjustments:	TPMPD Scholarship Funds Applied				\$ 792.00
	Deposit Over/Short				\$ (2.75)
Total:					\$ 29,235.23



Run On 07/02/2019 08:46 PM

Run By TPMPD Bookkeeper

From 06/01/2019 12:00 AM

To 06/30/2019 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 Family (2 Adults & Children)	6
3. 1 Month Memberships 2018-1 Month Youth/Veteran/Senior	109
4. 10 Visit Memberships 10x Adult	8
5. 10 Visit Memberships 10x Youth/Veteran/Senior	4
6. 10 Visit Memberships 2018 10x Adult	73
7. 10 Visit Memberships 2018 10x Youth/Veteran/Senior	195
8. 3 Month Memberships 2018 3 Month Adult	30
9. 3 Month Memberships 2018 3 Month Youth/Vet/Senior	93
10. Annual Memberships 1 Year Adult	23
11. Annual Memberships 1 Year Youth/Vet/Senior	101
12. Annual Memberships 2018-1 Year Adult	39
13. Annual Memberships 2018-1 Year Youth/Vet/Senior	130
14. Annual Memberships Youth/Senior Non-Resident	12
15. Exercise Pass 10 Visit 10x Exercise Adult	4
16. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	25
	876
Totals for Check-In Summary by Membership	876



Run On 07/02/2019 08:47 PM
 Run By TPMPD Bookkeeper
 From 06/01/2019 12:00 AM
 To 06/30/2019 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: 2018 Adult (18-54) NON-Resident Family Swim	42	\$190.98
2. POS Item: 2018 Adult (18-54) NON-Resident Lap Swim	76	\$345.69
3. POS Item: 2018 Adult (18-54) NON-Resident Open Swim	19	\$86.39
4. POS Item: 2018 Adult (18-54) Resident Family Swim	64	\$261.88
5. POS Item: 2018 Adult (18-54) Resident Lap Swim	52	\$212.78
6. POS Item: 2018 Adult (18-54) Resident Open Swim	34	\$139.14
7. POS Item: 2018 Adult Exercise Class (18-54) NON-Residen	1	\$6.50
8. POS Item: 2018 Adult Exercise Class (18-54) Resident	10	\$65.00
9. POS Item: 2018 Adult Free Pass (18-54)	3	\$0.00
10. POS Item: 2018 Late Night (Friday) Resident	71	\$161.37
11. POS Item: 2018 Late Night NON-Resident	10	\$22.73
12. POS Item: 2018 NO SCHOOL Special (Early Release)	2	\$4.55
13. POS Item: 2018 Senior (55+) NON-Resident Family Swim	5	\$14.76
14. POS Item: 2018 Senior (55+) NON-Resident Lap Swim	13	\$38.37
15. POS Item: 2018 Senior (55+) Resident Family Swim	8	\$23.60
16. POS Item: 2018 Senior (55+) Resident Lap Swim	93	\$274.40
17. POS Item: 2018 Senior (55+) Resident Open Swim	3	\$8.86
18. POS Item: 2018 Senior Exercise (55+) Resident	5	\$25.00
19. POS Item: 2018 Shower (ID REQUIRED)	13	\$23.66
20. POS Item: 2018 Special Events Resident	30	\$88.60
21. POS Item: 2018 Veteran NON-Resident Family Swim	1	\$2.96
22. POS Item: 2018 Veteran Resident Lap Swim	11	\$32.45
23. POS Item: 2018 Youth (3-17) NON-Resident Family Swim	45	\$132.91
24. POS Item: 2018 Youth (3-17) NON-Resident Lap Swim	13	\$38.38
25. POS Item: 2018 Youth (3-17) NON-Resident Open Swim	17	\$50.21
26. POS Item: 2018 Youth (3-17) Resident Family Swim	139	\$410.61
27. POS Item: 2018 Youth (3-17) Resident Lap Swim	112	\$330.77
28. POS Item: 2018 Youth (3-17) Resident Open Swim	103	\$304.22
29. POS Item: 2018 Youth Free Pass (3-17)	4	\$0.00
30. POS Item: ARC Non-Resident Fee (S/S)	1	\$4.00
31. POS Item: ARC Non-Resident Fee (T/Th)	2	\$14.00
32. POS Item: ARC Non-Resident Fee (Weekdays)	3	\$27.00
33. Discount: Staff Price	21	\$27.50
34. POS Item: Corn Nuts	12	\$18.00
35. POS Item: Cracker/Cookies	29	\$11.25
36. POS Item: Donation	17	\$5.38
37. POS Item: Fruit Snacks	136	\$50.50
38. Discount: Staff Price	39	\$40.27
39. POS Item: Gold Fish	73	\$53.75
40. POS Item: Granola Bars	16	\$8.50
41. POS Item: Lock4sale	2	\$12.73
42. POS Item: Meat Stick	37	\$40.50
43. POS Item: Nuts	9	\$6.50
44. POS Item: Pretzels	11	\$4.75
45. Discount: Staff Price	33	\$25.19
46. Discount: Staff Price	24	\$26.39
47. POS Item: Swim cap, silicone	17	\$154.53
48. POS Item: Swim Diaper	3	\$5.46
49. POS Item: Swim Goggles	9	\$57.26
50. POS Item: Trail Mix	32	\$36.75
51. POS Item: TV Advertising (Monthly)	0	\$15.00
52. Discount: Staff Price	14	\$19.11
53. POS Item: Water	63	\$38.09
	1602	\$3,999.18
Totals for POS Summary Report		
	1602	\$3,999.18



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Kristine Selleck, District Administrator

DATE: July 8, 2019

SUBJECT: District Administrator's Report

District Tasks Completed:

- a) Continued working on records organization.
- b) Continued Bookkeeper training
- c) American Red Cross Centennial Campaign procedure: research, troubleshooting, reporting, and billing.
- d) Completed Public Records Request PRR20190618.01
- e) Employee Handbook updates and tracking changes spreadsheet (link inserted in Employee Handbook).
- f) Website Updates and Improvements where needed
- g) Finance Committee usual administrative duties and Request for Quotes research and preparation.
- h) Attended:
 - i. CivicRec Enhancements Webinar
 - ii. MRSC Legislative Update 2019 Public Records Bills Webinar

ATTACHMENTS

Tukwila Pool MPD – District Administrator's Annual Agenda Items Schedule

Tukwila Pool MPD - District Administrator's Annual Agenda Items Schedule

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
R E P O R T S	FC: CIP and Deposit Account Funds Transfers (Due 12/31)	DA: W-2 and 1099 Distribution (Due 01/31)		FC: Year-End Financial Reports	DA: WCIA Annual Review and Audit Report	DA: WA SAO Annual Report (Due 05/31) DA: Unclaimed Property Due Diligence Letters (Due 05/31)		DA: JLARC Public Records Data Reporting (Due 08/01)	DA: WCIA Liability Exposure Questionnaire (Due 09/03)			Board President: State of the District
B U S I N E S S I T E M S	Resolution: King County Accounts Payable Auditing Officer Delegation			Contract Renewal: MRSC Rosters				Mid Year Budget Review		Resolution: Unclaimed Property Transfer (Due 10/31)	Resolution: Limit Factor Increase Resolution: General Tax Levy	Resolution: Annual Budget Resolution: Meeting Schedule Officer Selection TPAC Appointments Contract Renewals: Attorney and CPA

File Location: <https://docs.google.com/document/d/1I9pWgelssRbISBjWfGPSCSgJGQOyaEx-6ttcAf-YFZ4/edit?usp=sharing>



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

d) Finance Committee

May 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 May 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	49,983.29
111.11 US Bank Deposit Acct - 8744	115,462.35
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	397,056.28
115.21 KC Fund 175910010 General	530,913.23
Total Bank Accounts	\$1,093,415.15
Other Current Assets	
113.00 Change Fund	400.00
Undeposited Funds	5,156.50
Total Other Current Assets	\$5,556.50
Total Current Assets	\$1,098,971.65
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	\$3,161,993.64
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (P-Cards Reconcile) - 2794	1,095.10
Total Credit Cards	\$1,095.10
Other Current Liabilities	
231.00 Payroll Liabilities	3,208.04
Total Other Current Liabilities	\$3,208.04
Total Current Liabilities	\$4,303.14
Long-Term Liabilities	
217.10 Bond Payable	414,353.27
227.00 Bridge Loan Payable	466,532.47
Total Long-Term Liabilities	\$880,885.74
Total Liabilities	\$885,188.88
Equity	\$2,276,804.76
TOTAL LIABILITIES AND EQUITY	\$3,161,993.64

	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 05.31.2019	% 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	543,243.78	53.86%
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	543,243.78	
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	2,891.20	38.81%
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	2,891.20	
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	1,750.71	43.77%
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	1,099.50	31.41%
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	2,850.21	
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	13,951.44	55.81%
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	10,525.64	28.84%
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	918.51	36.74%
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	37,757.43	44.42%
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	1,021.25	15.96%
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	90.00	30.00%
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	64,409.27	
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	3,419.63	43.84%
26			Total 361 Interest	850.00	2,564.03	2,500.00	5,227.85	4,500.00	10,893.64	7,800.00	3,419.63	
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	1,677.27	25.80%
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	53,742.00	60.38%
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	55,419.27	
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	35.40	14.16%
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	35.40	
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		(2.80)	
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	4,177.00	41.77%
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)				(374.23)	
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	3,799.97	
49	Sales of Capital Assets											
50	Sales of Capital Assets	395.10.00					272.73		13.64		490.91	
51			Total 395 Sale of Capital Assets	-	-	-	272.73	-	13.64	-	490.91	
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	676,559.64	

* 369.91.40 Discounts applied: Employee discount on food purchases

	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 05.31.2019	% 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	1,408.00	14.67%
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	74.37	29.75%
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	365.00	60.83%
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	1,847.37	
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	16,294.75	49.23%
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	2,327.66	46.88%
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	19,032.41	

	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 05.31.2019	% 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	4,150.99	19.01%
96	Other Taxable Compensation (Shared Benefit Stipend)	576.20.300.10.20		-	-	-	-	-	1,242.42	3,276.00	622.65	19.01%
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	193.35	12.89%
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	226.46	22.65%
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	930.58	31.02%
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	492.00	8.20%
111	Communication Services											
112	Telephone	576.20.300.40.31		2,190.00	181.28	-	-		200.00		250.00	
113	Postage	576.20.300.40.32		500.00	103.15	200.00	137.20	200.00	224.48	300.00	126.50	42.17%
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	157.20	10.48%
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	1,628.89	38.78%
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	437.48	25.73%
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	2,256.47	41.03%
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	283.43	56.69%
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	3,023.53	50.39%
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	1,900.90	95.05%
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	4,840.94	166.93%
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	166.26	23.75%
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	301.25	24.10%
128	Financial Services											
129	Accounting Serviced (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	1,367.75	22.80%
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	75.00	15.00%
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	612.00	94.15%
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	36,665.68	

	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 05.31.2019	% 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	55,555.06	30.52%
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	17,808.93	34.92%
144	Water Exercise Instructor Wages	576.20.400.10.25		-	-	-	-	-	551.50	4,000.00	1,900.98	47.52%
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	33,656.85	48.97%
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	51,883.43	41.75%
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	9,366.34	31.22%
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	1,670.45	22.27%
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	12,209.01	42.17%
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	15,977.58	36.12%
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	5,031.23	24.86%
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	5,190.10	34.60%
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	93.83	31.28%
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	1,186.17	39.54%
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	1,945.65	97.28%
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	729.89	41.95%
166	Lifeguard Class Supplies & Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes	-	-	-	156.44	150.00	235.52	100.00	61.29	61.29%
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	6,373.69	63.74%
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	3,240.33	29.46%
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	1,243.94	24.88%
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	1,764.37	35.29%
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	19.80	9.90%

**576.20.400.30.40 Misc. Supplies: Key copies

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 05.31.2019	% 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	4,253.39	37.91%	
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	780.00	39.00%	
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	1,244.22	31.11%	
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	358.78	35.88%	
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	142.46	9.50%	
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	2,183.00	62.37%	
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	7,471.89	39.33%	
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	18,521.86	37.04%	
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	3,782.28	54.03%	
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	304.45	20.30%	
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	15,644.38	52.15%	
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	3,092.49	8.33%	
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	4,177.00	41.77%	
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	305.00	87.14%	
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	291,747.59		

	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 05.31.2019	% 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	2,776.21	37.26%
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	2,776.21	
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	46,486.94	41.42%
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	46,486.94	
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	4,120.46	44.62%
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	4,120.46	
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	402,676.66	
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	676,559.64	
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)	(402,676.66)	
241	Ending Balance			207,366.00	271,557.67	248,696.00	343,876.36	301,573.36	427,786.63	386,032.38	701,669.61	
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	273,882.98	
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	100,669.17	
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)		EOYadjustment to the Budget Report balance to match the General Ledger (QBO)	-	-	-	-	-	11,661.44			
255	Investment Income		Interest earned from CIP Fund								3,566.55	
256			Total Revenue	\$80,000.00	\$0.00	\$85,000.00	\$133,305.00	\$80,000.00	\$109,294.64	\$80,000.00	\$3,566.55	
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	CIP Expenditures		*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								85.32	
266			Total Expenditures	50,000.00	-	-	-	48,701.00	69,024.59	55,000.00	85.32	
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	\$3,566.55	
270			Total Expenditures	(50,000.00)	-	-	-	(48,701.00)	(69,024.59)	(55,000.00)	(85.32)	
271	Ending Balance			250,000.00	220,000.00	335,105.00	353,305.00	384,604.00	393,575.05	417,029.51	397,056.28	



Tukwila Pool Metropolitan Park District

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

May 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
311 General Property Tax				
311.10.00 Real and Personal Property Tax	116,015.90	84,048.67	31,967.23	138.03 %
Total 311 General Property Tax	116,015.90	84,048.67	31,967.23	138.03 %
313 Local Retail Tax				
313.11.00 Sales Tax Collected	632.23	620.83	11.40	101.84 %
Total 313 Local Retail Tax	632.23	620.83	11.40	101.84 %
341 Merchandise				
341.70.10 Taxed Merchandise (Taxable)	432.14	333.33	98.81	129.64 %
341.70.20 Untaxed Merchandise (Non-taxable)	175.25	291.67	-116.42	60.09 %
Total 341 Merchandise	607.39	625.00	-17.61	97.18 %
347 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	3,234.78	2,083.33	1,151.45	155.27 %
347.30.20 Activity Fees - General Admissions (Taxable)	2,484.16	3,041.67	-557.51	81.67 %
347.30.30 Activity Fees - Special Events (Taxable)	197.93	208.33	-10.40	95.01 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	11,619.00	7,083.33	4,535.67	164.03 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	285.25	533.33	-248.08	53.48 %
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	17,836.12	13,316.66	4,519.46	133.94 %
361 Interest				
361.10.00 Interest and Other Earnings		650.00	-650.00	
361.10.00.01 Interest General Fund	705.99		705.99	
Total 361.10.00 Interest and Other Earnings	705.99	650.00	55.99	108.61 %
Total 361 Interest	705.99	650.00	55.99	108.61 %
362 Rents, Leases and Concessions				
362.40.10 Rentals - Short-Term, One-time (Taxable)	259.09	541.67	-282.58	47.83 %
362.40.30 Rentals - Long-Term/Contracted (Non-Taxable)	8,601.00	7,416.67	1,184.33	115.97 %
Total 362 Rents, Leases and Concessions	8,860.09	7,958.34	901.75	111.33 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
367 Contributions from Private Sources				
367.10.10 Cash Donations (Non-taxable)	2.55	20.83	-18.28	12.24 %
Total 367 Contributions from Private Sources	2.55	20.83	-18.28	12.24 %
369 Miscellaneous Revenue				
369.80.00 Deposit Over/Short	-23.10		-23.10	
369.91.10 Scholarship Funds Applied	853.50	833.33	20.17	102.42 %
369.91.40 Discounts Applied				
369.91.40.01 Employee Discount on Food Purchases	-85.98		-85.98	
Total 369.91.40 Discounts Applied	-85.98		-85.98	
Total 369 Miscellaneous Revenue	744.42	833.33	-88.91	89.33 %
Total Income	\$145,404.69	\$108,073.66	\$37,331.03	134.54 %
GROSS PROFIT	\$145,404.69	\$108,073.66	\$37,331.03	134.54 %
Expenses				
576.20.100 Board Expenditures				
576.20.100.10.00 BOC Stipend	384.00	800.00	-416.00	48.00 %
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	74.37	20.83	53.54	357.03 %
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	120.00	50.00	70.00	240.00 %
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	578.37	1,145.84	-567.47	50.48 %
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Director/District Administrator Wages	3,242.50	2,758.33	484.17	117.55 %
576.20.200.10.20 Other Taxable Compensation (Exec. Benefits Stipend)	486.38	413.75	72.63	117.55 %
576.20.200.40.11 Travel/Transportation (Exec. Development)		12.50	-12.50	
576.20.200.40.12 Tuition/Registration Fees (Exec. Development)		41.67	-41.67	
576.20.200.40.20 Travel (Exec. non-development)		16.67	-16.67	
Total 576.20.200 Executive Expenditures	3,728.88	3,242.92	485.96	114.99 %
576.20.300 Shared Expenditures				
576.20.300.10.10 Bookkeeper Wages	829.73	1,820.00	-990.27	45.59 %
576.20.300.10.20 Other Taxable Compensation (Shared Benefits Stipend)	124.46	273.00	-148.54	45.59 %
576.20.300.30.11 Office Supplies (Consumables)	19.70	125.00	-105.30	15.76 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.30.12 Printing Supplies (Consumables)	73.20	83.33	-10.13	87.84 %
576.20.300.30.13 Office Equipment (Non-Consumable)	61.29	250.00	-188.71	24.52 %
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	120.00	500.00	-380.00	24.00 %
576.20.300.40.31 Telephone	50.00		50.00	
576.20.300.40.32 Postage	64.15	25.00	39.15	256.60 %
576.20.300.40.33 Website & Email Hosting	119.40	125.00	-5.60	95.52 %
576.20.300.40.34 Internet/VoIP Phones	322.13	350.00	-27.87	92.04 %
576.20.300.40.35 Software Programs/Subscriptions (non-financial)	60.52	141.67	-81.15	42.72 %
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	10.99		10.99	
Total 576.20.300.40.40 Bank Charges	10.99	41.67	-30.68	26.37 %
576.20.300.40.50 Payroll Service	739.50	500.00	239.50	147.90 %
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	90.00	241.67	-151.67	37.24 %
576.20.300.40.82 Pest Control		58.33	-58.33	
576.20.300.40.83 Insurance		1,458.33	-1,458.33	
576.20.300.40.84 Fingerprinting (WSP)	271.25	104.17	167.08	260.39 %
576.20.300.40.92 CPA Services	258.00	500.00	-242.00	51.60 %
576.20.300.40.93 Software Programs (financial)		41.67	-41.67	
576.20.300.50.40 Annual Permits	612.00	54.17	557.83	1,129.78 %
576.20.300.50.60 State Audit		666.67	-666.67	
Total 576.20.300 Shared Expenditures	4,146.97	8,434.68	-4,287.71	49.17 %
576.20.400 Swimming Pool Expenditures				
576.20.400.10.10 Lifeguard Wages	11,918.98	15,167.92	-3,248.94	78.58 %
576.20.400.10.20 Instructor Wages	4,446.86	4,250.00	196.86	104.63 %
576.20.400.10.25 Water Exercise Instructor Wages	483.27	333.33	149.94	144.98 %
576.20.400.10.40 Director of Aquatics Operations Salary	5,416.66	5,727.17	-310.51	94.58 %
576.20.400.10.50 Assistant Aquatics Manager Wages	10,328.24	10,356.67	-28.43	99.73 %
576.20.400.10.60 Front Desk Wages	1,884.87	2,500.00	-615.13	75.39 %
576.20.400.10.65 Maintenance Worker Wages		1,083.33	-1,083.33	
576.20.400.10.70 Overtime Wages	341.88	625.00	-283.12	54.70 %
576.20.400.10.80 Other Taxable Compensation (Staff Benefits Stipend)	2,361.73	2,412.58	-50.85	97.89 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.20.11 FICA	3,232.06	3,686.36	-454.30	87.68 %
576.20.400.20.12 Unemployment	981.99	1,686.57	-704.58	58.22 %
576.20.400.20.13 L & I	1,007.17	1,250.00	-242.83	80.57 %
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	204.70	250.00	-45.30	81.88 %
576.20.400.30.14 Staff Uniforms Supplies & Equipment		166.67	-166.67	
576.20.400.30.15 Safety Supplies & Equipment	239.74	145.00	94.74	165.34 %
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	935.51	833.33	102.18	112.26 %
576.20.400.30.22 Janitorial Supplies & Equipment	245.29	916.67	-671.38	26.76 %
576.20.400.30.23 Tools and Equipment	119.54	416.67	-297.13	28.69 %
576.20.400.30.24 Landscaping Supplies & Equipment		83.33	-83.33	
576.20.400.30.30 Resale Inventory	336.18	416.67	-80.49	80.68 %
576.20.400.30.40 Miscellaneous Supplies & Equipment	19.80	16.67	3.13	118.78 %
576.20.400.40.10 Transaction Services/Merchant Fees	991.86	935.00	56.86	106.08 %
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)	358.78	83.33	275.45	430.55 %
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)	237.00	291.67	-54.67	81.26 %
576.20.400.40.61 Electrical (Utilities)	1,522.23	1,583.33	-61.10	96.14 %
576.20.400.40.62 Gas (Utilities)	3,228.52	4,166.67	-938.15	77.48 %
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 Repairs/Maintenance Services	1,537.97	2,500.00	-962.03	61.52 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.40.73 Equipment Repairs/Maintenance Services		3,092.67	-3,092.67	
576.20.400.40.80 Travel (Staff non- development)		16.67	-16.67	
576.20.400.40.91 Scholarship Funds Expensed	853.50	833.33	20.17	102.42 %
576.20.400.40.92 Red Cross		29.17	-29.17	
576.20.400.40.93 Aerobics Partner		200.00	-200.00	
Total 576.20.400 Swimming Pool Expenditures	53,295.73	67,947.45	-14,651.72	78.44 %
586.00.300 Sales Tax				
586.00.300.00.00 Sales Tax Paid	583.52	620.83	-37.31	93.99 %
Total 586.00.300 Sales Tax	583.52	620.83	-37.31	93.99 %
591.76.300 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	9,328.38	9,351.86	-23.48	99.75 %
591.76.300.70.20 Loans and Bonds Principal		8,126.79	-8,126.79	
Total 591.76.300 Debt Service Principle	9,328.38	17,478.65	-8,150.27	53.37 %
592.76.300 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	793.10	769.62	23.48	103.05 %
592.76.300.80.20 Loans and Bonds Interest		1,300.72	-1,300.72	
Total 592.76.300 Debt Service Interest	793.10	2,070.34	-1,277.24	38.31 %
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	\$72,454.95	\$107,607.38	\$ -35,152.43	67.33 %
NET OPERATING INCOME	\$72,949.74	\$466.28	\$72,483.46	15,645.05 %
Other Income				
361.10.00.02 Interest CIP Fund	767.12		767.12	
Total Other Income	\$767.12	\$0.00	\$767.12	0.00%
Other Expenses				
576.20.300.40.40.02 Bank Charges CIP Fund	17.55		17.55	
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	
Transfer Activity				
City Bridge Loan Principle	-9,328.38		-9,328.38	
Total Transfer Activity	-9,328.38		-9,328.38	
Total Other Expenses	\$ -9,310.83	\$4,583.33	\$ -13,894.16	-203.15 %
NET OTHER INCOME	\$10,077.95	\$ -4,583.33	\$14,661.28	-219.88 %
NET INCOME	\$83,027.69	\$ -4,117.05	\$87,144.74	-2,016.68 %

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

603-151-833

TUKWILA POOL METROPOLITAN PARK DISTRICT
TUKWILA POOL METROPOLITAN PARK DISTRICT

Filing Period: May 31, 2019 **Filing Frequency:** Monthly
Due Date: June 25, 2019

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	6,608.10	6,608.10	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	21,442.47	21,442.47	0.00	0.015000	0.00

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	6,608.10	Add Deduction	6,608.10	0.065000	429.53
Use Tax	0.00		0.00	0.065000	0.00
Over Collected Sales Tax	0.00		0.00	1.000000	0.00
Total State Sales and Use					429.53

[Find Location by Address](#)

Local City and/or County Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1729	TUKWILA	6,608.10	0.035000	231.28
		6,608.10		231.28

[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
	Other	6,608.10
	Service and Other Activities; Gambling Contests of Chance (less Other)	21,442.47

2 Rows

Return Totals

Total Tax	660.81
Less Credits	0.00
Total Amount	660.81

Submitter Information

Prepared By	Amy O'Neill
Phone Number	(206)-267-2350
Extension	
E-Mail Address	accounting@tukwilapool.org
Submitted Date	Jun-13-2019
Confirmation #	0-008-539-533

Payment Info

Payment Type Selected: ACH Debit/E-Check

Amount	660.81
Effective Date	Jun-14-2019



Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL PURCHASING CARD ACCOUNTS

May 2019

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (P-Cards Reconcile) - 2794			
213.14 US Bank Kristine PC - 7378			
05/06/2019	Lowe's	Rubbermaid 71.8-in L x 0.625-in H x 11.8-in D Laminate Wall Mounted Shelving, PELONIS 20-in 3-Speed Indoor Box, Style Selections Steel 7.25-in D x 9.5-in L x 1.875-in W White Shelf Bracket, Blue Hawk 20-in Lawn Rake, CRAFTSMAN HI-VIS 25-ft Tape Measure, Cobra 1/4-in x 15-ft Music Wire Drain Auger, Rust-Oleum Gloss Black Spray Paint, Shurtape 5 Yard(S) Anti-Slip Tape, GE 125-Watt EQ Bright White Appliance/Light Fixture CFL Light Bulb, WA ENV Hand Charge	217.04
05/06/2019	Lowe's	PELONIS 18-in 3-Speed Indoor Fan, Blue Hawk Zinc-Plated Spring Snap Link, Blue Hawk 1 Ft. 3/16-in Welded Silver Chain (By-The-Foot), United Solutions 5-Gallon Residential Bucket, GE 32-Watt 23.07-in Medium Bi-pin (T8) 3500 K Bright White Ubend Fluorescent Light Bulb, WA ENV hand charge, RETURN: PELONIS 20-in 3-Speed Indoor Box	75.84
05/06/2019	DreamHost Web Hosting	"Happy Hosting" For service through 05/05/2020	119.40
05/06/2019	Adobe	Monthly Subscription Acrobat Pro	16.49
05/06/2019	USA Minute Key, Inc.	Brass Key	6.60
05/06/2019	USA Minute Key, Inc.	Brass Key	6.60
05/10/2019	Intermedia.net	Billing Period: 04/10/2019 - 05/10/2019 Hosted PBX Phone Service	183.58
05/11/2019	USA Minute Key, Inc.	Brass Key	6.60
05/11/2019	Panera Bread	Board Retreat Date: 05/11/2019 Meeting Food	85.37
05/14/2019	USPS	100 Forever First Class Stamps	56.80
05/17/2019	KCDA Purchasing Cooperative	VEL BRST, 67#, 8.5X11, 250/ PKG, WHITE 44.00; PAPER, GENERIC, 20# WHITE, 8.5X11, 92 BRT 37.03	73.20
05/18/2019	Costco Wholesale	3rd Saturday Event Date: 05.18.19 (Pirates In The Pool) Cake	18.99
05/28/2019	Amazon.com	McAfee 2019 Total Protection: Unlimited Devices- 1 Year	44.03
05/29/2019	Costco Wholesale	Resale Inventory: Cornnuts, Goldfish, Emerald dry roast almonds, Jack Link's beef sticks, Clif Bar oatmeal raisin walnut, planter peanuts, Austin cookie and crackers, Snyder mini pretzels, Nature Valley sweet and salty granola bars, Fruit snacks, Water, Gatorade, Vitaminwater, Snapple diet tea, Propel zero water	336.18
05/30/2019	Staples	1" (inch) tabs and packing tape	19.70
05/31/2019	USPS	Fingerprints	7.35
Total for 213.14 US Bank Kristine PC - 7378			\$1,273.77
213.15 US Bank Brad PC - 2866			
05/11/2019	Amazon.com	McKesson Medi Pak Performance Bandage Adhesive Fabric Knuckle 1.5"X3" Latex Free - Box of 100, 3M Steri-Strip reinforced Skin Closures - 1/2" x 4" - 10 pack of 6 strip envelope (60 strips)	15.50
05/11/2019	Amazon.com	SAM Splint 3X Combo Pack Orange/Blue Flat	24.48
05/11/2019	Amazon.com	Pool Chemical	119.33
05/11/2019	Amazon.com	3rd Saturday Event Date: 05/18/2019 (Pirates in the Pool) Decor (2 Card Charges: \$25.06 and \$35.28)	60.34
05/11/2019	Amazon.com	3rd Saturday Event Date: 05/18/2019 (Pirates in the Pool) 12 Piece Pirate Sign Cutouts,	13.15
05/11/2019	Amazon.com	First Aid Supplies - (2 Card Charges: \$66.34 and 51.03)	117.37
05/11/2019	Amazon.com	3rd Saturday Event Date: 05/18/2019 (Pirates in the Pool) Table cover, eye patches (2 Card Charges: \$6.58 and \$6.59)	13.17
05/11/2019	Amazon.com	3rd Saturday Event Date: 05/18/2019 (Pirates in the Pool) Nestle Chocolate Assorted Minis Bag	7.78

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
05/13/2019	Amazon.com	Samsill Economy 3 Ring View Binder, .5 Inch Round Ring – Holds 125 Sheets, PVC-Free / Non-Stick Customizable, Ulaif Fingertip Pulse Oximeter, OLED Portable Oximetry Blood Oxygen Saturation Monitor SpO2 Finger Pulse Oximeter, Utopia Towels Cotton Washcloths	52.19
05/13/2019	Amazon.com	Medique Products 69601 Gauze Compress	30.20
05/15/2019	Costco Wholesale	3rd Saturday Event Date: 05/18/19 (Pirates In The Pool) Clementines, Lemonade, Cups, Cretors Mix, Veggie Straws	67.72
05/22/2019	American Red Cross	Service Date: 05.22.19 Lifeguarding /Event for Bruk Molla , Jessica Stiles, and Jacob Cook	123.00
05/28/2019	Lowe's	Scotch 1-in x 33.33-ft Two-Sided Tape	21.98
05/28/2019	USA Minute Key, Inc.	Brass Keys	6.60
05/30/2019	Amazon.com	3rd Saturday Event Date: 06.15.19 (Rodeo at the Pool) arts and craft paper	17.57
05/31/2019	Indeed, Inc.	May 2019 Resume Contacts on Indeed.com (Ads/Postings)	358.78
Total for 213.15 US Bank Brad PC - 2866			\$1,049.16
Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794			\$2,322.93

Tukwila Pool Advisory Committee
May 18, 2018 Meeting Minutes
Meeting Location: Tukwila Community Center

Call to order

1. Meeting called to order at 8:35 am by Sharon Shipman

Roll Call

Attendance: Sharon Shipman, Ivan Cockrum, Jacque Carroll, Diane Meyers

TPMPD: Jeri Frangello-Anderson, Aaron Shipman, Vanessa Zaputil

STAFF: Brad Harpin

1. Business items:

- 1.0 525 Accounts Receivable Policy review

- free discussion of some of our current billing situations for context
- some debate about how we are verifying residency status in order to bill appropriately
- Jacque motions to forward 525 to legal review / the board
- Diane seconds
- Motion passes

2. Aquatic Director Brad Harpin's operation report

- American Red Cross
 - planning to ramp up marketing around ARC training sessions
 - met with ARC's marketing team – they will design, we will print
 - will we be able to edit marketing that they provide? Yes, and templates available.
 - shooting for June launch
 - Sharon recommends getting materials to schools ASAP for summer info packets
- board approved \$2/hour wage increase for duration of summer
 - to be paid as a bonus at end of summer
 - to incentivize staying on through summer
 - and reward employees for the more difficult summer work
- Discussion of TP's tie-in to Camp Tukwilly
- Can we get Brad to a Parks Commission meeting for introductions?

3. Discuss the idea of an Open House for the District

- Focus on asking the community what they would like to see in the next 3 to 6 years
 - Start with an event to get the community present
 - What's the best time / location for an open house?
 - Combine with Tukwila Night Out to capitalize on that traffic?
 - Or Tukwila Garage Sale day?
 - August 17?
- Coordinate with Tukwila Park public events
- Next TPAC Meeting is scheduled for Saturday, 06/15/2019 8:30am at the Tukwila Community Center.

Meeting adjourned at 9:40 am.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

06. REPORTS

e) 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: Krisitne Selleck, District Administrator

DATE: July 8, 2019

SUBJECT: Request for Quotes (RFQ) Pool Liner Resurfacing Project

ISSUE

The Tukwila Pool MPD has been approved for a facilities grant from King County Youth Amateur Sports to resurface the Tukwila Pool Liner. As a public entity, we must follow the Small Works Roster Process. The Request for Quotes (RFQ) will be used to solicit quotations from contractors on a small works roster to establish a competitive price and award the contract.

FINANCIAL IMPACT

None

BACKGROUND

The Tukwila Pool MPD Finance Committee drafted the RFQ based on past Small Works Projects and then submitted the draft to the District's Attorney for review. Our Attorney updated the RFQ Draft based on recent statutory contracts and some additional comments.

DISCUSSION

Should the District move forward with the Small Works Roster Process and solicit contractors with the updated RFQ?

RECOMMENDATION

It is recommended that the Board approve the Finance Committee to solicit contractors with the RFQ using MRSC Rosters, our Website, and Facebook.

ATTACHMENTS

1. RFQ-Tukwila-Pool-MPD 2019 Pool Liner Resurfacing Project SnureEdits6_26_19

TUKWILA POOL METROPOLITAN PARK DISTRICT
Small Works Roster Request for Quotes
Project: **2019 POOL LINER RESURFACING PROJECT**

Tukwila Pool Metropolitan Park District “District” is a special purpose junior taxing district within King County, Washington. The District is seeking quotes for the resurfacing of the pool liner “Work” as more specifically described below “Quotes.” Quotes will be accepted July 15, 2019 through July 31, 2019. A contract may be awarded by the Board of Commissioners after August 8, 2019.

All Contractors submitting a Quote shall comply with the following requirements and such requirements shall be part of the contract to perform the work.

1. **Site Visit.** All Contractors intending to submit a Quote shall conduct a site visit prior to submitting a Quote. A Site visit for all Contractors must be scheduled with the Project Manager.
2. **Submission Deadline.** Quotes will be accepted until 5pm on July 31, 2019 at Tukwila Pool located at 4414 S. 144th Street, Tukwila WA 98168 or via email at info@tukwilapool.org
3. **Contractor Listed as a Vendor on MRSC Rosters.** The District is using the MRSC Rosters listings and following the norms established therein. So long as Contractor can be found on the District’s Small Works Roster list as providing:

Main Category: Facility Construction, Repair, and Maintenance

Sub Category: Swimming Pool Construction/Renovation

by the closing date of the RFQ, the Contractor shall be deemed to have met this requirement. Placing one’s business on the roster, according to the website, requires three business days once the three-step application has been completed and submitted to them. MRSC Rosters website: <http://mrscrosters.org/businesses/business-membership/>

4. **Knowledge of Project.** The Contractor submitting a Quote has examined the site, local conditions, bid documents, and all applicable laws and ordinances covering the Work contemplated. The Contractor is familiar with the terms, provisions, and requirements of the foregoing, all of their respective terms and conditions are incorporated herein by this reference and the Quote is tendered as an offer to perform the Work and furnish the equipment, materials, appurtenances, and guarantees, complete in place, in good working order.
5. **Proof of Competency of Contractor.** To demonstrate qualification for performing the Project, Contractors may be requested to submit written evidence of financial position, previous experience, current commitments, references from prior customers relating to ability perform the work. Each Contractor submitting a Quote must meet the following minimum requirements and must insure that all subcontractors that will be used also meet the minimum requirements.

5.1. At the time of Quote submittal, have a current certificate of registration in compliance

with chapter 18.27 RCW, proof of which must be submitted with the Quote;

- 5.2. Have a current state unified business identifier number;
- 5.3. Have industrial insurance coverage for the Contractor's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW.
- 5.4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
- 5.5. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation.
- 5.6. Until December 31, 2013, not have violated RCW 39.04.370 more than one time as determined by the department of labor and industries.
- 5.7. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
6. **Project Timeline.** The preferred date range for start and completion of the Work shall be from November 15, 2019 through December 23, 2019 or another range of dates if mutually agreed.
7. **Bonding.** Contractor must be able to execute and deliver to the District a satisfactory payment and performance bond equal to 100% of the bid amount upon award of the bid [if required under Paragraph 6 of the contract form attached hereto as Exhibit A.](#)
8. **Insurance.** Contractor agrees to obtain at its own cost and expense insurance as specified in the contract form attached hereto as Exhibit A.
9. **Prevailing Wages.** Unless exempt under WAC 296-127-026, Contractor shall pay prevailing wages as currently published by the Washington State Department of Labor and Industries and shall comply with chapters RCW 39.12 and RCW 49.28. A Notice of Intent to Pay Prevailing Wages and prevailing wage rates for the Project must be posted for the benefit of workers. At the conclusion of the Contract, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the District that the prevailing wage requirements of the law have been satisfied. The Contractor hereby certifies that it has not been cited for two violations within the last five (5) years, and is thus not prohibited from

bidding on public works contracts. The Contractor further assures the District that it will use no sub-contractor who is thus prohibited.

10. Laws and Regulations. The Contractor's attention is directed to the fact that all applicable State laws, municipal ordinances, and rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and they shall be deemed to be included in the Contract the same as though written out in full therein. Contractors are advised that if successful, they will be required to meet all applicable federal, state, and local laws pertaining to permits, licenses, fees and taxes, as well as laws pertaining to employment and wages. Contractors are responsible for determining the extent and applicability of such laws.

11. Guaranty. The Contractor shall and does hereby guarantee for a period of five (5) years from date of acceptance by the District all materials, workmanship and equipment installed under this contract to be as specified and of a good quality. Should any defect develop due to faulty material or workmanship within the guarantee period, the Contractor shall correct the defect and make good all damages that may have been caused by the defect. This work shall be done promptly and without cost to the District and at the entire expense of the Contractor. The Contractor shall comply with all product manufacturer requirements for installation and shall provide to District documentation that all manufacturer warranties are in full force and effect at the completion of the work.

12. Contract Award. The District reserves the right to reject any or all Quotes, to waive minor irregularities in any Quotes or in the procedures and to accept any Quote presented which the District deems to be the lowest responsible bidder whose Quote in the best interest of District.

13. Contract Form: Contractor shall execute the form of Agreement attached as Exhibit A.

14. Statement of Qualifications. See Exhibit B.

15. Quote Form. See Exhibit C.

16. Minimum Wage/Non Collusion Affidavit. See Exhibit D

17. Performance Bond Form. See Exhibit E.

18. Certification of Compliance with Wage Payment Statutes. See Exhibit F.

19. Certification of Compliance with Contractor Training Requirements. See Exhibit G.

18:20. Scope of Work. See Exhibit FH.

19:21. Prevailing Wage Rates. See Exhibit GI.

20:22. District Information: Project Manager: Brad Harpin, Director of Aquatics Operations

Manager Mailing Address: 4414 S. 144th St., Tukwila WA 98168

Email Address: info@tukwilapool.org

Main Phone: 206-267-2350
Direct Phone: 425-276-4980
Fax: None

DRAFT - Attorney Edits for 07.08.2019 BoC Mtg

EXHIBIT A CONTRACT FORM

PUBLIC WORKS CONTRACT

This Contract is entered into between TUKWILA POOL METROPOLITAN PARK DISTRICT a municipal corporation, referred to as "Owner", and [REDACTED], referred to as "Contractor."

In consideration of the following terms and conditions and those contained in the documents incorporated by reference and made a part of this Contract, the parties agree as follows:

1. THE WORK

1.1. The Contractor shall perform all work and furnish all tools, materials, labor and equipment for the Owner and all work associated with the project entitled:

Title: **2019 POOL LINER RESURFACING PROJECT**

Contract Number: **TPMPD – 1022**

1.2. The work shall be performed in accordance with the following Contract Documents: RFQ-Tukwila-Pool-MPD 2019 Pool liner Resurfacing Project.pdf (this document); and all other forms and documents referenced in such documents which are hereby referred to as the Contract Documents and by this reference are made a part of this Contract.

1.3. The work shall start within 3 calendar days after the date of the written Notice to Proceed and be substantially completed within 28 calendar days and fully completed within an additional 10 calendar days. If the work is not completed within the time specified, the Contractor agrees to pay to the Owner liquidated damages in accordance with the provisions contained in the Contract Documents. The Contractor shall provide and bear all expense of all equipment, work, and labor of any sort whatsoever that may be required for the materials and for constructing and completing the work provided for in this Contract, except for those noted in the specifications to be furnished by the Owner and installed by Contractor.

1.4. In the event of any conflict between the provisions of this Contract and incorporated Contract Documents and other terms and conditions, the provisions of this Contract shall control. The conflict shall be brought to the attention of the Owner.

1.5. The Contractor shall provide and bear all expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in the Contract Documents and every part thereof, except as mentioned in the specifications to be furnished by the Owner.

1.6. Owner agrees to use its best efforts to allow Contractor full access and use of the

4. LIQUIDATED DAMAGES

4.1. If the work is not completed within the specified time period, because of difficulty in computing the actual damages to the Owner arising from any delay in completing this Contract, it is determined in advance and agreed by the parties that the Contractor shall pay the Owner the amount of \$1000.00 [BS1] per calendar day that the work remains uncompleted after expiration of the specified time for completion. The parties agree that this amount represents a reasonable forecast of the actual damages that the Owner will suffer by failure of the Contractor to complete the work within the agreed time period. The execution of this Contract shall constitute acknowledgment by the Contractor that the Contractor has ascertained and agrees that the Owner will suffer actual damages in the above amount for each day during which the completion of the work is delayed beyond the agreed completion date. In the event of construction delays beyond the control of the Contractor the completion date will be extended by an equivalent number of days provided that the Contractor notifies the Owner of the cause of the delay, in writing, within 24 hours of the beginning of the delay.

5. SUBCONTRACTOR RESPONSIBILITY (RCW 39.06.020)

5.1. The Contractor shall include the language of this section in each of its first tier subcontracts and shall require each of its subcontractors to include the same language of this section in each of subcontractor's subcontracts adjusting only as necessary the terms used for the contracting parties. On request of the Owner, the Contractor shall promptly provide documentation to the Owner demonstrating that each subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.

5.2. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

5.2.1. At the time of bid submittal, have a current certificate of registration in compliance with chapter 18.27 RCW, proof of which must be submitted with the bid;

5.2.2. Have a current Washington State unified business identifier number;

5.2.3. Have industrial insurance coverage for the subcontractor's employees working in Washington as required in Title 51 RCW; an employment security Department number as required in Title 50 RCW; a state excise tax registration number as required in Title 82 RCW; an electrical contractor license, if required by Chapter 19.28 RCW; an elevator contractor license, if required by Chapter 70.87 RCW;

5.2.4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3); [BS2]

~~5.2.5. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one year period immediately preceding the date of the bid solicitation;~~

~~5.2.6. Until December 31, 2013, not have violated RCW 39.04.370 more than one time as determined by the department of labor and industries; and~~

~~5.2.7.~~5.2.5. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW

6. BOND

6.1. Contractor shall provide a performance and payment bond to the Owner in accordance with RCW 39.08.010. Such bonds shall be issued by surety licensed to business in the State of Washington acceptable to Owner in a form substantially in compliance with the form included in the Contract Documents. If this Contract is for less than ~~\$351~~150,000, Contractor may authorize the Owner in writing, in lieu of the bond, to retain ~~50~~10% of the Contract amount in accordance with RCW 39.08.010 to be held and managed consistent with the requirements specified in paragraph 16.

7. INDEMNIFICATION AND HOLD HARMLESS

7.1. The Contractor shall indemnify, defend and save the Owner and its commissioners, officers, employees and agents harmless from any and all claims and risks and losses, damages, demands, suits, judgments and attorney's fees or other expenses of any kind on account of or relating to injury to or death of any and all persons or on account of all property damage of any kind, or in any manner connected with the work performed under this Contract, or caused in whole or in part by the Contractor, a subcontractor or their property, employees or agents during performance of the work or at any time before final acceptance, except only for those losses resulting from the sole negligence of the Owner with regard to activities within the Contractor's scope of work

7.2. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Owner, its members, officers, employees and agents, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the

indemnification provided herein constitutes Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

- 7.3. In an arbitration or lawsuit with respect to this hold harmless provision, the Contractor shall prepare and defend that lawsuit at its own cost and expense. If judgment is rendered or settlement made requiring payment of damages by the Owner, its officers, agents, employees and volunteers, the Contractor shall pay the same.

8. INSURANCE

- 8.1. The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48. The insurance must be provided by an insurer with a rating of A-VII or higher in the A.M. Best's Key Rating Guide, which is licensed to do business in the state of Washington (or issued as a surplus line by a Washington Surplus lines broker). The Owner reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.
- 8.2. The Contractor shall keep this insurance in force during the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated in Section 8.3.
- 8.3. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Final Completion or earlier termination of this Contract, and the Contractor shall annually provide the Owner with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Owner to assure financial responsibility for liability for services performed.
- 8.4. The insurance policies shall contain a "cross liability" provision.
- 8.5. The Contractor's and all sub contractors' insurance coverage shall be primary and non-contributory insurance as respects the Owner's insurance, self-insurance, or insurance pool coverage.
- 8.6. The Contractor shall provide the Owner and all Additional Insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.
- 8.7. Upon request, the Contractor shall forward to the Owner a full and certified copy of the insurance policy(s).

- 8.8. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
- 8.9. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Owner may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.
- 8.10. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
- 8.11. All insurance policies, with the exception of Professional Liability and Workers Compensation, shall name the following listed entities as additional insured(s):
- 8.11.1. The Owner and its officers, elected officials, employees, agents, and volunteers;
- 8.11.2. The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, whether primary, excess, contingent or otherwise, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor describes limits lower than those maintained by the Contractor. Additional insured status shall include Products Completed Operations.
- 8.12. Contractor shall ensure that each subcontractor of every tier obtains and maintains at a minimum the insurance coverage listed in Paragraph 9. Upon request of the Owner, the Contractor shall provide evidence of such insurance.
- 8.13. The Contractor shall deliver to the Owner a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. The certificate and endorsements must conform to the following requirements:
- 8.13.1. An ACORD certificate or a form determined by the Owner to be equivalent.
- 8.13.2. Copies of all endorsements naming Owner and all other entities listed in Paragraph 8.11 as Additional Insured(s), showing the policy number. The Contractor may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement. A statement of additional insured status on an ACORD Certificate of Insurance shall not satisfy this requirement.

8.13.3. Any other amendatory endorsements to show the coverage required herein.

8.14. The insurance shall provide the minimum coverage and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve the Contractor from liability in excess of such limits. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.

9. TYPES AND LIMITS OF INSURANCE REQUIREMENTS

9.1. The Contractor shall maintain Workers' Compensation Insurance and/or Longshore and Harbor Workers Insurance as required by State or Federal statute, for all of his employees to be engaged in work on the Project under this contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance and/or Longshore and Harbor Workers' Insurance for all of the latter's employees engaged in such work. The Contractor's Labor & Industries account number shall be noted on the Certificate of Insurance.

9.1.1. A policy of Commercial General Liability Insurance, including:

- Per project aggregate
- Premises/Operations Liability
- Products/Completed Operations - for a period of three years following final acceptance of the work.
- Personal/Advertising Injury
- Contractual Liability
- Independent Contractors Liability
- Stop Gap / Employers' Liability
- Explosion, Collapse, or Underground Property Damage (XCU)

9.1.2. Such policy must provide the following minimum limits:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$2,000,000 Products & Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury, each offence
- \$2,000,000 Personal & Advertising Injury, Aggregate

9.1.3. Stop Gap / Employers' Liability

- \$1,000,000 Each Accident
- \$1,000,000 Disease - Policy Limit
- \$1,000,000 Disease - Each Employee

9.1.4. Automobile Liability for owned, non-owned, hired, and leased vehicles, with an MCS 90 endorsement and a CA 9948 endorsement attached if "pollutants" are to be transported. Such policy(ies) must provide the following minimum limit:

- \$1,000,000 combined single limit

9.1.5. The Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.

9.1.6. Contractor shall purchase and maintain property insurance written on a builder's risk "all-risk" or equivalent policy form (including earthquake and flood coverage) in the amount of the initial Contract Sum, plus value of subsequent contract modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained until final payment has been made as provided in Section 3.2 or until no person or entity other than the Owner has an insurable interest in the property required by this Section to be covered, whichever is later. This insurance shall include interests of the Owner the Contractor, and Subcontractors. The Owner shall be a named insured under such policy.

10. CHANGE ORDERS

10.1. The Owner reserves the right to make, at any time during the work, such changes in quantities and such alterations in the work as are necessary to satisfactorily complete the project. Such changes in quantities and alterations shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered. Among others, these changes and alterations may include:

- 10.1.1. Deleting any part of the work,
- 10.1.2. Increasing or decreasing quantities,
- 10.1.3. Altering specifications, designs, or both,
- 10.1.4. Altering the way the work is to be done,
- 10.1.5. Adding new work,
- 10.1.6. Altering facilities, equipment, materials, services, or sites, provided by the Owner.
- 10.1.7. Ordering the Contractor to speed up or delay the work.

10.2. The Owner will issue a written change order for any change. If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the Owner may determine to be fair and equitable.

10.3. The Contractor shall proceed with the work upon receiving:

- 10.3.1. A written change order approved by the Owner.

10.4. The Contractor accepts all requirements of a change order by:

- 10.4.1. endorsing it,

10.4.2. writing a separate acceptance, or

10.4.3. not protesting in the way this section provides.

10.5. A change order that is not protested as provided in this section shall be full payment and final settlement of all claims for contract time and for all costs of any kind, including costs of delays, related to any work either covered or affected by the change. By not protesting as this section provides, the Contractor also waives any additional entitlement and accepts from the Owner any written or oral order (including directions, instructions, interpretations, and determinations). By failing to follow the procedures of this section, the Contractor completely waives any claims for protested work.

10.6. The Contractor may protest change orders or other claims as provided below:

10.6.1. If the Contractor is in disagreement with anything required in a change order or another written order from the Owner, including any direction, instruction, interpretation, or determination by the Owner, the Contractor shall:

10.6.2. Immediately give a signed written notice of protest to the Owner before doing the work specified in the change order or within fourteen (14) calendar days of the occurrence of an event or events giving rise to a claim, or within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts or events giving rise to a claim, whichever occurs first;

10.6.3. Supplement the written protest within 15 calendar days with a written statement providing the following:

- (a) The date of the protested order or claim
- (b) The nature and circumstances which caused the protest or claim;
- (c) The contract provisions that support the protest or claim;
- (d) The estimated dollar cost, if any, of the protested or claimed work and how that estimate was determined; and
- (e) An analysis of the progress schedule showing the schedule change or disruption if the Contractor is asserting a schedule change or disruption; and

10.7. If the protest is continuing, the information required above, shall be supplemented as requested by the Owner. In addition, the Contractor shall provide the Owner, before final payment, a written statement of the actual adjustment requested. Throughout any protested work, the Contractor shall keep complete records of extra costs and time incurred. The Contractor shall permit the Owner access to these and any other records needed for evaluating the protest as determined by the Owner. The Owner will evaluate all protests provided the procedures in this section are followed. If the Owner determines that a protest is valid, the Owner will adjust payment for work or time. No adjustment will be made for an invalid protest.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF PROTEST OR CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY PROTEST OR CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THE UNDERLYING CHANGE ORDER OR CLAIM OR CAUSED BY THAT DELAY.

10.8. In spite of any protest or claim, the Contractor shall proceed promptly with the work as the Owner orders.

11. CLAIMS

11.1. The Contractor shall give written notice to the Owner of all claims other than change orders within five (5) calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. At a minimum, a Contractor's written claim must include the information required in Paragraph 10.6 regarding protests.

11.2. FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

11.3. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

12. TERMINATION

12.1. If Contractor breaches any of its obligations under this Contract, and fails to cure the same within five (5) days of written notice to do so, the Owner may terminate this Contract, in which case the Owner shall pay the Contractor cost incurred to date of written notice.

12.2. The Owner may terminate this Contract upon ten (10) days written notice to the Contractor for any reason and without cause in which case the Owner shall pay the Contractor for costs incurred to the date of written notice.

13. CONTRACTOR RECORDS

13.1. Contractor agrees to make all project related books and records available to the Owner for inspection, review, photocopying and audit in the event of a Contract related dispute, claim, modification or other Contract related action at reasonable times and at places designated by the Owner.

14. DEFECTIVE OR UNAUTHORIZED WORK

14.1. The Owner reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this contract, and extra work and materials furnished without the Owner's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the Owner may complete the work by contract or otherwise, and the Contractor shall be liable to the Owner for any additional costs incurred by the Owner. "Additional costs" means all reasonable costs incurred by the Owner, including legal costs and attorneys' fees, beyond the maximum contract price under this Agreement. The Owner further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor

15. PREVAILING WAGES

15.1. The Contractor represents under penalty of perjury of the laws of the state of Washington, that the only individuals providing services under this contract are exempt from prevailing wages pursuant to WAC 296-127-026 as either the sole owner or spouse of the owner of Contractor's company, a partner owning at least thirty percent of Contractor's Company or the president, vice president or treasurer of the Contractor's corporation if such officer owns at least thirty percent of the corporation.

Signature of Contractor

~~If not signed by Contractor, the following paragraph shall control~~ The Contractor shall pay prevailing wages and shall comply with chapter RCW 39.12 and chapter 49.28 RCW. A Notice of Intent to Pay Prevailing Wages and prevailing wage rates for the work must be posted on the work site. At the conclusion of the Contract, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the Owner that the prevailing wage requirements of the statute have been satisfied. The Contractor certifies that it has not been cited for two violations within the last five (5) years, and is not prohibited from bidding on public works contract. The Contractor further certifies that it will use no sub-contractor who is prohibited.

15.2. The Contractor shall pay prevailing wages and shall comply with chapter RCW 39.12 and chapter 49.28 RCW. A Notice of Intent to Pay Prevailing Wages and prevailing wage rates for the Project must be posted on the Project site. At the conclusion of the Contract, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the Owner that the prevailing wage requirements of the statute have been satisfied. The Contractor certifies that it has not been cited for two violations within the last five (5) years, and is not prohibited from bidding

on public works contract. The Contractor further certifies that it will use no sub-contractor who is prohibited.

15.1.15.3. Prevailing Wages for the county in which the Project is located can be found at: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/IsPrevWageJob/default.asp>

16. RETAINAGE

~~16.1. Pursuant to RCW 60.28, a sum of 5 percent (or 10 percent if the Contract Sum is less than \$150,000 and Contractor has requested a waiver of the performance bond requirement under Paragraph 6) of the monies earned by the Contractor will be retained from progress estimates. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract.~~
Pursuant to RCW 60.28, a sum of 5 percent of the monies earned by the Contractor will be retained from progress estimates. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract.

16.2. Monies retained under the provisions of RCW 60.28 shall be retained in a fund by the Owner unless Contractor elects for an alternative method of holding the retainage as provided under RCW 60.28.

16.3. The Contractor agrees to notify Owner within five (5) days of the receipt of any of the following:

16.3.1. Notification that a lien may be claimed by any person, firm or corporation furnishing materials, supplies or equipment to any subcontractor for work on the project in accordance with RCW 60.28.015.

16.3.2. Notification by the Department of Labor and Industries of any proceedings, complaint or investigation conducted under the provisions of RCW 39.12.065.

16.4. The retained percentage may be held by Owner until all claims and proceedings referred to above have been resolved to the satisfaction of Owner.

~~16.4.~~16.5. In the event the retainage is insufficient to cover payment of the items set forth in Section 16.1, Contractor shall be liable for all such insufficiencies and all costs incurred by Owner, including attorney fees, to recover such insufficiencies.

17. PROJECT SAFETY.

17.1. The Contractor shall be solely and completely responsible for safety conditions on the job site, including the safety of all persons and property during performance of the work. The services of Owner's employees or the Owner's agents or Consultant's personnel in conducting construction review of the Contractor's performance is not intended to include review of the adequacy of the Contractor's work methods,

equipment, bracing, scaffolding or trenching, or safety measures in, on or near the construction site. The Contractor shall provide safe access for the Owner and its inspectors to adequately inspect the quality of work and the conformance with project specifications.

17.2. Contractor is responsible for locating any underground utilities affected by the work and is deemed to be an excavator for purposes of chapter 19.122 RCW. Contractor shall be responsible for compliance with chapter 19.122 RCW, including utilization of the "one call" locator system before commencing any excavation activities. Contractor is also responsible for ensuring adequate trench safety and compliance as required by the Washington State Industrial and Health Act. The Contractor shall be responsible to notify, pay for and coordinate his work with One Call service at 456-8000.

17.3. All work shall be performed to comply with all county, state and federal safety regulations. Barricades, signs, guards and warning lights shall be installed around the construction site necessary to protect persons from injury. Security fencing is required until the project site is secure and all openings are lockable.

18. DISPUTE RESOLUTION

18.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days of a party notifying the other parties in writing that a dispute exists "Dispute Notice." The participating parties shall share equally the costs of mediation and each participating party shall be responsible for its own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.

18.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 45 calendar days of the Dispute Notice or within 30 days of end of the mediation, either party may submit the dispute to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Superior Court as amended, located in the county in which the Project is located, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with all participating parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party, in addition to costs, shall be entitled to reasonable attorney's fees as determined by the arbitrator.

18.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Superior Court of the County in which the Project is located. The court shall determine all questions of law and fact without empaneling a jury for any

purpose.

18.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

18.5. The prevailing party in any action to enforce the terms of this contract, in addition to costs, shall be entitled to reasonable attorney's fees and expenses of arbitration including expert witness fees, paralegal costs and copying costs as determined by the arbitrator or court including costs and fees incurred on appeal.

19. SUSPENSION OF THE WORK

19.1. The Owner may, at any time suspend the work, or any part thereof, by giving notice to the Contractor in writing. The work shall be resumed by the Contractor within fourteen (14) calendar days after the date fixed in the written notice from the Owner to the Contractor to do so. The Owner shall not reimburse the Contractor for expense incurred by the Contractor in connection with the work under this contract as a result of such suspension.

19.2. Suspension of the work by the Owner shall not furnish any ground for claim by the Contractor for damages or extra compensation, but the period of such suspensions shall be taken into consideration in determining the revised date for completion as hereinafter provided. The Contractor shall not suspend work under the contract without the written order of the Owner as stated in the preceding paragraph. The Contractor will be required to work a sufficient number of hours per day in order to complete the project within the days specified. The Owner shall determine the question as to the necessity of discounting any portion of the work by reason of unfavorable weather conditions.

19.3. Upon failure of the Contractor to carry out the orders of the Owner or to perform work under the contract in accordance with its provisions, the Owner may suspend the work for such period, as Owner deems necessary. Time lost by reason of such failure or in replacing improper work or materials shall not furnish any ground to the Contractor for claiming an extension of time or extra compensation and shall not release the Contractor from damages of liability from failure to complete the work within the time prescribed.

20. USE OF COMPLETED PORTION OF WORK

20.1. The Owner shall have the right to take possession of and use any completed or partially completed portions of the work, notwithstanding that the time may not have expired for completing the entire work. Such taking possession and use shall not be

deemed to be completion of the contract in respect to such work nor shall the same be deemed to be any acceptance of any work not completed in accordance with the Contract Documents.

21. AUTHORITY OF OWNER'S CONSULTANT

21.1. The Owner may designate an Architect, Engineer or other consultant as the Owner's Consultant at any time under this Contract. In the event the Owner designates such a Consultant, the Consultant shall have the following express authority plus any additional authority granted by the Owner in writing during the performance of this Agreement by Contractor:

21.1.1. The Consultant shall act as advisor and Consultant to the Owner in matters relating to the contract administration and interpretation, PROVIDED, HOWEVER, nothing contained herein or elsewhere in the Contract Documents shall be construed as requiring the Consultant to direct the method or manner of performing any work by the Contractor under this contract.

21.1.2. It is understood and agreed by and between the parties hereto that the work included in the contract is to be done to the complete satisfaction of the Owner and Consultant and that the decision of the Owner and Consultant as to the true construction and meaning of the contract, plans, specifications and estimates and as to all questions arising as to proper performance of the work shall be final. The Consultant shall determine the unit quantities and the classifications of all work done and material furnished under the provisions of this agreement and Consultant's determination thereof shall be final and conclusive and binding upon the Contractor.

21.1.3. The Consultant shall decide any and all questions that may arise as to the quality or acceptability or materials furnished and work performed and as to the rate of progress of the work, and questions as to acceptable fulfillment and performance of the contract on the part of the Contractor and as to compensation. The decision of the Consultant in such matters shall be final. The Consultant may direct the sequence of conducting work when it is in locations where the Owner is doing work either by contract or by its own forces, or where such other works may be affected by the contract, in order that conflict may be avoided and the work under these specifications be harmonized with that under other contracts, or with specifications be harmonized with that under other contracts, or with other work being done in connection with, or growing out of, operations of the Owner. Nothing herein contained, however, shall be taken to relieve the Contractor of any of its obligations of liabilities under the contract.

21.1.4. The Consultant shall not have authority to waive the obligation of the Contractor to perform the work in accordance with the Contract Documents. Failure or omission on the part of the Consultant to condemn unsuitable,

inferior or defective work and /or labor and material or equipment furnished under the contract shall not release the Contractor or Contractor's bond from performing the work in accordance with the Contract Documents.

21.1.5. Determination of "OR EQUAL". The Consultant will be the sole judge in the question of "or equal" of any supplies of materials proposed by the Contractor. The Contractor shall pay to the Owner the cost of test and evaluations by the Consultant to determine acceptability of alternates proposed by the Contractor, in accordance with the established rates of the Consultant for time and expense work, the total cost of which may be offset by the Owner against the contract price.

21.1.6. Inspection of Work and Materials: The Consultant will make periodic visits to the job to familiarize Consultant generally with the progress and quality of the work. The Consultant will carry out reasonable inspections of the work to determine if it is proceeding in accordance with the Contract Documents.

21.1.7. The Consultant shall at all times have access to the work to observe the progress and quality wherever it is in preparation or progress, and the Contractor shall provide proper facilities for such access and for necessary inspection and testing. If any work should be covered up without approval or consent of the Consultant, it must, if required by the Owner, be uncovered for inspection at the Contractor's expense. After inspection, the Owner may order a re-examination of questioned work, and if so ordered, the Contractor shall uncover the work. If such work is found by the Consultant to be in accordance with the Contract Documents, the Owner shall pay the cost of re-examination and replacement. If such work be found not in accordance with the Contract Documents, the Contractor shall pay such costs.

22. PLANS AND WORKING DRAWINGS

22.1. Upon receipt of award of contract, the Contractor shall carefully study and compare all drawings, specifications and other instructions and shall, prior to ordering material or performing work, report in writing to the Owner any error, inconsistency or omission in respect to design, mode of construction or cost which Contractor may discover. If the Contractor, in the course of this study or in the accomplishment of the work, finds any discrepancy between the drawings and the physical condition of the locality as represented in the drawings, or any such errors or omissions in respect to design, mode of construction or cost in the drawings or in the layout as given by points and instructions, it shall be Contractor's duty to inform the Owner immediately in writing. Any work done after such discovery, until correction of drawings or authorization of extra work is given, if the Owner finds that extra work is involved, will be done at the Contractor's risk. If extra work is involved, the procedure shall be as provided in changes in the work.

22.2. Conformity With and Deviations From Plans and Stakes: The Contractor shall

preserve bench marks, reference points and stakes, and in case of destruction or removal thereof for any reason, the Contractor is responsible for the resulting cost for replacement and shall be responsible for any mistakes and loss or damage arising therefrom which may be caused by absence, destruction, removal or disturbance thereof.

22.3. Ownership and Use of Documents: All documents, drawings and specifications and other materials produced by the Contractor in connection with the services rendered under this Contract shall be the property of the Owner whether the project for which they are made is executed or not. The Contractor shall be permitted to retain copies, including reproducible copies of drawings and specification for information, reference and use in connection with the Contractors endeavors, the Contractor shall not be responsible for any use of the said documents, drawings, specifications or other materials by the Owner on any project other than the project specified in this Contract.

23. FINAL ACCEPTANCE

23.1. All material and completed work are subject to final inspection by the Owner.

23.2. Completion and/or Correction of Work and Remedies Before Final Payment: If the Contractor should neglect to prosecute the work properly and/or fail to perform any provision of this contract, the Owner after seven (7) calendar days' written notice to the Contractor, may, without prejudice to any other remedy Owner may have, make good such deficiencies and deduct the cost thereof from payments then or thereafter due the Contractor.

23.3. The Contractor shall promptly remove from the construction site all materials condemned by the Owner as failing to conform to the contract, whether incorporated in the work or not; and the Contractor shall promptly replace and re-execute the work in accordance with the intent of the contract and without expense to the Owner and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement. If the Contractor does not remove such condemned work and material within the period herein above described, the Owner may remove and store any such material at the expense of the Contractor. If the Contractor does not pay the cost of such removal within ten (10) calendar days from the date the notice to the Contractor of the fact of such removal, the Owner may, upon an additional ten (10) calendar days' written notice, sell such materials at public or private sale, and deduct all costs and expenses incurred, including costs of sale, accounting to the Contractor for the net proceeds remaining, and the Owner may bid at any such sale. The Contractor shall be liable to the Owner for the amount of any deficiency from any funds otherwise due the Contractor.

23.4. The Contractor shall bear the risk of loss or damage for all finished or partially finished work until the Owner finally accepts the entire contract.

24. SUPERINTENDENT AND SUPERVISION

24.1. The Contractor shall keep on the construction site during progress of the work a competent superintendent and any necessary assistants, all satisfactory to the Owner. The superintendent shall not be changed except with the consent of the Owner, unless the superintendent proves to be unsatisfactory to the Contractor and ceases to be in Contractor's employ. The superintendent shall represent the Contractor in Contractor's absence and all directions given to the superintendent shall be as binding as though given to the Contractor. Instructions to the Contractor shall be confirmed in writing upon Contractor's request in each case. The Contractor shall give efficient supervision to the work, using Contractor's best skill and attention.

25. SEPARATE CONTRACT -INTERFERENCE WITH OTHER CONTRACTORS

25.1. The Owner reserves the right to perform work with its own forces or to let other contracts for work under similar general conditions in connection with this project, of which the work is awarded to one or more contractors under separate contract is a part. The Contractor shall afford the Owner and other contractors' reasonable opportunity for the introduction and storage of their materials and the execution of their respective work and shall properly connect and coordinate Contractor's work with theirs.

26. GENERAL CONTRACTOR RESPONSIBILITIES

26.1. Permits, permission under franchises, licenses and bonds of a temporary nature necessary for and during the prosecution of the work, and inspection fees in connection therewith shall be secured and paid for by the Contractor. Where the Owner is required to secure such permits, permission under franchises, licenses and bonds against the Contractor the Owner may offset the costs incurred against the contract price.

26.2. The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work required by the Contract Documents. If the Contractor observes that the Contract Documents, or any part thereof, are inconsistent or at variance therewith, Contractor shall promptly notify the Owner in writing, and any necessary changes shall be made as provided in the contract for changes in work. If the Contractor performs any work contrary to such laws, ordinances, rules and regulations or prior to obtaining permits, permission under franchises, licenses and/or bonds as required to be furnished by or obtained by the Owner, Contractor does so at Contractor's own risk and without payment or reimbursement from Owner unless Owner shall have given written approval thereof to the Contractor.

26.3. The Contractor shall continuously maintain adequate protection of the work from damage and shall protect the Owner's property from injury or loss arising in connection with or during the existence of this contract. Contractor shall make good any such damage, injury or loss, except such as may be directed due to errors in the Contract Documents or caused by agents or employees of the Owner. Contractor shall

adequately protect adjacent property from loss or damage occasioned by performance of the work. Contractor shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority or local conditions.

27. WARRANTY

27.1. Upon acceptance of the contract work, contractor must provide the Owner a five (5)-years warranty bond in a form and amount acceptable to the Owner. The contractor shall correct all defects in workmanship and materials within five (5) years from the date of the Owner's acceptance of the contract work. In the event any parts are repaired or replaced, only original replacement parts shall be used—rebuilt or used parts will not be acceptable. When defects are corrected, the warranty for that portion of the work shall extend for five (5) years from the date such correction is completed and accepted by the Owner. Depending on the nature of the defect, the contractor shall begin to correct any defects within seven (7) calendar days of its receipt of notice from the Owner of the defect, or a timeframe acceptable to the owner. If repair of defect requires complete pool closure, the Contractor shall pay the Owner the amount of \$1000 per calendar day that the work remains uncompleted after expiration of the specified time for completion. If the contractor does not accomplish the corrections within a reasonable time as determined by the Owner, the Owner may complete the corrections and the contractor shall pay all costs incurred by the Owner in order to accomplish the correction.

28. LIMITATION OF ACTIONS

28.1. CONTRACTOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS AGREEMENT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONTRACTOR'S ABILITY TO FILE THAT CLAIM OR SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.

29. MISCELLANEOUS PROVISIONS

- 29.1. Independent Contractor. The parties intend that the Contract Document will create an independent contractor relationship.
- 29.2. Nondiscrimination. In the hiring of employees for the performance of work under the Contract Documents the Contractor, its subcontractors, or any person acting on behalf of Contractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.
- 29.3. Compliance with Laws. Contractor shall comply with all federal, state and local laws, rules and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by the Contract Documents or accruing out of the performance of those operations.
- 29.4. Work Performed at Contractor's Risk. Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
- 29.5. Non-waiver of Breach. The failure of the Owner to insist upon strict performance of any of the terms and rights contained herein, or to exercise any option herein conferred in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and they shall remain in full force and effect.
- 29.6. Governing Law. The Contract Documents shall be governed and construed in accordance with the laws of the State of Washington. If any dispute arises between the Owner and Contractor under any of the provisions of the Contract Documents, resolution of that dispute shall be available only through the jurisdiction, venue, and rules of the Superior Court of the County in which the Project is located.
- 29.7. Written Notice. All communications regarding the contract shall be sent to the parties at the addresses listed on the signature page of the contract, unless otherwise notified. Any written notice shall become effective upon delivery, but in any event three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in the contract.
- 29.8. Assignment. Any assignment of this contract by the Contractor without the written consent of the Owner shall be void.
- 29.9. Modification. No waiver, alteration, or modification of any of the provisions of the Contract Documents shall be binding unless in writing and signed by a duly authorized representative of the Owner and Contractor.

EXHIBIT B - STATEMENT OF CONTRACTOR'S QUALIFICATIONS

Each Contractor submitting a Quote for this Project shall submit, as part of its Quote, the following information:

1. Project Name: _____ Project Number: _____
2. Contractor's Business Name: _____
3. Business Address: _____
4. Business phone: _____ Fax: _____
5. Contractor Registration: Washington State License Number: _____ Status: Active Yes: ___ No: ___
6. How many years have you been engaged in the contracting business under the present firm name? _____
7. Describe the general character of work performed by your company: _____

8. List major contracts completed by your company, including contracting agency, type of work and approximate costs: (Provide at least three contract references with phone numbers- Provide additional pages if needed)
 - a) _____
 - b) _____
 - c) _____
9. Bank references: _____
10. State of Washington Excise Tax Registration No.: _____
11. Industrial Insurance Account No.: _____ Account Current: Yes: ___ No: ___
12. Current UBI Number: _____ Account: Open ___ Closed ___
13. Employment Security Department (ESD) Number: _____ Documentation available from ESD: Yes: ___ No: ___
14. Is your company or any company with which the bidder is affiliated, listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes: ___ No: ___
15. Is your company or any company with which the bidder is affiliated been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation? Yes: ___ No: ___
16. Has your company or any company with which the bidder is affiliated, violated RCW 39.04.370 more than one time as determined by the department of labor and industries? Yes: ___ No: ___
17. Has your company or any company with which the bidder is affiliated, within the three-year period immediately preceding the date of the bid solicitation, been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW? Yes: ___ No: ___
18. I certify that other contracts now in progress or hereafter obtained will not interfere with timely performance of this project should I be awarded the contract

Company: _____

Authorized Signature: _____

Print Name and Title: _____

EXHIBIT C – QUOTE FORM

Project Name: _____
Project No.: _____
Name of Firm: _____

In compliance with the contract documents, the following Quote is submitted:

1) BASE QUOTE

_____ \$ _____
(Print dollar amount in space above. Do not include Washington State Sales Tax)

Additional hourly rate for any ad-hoc work requested outside the Scope of Work \$ _____

2) Outline of work to be completed addressing the Scope of Work: (attach separate sheet if necessary)

3) Outline of major Equipment, materials and supplies: (attach separate sheet if necessary)

4) ALTERNATES (Specify whether additive or deductive)

(1) _____ \$ _____

(2) _____ \$ _____

(3) _____ \$ _____

(4) _____ \$ _____

(5) _____ \$ _____

(6) _____ \$ _____

Do not include Washington State Sales Tax in alternate amounts.

Time for Completion

The undersigned hereby agrees to complete all the work under the Base Quote (and accepted alternates) within _____ after the date of Notice to Proceed.

UNIT PRICES (Where applicable) (Do not include Washington State Sales Tax)

<u>Item No.</u>	<u>Unit Description</u>	<u>Estimated Quantities</u>	<u>Additive Unit Price</u>	<u>Deductive Unit Price</u>	<u>Per Measurement</u>
1.			\$	\$	
2.			\$	\$	
3.			\$	\$	
4.			\$	\$	
5.			\$	\$	

The above unit prices shall be for any additive and deductive work within 15% of the above estimated quantities. The unit price shall include full compensation for the cost of labor, materials, equipment, overhead, profit and any additional costs associated with the unit bid.

PROPOSED SUBCONTRACTORS (Per RCW 39.30.060)

The following is a list of the Subcontractors that will be used on the work if the Bidder is awarded the Contract.

Work to be Performed	Subcontractor

Receipt of Addenda

Receipt of the following addenda is acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Quote Signature. The Quote shall be signed by the Bidder, as follows:

Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" in the Official Capacity line.

Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" in the Official Capacity line.

Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. If the Quote is signed by officials other than the president and secretary of the company, or the president / secretary / treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Quote.

Joint Venture: Each party of the joint venture shall sign in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

Name of Firm _____
Signed by _____, Official Capacity _____
Print Name _____
Signed by _____, Official Capacity _____
Print Name _____
Signed by _____, Official Capacity _____
Print Name _____
Address _____
City _____ State _____ Zip Code _____
Date _____ Telephone _____ FAX _____
State of Washington Contractor's License No: _____
UBI No. _____ Federal Tax ID # _____
e-mail address: _____

EXHIBIT D

**COMBINED AFFIDAVIT & CERTIFICATION FORM:
NON-COLLUSION, MINIMUM WAGE (NON-FEDERAL AID)**

NON-COLLUSION AFFIDAVIT

Being first duly sworn, deposes and says, that he/she is the identical person who submitted the foregoing Quote, and that such Quote is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and further, that the deponent has not directly induced or solicited any other individual or entity to put in a sham quote, or to refrain from submitting a quote, and that deponent has not in any manner sought by collusion to secure to himself/herself or to any other person any advantage over other bidder or bidders.

AND

MINIMUM WAGE AFFIDAVIT FORM

I, the undersigned, having duly sworn, deposed, say and certify that in connection with the performance of the work of this project, I will pay each classification of laborer, workman, or mechanic employed in the performance of such work not less than the prevailing rate of wage or not less than the minimum rate of wage as specified in the principal contract; that I have read the above and foregoing statement and certificate, know the contents thereof and the substance as set forth therein is true to my knowledge and belief.

NAME OF BIDDER'S FIRM

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF BIDDER

Subscribed and sworn to before me this _____ day of _____, 2019.

**Notary Public in and for the State of
Washington, residing at**

Form S.F. 352 (3.94)	TUKWILA POOL METROPOLITAN PARK DISTRICT PAYMENT AND PERFORMANCE BOND
----------------------------	--

Date Bond Executed

See Instructions to Bidders

NOTE: Type or Print in Ink

Principal (Legal Name and Business Address)	Type of Organization (Check One)	
	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture	<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Surety(ies) (Name(s) and Business Address(es))	Contract Date	Contract Number
	Sum Amount of bond (Including State Sales Dollars)	
	(\$ _____)	

We, the Principal and Surety(ies), in accordance with the Revised Code of Washington, are firmly bound and obligated to Tukwila Pool Metropolitan Park District in the above sum amount on conditions set forth below, for the payment of which we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH, that the Principal entered into the contract identified above.

THE ABOVE OBLIGATION shall be void and of no effect if the Principal performs and fulfills all the provisions of such contract and any extensions or modifications thereof that may be made by Tukwila Pool Metropolitan Park District, and faithfully pays all laborers, mechanics and subcontractors and materialmen, and all persons who shall supply such person or persons, or subcontractors, with materials and supplies for the carrying on of such work and shall indemnify Tukwila Pool Metropolitan Park District against any loss or damage directly due to the failure of the Principal to faithfully perform the contract identified above.

IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this payment and performance bond and have affixed their signatures and seals on the date set forth above.

1. Name of Principal and Title	Phone No.	Signature	L.S. (Corporate Seal)
2.			

Name and Address	Liability Limit		I S (Corporate Seal)
1. Name and Title (Attorney in Fact)	Phone No.	Signature	
2. Name and Title (Resident Agent)	Phone No.	Signature	

Name and Address	Liability Limit		I S (Corporate Seal)
1. Name and Title (Attorney in Fact)	Phone No.	Signature	
2. Name and Title (Resident Agent)	Phone No.	Signature	

EXHIBIT F

Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Bidder’s Business Name

Signature of Authorized Official*

Printed Name

Title

Date City State

Check One:
Sole Proprietorship Partnership Joint Venture Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

If a co-partnership, give firm name under which business is transacted:

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

EXHIBIT G
Certification of Compliance with Public Works Contractor Training Requirements

The bidder hereby certifies that the bidder is in compliance with the Washington State Department of Labor and Industries Contractor Training Requirement established by RCW 34.04.350 or is exempt from such requirements

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Bidder's Business Name

Signature of Authorized Official*

Printed Name

Title

Date

City

State

DRAFT - Attorney Edits for 07.08.2019 BoC Mtg

Background

The Tukwila Pool was built during the King County Forward Thrust initiative in 1973. In 2013 the Tukwila Pool completed a \$1.66 million renovation which included pool resurfacing.

The previous pool resurfacing project was completed in April of 2013. The project involved;

The original fiberglass bottom was removed and replaced with a Type 1 Portland cement, quartz aggregate and pozzolanic additive. This product was selected based on the following;

- a. Extremely high compressive strength.
- b. Product should last for 15 to 25 years
- c. Ease of care and maintenance (water chemistry parameters)
- d. Warranty of work

Tile Racing lanes, VGBA drain covers and new inlets were installed.

Upon visual inspection of the pool interior (drained) during November 2018 annual maintenance closure, the Type 1 Portland cement, quartz aggregate (plaster) is visually stained, tile racing lanes are void of plaster and aquatic management advised not to clean the pool surface with acid due to thinning of pool plaster in various areas and various inlets may need replacing.

2019 Pool Resurfacing Project

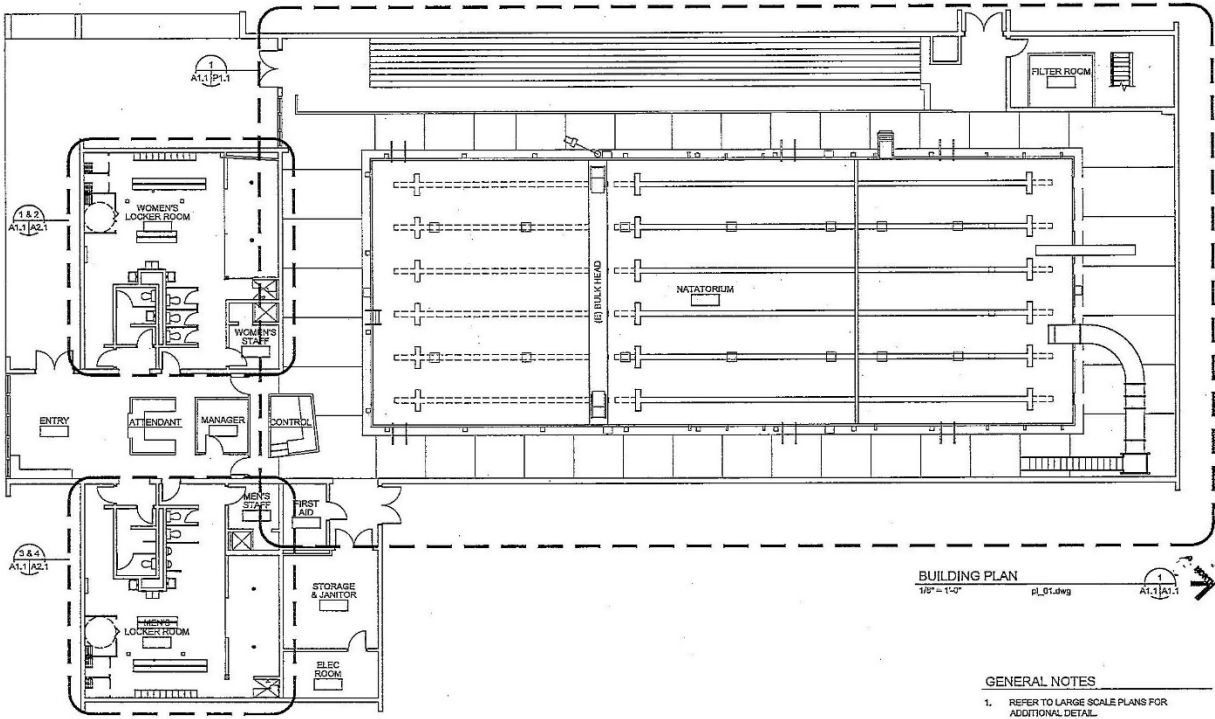
The Contractor will provide a durable solution, to provide a high-quality pool surface, tile racing lines and inlet replacement.

The contractor will provide products with a demonstrated durability of 15-20 years (high importance.)

The contractor will verify the square footage related to scope of work. (estimated at just under 7500sq. ft.)

Solutions must demonstrate proper surface preparation to ensure long-term adhesion. Material selected for pool resurfacing, must be installed in accordance with manufacturers' specifications.

The date range for start and completion of the work shall be from November 15, 2019 through December 23, 2019 or at a later range of dates mutually agreed. The contractor will include estimated project timeline to complete scope of work. Timeline should include curing and clean up estimates.



BUILDING PLAN
 1/8" = 1'-0"
 PL-01.dwg
 1
 A1.1 | A1.1

- GENERAL NOTES**
- REFER TO LARGE SCALE PLANS FOR ADDITIONAL DETAIL.
 - DIMENSIONS SHOWN TO EXISTING FEATURES ARE FOR REFERENCE ONLY-FIELD VERIFY ALL DIMENSIONS.

POOL DATA

POOL SHAPE	= RECTANGLE
POOL SURFACE AREA	= 4972 FT ²
AREA = 8' DEEP	= 3483 FT ²
AREA = 9' DEEP	= 1488 FT ²
DEPTH RANGE	= 5'-0" - 12'-0"



NOT FOR CONSTRUCTION

EXHIBIT ~~G~~I – PREVAILING WAGE RATES

This project requires the payment of prevailing wages. Applicable Prevailing Wage Rates can be found at: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/>

Contractors shall use the King County wage rates in effect on the due date of the bid. A copy of the applicable wage rates is available for viewing at the District station and a hard copy will be mailed if requested.

DRAFT - Attorney Edits for 07.08.2019 BoC Mtg

Prevailing Wage Rates

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

FROM: Vanessa Zaputil: Commissioner, Jeri Frangello-Anderson: Commissioner

DATE: 06/28/19

SUBJECT: **Social Media Policy #280**

ISSUE

Should the TPMPD adopt a Social Media Policy?

FINANCIAL IMPACT

None

BACKGROUND

The TPMPD has been researching Social Media Policies for the purpose of adopting and implementing District use of Social Media sites.

DISCUSSION

Currently the District maintains a Facebook account as a Social Media presence, and there is not an associated policy to provide guidance.

Commissioners Zaputil and Frangello-Anderson researched a variety of public entity policies and handbooks regarding Social Media including suggestions brought forward by the District Staff and Commissioners at the May and July 2018 BOC Meetings. A draft was compiled, and forwarded to the District Attorney, Brian Snure, who provided input; this input is incorporated herein. A draft was presented at the Sept. 2018 BOC Meeting, where it was requested that TPAC review. The draft was sent to TPAC for review, and they requested further clarification on some items. After clarification was provided no changes to the draft were suggested. Commissioners Frangello-Anderson and Zaputil further reviewed and are presenting a final draft.

RECOMMENDATIONS

It is recommended that the BOC:

- a) Adopt a District Social Media Policy

ATTACHMENTS

- a) TPMPD Social Media Policy 280 DRAFT (Clean version)
- b) TPMPD Social Media Policy 280 DRAFT (Redline version)

280 Social Media Policy

1.0 Purpose.

- 1.1. This policy establishes guidelines for the use of social media in the performance of Tukwila Pool Metropolitan Park District (District) business. It also provides guidelines for conduct by District employees who use social media to engage with patrons on behalf of the District. This policy is not intended to address employee's personal use of social media sites; refer to the District Employee Handbook.

2.0 Definitions

- 2.1. **Employee.** Personnel and Elected officials appointed to a position (regular or volunteer) of service to the District.
- 2.2. **Employer.** The Tukwila Pool Metropolitan Park District.
- 2.3. **Public Record.** Any writing, image, audio file, or video file, containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. Reference (RCW 42.56.010(2)).
- 2.4. **Social Media.** Internet based technology, communication tools with a focus on immediacy, interactivity, user participation and information sharing. Examples include, but are not limited to: social networking communication: Facebook, Twitter, Linked In, Snap Chat, Instagram, etc.,
- 2.5. **Social Media Representative.** A District employee who has been trained in the Social Media Policy and who has been designated to establish and/or maintain a social media account on behalf of the District.

3.0 Responsibilities.

- 3.1. It is the responsibility of the Director of Aquatics Operations or board designee to enforce this policy, to ensure that relevant District standards are met, and to ensure that the use of social media platforms meets the District's needs. It is also the responsibility of the Director of Aquatics Operations or board designee to coordinate the activities of Social Media Representative(s) and to oversee the District's social media program.

3.2. It is the responsibility of the Social Media Representative(s) to read and adhere to all policies, to maintain current, accurate information via District social media platforms, and to ensure that the District is being appropriately represented.

4.0 Statements of Policy and Procedure.

4.1. General

4.1.1. Social media platforms must comply with applicable federal, state, county and city laws regulations and policies. This includes adherence to established laws and policies regarding copyright, public records disclosure, record retention, First Amendment rights, privacy laws, and security and conduct policies established by the District.

4.1.2. The best, most appropriate uses of social media platforms for the District fall into three general categories: 1.) as channels for disseminating time-sensitive information as quickly as possible (i.e. emergency information); as 2.) marketing or promotional channels which increase the District's ability to deliver its message to the widest possible audience, and 3.) as a method of receiving public comment.

4.2. Administration of District's Social Media Accounts.

4.2.1. Designation Social Media Representatives

(a). The Director of Aquatics Operations, or Board designee, may designate Social Media Representative(s) as needed.

4.2.2. Request for Creation of Social Media Site. All requests for official District social media sites are subject to review and approval by the Director of Aquatics Operations or board designee. A Social Media Representative must submit the Social Media Site approval form (Appendix A) to the Director of Aquatics Operations or board designee.

4.2.3. Terms of Service. Typically, a Terms of Service (ToS) agreement is associated with the use of third-party social media tools. Each social media site usually requires users to accept a ToS agreement specific to that site

(a). In order to avoid violations, the Director of Aquatics Operations or board designee will review the most current ToS prior to implementing any new social media site. The Director of Aquatics Operations or board designee may ask the District Administrator or BoC for submission of ToS for legal review.

(b). If the ToS appears to contradict District policies, the Director of Aquatics Operations or board designee will notify the BoC President, who will determine whether the use of such media is appropriate.

4.2.4. Access, User Names, and Passwords. Requests for site or account changes (including, but not limited to adding or removing sites, creating new user accounts, and changing permissions) must be submitted to the Director of Aquatics Operations or board designee using the Social Media Approval form (Appendix A).

- (a). Each employee authorized to access and update a social media site must have a unique user account.
- (b). The Director of Aquatics Operations or board designee will maintain a list of all District social media sites, logins, and passwords. As needed they may create administrative user accounts to enable the District to change account settings and to immediately add, edit or remove content from social media sites.
- (c). The Director of Aquatics Operations or board designee will immediately remove all password, access, logins, etc. upon separation or termination of an employee, or upon rescinding of such privileges.

4.3. Site Maintenance, Format and Content.

4.3.1. Official Website. The District's official website (www.tukwilapool.org) will remain the District's primary and predominant internet presence.

- (a). All social media sites will link to the District's official website.

4.3.2. Language. Although social media sites are more casual than other communication tools, they still represent the District and should maintain a professional image.

4.3.3. Sites, Standards and Templates. For consistency and ease of use, social media sites will use approved names, official titles, and the official District logo in the header/main page whenever possible.

4.3.4. Equal Access. Sites requiring membership or subscription to view content should be avoided. Site settings should be as open as possible to allow the public to view content without requiring membership or login. When posting on a site that requires membership or subscription, the District will provide an alternate source for the information so those who are not members may have equal access.

4.3.5. Updates and Maintenance. A social media platform, like any communication resource, must be updated regularly to ensure the information provided is current, accurate, and useful. As a general rule of thumb, social media content should be updated at least twice per week.

4.3.6. Commenting and Discussions. If commenting and discussions are enabled, the following guidelines must be followed:

- (a). Social media sites are limited public forums, moderated by authorized District employees to ensure content posted by outside users is appropriate. The District reserves the right to restrict or remove any content that is deemed in violation of this social media policy, or any applicable law (see Disclaimers 4.3.7).
- (b). The Social Media Representative(s) must immediately report inappropriate content to the Director of Aquatics Operations or board designee who is authorized to approve removal of content prohibited (see Disclaimers 4.3.7).
- (c). Any content removed from District social media sites based on these guidelines must be retained, including the time, date, identity of the poster when available, and the name of the employee who removed the content.

4.3.7. Disclaimers. Users of District social media platforms shall be notified that the intended purpose of the site is to serve as a mechanism for communication between the District and members of the public on matters directly affecting the operation of the District.

- (a). All social media sites must include a general disclaimer regarding public records, external links, and advertisements.
 - (i). **General Disclaimer:** *For use on all social media sites/platforms.*

All comments or other content posted to this site may be considered public records and be subject to public disclosure under the Washington State Public Records Act (RCW 42.56). When you select a link to an outside website, you are leaving the Tukwila Pool MPD and are subject to the privacy and security policies of the owners/sponsors of that site. The District is not responsible for transmissions users receive from external websites. Reference to any specific commercial products, processes or services, or the use of any trade, firm or corporation name does not constitute endorsement or recommendation by the Tukwila Pool MPD or its employees.

- (b). If comments and discussions are enabled on a social media site, the Comment Policy Disclaimer must be provided directly on the site, or via hyperlink).

- (i). **Comment/Discussion Disclaimer:** *For use when commenting or discussion is allowed.*

Comments posted to this page will be monitored. Under the Tukwila Pool MPD Social Media policy, the District reserves the right to remove inappropriate comments, including those that violate the social media platforms terms of service, have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions (RCW 42.17A.555), promote illegal activity, promote commercial services or products or are not topically related to the particular posting, or that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.

- 4.4. **Appropriate Use.** All District presences on social media platforms are considered an extension of the District's information networks and are governed by applicable District policies regarding employee conduct and technology use.
 - 4.4.1. Employees representing the District via social media platforms must conduct themselves at all times as representatives of the District.
 - 4.4.2. Participation in online discussions by elected or appointed officials may constitute a meeting under the Open Public Meetings Act. Commissioners not comment or otherwise communicate on the District's Social Media site(s).
- 4.5. **Public Records Act Compliance.** Any public records created through the use of social media platforms are subject to state and local public record laws and record retention requirements.
 - 4.5.1. Each District-sponsored social media site must clearly indicate that any articles or other content posted or submitted for posting are subject to public disclosure laws (see Disclaimers 4.3.7).
 - 4.5.2. Original records may be created when unique information related to District business is provided via social media platforms which is not provided via the District's official website or in another format, and are therefore subject to the Public records Act and records retention

requirement. Example of original records that may be created through use of social media tools include, but are not limited to:

- (a). Account information (user names, passwords, etc.)
- (b). Listings of social media site “friends,” “followers,” “fans,” etc.
- (c). Information posted to social media site that was not first provided via the District’s official website, press release, or other format.
- (d). Comments posted by visitors/users of the District’s social media sites; and/or comments removed from the District’s social media site by District employees.

4.5.3. All Social media content with public records value must be maintained for the minimum required retention period in an easily accessible format that preserves the integrity of the Washington State approved records retention schedules for applicable records retention requirements. In general, the majority of content provided by the District on social media sites must be retained for at least two years. Various methods may be employed to retain public records created on social media sites. Options include:

- (a). Archiving Software/Service: The District may use software or service designed to capture content from social media sites for retrieval and retention.
- (b). Email Updates: Updates, comments, and account change notifications are sent to a District email account. And retained as described in this section.
- (c). Website Capture: Web capture tools may be used to capture screenshots of District websites in native format, such as the Washington State Digital Archives website capturing program.
- (d). PDF Format: Employees may convert social media pages to PDF format, and the PDF files saved for retention purposes.

4.6. Privacy and Security

4.6.1. See District’s Informational Technology Policy #270 and Employee Handbook for information related to privacy.

4.6.2. Employees may not post any content involving or related to any of the following:

- (a). Items that are involved in litigation or that could be involved in future litigation;
- (b). Defamatory, libelous, combative, offensive, disparaging, demeaning, or threatening materials related to any person or group; or

- (c). Personal, private, sensitive or confidential information of any kind.
- (d). Items that would violate the Disclaimers set forth in Section 4.3.7 of this policy.

280 Social Media Policy

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3.2. It is the responsibility of the Social Media Representative(s) to read and adhere to all policies, to maintain current, accurate information via District social media platforms, and to ensure that the District is being appropriately represented.

4.0 Statements of Policy and Procedure.

4.1. General

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- (a). The Director of Aquatics Operations DeAO, or Board designee, may designate Social Media Representative(s) as needed.

4.2.2. Request for Creation of Social Media Site. All requests for official District social media sites are subject to review and approval by the Director of Aquatics Operations or board designee. A Social Media Representative must submit the Social Media Site approval form (Appendix A) to the Director of Aquatics Operations or board designee.

4.2.3. Terms of Service. Typically, a Terms of Service (ToS) agreement is associated with the use of third-party social media tools. Each social media site usually requires users to accept a ToS agreement specific to that site

- (a). In order to avoid violations, the Director of Aquatics Operations or board designee will review the most current ToS prior to implementing any new social media site. The Director of Aquatics Operations or board designee may ask the District Administrator or BoC for submission of ToS for legal review.
- (b). If the ToS appears to contradict District policies, the Director of Aquatics Operations or board designee will notify the BoC President, who will determine whether the use of such media is appropriate.

4.2.4. Access, User Names, and Passwords. Requests for site or account changes (including, but not limited to adding or removing sites, creating new user accounts, and changing permissions) must be submitted to the Director of Aquatics Operations or board designee using the Social Media Approval form (Appendix A).

~~(a).~~—Each ~~employeestaff member~~ authorized to access and update a social media site must have a unique user account. ~~Multiple staff members will not share a generic login, and staff members will not share their logins or passwords with other staff members, volunteers, or others who update the site.~~

~~(b)-(a).~~ ~~Each social media user account will be set up in conjunction with an official District email account for the purposes of privacy, security and records retention.~~

~~(c)-(b).~~ The Director of Aquatics Operations or board designee will maintain a list of all District social media sites, logins, and passwords. As needed they may create administrative user accounts to enable the District to change account settings and to immediately add, edit or remove content from social media sites.

~~(d)-(c).~~ The Director of Aquatics Operations or board designee will immediately remove all password, access, logins, etc. upon separation or termination of an employee, or upon rescinding of such privileges.

4.3. Site Maintenance, Format and Content.

4.3.1. Official Website. The District's official website (www.tukwilapool.org) will remain the District's primary and predominant internet presence.

(a). All social media sites will link to the District's official website.

~~(b).~~ ~~All information/content provided by the District's social media platforms should also be available on the District's official website, or in another readily available format. (See Section 4.5.)~~

4.3.2. Language. ~~Content provided on District communications should avoid the use of abbreviations, jargons, acronyms or slang iterations.~~ Although social media sites are more casual than other communication tools, they still represent the District and should maintain a professional image.

4.3.3. Sites, Standards and Templates. For consistency and ease of use, social media sites will use approved names, official titles, and the official District logo in the header/main page whenever possible.

4.3.4. Equal Access. Sites requiring membership or subscription to view content should be avoided. Site settings should be as open as possible

to allow the public to view content without requiring membership or login. When posting on a site that requires membership or subscription, the District will provide an alternate source for the information so those who are not members may have equal access.

4.3.5. Updates and Maintenance. A social media platform, like any communication resource, must be updated regularly to ensure the information provided is current, accurate, and useful. ~~The Director of Aquatics Operations or board designee and/or Social Media Representative(s) are responsible for maintaining all of the District's social media sites by viewing and updating them as necessary and appropriate.~~ As a general rule of thumb, social media content should be updated at least twice per week.

4.3.6. Commenting and Discussions. If commenting and discussions are enabled, the following guidelines must be followed:

- (a). Social media sites are limited public forums, moderated by authorized District employees to ensure content posted by outside users is appropriate. The District reserves the right to restrict or remove any content that is deemed in violation of this social media policy, or any applicable law (see Disclaimers 4.3.7).
- (b). The Social Media Representative(s) must immediately report inappropriate content to the Director of Aquatics Operations or board designee who is authorized to approve removal of content prohibited (see Disclaimers 4.3.7).
- (c). Any content removed from District social media sites based on these guidelines must be retained, including the time, date, identity of the poster when available, and the name of the employee who removed the content.

4.3.7. Disclaimers. Users of District social media platforms shall be notified that the intended purpose of the site is to serve as a mechanism for communication between the District and members of the public on matters directly affecting the operation of the District.

- (a). All social media sites must include a general disclaimer regarding public records, external links, and advertisements.
 - (i). **General Disclaimer:** *For use on all social media sites/platforms.*

All comments or other content posted to this site may be considered public records and be subject to public disclosure under the Washington State Public Records Act (RCW 42.56). When you select a link to an outside website, you are

leaving the Tukwila Pool MPD and are subject to the privacy and security policies of the owners/sponsors of that site. The District is not responsible for transmissions users receive from external websites. Reference to any specific commercial products, processes or services, or the use of any trade, firm or corporation name does not constitute endorsement or recommendation by the Tukwila Pool MPD or its employees.

- (b). If comments and discussions are enabled on a social media site, the Comment Policy Disclaimer must be provided directly on the site, or via hyperlink).
- (i). **Comment/Discussion Disclaimer:** *For use when commenting or discussion is allowed.*

Comments posted to this page will be monitored. Under the Tukwila Pool MPD Social Media policy, the District reserves the right to remove inappropriate comments, including those that violate the social media platforms terms of service, have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions (RCW 42.17A.555), promote illegal activity, promote commercial services or products or are not topically related to the particular posting, or that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.

4.4. Appropriate Use. All District presences on social media platforms are considered an extension of the District's information networks and are governed by applicable District policies regarding employee conduct and technology use.

- 4.4.1.** Employees representing the District via social media platforms must conduct themselves at all times as representatives of the District.
- 4.4.2.** Participation in online discussions by elected or appointed officials may constitute a meeting under the Open Public Meetings Act. Commissioners ~~—should, in general,~~ not comment or otherwise communicate on the District's Social Media site(s).

[T:\District Admin\0-Meetings-Agendas_Notices_Minutes\2019\2019 Q3 \(Jul, Aug, Sep\)\2019.07.08_\(Board of Commissioners Regular Meeting\)\2019.07.08 Agenda Packet Parts\07.b.2Social Media Policy #280 6-21-19.docx](T:\District Admin\0-Meetings-Agendas_Notices_Minutes\2019\2019 Q3 (Jul, Aug, Sep)\2019.07.08_(Board of Commissioners Regular Meeting)\2019.07.08 Agenda Packet Parts\07.b.2Social Media Policy #280 6-21-19.docx)
<Z:\District Admin\Policies\Social Media Policies\TPMPD Social Media #280.docx>

4.5. Public Records Act Compliance. Any public records created through the use of social media platforms are subject to state and local public record laws and record retention requirements.

4.5.1. Each District-sponsored social media site must clearly indicate that any articles or other content posted or submitted for posting are subject to public disclosure laws (see Disclaimers 4.3.7).

~~**4.5.2.4.5.1.** In general, original content should not be created via social media platforms. Wherever possible, all information posted on District social media sites should be first provided on the District's official website and/or in another readily available format.~~

~~**4.5.3.4.5.2.** Original records may be created when unique information related to District business is provided via social media platforms which is not provided via the District's official website or in another format, and are therefore subject to the Public records Act and records retention requirement. Example of original records that may be created through use of social media tools include, but are not limited to:~~

- ~~(a).~~ Account information (user names, passwords, etc.)
- ~~(b).~~ Listings of social media site "friends," "followers," "fans," etc.
- ~~(c).~~ Information posted to social media site that was not first provided via the District's official website, press release, or other format.
- ~~(d).~~ Comments posted by visitors/users of the District's social media sites; and/or comments removed from the District's social media site by District employees.

~~**4.5.4.4.5.3.** All Social media content with public records value must be maintained for the minimum required retention period in an easily accessible format that preserves the integrity of the Washington State approved records retention schedules for applicable records retention requirements. In general, the majority of content provided by the District on social media sites must be retained for at least two years. Various methods may be employed to retain public records created on social media sites. Options include:~~

- ~~(a).~~ Archiving Software/Service: The District may use software or service designed to capture content from social media sites for retrieval and retention.
- ~~(b).~~ Email Updates: Updates, comments, and account change notifications are sent to a District email account. And retained as described in this section.

- (c). Website Capture: Web capture tools may be used to capture screenshots of District websites in native format, such as the Washington State Digital Archives website capturing program.
- (d). PDF Format: Employees may convert social media pages to PDF format, and the PDF files saved for retention purposes.

4.6. Privacy and Security

~~4.6.1.~~ See District's Informational Technology Policy #270 and Employee Handbook for information related to privacy.

~~4.6.2. 4.6.1.~~ ~~Employees should not include personally identifiable information about themselves or others, such as Social Security Numbers, birthdates, personal phone numbers, email addresses, or home address, via District's social media site(s).~~

~~4.6.3. 4.6.2.~~ Employees may not post any content involving or related to any of the following:

- (a). Items that are involved in litigation or that could be involved in future litigation;
- (b). Defamatory, libelous, combative, offensive, disparaging, demeaning, or threatening materials related to any person or group; or

~~(c).~~ Personal, private, sensitive or confidential information of any kind.

~~(c)-(d).~~ Items that would violate the Disclaimers set forth in Section 4.3.7 of this policy.

TO: Tukwila Pool MPD Board of Commissioners

FROM: Vanessa Zaputil: Commissioner, Jeri Frangello-Anderson: Commissioner

DATE: 06/29/19

SUBJECT: Employee Handbook Revisions Related to Employee personal Social Media Use

ISSUE

Should the TPMPD adopt Employee Handbook revisions for personal use of Social Media?

FINANCIAL IMPACT

None

BACKGROUND

The TPMPD has been researching Social Media Policies for the purpose of adopting and implementing Employee's Personal Use of Social Media.

DISCUSSION

The District recognizes that personal use of Social Media amongst employees is common and it is a best practice to provide employees guidance for that kind of usage.

Commissioners Zaputil and Frangello-Anderson researched a variety of public entity policies and handbooks regarding Social Media including suggestions brought forward by the District Staff and Commissioners at the May and July 2018 BOC Meetings. A draft was compiled, and forwarded to the District Attorney, Brian Snure, who provided input; this input is incorporated herein. A draft was presented at the Sept. 2018 BOC Meeting, where it was requested that TPAC review. The draft was sent to TPAC for review, and they requested further clarification on some items. After clarification was provided no changes to the draft were suggested. Commissioners Frangello-Anderson and Zaputil further reviewed and are presenting a final draft.

RECOMMENDATIONS

It is recommended that the BOC:

- a) Adopt changes to the Employee Handbook addressing Personal Use by Employees of Social Media.

ATTACHMENTS

- a) TPMPD Employee Handbook Recommended Revision

11.3 Social Media

11.3 Personal Use (For authorized Employee use of District Social Media sites, see TPMPD Policy #280) – This policy applies to personal Social Media use by ~~Personnel~~Employees when the member’s affiliation with the District is identified, known or presumed and is intended to protect the professional reputation of the District. When using Social Media for personal use all ~~Personnel~~Employees shall adhere to the following:

- (a). ~~Personnel~~Employees may not use Social Media for personal purposes with District resources including District computers and District internet access.
- (b). ~~Personnel~~Employees must use personal email accounts for personal Social Media activities not District email accounts.
- (c). ~~Personnel~~Employees should not use personal Social Media to disseminate District information, District Images or conduct District business. ~~Personnel~~Employees must understand the using personal Social Media to conduct District business may convert personal Social Media into public Social Media subject to the Public Records Act and other laws governing the conduct of municipal government.
- (d). When ~~Personnel~~Employees identify themselves as associated with the District while using Social Media for personal purposes, the ~~EmployeeMember~~ must comply with the Disclaimer restriction in Section 4.3.7 and the following requirements:
 - (i). If your comments relate in any way to the activities of the District you must clarify that the comments are your own views and opinions and not those of the District with language substantially similar to the following: “The views expressed on this [blog, page, etc.] are my own and do not reflect the views of my employer.”
- (e). ~~Personnel~~Employees are free to express themselves as private citizens on Social Media sites to the degree that their speech does not impair or impede the performances of their duties or negatively impact the District’s legitimate interest in the efficient performance of the workplace.
- (f). ~~Personnel~~Employees shall not post, transmit, or otherwise disseminate any information or District Images or video to which they have access as a result of their District affiliation without advance written permission from the Director of Aquatics Operations or designee.
- ~~(g).~~ ~~Personnel~~Employees shall not display District logos, uniforms, or similar identifying items on personal Social Media sites and web pages without advance written permission from the Director of Aquatics Operations or designee. In the event a member does receive such permission, the use of such information shall be conditioned on compliance with Section 11.3(d)(i).

~~(h)-(g).~~ ~~When using Social Media, Personnel should be mindful that privacy does not exist in the world of Social Media.~~

~~(i)-(h).~~ ~~Personnel~~Employees may not directly or indirectly identify or disclose an

association with the District through Social Media if the Social Media activities are inconsistent with, or would negatively impact the District's legitimate interest in the efficient performance of the workplace or the District's reputation or standing in the community.

~~(j)~~(i). Commissioners shall not communicate with each other regarding District business via Social Media.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Tukwila Pool MPD Finance Committee

DATE: July 8, 2019

SUBJECT: **Financial Policy 525 – Accounts Receivable**

ISSUE

The Tukwila Pool MPD Finance Committee received a request to update the District's Accounts Receivable Policy in order to update our requirements regarding revenue receipting.

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 Accounts Receivable Policy 525.

ATTACHMENTS

TPMPD Proposed Accounts Receivable Policy 525 with attorney edits redlined

525 - Accounts Receivable Policy

1.0 PURPOSE

These procedures specify the steps that must be taken to ensure accounts receivable are invoiced, posted and collected in a timely, fair and cost-effective manner.

2.0 POLICY

The Tukwila Pool Metropolitan Park District (District) monitors A/R to ensure timely and accurate payment by District customers and, as necessary, resolving outstanding invoices.

3.0 DEFINITIONS

The following terms shall have the meaning provided:

3.1

Accounts Receivable (A/R) - Includes money owed to the Tukwila Pool Metropolitan Park District for goods or services provided to students and/or other parties.

3.2

Customer – Any person or organization that utilizes the services or purchases goods from the Tukwila Pool Metropolitan Park District.

3.3

Contract Agency – Any person or organization contracted with the District to provide professional services.

3.4

District Accountant – Any person or organization responsible for the Districts bookkeeping and financial servicing.

3.5

A/R Management System – The District's software which tracks and manages all A/R customers. (Note: A/R Management System is not the name of the software.)

4.0 DESIGNATION OF A/R MANAGER

4.1

The Tukwila Pool Metropolitan Park District Director of Aquatics Operations and/or District Administrator should delegate to a District employee or District contract agency the responsibility of managing the District A/R's and invoicing in accordance with this policy and procedures.

5.0 A/R PROCEDURES

5.1

Granting of Credit. Payment at the time of transaction (when goods are sold or services are rendered) should be collected whenever possible by cash, check, or debit/credit card. District credit may be granted by the Tukwila Pool Metropolitan Park District Director of Aquatics Operations and/or District Administrator when the collection of payment at the time of transaction is not practical or when deemed to be in the best interest of the District. In these cases, prudence with respect to the credit risk incurred must be observed at the time of transaction.

5.2

Collecting Customer Data. At a minimum, customer name, address, and telephone number must be obtained prior to granting credit. For businesses, the name of a contact person must be collected. Obtaining a Taxpayer Identification Number (e.g. FEIN, SSN) is not mandatory; however, it is a useful collection tool and should be considered to minimize risk.

5.3

Payment Terms. Implicit in the granting of credit by the District is the intention that payment should be made in full within 30 days of invoicing. The Tukwila Pool Metropolitan Park District Director of Aquatics Operations and/or District Administrator must approve in writing any formal arrangements authorizing credit for more than 30 days unless other District policies or regulations exist.

5.4

Timeliness of Invoicing. Prompt invoicing is essential for effective management of receivables. The responsible A/R Manager should enter and complete invoices in the accounts receivable A/R Management System as expeditiously as possible, but no later than ten business days after the debt to the District is incurred, unless other guidelines/requirements indicate otherwise.

5.5

Follow up Statements. The District, on a monthly basis, should issue a current statement of outstanding invoices to any customers with outstanding A/R balances.

5.6

Late Fee. Any account balance outstanding 30 days after invoiced shall incur a late fee of \$25. ~~or 5% of total past due, whichever is greater.~~ Additional late fees shall be assessed monthly, at a rate of 1% per month (12% per annum.), until past due balance is paid in full. The A/R Manager may agree to waive or reduce late fee(s) in writing at the direction of the Tukwila Pool Metropolitan Park District Director of Aquatics Operations and/or District Administrator.

5.7

Receipt of Payments/Credits. Payments/credits are to be posted to the A/R Management System when received and then the payment included with the District's weekly deposits to the Deposit Account.

5.8

Bank Returned Checks. The District should make a reasonable attempt to collect on all bank returned checks. When a check is returned by a bank, the A/R Manager should contact the payee by letter to inform them that the check has been returned and indicate they have 10 days to pay the full amount of the check plus an NSF fee of \$40 or the maximum allowable by law. Payment should be in the form of cash, cashier's check, money order or credit card and payee may be suspended from participating in District programming, activities, or rentals until all charges are paid. Upon unsuccessful recovery of the amount due, the District may follow Collection Procedures (5.9) or take other actions as deemed appropriate by the A/R Manager. If the customer has had two or more returned checks within 12 months, they will be required to pay by cash, cashier's check, money order or credit card for any further District goods or services.

5.9

Collection Procedures. Collection of receivables is the responsibility of the A/R Manager. Care should be taken to protect the District's business relationship with the customer and is encouraged to utilize their business relationship to help obtain timely payment of invoices. Account statements, letters, and phone calls should be utilized to collect past due accounts. Accounts that remain past due for an extended period of time may be referred to an outside collection agency. The A/R Manager may agree to payment arrangements in writing at the direction of the Tukwila Pool Metropolitan Park District Director of Aquatics Operations and/or District Administrator, in lieu of referral to outside collection. The Tukwila Pool Metropolitan Park District Board President, when appropriate, may authorize litigation to collect any outstanding receivables.

5.10

Write Off as Bad Debt. Bad debt is defined as "payment for actual costs incurred on any given customer that is deemed uncollectible." The District recognizes bad debts arising from A/R after all appropriate internal and external collection efforts have proven unsuccessful. The Tukwila Pool Metropolitan Park District Director of Aquatics Operations and/or District Administrator will make the determination as to when an outstanding customer A/R balance should be converted to a write-off as bad debt and present a report to the Board for approval for removing the debt off the District books. Bad debt should be written off at the end of the next fiscal year the debt was incurred in.



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: TPMPD Finance Committee

DATE: July 8, 2019

SUBJECT: **Finance Committee Mission/Purpose draft**

ISSUE

The Finance Committee is a standing Committee with authority to approve financial decisions. A mission/purpose for the committee will improve our organizations' transparency.

DISCUSSION

Please review the attached draft of the Finance Committee's Mission/Purpose.

ATTACHMENTS

1. Finance Committee Mission/Purpose Draft

Tukwila Pool Metropolitan Park District Finance Committee Mission and Purpose

1.0 Mission

To provide oversight of fiscal management and guidance to the Operations and Commissioners for the Tukwila Pool Metropolitan Park District (TPMPD)

2.0 Purpose

- To keep itself informed concerning the budgetary and fiscal affairs for the TPMPD.
- To review the proposed operating and capital budgets for the ensuing fiscal year to ascertain that they are fiscally sound and supportive.
- To oversee that timely and accurate financial information is presented to the TPMPD Board.
- To communicate and educate the TPMPD Board on the TPMPD's financial condition.
- To work with staff to oversee that internal reporting practices meet the committee's need and expectations.
- To propose for board approval a budget that reflects the TPMPD's goals and policies.
- To ensure TPMPD policies and procedures for financial transactions are documented in the manual, and the manual is reviewed, and updated as necessary.
- To ensure approved financial policies and procedures are being followed and present updates and recommendations to the TPMPD Board.
- To work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines and recipients of these reports.
- To present the financial reports to the TPMPD Board.
- To ensure that accurate and complete financial reports are maintained.
- To propose for TPMPD Board approval a budget that reflects the organization's goals and board policies.
- To ensure that the budget accurately reflects the needs, expenses and revenue for the TPMPD.
- To ensure compliance with federal, state, and other requirements related to the TPMPD finances.
- To approve budgetary expenses between \$5,000- \$20,000 in accordance with TPMPD Policies.
- To work with staff on contracts as needed and oversee contract compliance with TPMPD Policies.
- To be the TPMPD Board's liaison for the State Auditor's Office.