



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

AGENDA

President of the Board: **Aaron Shipman**

Clerk of the Board:

Vanessa Zaputil

Board Members: **Ellen Gengler, Andrew Stahl, Jeri Frangello-Anderson**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, April 13, 2020, 6:00 p.m.**

Resolution Numbers:

Location: **Virtual Meeting (GoToMeeting):**

n/a

https://www.gotomeet.me/TukwilaPoolMPD/20200413_boc

Dial In Number: (Toll Free): 1 866 899 4679

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL		Page 2
02. APPROVE AGENDA		Page 1
03. CITIZEN COMMENTS <i>(Limited to 4 minutes per person or group)</i>		Page 3
04. CONSENT AGENDA	<ul style="list-style-type: none"> a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) February 10, 2020 Regular Meeting March 14, 2020 Special Meeting b) Approve Vouchers (February and March 2020) 	<ul style="list-style-type: none"> Page 4 Page 6 Page 7
05. REPORTS	<ul style="list-style-type: none"> a) Operations and District 	Page 25
06. BUSINESS ITEMS:	<ul style="list-style-type: none"> a) MRSC Rosters - Annual Contract Renewal b) Employee Handbook Update – Section 3.7.5 Employee Background Checks 	<ul style="list-style-type: none"> Page 28 Page 30
07. MISCELLANEOUS:		
08. 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

04. CITIZEN COMMENTS	<i>Members of the community may address the BoC at this time. Kindly limit discussion time to 4 minutes per person or group</i>
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Additional Information Regarding Virtual Meetings:

- Tukwila Pool MPD Virtual Public Meetings are **PUBLIC RECORD** and will be posted on our website. Please turn off your webcam/dial in by phone only if you do not wish to have images recorded.
- Members of the public will only be unmuted during the citizens comments section of the meeting in order to address the Board of Commissioners.
- Our current work from home situation has caused a higher demand for virtual software resources, and connection problems may arise. If you experience connection difficulties during the meeting, we suggest the following:
 - a. Turn off your webcam
 - b. Dial in by phone only
 - c. Use the “Who’s Talking” view rather than “Everyone” view
- If your connection is dropped during the meeting, please use the original link/dial in number to rejoin.



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

MINUTES

President of the Board: **Aaron Shipman** Clerk of the Board: **Vanessa Zaputil**

Board Members: **Ellen Gengler, Andrew Stahl, Jeri Frangello-Anderson**

Recording Secretary: **Kristine Selleck**

Date and Time: **Monday, February 10, 2020, 6:00 p.m.**

Resolution Numbers:

Location: **Tukwila School District Conference Room:
4640 S. 144th St., Tukwila, WA 98168**

n/a

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

President Commissioner Aaron Shipman called meeting to order at 6:05pm, the read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took roll call:

Present: Commissioner Ellen Gengler, Commissioner Vanessa Zaputil, Commissioner Andrew Stahl, Commissioner Jeri Frangello-Anderson, Commissioner Aaron Shipman, Director of Aquatics Operations Brad Harpin, and District Administrator Kristine Selleck

02. APPROVE AGENDA

Commissioner Ellen Gengler made a motion to approve the Agenda as presented. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 6:08pm.

03. RECOGNITION OF EMPLOYEE OF THE MONTH

Employee of the Month for January 2020 – John Greenwalt

04. CITIZEN COMMENTS

Commissioner Aaron Shipman addressed a thank you card mailed to Tukwila Pool MPD for our participation in the Spirit of Giving Event

05. CONSENT AGENDA

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

Commissioner Ellen Gengler made a motion to approve the consent agenda as a whole. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 6:10pm.

06. REPORTS

- a) Commissioners: Each Commissioner verbally gave report of their TPMPD activities
- b) Director of Aquatics Operations: Brad Harpin read his operations report and discussed a possible collaboration meeting with Des Moines Pool Metropolitan Park District.
- c) District Administrator: Kristine Selleck read her district report.
- d) Finance Committee: Commissioner Vanessa Zaputil gave report of Finance Committee Activity
- e) Tukwila Pool Advisory Committee (TPAC): Thank you, TPAC!
- f) Programming & Outreach/Marketing

07. BUSINESS ITEMS:

- a) 2019 End of Year Financial Review
 - An informational only discussion of 2019 Revenue and Expenses took place.
- b) Seattle Southside Chamber of Commerce Membership Discussion
 - Director of Aquatics Operations, Brad Harpin, led a discussion on the benefits of membership.

08. MISCELLANEOUS:

District Administrator, Kristine Selleck, answered questions regarding assets sold in 2019. Director of Aquatics Operations, Brad Harpin, informed the group of software issues.

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

10. ADJOURNMENT:

Commissioner Ellen Gengler made a motion to adjourn. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 8:21pm.

ATTEST:

Vanessa Zaputil, Clerk of the Board

Date:

DRAFT



TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meeting of the Board of Commissioners

MINUTES

President of the Board: **Aaron Shipman** Clerk of the Board: **Vanessa Zaputil**

Board Members: **Ellen Gengler, Andrew Stahl, Jeri Frangello-Anderson**

Recording Secretary: **Kristine Selleck**

Date and Time: **Saturday, March 14, 2020, 8:00 a.m.**

Resolution Numbers:

Location: **Tukwila Pool Lobby:
4414 S. 144th St., Tukwila, WA 98168**

n/a

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

President Commissioner Aaron Shipman called meeting to order, read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took roll call:

Present: Commissioner Jeri Frangello-Anderson, Commissioner Vanessa Zaputil, Commissioner Andrew Stahl, Commissioner Aaron Shipman, Director of Aquatics Operations Brad Harpin, Member of the Public Dave Puki, and District Administrator Kristine Selleck

Commissioner Vanessa Zaputil made a motion to excuse Commissioner Ellen Gengler. Commissioner Jeri Frangello-Anderson seconded. Discussion: Group hopes she feels better soon. Motion Passed 4:0.

02. APPROVE AGENDA

Commissioner Vanessa Zaputil made a motion to approve the Agenda as presented. Commissioner Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 4:0.

03. BUSINESS ITEMS:

a) Policy 460 – Employee/Volunteer Recognition

Commissioner Vanessa Zaputil made a motion to approve Policy 460 – Employee/Volunteer Recognition as presented. Commissioner Andrew Stahl seconded. Discussion: None. Motion Passed 4:0 at 8:09am.

b) COVID-19 Discussion

Commissioner Vanessa Zaputil made a motion to authorize Operations to adjust facility hours or closures as needed to respond to the COVID-19 virus. Commissioner Andrew Stahl seconded. Discussion: None. Motion Passed 4:0 at 9:01am.

04. MISCELLANEOUS: None.

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

06. ADJOURNMENT:

Commissioner Jeri Frangello-Anderson made a motion to adjourn. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 4:0 at 9:04 am.

ATTEST:

Vanessa Zaputil, Clerk of the Board

Date:


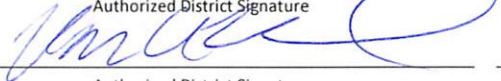


Special District Voucher Approval Document

Scheduled Payment Date: 02/04/2020
Total Amount: \$4,730.14
Control Total: 3
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200127104940.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 01/24/2020</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)) :		
 Authorized District Signature	<u>11/27/20</u> Date	_____
 Authorized District Signature	<u>1/27/20</u> Date	_____
_____	_____	_____
_____	_____	_____

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Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200127104940.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GDM PRIVATE FINANCIAL SOLUTIONS			63365	12/31/2019	\$60.00	CPA SERVICES: 12.10.19- CC STATUS
SEATTLE CITY LIGHT			20200122	01/22/2020	\$1,643.54	SERVICE DATES: 12.19.19 - 01.22.20 UTILITIES ELECTRIC
STATE AUDITOR'S OFFICE			L134735	01/14/2020	\$3,026.60	SERVICE DATES: DECEMBER 2019 TRAVEL 1.4 HRS., ACCOUNTABILITY AUDIT 29.0 HRS.





Special District Voucher Approval Document

Scheduled Payment Date: 02/11/2020
Total Amount: \$5,566.24
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200205095410.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 01/31/2020</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>2/5/20</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_20200205095410.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AMERICAN RED CROSS			22249551	01/15/2020	\$30.00	SERVICE DATE: DATE - ASHLEY BURNS, CPR/AED EMERGENCIES FIRST AID
COMCAST BUSINESS			20200128	01/28/2020	\$140.20	SERVICE DATES: 02.08.20 - 03.07.20 BUSINESS CABLE AND INTERNET
HARPIN, BRADLEY			20200109	01/09/2020	\$16.10	SERVICE DATE: 12.20.19 MAILED TIME CLOCK BACK TO PAYCHEX
ORCA PACIFIC, INC.			41589	01/20/2020	\$218.68	SHIP DATE: 01.17.20 POOL CHEMICALS
PUGET SOUND ENERGY			20200124	01/24/2020	\$5,161.26	SERVICE DATES: 12.23.19 - 01.23.20 UTILITIES NATURAL GAS



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/18/2020
Total Amount: \$10,821.05
Control Total: 7
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200210133559.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Amy O'Neill - Bill Scans 02/07/2020



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)) :

	2/10/20		2/10/20
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200210133559.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9097506190	01/24/2020	\$336.99	DELIVERY DATE: 01/24/2020 CARBON DIOXIDE LIQUID BULK
CITY OF TUKWILA			LP-00133	02/01/2020	\$10,121.48	BILLING DATE: FEBRUARY 2020 CITY BRIDGE LOAN PAYMENT
ORCA PACIFIC, INC.			41716	02/03/2020	\$156.20	SHIP DATE: 01/31/20 POOL CHEMICALS
ORKIN			192902530	01/24/2020	\$86.60	SERVICE DATE: 01.22.2020 PC STANDARD - EOM 7-PC STANDARD (INDOOR SERVICE)
STANLEY CONVERGENT SECURITY SOLUTIONS			17224317	01/29/2020	\$56.65	SERVICE DATES: 03.01.20 - 03.31.20 SECURITY MONITORING FEES
STANLEY CONVERGENT SECURITY SOLUTIONS			17223965	01/29/2020	\$46.64	SERVICE DATES:03.01.20 - 03.31.20 FIRE MONITORING FEES
STILES, JESSICA			20200130	01/30/2020	\$16.49	PLANNER



Special District Voucher Approval Document

Scheduled Payment Date: 02/25/2020
 Total Amount: \$1,863.56
 Control Total: 6
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20200218130027.csv
 Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck - Bill Scans 02/15/2020 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)):

<p><u><i>Kristine Selleck</i></u> <u>2/18/20</u> Authorized District Signature Date</p>	<p><u><i>Jeri Fuongello Anderson</i></u> <u>2/19/2020</u> Authorized District Signature Date</p>
<p>_____ Authorized District Signature Date</p>	<p>_____ Authorized District Signature Date</p>
<p>_____ Authorized District Signature Date</p>	<p>_____ Authorized District Signature Date</p>

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Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200218130027.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9800627392	01/28/2020	\$142.00	SERVICE DATE: 12.19.19 INSPECTION BULK TANK, BOILER
AIRGAS NATIONAL CARBONATION			9800595333	01/31/2020	\$46.44	SERVICE DATE: 12.19.19 PERMIT FEES
AIRGAS NATIONAL CARBONATION			9968522581	01/31/2020	\$142.62	RENTAL PERIOD: JANUARY 2020 - CARBON DIOXIDE CYLINDER RENTAL
CIT			34886966	02/07/2020	\$347.51	BILLING PERIOD: 1.28.20 - 02.27.20 EQUIPMENT RENTAL
GDM PRIVATE FINANCIAL SOLUTIONS			63506	01/31/2020	\$220.00	SERVICE DATE: JANUARY 2020 CPA SERVICES AND QBO FEE
STATE AUDITOR'S OFFICE			L135309	02/12/2020	\$964.99	SERVICE DATES: JANUARY 2020, INVOICE DATE: 02.12.20 - TRAVEL 0.6 HRS., ACCOUNTABILITY AUDIT 8.0 HRS.





Special District Voucher Approval Document

Scheduled Payment Date: 03/03/2020
Total Amount: \$2,819.41
Control Total: 3
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200224120935.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 02/21/2020</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>2/24/20</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

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200224120935.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ORCA PACIFIC, INC.			41844	02/17/2020	\$246.68	SHIP DATE: 02.14.20, INVOICE DATE: 02.17.20 - POOL CHEMICALS
SUNBELT CONTROLS INC.			2014898	02/01/2020	\$1,775.92	2020 SEMI- ANNUAL BILLING FOR MAINTENANCE SERVICES
WATER DISTRICT NO. 125			20200220	02/20/2020	\$796.81	SERVICE DATES: 12.17.19 - 02.14.20, INVOICE DATE: 02.20.20 - UTILITIES WATER



Special District Voucher Approval Document

Scheduled Payment Date: 03/10/2020
Total Amount: \$17,447.01
Control Total: 9
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200302184552.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Amy O'Neill - Bill Scans 02/28/2020

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)*):

Van Zou 3/3/20
Authorized District Signature Date

K Belled

03/03/2020
Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

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Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200302184552.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9098557438	02/21/2020	\$299.96	DELIVERY DATE: 02.21.20- CARBON DIOXIDE LIQUID BULK
AMERICAN RED CROSS			22257046	02/12/2020	\$185.00	SERVICE DATE: 01.03.20, 5 SWIM INSTRUCTORS, WATER SAFETY INSTRUCTOR CLASS
CITY OF TUKWILA			LP-00134	03/01/2020	\$10,121.48	BILLING DATE: MARCH 2020 BOND LOAN PAYMENT
ORCA PACIFIC, INC.			41921	02/24/2020	\$164.45	SHIP DATE: 02.21.20 - POOL CHEMICALS
ORKIN			193573094	02/20/2020	\$79.66	SERVICE DATE: 02.20.20 - SCH SVC PC STANDARD - QUARTERLY 4-PC STANDARD (OUTDOOR SERVICE)
PUGET SOUND ENERGY			20200225	02/25/2020	\$5,003.41	SERVICE DATES: 01.23.20 - 02.24.20 - UTILITIES NATURAL GAS
SEATTLE CITY LIGHT			20200221	02/21/2020	\$1,489.76	SERVICE DATES: 01.22.20 - 02.21.20 UTILITIES ELECTRIC
STANLEY CONVERGENT SECURITY SOLUTIONS			17279801	03/01/2020	\$46.64	SERVICE DATES: APRIL 2020 - FIRE MONITORING FEES
STANLEY CONVERGENT SECURITY SOLUTIONS			17301201	03/01/2020	\$56.65	SERVICE DATES: APRIL 2020 - SECURITY MONITORING FEES

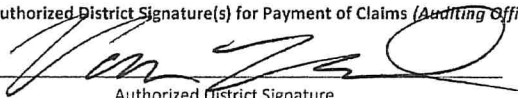



Special District Voucher Approval Document

Scheduled Payment Date: 03/18/2020
Total Amount: \$2,032.77
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200309111257.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 03/06/2020</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)):		
 Authorized District Signature	<u>3/9/20</u> Date	 Authorized District Signature
		<u>3/10/20</u> Date
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

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Districts
401 5th

KING COUNTY FINANCE USE ONLY:	
Batch Processed By:	_____
Date Processed:	_____



Special District Voucher Approval Document

KCv2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200309111257.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9969277238	02/29/2020	\$146.20	RENTAL PERIOD: FEBRUARY 2020 - CARBON DIOXIDE CYLINDER RENTAL
CIT			35071244	03/07/2020	\$339.51	BILLING PERIOD: 02.28.20 - 03.27.20- EQUIPMENT RENTAL
COMCAST BUSINESS			20200228	02/28/2020	\$159.56	SERVICE DATES: 03.08.20 - 04.07.20 - BUSINESS CABLE AND INTERNET
SNURE LAW OFFICE, PSC			20200301	03/01/2020	\$137.50	SERVICE DATE: 02.11.20 & 02.26.20 - RE: REVIEW OF WSP CONTRACT AND OF POLICY
WASHINGTON RECREATION & PARK ASSOCIATION			5458	03/06/2020	\$1,250.00	SERVICE DATES: THROUGH 05.03.2021- LEVEL 4 MEMBERSHIP

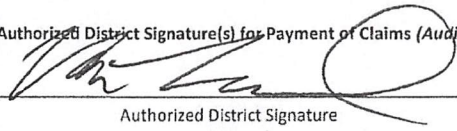



Special District Voucher Approval Document

Scheduled Payment Date: 03/25/2020
 Total Amount: \$911.66
 Control Total: 4
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20200316113129.csv
 Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 03/13/2020</u>	Email Address: <u>accounting@tukwilapool.org</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
	<u>3/16/20</u>	
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____

SUBMIT SIGNED DOCUMENT TO:
 King County Email: SpecialDist.AP@kingcounty.gov
 Accounts Fax: (206) 263-3767
 Payable
 Attn: Special
 Districts
 401 5th

KING COUNTY FINANCE USE ONLY:	
Batch Processed By:	_____
Date Processed:	_____



Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200316113129.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ORCA PACIFIC, INC.			42037	03/06/2020	\$230.23	SHIP DATE: 03.06.20- POOL CHEMICALS
VALLEY VIEW SEWER DISTRICT			20200301	03/01/2020	\$122.80	SERVICE DATES: FEBRUARY 2020- UTILITIES SEWER
WALTER E. NELSON CO.			750213	03/13/2020	\$256.13	SHIP DATE: 03.12.20-JANITORIAL SUPPLIES
WCP SOLUTIONS			11665914	03/11/2020	\$302.50	SHIP DATE: 03.12.20-JANITORIAL SUPPLIES



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/30/2020
Total Amount: \$802.00
Control Total: 1
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200319122008.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Amy O'Neill - Bill Scans 03/18/2020

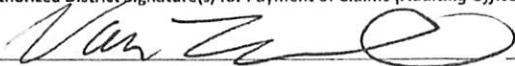
Email Address: accounting@tukwilapool.org


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)):

 3/19/20
Authorized District Signature Date

 3/20/2020
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

SUBMIT SIGNED DOCUMENT TO:

King County Email: SpecialDist.AP@kingcounty.gov
Accounts Fax: (206) 263-3767
Payable
Attn: Special
Districts
401 5th

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v.2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200319122008.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AMERICAN RED CROSS			22264567	03/11/2020	\$802.00	SERVICE DATE: 03.09.20 STAFF LIFEGUARDING REVIEW; 2020 LTS FACILITIES FEE



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Brad Harpin, Director of Aquatics Operations and
Kristine Selleck, District Administrator

DATE: April 13, 2020

SUBJECT: Operations/District Report

- a) Operations staff issued refunds for program fees due to the COVID-19 Shutdown. District Administrator conducted an internal audit of all program funds refunded due to the COVID-19 Shutdown and created a spreadsheet for documentation and tracking. These additional steps were necessary due to the receipting software issues we were having before the pandemic.
 - i. Program refunds total: \$4260.18 (refunds issued in March and April 2020/revenue for March 2020 programs earned primarily in February 2020)
 - ii. March 2020 American Red Cross scholarship invoice reduced by 50% (to \$602)
 - iii. A new Miscellaneous Revenue Account has been created to track COVID-19 Shutdown refunds: 369.91.60 Refunds Issued: COVID-19 Shut Down
- b) Planning for quarantine work methods:
 - i. Weekly voucher checks will be shipped to an alternate location from King County Accounts Payable.
 - ii. Mail will be picked up weekly from the Riverton Heights Post Office.
 - iii. Collaborative meetings will take place virtually with GoToMeeting software.
 - iv. Select staff will continue to work at the facility to maintain pool mechanical systems.
 - v. Additional expenses as of 03/31/2020 for remote working:
 - i. \$3077.80 for two laptop computers
 - ii. \$217.06 for annual GoToMeeting business software
- c) Planning communication methods with the public during the quarantine (Website updates, Email updates, Newsletter).
- d) Washington State Patrol Business Audit: completed questionnaire and interview. Need to work on procedure documentation in the upcoming weeks.
- e) Washington State Patrol Technical Audit: completed questionnaire and interview. Need to work on procedure documentation in the upcoming weeks.
- f) WCIA Cybersecurity Questionnaire completed.
- g) Director of Aquatics Operations attended Summit Law Webinar regarding employment issues and the Families First Coronavirus Act.
- h) District Administrator Attended WCIA Webinar: Legal Analysis Regarding Police Enforcement of Public Health Orders.

ATTACHMENTS

- Revenue Monthly Comparison Report
- Tukwila Pool MPD – District Administrator’s Annual Agenda Items Schedule



Revenue Report for April 2020 TPMPD Board Meeting
February 2020 & March 2020 Monthly Comparison

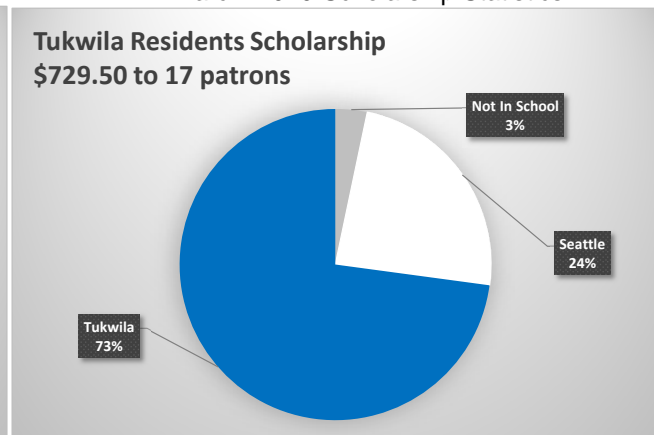
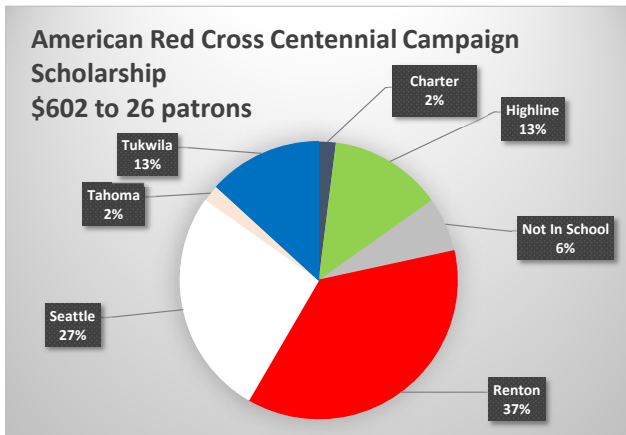
Category	February 2019	February 2020	March 2019	March 2020
341.70.10 Merchandise Sales (Taxable)	\$ 280.85	\$ 512.21	\$ 354.87	\$ 308.66
341.70.20 Merchandise Sales (Non-Taxable)	\$ 179.00	\$ 284.50	\$ 228.00	\$ 217.32
347.30.10 Pass Sales	\$ 1,634.03	\$ 1,845.28	\$ 2,493.54	\$ 616.82
347.30.11 Healthcare Member Reimbursement	\$ -	\$ 65.91	\$ -	\$ -
347.30.20 General Admission	\$ 1,431.10	\$ 2,467.71	\$ 2,135.02	\$ 845.42
347.30.30 Special Events	\$ 194.99	\$ 254.57	\$ 368.33	\$ -
347.60.10 Swim Classes/Instruction	\$ 4,593.00	\$ 8,473.00	\$ 5,899.43	\$ 1,387.50
347.60.20 Exercise Classes	\$ 200.75	\$ 274.25	\$ 176.25	\$ 29.50
347.60.30 Lifeguard Classes	\$ -	\$ 215.00	\$ -	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ 35.00	\$ -	\$ -
347.90.10 Advertising/Sponsorship	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
362.40.10 Facility Rental (short-term)	\$ -	\$ 267.27	\$ 645.45	\$ -
362.40.30 Facility Rental (long-term)	\$ 15,049.00	\$ 8,808.00	\$ 4,431.00	\$ 11,905.00
367.10.10 Cash Donations	\$ 6.30	\$ 11.79	\$ 11.30	\$ 34.50
367.10.30 (.40 .50) Grant Revenue	\$ -	\$ 1,782.00	\$ -	\$ 1,623.00
369.80.00 Deposit Over / Short	\$ 5.00	\$ 0.55	\$ 20.40	\$ 2.00
369.91.00 Other Misc. Revenue	\$ -	\$ 100.00	\$ -	\$ -
369.91.10 Scholarship Usage (Tukwila Residents Scholarship)	\$ 660.00	\$ 609.00	\$ 744.00	\$ 729.50
369.91.40 Discounts Applied	\$ (56.34)	\$ (117.18)	\$ (76.25)	\$ (95.15)
369.91.60 Refunds Issued: COVID-19 Shut Down	\$ -	\$ -	\$ -	\$ (3,915.93)
395.10.00 Sales of Capital Assets	\$ -	\$ -	\$ 454.55	\$ -
369.00.10 Account Credit	\$ -	\$ 9.00	\$ -	\$ (8.00)
Total Pool Operations Revenue	\$ 24,192.68	\$ 25,912.86	\$ 17,900.89	\$ 13,695.14
313.11.00 Sales Tax Collected	\$ 351.32	\$ 534.13	\$ 642.04	\$ 179.20
Total:	\$ 24,544.00	\$ 26,446.99	\$ 18,542.93	\$ 13,874.34

Revenue Report for April 2020 TPMPD Board Meeting
February 2020 & March 2020 Monthly Comparison

Scholarship Funds Applied	February 2019	February 2020	March 2019	March 2020
Pre-School Classes	\$ 52.00	\$ -	\$ 48.00	\$ 12.00
Minnow Swim Classes (Ages 5 & under)	\$ 200.00	\$ 530.00	\$ 84.00	\$ 289.00
Sharks Swim Classes (Ages 6+)	\$ 300.00	\$ 1,099.00	\$ 300.00	\$ 588.50
Super Strokes Swim Classes	\$ 36.00	\$ 164.00	\$ 96.00	\$ 159.50
Pre-Comp Swim Classes	\$ 72.00	\$ 290.00	\$ 120.00	\$ 246.50
Private Lessons	\$ -	\$ -	\$ -	\$ -
Adult Swim Classes	\$ -	\$ 149.00	\$ 96.00	\$ 36.00
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
Total:	\$ 660.00	\$ 2,232.00	\$ 744.00	\$ 1,331.50

Monetary Revenue from Swim Instruction Programs				
347.60.30 Lifeguard Classes	\$ -	\$ 215.00	\$ -	\$ -
347.90.00 Other Fees (Red Cross Pass Thru)	\$ -	\$ 35.00	\$ -	\$ -
347.60.10 Swim Classes/Instruction	\$ 4,593.00	\$ 8,473.00	\$ 5,899.43	\$ 1,387.50
Total Revenue from Swim Instruction Programs (Monetary Plus Scholarship Revenue):	\$ 5,253.00	\$ 10,955.00	\$ 6,643.43	\$ 2,719.00

March 2020 Scholarship Statistics



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	<p>FC: CIP Account Funds Transfer (Due 12/31)</p>	<p>DA: W-2 and 1099 Distribution (Due 01/31)</p> <p>DA: Roster Bi-Annual Legal Notice</p> <p>FC: Deposit Account Funds Transfers (Due 1/31)</p>			<p>DA: WCIA Annual Review and Audit Report</p>	<p>DA: WA SAO Annual Report (Due 05/31)</p> <p>DA: Unclaimed Property Due Diligence Letters (Due 05/31)</p>	<p>DA: Roster Bi-Annual Legal Notice</p>	<p>DA: JLARC Public Records Data Reporting (Due 08/01)</p>	<p>DA: WCIA Liability Exposure Questionnaire (Due 09/03)</p>	<p>DA: Renew Business License</p>	<p>DA: Expiring TPAC Positions (if applicable)</p>	<p>Board President: State of the District</p>
B U S I N E S S I T E M S	<p>Resolution: King County Accounts Payable Auditing Officer Delegation</p>	<p>Year-End Financial Review</p>	<p>Finance Committee Officer Appointments</p> <p>P&O Committee Officer Appointments</p>	<p>Contract Renewal: MRSC Rosters</p>				<p>Mid Year Budget Review</p>		<p>Resolution: Unclaimed Property Transfer (Due 10/31)</p>	<p>Public Hearing: Property Tax Levy</p> <p>Resolution: Limit Factor Increase</p> <p>Resolution: General Tax Levy</p>	<p>Public Hearing: Annual Budget</p> <p>Resolution: Annual Budget</p> <p>Resolution: Meeting Schedule</p> <p>BoC Officer Selections</p> <p>TPAC Appointments</p> <p>Contract Renewals: Attorney and CPA</p>

File Location: <https://docs.google.com/document/d/119pWgelssRbISBJwfgPSCSgJGQOyaEx-6ttcAf-YFZ4/edit?usp=sharing>



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Kristine Selleck, District Administrator

DATE: April 13, 2020

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

ISSUE

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

FINANCIAL IMPACT

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

BACKGROUND

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

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

RECOMMENDATIONS

It is recommended that the BoC approve to renew the MRSC Rosters membership.

ATTACHMENTS

MRSC Invoice #52655



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

Invoice Date: 04/13/2020
Invoice Number: 52655

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

Mail check payable to **MRSC Rosters**:

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

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



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Kristine Selleck, District Administrator

DATE: April 13, 2020

SUBJECT: **Employee Handbook Update – Section 3.7.5 Employee Background Checks**

ISSUE

Tukwila Pool MPD’s vendor for Employee Background Checks, Washington State Patrol (WSP), requires a one-word change in the Employee Handbook Section 3.7.5.

FINANCIAL IMPACT

None

BACKGROUND

Tukwila Pool MPD established a requirement for a record check through the WSP Criminal Identification system and the Federal Bureau of Investigation with Resolution 2016-07 on June 13, 2016. Resolution 2016-07 states “...The District shall provide a copy of the record report to the employee, volunteer, or independent contractor.”

DISCUSSION

During a recent business audit from WSP, it was found that the language in our Employee Handbook does not match the resolution. The handbook currently states “The District may provide a copy of the record report...” The handbook must state “The District shall provide a copy of the record report...”

RECOMMENDATION

It is recommended that the Board approve the change of the word “may” to “shall” in section 3.7.5 of the Employee Handbook as presented.

ATTACHMENTS

- Draft updated Section 3.7 of the Employee Handbook

3.7 Employee Background Checks

The Tukwila Pool Metropolitan Park District requires background checks in compliance with RCW 35.61.130 for all employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the District, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions.

3.7.1

Currently, all Tukwila Pool Metropolitan Park District staff positions meet the threshold of the background check policy. Therefore, all Tukwila Pool Metropolitan Park District employees must submit to a background check as a condition of their employment. New positions will also be required to comply with the policy if the position meets the threshold of the policy.

3.7.2

When necessary, as determined by the District, prospective employees, volunteers, or independent contractors may be employed on a probationary basis pending completion of the background check investigation.

3.7.3

If the prospective employee, volunteer, or independent contractor has had a background check within the previous twelve months, the District may waive the requirement upon receiving a copy of the record.

3.7.4

The District may in its discretion require that the prospective employee, volunteer, or independent contractor pay the costs associated with the record check.

3.7.5

The District ~~may~~ shall provide a copy of the record report to the employee, volunteer, or independent contractor, upon request by the employee, volunteer, or independent contractor to whom the record corresponds.