



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, July 13, 2020, 6:00 p.m.

Resolution Numbers:

Location:

Virtual Meeting (GoToMeeting):

n/a

https://www.gotomeet.me/TukwilaPoolMPD/20200713_boc_regular

Dial in Number - (Toll Free): 1 866 899 4679

Access Code: 767-423-773

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) June 8, 2020 Regular Meeting b) Approve Vouchers 	<ul style="list-style-type: none"> Page 4 Page 6
05. REPORTS	<ul style="list-style-type: none"> a) Operations/District Report b) Finance Committee 	<ul style="list-style-type: none"> Page 16 Page 18
06. BUSINESS ITEMS:	<ul style="list-style-type: none"> a) Families First Coronavirus Response Act (FFCRA) b) COVID-19 Exposure Control Plan/Response 	<ul style="list-style-type: none"> Page 34 Page 39
07. MISCELLANEOUS:		
08. EXECUTIVE SESSION:	The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.	
09. 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. 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>
-----------------------------	---------------------------------------------------------------------------------------------------------------------------------

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, June 8, 2020, 6:00 p.m.** Resolution Numbers:

Location: **Virtual Meeting (GoToMeeting):** n/a
https://www.gotomeet.me/TukwilaPoolMPD/20200608_boc_regular
Dial In Number - (Toll Free): 1 866 899 4679
Access Code: 587-036-485

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

President Commissioner Aaron Shipman called meeting to order at 6:03pm, 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 Andrew Stahl, Commissioner Ellen Gengler, Commissioner Vanessa Zaputil, Commissioner Aaron Shipman, Director of Aquatics Operations Brad Harpin, and District Administrator, Kristine Selleck.

Actual Meeting timeline out of order from Agenda: Citizens Comments, Consent Agenda, Approve Agenda

02. APPROVE AGENDA:

Commissioner Ellen Gengler made a motion to approve the Agenda for tonight. Commissioner Andrew Stahl seconded. Discussion: None. Motion Passed 5:0 at 6:08pm.

03. CITIZENS COMMENTS:

None

04. CONSENT AGENDA:

Commissioner Ellen Gengler made a motion to approve the consent agenda including the minutes and the vouchers. Commissioner Andrew Stahl seconded. Discussion: None. Motion Passed 5:0 at 6:07pm.

05. REPORTS:

Director of Aquatics Operations and District Administrator presented Operations/District Report.

Commissioner Ellen Gengler made a motion to add Website Redesign to the business items for tonight's meeting as item 6C. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 6:17pm.

Commissioner Vanessa Zaputil presented the Finance Committee Report.

Commissioner Ellen Gengler made a motion to add Finance Committee Officer Appointments the business items for tonight's meeting as item 6D. Commissioner Vanessa Zaputil seconded. Discussion: None. Motion Passed 5:0 at 6:27pm.

06. BUSINESS ITEMS:

- a) 2020 Triannual Budget Review 1 (January – April) – informational discussion
- b) Pool Reopening Operational Plan Discussion – informational discussion
- c) Website Redesign

Commissioner Ellen Gengler made a motion to approve \$8000 for a Website Redesign with a vendor chosen by the Director of Aquatics Operations. Commissioner Vanessa Zaputil seconded. Discussion: Commissioner Aaron Shipman questioned monthly maintenance costs regarding the website. Motion Passed 5:0 at 6:32pm.

d) Finance Committee Officer Appointments for the April 2020 – March 2021 Term:

The Finance Committee has two Board Member positions:

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

Commissioner Vanessa Zaputil made a motion to nominate Commissioner Andrew Stahl for the 2 Year Term ending March 31, 2022. Commissioner Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 5:0 at 7:47pm.

Commissioner Vanessa Zaputil made a motion to nominate Commissioner Jeri Frangello-Anderson for the 1 Year Term ending March 31, 2021. Commissioner Ellen Gengler seconded. Discussion: None. Motion Passed 5:0 at 7:50pm.

07. MISCELLANEOUS:

Commissioner Ellen Gengler suggested discussing a statement regarding recent protests from the Board of Commissioners and staff in support of our diverse community.

08. EXECUTIVE SESSION:

The TPMPD Board of Commissioners did not recess into Executive Session per RCW 42.30.110

09. ADJOURNMENT:

Commissioner Ellen Gengler made a motion to adjourn. Commissioner Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 5:0 at 8:09 pm.

ATTEST:

Vanessa Zaputil, Clerk of the Board

Date:





Special District Voucher Approval Document

Scheduled Payment Date: 06/01/2020
 Total Amount: \$3,368.83
 Control Total: 5
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20200527094609.csv
 Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 05/26/2020</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>5/27/20</u>		<u>5/27/2020</u>
Authorized District Signature	Date	Authorized District Signature	Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date

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_20200527094609.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9101342090	05/19/2020	\$291.61	DELIVERY DATE: 05.19.20- CARBON DIOXIDE LIQUID BULK
MCKINSTRY CO LLC			10116752	05/19/2020	\$440.00	SERVICE DATE: 03.24.20- TROUBLESHOOTING AND ASSESSMENT OF FLOW METER ON DRAIN
PUGET SOUND ENERGY			20200522	05/22/2020	\$1,605.68	SERVICE DATES: 04.23.02 - 05.21.20- UTILITIES NATURAL GAS
SEATTLE CITY LIGHT			20200520	05/20/2020	\$933.35	SERVICE DATES: 04.21.20 - 05.20.20- UTILITIES ELECTRIC
WCP SOLUTIONS			11756437	05/19/2020	\$98.19	SHIP DATE: 05.19.20 -JANITORIAL SUPPLIES

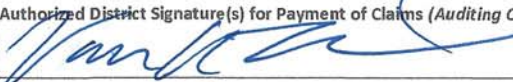



Special District Voucher Approval Document

Scheduled Payment Date: 06/08/2020
Total Amount: \$10,561.17
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20200603090926.csv
Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 06/02/2020</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 (<i>Auditing Officer(s) or Board Member(s)</i>):			
	<u>6/3/20</u>		<u>6/5/2020</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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_20200603090926.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			9971517349	05/31/2020	\$146.20	RENTAL PERIOD: MAY 2020- CARBON DIOXIDE CYLINDER RENTAL
CITY OF TUKWILA			LP-00137	06/01/2020	\$10,121.48	BILLING DATE: JUNE 2020 CITY BRIDGE LOAN PAYMENT
COMCAST BUSINESS			20200528	05/28/2020	\$190.20	SERVICE DATES: 06.08.20 - 07.07.20- BUSINESS CABLE AND INTERNET
STANLEY CONVERGENT SECURITY SOLUTIONS			1571186	06/01/2020	\$56.65	SERVICE DATES: 07.01.20 - 07.31.20- SECURITY MONITORING FEES
STANLEY CONVERGENT SECURITY SOLUTIONS			17512330	06/01/2020	\$46.64	SERVICE DATES: 07.01.20 - 07.31.20- FIRE MONITORING FEES



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/15/2020

Total Amount: \$462.31

Control Total: 2

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200610120817.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Amy O'Neill - Bill Scans 06/09/2020


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 Office(s) or Board Member(s)):

 6/10/20

 6.10.2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County 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_20200610120817.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CIT			35647350	06/07/2020	\$339.51	BILLING PERIOD: 05.28.20 - 06.27.20- EQUIPMENT RENTAL
VALLEY VIEW SEWER DISTRICT			20200601	06/01/2020	\$122.80	SERVICE DATES: MAY 2020- UTILITIES SEWER



Special District Voucher Approval Document

Scheduled Payment Date: 06/22/2020
 Total Amount: \$2,600.00
 Control Total: 1
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20200617093005.csv
 Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Amy O'Neill - Bill Scans 06/16/2020

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)):

Vann Tran 6/17/20
 Authorized District Signature Date

K. Selbeck 6/18/2020
 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

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20200617093005.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALL SEATTLE WEB DESIGN			TP001	06/09/2020	\$2,600.00	REDESIGN OF WEBSITE, 50% DOWN PAYMENT

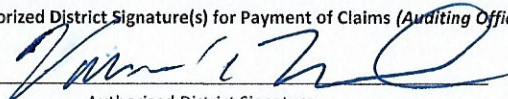



Special District Voucher Approval Document

Scheduled Payment Date: 06/29/2020
 Total Amount: \$1,774.15
 Control Total: 3
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20200624093520.csv
 Fund #: 175910010

CONTACT INFORMATION	
Preparer's Name: <u>Amy O'Neill - Bill Scans 06/23/2020</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>6/24/20</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_20200624093520.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ORCA PACIFIC, INC.			42739	06/18/2020	\$305.14	SHIP DATE: 06.17.20- POOL CHEMICALS
SEATTLE CITY LIGHT			20200619a	06/19/2020	\$1,107.26	SERVICE DATES: 05.20.20 - 06.19.20 - UTILITIES ELECTRIC
WATER DISTRICT NO. 125			20200619	06/19/2020	\$361.75	SERVICE DATES: 04.13.20 - 06.17.20 - UTILITIES WATER



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: June 8, 2020
SUBJECT: **Operations/District Report**

- a) **Pool Reopening scheduled for July 15th by appointment only (lap swim, water exercise, water walking):**
- i. Appointment can be made at: <https://tukwilapoolmpd.getomnify.com/#!/home>
DoAO feels the pool can comply with the COVID19 reopening requirements for staffed Water Recreation Facilities.
 - 5 lifeguards will be returning
 - Facility Schedule will be modified (5:30am – 12pm M-F) (6:30am – 12:00pm Sat)
 - Super Strokes and Pre comp swim lessons are being evaluated to potentially return for 2-week (M/W/F) sessions. (both programs can be safely done while practicing social distancing)
 - Level 1-3 Minnow and Shark classes are currently being reviewed for a later start date. (DoAO and assistant manager Jessica S. are designing the new program model)
 - o Model will most likely involve a child and parent in the water taking instruction from the on deck or in water (socially distanced instructor)
- b) **Network/Marketing:**
- i. Newsletters: DoAO will share newsletter data during the operations report at next regularly scheduled board meeting.
 - ii. WRPA Aquatics Network Meeting was held on June 25th at 10:30am. The topic was reviewing revised reopening guidelines for aquatics facilities.
 - iii. American Red Cross sent a thank you note and plaque for the Centennial Campaign.
 - iv. Tukwila Pool Advisory Committee Meeting scheduled for July 11, 2020 via GoToMeeting.
- c) **Facilities**
- i. **McKinstry:**
 - a. Service Proposal Pump 1 has been approved (leak on seal to be repaired).
 - b. Ventilation requirements (#30) for COVID-19 reopening requirements.
Keep doors and windows open where possible and utilize fans to improve ventilation only if it is a lifeguarded facility and an on-duty lifeguard is present. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate.
 - c. Facility Condition Assessment (FCA) was held on June 10th. Each Commissioner was emailed a recording of the presentation from Grant@McKinstry.com.
 - ii. **Orca Pacific, Inc:** Expansion joint repair completed.
 - iii. **MacDonald Miller:** Hot water heater project completed.
- d) **Provided administrative support to Operations and Finance Committee.**

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	<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>Triannual Budget Review</p>	<p>Finance Committee Officer Appointments</p> <p>P&O Committee Officer Appointments</p>	<p>Contract Renewal: MRSC Rosters</p>		<p>Triannual Budget Review</p>				<p>Resolution: Unclaimed Property Transfer (Due 10/31)</p> <p>Triannual Budget Review</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>



TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

05. REPORTS

c) Finance Committee

May 2020 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, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank - 1.Operations and General Fund	
111.10 (5669) US Bank Checking Acct	44,950.15
111.11 (8744) US Bank Deposit Acct	60,840.88
115.21 KC Fund 175910010 General	530,576.20
Total Bank - 1.Operations and General Fund	636,367.23
Bank - 2.Allocated Savings	
111.21 KC Fund 175913010 Capital Improvement Project (CIP)	438,077.36
Total Bank - 2.Allocated Savings	438,077.36
Total Bank Accounts	\$1,074,444.59
Other Current Assets	
113.00 Change Fund	479.00
Undeposited Funds	0.00
Total Other Current Assets	\$479.00
Total Current Assets	\$1,074,923.59
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	\$3,137,945.58
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (P-Cards Reconcile) - 2794	247.88
Total Credit Cards	\$247.88
Other Current Liabilities	
231.00 Payroll Liabilities	70.71
231.30 Unclaimed Property Transfer Account	199.52
Total Other Current Liabilities	\$270.23
Total Current Liabilities	\$518.11
Long-Term Liabilities	
217.10 Bond Payable	266,603.49
227.00 Bridge Loan Payable	353,371.80
Total Long-Term Liabilities	\$619,975.29
Total Liabilities	\$620,493.40
Equity	\$2,517,452.18
TOTAL LIABILITIES AND EQUITY	\$3,137,945.58

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 05.31.2020	% of Budget 2020
2	Tukwila Pool Metropolitan Park District General Fund Budget										
3	Unrestricted Opening Balance	308.80.00		288,491.29	343,876.36	380,436.35	427,786.63		583,163.16	614,777.95	
4	Revenue										
5	Real and Personal Property Tax	311.10.00		918,571.00	960,162.17	1,008,584.00	1,030,320.55	102.16%	1,099,431.00	394,019.88	35.84%
6	Total 311 General Property Tax			918,571.00	960,162.17	1,008,584.00	1,030,320.55		1,099,431.00	394,019.88	
7	Sales Tax Collected	313.11.00	10% of Taxable sales	7,555.00	7,398.95	7,450.00	6,694.73	89.86%	8,070.00	1,314.11	16.28%
8	Total 313 Local Retail Sales & Use Taxes			7,555.00	7,398.95	7,450.00	6,694.73		8,070.00	1,314.11	
9	Local Grants	337.00.10	King County Youth and Amateur Sports Grant	-	-	-	-		140,000.00	140,000.00	100.00%
10	Total 337 Local Grants, Entitlements, and Other Payments								140,000.00	140,000.00	
11	Taxed Merchandise (Taxable)	341.70.10	Bottled drinks, gear, shampoo, etc.	3,000.00	4,082.95	4,000.00	4,666.56	116.66%	4,500.00	1,234.54	27.43%
12	Untaxed Merchandise (Non-taxable)	341.70.20		2,000.00	2,818.30	3,500.00	3,170.36	90.58%	3,000.00	764.57	25.49%
13	Total 341 Merchandise			5,000.00	6,901.25	7,500.00	7,836.92		7,500.00	1,999.11	
14	Activity Fees - General Passes (Taxable)	347.30.10		24,200.00	28,239.24	25,000.00	29,717.61	118.87%	30,000.00	4,845.54	16.15%
15	Activity Fees - Healthcare Member Reimbursement (Taxable)	347.30.11	Silver Sneakers	-	-	-	-		-	102.27	
16	Activity Fees - General Admissions (Taxable)	347.30.20		38,500.00	34,938.38	36,500.00	27,263.94	74.70%	37,800.00	5,821.41	15.40%
17	Activity Fees - Special Events (Taxable)	347.30.30		2,200.00	2,086.47	2,500.00	1,516.52	60.66%	2,400.00	358.21	14.93%
18	Program Fees - Swim Classes/Instruction (Non-taxable)	347.60.10		60,000.00	88,362.60	85,000.00	91,055.68	107.12%	102,000.00	16,047.00	15.73%
19	Program Fees - Exercise Classes (Non-taxable)	347.60.20		300.00	3,122.25	6,400.00	2,220.00	34.69%	3,500.00	557.25	15.92%
20	Program Fees - Lifeguard Classes (Non-taxable)	347.60.30		1,250.00	1,565.00	3,750.00	2,568.50	68.49%	2,400.00	80.00	3.33%
21	Other Fees - pass through to Red Cross (Non-taxable)	347.90.00	Patrons Lifeguard Class Certification	350.00	385.00	350.00	385.00	110.00%	924.00	-	0.00%
22	Other Fees - Advertising/Sponsorship (Non-taxable)	347.90.10	TV, Brochure, Banners	-	1,205.00	300.00	195.00	65.00%	240.00	60.00	25.00%
23	Total 347 Cultural and Recreation			126,800.00	159,903.94	159,800.00	154,922.25		179,264.00	27,871.68	
24	Interest and Other Earnings	361.10.00	CIP Fund Interest Reported on CIP Fund Budget	4,500.00	10,893.64	7,800.00	10,769.64	138.07%	7,800.00	4,405.52	56.48%
25	Total 361 Interest and Other Earnings			4,500.00	10,893.64	7,800.00	10,769.64		7,800.00	4,405.52	
26	Rentals - Short-Term, One-time (Taxable)	362.40.10		7,150.00	4,295.69	6,500.00	4,055.91	62.40%	6,000.00	938.19	15.64%
27	Equipment and Locker Rentals (Taxable)	362.40.20		500.00	407.26	-	-		-	-	
28	Rentals - Long-Term/Contracted (Non-Taxable)	362.40.30		83,950.00	85,171.00	89,000.00	104,062.00	116.92%	99,000.00	27,402.00	27.68%
29	Total 362 Rents, Leases and Concessions			91,600.00	89,873.95	95,500.00	108,117.91		105,000.00	28,340.19	
30	Cash Donations (Non-taxable)	367.10.10		200.00	179.10	250.00	408.28	163.31%	250.00	75.39	30.16%
31	Gifts In-Kind (Non-taxable)	367.10.20		-	-	-	-		-	-	
32	Grant Revenue Swim Lessons	367.10.30		10,000.00	10,000.00	-	7,313.00		3,000.00	4,007.00	133.57%
33	Grant Revenue Junior Guard	367.10.40		5,000.00	5,000.00	-	-		-	-	
34	Grant Revenue Misc. Overhead	367.10.50		5,000.00	5,000.00	-	-		-	-	
35	Total 367 Contributions from Private Sources			20,200.00	20,179.10	250.00	7,721.28		3,250.00	4,082.39	
36	Unapplied Cash Income (Account Credit)	369.00.10		-	-	-	(393.00)		-	-	
37	Deposit Over / Short	369.80.00		-	11.15	-	88.43		-	(5.95)	
38	Other Miscellaneous Revenue	369.91.00	2020: Vendor Credits from Allstream and Valley View Sewer	-	-	-	-		-	266.56	
39	Scholarship Funds Applied	369.91.10		10,000.00	7,909.00	10,000.00	11,275.10	112.75%	12,000.00	1,338.50	11.15%
40	Discounts Applied	369.91.40	includes staff food discounts	-	-	-	(1,189.54)		(1,200.00)	(372.01)	
41	Gift Certificates	369.91.50		-	-	-	-		-	-	
42	Refunds Issued: COVID-19 Shut Down	369.91.60								(4,294.18)	
43	Total 369 Miscellaneous Revenue			10,000.00	7,920.15	10,000.00	9,780.99		10,800.00	(3,067.08)	
44	Sales of Capital Assets	395.10.00		-	13.64	-	536.36		-	-	
45	Total 395 Sales of Capital Assets				13.64		536.36				
46	Transfers In from Capital Improvement Fund	397.00.10		-	-	-	-		-	-	
47	Total 397 Non-Revenue Transfers-In										
48	Budget Report Revenue Adjustment	388.10.00	EOY adjustment to the Budget Report balance	-	9,606.15	-	-		-	-	
49	Total 388 Prior Period Adjustment(s)				9,606.15						
50	Total Revenue			1,184,226.00	1,272,852.94	1,296,884.00	1,336,700.63		1,561,115.00	598,965.80	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 05.31.2020	% of Budget 2020
51	Expenditures										
52	Board Expenditures										
53	BOC Stipend	576.20.100.10.00	5 @ \$128 per meeting x 15 meetings (regular and retreat)	5,130.00	4,000.00	9,600.00	3,882.00	40.44%	9,600.00	1,536.00	16.00%
54	BOC Supplies										
55	BOC Office Supplies	576.20.100.30.10	business cards, etc.	100.00	71.30	100.00	219.88	219.88%	100.00	-	0.00%
56	BOC Equipment	576.20.100.30.20	Gavel, nameplates, Frames, etc.	100.00	46.22	500.00	468.97	93.79%	500.00	-	0.00%
57	BOC Meeting Food	576.20.100.30.30	retreat	250.00	149.80	250.00	74.37	29.75%	250.00	-	0.00%
58	BOC Services										
59	Consultant Fees	576.20.100.40.10		300.00	-	300.00	-	0.00%	300.00	-	0.00%
60	Transcription Services	576.20.100.40.20		750.00	-	750.00	-	0.00%	100.00	-	0.00%
61	Meeting Site Rental	576.20.100.40.30		600.00	1,565.00	600.00	725.00	120.83%	1,000.00	245.81	24.58%
62	Public Records Request	576.20.100.40.40		500.00	-	500.00	-	0.00%	500.00	-	0.00%
63	Travel (BOC non-development)	576.20.100.40.50	Mileage, ferries, parking, gas, etc.	100.00	-	100.00	-	0.00%	100.00	-	0.00%
64	BOC Development										
65	Travel/Transportation (BOC Development)	576.20.100.40.61	For development purposes only	200.00	-	200.00	-	0.00%	150.00	-	0.00%
66	Tuition/Registration Fees (BOC Development)	576.20.100.40.62		650.00	-	650.00	-	0.00%	650.00	135.38	20.83%
67	BOC Notices/Ads	576.20.100.40.70	For posting legal notices or DA position	200.00	-	200.00	316.26	158.13%	200.00	-	0.00%
68	BOC Intergovernmental Costs										
69	Election Costs	576.20.100.50.10	billed in 2020 for the 2019 election cycle	6,000.00	9,174.11	-	-		14,200.00	8,568.38	60.34%
70	Total 576.20.100 Board Expenditures			14,880.00	15,006.43	13,750.00	5,686.48		27,650.00	10,485.57	
71	Executive Expenditures										
72	Executive Salaries & Wages										
73	Executive Director/District Administrator Wages	576.20.200.10.10		37,740.00	36,393.49	33,100.00	35,498.80	107.25%	39,060.00	14,932.11	38.23%
74	Other Taxable Compensation (Exec. Benefit Stipend)	576.20.200.10.20		5,661.00	4,559.42	4,965.00	4,900.63	98.70%	5,859.00	2,174.42	37.11%
75	Executive Development										
76	Travel/Transportation (Exec. Development)	576.20.200.40.11	For development purposes only	150.00	42.12	150.00	-	0.00%	150.00	-	0.00%
77	Tuition/Registration Fees (Exec. Development)	576.20.200.40.12		500.00	-	500.00	694.00	138.80%	500.00	35.00	7.00%
78	Travel (Exec. non-development)	576.20.200.40.20	Mileage, ferries, parking, gas, etc.	200.00	11.34	200.00	10.00	5.00%	200.00	-	0.00%
79	Total 576.20.200 Executive Expenditures			44,251.00	41,006.37	38,915.00	41,103.43		45,769.00	17,141.53	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 05.31.2020	% of Budget 2020
80	Shared Expenditures										
81	Shared Salary & Wages										
82	Bookkeeper Wages	576.20.300.10.10		12,500.00	19,634.67	21,840.00	12,188.74	55.81%	21,320.00	5,618.62	26.35%
83	Other Taxable Compensation (Shared Benefit Stipend)	576.20.300.10.20		-	1,242.42	3,276.00	1,769.83	54.02%	3,198.00	813.54	25.44%
84	Shared Supplies/Equipment										
85	Office/Computer Supplies/Equipment (consumable)										
86	Office Supplies (consumables)	576.20.300.30.11	desk supplies, planners, deposit slips, batteries	1,500.00	1,147.92	1,500.00	1,268.03	84.54%	1,000.00	219.95	22.00%
87	Printing Supplies (consumables)	576.20.300.30.12	Includes ink for small printer, paper, envelopes	550.00	531.09	1,000.00	449.18	44.92%	1,000.00	227.60	22.76%
88	Office/Computer Supplies/Equipment (non-consumable)										
89	Office Equipment (non-consumables)	576.20.300.30.13	includes sign stands, furniture, staplers, etc.	1,000.00	5,239.84	3,000.00	3,735.59	124.52%	3,000.00	62.74	2.09%
90	Computer Equipment (replacement)	576.20.300.30.14	includes new firewall and switch	2,500.00	4,617.05	1,000.00	-	0.00%	3,000.00	3,744.18	124.81%
91	Shared Services										
92	IT/Computer Service	576.20.300.40.10	Set up computers and other IT Services	4,000.00	3,755.06	4,000.00	4,878.65	121.97%	4,500.00	4,734.24	105.21%
93	Legal Services	576.20.300.40.20		8,000.00	2,446.00	6,000.00	1,248.00	20.80%	5,500.00	137.50	2.50%
94	Communication Services										
95	Telephone	576.20.300.40.31	Personal Mobile Device Stipend (per Policy 560)	-	200.00	-	600.00		600.00	250.00	41.67%
96	Postage	576.20.300.40.32		200.00	224.48	300.00	383.05	127.68%	310.00	158.30	51.06%
97	Website & Email hosting	576.20.300.40.33	Rackspace, Dreamhost, Website Update	1,500.00	1,576.40	1,500.00	1,794.20	119.61%	3,500.00	119.40	3.41%
98	Internet/VoIP Phones	576.20.300.40.34	Intermedia, Comcast	7,500.00	4,864.63	4,200.00	3,893.14	92.69%	4,000.00	1,738.43	43.46%
99	Software Programs/Subscriptions (non-financial)	576.20.300.40.35	Office, Adobe, When to Work, McAfee	1,600.00	1,226.17	1,700.00	867.91	51.05%	1,700.00	541.09	31.83%
100	Advertising/Posting Fees (DOAO)	576.20.300.40.36	For posting DOAO position only	200.00	-	200.00	-	0.00%	200.00	-	0.00%
101	Printing & Copying Services	576.20.300.40.37	Sharp Lease & other non-program printing services	5,500.00	5,126.86	5,500.00	4,770.12	86.73%	5,000.00	1,786.18	35.72%
102	Bank Charges	576.20.300.40.40	CIP Fund Charges Reported on CIP Fund Budget	800.00	(743.47)	500.00	403.19	80.64%	500.00	106.42	21.28%
103	Payroll Services	576.20.300.40.50		6,000.00	5,024.92	6,000.00	8,202.06	136.70%	8,000.00	3,295.09	41.19%
104	Membership Dues	576.20.300.40.60	WRPA, MRSC Rosters, Amazon, Costco, ARC, WAPRO	1,000.00	775.00	2,000.00	1,900.90	95.05%	1,900.00	2,357.39	124.07%
105	Miscellaneous Services	576.20.300.40.70		500.00	-	200.00	-	0.00%	200.00	-	0.00%
106	Risk Management Services										
107	Security & Fire Alarm	576.20.300.40.81		2,500.00	2,383.83	2,900.00	7,263.64	250.47%	3,000.00	1,325.78	44.19%
108	Pest Control	576.20.300.40.82		700.00	851.36	700.00	751.64	107.38%	700.00	419.12	59.87%
109	Insurance	576.20.300.40.83	WCIA - Travelers	14,000.00	11,176.00	17,500.00	12,500.00	71.43%	14,500.00	14,887.00	102.67%
110	Fingerprinting (WSP)	576.20.300.40.84	*2020 - \$71.25 + \$10 fingerprinting x 20 people	900.00	890.00	1,250.00	1,633.00	130.64%	2,000.00	600.00	30.00%
111	Financial Services										
112	Accounting Services (Independent)	576.20.300.40.91		-	-	-	-		-	-	
113	CPA Services	576.20.300.40.92		8,000.00	4,300.00	6,000.00	1,367.75	22.80%	4,500.00	160.00	3.56%
114	Software Programs (financial)	576.20.300.40.93	QuickBooks and CivicRec	500.00	225.00	500.00	510.00	102.00%	6,200.00	240.00	3.87%
115	Shared Intergovernmental Services										
116	External Taxes and Operating Assessments	576.20.300.50.10	include description	-	-	-	-		-	-	
117	Washington Business License	576.20.300.50.20		-	19.00	-	-		-	-	
118	Tukwila Business License	576.20.300.50.30		-	-	-	-		-	-	
119	Annual Permits	576.20.300.50.40	King Co Health	650.00	593.00	650.00	612.00	94.15%	650.00	633.00	97.38%
120	Interlocal Agreements	576.20.300.50.50		-	-	-	-		-	-	
121	State Audit	576.20.300.50.60		-	5,415.70	8,000.00	4,477.50	55.97%		3,991.59	
122	Total 576.20.300 Shared Expenditures			82,100.00	82,742.93	101,216.00	77,468.12		99,978.00	48,167.16	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 05.31.2020	% of Budget 2020
123	Swimming Pool Expenditures										
124	Swimming Pool Salaries and Wages										
125	Lifeguard Wages	576.20.400.10.10		126,450.00	129,910.22	182,015.00	138,899.48	76.31%	190,000.00	42,749.37	22.50%
126	Instructor Wages	576.20.400.10.20		42,500.00	60,522.58	51,000.00	52,515.38	102.97%	61,000.00	12,820.77	21.02%
127	Water Exercise Instructor Wages	576.20.400.10.25		-	551.50	4,000.00	4,366.90	109.17%	7,200.00	1,239.77	17.22%
128	Head Guard Wages	576.20.400.10.30		-	-	-	-	-	-	-	-
129	Director of Aquatic Operations Salary	576.20.400.10.40		66,734.00	66,559.98	68,726.00	71,573.47	104.14%	72,000.00	29,108.30	40.43%
130	Assistant Aquatics Manager Wages	576.20.400.10.50		89,000.00	105,707.03	124,280.00	120,740.81	97.15%	120,000.00	44,319.53	36.93%
131	Front Desk Wages	576.20.400.10.60		50,100.00	29,238.93	30,000.00	24,567.81	81.89%	40,000.00	5,622.78	14.06%
132	Maintenance Worker Wages	576.20.400.10.65		-	-	13,000.00	-	0.00%	-	-	-
133	Overtime Wages	576.20.400.10.70		7,500.00	6,249.25	7,500.00	3,382.96	45.11%	5,000.00	193.03	3.86%
134	Summer Incentive Pay Wages	576.20.400.10.75	Board approved \$2/hr incentive	-	-	-	9,105.10	-	10,182.00	-	0.00%
135	Other Taxable Compensation (Benefit Stipend)	576.20.400.10.80		23,500.00	24,920.45	28,951.00	27,410.85	94.68%	28,800.00	10,420.12	36.18%
136	Miscellaneous Payroll (Garnishment, etc.)	576.20.400.10.90		-	-	-	-	-	-	-	-
137	Swimming Pool Personnel Benefits										
138	Non-Taxable Benefits										
139	FICA	576.20.400.20.11	TPMPD's contribution (6.2%+1.45%)	35,711.35	37,560.96	44,236.35	39,084.38	88.35%	45,581.53	13,123.63	28.79%
140	Unemployment	576.20.400.20.12	TPMPD's contribution (3.5% up to \$47,300)	25,674.83	9,998.77	20,238.86	11,628.02	57.45%	20,854.30	4,572.91	21.93%
141	L&I	576.20.400.20.13	TPMPD's contribution	15,000.00	13,151.85	15,000.00	11,572.18	77.15%	20,000.00	3,945.55	19.73%
142	Other Benefits (non-cash)	576.20.400.20.20		-	-	-	-	-	-	-	-
143	Swimming Pool Supplies										
144	Program Supplies and Equipment										
145	Exercise Classes Supplies & Equipment	576.20.400.30.11	foam dumbbells	200.00	318.17	300.00	93.83	31.28%	300.00	-	0.00%
146	Swim Classes/Instruction Supplies & Equipment	576.20.400.30.12	kick boards, floatation bars, dive toys, swim platform	500.00	736.74	800.00	2,189.00	273.63%	3,500.00	115.56	3.30%
147	Special Events Supplies & Equipment	576.20.400.30.13	food, inflatables, games supplies, wristbands	2,400.00	2,810.34	3,000.00	2,759.71	91.99%	2,400.00	588.33	24.51%
148	Staff Uniforms Supplies & Equipment	576.20.400.30.14	shirts, hip packs, badges, lanyards, whistles	2,500.00	2,150.43	2,000.00	1,945.65	97.28%	4,000.00	139.05	3.48%
149	Safety Supplies & Equipment	576.20.400.30.15	life jackets, rescue tubes, first aid/biohazard supplies	2,500.00	3,782.30	1,740.00	923.62	53.08%	2,100.00	1,645.38	78.35%
150	Lifeguard Class Supplies & Equipment	576.20.400.30.16	binders, dividers, etc. for LG classes	150.00	235.52	100.00	61.29	61.29%	200.00	-	0.00%
151	Drop In/Open Swim Supplies & Equipment	576.20.400.30.17	kickboards, fins, wristbands, foam boats	500.00	2,591.56	500.00	95.00	19.00%	570.00	50.47	8.85%
152	Maintenance and Repairs Supplies										
153	Pool Chemicals Supplies & Equipment	576.20.400.30.21	Airgas, Orca Pacific, The Pool Guy Plus	14,000.00	10,989.69	10,000.00	12,349.03	123.49%	15,000.00	4,246.33	28.31%
154	Janitorial Supplies & Equipment	576.20.400.30.22		8,000.00	10,584.60	11,000.00	6,642.57	60.39%	11,000.00	3,342.76	30.39%
155	Tools and Equipment	576.20.400.30.23	lifeguard chair, vacuum, cords, hoses, locks, drill bits, etc.	6,000.00	10,541.74	5,000.00	2,801.50	56.03%	5,000.00	801.02	16.02%
156	Landscaping Supplies & Equipment	576.20.400.30.24	ice melt, lawn repair chemicals, plants, bark	2,000.00	54.20	1,000.00	203.04	20.30%	1,000.00	-	0.00%
157	Repairs/Maintenance Supplies & Equipment	576.20.400.30.25	paint, paint brushes, rust remover, gloves, etc.	-	-	-	1,237.16	-	1,000.00	118.40	11.84%
158	Resale Inventory	576.20.400.30.30		3,500.00	5,011.34	5,000.00	3,663.93	73.28%	5,500.00	1,572.89	28.60%
159	Miscellaneous Supplies & Equipment	576.20.400.30.40	Include description	200.00	49.83	200.00	74.68	37.34%	1,500.00	-	0.00%

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 05.31.2020	% of Budget 2020
160	Swimming Pool Services										
161	Transaction Services/Merchant Fees	576.20.400.40.10	Credit Card processing fees: Authorize.net and EVO Payments	9,000.00	9,599.39	11,220.00	15,351.10	136.82%	12,070.65	1,540.82	12.77%
162	Translation Services	576.20.400.40.20		300.00	-	500.00	-	0.00%	500.00	-	0.00%
163	Grant Translation	576.20.400.40.21		500.00	-	-	-	-	-	-	-
164	Advertising & Promotion										
165	Graphic Design (A&P, Material Development)	576.20.400.40.31	Brochure design	2,000.00	2,470.00	2,000.00	1,920.00	96.00%	2,200.00	600.00	27.27%
166	Printing & Copying (A&P)	576.20.400.40.32	For brochures, banners, etc.	4,000.00	4,657.19	4,000.00	3,690.52	92.26%	6,000.00	-	0.00%
167	Staff Recruiting	576.20.400.40.33	Job Postings: Indeed, Facebook, Job Board, etc.	800.00	1,037.96	1,000.00	1,471.58	147.16%	2,500.00	260.57	10.42%
168	Promotional giveaways	576.20.400.40.34	program promotion only	500.00	-	500.00	17.97	3.59%	500.00	-	0.00%
169	Outreach & Marketing Services	576.20.400.40.35	additional services as needed	2,000.00	387.56	2,000.00	1,161.56	58.08%	4,000.00	1,174.80	29.37%
170	Grant Marketing	576.20.400.40.36		1,700.00	153.57	-	-	-	-	-	-
171	Grant Overhead	576.20.400.40.37		2,800.00	825.43	-	-	-	-	-	-
172	Lifeguard Recruiting	576.20.400.40.38		1,000.00	1,328.94	1,500.00	586.63	39.11%	-	-	-
173	Staff Development										
174	Travel/Transportation (Staff Development)	576.20.400.40.41	For pool and shared staff only	400.00	1,352.03	1,000.00	-	0.00%	1,000.00	-	0.00%
175	Tuition/Registration Fees (Staff development)	576.20.400.40.42	For pool and shared staff only	2,000.00	2,746.14	3,500.00	1,970.40	56.30%	4,000.00	467.48	11.69%
176	Rentals and Leases										
177	Equipment Rentals	576.20.400.40.51		-	-	-	336.00	-	-	1,128.11	-
178	Facility Ground Lease	576.20.400.40.52	TSD ILA executed 07.11.2017	-	-	-	-	-	-	-	-
179	Utilities										
180	Electrical (Utilities)	576.20.400.40.61		17,600.00	16,219.91	19,000.00	17,234.67	90.71%	19,000.00	6,345.03	33.39%
181	Gas (Utilities)	576.20.400.40.62		58,000.00	42,364.04	50,000.00	37,125.48	74.25%	48,000.00	20,086.45	41.85%
182	Water (Utilities)	576.20.400.40.63		6,500.00	5,908.14	7,000.00	6,680.02	95.43%	7,500.00	3,296.65	43.96%
183	Sewer (Utilities)	576.20.400.40.64		1,500.00	704.35	1,500.00	734.25	48.95%	1,500.00	491.20	32.75%
184	Garbage Collection (Utilities)	576.20.400.40.65		1,000.00	-	1,000.00	-	0.00%	1,000.00	-	0.00%
185	Storm Drain (Utilities)	576.20.400.40.66		-	-	-	-	-	-	-	-
186	Other (Utilities)	576.20.400.40.67		-	-	-	-	-	-	-	-
187	Repairs and Maintenance Services										
188	Maintenance/Janitorial Services	576.20.400.40.71		-	-	-	-	-	-	-	-
189	Facility Repairs/Maintenance Services	576.20.400.40.72	HVAC, Plumbing, Doors, Walls, Floors, Electrical	40,000.00	62,912.49	30,000.00	24,856.28	82.85%	55,000.00	18,232.38	33.15%
190	Equipment Repairs/Maintenance Services	576.20.400.40.73		21,000.00	13,950.56	37,112.00	27,881.74	75.13%	25,000.00	12,226.66	48.91%
191	Landscaping/Groundskeeping Services	576.20.400.40.74		-	-	-	-	-	-	-	-
192	Travel (Staff non-development)	576.20.400.40.80	Mileage, ferries, parking, gas, etc.	200.00	110.96	200.00	-	0.00%	200.00	-	0.00%
193	Miscellaneous Services										
194	Scholarship Funds Expensed	576.20.400.40.91		10,000.00	7,909.00	10,000.00	11,275.10	112.75%	12,000.00	1,338.50	11.15%
195	Red Cross	576.20.400.40.92	Non-staff Certification fees (LG Class)	350.00	324.00	350.00	305.00	87.14%	924.00	-	0.00%
196	Aerobics Partner	576.20.400.40.93		-	1,275.00	2,400.00	350.00	14.58%	-	-	-
197	Other Services	576.20.400.40.94	2020: Junk Removal	-	-	-	1,208.88	-	-	722.09	-
198	Discounts Applied	576.20.400.40.97		-	-	-	-	-	-	-	-
199	Gift Certificates	576.20.400.40.98		-	-	-	-	-	-	-	-
200	Total 576.20.400 Swimming Pool Expenditures			707,770.17	710,464.64	815,369.21	704,044.53		876,582.48	248,646.69	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 05.31.2020	% of Budget 2020
201	Sales Tax, Debt Service, and Transfers Out										
202	Sales Tax Paid	586.00.300.00.00		7,555.00	7,501.34	7,450.00	6,818.99	91.53%	8,070.00	1,744.80	21.62%
203	Total 586.00.300 Sales Tax			7,555.00	7,501.34	7,450.00	6,818.99		8,070.00	1,744.80	
204	City Bridge Loan (Principle)	591.76.300.70.10	Monthly billing, payoff date: 05/2023	110,002.05	110,002.05	112,222.37	112,222.37	100.00%	114,487.50	47,425.24	41.42%
205	Loans and Bonds (Principle)	591.76.300.70.20	Bi-Annual Billing, payoff date 12/2022	99,195.63	99,195.63	97,521.42	97,521.42	100.00%	101,461.29	50,228.36	49.50%
206	Total 591.76.300 Debt Service Principle			209,197.68	209,197.68	209,743.79	209,743.79		215,948.79	97,653.60	
207	City Bridge Loan (Interest)	592.76.300.80.10		11,455.71	11,455.71	9,235.39	9,235.39	100.00%	6,970.26	3,182.16	45.65%
208	Loans and Bonds (Interest)	592.76.300.80.20		13,934.37	13,934.37	15,608.58	15,608.58	100.00%	11,668.71	6,336.64	54.30%
209	Total 592.76.300 Debt Service Interest			25,390.08	25,390.08	24,843.97	24,843.97		18,638.97	9,518.80	
210	CIP Supplies	595.76.300.30.00	<i>Reported below: 2020 Capital Improvement Project/</i>								
211	CIP Services	595.76.300.40.00	<i>Lifetime Replacement Fund Budget</i>								
212	Total 595.76.300 Park Facility Improvements (CIP)			-	-	-	-				
213	Transfers Out to Capital Improvement Fund	597.00.300.00.10	80K + Grant Revenue for CIP Project	80,000.00	97,633.20	80,000.00	80,000.00	100.00%	220,000.00	140,000.00	63.64%
214	Total 597.00.300 Transfers Out			80,000.00	97,633.20	80,000.00	80,000.00	100.00%	220,000.00	140,000.00	63.64%
215			Total Expenditures	1,171,143.93	1,188,942.67	1,291,287.97	1,149,709.31		1,512,637.24	573,358.15	
216											
217			Tukwila Pool Metropolitan Park District General Fund Budget Summary								
218	Opening Balance			288,491.29	343,876.36	380,436.35	427,786.63		583,163.16	614,777.95	
219	Total Revenue			1,184,226.00	1,272,852.94	1,296,884.00	1,336,700.63		1,561,115.00	598,965.80	
220	Total Expenditures			(1,171,143.93)	(1,188,942.67)	(1,291,287.97)	(1,149,709.31)		(1,512,637.24)	(573,358.15)	
221	Ending Balance			301,573.36	427,786.63	386,032.38	614,777.95		631,640.92	640,385.60	
222	Net Income (Total Revenue less Total Expenditures)			13,082.07	83,910.27	5,596.03	186,991.32		48,477.76	25,607.65	
223	Policy: Balance needs to be a minimum of 3 months of operational and debt service expenditures										
224	3 Months Operational and Debt Service Expenses:			272,785.98	272,827.37	302,821.99	267,427.33		323,159.31	108,339.54	
225	Requirement Met?			YES	YES	YES	YES		YES	YES	

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line Name	GL Code	Additional Information	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals	% of Budget 2019	2020 Budget	2020 Actuals 05.31.2020	% of Budget 2020
226	Tukwila Pool Metropolitan Park District Capital Improvement Project/Lifetime Replacement Fund Budget										
227	Unrestricted Opening Balance (CIP)			353,305.00	353,305.00	392,029.51	393,575.05		361,080.05	369,672.78	
228											
229	Transfers in from General Fund		Annual CIP Transfer	80,000.00	97,633.20	80,000.00	80,000.00	100.00%	80,000.00	-	0.00%
230			Grant Revenue Transfer In	-	-	-	-		140,000.00	140,000.00	100.00%
231				-	-	-	-		-	-	
232				-	-	-	-		-	-	
233	Prior Period Adjustment(s)		EOYadjustment to the Budget Report balance to match the General Ledger (QBO)	-	11,661.44	-	-		-	-	
234	Investment Income		Interest earned from CIP Fund	-	-	-	8,802.78		2,500.00	3,487.59	139.50%
235	Total Revenue			\$80,000.00	\$109,294.64	\$80,000.00	\$88,802.78		\$222,500.00	\$143,487.59	
236											
237	CIP Expenditures	2019, 2017	Pool Liner	-	-	55,000.00	112,494.36	204.54%	75,000.00	74,996.24	99.99%
238		2025	Heat Exchanger (Pool Water)	-	-	-	-		-	-	
239		2018, 2023, 2028	Pool Covers	12,501.00	16,830.62	-	-		-	-	
240		2020	Painting (Int & Ext)	-	-	-	-		120,205.00	-	0.00%
241		2020, 2028	ADA Chair Lift	-	-	-	-		10,000.00	-	0.00%
242		2018	Starting/Diving Blocks	18,000.00	17,999.97	-	-		-	-	
243		2022	Diving Board	-	-	-	-		-	-	
244		2026	Domestic Boiler	-	-	-	-		-	-	
245		2030	Stall Partitions	-	-	-	-		-	-	
246		2023	Locker Room Floor Resurfacing	-	-	-	-		-	-	
247		2028	Pool Deck Floor Resurfacing	-	-	-	-		-	-	
248		2018	Slide Steps/Plaftorm	12,000.00	13,354.00	-	-		-	-	
249		2018	Lighting (Pool Deck)	6,200.00	7,954.10	-	-		-	-	
250		2018	Lane Dividers	-	3,336.80	-	-		-	-	
251		2018	Security Cameras	-	9,549.10	-	-		-	-	
252			Items not included in LifeCycle Replacement Plan								
253		2032	Pool Circ Pump/VFD	-	-	-	-		-	-	
254		2033	Roof	-	-	-	-		-	-	
255		2031	HVAC Controls	-	-	-	-		-	-	
256	Bank Charges		Bank Service Fees from CIP Fund	-	-	-	210.69		250.00	86.77	34.71%
257	Total Expenditures			48,701.00	69,024.59	55,000.00	112,705.05		205,455.00	75,083.01	
258											
259	Tukwila Pool Metropolitan Park District Capital Improvement Project/Lifetime Replacement Fund Budget Summary										
260	Opening Balance			353,305.00	353,305.00	392,029.51	393,575.05		361,080.05	369,672.78	
261	Total Revenue			\$80,000.00	\$109,294.64	\$80,000.00	\$88,802.78		\$222,500.00	\$143,487.59	
262	Total Expenditures			(48,701.00)	(69,024.59)	(55,000.00)	(112,705.05)		(205,455.00)	(75,083.01)	
263	Ending Balance (CIP)			384,604.00	393,575.05	417,029.51	369,672.78		378,125.05	438,077.36	



Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2020 BUDGET - FY20 P&L

May 2020

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Income			
311 General Property Tax			
311.10.00 Real and Personal Property Tax	139,747.53	91,619.25	152.53 %
Total 311 General Property Tax	139,747.53	91,619.25	152.53 %
313 Local Retail Tax			
313.11.00 Sales Tax Collected	0.59	672.50	0.09 %
Total 313 Local Retail Tax	0.59	672.50	0.09 %
337 Local Grants, Entitlements, and Other Payments			
337.00.10 Local Grants		11,666.67	
Total 337 Local Grants, Entitlements, and Other Payments		11,666.67	
341 Merchandise			
341.70.10 Taxed Merchandise (Taxable)	11.80	375.00	3.15 %
341.70.20 Untaxed Merchandise (Non-taxable)	11.25	250.00	4.50 %
Total 341 Merchandise	23.05	625.00	3.69 %
347 Cultural and Recreation			
347.30.10 Activity Fees - General Passes (Taxable)		2,500.00	
347.30.20 Activity Fees - General Admissions (Taxable)		3,150.00	
347.30.30 Activity Fees - Special Events (Taxable)		200.00	
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)		8,500.00	
347.60.20 Program Fees - Exercise Classes (Non-Taxable)		291.67	
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		200.00	
347.90.00 Other Fees - Pass through to Red Cross (Non-taxable)		77.00	
347.90.10 Other Fees - Advertising/Sponsorship (Non-taxable)		20.00	
Total 347 Cultural and Recreation		14,938.67	
361 Interest			
361.10.00 Interest and Other Earnings			
361.10.00.01 Interest General Fund	778.11	650.00	119.71 %
Total 361.10.00 Interest and Other Earnings	778.11	650.00	119.71 %
Total 361 Interest	778.11	650.00	119.71 %
362 Rents, Leases and Concessions			
362.40.10 Rentals - Short-Term, One-time (Taxable)		500.00	
362.40.30 Rentals - Long-Term/Contracted (Non-Taxable)	216.00	8,250.00	2.62 %
Total 362 Rents, Leases and Concessions	216.00	8,750.00	2.47 %
367 Contributions from Private Sources			
367.10.10 Cash Donations (Non-taxable)		20.83	
367.10.30 Grant Revenue Swim Lessons		250.00	
Total 367 Contributions from Private Sources		270.83	
369 Miscellaneous Revenue			
369.91.10 Scholarship Funds Applied		1,000.00	

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
369.91.40 Discounts Applied			
369.91.40.01 Employee Discount on Food Purchases	-10.64	-100.00	10.64 %
Total 369.91.40 Discounts Applied	-10.64	-100.00	10.64 %
369.91.60 Refunds Issued COVID-19 Shut Down	-68.00		
Total 369 Miscellaneous Revenue	-78.64	900.00	-8.74 %
Total Income	\$140,686.64	\$130,092.92	108.14 %
GROSS PROFIT	\$140,686.64	\$130,092.92	108.14 %
Expenses			
576.20.100 Board Expenditures			
576.20.100.10.00 BOC Stipend	384.00	800.00	48.00 %
576.20.100.30.10 BOC Office Supplies		8.33	
576.20.100.30.20 BOC Equipment		41.67	
576.20.100.30.30 BOC Meeting Food		20.83	
576.20.100.40.10 Consultant Fees		25.00	
576.20.100.40.20 Transcription Services		8.33	
576.20.100.40.30 Meeting Site Rental		83.33	
576.20.100.40.40 Public Records Requests		41.67	
576.20.100.40.50 Travel (BOC non-development)		8.33	
576.20.100.40.61 Travel/Transportation (BOC Development)		12.50	
576.20.100.40.62 Tuition/Registration Fees (BOC Development)		54.17	
576.20.100.40.70 BOC Notices/Ads		16.67	
576.20.100.50.10 Election Costs		1,183.33	
Total 576.20.100 Board Expenditures	384.00	2,304.16	16.67 %
576.20.200 Executive Expenditures			
576.20.200.10.10 Executive Director/District Administrator Wages	2,788.22	3,255.00	85.66 %
576.20.200.10.20 Other Taxable Compensation (Exec. Benefits Stipend)	385.53	488.25	78.96 %
576.20.200.40.11 Travel/Transportation (Exec. Development)		12.50	
576.20.200.40.12 Tuition/Registration Fees (Exec. Development)		41.67	
576.20.200.40.20 Travel (Exec. non-development)		16.67	
Total 576.20.200 Executive Expenditures	3,173.75	3,814.09	83.21 %
576.20.300 Shared Expenditures			
576.20.300.10.10 Bookkeeper Wages	815.93	1,776.67	45.92 %
576.20.300.10.20 Other Taxable Compensation (Shared Benefits Stipend)	122.39	266.50	45.92 %
576.20.300.30.11 Office Supplies (Consumables)	20.89	83.33	25.07 %
576.20.300.30.12 Printing Supplies (Consumables)		83.33	
576.20.300.30.13 Office Equipment (Non-Consumable)		250.00	
576.20.300.30.14 Computer Equipment (Replacement)	20.89	250.00	8.36 %
576.20.300.40.10 IT/Computer Service	155.60	375.00	41.49 %
576.20.300.40.20 Legal Services		458.33	
576.20.300.40.31 Telephone	50.00	50.00	100.00 %
576.20.300.40.32 Postage	34.10	25.83	132.02 %
576.20.300.40.33 Website & Email Hosting	119.40	291.67	40.94 %
576.20.300.40.34 Internet/VoIP Phones	373.94	333.33	112.18 %
576.20.300.40.35 Software Programs/Subscriptions (non-financial)	40.07	141.67	28.28 %
576.20.300.40.36 Advertising/Posting Fees (DOAO)		16.67	
576.20.300.40.37 Printing & Copying Services	339.51	416.67	81.48 %
576.20.300.40.40 Bank Charges			
576.20.300.40.40.01 Bank Charges General Fund	46.07	41.67	110.56 %

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Total 576.20.300.40.40 Bank Charges	46.07	41.67	110.56 %
576.20.300.40.50 Payroll Service	557.46	666.67	83.62 %
576.20.300.40.60 Membership Dues		158.33	
576.20.300.40.70 Miscellaneous Services		16.67	
576.20.300.40.81 Security & Fire Alarms	103.29	250.00	41.32 %
576.20.300.40.82 Pest Control	166.26	58.33	285.03 %
576.20.300.40.83 Insurance	697.00	1,208.33	57.68 %
576.20.300.40.84 Fingerprinting (WSP)		166.67	
576.20.300.40.92 CPA Services		375.00	
576.20.300.40.93 Software Programs (financial)	120.00	516.67	23.23 %
576.20.300.50.40 Annual Permits	633.00	54.17	1,168.54 %
Total 576.20.300 Shared Expenditures	4,415.80	8,331.51	53.00 %
576.20.400 Swimming Pool Expenditures			
576.20.400.10.10 Lifeguard Wages		15,833.33	
576.20.400.10.20 Instructor Wages		5,083.33	
576.20.400.10.25 Water Exercise Instructor Wages		600.00	
576.20.400.10.40 Director of Aquatics Operations Salary	5,866.66	6,000.00	97.78 %
576.20.400.10.50 Assistant Aquatics Manager Wages	5,451.10	10,000.00	54.51 %
576.20.400.10.60 Front Desk Wages		3,333.33	
576.20.400.10.70 Overtime Wages		416.67	
576.20.400.10.75 Summer Incentive Pay Wages		848.50	
576.20.400.10.80 Other Taxable Compensation (Staff Benefits Stipend)	1,697.66	2,400.00	70.74 %
576.20.400.20.11 FICA	1,339.68	3,798.46	35.27 %
576.20.400.20.12 Unemployment	416.89	1,737.86	23.99 %
576.20.400.20.13 L&I		1,666.67	
576.20.400.30.11 Exercise Classes Supplies & Equipment		25.00	
576.20.400.30.12 Swim Classes/Instruction Supplies & Equipment	115.56	291.67	39.62 %
576.20.400.30.13 Special Events Supplies & Equipment		200.00	
576.20.400.30.14 Staff Uniforms Supplies & Equipment		333.33	
576.20.400.30.15 Safety Supplies & Equipment	1,167.36	175.00	667.06 %
576.20.400.30.16 Lifeguard Class Supplies & Equipment		16.67	
576.20.400.30.17 Drop In/Open Swim Supplies & Equipment		47.50	
576.20.400.30.21 Pool Chemicals Supplies & Equipment	146.20	1,250.00	11.70 %
576.20.400.30.22 Janitorial Supplies & Equipment	1,207.48	916.67	131.72 %
576.20.400.30.23 Tools and Equipment		416.67	
576.20.400.30.24 Landscaping Supplies & Equipment		83.33	
576.20.400.30.25 Repairs/Maintenance Supplies & Equipment		83.33	
576.20.400.30.30 Resale Inventory		458.33	
576.20.400.30.40 Miscellaneous Supplies & Equipment		125.00	
576.20.400.40.10 Transaction Services/Merchant Fees	27.52	1,005.89	2.74 %
576.20.400.40.20 Translation Services		41.67	
576.20.400.40.31 Graphic Design (A&P, Material Development)		183.33	
576.20.400.40.32 Printing & Copying (A&P)		500.00	
576.20.400.40.33 Staff Recruiting		208.33	
576.20.400.40.34 Promotional Giveaways		41.67	
576.20.400.40.35 Outreach Marketing Services	1,174.80	333.33	352.44 %
576.20.400.40.41 Travel/Transportation (Staff development)		83.33	
576.20.400.40.42 Tuition/Registration Fees (Staff development)		333.33	
576.20.400.40.61 Electrical (Utilities)	1,000.76	1,583.33	63.21 %

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
576.20.400.40.62 Gas (Utilities)	2,921.57	4,000.00	73.04 %
576.20.400.40.63 Water (Utilities)		625.00	
576.20.400.40.64 Sewer (Utilities)	122.80	125.00	98.24 %
576.20.400.40.65 Garbage Collection (Utilities)		83.33	
576.20.400.40.72 Facility Repairs/Maintenance Services	14,358.74	4,583.33	313.28 %
576.20.400.40.73 Equipment Repairs/Maintenance Services		2,083.33	
576.20.400.40.80 Travel (Staff non-development)		16.67	
576.20.400.40.91 Scholarship Funds Expensed		1,000.00	
576.20.400.40.92 Red Cross		77.00	
Total 576.20.400 Swimming Pool Expenditures	37,014.78	73,048.52	50.67 %
586.00.300 Sales Tax			
586.00.300.00.00 Sales Tax Paid	5.32	672.50	0.79 %
Total 586.00.300 Sales Tax	5.32	672.50	0.79 %
591.76.300 Debt Service Principle			
591.76.300.70.10 City Bridge Loan Principal	9,516.67	9,540.63	99.75 %
591.76.300.70.20 Loans and Bonds Principal	50,228.36	8,455.11	594.06 %
Total 591.76.300 Debt Service Principle	59,745.03	17,995.74	332.00 %
592.76.300 Debt Service Interest			
592.76.300.80.10 City Bridge Loan Interest	604.81	580.86	104.12 %
592.76.300.80.20 Loans and Bonds Interest	6,336.64	972.39	651.66 %
Total 592.76.300 Debt Service Interest	6,941.45	1,553.25	446.90 %
597.00.300 Transfers Out			
597.00.300.00.10 Transfers Out to Capital Improvement Fund		18,333.33	
Total 597.00.300 Transfers Out		18,333.33	
Total Expenses	\$111,680.13	\$126,053.10	88.60 %
NET OPERATING INCOME	\$29,006.51	\$4,039.82	718.01 %
Other Income			
361.10.00.02 Interest CIP Fund	653.28	208.33	313.58 %
CIP Transfer in from General Fund		18,333.33	
Total Other Income	\$653.28	\$18,541.66	3.52 %
Other Expenses			
576.20.300.40.40.02 Bank Charges CIP Fund	17.11	20.83	82.14 %
595.76.300 Park Facility Improvements (CIP)			
595.76.300.40.00 CIP Services		17,100.42	
Total 595.76.300 Park Facility Improvements (CIP)		17,100.42	
Transfer Activity			
City Bridge Loan Principle	-9,516.67		
Loans and Bonds Principle	-50,228.36		
Total Transfer Activity	-59,745.03		
Total Other Expenses	\$ -59,727.92	\$17,121.25	-348.85 %
NET OTHER INCOME	\$60,381.20	\$1,420.41	4,250.97 %
NET INCOME	\$89,387.71	\$5,460.23	1,637.07 %



Combined Excise Tax Return

603-151-833
TUKWILA POOL METROPOLITAN
PARK DISTRICT

Filing Period: May 31, 2020

Due Date: June 25, 2020

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	11.80	11.80	0.00	0.004710	0.00
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	148.61	148.61	0.00	0.015000	0.00
Total Business & Occupation					0.00

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	11.80	0.00	11.80	0.065000	0.77
Total State Sales and Use					0.77

Deductions

Tax Classification	Deduction	Amount
Business & Occupation		
Retailing	Other: 299 Tax Exempt Non Enterprise Activities and Sales (WAC 45820189)	11.80
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	Other: 499 Tax Exempt Non Enterprise Swimming Pool Lessons and Activities(WAC 45820189)	148.61

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1729 - TUKWILA	11.80	0.035000	0.41
Total Local City and/or County Sales Tax			0.41

Total Tax	1.18
Subtotal	1.18
Total Amount Owed	1.18

Prepared By: Amy O'Neill
Phone Number: (206) 267-2350
E-Mail Address: accounting@tukwilapool.org
Submitted Date: 6/16/2020
Confirmation #: 0-014-660-671

Payment Type: ACH Debit/E-Check
Amount: \$1.18
Effective Date: 6/16/2020



Tukwila Pool Metropolitan Park District
TRANSACTION DETAIL PURCHASING CARD ACCOUNTS
 May 2020

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (P-Cards Reconcile) - 2794			
213.14 US Bank Kristine PC - 2183			
05/01/2020	LogMeln, Inc.	May 2020 Go To Meeting Toll Free Number Monthly Fee- (COVID-19 Response Purchase)	6.72
05/06/2020	Adobe	Monthly Subscription Acrobat Pro	16.49
05/11/2020	Intermedia.net	Billing Period: 04.10.20 - 05.10.20 Hosted PBX Phone Service	183.74
05/22/2020	USPS	Postage with tracking to City of Tukwila for monthly loan payment and semi-annual loan payment (City Hall closed due to COVID-19)	7.75
05/22/2020	USPS	Postage (Express) with tracking to Wallingford Sales for Water Heater	26.35
05/26/2020	Amazon.com	Sticker Shipping Address Labels, (COVID-19 Response Purchase)	20.89
05/31/2020	LogMeln, Inc.	Monthly Charge for Toll-Free and Call Me Flat Rate for Board Meetings, Covid-19	5.86
Total for 213.14 US Bank Kristine PC - 2183			\$267.80
213.15 US Bank Brad PC - 1958			
05/01/2020	My Emma	Email Marketing 10,000 Contacts- Pro- Annual Prepay- 120,000 Annual Contacts	1,174.80
05/06/2020	Amazon.com	6 Clear Plastic Soap Dispensers, Covid-19	27.50
05/06/2020	DreamHost Web Hosting	"Happy Hosting" For service through 05.05.2021	119.40
05/08/2020	Amazon.com	Forehead Thermometer non contact infrared digital thermometer: 2, Covid-19	171.57
05/08/2020	Amazon.com	Hookless Shower Curtains:3	64.32
05/14/2020	Amazon.com	Lighting X Lg Intermediate EMT Modular Trauma Bag	99.08
05/15/2020	Amazon.com	Bluetooth LCD Fingertip Pulse Oximeter Blood Oxygen SpO2 Saturation Monitor	39.58
05/15/2020	Diskmaker.com	Clear Protective Face Shields, Covid 19	475.63
05/15/2020	Best Buy	Bowet- 6 in 1 Professional 36" Tripod , Covid-19	27.49
05/15/2020	Original Watermen	Face mask, Covid 19	381.50
05/22/2020	Amazon.com	Webcam 1080p HD Computer Camera, Covid-19	88.07
05/28/2020	Amazon.com	TP-Link 8 Port Ethernet Network Switch	20.89
05/29/2020	Microsoft	HD Movie Maker PRO, Covid-19	11.00
Total for 213.15 US Bank Brad PC - 1958			\$2,700.83
Total for Tukwila Pool MPD (P-Cards Reconcile) - 2794			\$2,968.63



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: July 13, 2020

SUBJECT: Families First Coronavirus Response Act (FFCRA)

ISSUE

The Tukwila Pool staff need to know and understand what leave they may qualify for related to the COVID-19 pandemic.

FINANCIAL IMPACT

The financial impact will be determined if and when an employee requires the use of FFCRA.

BACKGROUND

The United States Department of Labor enacted the Families First Coronavirus Response Act (FFCRA or Act) in March 2020. This act requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

DISCUSSION

The Director of Aquatics Operations and District Administrator have created a memorandum to inform employees of the details regarding the FFCRA and the employer's obligations to meet the requirements.

RECOMMENDATION

Informational purposes only

ATTACHMENTS

- Tukwila Pool FFCRA Memorandum

Families First Coronavirus Response Act

1.0 PURPOSE

The purpose of this document is to address Tukwila Pool Metropolitan Park District (District) employees' temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak in accordance with the federal Families First Coronavirus Response Act (FFCRA) The benefits available under this act are available beginning on April 1, 2020 and expire December 31, 2020 and will be administered in accordance with the FFCRA statute and forthcoming federal regulations and guidance.

The FFCRA provides for two categories of leave

1.1

Emergency Sick Leave -- up to 10 days leave for various reasons related to the COVID-19 outbreak (*Detailed in section 2*).

1.2

Public Health Emergency Leave (PHEL/FMLA) -- expands existing Family and Medical Leave Act (FMLA) coverage to provide up to 12 weeks of partially-paid leave for eligible employees forced to miss work due to closure of their child's school or the unavailability of the child's childcare provider for reasons related to COVID 19 (*Detailed in section 3*).

2.0 EMERGENCY SICK LEAVE

2.1

Eligibility -- District employees may be eligible for up to 80 hours of Emergency Sick Leave, which may be fully or partially paid, if the reason for taking leave is listed in the Covered Reasons for Using Emergency Sick Leave. District employees are entitled to use Emergency Sick Leave when they are unable to work, or telework, for any of the following reasons:

2.1.1

The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. (Please note: The Department of Labor has advised that a state or local "stay at home" or "shelter in place" order does not qualify under this reason; however, such orders may become covered under reason (6) below pending further guidance from the federal government. The District will continue to monitor federal guidance on this issue).

2.1.2

The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Families First Coronavirus Response Act

2.1.3

The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

2.1.4

To care for an individual who is self-isolating for one of the reasons described in (1) or (2) above.

2.1.5

To care for the employee's child under age 18 due to closure of the child's school or unavailability of the child's childcare provider due to COVID-19 precautions. A "child" is defined the same as under the FMLA; i.e., a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time leave is to commence.

2.1.6

The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

2.2

Paid Leave Entitlement – District full-time employees are entitled to up to 80 hours of Emergency Sick Leave. District part-time employees are entitled to the Emergency Sick Leave equal to the number of hours typically worked over a two-week period. For employees with variable hours, hours will be determined based on the average number of hours scheduled over the six-month period preceding the leave (including paid leave hours) or on a reasonable expectation at the time of hire as to the hours per day the employee would normally be scheduled to work. Any Emergency Sick Leave available under this entitlement is in addition to accrued leave to which an employee is already entitled under existing District benefit agreements.

2.3

Reduced Benefit for Certain Leaves; Cap on Sick Leave Amount -- Where Emergency Sick Leave is taken for reasons (2.1.1), (2.1.2), or (2.1.3) above (which cover leave due to the employee's own health or quarantine), the paid sick leave benefit is equal to the employee's regular rate of pay for the missed work time, provided that Emergency Sick Leave is capped at \$511 per day and \$5,110 in the aggregate when leave is taken for these reasons. Where leave is taken for reasons (2.1.4), (2.1.5), or (2.1.6) above (to care for another, to care for a child due to a school closure or unavailability of childcare, or where the employee is experiencing a substantially similar condition), the paid sick leave benefit is two-thirds of the employee's regular rate of pay, if Emergency Sick Leave is capped at \$200 per day and \$2,000 in the aggregate when leave is taken for one of these reasons.

3.0 PUBLIC HEALTH EMERGENCY LEAVE (PHEL/FMLA)

3.1

Eligibility -- Employees who have worked for the District for at least 30 calendar days are eligible for PHEL/FMLA leave. An employee need not meet the eligibility requirements for regular FMLA (12 months of employment and 1250 hours worked in the prior year) to be eligible for PHEL/FMLA.

3.2

Leave Entitlement -- An eligible employee may take up to 12 weeks of protected leave if the employee is unable to work, or telework, based on a need to care for the employee's child under age 18 because the child's school or place of care has been closed, or the child's childcare provider is unavailable due to a public health emergency. A public health emergency means an emergency with respect to COVID-19 declared by a federal, state, or local authority. PHEL/FMLA may be taken intermittently only if approved by the District.

3.2.1 PHEL/FMLA is part of an employee's regular FMLA leave entitlement. Accordingly, if an employee has already used FMLA for other purposes during the FMLA leave year, the amount of available PHEL/FMLA will be reduced by the amount of FMLA leave already taken. PHEL/FMLA leave will be available through December 31, 2020.

3.3

Partial Pay Entitlement -- The first 10 days of PHEL/FMLA will be unpaid, although employees may elect to use accrued leave or Emergency Sick Leave during this period. For leave beyond the first 10 days, the District will pay two-thirds of the employee's regular pay, up to a maximum of \$200 per day or \$10,000 in the aggregate. Pay is calculated based on the number of hours an employee would otherwise have been scheduled to work. For employees with variable hours, hours will be determined based on the average number of hours scheduled over the six month period preceding the leave (including paid leave hours) or on a reasonable expectation at the time of hire as to the hours per day the employee would normally be scheduled to work. Employees may elect to supplement the PHEL/FMLA paid benefit with their accrued leave

4.0 USE OF PAID SICK LEAVE; SEQUENCING WITH OTHER LEAVE; INTERMITTENT USE

District Employees may access Emergency Sick Leave for a covered reason before exhausting other accrued leaves. If an absence is covered by Emergency Sick Leave and PHEL/FMLA described above, the employee may elect to use Emergency Sick Leave during the first 10 days of PHEL/FMLA to remain in paid status. If an employee is using Emergency Sick Leave intermittently due to a closure of a child's school or unavailability of the childcare provider, the employee may take leave intermittently only with the Employer's approval. An employee may also use Emergency Sick Leave intermittently with Employer approval if unable to telework his/her normal schedule of hours due to a qualifying reason (for example, if an employee can telework in the morning, but needs to care for a child in the afternoon due to a school closure). Per Department

Families First Coronavirus Response Act

of Labor guidance, where an employee is not teleworking, intermittent use of Emergency Sick Leave is not permitted when leave is taken for reasons (2.1.1), (2.1.2), (2.1.3), (2.1.4), or (2.1.6) above. In such cases, Emergency Sick Leave must be taken in full-day increments and once leave is initiated for one of these reasons, the employee must continue to use Emergency Sick Leave until either (i) the full amount of Emergency Sick Leave has been used; or (ii) the employee no longer has a qualifying reason for taking Emergency Sick Leave. The Department of Labor has explained that this requirement is imposed because if an employee is actually or possibly sick with COVID-19, or is caring for someone who is sick or possibly sick with COVID-19, the intent of the law is to provide paid leave to prevent the spread of the virus.

5.0 CARRYOVER, TERMINATION OF BENEFIT

The Emergency Sick Leave Benefit expires on December 31, 2020; any unused Emergency Sick Leave will not be carried over to the next calendar year or merged into other leave banks. Additionally, the entitlement to Emergency Sick Leave ceases beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick leave. However, to the extent an employee subsequently needed additional time off for another covered reason prior to December 31, 2020, the employee could use any remaining Emergency Sick Leave available.

6.0 NOTIFICATION

An employee who needs to take Emergency Sick Leave should notify the Director of Aquatics Operations (DoAO) as soon as practicable. After the first workday (or portion thereof) that an employee takes Emergency Sick Leave, the employee must follow the notice requirements required for use of regular sick leave.

7.0 VERIFICATION

An employee requesting Emergency Sick Leave must: specify the qualifying reason for requesting leave; state that the employee is unable to work or telework, for that specified reason; and provide the date(s) for which leave is requested. The Department of Labor also requires that the Employer obtain documentation supporting the leave request. Documentation may include, for example, a copy of the federal, state, or local quarantine or isolation order related to COVID-19; written documentation from a health care provider advising the individual to self-quarantine due to COVID-19; or documentation from the employee's child's school or childcare provider of closure (such as website posting or email).



INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Brad Harpin, Director of Aquatics Operations

DATE: July 13, 2020

SUBJECT: **COVID-19 Exposure Control Plan/Response**

ISSUE

The Tukwila Pool is required to implement written documentation regarding COVID-19 exposure and our response plan prior to reopening our facility for public use.

FINANCIAL IMPACT

None

BACKGROUND

Guidance from the Washington State Governor's office regarding Restart COVID-19 Requirements states:

Prior to reopening, all water recreation facilities are required to develop for each location a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location and available for inspection by state and local authorities. Failure to meet posting requirements will result in sanctions, including the location being shut down.

DISCUSSION

The Director of Aquatics Operations has utilized a WCIA COVID-19 toolkit template to create the Exposure Control Plan/Response procedure.

RECOMMENDATION

Informational purposes only

ATTACHMENTS

- COVID-19 Exposure Control Plan/Response

COVID-19 Exposure Control Plan/Response



COMPANY NAME:	Tukwila Pool Metropolitan Park District
PLACE OF BUSINESS:	Tukwila Pool
ADDRESS:	4414 S 144 th Street, Tukwila, WA 98168
BUSINESS OWNER:	
SAFETY PLAN LEAD NAME CONTACT INFORMATION:	Bradley Harpin – Dir. Of Aquatics Operations
DATE ISSUED:	7/10/2020
DATE UPDATED:	7/10/2020

In response to the novel coronavirus disease (COVID-19) pandemic, the Tukwila Pool Metropolitan Park District has developed a COVID-19 Safety Plan.

This Safety Plan relies on a common understanding of a “multiple barrier approach” to reduce exposure and transmission of the COVID-19 virus. Simply put, people will be safer, and businesses will be stronger when multiple barriers separate them from the virus.

Barriers include (but are not limited to):

- Personal health & hygiene – be aware & stay home if you are sick and avoid touching your face
- Hand washing - effective and frequent
- Masking – face masks as recommended by CDC, required by Washington State.
- Social distancing – aware of yourself and others, maintain 6 feet of separation
- Cleaning of workspace – effective and frequent
- Work planning – to maximize social distancing
- Workplace health screening – a collective commitment to others in the workplace
- Personal Protective Equipment (PPE) – as appropriate
- Workplace policies & procedures – to support and encourage implementation of multiple barriers

We are currently training all employees and customers, who visit our organization on the “multiple barrier approach” and content of the plan along with the guidelines issued by the State of Washington (Office of the Governor) and local public health authorities (King County Public Health). We will be actively updating and managing the plan and our response as we receive new information or updated guidelines.

Our Safety Plan Lead, Dir. Of Aquatics Operations or designees will be providing the training on the Plan and will be posting additional information at the pool. The training will also include information from the [Center for Disease Control and Prevention](#) (CDC), [Department of Labor and Industries](#) (LNI), Department of Health (DOH), and [King County Public Health](#).

Training and educational documents will be provided in [other languages](#) as needed to ensure that our entire workforce will be trained in their native language. If additional language needs cannot be met, the King County Public Health may assist with this request.

This Safety Plan follows the guidelines published by the Washington State Department of Labor and Industries, Publication [F414-164-000](#) (04-2020).

PURPOSE OF PLAN

The purpose of this Plan is to identify and communicate the Tukwila Pools COVID-19 Safety Plan for protecting the health of all employees, customers, or any visitor of the Tukwila Pool. This Plan is effective immediately in response to the current COVID-19 pandemic.

RESPONSIBILITY OF MANAGERS AND SUPERVISORS

The Tukwila Pool will designate a Safety Plan Lead and site-specific COVID-19 supervisor, a Safety Plan lead will be on duty during all operating hours. The designated supervisor will monitor the health of employees and enforce the COVID-19 Safety Plan.

Location	Designated COVID-19 Lead
Tukwila Pool 4414 S 144 th St, Tukwila, WA 98168	Bradley Harpin – Dir. of Aquatics Operations
Tukwila Pool 4414 S 144 th St, Tukwila, WA 98168	Jessica Stiles – Assistant Aquatics Manager
Tukwila Pool 4414 S 144 th St, Tukwila, WA 98168	Austin Stowers – Assistant Aquatics Manager
Tukwila Pool 4414 S 144 th St, Tukwila, WA 98168	Justin Stowers – Assistant Aquatics Manager

All managers, supervisors, and the COVID-19 Safety Plan Lead must be familiar with this plan and be ready to answer questions from employees. Managers must set a good example by following this Plan. The COVID-19 Safety Plan Lead must practice active managerial control to ensure employee compliance with this Plan, which includes the following actions:

- Train all current employees on this plan immediately and train new employees before they begin their employment
- Visually monitor employee safety behavior at regular intervals throughout the day
- Immediately correct employee behavior when they do not adhere to the safety steps laid out in the Plan. Re-train employees who require frequent correction
- Modify the plan or process as needed to increase compliance
- Provide written and graphic materials when available to increase visibility of policies to employees

COMMUNICATION

The Safety Plan Lead (or others as designated) will direct all communications regarding COVID-19 and the Tukwila Pools responses, both within the Organization and externally. Internal communications will be provided via (choose one or more):

<input type="checkbox"/> Email	<input type="checkbox"/> In-person meetings Frequency: Location:	<input type="checkbox"/> Posting to website portal
<input type="checkbox"/> Text messages	<input type="checkbox"/> Posted in communal work area	<input type="checkbox"/> Other:

Educational resources about COVID-19 illness and preparedness measures to control exposure and spreading of the illness are available (choose one or more):

<input type="checkbox"/> Posted in communal work area	<input type="checkbox"/> Posting to website portal	<input type="checkbox"/> Other:
-------------------------------------------------------	----------------------------------------------------	---------------------------------

The Safety Plan Lead or designee will provide notification to employees, customers, and others visiting the business of any operational changes and will provide frequent updates throughout the course of the COVID-19 pandemic. They will monitor for public health updates and issue advisories and alerts as conditions change. The Safety Plan Lead or designee will notify all affected parties when the outbreak impacts our ability to perform services and will provide updates when the organizations operations resume.

EMPLOYEE RESPONSIBILITY:

Please be responsible for your own health and ensure you participate in our “multiple barrier” prevention efforts while at work. To minimize the spread of COVID-19 at the pool, everyone must play their part. We are instituting various housekeeping, physical distancing, and other best practices at the pool to prevent the spread of COVID-19. All employees must follow these practices. Specific question about this plan or COVID-19, should be directed to your manager or supervisor.

You are expected to report to your managers, if you are experiencing signs or symptoms of COVID-19, as described below.

The following symptoms are consistent with COVID-19 and may be cause for heightened safety measures. A display of these symptoms as identified below is called “COVID-like illness” (CLI) until an official COVID-19 test and diagnosis is made.

One of the following symptoms:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of the following symptoms:

- Fever (subjective or measured)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you have any of these symptoms or a combination of these symptoms, **YOU MUST STAY HOME.** Do not come to work until you are free of symptoms for at least 72 hours, without the use of medicine, as [recommended by the CDC](#).

Best practices for control and prevention, regardless of exposure risk are:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, or mouth
- Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Then wash hands or use sanitizer

- Avoid close contact (standing within 6 feet) with others at all times
- Use a face mask or covering when you must have close contact with others

Employees are encouraged to communicate with the Dir. of Aquatics Operations to address and resolve any workplace health or safety concerns. Workplace safety complaints about coronavirus or other issues can be filed by calling L&I directly at 1-800-423-7233

WORKSITE PROTECTIVE MEASURES

GENERAL SAFETY POLICIES AND PROCEDURES

- Signs will be posted at the entrance discouraging any person who is showing symptoms of COVID-like illness from entering the pool. Customers who are symptomatic must go/stay home.

- Physical Distancing Policy:

All Employees and volunteers must maintain at least six feet of physical distance from each other, when feasible. Breaks and lunches will be staggered to prevent the groupings of staff and require a least six-feet between employees.

All meetings will be held virtually unless physical distancing can be maintained in the meeting room. Virtual meetings will be held by phone or video conferencing.

If shift work is necessary, the Tukwila Pool will require employees to remain on their dedicated shifts. If there is a legitimate reason for an employee to change shifts, this may or may not be accommodated to ensure the safety of all employees.

In an office setting:

Where workstations cannot be separated, barriers to create an effective 6 foot separation will be provided. Work schedules will be staggered so employees do not crowd when they arrive and leave work.

- Employee Hygiene Policy:
 - The Tukwila Pool will provide hand washing stations and hand sanitizer in the following locations:

Service	Location	Maintenance frequency
<i>Hand sanitizer</i>	<i>Lifeguard Station</i>	<i>Once per day</i>
<i>Hand sanitizer</i>	<i>Front Desk – Customer Counter</i>	<i>Once per day</i>
<i>Hand sanitizer</i>	<i>Front Desk – Employee Counter</i>	<i>Once per day</i>
Hand Washing Station	Men’s / Women’s Locke Room	Four times per day
Hand Washing Station	Family Changing Rooms	Four times per day
Hand Washing Station	Staff Locker Rooms	Four times per day
Hand Washing Station	Storage Room	Four times per day

- If you find maintenance or servicing is required, the COVID-19 Safety Lead will be notified immediately.
- Employees must wash their hands with warm, soapy water for 20 seconds upon entering the worksite, before and after eating or smoking, after visiting a public area, after touching high-use equipment (such as copier), after blowing their nose, and prior to leaving the job-site. If soap is not available, use hand sanitizer with at least 60% alcohol.
- Cover your cough and sneeze with tissues, or cough and sneeze into your elbow shirt sleeve.

Visitors to the Workplace

- Entrances to the business will be controlled and monitored. Customers, contractors, vendors, and visitors will be screened for COVID-19 symptoms and required to maintain physical distancing.
- Contractors or Vendors must sign-in (out) of the facility
- Contractors or vendors must wash or sanitize their hands upon entering the work area.

Personal Protective Equipment and Engineering Controls

- The Tukwila Pool will provide and train employees on the use of personal protective equipment (PPE) such as gloves and face coverings as appropriate, for the activity being performed.
- The Tukwila Pool requires employees wear a cloth face covering if they are required to work within six feet of another employee or customer.
- The Tukwila Pool will provide physical barriers or marking to indicate physical distance of 6- feet in areas where lines or gathering may occur. Break and lunchrooms will have marking to show the required spacing between employees.
- When feasible, the Tukwila Pool will provide physical barriers to separate employee workstations.

Employee Health Screenings

The Tukwila Pool will screen all employees, contractors, and sub-contractors arriving at the pool/worksite. Screening will consist of the following (example screening questions):

YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:

- A new fever (100.4°F or higher), or a sense of having a fever?
- A new cough you cannot attribute to another health condition?
- New shortness of breath you cannot attribute to another health condition?
- A new sore throat you cannot attribute to another health condition?
- New muscle aches (myalgia) you cannot attribute to another health condition, or may have been caused by a specific activity (such as physical exercise)?
- New loss of taste or smell?
- Have you been near anyone diagnosed with COVID-19?

In addition, all employees will be required to measure their temperature prior to each workday. The Tukwila Pool will provide an infrared digital thermometer for employees to screen at the entrance.

If an employee or visitor answers YES to any of the screening questions or has a measured body temperature of 100.4°F or above, they must immediately notify the COVID-19 Safety Lead. The designated screener, or COVID-19 Safety Lead must:

- Review of the screening results for accuracy. If a fever was measured, re-take the employees body temperature to verify results.
- If results appear accurate, immediately exclude the employee from work (send them home) and provide them [guidance](#) on isolation while they are ill.
- Remind the employee to continue monitoring symptoms and encourage them to visit their health care provider when possible.
- Remind the employee to communicate with you during their isolation. Results of COVID-19 tests should be communicated to the COVID-19 Safety Lead for follow up.

CLEANING AND DISINFECTION

The Tukwila Pool has instituted regular housekeeping, including cleaning and disinfection of frequently used equipment and high touch surfaces (doorknobs, railings, etc.). Employees should regularly do the same in their personal work areas.

Chemicals capable of disinfection must be used on surfaces to eliminate COVID-19. All disinfectants provided by the Company will be approved for use by the EPA and can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. A Safety Data Sheet will be maintained at each site at <<**provide location**>>. The following chemical disinfectants have been selected for use on shared equipment and high touch surfaces:

Chemical Name	Manufacturer	Storage location

Shared areas such breakrooms, lunchrooms, restrooms, and conference rooms will be cleaned at least (choose one of the following):

Location	Maintenance frequency	Assigned to

- Cleaning supplies are available for employees throughout the worksite at ***the above listed locations.***
- High-touch surfaces, such as handrails, doorknobs, keyboards, mice, telephones, shared equipment and tools, pens, and clipboards should be cleaned using disinfectants listed above.
- Each chemical has an associated “contact time” listed on the directions. Surfaces must remain wet for this amount of time to effectively disinfect. Employees designated to disinfect will be trained on, and adhere to, listed contact times.

EXPOSURE PLAN

Recognizing COVID-19 Symptoms

COVID-19 symptoms include a fever, persistent cough, and shortness of breath, but may also include headache, sore throat, chills, or loss in taste or smell. If you think you have these symptoms, contact the Safety Plan Lead (or other designee) and go home, self-isolate, and contact your health provider. If you think someone in your workplace has these symptoms, contact the Safety Plan Lead (or other designee) on follow-up procedures.

NOTE: Work with the Director of Aquatics Operations and local public health officials to ensure the completion of necessary required follow-up procedures in the event of suspected COVID-19 individual.

Response Protocol for a confirmed COVID-19 Case:

In the event a employee or customer tests positive for COVID-19, the Company will perform cleaning and disinfection of areas and buildings frequented by this individual in accordance with CDC guidelines. The Company will contact others who may have come into contact with this individual and follow exposure follow up actions as stated above.

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. We reserve the right to inform other employees that an unnamed co-employee has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. We also reserve the right to inform sub- contractors, vendors, suppliers, customers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Appendix B: COVID Exposure Definitions and Procedures

Employees who have been exposed to COVID-19

Steps for Employees:

Do	Don't
Take your temperature before work	Stay at work if you become sick
Wear cloth face covering always	Share headsets or objects used near the face
Practice social distancing at workplace as work duties permit	Congregate in the breakroom or other crowded spaces

Steps for Employer:

DO

- **Take employees temperature and assess symptoms before starting work**
- **If an employee gets sick or reports to work feeling sick, send them home immediately**
- **Test the use of cloth face coverings to make sure they do not interfere with workflow**
- **Increase air exchange in the building**
- **Increase the frequency of cleaning of commonly touched surfaces**

COVID-19 Exposure Definitions & Procedures

Potential Exposure: A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual include the period of time of 48 hour before the individual became symptomatic.

Confirmed COVID: A person who is confirmed by local authorities as having COVID-19.

Probable COVID: A person displaying mild respiratory flu-like symptoms that had a known contact with a confirmed COVID-19 case or has travelled to one of the high risk areas as defined by the CDC.

Unrelated illness: A person displaying illness unrelated to COVID-19

COVID Symptoms (may appear 2-14 days after exposure): Fever 100.4 or higher, cough, shortness of breath or trouble breathing, chills, repeated shaking with chills, muscle pain, headache sore throat, new loss of taste or smell.

Self-Quarantine: Quarantine is used to keep someone who might be have been exposed to COVID-19 away from others. Someone in self-quarantine stays separated from others.

Close Contact: Being within approximately 6 feet of a COVID-19 case for 10 minutes or more; close contact can occur while caring for, living with, visiting, or sharing a hospital room or other with a COVID-19 case – **or**– having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

Self-Monitor: Individuals monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever (over 100.4 degrees), cough, or difficulty breathing during the self-monitoring period, they should not report to work and contact their supervisor.

Employee Signature

Date