

TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

Interim President of the Board: Jeri Frangello-Anderson

Board Members: Ellen Gengler, Christine Neuffer, Vanessa Zaputil

Date: Monday March 14, 2016, 6:00 PM

Resolution # 2016-01

Location: Valley View Sewer District Conference Room - 3460 S 148th St. Suite 100, Tukwila, WA 98168

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL		
2. APPROVE AGENDA		
3. CITIZEN COMMENTS <i>(Limited to 4 minutes)</i>		
4. CONSENT AGENDA	a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting February 8, 2016	Page 5
	b) Approve Minutes TPMPD BOC Special Meeting February 13, 2016	Page 19
	c) Approve Minutes TPMPD BOC Special Meeting February 14, 2016	Page 25
	d) Approve Minutes TPMPD BOC Special Meeting February 18, 2016	Page 35
	e) Approve Minutes TPMPD BOC Special Meeting February 29, 2016	Page 41
	f) Approve Voucher	Page 43
5. REPORTS	a) Commissioners	
	b) Executive Director	Page 45
	c) Aquatics Manager	Page 47
	d) Finance	Page 51
	e) Tukwila Pool Advisory Committee (TPAC)	Page 65
6. BUSINESS ITEMS	a) Election of a new TPMPD BOC President	Page 69
	b) Process for the appointment of an additional Commissioner discussion	Page 71

	<ul style="list-style-type: none"> c) BOC Retreat date discussion d) Proposed Revision of TPMPD Bylaw Article 4 Section 1: Selection of Board Members e) Proposed Resolution 2016-01 for Revision of TPMPD Bylaw Article 4 Section 2: Compensation of Board Members f) Proposed Resolution 2016-02 Revising Auditing Officers, plus King County documents to reflect those changes 	<p>Page 73</p> <p>Page 75</p> <p>Page 77</p> <p>Page 83</p>
7. MISCELLANEOUS		
8. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110		
9. ADJOURNMENT		

Tukwila Pool Metropolitan Park District

Mission, Vision & Core Values

Mission Statement

The mission of the Tukwila Pool Metropolitan Park District is to provide the best run municipal aquatics program in the state.

Vision Statement

Our vision is to provide a sustainable and efficient pool that exceeds the community's needs.

Core Values

- **Programming** – Offer programming and public use times that are responsive to the demands of the community and contribute to the overall health and wellness of the community.
- **Education** – Offer an aquatic education program to teach the lifelong skill of swimming and promote safe behaviors in, on and around the water to individuals of all abilities.
- **Dependability/Sustainability** – Conduct business in a manner that ensures the community can come to depend on aquatics as an available service they can enjoy for generations to come.
- **Atmosphere** – We will create an inviting, supportive, and caring atmosphere that community members have ownership of and want to be a part of.
- **Partnership** – Foster a spirit of collaboration and creativity in order to be prepared to work with other community service providers to enhance the services available for community members.
- **Fun** – Work at providing fun and enjoyable activities for all ages and abilities

DRAFT
TUKWILA POOL METROPOLITAN PARK DISTRICT

February 8, 2016 - 5:00 p.m.
Valley View Sewer Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

Board President Dave Puki called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 5:00 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Jeri Frangello-Anderson, Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager

Pledge of Allegiance was recited.

CONSENT AGENDA

MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY BOARD PRESIDENT PUKI TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED 5-0.

CITIZEN COMMENTS *(Limited to 4 minutes)*

No citizen comments were made.

CONSENT AGENDA

- a. Approve Minutes Tukwila Pool MPD Board of Commissioners Special Meeting, December 28, 2015
- b. Approve Minutes Tukwila Pool MPD Board of Commissioners Regular Meeting, January 11, 2016
- c. Approve Voucher (2-05-16)

MOVED BY COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER ZAPUTIL TO APPROVE THE MINUTES OF THE BOARD OF COMMISSIONERS SPECIAL MEETING OF DECEMBER 28, 2015 AS PRESENTED. MOTION CARRIED 5-0.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OF JANUARY 11, 2016. MOTION CARRIED 5-0.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE VOUCHERS AS PRESENTED. MOTION CARRIED 5-0.

REPORTS

a. Commissioners

Commissioner Frangello-Anderson reported that the board attended the OPMA Session. She gave a marketing update that the Floats on Floats event is set to happen a week from Saturday.

b. Aquatics Manager

Mr. Perkin's reported the boiler emergency shut-off button was accidentally triggered, but everything has been restored to normal operations. All protocol was followed during this incident and Mr. Perkins is continuing to investigate.

Mr. Perkin's stated that there are 106 children in swim lessons for this session which is an increase. This school semester there are 24 females and 12 males students in the Foster School swim PE class. It is the school's responsibility to ensure student safety, but he feels as an additional safety measure, there will be a lifeguard on duty during the class sessions.

Mr. Perkins has almost completed the contract with White Water and he will have the board review it before presentation to White Water. He has also submitted the article to the Tukwila Reporter newspaper.

Commissioner Zaputil asked about the payroll budget and Mr. Perkins replied that he believes they are on budget.

Commissioner Zaputil inquired about if a water aerobics instructor had been hired and Mr. Perkins said that the pool needs to advertise for an additional instructor for evenings. The morning aerobics class has 6 to 8 students.

Commissioner Zaputil wondered if online registration is actually working and if citizens are using that option. Mr. Perkins said that swim lessons are utilizing the online registration, beyond that it is unclear at this point.

c. Financial Support Services

There was no report.

d. Tukwila Pool Advisory Committee (TPAC)

There will be a meeting on February 20th and it will include marketing. Mr. Perkins stated he will present ideas for events at the meeting.

The Committee will perform a review of the brochure at that meeting also. The findings of the scholarship fund research done by Commissioner Frangello-Anderson is on the agenda for this meeting. Commissioner Neuffer and Commissioner Frangello-Anderson will attend the next TPAC meeting on February 20th which will be at TCC. In March and May the meeting will be held at the pool.

BUSINESS ITEMS

a. TPAC Welcome Packet

Commissioner Frangello-Anderson presented a rough draft to the board and asked for input. Included in this packet is the history, vision, governance, core values and the meeting schedule.

Also included in the packet is the email contact list of all the staff, TPAC members and commissioners and a streamlined Robert's Rules of Order. Commissioner Frangello-Anderson has a rough copy of the rental contract from the City, the budget and the organizational chart. The one in the packet is from the William Shore Pool as the Tukwila Pool's chart has not been finalized at this point.

Commissioner Frangello-Anderson has a sample of the agenda for TPAC and two sets of meeting minutes. Also, she included the member application for them to use. This packet will be given to new members after they have been accepted.

The board praised and thanked Commissioner Frangello-Anderson for her hard work. One idea from the board is to include a time commitment that TPAC members are expected to donate time to the committee on a weekly or monthly basis.

Commissioner Gengler asked if the board will need to track the time each person is donating.

Commissioner Zaputil thinks this would be something the executive director's purview instead of the board. She feels the board should agree to have a Welcome Packet for TPAC members.

The consensus of the board is there should be a welcome packet for new TPAC members. The members of TPAC can change contents when needed under the purview of the executive director.

Commissioner Gengler is concerned that updating the packet content should not be the responsibility of the board.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER NEUFFER THAT THE TPMD BOARD WOULD LIKE TO PROVIDE TPAC MEMBERS A WELCOME PACKET UPON APPOINTMENT. MOTION CARRIED 5-0.

b. Update from Executive Director Narrow Down Committee

Commissioner Frangello-Anderson stated that she and Commissioner Neuffer will meet this week to review the nine applications received. Commissioner Frangello-Anderson feels confident that by the deadline there will be enough qualified candidates to select several for interviewing. There could be more applications coming in and then the committee would select at least four candidates for the Facility Tour Committee.

Commissioner Zaputil stated that the entire board will be conducting the final interviews with the chosen candidates.

Commissioner Gengler asked if the Facility Tour is another tool to narrow down the candidates even further.

Commissioner Zaputil felt the Facility Tours might be an opportunity to include the Aquatics Manager in the tours.

Commissioner Gengler summed up the next steps are for the Narrow Down Committee to identify the four applicants, contact them and suggest a Facilities Tour that will include two board members and the aquatics manager, if available. These tours will also have to coordinate with the candidate's schedule as well.

Commissioner Zaputil asked when the board would like to have a Special Meeting concerning the candidates and dates for facilities tours. Several dates were discussed.

Commissioner Gengler suggested that the Narrow Down Committee meet tomorrow and contact the qualified applicants to see if they would be available for interviews this weekend.

Commissioner Zaputil thought that, to save time, have Mr. Perkins conduct facilities tours without commissioners present.

There was a discussion on when and where the interviews should be held.

Commissioner Neuffer asked about how the interviews are to be conducted. Is there a list of questions that each candidate would be asked?

Commissioner Gengler stated that she liked the way City Council conducted their interviews. The candidates were given a few minutes to talk about themselves and then each councilmember asked pre-scripted question. This way everyone was asked the same questions.

Mr. Perkins agreed that is an excellent way to conduct the interviews.

Board President Puki tends to tailor his questions to the candidate after they give their speech about why they are a good match for the position.

Commissioner Zaputil thinks that legally each candidate must be asked the same questions. She stated that if the board wants to hold a special meeting on Saturday the 13th, Valley View is open between 10:00 a.m. and 11:45 a.m. There is more availability on Sunday at Foster from 2:45 p.m. to 5:00 p.m.

Commissioner Gengler said that the City interview process gave each candidate 30 minutes. Most of them spoke for 10 minutes or less, then questions were asked.

Mr. Perkins feels the board needs 45 minutes per candidate; 30 minutes for the actual interview and 15 minutes to compare notes before moving on to the next candidate.

Commissioner Zaputil stated that the Burien Library second floor conference room is open from 12:00 p.m. to 8:00 p.m. on Sunday the 14th. She will put a hold on the room from 12:00 p.m. to 4:00 p.m. on that date.

Board President Puki summarized the plan is that the Narrow Down Committee will choose the four candidates and the interviews will take place on Sunday at the Burien Library. The board will submit questions via email to ask the candidates to establish a list.

Commissioner Zaputil stated that if the candidates would like a facilities tour, they can schedule that with Mr. Perkins.

Commissioner Gengler stated that when candidates are contacted, the information they should be given is the time, format and place and that they will all be asked the same questions. Also, to give them the option to call Mr. Perkins to arrange a facilities tour.

Commissioner Neuffer said when she was observing the City Council's interview process, the candidates who have already been through their interview have the option to sit in the audience and listen to the other candidates.

Board President Puki said that the interview meeting has to be given notice as a Public Meeting, if the notice stated that the board will be interviewing candidates on a schedule independently of each other, that would be acceptable.

Commissioner Zaputil stated that the board may go into Executive Session and make a decision so the process can move forward.

Board President Puki said he will email Mr. Snure, the attorney, to see if the board can go into Executive Session and make the decision that evening.

Commissioner Zaputil wants to ensure the board sends out letters to candidates who were not chosen as a matter of course.

Commissioner Frangello-Anderson asked about when the reference checking will be done.

Commissioner Gengler stated that an offer could be extended pending reference checks.

Commissioner Zaputil wondered if the reference checks could be split up among the board members once the four candidates have been selected.

Commissioner Gengler said the chosen candidate has to be fingerprinted and background checked.

Mr. Perkins thinks checking references could happen after the interviews.

Commissioner Gengler would be willing to check references on a candidate and Commissioner Zaputil volunteered to do checks also.

Commissioner Zaputil said, to clarify, the Narrow Down Committee will meet on Wednesday night. The commissioners will have reference checks completed before Sunday.

Board President Puki re-iterated that interviews will be held on Sunday from 12:00 p.m. to 4:00 p.m.

Commissioner Gengler will listen to the City Council's interview process again and send out the questions that they asked. Then the commissioners can submit two questions each. The total number of questions for candidates will not exceed ten.

Mr. Perkins already has a copy of the questions the City Council asked and will send those out to the other commissioners.

Commissioner Zaputil stated the meeting notice needs to go and the agenda posted for the meeting. She will make sure this task is done.

c. Update from Administrative Director Transition Committee

Commissioner Zaputil gave the update on the exit interview with Mr. McCoy on January 29, 2016. There was a list of nine questions on the handout with his responses. The password document was given to Mr. Perkins. Resolutions and contracts are in Mr. McCoy's office. The laptop was returned to the district and the phone line has been disconnected. Mr. McCoy also returned his keys and pass card. The last item to be dealt with is the PTO time which is five days. Mr. McCoy's office needs to be cleaned and sorted to ensure all documents are in order.

Mr. Perkins has all licenses, but not contracts or resolutions.

Board President Puki stated that there was a request sent to the prior board for location of records.

Mr. Perkins asked about how the commission wants to store these documents in the future.

Commissioner Zaputil replied that document storage will be under the executive director's discretion.

Commissioner Frangello-Anderson will sort out Mr. McCoy's former office.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO AUTHORIZE PTO TIME FOR PREVIOUS ADMINISTRATIVE DIRECTOR, KIM MCCOY, IN THE AMOUNT OF FIVE (5) DAYS TO CONCLUDE HIS CONTRACT WITH THE MPD. AS AN AMENDMENT TO THE MOTION IS TO EXPEDITE PAYMENT TO KIM MCCOY FOR FIVE (5) DAYS PERSONAL TIME OFF AS SOON AS POSSIBLE. MOTION CARRIED 5-0.

d. RFQ Flooring Project Update – Aquatics Manager

1. Selection of Preferred Company

(a) DPK

DPK is the low bidder as the scope of work was just to remove the flooring and re-broadcast. If they added the additional 1/8" to the floor, but that would cost an additional \$9,000 to make the floor level. The other thing to be done is to bring the walls up over the coping. The product to be used would be the MMA product. Mr. Perkins feels this is not the best option. The project would take 10 days.

(b) Ironclad

Bid was \$42,895. To replace the primer channel would be \$11,000. To coat over the tiles would be \$2,050 and an extra year's warranty would be included. This is the MMA product. The roughness of the floor the board choose was the Q28. This contractor will make larger samples in various roughness to ensure the board will be happy with the floor. The time line for this contractor is 7 days.

(c) Leewens

Bid was \$43,000, but would not bid out drains. This product is the epoxy based product. The bid was an additional \$2,200 to match color and \$7,500 to do the 6" grade up the sides. This work would take 15 days.

The project time line is end of March which may also include spring break. The MMA product is easier to fix if necessary. The other benefit as far as down time is the MMA recoats in 45 minutes whereas epoxy takes days to cure.

Mr. Perkins felt Ironclad was the most responsive; however, has they have the least experience in doing pool floors. This is a Duraflex product and the installer has to be approved by the company and the contractor must register the pool deck. Mr. Perkins recommends Ironclad and the scope of work would not include the drains, but would like to see the coping up the sides.

The consensus of the board was to not do the floors in the cleaning room.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL TO ACCEPT THE CONTRACT AS PRESENTED BY IRONCLAD INDUSTRIAL FLOORING WITH THE COPE TILE THROUGHOUT TO MATCH THE NEW FLOOR COATING ADDED ALONG WITH THE TWO YEAR WARRANTY AT A COST OF \$42,895 PLUS THE ADDITIONAL COST OF \$2,050 TO COAT TILES; NOT INCLUDING SALES TAX. MOTION CARRIED 5-0.

2. Establishment of timeline

The board and Mr. Perkins discussed the other projects the pool hopes to have completed at the same time the pool is closed for flooring replacement. This includes lighting and pump replacements.

Mr. Perkins stated that the lighting would have to be finished before the flooring goes in and he is willing to rent a lift and have two other staff members assist him in getting the lights changed out. This can be accomplished in one evening after closing time the night before.

Commissioner Zaputil said the flooring people need a week to do the pool deck. She suggests Wednesday, March 30th to Wednesday, April 6th.

Mr. Perkins can do the lighting on the 29th so the flooring can begin on the 30th.

Board President Puki asked what would be the last day of business before the closure.

Mr. Perkins can replace the lights on March 29th after the pool closes for the evening.

Board President Puki stated the official pool closure would be March 30th through April 6th with the pool re-opening on April 7th.

Commissioner Zaputil said that posters should be posted to inform the patrons of the pool closure.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER THAT THE FLOORING PROJECT, MCKINSTRY PROJECT AND THE LIGHTING PROJECT WILL ALL BE ACCOMPLISHED WITH A CLOSURE DATE OF MARCH 30, 2016 AND RE-OPENING ON APRIL 7, 2016. MOTION CARRIED 5-0.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL GRANTING THE PRESIDENT THE AUTHORITY TO SIGN THE FLOORING CONTRACT WITH IRONCLAD INDUSTRIAL FLOORING. MOTION CARRIED 5-0.

e. Commissioners Roles and Responsibilities

Board President Puki said that there has been some confusion and duplication of effort in organizing the new board so this is an attempt to get provide clarity.

1. Continuing Roles/Responsibilities

Board President Puki stated that if a board member takes on a responsibility, let him/her perform that task and then report back at the next meeting. The meeting structure needs to be a bit tighter with less side tracking.

Commissioner Frangello-Anderson is in agreement with Board President Puki.

Commissioner Zaputil said that if the president and the clerk had the administrative support they need, they would not have so much to do.

Commissioners would come prepared to meetings and be ready for action.

Board President Puki also asked to have the proofreading and editing of documents done and distributed via email prior to meetings. Less time spent wordsmithing during meetings would be ideal. This would allow for more action items.

2. Interim Roles/Responsibilities

Commissioner Gengler copied a list of duties for the president from Des Moines when they have administrative support. The president should be the policy lead; spokesperson for the district. They shall have no administrative responsibilities, but, with administrative support, will set all agenda items and preside over the meeting of the board. He/she shall have the same right to make or second motions and to vote on all issues that come before the board except those which may have a direct conflict of interest.

Commissioner Gengler continued with the duties of the clerk who shall be the custodian of the records of the district. The clerk shall ensure proper creation and storage, reporting of all transactions, receiving the board's financial statements, contracts, resolutions, interlocal agreements, vouchers and the journal proceedings of the board of commissioners. He/she shall regularly report to the board on such matters and have the same rights to make or second motions.

Commissioner Gengler stated that if there is administrative support, then the clerk would be overseeing these actions. Once the board makes a decision on the executive director, most of the administrative duties the board is currently handling will be transferred over to that person. She suggests point persons be appointed for certain projects, for instance, Mr. Perkins is the point person for the flooring project.

Board President Puki agrees with Commissioner Gengler that the board should speak as one voice. One way to accomplish that with operations is to have the board president act as direct influence with the staff on issues.

Commissioner Gengler stated that most of the issues she has been aware of had nothing to do with the pool staff.

Commissioner Zaputil asked what additional things need to be accomplished.

Commissioner Gengler listed notice of meetings, agendas, executing contracts and financial oversight.

3. Contact/Point People

Commissioner Zaputil stated that since Commissioner Frangello-Anderson is working with the bookkeeper, maybe she could be the point person for the bookkeeper and the CPA.

Commissioner Gengler would like to know what is not clear and what the frustration is so it can be dealt with to everyone's satisfaction.

Board President Puki said that he did not want to put the entire financial burden on Commissioner Frangello-Anderson. For instance, today Board President Puki asked the CPA a question concerning adding an interest bearing account for the CIP. Maybe that question should have gone through Commissioner Frangello-Anderson first.

Commissioner Zaputil sees Commissioner Frangello-Anderson's role as collecting those questions and then reporting back to the board the answers she receives. Also, Commissioner Frangello-Anderson will receive the minutes.

Commissioner Zaputil feels the president would be the point person for matters dealing with the attorney.

Board President Puki agreed that he is the point person for the attorney for operational matters and interfacing with the executive director in business matters.

Board President Puki brought up that the CPA is under the assumption that the president is the point person. The CPA will be informed that the point person is actually the responsibility of the clerk.

Commissioner Zaputil volunteered to handle the noticing and agenda for the upcoming Special Meeting. Normally, the president oversees that project to ensure it is done on time.

Commissioner Neuffer suggested that the board needs a work plan that involves researching the by-laws as those contain the roles and responsibilities for the board members.

f. Financial Transfer/View Authority

1. Next Steps

Board President Puki spoke about the motion passed on the last meeting; however, he would like to review the accounts affected.

The main account with King County is where all tax payments are deposited. That is separate account from all other accounts. All warrants are paid through this account. If the board chooses to open a CIP account and a reserve account, those accounts would be interest bearing. Accounts with King County are slow to make transfers.

Linked indirectly is the US Bank SharePoint account. These are the pool accounts, one is for operations, Rec 1, and revenue deposits are made here via Mr. Perkins. The only bill paid from this account is the pool credit card which is a direct debit. The second account is the payroll account which is only used for payroll. Monies can be transferred from the King County account or from operations account through the process that is already set up. Also, held in the operations account is the \$140,000 CIP.

The third account is called a Sweep Account. Excess funds are in the Operations Account, but none of these US Bank accounts earn interest. The way the Sweep Account works is at set point in the Operations Account, excess monies will be transferred to the Sweep Account. That money sits in that account until the end of the business day when it is transferred and goes automatically into the King County account. This is the only way the Sweep Account works.

There is no set amount at this time to make a transfer to the Sweep Account; it has to be manually transferred. The board needs to set a dollar limit as to when the excess money will be transferred.

Commissioner Gengler stated that the MPD is losing money because the CIP money is in the Operations Account and that needs to be changed.

Commissioner Zaputil said the accountant at the beginning was unaware the King County account accrued interest. Now that it has been realized, the board can make changes to the account to make sure a CIP account can earn interest

Commissioner Gengler stated that at the last meeting, it was discussed that the King County accounts do not have a read only option. If a person can see the account; they also have the power to transfer money.

Board President Puki said that the CPA has led him to believe that is true; however, he cannot confirm nor deny that at this point. Board President Puki will send out an email later this evening that will have contact points with King County so that this can be investigated further. Commissioner Frangello-Anderson can ask for Board President Puki's assistance in this investigation.

Commissioner Gengler's opinion is that the more people on the board that can look at the accounts, the less likely situations will arise as they have in the past.

Board President Puki has the ability to monitor the US bank accounts without authority to make any transactions. He is not able to view the King County account.

Commissioner Zaputil feels there needs to be more information gathered before giving access to anyone. So the next step is to go to King County and obtain the right information.

Commissioner Gengler is concerned that so many responsibilities are being given to Commissioner Frangello-Anderson.

Commissioner Zaputil said that tonight the roles and responsibilities are stated and from here on out financial matters are under Commissioner Frangello-Anderson's purview.

Commissioner Frangello-Anderson and Board President Puki will work together on gathering the necessary information. After the information is gathered, then Commissioner Frangello-Anderson will put together procedures.

Commissioner Zaputil asked how difficult is it to add more people to the US Bank account for transfer authority.

Commissioner Gengler said that in her opinion, establishing a CIP account with King County is a low priority, the higher priority to move money that is sitting in US Bank to the King County account where it earns interest. The other high priority is to ensure there is enough money in the payroll account to cover payroll.

Board President Puki stated that perhaps the \$140,000 should go into the Sweep Account for now so it is earning interest, whether or not the CIP account is set up at this time.

Commissioner Zaputil said there is actually more money for CIP because the board funded another \$80,000 last year; however, that money is still sitting in King County and was never transferred to US Bank. That would mean that there is \$220,000 in the CIP account.

Commissioner Gengler suggested that perhaps creating the separate CIP account would be more of a hassle than it is worth.

Board President Puki said there are resolutions to make separate accounts for the CIP funds.

It was the consensus of the board to move \$140,000 to the King County account as soon as possible.

g. WCIA Insurance Add On to comply with Auditing Officer requirements

There is only one thing left to fill out before sending this document into WCIA which is some financial information for the prior year and current year.

Commissioner Zaputil said that with the information that the bookkeeper gave the board, it should be able to complete the document. Commissioner Zaputil and Commissioner Frangello-Anderson will work together to finish the document. Mr. Perkins will find out where to send the document.

h. WCIA Audit Plan 2016

Commissioner Gengler reported that she received an update from Chip of WICA. She let him know that the board is looking for an executive director currently and would like to postpone final selection of a delegate. He said that was fine, the deadline is October 31, 2016. However, the board needs to inform him of who the WICA delegate is in the interim. Since the administrative director was the delegate, Mr. Perkins volunteered to be the interim delegate.

Mr. Perkins said that on the audit form there were questions like how often are audit cash accounts performed. Since the accountant does that, he was unable to answer the question.

Commissioner Zaputil and Board President Puki said that the bookkeeper performs audits monthly.

Commissioner Gengler will inform WCIA that Dave Perkins will be the interim delegate until an executive director is hired.

Board President Puki would like to have the bookkeeper mail all checks via the post office for safety concerns.

Commissioner Gengler stated the bookkeeper is an independent contractor and if the board tells her how to do her duties, she then becomes an employee.

Mr. Perkins agreed that mailing anything out of a personal home mail box is risky.

Board President Puki stated that checks were sent out of the bookkeeper's mailbox and payments were delayed which caused late fees to occur.

Commissioner Zaputil and Commissioner Neuffer said that time is running short, perhaps this discussion could be delayed.

- i. Next TPMPD Board of Commissioners Regular Meeting is scheduled for Monday, March 14, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168

MOVED BY, COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER GENGLER, TO ADJOURN THE MEETING AT 9:15 P.M. MOTION CARRIED 5-0.

Jeri Frangello-Anderson, Acting President of the Board of Commissioners

DRAFT-TUKWILA POOL METROPOLITAN PARK DISTRICT

February 13, 2016

11:00 a.m.

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

Boulevard Park Library Meeting room

CALL TO ORDER

Board President Dave Puki called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 11:10 a.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Jeri Frangello-Anderson, Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

APPROVE AGENDA

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA WITH THE REMOVAL OF THE INTERVIEW OF KEVIN CAVIEZEL. MOTION CARRIED 5-0.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO ADJOURN THE MEETING FOR FIFTEEN (15) MINUTES UNTIL 11:30 A.M. MOTION CARRIED 5-0.

Board President Puki called the meeting back to order at 11:30 a.m.

BUSINESS ITEMS

a. Executive Director Interview

1. Kevin Caviezel- removed
2. Jennafer Price Cargill

Board President Puki asked Ms. Cargill to present her qualifications, skills and experiences for the position of Executive Director for the Tukwila Pool Metropolitan Pool District and to explain why she is the ideal candidate.

Ms. Cargill stated her primary qualification was that she was employed in a similar position in the past when the pool was operated by the City. She has her Aquatic Facilities Operators' Certification and has been trained in the Open Public Meetings Act. She is versed in the WCAs and the RCWs related to operating an MPD and a pool. The last twenty years has been spent learning all facets of operations of different organizations. Ms. Cargill has been a board member of several organizations. On a personal level, this is a job that she has been longing to due for quite awhile.

The following questions were then asked:

1. Describe your approach to learning more information about a topic whether it is a topic you have experience in or a topic you are new to.

Ms. Cargill said that she enjoys research and finding materials related to the subject at hand. She also enjoys meeting with people who have experience on the subject to learn more. Then she filters all the information to find the answer she feels best relates to the matter.

2. How have you supported or worked in a special purpose district or a similar type of government organization before, describe your experience and discuss any challenges you have had and improvements you made.

Ms. Cargill stated that she worked with the TPMPD for ten (10) months in 2014. This was during a time when the challenge the organization faced was whether or not to be self-operating. She helped present the previous board information that assisted in making that decision. As she reflects back on that time, she was pleased to be a part of that presentation. The decision to become self-operating was done in one day which she feels was due in large part to the research and preparation that went into that presentation.

As part of her former role, she had the opportunity to confer with and meet other professionals to discuss how other MPDs handle their operations. She found this was similar to the work she had done with other non-profits. Of course, there are legal differences, but in terms of how the organization operates, it was similar. She was pleased to note that her goals and purposes were in the right direction.

3. As an executive director you will deal with conflicting interests from various stakeholders. A possible scenario would be board members who disagree with a policy or operational issue, how would you deal with it? Provide an example of a time you helped manage a dispute between competing interests.

Ms. Cargill said she thinks it is valuable to establish the responsibilities and roles of each of the players. As a board member, policy is a board responsibility and her role would be to give her advice and then carry out what the whole board decides. If individual board member requests that a policy be put on the agenda, that request would then be given to the board president to decide if that issue is to be on the agenda.

Operational disagreements are a different matter. The board decides if they are happy with the outcome of the operations. If not, they can create policies to have operations work within certain guidelines. The executive director's role would be to be responsive to the needs and requests of members and take that issue to the board as a whole to take action. In the executive director role, it is about relationships and trust. This is why she feels strongly about this position because of the relationship and trust she has in this board. Having that as a starting point makes everything much easier for all involved.

4. The ED position is a part-time, exempt position with a flexible schedule that balances work in both an independent and team environment. How would you determine the hours you would work and what is your availability to attend events on weekends and evenings?

Ms. Cargill stated that she has worked for non-profits for many years and weekends and evenings are part of the position. One of the benefits of a flexible schedule is that she can work from home and still be with her family. The hours she would work would depend on what the outcomes the board requires from her and she would work to achieve those outcomes. In a position like this, it can be difficult to determine hours as in set hours, as they can vary from week to week.

5. The executive director is in charge of the MPD budget. Tell us your budgeting experience and how you have dealt with budgets. What do you find challenging and what do you find interesting?

Ms. Cargill said budgeting is about planning. With the end goal in mind, a budget needs to be constructed to support that goal. That requires planning and forethought. Sitting down in advance with all the planning the budget should be able to be balanced and accurate. One of the things that she enjoyed when she was in this position before was having the Budget Committee to have discussions with, having the trust and respect for the MPD and each other.

6. As you well know, this is a small district with limited resources. This position includes clerical work, for example, creating agendas and maintaining public records. Please expand on your qualifications and ability to perform clerical work.

Ms. Cargill explained that in her career she has never had an assistant who did the clerical work, she has always done her own clerical work. The type of work that is required in this position was new to her when she last held this position. She learned on the job and now has a firm grasp on this portion of the position requirement.

7. Is there anything that you would like us to know about you or do you have any questions for us?

Ms. Cargill asked about evaluations and outcomes measurements, is that something the board would like to see happen?

Board President Puki stated that to date, evaluations by the board have not happened during this transition time. Since this board has been seated, the struggles have been mostly financial and working on the organizational chart. The board has dealt with and has a budget for 2016. There are renovation plans for the floor that have been approved and are in process of being scheduled. The board has had to be the assistant to the aquatics manager for operations. The board also has other issues to be dealt with when time permits.

Ms. Cargill said she found a budget online for 2016, but was not sure if it was the correct one.

Commissioner Zaputil stated the approved budget was in the December 17th packet.

Ms. Cargill inquired about the board's operational roles and how the board sees that going forward once an ED is in place.

Board President Puki said the board would like to step out of operations entirely.

Ms. Cargill asked if the board considered training for this position. She has found, in her experience, that people think they know what a position entails, but when they get in that

position, they find it is different from what they thought. How does the board feel about training?

Board President Puki said the board wants to support the ED and follow some direction as to what will be the board's roles in the future. Ultimately, having an ED will help define what the board's role should be and make it easier to understand the roles. At that point, training can be pursued to fine tune those goals.

Commissioner Zaputil stated the full board has done OPMA and public records training as required. Some individual members have had WCIA training on some things.

Ms. Cargill was thinking about what it means to be on a policy board. The dynamic is interesting because this structure is similar to the way for profit companies are set up. When people are put in these positions for profit companies, it is usually due to knowledge and experience in the industry. For non-profits, that is not always the case, so she has educated herself in how boards operate.

Board President Puki stated there is a basic set of policies between the former board and this board outlining a foundation for policies. These are probably not as complete as needed, but there is a base to build upon. This is one of the things the board would like the ED to tackle; tailor the policies more to the MPD and if there is a policy that needs to be in place, bring that or those to the board. Then all of those policies can be implemented so the pool can run smoothly and opportunities for revenue can be exploited.

Commissioner Zaputil said the Advisory Committee reviewed all of the policies that were presented from the previous board.

Ms. Cargill stated that the policies she read were mostly related to operations; are there any policies in relation to the board itself?

Commissioner Zaputil thought it was February or March the previous board approved board bylaws. They repealed an original resolution and replaced it with board bylaws.

Ms. Cargill said the second part of that question would be about policies that are the district policies that are not necessarily in relation to the operations of the pool, but more to the operations of the district.

Commissioner Zaputil stated there are both operational and district policies such as public records included. They were modeled after the William Shore Pool district.

Ms. Cargill said she wanted to get an idea of progression that has been made since 2014.

Board President Puki said that the district has come a very long way, but more progress is needed.

Ms. Cargill would love to assist the district in cleaning up all the little bits and pieces that still need to be put together and focus on long term planning.

Board President Puki said that in his experience in policy making, policies become living documents that have to be changed and updated from time to time. It is his hope that there can be a period review every three years to make sure all policies are still valid.

Ms. Cargill stated that she likes to be proactive and that is how she will go through the policies, trying to anticipate upcoming issues. It is easier to handle issues when there is already a policy in place. As the district moves forward and grows, there will be more needs to have policies in place.

Board President Puki said that most of the district's policies are online now.

Commissioner Zaputil stated that the policies are contained within agenda packets, they have not been extracted out and that is underway.

Board President Puki agreed that the project was being worked on and the board wants to be as transparent as possible. Most everything will be available online.

Ms. Cargill said that answers most of her questions; were there any other questions the board has of her?

Commissioner Zaputil stated that the same set of questions will be asked of all the candidates.

Ms. Cargill said she is excited by this opportunity and also excited by the possibility of working with this board.

Board President Puki stated that this is a new era and everyone on the board was elected to their position. The board has taken on the challenge of trying to get an understanding of what is needed and making everything run smoothly. The goal is to have happy clientele come to the pool and have a safe pool to swim in.

Ms. Cargill said that was the biggest struggle she had in this position previously feeling like she was not able to do the job that was needed. She does not feel that way with this board.

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY
COMMISSIONER ZAPUTIL TO ADJOURN THE MEETING AT 12:00 P.M.
MOTION CARRIED 5-0.**

Dave Puki, President of the Board of Commissioners

DRAFT-TUKWILA POOL METROPOLITAN PARK DISTRICT

February 14, 2016

12:00 p.m.

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

Burien Library Meeting room

CALL TO ORDER

Board President Dave Puki called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 12:07 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Jeri Frangello-Anderson, Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

Diane Meyers, a citizen, was also present

APPROVE AGENDA

MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA. MOTION CARRIED 5-0.

BUSINESS ITEMS

- a) Continuation of Executive Director Interviews for:
 - 1. Jose Saez
 - 2. Tom Reber

Board President Puki asked Jose Saez to present his qualifications, skills and experiences for the position of executive director for the Tukwila Pool Metropolitan Pool District. He requested that Mr. Saez explain why he feels he is the ideal candidate.

Mr. Saez stated that he was originally from Brooklyn, NY. He has just returned from visiting his family in Florida. He is an honorably retired military veteran of the Coast Guard. His career history is as an outside salesperson for DeVry University. His position was to inform people about education and how to obtain degrees in their fields. This enabled him to network with school professionals and give talks to younger people about the power of education. He has a master's degree and finds that education is a powerful tool for success.

He has worked in for profit education since retiring from the service with a two-year break where he was selling L&I worker's comp for a company that was a third party administrator. He went back to education and managed two campuses. His current position is director of business development in a for profit company. He applied for this

position to put his experience in management and community relations to work. Mentoring and coaching are his favorite way to manage people. When he first was employed out of the service, he would spend time training and ended up firing people because they were not meeting expectations. He realized leading from fear versus leading by opportunities was the best way to get and keep good people. He feels all good managers have to go through an adjustment. His management style is very thorough.

Board President Puki had the board members introduce themselves. Then the commissioners began to ask the pre-scripted questions:

1. Describe your approach to learning more information about a topic whether it is a topic you have experience in or a topic you are new to.

Mr. Saez responded that in his previous positions, he was mostly a salesperson. When he began employment with the L&I worker's comp, he had no idea how it worked, but he was able to sell the product, the clinics, the doctors, etc. To be able to intelligently talk to the people involved with these clinics, he had to research many medical terms and learn what they meant.

2. How have you supported or worked in a special purpose district or a similar type of government organization before and describe your experience and discuss any challenges you have had and improvements you made.

Mr. Saez said to be honest, he has not worked with special purpose districts, but working with the L&I company he was able to talk with different community centers. He worked a lot with Federal Way and mentored and coached people of color. He also gave talks to high school students.

3. As an executive director you will deal with conflicting interests from various stakeholders. A possible scenario would be board members that disagree with a policy or operational issue, how would you deal with it? Provide an example of a time you helped manage a dispute between competing interests.

Mr. Saez replied that he listens to the problems and the people without jumping to conclusions. In education, all the departments need to work with each other to run the institution smoothly. He ran the Admissions Department at DeVry and since admissions was not educational he had to continually work with the education staff to ensure that the students admitted were ready to learn. His role was to let the education staff know that the Admissions Department was part of team.

4. The ED position is a part-time, exempt position with a flexible schedule that balances work in both an independent and team environment. How would you determine the hours you would work and what is your availability to attend events on weekends and evenings?

Mr. Saez stated that as a retired person, his time is flexible so a part-time job is very appealing to him. He would like to spend more time with his family and this position would allow him to do that. Money is not the real issue for him. He loves to work so does not really have a time clock.

5. The executive director is in charge of the MPD budget. Tell us your budgeting experience and how you have dealt with budgets. What do you find challenging and what do you find interesting?

Mr. Saez said that he has an extensive budget background as he has always been in charge of his own budgets in his previous employment. In his last position in Florida, the company needed to change the margins. He felt the goal was a little unrealistic; however, he was able to come within 2% of the margin desired. The school did ask that he stay on, but Florida is not where he wants to live.

Mr. Saez was able to cut the overhead of the school and help staff with time management to trim expenses. All the changes he made were very transparent. He understands that the executive director position is different and will require more diplomacy. Looking at trends will help him find solutions to budget shortfalls and overages to help balance the budget.

6. This is a small district with limited resources. This position includes clerical work, for example, creating agendas and maintaining public records. Please expand on your qualifications and ability to perform clerical work.

Mr. Saez responded that he has always lead his own teams and that means he will get with the team and do whatever is necessary to complete the goals. He emphasized that he is a hard worker and wants to be part of the team. To do that, he has to be able to learn all aspects of the position. Every person on the team would know that he is approachable and that this is a team effort.

7. Is there anything that you would like us to know about you or do you have any questions for us?

Mr. Saez would like the board to know a little bit more about his style of management. When he joined the California Culinary Institute, there was a misconception about how he would feel about people with other sexual orientations because he came from a military background. The staff was not on his side, but he requested that they give him a week to get to know them and for them to get to know him.

What he learned out of that experience is to give everybody the opportunity to know and understand each other. Everyone has their roles, but the team is the important part. One of the things he asks when leaving a position is what he can do better and what did they like about his style. He sets clear expectations for staff and is a professional person. Setting a tone in the beginning seems to make things run a bit easier.

He asked what the board is looking for in an ED?

Board President Puki said that this is a special purpose district consisting of one swimming pool and what the board is looking for is a general manager; somebody that can deal with operations, accounting, scheduling and public records information. The pool survives on tax dollars; therefore, transparency in all aspects is very important. Getting all the records online is a priority. Operational issues such as programming, assist the operations manager in working with the school district and private educational institutions.

Another aspect is to be a project manager for renovation and repair operations. Primarily, what the board is looking for is someone that can do everything so the board becomes just an oversight board.

Mr. Saez said that he feels he has the experience in all the requirements for the position.

Board President Puki stated that this is part-time position because the pool is a single entity and should be able to be managed on a part-time basis.

Mr. Saez said that his goal is to get out of for profit education. He has been offered other positions, but he wants to move away from that field. He is looking for a new challenge and this position has a lot of possibility for growth. He asked the board what date they plan to have a decision on filling this position.

Commissioner Zaputil stated the original goal was first part of March.

Mr. Saez stated that he is bi-lingual and speaks Spanish.

(Mr. Saez interview concluded)

Board President Puki asked the board to introduce themselves to Mr. Reber. Board President Puki stated the same questions are asked of all candidates and asked Mr. Reber to present his qualifications, skills and experiences for the position of executive director for the Tukwila Pool Metropolitan Pool District and requested that Mr. Reber explain why he is the ideal candidate.

Mr. Reber stated that he has a long history of working for local government and is familiar with the executive director and city manager positions and being responsible to a board of directors. In those positions, he has worked to implement strategies and plans for those organizations.

He is from Minnesota and received his degree in Urban and Regional Studies with a concentration in management at University of Minnesota. He has worked in a variety of areas and has had both good experiences and bad experiences with elected bodies. Over the last fifteen years he has operated his own business. In 2000 he was the city manager in another town. In that position he was required to straighten out financial issues created before his employment. He worked long hours and felt the council was uncooperative making it difficult to resolve issues.

After that he opened his own business which he still operates. The executive director position would be ideal as it would allow him to still run his business, but provide stable income.

1. Describe your approach to learning more information about a topic whether it is a topic you have experience in or a topic you are new to.

Mr. Reber stated that he is a lifelong learner. When he was a public works director, the employee preceding him was a certified water operator and Mr. Reber also obtained that certification. From that position he was promoted and obtained further certification in water management. When he was employed by a homeowner's association, he obtained certified manager of community associations and the association management specialist.

He would like to mention that there is some association between certifications in potable water and swimming pools.

2. How have you supported or worked in a special purpose district or a similar type of government organization before, describe your experience, discuss any challenges you have had and improvements you made.

Mr. Reber has not worked in a special purpose district before; however, the community association is not a general terms government, but they are similar. He achieved implementing the capital improvements plan, prepared plans and specs. He has been through the bidding process and finishing of the projects.

3. As an executive director you will deal with conflicting interests from various stakeholders. A possible scenario would be board members who disagree with a policy or operational issue, how would you deal with it? Provide an example of a time you helped manage a dispute between competing interests.

Mr. Reber stated that disagreements are the nature of democracy. When those occur within the board, he tries to remain neutral. When issues arise, he will do extensive research and look for alternatives for addressing the issue and make his recommendation based on that research to the board. In his experience with pools, temperature always seems to be the issue. It's a matter of educating people.

4. The ED position is a part-time, exempt position with a flexible schedule that balances work in both an independent and team environment. How would you determine the hours you would work and what is your availability to attend events on weekends and evenings?

Mr. Reber considers a work week to be 50-60 hours; this position is a little more than half-time. He would vary the work hours by ensuring the aquatics manager and the pool clientele needs are met. Weekend and evening attendance of events are part of the job and something he has done in most of his positions.

5. The executive director is in charge of the MPD budget, tell us your budgeting experience and how you have dealt with budgets. What do you find challenging and what do you find interesting?

Mr. Reber has extensive budgeting experience with different sizes of organizations. He has prepared budgets and contacted vendors to get costs of everything needed to run the organization. He likes to work with the board on the budget process including strategic plans, which makes putting the budget together easier. Other people have a tendency to add 2% to everything in the budget, but it is important the board put together the goals and strategic plans and then developing a budget becomes easier.

6. This is a small district with limited resources. This position includes clerical work, for example, creating agendas and maintaining public records. Please expand on your qualifications and ability to perform clerical work.

Mr. Reber stated that he has does not much experience in performing clerical work. He has worked closely with clerks when looking at state statutes and records. He mentioned his keyboard skills are not the best. He uses software and dictates. These devices allow him to compose studies quickly. As an example, when working for the HOA, the homes

had been filed by tax parcel numbers which needed to be changed to an easier system. He helped file them by house numbers and street addresses.

As far as open meeting, public records he is very familiar as it was done the same for the HOA.

7. Is there anything that you would like us to know about you or do you have any questions for us?

Mr. Reber really likes the position because it allows the flexibility he would like. He is not looking to retire anytime soon. He is a nationally ranked tennis player. In looking at the minutes for the MPD, he noticed that there was an administrative director, so why did the executive position become open?

Board President Puki stated that the administrative director was an appointed position from the previous board and it was created to be a parallel position to the aquatics manager. The main reason was to convert the records from when the pool belonged to the City to when the pool became self-operating and also create an archive of those records. This is still a work in progress. This board decided to have an organizational change, which included an executive director, which would be over the operations director instead of parallel to that position.

Mr. Reber inquired if the administrator is applying for this position also.

Board President Puki stated that the administrator was not applying.

Mr. Reber asked about the remainder of the process.

Board President Puki said that the administrative director position has been eliminated and the rest of the process is continuing to interview candidates, then discuss those interviews and make a decision. Then the board will announce the decision.

Mr. Reber stated that the board has a special meeting for 6:00 p.m. tonight. The response to his inquiry was there is no scheduled meeting after this one.

Mr. Reber inquired about the water sewer district as the regular meeting place for this board.

The board responded that that is the place on the second Monday of every month.

Board President Puki thanked Mr. Reber for his time today and assured him he would be notified of the board's decision.

(Mr. Reber interview was concluded and he left the meeting)

Board President Puki stated that this ends the interviews for now. He asked if the board closed the candidate filing.

Commissioner Frangello-Anderson said that it is no longer on Seattle Times and Zip Recruiter. but is still up on Craigslist.

Commissioner Zaputil said the advertisement was posted as "until filled".

Board President Puki said that the board received another application last night; has that process been completed or is there another applicant in the mix?

Commissioner Zaputil feels comfortable deferring to the Narrow Down Committee if they are comfortable with whom they brought forward.

Commissioner Gengler thinks there was a good pool of applicants to choose from, so she feels the board could move forward in making a decision. She reviewed the latest application and it is her opinion that this candidate would have fit the parameters for the position.

Commissioner Zaputil asked if Commissioner Gengler thought the last candidate would be one of the final four brought to the committee.

Commissioner Gengler said there was no discussion about this person in the committee, but she is comfortable with the pool of candidates that were chosen.

Board President Puki is concerned about losing an opportunity by not interviewing this latest application.

Commissioner Gengler said there was another alternate candidate so if the board wants to extend the process and schedule another interview, that could be done.

Board President Puki asked the Narrow Down Committee if they feel the qualifications of the candidate that emailed last night are good enough to reconsider evaluating that individual and see if there is not another candidate that the board should be interviewing.

Commissioner Frangello-Anderson admitted that the application is very intriguing and she would be interested in seeing what the board would like to do about setting up an interview since there was one candidate that dropped out. She feels if this individual had been in the mix in the beginning, they would have been a top contender.

Commissioner Zaputil said she was happy with the candidates brought forward and feels the board could continue to move forward. She mentioned that the board could go into Executive Session to discuss the qualifications of the candidates already interviewed. Then re-join the Regular Meeting to decide whether the board wants to continue with the candidates already presented.

Board President Puki said the question is still if the board wants to include this latest candidate. He was impressed with this individual also. There are three board members that feel this person has strong qualifications and should be considered.

Commissioner Gengler she also looked at the application and felt this person was a strong candidate for operations manager, but is concerned about that the ability for this candidate to transcend into an executive position. The pool needs an executive director and not an operations manager.

Commissioner Neuffer is comfortable with extending the process just a bit longer to make sure that the right person is hired to fill this position. She is fine with extending her duties longer to ensure the right candidate is chosen.

Commissioner Zaputil agrees that the board needs to make sure the right person is awarded the position; however, she would like to do an Executive Session today while the candidates are fresh in the minds of the board and to review their qualifications. As far as extending for this last candidate; she wants the board to be aware that there may be other candidates that come up. She would like to make sure the board does not keep extending the deadline.

Board President Puki believes the board is ahead of schedule for hiring. He called for an Executive Session for not more than 35 minutes at 1:25 p.m. but wanted to hear citizen's comments first.

CITIZENS COMMENTS

Jacque Carroll stated she was not in attendance for the first interview, but she understands that the candidate had a strong background in sales and management. Although it is exciting to think about how that person could bring in more income, it is unclear to her how that focus would be able to transcend into the overall executive administration position. The last candidate interviewed brings strong overall skills; the one thing that bothers her is the lack of computing skills. She is unsure about having someone in this role that is not good with the computer.

She continued that Jennafer Price Cargill has an extensive background working in the non-profit arena. That is a skill background that is lacking in the other candidates. Ms. Cargill brings good understanding and knowledge of running a small district. She also is interested in the dynamics that having a female in this role would bring. She feels that women's approach to problem solving is frequently different from that of a man.

Diane Meyers agreed with what Ms. Carroll said. When Commissioner Gengler talked about this other candidate that has not been interviewed, the concern was that the individual was very strong in operations. Her view is if the aquatics manager was unable to work, it might be a good thing to have someone else who has operations skills to step in. She feels the candidates are good, but they do not have the non-profit background.

Jacque Carroll wanted to follow up on Diane's idea of the backup for the aquatics manager; what is the chain of command should he be off work? She sees that some things could be handled by the lifeguards, but not everything. She is uncertain if there is anything in the executive director position that alludes to backing up the aquatics manager or would the executive director and aquatics manager figure that out by themselves?

Commissioner Gengler said that the organizational chart would be the executive director over the operations, so it is the executive director's position to make sure that is plan to place. She feels the board and district need to focus on a leader and not just on a skill set.

Diane Meyers stated that she liked one of the candidate's willingness to go get the certifications needed for the job.

Board President Puki closed citizen's comments and read the Executive Session language. He then called for an Executive Session for 30 minutes at 1:50 p.m.

EXECUTIVE SESSION

The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110

Board President Puki called the meeting back to order at 2:20 p.m. He is comfortable making a decision, but would like to have more time.

Commissioner Neuffer said she would not be comfortable making a decision now and would like to have more time.

Commissioner Frangello-Anderson stated she is comfortable making a decision.

Commissioner Zaputil said she is comfortable with making a decision today.

Commissioner Gengler said she is also comfortable with moving forward today.

Board President Puki asked the board if they would allow more time for those that are not ready to make a decision now and if another special meeting should be scheduled.

Commissioner Zaputil would be happy to ensure everyone has the time necessary to come to the right decision. This is an important decision and no one wants to be rushed. However, time is of the essence for many reasons and the board will still be needed to take up the slack in the meantime. She is comfortable with allowing another week for everyone to come to a decision.

Commissioner Neuffer said she would be comfortable with making a decision within the next week.

Board President Puki said that would be fine. He asked what time would the board like to schedule a Special Meeting. The consensus of the board was to schedule the meeting Thursday, February 18th at 6:30 p.m.

Commissioner Gengler thought it was important to have Commissioner Frangello-Anderson update the three candidates of the time table.

Board President Puki stated that the next Special Meeting is scheduled for 6:30 p.m. on Thursday, February 18th, either at the pool or a library to be determined.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL, TO ADJOURN THE MEETING AT 2:30 P.M. MOTION CARRIED 5-0.

Dave Puki, President of the Board of Commissioners

DRAFT-TUKWILA POOL METROPOLITAN PARK DISTRICT

February 18, 2016

6:30 p.m.

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES Foster Library Meeting Room

CALL TO ORDER

Board President Dave Puki called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:30 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Jeri Frangello-Anderson, Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

APPROVE AGENDA

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON, TO APPROVE THE AGENDA. MOTION CARRIED 5-0.

CITIZENS COMMENTS *(Limited to 4 minutes)*

There were no citizen comments.

BUSINESS ITEMS

- a) Discussion and possible decision on Executive Director Contract

Board President Puki asked if there was anymore discussion about the candidates that the board has interviewed. Seeing none, he asked if all members were ready to choose their candidate. All board members said they were ready to make a decision.

Commissioner Zaputil stated that her choice is Jennafer Price Cargill.

Commissioner Neuffer said all the candidates were all good, but her choice is Jennafer Price Cargill.

Commissioner Frangello-Anderson in her opinion and in what is best for the district at this time, her choice is Jennafer Price Cargill.

Board President Puki opinion felt that both Mr. Reber and Ms. Cargill were excellent candidates. Mr. Reber has the leadership capabilities that the district needs right now and so that's what stood out. However, there would be a training period with him as he has no

background in special districts. Ms. Cargill is a known entity and can hit the ground running. She basically wrote the job description when she had this role before. Board President Puki vote is for Ms. Cargill.

Commissioner Gengler chose not to voice her choice as the board has already decided.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON, FOR THE BOARD PRESIDENT TO MOVE FORWARD ON A CONTRACT FOR EXECUTIVE DIRECTOR WITH JENNAFER PRICE CARGILL. MOTION CARRIED 4-1.

- b) Discussion and possible creation of an ad-hoc “Executive Director Onboarding Committee”

Commissioner Zaputil asked if the contract had sent to Mr. Snure for his evaluation.

Board President Puki replied he was unsure if it had gone to Mr. Snure or not.

Commissioner Zaputil said she put this together by using the template for Dave Perkins’ contract. She deleted references to the aquatics manager.

Commissioner Gengler requested the hours of employment be read out loud.

Commissioner Zaputil recited the hours of employment is a minimum of 28 hours per week. It is a part-time, exempt position at a monthly salary of \$3,750. There is an addendum for benefits, which are 15% of the salary per month. The job description is not included on contracts. This is a boiler plate contract from Mr. Snure.

Commissioner Neuffer suggested the Commissioner Zaputil forward this to Mr. Snure for his purview and cc Board President Puki.

Board President Puki asked if there was anything the board needed to do as far as onboarding the executive director?

Commissioner Zaputil asked what the timeline will be for signing the contract?

Board President Puki stated that as soon as the contract comes back from Mr. Snure, it will be offered to Jennafer Price Cargill. The signing of the contract can be done at the pool.

Commissioner Frangello-Anderson said the background check still needs to be done, but the contract can be signed without that being completed.

Commissioner Zaputil stated that the contract needs to be signed by the president and the clerk as well as the executive director.

Commissioner Frangello-Anderson received an email from Ms. Cargill that said that she would be unable to attend this meeting, but that she definitely wants to know the decision.

Board President Puki asked that the clerk reply to Ms. Cargill's email saying sorry you were unable to attend the meeting; however, the contract is being offered to you.

Commissioner Frangello-Anderson found a form letter to let the other candidates know of the decision.

Commissioner Zaputil thinks letting Ms. Cargill know as soon as possible that she was chosen. The actual date the contract will be executed is the unknown at this time.

Commissioner Frangello-Anderson asked if the board is still hoping for a March 1st start date for Ms. Cargill.

Commissioner Neuffer feels the sooner the better, but it is up to Ms. Cargill.

Board President Puki asked the clerk to please ask Ms. Cargill what her first day of work could be. He would like to meet with her before she actually starts work to give her updates so she can hit the ground running.

Commissioner Zaputil asked if that meant Board President Puki is willing to be on the onboarding committee.

Board President Puki said he is very willing to be on that committee.

Commissioner Zaputil wondered if it seemed reasonable that everything could be back from the attorney by the 26th and set up a tentative contract signing for that date.

Board President Puki said if Ms. Cargill accepts the position, even though the contract may not be signed, he would still like to have a meeting with her about the pool and the status of what is happening now. At that time, Board President Puki will also give her the list of duties and functions of the position.

Commissioner Zaputil agrees with Commissioner Neuffer that March 1st would be nice for Ms. Cargill to begin work if that is possible.

Commissioner Frangello-Anderson will have to contact Ms. Cargill to learn what her status is. She will email Ms. Cargill and get the information about dates. She can cc Board President Puki with that email.

Commissioner Zaputil asked if there was anyone else on the Onboarding Committee.

Commissioner Neuffer said as a side note, Board President Puki and Mr. Perkins will be bringing Ms. Cargill up to speed. One of the things she will need to know is that this is a

fresh start. Things that informed her before should no longer be an issue.

Board President Puki said that existing issues that are compromising the operational ability of the district are things Ms. Cargill also needs to be informed about.

Commissioner Gengler feels that there needs to be another member of the Onboarding Committee. She thinks it is important that Ms. Cargill hears other viewpoints.

Commissioner Zaputil would like Commissioner Neuffer to also join the Onboarding Committee to let Ms. Cargill know about the new beginning, fresh start approach.

Board President Puki could be the technical portion of the committee.

Commissioner Gengler said there are several issues that cannot be discussed and is concerned that Ms. Cargill not be influenced by different viewpoints. She wants Ms. Cargill to be presented with a list of the issues only.

Board President Puki said all issues will be settled by the board and Ms. Cargill is aware that the board will need several resolutions soon.

Commissioner Neuffer would be happy to be on the committee as much as her availability allows.

Commissioner Frangello-Anderson is going to invite Ms. Cargill to the TPAC meeting this weekend to introduce her to the new members of TPAC.

Board President Puki would be comfortable with a verbal affirmative response from Ms. Cargill to start the onboarding process pending the contract signing and the background check. It is up to Ms. Cargill if she wants to start the process before she signs the contract.

Commissioner Neuffer said she will make herself available nights and weekends.

Commissioner Gengler asked if it would be possible for the AdHoc Committee to create a list of what will be discussed with the executive director and send that list to the board.

Board President Puki stated he will not have time to do that, but the commissioners are free to send him subjects they would like discussed with the executive director.

Commissioner Neuffer was not thinking about specific items, but more of a general discussion.

Commissioner Gengler said that there are some very specific issues that the district is concerned about that Ms. Cargill will have to be brought up to speed on. Commissioner Gengler's concern is that those issues be brought up in an objective manner.

Commissioner Neuffer noted that there is a list of problems.

Commissioner Gengler said the executive director can make decisions. She would not want Ms. Cargill to make decisions that the entire board has not discussed. She feels the best way to approach this is to present the issues to Ms. Cargill with all the information the board has without any personal opinions or editorials.

Board President Puki asked if Commissioner Gengler would like to prepare what she would like to be discussed with Ms. Cargill.

Commissioner Zaputil said that some of the commissioners may know what the issues are and some may not.

Commissioner Gengler does not think the specifics need to be discussed because they involve the Ad Hoc Committee. The Ad Hoc Committee will be talking about the current issues, which include the floor, the status of the software, programs and communications regarding the floor.

Board President Puki said there is also the issue with the bank account.

Commissioner Frangello-Anderson stated how things are going to be communicated to the board is a key thing. It is important that the lines of communication remain open.

Commissioner Gengler said that it is important, when bringing Ms. Cargill up-to-speed, that she gets an objective, factual account without personal opinions.

Board President Puki stated that Ms. Cargill will have to go and do research on these issues. The commissioners will not be telling her what to do, just presenting her with the issues. It will be up to her to investigate those things, find the information she needs and then report to the board what she has discovered and feels should be done about fixing said issue.

Commissioner Gengler said that the email she received from the board president regarding the software is not a view that should be shared with Ms. Cargill. That is a personal view and if she comes to the same conclusion, that is fine, but if anybody uses their influence in the Ad Hoc Committee without having the board having a discussion about that, she feels that would be inappropriate.

Commissioner Zaputil asked if the board has a preference about how the executive director communicates with the board.

Commissioner Frangello-Anderson said that was a good question and she does not have the answer. She just wants the lines of communication to remain open.

Commissioner Neuffer thinks from a communications standpoint, she appreciates the informational emails although sometimes she feels like there are pieces missing.

Hopefully, between the board and the executive director it will be figured out. She feels the communication style is still a bit new and everyone is figuring it out. How to be open and available to the public is still an issue.

Commissioner Zaputil thinks the communication issue may be a learning process between the executive director and the board.

Commissioner Frangello-Anderson stated this will also be a question for Ms. Cargill as to what would be her preference for communication.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL, TO ADJOURN THE MEETING AT 7:05 P.M. MOTION CARRIED 5-0.

Dave Puki, President of the Board of Commissioners

DRAFT-TUKWILA POOL METROPOLITAN PARK DISTRICT

February 29, 2016

5:30 p.m.

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

Valley View Library meeting room

CALL TO ORDER

Commissioner Frangello-Anderson called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 5:30 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Jeri Frangello-Anderson, Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager

APPROVE AGENDA

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL, TO APPROVE THE AGENDA. MOTION CARRIED 4-0.

MOVED BY COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER ZAPUTIL, TO MOVE BUSINESS ITEM B TO BE DISCUSSED BEFORE ITEM A. MOTION CARRIED 4-0.

CITIZENS COMMENTS *(Limited to 4 minutes)*

There were no citizen comments.

BUSINESS ITEMS

- a) Update on Executive Director
- b) Discussion and possible action on POS Software.

Commissioner Zaputil gave an update on the software. The board received a letter that stated that the POS software is going to cease at the end of March.

Commissioner Frangello-Anderson stated that the board needs to form an action plan to handle this issue. Ms. Cargill will need to be involved with this issue.

Commissioner Frangello-Anderson called for an Executive Session at 5:36 p.m. for not more than fifteen (15) minutes.

EXECUTIVE SESSION

The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110

Commissioner Frangello-Anderson recalled the meeting to order at 5:51 p.m.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER, TO AUTHORIZE THE FUTURE EXECUTIVE DIRECTOR TO WORK WITH REC1 ON THE POINT OF SALE (POS) SOFTWARE. MOTION CARRIED 4-0.

Commissioner Frangello-Anderson welcomed Ms. Cargill and presented the contract for her signature. The contract has been approved by legal council.

Commissioner Zaputil commented that the only changes made to the contract were to bring it in line with the employee handbook.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER, TO ADJOURN THE MEETING AT 6:00 P.M. MOTION CARRIED 4-0.

Jeri Frangello-Anderson, Clerk of the Board of Commissioners



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/14/2016

Total Amount: \$19,852.76

Control Total: 16

Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_AFSUPINV_2016031005022.csv

Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: **Dawn Jackson**

Email Address: accounting@tukwila.pool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Authorized District Signature

Date

3-11-16

Authorized District Signature

Date

Authorized District Signature

Date

3/11/16

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: March 14, 2016
SUBJECT: **Monthly ED Report**

ISSUE

Update of TPMPD Operations

FINANCIAL IMPACT

None

BACKGROUND

This informational memorandum is provided to keep the Commissioners informed on the progress of various projects and actions relating to the operations of the District.

DISCUSSION

Projects in process or completed:

- **CIP Status:** The project to refinish the floors in the lobby and around the pool area is moving forward as planned. To accomplish this, the pool will be closed to the public and all private parties from Wednesday March 30 through Wednesday April 6 for a total of 8 days. The Aquatics Manager has notified the staff and all rental groups and included the information in his monthly column for the Tukwila Reporter. Notices were posted in multiple locations around the facility and hard copies are available for patrons to take with them if desired. As of this writing, the flooring contractor (Ironclad) has provided us with a draft contract that includes a two year warranty. This document is currently being reviewed by the TPMPD's attorney, Brian Snure. Pool staff will be taking advantage of the closure to attend to various maintenance and deep cleaning projects.
- **Rec 1 cancellation notice:** Landon Schenk, President of Rec 1, was contacted on March 2nd. He has agreed to extend the time frame for cancelling our contract to allow time for us to find and implement another POS system. The actual amount of time needed for this is still unknown, therefore the new time frame was intentionally left open-ended. A follow-up email was sent to him the next day confirming and accepting this offer and asking for support in assuring that our service will not be disrupted on March 25th as previously stated in the cancellation letter. Mr. Schenk was also asked during the phone conversation and in two follow-up emails to provide conditions under which he might be willing to continue providing us with service, but he did not respond to these requests. Four other POS systems are currently under review by the Executive Director

and Aquatics Manager to ascertain their suitability for the TPMPD. A matrix showing how each company's system compares to the other is being developed and will be supplied to the Commissioners upon completion.

- **Spring/Summer Brochure:** Our latest brochure was approved by Commissioner Zaputil and the Aquatics Manager and sent to the printer by Gene Achziger. Delivery of new brochures is expected by or about March 22nd.
- **Inside Mail Request:** To accommodate King County's requirement that mailed documents must be delivered to a locked mailbox, a request was submitted to the Operations Manager at the Regional Post Office in Seattle asking for inside mail delivery at the Tukwila Pool. Our request is now in the process of going through the channels. If the request is approved, the TPMPD may purchase a locking mailbox and install it in the lobby. If the request is not approved, the next best option may be to establish a P.O. Box as the TPMPD's mailing address.
- **Suggestion Box:** The suggestion box was opened and all of the (still blank) forms were retrieved and put back in the outside pocket. Additionally, a new pen was attached to the cord on the outside of the box. No new suggestions were found inside.

Proposed projects planned for the immediate future include:

- A proposal for the reinstatement of 3rd grade Learn to Swim voucher program.
- Review of current TPMPD policies and recommendation of additional policies, including a policy to ensure fair accommodations for transgender patrons.
- Developing a standard Rental contract
- Reviewing and upgrading the TPMPD website

RECOMMENDATION

It is recommended that the TPMPD Board of Commissioners consider a motion to authorize the Board President or Executive Director to confer with Attorney Brian Snure and sign the contract with Ironclad for flooring services in support of the district's CIP.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Dave Perkins, Aquatics Manager
DATE: March 14, 2016
SUBJECT: **Monthly Aquatics Manager Report**

Updates

1. CIP project- We have a signed copy from the contractor. Brian still needs to review and give his approval. Sample are here to look at.
2. Lighting bulb replacement is on track. Equipment has been reserved and the bulbs have been ordered and will arrive onsite this week.
3. McKistry has been schedule for the time we will be closed down to do the repairs that were previously approved.
4. We are currently running a lifeguard course. We are hoping to get some employees for the summer out of the class.
5. We are restructuring the swimming lesson program. We also will be having an instructor in-service on 3/18/2016 to review the changes with the staff.
6. The egg hunt is happening this Saturday. The staff is very excited for this event.

Run On 03/03/2016 11:54 AM

Run By Dave Perkins

From 02/01/2016 12:00 AM

To 02/29/2016 11:59 PM

Revenue Code Summary

	Rev. Code	Rev. Code Description	Scholarship	Cash	Check	Credit/Debit	User Credit	Total
1.	341.72	Sale of Merchandise	\$0.00	\$72.58	\$0.00	\$9.59	\$0.00	\$82.17
2.	347.31	Pass Sales	\$0.00	\$389.06	\$116.89	\$1362.62	\$0.00	\$1,868.57
3.	347.32	General Admission	\$0.00	\$1473.74	\$0.00	\$365.22	\$0.00	\$1,838.96
4.	347.61	Swim Classes and Instruction	\$33.00	\$1195.50	\$686.00	\$3433.50	\$232.00	\$5,580.00
5.	347.63	Special Events	\$0.00	\$90.42	\$0.00	\$27.40	\$0.00	\$117.82
6.	362.41	Facility Rentals-Short Term	\$0.00	\$304.99	\$126.25	\$0.00	\$0.00	\$431.23
7.	386.00	Tax	\$0.00	\$224.95	\$24.36	\$126.67	\$0.00	\$375.99
8.	Unitemized	Unitemized	\$0.00	\$2.74	\$0.00	\$0.00	\$0.00	\$2.74
			\$33.00	\$3,753.98	\$953.50	\$5,325.00	\$232.00	\$10,297.48
Totals for Revenue Code Summary								
			\$33.00	\$3,753.98	\$953.50	\$5,325.00	\$232.00	\$10,297.48

Run On 03/03/2016 12:00 PM
 Run By Dave Perkins
 From 02/01/2016 12:00 AM
 To 02/29/2016 11:59 PM

POS Summary Report

Item Description	Rev. Code	Quantity	Total
1. POS Item: Adult	347.32	213	\$777.68
2. POS Item: Gatorade	341.72	16	\$22.38
3. POS Item: Neighborcare Health	347.32	12	\$10.92
4. POS Item: Shower	347.32	11	\$20.13
5. POS Item: Special Events	347.63	43	\$117.82
6. POS Item: Swim cap, latex	341.72	4	\$18.27
7. POS Item: Swim cap, silicone	341.72	1	\$9.13
8. POS Item: Swim goggles, blue/green	341.72	3	\$19.17
9. POS Item: Teen Night	347.31	97	\$177.18
10. POS Item: Tiger Bar	341.72	12	\$11.40
11. POS Item: Water	341.72	2	\$1.82
12. POS Item: Youth/Veteran/Senior	347.32	377	\$1,032.97
		791	\$2,218.87
Totals for POS Summary Report		791	\$2,218.87

Run On 03/03/2016 11:42 AM

Run By Dave Perkins

From 02/01/2016 12:00 AM

To 02/29/2016 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 1 Month Adult	3
2. 1 Month Memberships 1 Month Family (2 Adults & Children)	5
3. 1 Month Memberships 1 Month Youth/Veteran/Senior	18
4. 1 Month Memberships Youth/Senior Non-Resident	10
5. 1 Month Memberships Youth/Veteran/Senior Resident	15
6. 10 Visit Memberships 10x Adult	55
7. 10 Visit Memberships 10x Youth/Veteran/Senior	85
8. 10 Visit Memberships Adult Non-Resident	6
9. 10 Visit Memberships Adult Resident	30
10. 10 Visit Memberships Youth/Veteran/Senior Non-Resident	1
11. 10 Visit Memberships Youth/Veteran/Senior Resident	-3
12. 3 Month Memberships 3 Month Adult	38
13. 3 Month Memberships 3 Month Youth/Vet/Senior	40
14. Annual Memberships 1 Year Adult	7
15. Annual Memberships 1 Year Youth/Vet/Senior	99
16. Annual Memberships Youth/Senior Non-Resident	59
17. Annual Memberships Youth/Senior Resident	67
18. Exercise Pass 10 Visit Adult Resident	6
19. Exercise Pass 10 Visit Senior Non-Resident	7
20. Legacy Memberships General Memberships	104
21. Legacy Memberships Punch Passes	35
	687
Totals for Check-In Summary by Membership	687

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jennafer Price Cargill, Executive Director
DATE: March 14, 2016
SUBJECT: **Monthly Financial Report**

ISSUE

Update of financial health of the Tukwila Pool Metropolitan Park District

FINANCIAL IMPACT

None

BACKGROUND

The TPMPD has been upgrading financial systems to ensure best use of resources. The documents below were provided by the District's new Bookkeeper, Dawn Jackson. They cover January 2016, the most recent full month that full information was available.

Information for February 2016 will be sent to TPMPD Commissioners individually on or about March 25th and will be included in the April Meeting packet.

DISCUSSION

For review

RECOMMENDATION

None

ATTACHMENTS

1. January Budget Sheet
2. January Budget vs. Actuals
3. January DOR Excise Tax Return
4. January Profit & Loss Statement

Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of January 31, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
US Bank (King County) - 2969	186,127.23
US Bank Deposit Acct - 8744	164,511.24
US Bank Payroll - 5669	42,806.92
US Bank Sweep Acct - 7414	0.00
Total Bank Accounts	\$393,445.39
Other current assets	
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	893.48
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
TPMPD Scholarship Fund (US Bank 8744)	10,000.00
Total Other current assets	\$11,043.48
Total Current Assets	\$404,488.87
Fixed Assets	
Building & Improvements - Bond	0.00
Building & Improvements - Bridge Loan	0.00
Tukwila City Pool - Building	2,032,757.62
Tukwila City Pool - Non Building	30,264.37
Tukwila City Pool Accumulated Depreciation	-270,389.27
Total Fixed Assets	\$1,792,632.72
Other Assets	
CIP Reserve (US Bank 8744)	220,000.00
Total Other Assets	\$220,000.00
TOTAL ASSETS	\$2,417,121.59
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	52,624.10
Total Accounts Payable	\$52,624.10
Credit Cards	
US Bank Dave CC - 2990	-140.13
Total Credit Cards	\$ -140.13
Other Current Liabilities	
Deferred Revenue	0.00

Payroll Liabilities	64.02
Employee Withholdings	
Federal Tax	40.85
FICA	-177.33
L&I	435.44
Total Employee Withholdings	298.96
L&I Payable	63.91
Total Payroll Liabilities	426.89
Uncashed Payroll Checks	537.04
Unearned Revenue	0.00
Total Other Current Liabilities	\$963.93
Total Current Liabilities	\$53,447.90
Long-Term Liabilities	
Bond Payable	703,714.05
Bridge Loan Payable	819,070.38
Total Long-Term Liabilities	\$1,522,784.43
Total Liabilities	\$1,576,232.33
Equity	
Additional Funds from City	185,843.71
Bond Principle Paid By Tukwila	196,778.87
Bridge Loan Principle Paid By Tukwila	159,859.37
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	-36,978.01
Opening Balance Equity	200,079.74
Retained Earnings	39,815.90
Net Income	86,746.76
Total Equity	\$840,889.26
TOTAL LIABILITIES AND EQUITY	\$2,417,121.59

Friday, Mar 11, 2016 01:14:51 AM PST GMT-8 - Accrual Basis

Tukwila Pool Metropolitan Park District
BUDGET VS. ACTUALS: GENERAL FUND (001) - FY15 P&L
January - December 2015

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
311.00 General Property Tax	-14.38		-14.38	
311.10 Real and Personal Property Tax	753,195.35	716,043.00	37,152.35	105.19 %
Total 311.00 General Property Tax	753,180.97	716,043.00	37,137.97	105.19 %
317.00 Excise Tax				
317.20 Leasehold Excise Taxes		0.00	0.00	
317.40 Timber Excise Tax		0.00	0.00	
Total 317.00 Excise Tax	0.00	0.00	0.00	0.00
330.00 Intergovernmental Revenue				
337.10 Forest Excise Tax/Private Harvest Tax		0.00	0.00	
337.20 Misc Gov't Revenue		0.00	0.00	
Total 330.00 Intergovernmental Revenue	0.00	0.00	0.00	0.00
341.70 Sales of Merchandise				
341.71 Vending Sales	32.88	1,500.00	-1,467.12	2.19 %
341.72 Sales of Taxable Merchandise	333.78	2,200.00	-1,866.22	15.17 %
Total 341.70 Sales of Merchandise	366.66	3,700.00	-3,333.34	9.91 %
347.00 Cultural and Recreation				
347.31 Activity Fess (Pass Sales)	16,870.93	36,000.00	-19,129.07	46.86 %
347.32 Activity Fees (General Admissions)	27,757.06	34,000.00	-6,242.94	81.64 %
347.61 Program Fees (Swim Classes/Instruction)	65,808.11	124,092.00	-58,283.89	53.03 %
347.62 Program Fees (Exercise Classes)	1,270.13	2,273.00	-1,002.87	55.88 %
347.63 Program Fees (Camps and Special Events)	479.50	1,700.00	-1,220.50	28.21 %
Total 347.00 Cultural and Recreation	112,185.73	198,065.00	-85,879.27	56.64 %
361.90 Interest and Other Earnings				
361.10 Interest Earnings	948.51	1,200.00	-251.49	79.04 %
Total 361.90 Interest and Other Earnings	948.51	1,200.00	-251.49	79.04 %
362.00 Rents, Leases and Concessions				
362.41 Rentals (Short-Term) (One Time)	33,734.10	21,900.00	11,834.10	154.04 %
362.42 Equipment and Locker Rentals	246.66	1,600.00	-1,353.34	15.42 %
362.51 Lease of County Land (DNR Other)		0.00	0.00	
362.52 Rentals (Long-Term) (Contracted)	12,138.14	30,000.00	-17,861.86	40.46 %
Total 362.00 Rents, Leases and Concessions	46,118.90	53,500.00	-7,381.10	86.20 %
367.10 Contributions from Private Sources	311.77	1,000.00	-688.23	31.18 %
369.00 Other Misc. Revenue				
369.90 Misc.	2,751.56	0.00	2,751.56	
Total 369.00 Other Misc. Revenue	2,751.56	0.00	2,751.56	0.00
386.00 Sales Tax Collected/Agency Deposits	2,707.37	0.00	2,707.37	
389.00 Other Non-Revenues		0.00	0.00	
391.90 Local Loan Program Proceeds		0.00	0.00	
395.10 Sale of Capitol Assets		0.00	0.00	
397.00 Transfer in from other Funds		0.00	0.00	
448.50 Gov't Grants		0.00	0.00	

Total Income	\$918,571.47	\$973,508.00	\$ -54,936.53	94.36 %
Expenses				
576.20 Operational Expenditures				
20.10 Salaries and Wages	0.00		0.00	
11.0 Wages Lifeguard	82,781.47	70,000.00	12,781.47	118.26 %
12.0 Wages Instructor	46,289.23	35,000.00	11,289.23	132.25 %
13.0 Wages Head Guard	50,759.13	35,000.00	15,759.13	145.03 %
14.0 Wages Aquatics Manager	54,178.23	50,000.00	4,178.23	108.36 %
15.0 Wages Assistant Aquatics Manager	25,563.55	50,000.00	-24,436.45	51.13 %
16.0 Wages Executive Director	36,800.33	45,000.00	-8,199.67	81.78 %
17.0 Wages Maintenance/Front Desk	37,140.25		37,140.25	
18.0 Overtime		2,000.00	-2,000.00	
Total 20.10 Salaries and Wages	333,512.19	287,000.00	46,512.19	116.21 %
20.20 Personnel Benefits				
21.0 FICA	25,560.60	21,995.00	3,565.60	116.21 %
22.0 Unemployment	5,422.00	8,610.00	-3,188.00	62.97 %
23.0 L&I	2,587.32	12,485.00	-9,897.68	20.72 %
24.0 Benefits/Cafeteria Plan	500.32	21,750.00	-21,249.68	2.30 %
Total 20.20 Personnel Benefits	34,070.24	64,840.00	-30,769.76	52.55 %
20.30 Supplies				
20.31 Office Supplies				
31.1 Office supplies	1,596.68	3,000.00	-1,403.32	53.22 %
31.2 Office Furniture	21.89	500.00	-478.11	4.38 %
31.3 Printing and Copying Supplies	3,890.51	2,500.00	1,390.51	155.62 %
31.4 Computer Supplies	665.47	4,000.00	-3,334.53	16.64 %
Total 20.31 Office Supplies	6,174.55	10,000.00	-3,825.45	61.75 %
20.32 Program Supplies and Equipment				
32.1 Exercise Classes	248.32	500.00	-251.68	49.66 %
32.2 Swim Classes/Instruction	1,913.39	1,500.00	413.39	127.56 %
32.3 Camps and Special Events	1,429.51	500.00	929.51	285.90 %
Total 20.32 Program Supplies and Equipment	3,591.22	2,500.00	1,091.22	143.65 %
20.33 Maintenance and Repairs Supplies				
33.1 Uniforms and Clothing	940.48	3,000.00	-2,059.52	31.35 %
33.2 Pool Chemicals	9,326.59	8,000.00	1,326.59	116.58 %
33.3 Cleaning and Janitorial Supplies	5,501.27	3,000.00	2,501.27	183.38 %
33.4 Lifeguard Supplies and Equip.	3,250.05	1,000.00	2,250.05	325.01 %
33.5 Maintenance Supplies		1,500.00	-1,500.00	
Total 20.33 Maintenance and Repairs Supplies	19,018.39	16,500.00	2,518.39	115.26 %
20.34 Miscellaneous Supplies				
34.1 Supplies Purchased For Inventory/Resale		500.00	-500.00	
35.2 Small Tools and Minor Equip.	343.93	500.00	-156.07	68.79 %
Total 20.34 Miscellaneous Supplies	343.93	1,000.00	-656.07	34.39 %
Total 20.30 Supplies	29,128.09	30,000.00	-871.91	97.09 %
20.40 Services				
20.41 Professional Services				
41.1 IT/Computer Service	6,483.27	1,000.00	5,483.27	648.33 %
41.2 Transaction Services/Merchant Fees	5,378.96	4,800.00	578.96	112.06 %
41.3 Legal Services	26,315.50	20,000.00	6,315.50	131.58 %
41.4 Translation Services		500.00	-500.00	
41.5 Landscaping Services		2,500.00	-2,500.00	

41.6 Security Services	4,672.27	1,400.00	3,272.27	333.73 %
41.7 Bank Charges	1,575.92	300.00	1,275.92	525.31 %
41.8 Misc. Services	8,805.16	2,000.00	6,805.16	440.26 %
Total 20.41 Professional Services	53,231.08	32,500.00	20,731.08	163.79 %
20.42 Communications	165.00		165.00	
42.1 Telephone	9,366.90	4,200.00	5,166.90	223.02 %
42.2 Postage and Mailing	602.69	500.00	102.69	120.54 %
42.3 Website/Internet	3,361.15	6,000.00	-2,638.85	56.02 %
42.4 Program Advertising	6,177.29	9,500.00	-3,322.71	65.02 %
Total 20.42 Communications	19,673.03	20,200.00	-526.97	97.39 %
20.43 Travel				
43.1 Travel/Conferences/Conventions	50.23	500.00	-449.77	10.05 %
43.2 Training	390.80	2,500.00	-2,109.20	15.63 %
Total 20.43 Travel	441.03	3,000.00	-2,558.97	14.70 %
20.44 Rentals and Leases				
44.1 Heavy Equipment		750.00	-750.00	
44.2 Office Equipment Leases/Rentals		300.00	-300.00	
44.3 Facility Ground Lease	10,950.00	10,950.00	0.00	100.00 %
Total 20.44 Rentals and Leases	10,950.00	12,000.00	-1,050.00	91.25 %
20.45 Insurance				
45.1 Liability Insurance	12,420.39	11,000.00	1,420.39	112.91 %
Total 20.45 Insurance	12,420.39	11,000.00	1,420.39	112.91 %
20.46 Utility				
46.1 Electrical	25,719.29	17,065.00	8,654.29	150.71 %
46.2 Gas	46,557.53	48,000.00	-1,442.47	96.99 %
46.3 Water	4,077.21	5,905.00	-1,827.79	69.05 %
46.4 Sewer	4,168.78	9,201.00	-5,032.22	45.31 %
46.5 Garbage		1,800.00	-1,800.00	
Total 20.46 Utility	80,522.81	81,971.00	-1,448.19	98.23 %
20.47 Repairs and Maintenance				
47.1 Facility Repairs/Maintenance	33,121.96	6,000.00	27,121.96	552.03 %
47.2 Equipment Repairs/Maintenance	1,367.45	8,750.00	-7,382.55	15.63 %
Total 20.47 Repairs and Maintenance	34,489.41	14,750.00	19,739.41	233.83 %
20.48 Miscellaneous				
48.2 Memberships and Dues	552.00	1,100.00	-548.00	50.18 %
48.3 Subscriptions	30.00	500.00	-470.00	6.00 %
48.4 Misc. Service	16.41	1,000.00	-983.59	1.64 %
Scholarship Expense	1,992.36		1,992.36	
Total 20.48 Miscellaneous	2,590.77	2,600.00	-9.23	99.65 %
Total 20.40 Services	214,318.52	178,021.00	36,297.52	120.39 %
20.50 Intergovernmental Services				
51.0 External Taxes and Operating Assessments		8,448.00	-8,448.00	
52.0 Business License		500.00	-500.00	
53.0 RGRL Fee		500.00	-500.00	
54.0 Annual Permits	799.10	600.00	199.10	133.18 %
55.0 Interlocal Agreement		0.00	0.00	
Total 20.50 Intergovernmental Services	799.10	10,048.00	-9,248.90	7.95 %
Total 576.20 Operational Expenditures	611,828.14	569,909.00	41,919.14	107.36 %
Depreciation	54,077.88		54,077.88	

Non-Operational Expenditures				
513.20 Advisory Services				
513.21 Board of Commissioners/Meetings/Advisory	5,287.86	1,500.00	3,787.86	352.52 %
513.23 Public Records Request	1,674.11	6,000.00	-4,325.89	27.90 %
Total 513.20 Advisory Services	6,961.97	7,500.00	-538.03	92.83 %
514.00 Accounting, Audits and Election				
514.20 State Auditor	13,186.35	7,500.00	5,686.35	175.82 %
514.21 Accounting Services	18,950.00	22,600.00	-3,650.00	83.85 %
Total 514.00 Accounting, Audits and Election	32,136.35	30,100.00	2,036.35	106.77 %
586.00 Sales Tax/Agency	4,728.68		4,728.68	
591.76 Debt Service Principle				
76.71 City Bridge Loan (Principle)	103,601.21	121,458.00	-17,856.79	85.30 %
76.72 Loans and Bonds (Principle)	99,507.08	113,130.00	-13,622.92	87.96 %
Total 591.76 Debt Service Principle	203,108.29	234,588.00	-31,479.71	86.58 %
592.76 Debt Service Interest				
76.81 Loans and Bonds (Interest)	31,479.47	17,857.00	13,622.47	176.29 %
Total 592.76 Debt Service Interest	31,479.47	17,857.00	13,622.47	176.29 %
597.00 Transfers Out				
00.30.1 Transfer Out to Capital Improvement Fund	80,000.00	80,000.00	0.00	100.00 %
Total 597.00 Transfers Out	80,000.00	80,000.00	0.00	100.00 %
Total Non-Operational Expenditures	358,414.76	370,045.00	-11,630.24	96.86 %
Other Miscellaneous Expense	1,231.69		1,231.69	
Total Expenses	\$1,025,552.47	\$939,954.00	\$85,598.47	109.11 %
Net Operating Income	\$ -106,981.00	\$33,554.00	\$ -140,535.00	-318.83 %
Other Expenses				
Reconciliation Discrepancies	-80,000.00		-80,000.00	
Transfer Activity				
CIP Transfers	-80,000.00		-80,000.00	
City Bridge Loan Principle	-103,601.21		-103,601.21	
Loans and Bonds Principle	-99,507.08		-99,507.08	
Total Transfer Activity	-283,108.29	0.00	-283,108.29	0.00
Total Other Expenses	\$ -363,108.29	\$0.00	\$ -363,108.29	0.00%
Net Other Income	\$363,108.29	\$0.00	\$363,108.29	0.00%
Net Income	\$256,127.29	\$33,554.00	\$222,573.29	763.33 %

Friday, Mar 11, 2016 01:20:00 AMPST GMT-8 - Accrual Basis

**January 2016
Combined Excise Tax Return**

**603-151-833
TUKWILA METROPOLITAN PARK DISTRICT**

State Business and Occupation Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0004	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	9,097.86	9,097.86	0.00	0.0150	0.00
0002	Retailing	2,640.95	2,640.95	0.00	0.00471	0.00
		11,738.81	11,738.81	0.00		0.00

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000499	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	Other	9,097.86
000299	Retailing	Other	2,640.95
			11,738.81

Explanations for Other Deductions

Deduction Code	Explanation
000499	0004999 Exempt Non Enterprise Swimming Pool Lessons and Activities (WAC 45820189)
000299	000299 Exempt Non Enterprise Activities ans Sales (WAC 45820189)

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	2,640.95	0.00	2,640.95	0.0650	171.66
		2,640.95	0.00	2,640.95		171.66

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1729	TUKWILA	2,640.95	0.0300	79.23
			2,640.95		79.23

Summary Section

	Amount
State Business and Occupation Tax Total	0.00
State Sales and Use Tax Total	171.66
Local and Regional Tax Total	79.23
Lodging Tax Total	0.00
Public Utilities Tax Total	0.00
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	250.89
Less Total Credits	0.00
SubTotal	250.89
9% Penalty	22.58
Total	273.47
Amount Paid	273.47
Balance	0.00

Additional Information

Confirmation Number	17575911	Date Printed	2/27/2016
Date and Time Submitted	2/26/2016 11:15:17 PM	Tax Registration Number	603-151-833
Payment Type	E-Check	Person Completing Return	Dawn Jackson
Total Amount Paid	273.47	Phone Number	(206)851-6067
Date To Transfer Payment	2/29/2016	E-Mail Address	accounting@tukwilapool.org
Person Authorizing Payment	Alan Dance		

This is a copy for your records.
Please DO NOT MAIL a copy to the Department of Revenue.



December 2015

TUKWILA METROPOLITAN PARK DISTRICT 603-151-833

Pay by E-Check

Please review the information below. Select Previous if you need to make changes to your payment. Select Submit and Pay to complete your payment.

Your Payment Detail

Payment Amount:	287.40
Date of Transfer:	01/26/2016
Tax Registration Number:	603151833
Reporting Period:	12/2015

Your Account Detail

Name on Bank Account:	Tukwila Pool MPD
Routing Transit Number:	125000105
Account Number:	153595368744
Account Type:	Checking
Account Category:	Business

Terms and Conditions

PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION

By checking, "I accept the terms and conditions", I authorize the payee to electronically debit my bank account for the amount on the date set forth above. The authorization is only valid for this single payment transaction.

PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

✓ I accept the terms and conditions.

[Previous](#)

Revenue Description	Code	Swim Classes/Instruction	Aquatic Fitness Classes	Camps and Special Events	Single Event Rental	Rental Equipment and Locker	Contracted Rental	Contributions and Donations	Tax	Misc. Revenue	Scholarship Expense	
Merchandise Sales	001.341.72	001.347.31	001.347.32	001.347.61	001.347.62	001.347.63	001.362.41	001.362.42	001.362.52	001.367.10	001.386.00	001.369.90

[illegible]

Total Scholarship Expense	\$ 264.00
Long-Term Contracted Rental	\$ 363.02
Real and Personal Property Tax	\$ 74,519.20
Other Misc Revenue	
Total Income in Quickbooks	\$ 87,135.92

Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

January 2016

	TOTAL
Income	
311.00 General Property Tax	
311.10 Real and Personal Property Tax	930.48
Total 311.00 General Property Tax	930.48
341.70 Sales of Merchandise	
341.71 Vending Sales	341.32
341.72 Sales of Taxable Merchandise	35.61
Total 341.70 Sales of Merchandise	376.93
347.00 Cultural and Recreation	
347.31 Activity Fess (Pass Sales)	1,263.61
347.32 Activity Fees (General Admissions)	896.62
347.61 Program Fees (Swim Classes/Instruction)	3,638.03
347.62 Program Fees (Exercise Classes)	27.48
Total 347.00 Cultural and Recreation	5,825.74
362.00 Rents, Leases and Concessions	
362.41 Rentals (Short-Term) (One Time)	1,226.60
362.42 Equipment and Locker Rentals	696.00
Total 362.00 Rents, Leases and Concessions	1,922.60
367.10 Contributions from Private Sources	3,563.34
386.00 Sales Tax Collected/Agency Deposits	279.39
Total Income	\$12,898.48
Expenses	
576.20 Operational Expenditures	
20.10 Salaries and Wages	
11.0 Wages Lifeguard	7,349.91
12.0 Wages Instructor	1,573.25
13.0 Wages Head Guard	4,668.95
14.0 Wages Aquatics Manager	9,135.41
17.0 Wages Maintenance/Front Desk	3,586.88
Total 20.10 Salaries and Wages	26,314.40
20.20 Personnel Benefits	
21.0 FICA	2,118.25
22.0 Unemployment	542.69
23.0 L&I	63.91
24.0 Benefits/Cafeteria Plan	687.50
Total 20.20 Personnel Benefits	3,412.35
20.30 Supplies	
20.31 Office Supplies	40.32
31.1 Office supplies	55.61

31.3 Printing and Copying Supplies	342.34
Total 20.31 Office Supplies	438.27
20.32 Program Supplies and Equipment	
32.3 Camps and Special Events	9.52
Total 20.32 Program Supplies and Equipment	9.52
20.33 Maintenance and Repairs Supplies	
33.2 Pool Chemicals	221.63
33.3 Cleaning and Janitorial Supplies	1,042.98
33.5 Maintenance Supplies	5.93
Total 20.33 Maintenance and Repairs Supplies	1,270.54
20.34 Miscellaneous Supplies	
34.1 Supplies Purchased For Inventory/Resale	55.00
Total 20.34 Miscellaneous Supplies	55.00
Total 20.30 Supplies	1,773.33
20.40 Services	
20.41 Professional Services	
41.1 IT/Computer Service	16.41
41.2 Transaction Services/Merchant Fees	198.91
41.3 Legal Services	2,887.35
41.6 Security Services	85.00
41.7 Bank Charges	33.23
41.8 Misc. Services	1,620.53
Total 20.41 Professional Services	4,841.43
20.42 Communications	75.00
42.1 Telephone	594.77
42.3 Website/Internet	79.95
Total 20.42 Communications	749.72
20.45 Insurance	
45.1 Liability Insurance	11,278.00
Total 20.45 Insurance	11,278.00
20.46 Utility	
46.1 Electrical	1,451.50
46.2 Gas	4,924.42
46.3 Water	61.73
Total 20.46 Utility	6,437.65
20.47 Repairs and Maintenance	
47.1 Facility Repairs/Maintenance	1,308.06
47.2 Equipment Repairs/Maintenance	819.37
Total 20.47 Repairs and Maintenance	2,127.43
20.48 Miscellaneous	
Scholarship Expense	176.00
Total 20.48 Miscellaneous	176.00
Total 20.40 Services	25,610.23

Tukwila Pool Metropolitan Park District Informational Memo

TO: Tukwila Pool Metropolitan Park District Commissioners
FROM: Tukwila Pool Advisory Committee
DATE: 3/8/2016
SUBJECT: Tukwila Pool Advisory Committee Meeting Report

AGENDA

Saturday, March 19, 2016

**Tukwila Pool
4414 S. 144th
Tukwila, WA
8:10-9:40 am**

Call to Order

Approval of Minutes- February 20, 2016

Public Comment:

Business Items:

30 minutes: Marketing Update

1) Pool Closure for maintenance of floor: 3/30-4/06/2016

2) April Pool's Day

- a. Activities
- b. Fire Dept. contact
- c. Adequate staffing
- d. Volunteer needs
- e. Food
- f. Decorations
- g. Flyer; distribution, printing, translation needs

3) Outdoor cleanup; When? Volunteers?

Miscellaneous

- 1) 15 minutes: Commissioners Report
- 3) 15 minutes: Staff Report/CIP Report
- 4) 15 minutes: TPAC roles; continued (volunteer opportunities/expectations)

Other

**Next Meeting: April 16, 2016 at TUKWILA COMMUNITY CENTER
12424 42ND Ave. S. Tukwila, WA**

Adjournment

Tukwila Pool Advisory Committee
February 20, 2016
DRAFT Meeting Minutes
Meeting Location: Tukwila Community Center

Attendance: Sheri Barr, Kristine Selleck, Jeri Frangello-Anderson, Diane Meyers, and Jennafer Price Cargill

1. Sheri called the meeting to order at 8:13am.
2. Sheri and Kristine Approved the Draft Meeting minutes from 01/01/2016
3. Public Comments: None
4. Jennafer Price Cargill, newly hired Executive Director, was introduced to the attendees. Jennafer has experience with Non-Profits in our local area and has been involved in the creation of TMPD. She is excited to be part of the pool staff and working as Executive Director.
5. TPAC Approved/Official Welcome packet was presented.
6. Business Items:
 - a. Scholarships at other pools:
 - i. Feedback from Jacque: Looking for information from other pools because only Tukwila residents are eligible for scholarship program although many Tukwila Pool patrons come from other local areas.
 1. Mt. Rainier pool will exchange info sheets regarding scholarship program
 2. Rainier Beach and Southwest Pool have no resident requirements and request no referrals
 3. Lindberg and Renton scholarships are not residency based, but rely on free/reduced school lunch information.
 - ii. Action: Pursue information about Evergreen Pool and create a Fact Sheet to be used to properly refer Non-Tukwila Resident Patrons of other scholarship opportunities available in their local area.
 - iii. Action: Get clarification/tracking information on how Tukwila Pool scholarship funds are used
 - iv. This project will be on hold until research is complete.
 - b. Marketing:
 - i. Today's event: ice cream balls scooped and prepped. Decorations, food, and staff have been checked on. Natasha and Paul are staff in charge and no issues are foreseen. Staff will decide on games depending on attendance.
 - ii. Next Event: Egg Hunt
 1. Want to have online pre-registration available for this event. Jennafer will find out if patrons may also pay online.
 2. Need to streamline sign-in process so patrons are able to listen to safety talk.
 3. Need to have kids in the pool before releasing eggs into the pool so that they all do not go into the gutters.
 4. Check bins for supplies and inventory from Vanessa to determine what needs to be purchased. Vanessa has detailed files from past events. Will also check bins during today's event when volunteer responsibilities are minimal. Sheri will buy 3 more bins for other events.
 5. Need to organize a work party to inventory all event supplies and purchase what else is needed
 6. Work Party needed to fill candy bags and eggs. Jeri will take care of acquiring the inflatable ducks or chicks, candy, and candy bags. Staff to be tasked with filling eggs and candy bags.
 7. Diane will supply jelly bean jar to be up next week.
 - c. Commissioners Report: Details regarding the process of hiring the Executive Director

- d. Staff Report:
 - i. CIP Report: Iron Clad contractor selected and contract details are being worked out through the proper channels. Work is tentatively scheduled to begin the last week of March. Contractor to do Flooring and Staff will work on over-head lights with a lift rental.
- e. TPAC Welcome Packet Review: No questions or comments at this time.
- f. TPAC Roles
 - i. Policies: Foresee a need to have a policy regarding Gender Equality and Locker room/Restroom usage that will accommodate the needs for all of Tukwila Pool Patrons. Jennafer offered to research the topic further and envisions all future policy changes to go through TPAC for recommendations.
 - ii. Events: TPAC will do tasks as needed and update Event Summaries and Inventory Sheets.
 - iii. Normal Pool Hours: Point things out to staff members as necessary (Properly posting signage for pool reservations, for instance).
- 7. Next TPAC Meeting is scheduled for 03/19/2016 at the Tukwila Pool.
- 8. Meeting Adjourned at 9:40am.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: **Jeri Frangello-Anderson, Interim President**
DATE: **March 14, 2016**
SUBJECT: Election of a new TPMPD BOC President

ISSUE

The Board of Commissioners will elect a new Board President from among the remaining members.

FINANCIAL IMPACT

None

BACKGROUND

On February 23, 2016, TPMPD Board President Dave Puki sent a letter resigning his position as a Tukwila Pool Metropolitan Park District Commissioner. His resignation caused Jeri Frangello-Anderson to step in as Interim President until a new President can be elected.

DISCUSSION

The Interim President will take nominations for the position of Board President from the Commissioners. Upon completion of the nominations, the Commissioners will vote and a new President will be elected. Immediately upon election, the new President will accept the gavel and preside over the remainder of the meeting.

RECOMMENDATION

None

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: **Jennafer Price Cargill, Executive Director**
DATE: **March 14, 2016**
SUBJECT: **Process for appointing a new Commissioner discussion**

ISSUE

Pursuant to RCW 42.12.070, the TPMPD Board of Commissioners must appoint a new Commissioner by or before May 23, 2016.

FINANCIAL IMPACT

None

BACKGROUND

On February 23, 2016, Commissioner Dave Puki resigned his position with the TPMPD. He originally took office in November 2015 and was elected to serve a two-year term. The remaining members of the Board have ninety (90) days to appoint a new Commissioner to complete this term.

From the Revised Code of Washington (applicable portions):

42.12.070 Filling nonpartisan vacancies.

A vacancy on an elected nonpartisan governing body of a special purpose district...:

- (1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position.
- (4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.
- (6) As provided in chapter 29A.24 RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

DISCUSSION

How shall the TPMPD gather applicants, review their qualifications and ultimately appoint the best candidate to the open position prior to May 23, 2016?

RECOMMENDATION

The TPMPD may form an Ad-hoc Committee to address this issue which could be tasked with developing a protocol for the process. Alternatively, the committee could be tasked with developing a protocol and assessing candidates, with the goal of presenting a specified number of finalists for Board consideration. This Committee could be composed on 1 or 2 Commissioners as well as the Executive Director and a member of TPAC.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: **Jennafer Price Cargill, Executive Director**
DATE: **March 14, 2016**
SUBJECT: **Board of Commissioners' retreat**

ISSUE

Should the Commissioners schedule a Board retreat?

FINANCIAL IMPACT

Cost will vary depending on location, length of activity and agenda. A reasonable expectation would be somewhere between \$500 and \$1000. If the Board approves a Resolution to provide compensation to Commissioners, cost would increase by up to \$350. The 2016 Budget includes \$16,200 for Board of Commissioners/Meetings.

BACKGROUND

As a newly elected TPMPD Board, this would be the first retreat for the Commissioners.

DISCUSSION

Should the TPMPD Commissioners schedule a work retreat? Would they like the Executive Director and/or the Board President to plan it? Is there a date that would work for all of the Commissioners that would also allow the incoming Commissioner to attend?

RECOMMENDATION

It is recommended that a motion be made that authorizes either the Board President or the Executive Director or both to organize a work retreat for the TPMPD Board of Commissioners on a specific date.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Jennafer Price Cargill, Executive Director

DATE: March 14, 2016

SUBJECT: **Proposal to Revise TPMPD Bylaw Article 4, Section 1 - Selection of Board Members**

ISSUE

Shall the TPMPD revise the current bylaws to reflect the change in board selection as decided by the voters in November 2015?

FINANCIAL IMPACT

None

BACKGROUND

The current Tukwila Pool Metropolitan Park District Bylaws were adopted via Resolution 2015-02 on February 26, 2015. Within them, Article 4, Section 1 Selection of Board Members states: *"Pursuant to RCW Chapter 35.61.50 (3) the City Council of the City of Tukwila is designated to serve as the ex-officio TPMPD Board of Commissioners."*

Voters passed, with 66.75% in favor, Tukwila's Proposition No. 1 on the November 3, 2015 ballot. Five new commissioners were elected to serve, relieving the City Council of the City of Tukwila of this duty. The newly elected commissioners took the oath of office on November 30, 2015 and assumed their roles as commissioners immediately.

TPMPD Bylaws may be amended by the Board at a regular or special meeting by a simple majority vote of a quorum of the Board.

DISCUSSION

Shall the TPMPD Commissioners revise the Bylaws to reflect the change in composition of the TPMPD Board?

RECOMMENDATION

It is recommended that the TPMPD Board of Commissioners consider a motion to revise TPMPD Bylaw Article 4, Section 1 – Selection of Board Members to state; *"The Board of Commissioners for the Tukwila Pool Metropolitan Park District shall consist of five (5) members elected by voters residing in the City of Tukwila."*

ATTACHMENTS

None

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Ellen Gengler, TPMPD Commissioner
DATE: March 14, 2016
SUBJECT: **Proposed compensation for duly elected or appointed TPMPD Commissioners**

ISSUE

Shall the TPMPD Board of Commissioners revise TPMPD Bylaw Article 4 Section 2 and approve a Resolution allowing for commissioner compensation?

FINANCIAL IMPACT

Limitations to the definition of activities approved for compensation may be included in the Resolution to cap or control potential costs to the district. If no limitations are implemented, the current potential cost to the TPMPD could be up to \$54,720.00 annually. If the controls included in the attached proposed Resolution are adopted with no changes, potential cost to the TPMPD could be estimated at or below \$10,000 annually.

BACKGROUND

RCW 35.61.150 allows that elected metropolitan park commissioners may provide, by resolution passed by the commissioners, for the payment of compensation to each of its commissioners at a rate of up to \$114 dollars for each day or portion of a day spent in actual attendance at official meetings or in performance of other official services or duties on behalf of the district. However, the compensation for each commissioner must not exceed \$10,944 per year. (2013 compensation as adjusted for inflation by OFM in June 2013, WSR 13-12-078).

Individual commissioners may choose to waive all or any portion of their compensation payable under this section by a written waiver filed with the clerk of the board. Said waiver must:

1. Be filed any time after the commissioner's election and prior to the date on which the compensation would otherwise be paid.
2. Specify the month or period of months for which it is made. (RCW 35.61.150)

TPMPD Bylaws may be amended by the Board at a regular or special meeting by a simple majority vote of a quorum of the Board.

DISCUSSION

Shall the TPMPD Board of Commissioners adopt a Resolution authorizing payment to the

individual members to receive the full amount of per diem compensation (currently at \$114) authorized by statute?

Definitions have been incorporated into the attached Resolution to limit the scope of activities that qualify for compensation to:

- Regular meetings of the Board
Estimated cost: 12 monthly meetings at \$570 per meeting (5x114=570) = \$6840
- Special meetings of the Board
Estimated cost: 3 special meetings at \$570 per meeting = \$1710
- Working Retreats of the Board
Estimated cost: 1 retreat at \$570 = \$570
- Other activities to be determined on a case-by-case basis by the Board.
Estimated cost: 5 special approved activities at \$114 each = \$570
- Reimbursement for reasonable expenses
Estimated cost: \$300

Commissioners may choose to receive their compensation and donate it back to the TPMPD scholarship fund or other designated use. If they file a waiver of compensation the funds may not be designated and will remain part of the general fund.

LEGAL REVIEW

The attached Resolution was reviewed as to form and approved by TPMPD Attorney Brian Snure

RECOMMENDATION

Commissioner Gengler strongly recommends adoption of a Resolution with clear definitions of activities the Board is authorizing as eligible for compensation.

ATTACHMENTS

1. Proposed Resolution 2016-01
2. Information from TPMPD Attorney Brian Snure in relation to Commissioner Compensation

TUKWILA POOL METROPOLITAN PARK DISTRICT

AUTHORIZING COMMISSIONER COMPENSATION AND REVISING TPMPD BYLAW ARTICLE 4, SECTION 2

Resolution # 2016-02

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

WHEREAS, RCW 35.691.150 authorizes Commissioners, pursuant to a Resolution adopted by the Board, to receive the payment of compensation to each Commissioner at a rate established by the State of Washington Office of Financial Management as published in the Washington State Register for each day or portion of a day spent in actual attendance at official meetings or in performance of their official services or duties on behalf of the District subject to the annual compensation limits established by the State of Washington Office of Financial Management as published in the Washington State Register.

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

1. Commissioner Compensation. Commissioners shall be compensated per RCW 36.61.150 for each day or portion of a day in actual attendance at official Board meetings, including appropriately noticed working retreats. Commissioners of the District shall be entitled to receive the full amount of per diem compensation authorized by statute for the following activities:
 - 1.1. Actual attendance at all regular and special meetings of the Board.
 - 1.2. Actual attendance at any noticed working retreat held by the Metropolitan Park District.
 - 1.3. Attendance at other Metropolitan Park District related activities as budgeted and approved in advance by the Board of Commissioners.
 - 1.4. Travel time when a separate day of travel is required because of the location and scheduling of one of the activities listed above.
2. Commissioner Expense Reimbursement. In addition to the allowance provided above, Commissioners shall receive reimbursement of reasonable expenses consistent with those outlined in the TPMPD Employee Handbook for costs incurred in attending meetings held outside of the boundaries of the District including the following:
 - 2.1. Mileage reimbursement for use of personal automobiles at the District approved rate together with parking fees, ferry fees, etc.
 - 2.2. Registration fees.

- 2.3. Overnight accommodations when required by the nature of the activity attended.
- 2.4. Meal expense including gratuity when meals are not provided in the registration fee at an event attended.
- 2.5. Materials, supplies and equipment necessary for performance of District related duties assigned by the Board. For expenses exceeding \$300.00 pre-approval of the Board shall be required.
- 2.6. Other expense reimbursements approved by the Board.
3. This repeals and replaces the Tukwila Pool Metropolitan Park District's Bylaw Article 4, Section 2: Compensation of Board Members.

Adoption:

ADOPTED by the Board of Commissioners of TUKWILA POOL METROPOLITAN PARK DISTRICT at an open public meeting of such Board on the _____ day of, _____, 2016.

ATTEST/AUTHENTICATED:

Jeri Frangello-Anderson, Clerk of the Board

_____, President,
Board of Commissioners

Information provided by TPMPD Attorney Brian Snure in relation to Commissioner Compensation.

Commissioner Stipends.

RCW 35.61.150 does require that prior to being paid a per diem the commissioners “may” provide by Resolution for payment up to \$114.00 per day or portion of day. If the Board adopts this resolution then each commissioner is entitled to be paid and, if a commissioner does not want to be paid, the commissioner must formally waive that commissioner’s right to receive all or part of the per diem in advance of earning the per diem.

If the Board declines to authorize payment by adopting the Resolution, then the commissioners would not be entitled to be paid.

If the Board is going to authorize pay to commissioners I would strongly recommend that the Resolution authorizing the pay also include the Board’s definition of what the term “performance of other official services or duties on behalf of the District” means. Here is some sample language that I have previously used and it could certainly be modified to meet your specific needs. The general concept is to define those activities where payment is mandatory and any other activities would require additional board approval

Commissioner Compensation. Commissioners shall be compensated for the full amount of the per diem authorized by RCW 35.61.150 for each day or portion of a day in actual attendance at official Board meetings or when performing other services or duties for the District. It is the function of the Board to approve the services that any Commissioner is authorized to perform for the District. Commissioners of the District shall be entitled to receive the full amount of per diem compensation authorized by statute for the following activities:

- 1.1.** Actual attendance at all regular and special meetings of the Board.
- 1.2.** Attendance at Metropolitan Park District related meetings, conferences and seminars.
- 1.3.** Attendance at TPMPD open house functions.
- 1.4.** Attendance at other TPMPD related activities approved by the Board of Commissioner in advance of the activity.
- 1.5.** Travel time when a separate day of travel is required because of the location and scheduling of the activity.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jeri Frangello-Anderson, Interim President
DATE: March 14, 2016
SUBJECT: **Resolution and supporting documents regarding signature authority**

ISSUE

Should the Commissioners repeal TPMPD Resolution #2015-15 and provide other needed signature permissions to reflect the new Board President and the Executive Director?

FINANCIAL IMPACT

None

BACKGROUND

King County, in its capacity as the Treasurer of the Tukwila Pool Metropolitan Park District, requests that the District submit a new Accounts Payable Authorized Signature form whenever there is a change of Auditing Officers delegated with payment approval authority. The TPMPD will elect a new Board President and the Commissioners have expressed a desire to add the new Executive Director as an Auditing Officer with administrative permissions to QuickBooks and the US Bank accounts.

In the future, when individuals named as Auditing Officers change (such as after the election of a new President) King County requests only the submission of an updated AP Authorized Signature Form. A new Resolution will not be required.

DISCUSSION

Shall the TPMPD take one or more of the following actions?

1. Submit a new Accounts Payable Authorized Signature Form to King County that names our new President, the Executive Director and the District CPA as Auditing Officers for the TPMPD.
2. Repeal Resolution 2015-15 and replace it with a new Resolution that includes the Executive Director as an Auditing Officer.
3. Authorize District CPA Alan Dance to give Executive Director Jennafer Price Cargill appropriate administrative privileges and access to the TPMPD's QuickBooks program and the US Bank Accounts.

LEGAL REVIEW

The Resolution was reviewed and approved as to form by TPMPD Attorney Brian Snure.

ATTACHMENTS

1. Resolution 2016-02
2. AP Authorized Signature Forms

TUKWILA POOL METROPOLITAN PARK DISTRICT
AUDITING OFFICER DELEGATION RESOLUTION (Revised)
FOR TUKWILA POOL METROPOLITAN PARK DISTRICT #17591

RESOLUTION #2016-02

APPOINTING OF AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL AND REPEALING RESOLUTION #2015-15.

WHEREAS there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District's warrants and claims;

WHEREAS there is a need by the District to process warrants and electronic payments in a timely and consistent manner;

WHEREAS it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

WHEREAS RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

WHEREAS this agency shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against Tukwila Pool Metropolitan Park District will be pre-audited and signed by any two of the Auditing Officers
2. The Auditing Officers shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties
3. Tukwila Pool Metropolitan Park District #17591 establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves some claims, the Auditing Officers will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Tukwila Pool Metropolitan Park District #17591 does resolve as follows:

Section 1: Authorize the Auditing Officers, to include the Board President _____; Board Clerk Jeri Frangello-Anderson; District CPA Alan Dance; and Executive Director Jennafer Price Cargill to submit vouchers for payment and disbursement in accordance with Tukwila Pool Metropolitan Park District #17591 prior to the Board taking action to approve said claims; and

Section 2: Resolution #2015-15 is hereby repealed

ADOPTED by the Board of Commissioners of Tukwila Pool Metropolitan Park District #17591 at a special meeting held on this _____ day of _____, 20_____.

ATTEST:

By: Jeri Frangello-Anderson, Board Clerk

By: _____, Board President

Accounts Payable Authorized Signature Form
(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 1 – GENERAL INFORMATION

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Tukwila Pool Metropolitan Park District Number: 17591

Street Address: 4414 S. 144th Street

City/ State/ Zip: Tukwila, WA 98168

General Telephone #: 206-267-2350 Fax #: _____

Primary Contacts

Name: Jennafer Price Cargill Title: Executive Director

Telephone #: 206-267-2350 ext. 102 Email: JPCargill@TukwilaPool.org

Name: Jeri Frangello-Anderson Title: Clerk of the Board

Telephone #: 206-552-1620 Email: JFrangello@TukwilaPool.org

SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 2

Auditing Officer Signatures

	Name	Telephone	Email
Sign:	_____	_____	_____
Print:	<u>Jennafer Price Cargill</u>	<u>206-267-2350 x102</u>	<u>JPCargill@TukwilaPool.org</u>
Sign:	_____	_____	_____
Print:	<u>Alan Dance</u>	<u>425-283-5425</u>	<u>tmpd@forprivateclients.com</u>
Sign:	_____	_____	_____
Print:	_____	_____	_____
Sign:	_____	_____	_____
Print:	_____	_____	_____

Accounts Payable Authorized Signature Form
(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION

If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.

Number of Required Board Member Signatures for Payment of Claims: 2

Board Member Signatures

	Name	Telephone	Email
Sign:	_____		
Print:	<u>Christine Neuffer</u>	<u>206-930-5729</u>	<u>cneuffer@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Ellen Gengler</u>	<u>206-372-3316</u>	<u>egengler@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Jeri Frangello-Anderson</u>	<u>206-552-1620</u>	<u>jfrangello@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Vanessa Zaputil</u>	<u>206-242-9945</u>	<u>vzaputil@tukwilapool.org</u>
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____

I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:

Signature: _____ **Date:** _____
Print Name: _____ **Title:** President
Chairperson/ President

District/Organization Name: Tukwila Pool Metropolitan Park District

Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (*sample attached*). Incomplete forms will be returned. Please send documents to:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

If you require assistance completing this form, please contact (206) 263-9284 or SpecialDist.AP@kingcounty.gov.