TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

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

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

Date and Time: **Monday, July 10,2017, 6:00 PM**

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

1. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL		
2. APPROVE AGENDA		
3. CITIZEN COMMENTS *(Limited to 4 minutes)*		
4. CONSENT AGENDA	a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) June 5, 2017 Special Meeting and Regular Meeting June 12, 2017 b) Approve Vouchers	
5. REPORTS	a) Commissioners b) Pool Operations c) Financial d) Tukwila Pool Advisory Committee (TPAC)	
6. BUSINESS ITEMS	a) Beth Tuschhoff – Girl Scout Gold Award Mural Final Presentation b) ILA c) District Administrator Hiring Process d) Open Board Position e) Employee Handbook Update for Assistant AQ Managers f) Mid-Year Budget Review	
7. MISCELLANEOUS		
8. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.		
9. ADJOURNMENT		

TUKWILA POOL METROPOLITAN PARK DISTRICT

Mission, Vision & Values

TPMPD Mission Statement:
To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

TPMPD Vision Statement:
Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

TPMPD Core Values:
We Value…

- …a safe, inclusive, caring public resource that is integrated into the fabric of our community
- …educating all ages of our community in the lifelong skills of swimming and water safety
- …integrity and maintaining the highest ethical standards by communicating honestly and transparently
- …treating everyone with respect and embracing diverse opinions
- …conducting our business and maintaining our facility in a fiscally-responsible manner that ensures the community can depend on aquatics as an available resource for generations to come
- …creative, affordable and fun programming that is responsive to the community's needs and contributes to the overall health and wellness of the community
- …a spirit of collaboration and innovation when working with others to enhance services available for our community members
- …our amazing volunteers!
- …citizens of Tukwila whose support allows every resident and staff member to feel a sense of ownership of the pool

DRAFT SPECIAL TUKWILA POOL METROPOLITAN PARK DISTRICT

June 5, 2017
6:00 p.m.
Boulevard Park Library, 12015 Roseberg Ave S., Seattle WA 98168

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER
President of the Board: President Frangello-Anderson called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

President Frangello-Anderson read the mission into the record as recorded below:

TPMPD Mission Statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and Staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

TPMPD Vision Statement:

Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS
Present were Commissioners Gengler and Zaputil

MOVED BY COMMISSIONER GENGLER TO EXCUSE COMMISSIONER NEUFFER FROM THE MEETING, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (3-0).

President Frangello-Anderson read a letter to the president from Commissioner Tyson dated June 1, 2017. *It is due to the majority of the board failed to share my caution in dealings with the Tukwila School District even after legal counsel confirmed commission was in violation of RCW per my advice that I am resigning from my position as commissioner effective 12:01 a.m. June 2, 2017. Regretfully, Charles R. Tyson.*

MOTIONED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA, SECOND BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

AGENDA

- District Administrator Job Description
- District Administrator Hiring Process

President Frangello-Anderson read Commissioner Neuffer's notes that were received via email. Her thoughts were that she *reviewed the prior executive director position and compared it to the proposed administrative director position; hourly versus salary. If this position is going to be hourly, then there needs to be some accountability for overtime. Who will this person go to the obtain to approval to work overtime? How will the benefits plan work for an hourly position, for example, 15% of the hourly rate, but is not accrued under overtime. Keep in mind that the person will be paid $25 an hour to attend various meetings and that will be part of their regular hours. This position will not have hiring/separation authority*. These are questions. *Under duties, by reading this it is my understanding that the board will be responsible for policy work, to what degree will the position be involved with policy work? Does this person really have budget oversight responsibility? Who will be the PIO for the district, the president as appointed or the aquatics manager? Who will be community liaisons, the president as appointed or the aquatics manager? Who will work with the lawyer, the president or the aquatics manager? Who does HR with personnel matters, the aquatics manager? Does legal counsel need to review the position description? Does he think anything was missed? Thanks for your consideration of my thoughts, Christine.*

Commissioner Gengler pointed out that in order for this position to be eligible for overtime they would have to work forty hours a week.

Commissioner Zaputil is not certain if Commissioner Neuffer's thinking that anything over twenty to twenty-five hours is overtime. That gives rise to the question who would the person go to get permission to work more hours. She would imagine that would be the president because the board is going to be overseeing this position.

President Frangello-Anderson and Commissioner Gengler agreed, that was their thinking also on this question. Another question is about the benefits plan for working hourly.

Commissioner Zaputil said that hourly workers are not paid benefits on the overtime hours. That will be part of the wage scale policy.

Commissioner Gengler stated that the district pays 15% of the hourly rate for benefits; however, not on overtime hours.

President Frangello-Anderson said that would need to be tracked.

Commissioner Zaputil said Paychex is a log in system. How are benefits set up in Paychex to account for those items? Commissioner Zaputil explained that it was set up when the system was installed initially.

Commissioner Gengler thinks Ms. Simpson does not clock in and out, she is exempt and a forty hour a week employee. Commissioner Zaputil said that is correct, but the position being discussed is a part-time position. Commissioner Gengler asked if this person is working off site, how would they check in to get their hours to Paychex. President Frangello-Anderson thinks she remembered Ms. Price Cargill stating employees have to be on site to clock in.

Commissioner Gengler feels since this person is not exempt, that before their hours are entered, President Frangello-Anderson can authorize the hours worked each week.

Commissioner Zaputil said the next question in Commissioner Neuffer's letter is does this person have hiring/firing power? The answer is that they would not have sole power, but could work together with the aquatics manager on items like staff changes. The change will be made to the job description to make this clear; however, this applies only for hiring the bookkeeper position.

President Frangello-Anderson said the board understands that this position will be paid at the regular rate for attending meetings and those hours will be included in their overall hours. The next question is to what degree will this position be involved in policy work? The board creates the policy. Commissioner Zaputil feels that if this person notices something in the policies that needs updating, they will bring that to the board. The aquatics manager is also doing policy guidance for the board. The board would be involved in creating policy, but the need for a new policy or updating would come from this position or the aquatics manager.

Commissioner Gengler stated that portion of the job description should be changed to say *and guidance including policies and related procedures.* There is an expectation that this person would bring any policy issues to the board.

Commissioner Zaputil asked if this person have oversight and budget responsibilities? Commissioner Gengler stated that she saw this position as more of an oversight of the budget, not having responsibilities for any budget but their own. If they see something in the budget that could cause an issue, they would bring to the board's attention.

Commissioner Zaputil agrees with Commissioner Gengler, this person will have eyes on the budget and would need to alert the board if the budget is begin exceeded. The aquatics manager will be doing the same thing, but ultimately, this position's focus is more financial. President Frangello-Anderson feels that is stated clearly in the job description.

Commissioner Gengler, in looking at the first bullet under the budget and finance in the job description, *assists the aquatics manager as requested in developing and preparing the annual operational budget.* She feels that should be the end of the sentence and the next item becomes its own bullet. *Develop and prepare district related areas of budget and any budget amendments for board approval during all necessary filings.* The board might consider having it read *develop and prepare district related areas of budget* as its own bullet and then have *prepare any budget amendments for board approval during all necessary filings.* She feels that in the first bullet, it says operational budget and then in the next bullet it says district budget, but it should possibly read the entire district, operational and district. She proposes that it reads

audit and review operational and district areas of the budget to maintain, whatever sounds right. She does not feel oversight is the proper word, because oversight is the board's job, this person's job is to audit and review *and bring to the board any operational or district* whatever to finish the sentence.

Commissioner Gengler likes that except for if district is used, she feels it needs to say *operational and district.* She felt that operational and district related could be put in there in parenthesis.

Commissioner Zaputil stated the final edit as *audit, review and provide guidance to the board to ensure all aspects (operational and district related) operate within the approved annual budget.* The board agreed to this correction. These bullets should be arranged in priority levels.

President Frangello-Anderson said next on the list of questions submitted by Commissioner Neuffer is who will be the public information officer for the district. Commissioner Zaputil feels Commissioner Neuffer is asking that because the board has to designate a public information officer for the district and a staff member would be appointed in the position. That person must be trained within ninety days in the PIO functions. Commissioner Gengler said that should be on the job description.

President Frangello-Anderson asked where that duty would be listed. Commissioner Zaputil said it would be under knowledge and education. Commissioner Gengler feels knowledge and education speaks to their qualifications. The word administrative is used in the job description, that should include record keeping. Commissioner Zaputil responded that part of the job is record keeping and Commissioner Gengler recommended that it say administrative and records.

Commissioner Zaputil said in could go under administrative to read *develop and oversee the district records management consistent with Washington State Access to Public Records requirements including all necessary trainings.*

Commissioner Gengler stated that the weight of that position is diminished by having it under administrative. Commissioner Zaputil said it should go under the district portion and read *be the public information officer for the district and maintain all necessary trainings.* The board agreed.

President Frangello-Anderson said the next point is who will be the community liaison? Commissioner Zaputil said that was in the executive director job description. Commissioner Gengler stated if the public wants to come and speak with operations, then refer them to the aquatics manager. Commissioner Zaputil said yes, it is a delineation of duties. If it is about district items like meetings, then this position would be the community liaison.

President Frangello-Anderson said the next item is who will work with the lawyer? She feels it should be the president. Commissioner Gengler feels the same way, unless the president wants input from other commissioners or staff. Commissioner Zaputil thinks that it should be the president and this position should work closely under the supervision of the president. One of

the points of this position is to perform work that would save the board money that would be spent on attorney fees. They will draft and review contracts before they are sent to the attorney.

President Frangello-Anderson and the board agreed that HR would be handled by the aquatics manager. The next item is having the job description reviewed by the lawyer and she is not sure that is necessary, but it would be a good idea.

Commissioner Gengler said the board received some feedback from Melissa Hart on the org chart and Melissa does not believe that TPAC should be working with the district administrator. President Frangello-Anderson appreciated Melissa's feedback; however, the way it looks to her is that TPAC, the aquatics manager and the district administrator are under the Board of Commissioners. Commissioner Zaputil said yes, but it could appear like an employee situation just looking at the org chart.

Commissioner Gengler wondered what the difference is between a solid line versus a dotted line, because it could be read as a relationship between the district administrator. Commissioner Zaputil said it can read that way.

President Frangello-Anderson asked for any other job description questions. Commissioner Gengler feels that the board does not know what kind of responses the posting will garner. Commissioner Gengler's will follow up with Melissa on her other input. Commissioner Gengler's concern is that prospects will have experience is some of the areas, but not all.

Commissioner Zaputil said this job is about making sure district obligations are met, getting the tax levy for operations, making sure all paperwork is filed and keeping up with the district's work. Commissioner Gengler feels that the commissioners are strong enough to create a timeline, this will give some structure to the job and the person will be made aware of items to be done and the deadlines for completion.

Commissioner Zaputil asked Commissioner Gengler if she wanted to change the number of hours to twenty-five instead of a range of twenty to twenty-five. The intention of the range was that some weeks are more labor intensive than others. Commissioner Gengler feels she does not understand the work flow enough to change the hours. Others who have been doing some of these jobs have differing opinions on time requirements. She wanted to know if the week before a meeting is a forty-hour work week. President Frangello-Anderson said no.

Commissioner Zaputil said if all the materials given are finished, then creating the meeting packets is easier; however, if there are ten memos to be completed and the research is not done, or the data is not available until the last moment, that is where the workload becomes labor intensive. It is expected that the person in this position will continually be working on packet pieces throughout the month as well as the aquatics manager. This is not something that can be put off until the last week.
President Frangello-Anderson envisions that this person will have a folder for each month's meeting and will be consistently adding pieces to that so that it will be ready to go into packets. This individual in this position is to be organized and is tasked with making the packets.

Commissioner Zaputil said in fairness, the board has asked that the financial reports be as up-to-date as possible, which means those will come in within the last week. However, there are other items which can be prepared earlier in the month. The position requires good organizational skills, which are very important.

Commissioner Gengler feels the board needs to work with the district administrator and the aquatics manager to assist them as to what the board needs in a way that would be less burdensome. The aquatics manager has been empowered to structure the crew in a way that is best for operations. The aquatics manager could choose to hire someone to do the work on the operational part of the packets if needed. Commissioner Gengler feels this position should not be more than twenty-five hours per week. During training on the job portion, the hours could be higher, but on the whole, that should not be necessary.

Commissioner Zaputil thinks the board is strong and can help this person organize the job for maximum efficiency and then it is just a matter of maintaining. If the job ends up requiring more hours, that can be adjusted.

President Frangello-Anderson agrees this position will be very well tracked and leaving the buffer hours in there will be helpful.

Commissioner Gengler was not saying that the hours should be cut to twenty; however, she feels most of the time, that is all the time required. Of course, there may be times when more hours are needed and that would be up to the president to approve any additional hours.

Commissioner Zaputil said the board may have to create a process where the president checks in with this position to see that work is being performed within the hours allotted.

President Frangello-Anderson thinks that when posting the job that Indeed, Craig's list, and WRPA are good sources. Posting in the pool lobby might also be helpful. Commissioner Gengler will contact Melissa to see if she knows of any other boards to post on for this position.

Commissioner Zaputil asked what was the list that the board used last time that charged a fee? President Frangello-Anderson said that was ZipRecruiter, but no responses were received from that listing. She feels Indeed will bring better results.

Commissioner Gengler said the Ad Hoc Committee suggested the board have a discussion about forming an additional Ad Hoc Committee for interviewing, reference checking and facility tours for candidates or have the current Ad Hoc Committee continue in this capacity. She is in favor of the current Ad Hoc Committee continuing on.

The board agreed that the posting should go out on June 7th and leave it open for four weeks or until filled. President Frangello-Anderson asked if the corrections that have been discussed can be made so that the position can be posted on June 7th. Commissioner Zaputil said she would have it corrected before June 7th. President Frangello-Anderson will make arrangements to get

the position posted. The applications will be sent to jobs@tukwilapool.org and those emails will go to all commissioners.

Commissioner Zaputil said if an application comes in that looks like a possible fit, then arrangements can be made to interview that person as soon as possible without waiting until the job closes, as the ad says, until filled.

Commissioner Gengler said as far as the Ad Hoc Committee, if President Frangello-Anderson or Commissioner Zaputil are not avaible, she would be happy to step in and help with whatever needs to be done.

President Frangello-Anderson said the posting will include links to go to the website to see the full job description.

The correction to the job listing should read *to provide district support and guidance to the Board of Commissioners.*

Commissioner Gengler feels that if using *The Tukwila Pool Metropolitan Park District (TPMPD)* then that means that TPMPD can be used throughout the document.

President Frangello-Anderson said the posting should say *The TPMPD owns and operates one indoor swimming pool.*

Commissioner Gengler said how about saying part-time, hourly (twenty to twenty-five hours per week) position.

Commissioner Zaputil stated it should read *this position is part-time, hourly (twenty to twenty-five hours per week). The key responsibilities will be to* whatever is written.

President Frangello-Anderson read the posting as corrected. *The Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners desires to hire a district administrator to provide district support and guidance to the Board of Commissioners. The TPMPD owns and operates one indoor swimming pool. This position is part-time, hourly (twenty to twenty-five hours per week). The key responsibilities will be to* fill in with duties.

Commissioner Gengler stated the first bullet under that reads *provide board support*, she thinks that *by assembling agenda packets (monthly) acquiring needed materials* should be added. The second and third bullet she would eliminate, the fourth and fifth bullets are fine as is. The sixth bullet she feels pertains to more of what the board is looking for in an applicant, but they would also need to be familiar with it. Then something about records should be added. She wants to be certain that the applicant does not feel the job is operational in nature. This is only to peak their interest, if they are interested, they will click through to read the entire posting. Commissioner Zaputil said the three things the board needs are financial oversight, records maintenance and help for the board. She thinks that *maintains and safeguards district assets, records and documents* should be the second bullet. President Frangello-Anderson agrees.

Commissioner Gengler thinks it would fine to say *to provide administrative support for the business of the Board of Commissioners.*

President Frangello-Anderson said the bullets are: 1. *to provide district support and guidance to the Board of Commissioners.* 2. *maintain and safeguard district assets, records and documents.* 3. *Strong financial and budget preparation.* 4. *General knowledge of the legal requirements.* 5. *Knowledge of Washington State laws, regulations and codes as they apply to park districts and aquatics facilities.* The board agreed with those bullets.

Commissioner Zaputil thanked TPAC for their input on this job description.

The board agreed to take bullet five and place it in the body of the posting.

Commissioner Zaputil asked if there should be something about benefits mentioned, but the board agreed that was not necessary.

Commissioner Gengler referring to the topic *working conditions* in the job description it reads *must be able to work from the pool facility, travel as necessary to meetings, be available for monthly meetings, special meetings and committee meetings.* Her concern is if the applicants research how many committees the pool and district have, they could think the meetings would take up most of their hours.

President Frangello-Anderson said that most of those meetings are just monthly meetings.

Commissioner Zaputil said it reads *as requested,* it looks like it is being modified. Under administrative it reads *facilitate and provide support for all board meetings and committee meetings as needed.*

Commissioner Gengler asked if this position can work off-site. The committee decided that this is an onsite only job. There are office hours for the position, those hours must be maintained and approved by the president. The first bullet here reads *must be able to work from the pool facility* but it could simply say, *maintain regular onsite district hours as approved by the president of the board.* She is unsure if travel to meetings would be necessary.

Commissioner Zaputil said that is there in case the meetings are not at the pool.

Commissioner Gengler said that could read as *local travel as needed.*

Commissioner Zaputil said how about stating it as *attend regular meetings of the Board of Commissioners and any committee meetings as requested.*

Commissioner Gengler proposed that it read *attend regular meetings of the BOC (meetings are currently held the second Monday of each month at 6:00 p.m. at Valley View sewer district, subject to change)* then have a bullet point that reads *attend special meetings of the BOC as scheduled. Attend administrative/financial related committee meetings as requested.*

President Frangello-Anderson says she hears some redundancy about the meetings.

Commissioner Gengler said it is just calling out each different meeting this person would be expected to attend. Another way would to say it could be *attendance at regular and special meetings as required.*

Commissioner Zaputil feels that for regular meetings it should be stated that they are on the second Monday of each month.

President Frangello-Anderson does not feel like the place and time of the regular meetings needs to be in the job description.

Commissioner Gengler stated that the job calls for travel as needed and this would be one of those travel requirements.

Commissioner Zaputil says that *the second Monday of the month at 6:00 p.m., (subject to change)* should stay, but the location can be eliminated. Another way is to do a bullet list with each meeting that attendance is required.

The board agreed that clarifies the matter well.

Commissioner Zaputil said the first bullet will be *maintain regular onsite hours, second* is attendance, and the third is going to be *local travel as needed.*

Commissioner Gengler stated that transportation is necessary in this position and wants to make sure candidates of aware of this requirement.

MOVED BY COMMISSIONER GENGLER TO APPROVE THE JOB DESCRIPTION WITH CHANGES NOTED AND THE POSTING LISTING WITH CHANGES AS NOTED AND THE ORGANIZATIONAL CHART WITH CHANGES AND PENDING ATTORNEY REVIEW, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (3-0).

ADJOURNMENT

MOVED BY COMMISSIONER GENGLER TO ADJOURN THE MEETING AT 7:45 P.M., SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (3-0).

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Christine Neuffer, Clerk of the Board

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Christine Neuffer, Clerk of the Board

DRAFT TUKWILA POOL METROPOLITAN PARK DISTRICT

June 12, 2017
6:00 p.m.
Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER
President Frangello-Anderson called the meeting to order at 6:01p.m. and read the mission vision and values statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and Staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

TPMPD Vision Statement:

Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS
Present were Commissioner Frangello-Anderson, Commissioner Gengler and Commissioner Zaputil

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES
Michelle Simpson, Aquatics Manager and Aaron Shipman, TPAC Representative

MOVED BY COMMISSIONER ZAPUTIL TO EXCUSE COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

AGENDA

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER GENGLER.

Commissioner Zaputil added, the TPAC report and a replacement organizational chart to the Agenda packet.

MOVED BY COMMISSIONER ZAPUTIL TO ADD THREE DOCUMENTS TO THE AGENDA, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

CITIZEN COMMENTS
No citizen comments were presented.

CONSENT AGENDA

a) Approve Minutes for the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting May 8, 2017, Special Meetings of May 11, 2017, May 20, 2017, and May 23, 2017.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE MAY 8, 2017 MINUTES WITH ADMENDMENTS, SECONDED BY COMMISSIONER GENGLER.*

Commissioner Gengler noted on page four, "*Parks and Rec has a large banner by the Family*, insert the word *fun* center.

***MOTION CARRIED (3-0).**

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE MAY 11, 2017 SPECIAL MEETING MINUTES, SECONDED BY COMMISSIONER GENGLER*

Commissioner Gengler noted on page two, fourth paragraph from the bottom, the staff memo that was sent out was authored by President Frangello-Anderson and not by Ms. Simpson as stated.

***MOTION CARRIED (3-0).**

MOVED BY COMMISSIONER GENGLER TO APPROVE THE MAY 20, 2017 SPECIAL MEETING MINUTES, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (3-0).

MOVED BY COMMISSIONER GENGLER TO APPROVE THE MAY 23, 2017 SPECIAL MEETING MINUTES WITH NOTED CORRECTION, SECONDED BY COMMISSIONER ZAPUTIL.*

Commissioner Zaputil stated on page fourteen, sixth paragraph down, in regards to how much the bookkeeper makes per hour, it was recorded at $18 per hour, when it is actually $15 per hour.

***MOTION CARRIED (3-0)**

b) Approve Vouchers

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE VOUCHERS, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

REPORTS

a. Commissioners

Commissioner Zaputil reported that she and the aquatics manager and the bookkeeper attended the Finance Committee Meeting. The budget was discussed for the next year. She also attended the Pirates at the Pool Event, which was very successful. The Dive On In Event is Saturday, June 17, 2017. The Done in a Day, which she noted was very well attended and thanked everyone for their help in making this a successful event. She received an invitation from the Valley View Sewer and Water District Open House on Thursday July 13th Noon to 6:00 p.m. and it was noted that the TPMPD will be in attendance.

Commissioner Gengler stated that she attended the Finance Committee Meeting where next year's budget was discussed. There will be another meeting on Wednesday to discuss the budget review that will occur in July. The Done in a Day was successful and many projects were finished. The pool, with the assistance of President Frangello-Anderson, was able to sell the slide. The Pirate event was wonderful to see the staff dressed up and children enjoying the event. July will be the Cardboard Boat Races. She also received the Open House invitation from the sewer and water district.

President Frangello-Anderson attended Done in a Day and commented that food was great and the landscaping looks wonderful. She was also at the Pirate event and is looking forward to the Cardboard Boat Races.

b. Pool Operations

Ms. Simpson reported that all the staff are getting recertified only one employee is left for training. She reported that the monthly in-service staff meetings and CPR is being practiced at every meeting and emergency preparedness is also stressed at meetings. The pool is not fully staffed for the summer at this point; however, lifeguard certification classes are being held this weekend. A patron of the pool donated funds to buy food for the staff and students in the Foster High School lifeguarding class as a gesture of thanks. There are potential employees in this class that are hoping to work for the pool. Jeffery Rhubottom is the new assistant manager. One of his duties is doing the back washing of the pool once a week.

Commissioner Zaputil asked if there was a written procedure for back washing? Ms. Simpson stated that the procedure is in writing and is correct. This procedure has resulted in normalizing the calcium levels. Ms. Simpson said that training for the instructors for the summer is proceeding. She further reported that the new bio-hazard container, hazard bags and the blood pathogens kit that were ordered have arrived. The only thing left to figure out in this policy is a place to empty the containers when full.

Commissioner Zaputil asked Ms. Simpson, based on her experience, how long would it take to fill one of those containers? Ms. Simpson said in her experience, at a larger facility, the container was emptied once a quarter. This was done by an outside vendor and is costly. The floor drain in the family bathroom has been installed; however, when the urinal was removed, what was left is old tile and many tiles were missing.

Commissioner Zaputil said that there are tiles downstairs that may match those in the bathroom. Ms. Simpson would like the board's opinion of what would be the best solution to fix this area. She is proud of the volunteers and the result of the Done in a Day event. The pool vacuum was broken; however, it has since been repaired and is back in service. The Pirates in the Pool event attendance was 120 people, which is a good turnout. Swim classes filled up the day the signup sheets opened for Monday and Wednesday classes. There are three classes going on and there are two classes on Tuesdays and Thursdays. There has been an increase in the number of students for swimming classes as the summer gets closer.

Commissioner Zaputil is pleased to see the income revenue increasing year to year. She questioned the amount on the financial report for the long-term rentals, the amount for April and May are the same, is that in error? Ms. Simpson said she was not certain, but that is a possibility.

Commissioner Gengler asked about the donation of $150 mentioned in Ms. Simpson's report earlier as that does not appear on the May report. Ms. Simpson replied that the donation happened in June and will show up in next month's report. She also reported that there were no suggestions in the suggestion box.

c. Financial

Commissioner Zaputil asked if WCIA had reimbursed the pool for the new lifeguard chair. Ms. Simpson reported that Ms. Price Cargill submitted the paperwork for the reimbursement. Commissioner Zaputil asked President Frangello-Anderson about the reimbursement for the AFO or CPO classes. President Frangello-Anderson said it was her understanding that the paperwork has been filed.

Commissioner Zaputil felt uncomfortable including names of the people who were on scholarship. She feels this may discourage people from applying for scholarships if they knew their names would be published. President Frangello-Anderson agreed and will not include that portion in the next financial report.

Commissioner Zaputil said that there is no budget currently for overtime and would like to see overtime reduced.

Ms. Simpson stated that most of the overtime is occurring from rentals and the longer hours on the weekends. There are rentals that need the pool open early which

means staff have to be at the pool and if they are still there when the pool closes, that can cause overtime.

Commissioner Zaputil asked if this overtime issue can be addressed through staffing changes? Ms. Simpson said most of the lifeguard staff are under eighteen except the two assistant mangers and one other person. Commissioner Zaputil said this will be an issue if the pool is going on overtime every weekend since the pool already runs at a loss.

Commissioner Gengler suggested raising the rental prices to cover; however, the pool does not want to pay overtime at all, perhaps operations can hire a weekend manager to cover these extra hours. Ms. Simpson agreed that this is an operational issue and she is working on finding solutions. Commissioner Gengler said this is a topic that needs to be discussed, perhaps the hours need to change. Commissioner Zaputil pointed out that the extra hours are not posted hours, it is the early openings for the long-term rentals and staying open longer to accommodate birthday parties.

Commissioner Gengler feels the only way to handle this is to hire more staff. She also added that Mt. Rainer Pool is closing in July for the summer, perhaps more lifeguards would be available for the summer.

Commissioner Zaputil and Ms. Simpson had a meeting regarding the brochure and the addition of charging sales taxes on birthday party rental needs to be included in the next brochure. The proof of the brochure will be due before the next regular meeting. If anyone has thoughts about adding anything, it would have to be done very soon. Commissioner Gengler thinks that having a discloser in the brochure somewhere that says some items are subject to sales tax would be enough to cover that issue.

Commissioner Zaputil said that the board had talked about raising the price on birthday parties, but tabled that discussion for a later time. Commissioner Gengler thinks that although the birthday parties are a service, if the pool is not covering cost and causing overtime, the price needs to be adjusted to reflect that cost. Even if prices are printed in the brochure, they can still be adjusted at the time of the booking. It seems that more of the birthday parties are being booked, so it might be good to raise the price before the brochure goes to print. President Frangello-Anderson asked if the parties are resident or non-resident. Ms. Simpson said they are from all over the area. She said once she gets fully staffed, the overtime will be much less, if any. Commissioner Zaputil said the board and staff could help spread the word to encourage people to apply for employment at the pool.

Commissioner Gengler felt the price of the birthday parties is low for the one hour pool time and two hours deck time. Commissioner Zaputil and Ms. Simpson stated it is one hour pool and one hour deck time; the hour in-between is staff time to clean up the areas and the bathrooms. Commissioner Gengler feels there is an opportunity to make some revenue with the pool rentals, maybe theme parties. Commissioner

Zaputil thinks this could be a topic of discussion with the Programming Committee. The pool's costs have gone up with the minimum wage increase, sales taxes and sick time starting in January. President Frangello-Anderson stated that rate review is part of the programming for third quarter. Commissioner Gengler said to ease anyone's concern, the revenue for the parties is less than 20% so even if the price is not settled in the next quarter, it will not be a large impact to the budget.

Ms. Simpson reported that there were some wiring issues with the computer and the server that was causing problems communicating with Paychex. She called in Cascade and this has been resolved and things are running smoothly. There is still an issue with passwords and the servers and Cascade will be called again to fix this issue.

Commissioner Gengler asked Ms. Simpson if she is comfortable in her position without having a boss as such. Ms. Simpson said she is totally comfortable and is so happy working with the board. If she has any questions, she knows she can go to the board for the answers.

d. TPAC Report

Mr. Shipman reported that TPAC had an overview of signage costs and Commissioner Gengler talked about applying for a grant to cover those costs. There was a discussion about the Girl Scouts project and getting colors together for the board's approval. The Girl Scouts have raised $315 with the Parent's Night Out so far. President Frangello-Anderson is helping with the signage portion and Beth has reached out to Pat Brodin, but has had no response at this time.

Ms. Simpson asked about the monies that were raised not being reflected in Rec 1. Commissioner Zaputil will check into that. The board, Mr. Shipman and Ms. Simpson had a discussion about the Parent's Night Out, the payments, and the food costs. Commissioner Zaputil will do more research on this issue.

Commissioner Gengler said these types of events need to be firmed up in the beginning to make sure the front desk knows how to enter the fees in the proper place so the reports will be correct, which is a training opportunity.

President Frangello-Anderson said that Beth did present a sketch of the mural at size. She thinks there are enough funds to cover the costs of the materials including the paint. Commissioner Gengler said she would cover the cost of the paint which means Ms. Simpson will not have to go to buy the paint with Beth. President Frangello-Anderson is working with Far West Paints on the supplies and paints needed to complete the mural.

Commissioner Neuffer joined the meeting at 7:19 p.m.

BUSINESS ITEMS

a) Tukwila School District ILA

Commissioner Zaputil presented her draft memo concerning the ILA which stated: *The purpose of the issue is should the Tukwila Pool expand their regular operating hours to include hours when the Tukwila School District conducts their instructional programming. The financial impact would vary depending on the patronage during the open hours.* The reason this issue has been brought forward is during negotiations with the Tukwila School Board of the proposed ILA, the School District raised concerns over rental of the pool and providing their own lifeguards.

Another concern was voiced by the aquatics manager regarding turning the pool over to the district without TPMPD lifeguards on deck.

Discussion: *Expanding the regular pool operating hours of the Tukwila Pool during the school year to include services for the public while the TSD is conducting their instructional swim lessons, currently 12:45 p.m. to 2:30 p.m. would provide solutions to the aforementioned concerns. So, the instructional uses for the TSD include two different kinds of classes; regular instructional classes, which are the swim lessons, and the lifeguarding classes. Currently, the instructional classes include a male class and a female class, each of which, not exceeding twenty students. This use does not require the entire pool, therefore, enabling the TPMPD to further serve the public by offering expanded hours. Currently, the lifeguard classes occur during regular open hours and would not create any additional impact or necessitate any expansion of hours from the pools current hours. The ability for the Tukwila Pool to program the unused areas of the pool during the TSD instructional usage would permit the TPMPD to provide expanded services to the public such as lap swimming, instructional swimming, private schools, home schoolers, etc. or additional compatible rentals. Additional marketing prior to the onset of the school year would be needed by pool operations to inform the public of expanded access to the pool. Several marketing methods could include updating the fall brochure to reflect the programming, brochure due date is early July, calling partners, school rentals, advertising on site, social media, etc. This expanded service option would be consistent with the requirement that the TPMPD and TSD pay true and fair value for services provided as per RCW 43.09.21210. The services would be reconciled as follows.* An example was provided in the memo.

The board president and Commissioner Zaputil have a meeting with the TSD to discuss mutually acceptable options on June 26th. There are some attachments to this memo, one being a memo from the aquatics manager and one is a red line version of the current ILA with language taken out the requires lifeguards.

Commissioner Gengler says as she understands this, there is option one where the public can come in and use half of the pool during TSD instruction time, or option two is the pool is closed to the public and TPMPD lifeguards would still be on deck.

Ms. Simpson stated that with option two the school would pay for the whole pool use, which means the price would be higher. Option two is what is currently happening.

Commissioner Zaputil said that the red line copy in the packet is items that were approved in the last ILA. Her version is the clean copy of that with additional red lines that have not been approved.

President Frangello-Anderson stated that this is the agreement that was presented to the board in April and a meeting between TSD and the pool has been scheduled for June 26th. Commissioner Zaputil said that the point of her document is her suggestions for solutions to the situation.

Commissioner Gengler asked Commissioner Zaputil if there are any difficulties running in tandem with the lease agreement of 2011. Commissioner Zaputil said there is nothing in direct conflict with the lease agreement and the ILA.

Commissioner Gengler also asked about the staffing bullet F, iii, under TPMPD responsibilities it reads: *The TPMPD shall provide adequate personnel to supervise TPMPD classroom based activities in or on school facilities which shall be scheduled during non-instructional hours.* Commissioner Zaputil replied that point goes to using the school's classrooms for things like lifeguard classes and water safety classes that are offered through TPMPD.

Commissioner Gengler was confused by appendix A, under Joint Use Scheduling Process, numbers five and six. The due dates seemed confusing about when each party is supposed to receive the scheduling from each other. Commissioner Zaputil feels the school district has read that portion and has no issue with those dates.

Commissioner Neuffer suggested the Appendix 3B might address Commissioner Gengler's concern. Commissioner Zaputil said there will be still be glitches in the system, but this is attempting to maintain some type of structure to the agreement. Ms. Simpson thought students had registered for the next school year's classes. Commissioner Zaputil said that is why the agreement is needed. The agreement will be ongoing until one parties cancels the agreement.

Ms. Simpson is concerned about the lifeguarding classes as she was told the high school would not be offering that course next year. Commissioner Gengler said it was in their course guide. Ms. Simpson asked who is going to teach that class since she is the only one here that could teach a WSI as she is certified trainer. Does the school district have to ask the pool about teaching these classes? Her main concern is there is not enough hours in the week to teach this type of class.

Commissioner Zaputil said the TSD has to request that type of support from the TPMPD, but there is no guarantee that the request will be honored. Once the ILA is signed and agreed upon, then the details will be discussed. The agreement is to

establish a structure and a communication pattern to see that things go smoothly and everyone knows how to reach out to their contact.

Commissioner Neuffer feels comfortable with the ILA and the items she had concerns with have been adjusted. Her preference would be a model where the pool remains open when the school's classes are being taught. In reference to the June 26th meeting, she wanted to know who was going and if attorneys would be available. President Frangello-Anderson, Commissioner Zaputil and Ms. Simpson will be attending the meeting and the attorney will be on call by phone. She asked if the agreement would come back to the board for approval after the meeting. Commissioner Zaputil said the hope is for the board to approve it tonight in this form and present it to the TSD a couple of weeks before the meeting to allow them time to read through it and make suggestions or corrections and discuss them during the joint meeting. Commissioner Neuffer's concern is getting the scheduling firmed up for the next school year. Commissioner Zaputil said that is the goal and the brochure is due mid-July and it would be great if this could be reflected in the brochure.

Commissioner Gengler, in referring to Appendix A, second page, TPMPD Tukwila Pool Services under B, four lines from the bottom it reads: *and reimbursed in full by the TSD annually through an invoice which is/will be provided.* Correct that to say *will be provided.* Commissioner Zaputil asked Ms. Simpson if it would be an issue to invoice the TSD monthly instead of annually? Ms. Simpson stated that would not cause any issues.

Commissioner Gengler, in reference to Appendix C, Tukwila Pool Rules, under slide rules number twelve, the last line reads: *an orange construction cone shall be placed at the bottom of the stairs to the slide to indicate the diving board is closed* needs to be corrected to *the slide is closed.* On the next page under Diving Board Rules number fourteen reads: *swimming under the diving board is prohibited,* she feels that is only prohibited when the diving board is in use, so that needs to be stated that way.

Ms. Simpson pointed out that the rules on the website states *children under six.* The signs at the pool state *children six and under,* which is a big difference, she has changed the website to read: *children six and under.* Commissioner Zaputil suggested that updating the rules should be discussed at the next meeting and updating the policy as well. She asked if the board agrees to update that rule in the ILA and the board agreed.

Commissioner Gengler also recommended in the same appendix under Other Equipment, number two, reads: *goggles are not to be let out to patrons to borrow.* She is unaware if this is on the rules at the pool. Ms. Simpson has never heard that before and there is a bucket of goggles at the pool in the lost and found and patrons borrow them at will. Commissioner Gengler said that this rule should be pulled or, at least, reworded. The consensus of the board was to remove that rule.

Commissioner Gengler said on number three, it says: *if you require assistance with first aid, getting lift tickets, etc., please ask a lifeguard at the front desk. The lifeguard on deck is responsible for watching swimmers in the pool.* Ms. Simpson stated the procedure is everyone should go to the lifeguard on duty, it is the lifeguard's duty to get appropriate backup to administer first aid. Lifeguards are trained to do a two-whistle blast to get someone's attention for backup. Patrons should not go to the front desk for those things. The words, *the front desk* should be eliminated from the ILA.

Commissioner Zaputil will confer with Ms. Simpson to make sure the policies are updated and when these corrections are made, President Frangello-Anderson can send it to the TSD to provide them with ample time for review.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE ILA AS PRESENTED WITH THE LANGUAGE THAT TPMPD OPERATIONAL HOURS ARE CHANGED, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

b) District Administrator Job Description

Commissioner Gengler presented her memo on the district administrator job description. *Recently the TPMPD board eliminated the executive director position and created the district administrator position. An Ad Hoc Committee comprised of President Frangello-Anderson and Commissioner Zaputil along with TPAC members, Diane Meyers, Sharon and Aaron Shipman outlined the job description duties and working conditions of this new position. After receiving the draft of the job position description from the committee, I reached out to the former Tukwila City clerk and friend of the pool, Melissa Hart, for feedback and input. The attached red line version of the district administrator job description incorporates suggestions from Ms. Hart.* The action requested is for the board to go through this document to come up with an updated job description and adopt a final version so that the job can be posted.

Commissioner Zaputil explained that the Ad Hoc Committee was ready to post last week; however, with the suggested language by Ms. Hart, it was felt it would be better to incorporate these updates before posting.

Commissioner Neuffer thought the changes made were very clear; however, she would change the word *salary* to *hourly rate*.

The consensus of the board was that it should read: *hours, wage and benefits.*

Commissioner Neuffer is confused about the 15% this person will get to buy their benefits.

Commissioner Gengler said that what Commissioner Neuffer is mentioning brings up the point that was discussed at the last Special Meeting. If an employee is receiving 15% and works twenty hours, they would get 15% of those hours.

Commissioner Zaputil said that if the board president authorizes thirty hours of work time, then the employee will get 15% compensation of those hours. The point that was being discussed was putting a cap on the hours that can receive compensation. If a manager is putting in overtime, they receive time and a half plus the 15%, which would have an impact on the budget. This subject does need to be addressed soon.

Commissioner Neuffer said the language is not clear and could lead to misunderstandings.

After a short discussion by the board, the language that was agreed upon states: *An allowance equal to 15% of gross hourly wage up to twenty-five hours per week to be used at employee's discretion.*

Commissioner Gengler feels that is clear and the applicant can ask questions about it during the interview and hiring process. A sample can be presented to the applicant with a signature page to be sure it is clear to the applicant.

Commissioner Gengler said on the second page of the job description, under skills, she recalled one of the bullet points was *the ability to manage TPMPD district related website content.* Commissioner Zaputil has language that needs to be updated on that portion. That content came from Ms. Simpson and was not modified, but the board is able to change that should they want to do so.

Commissioner Gengler noted that on back page on the document under bullet point five, *ensure district server/information is regularly backed up.* Then three points down, QuickBooks should be capitalized. Also, needed clarification on the bullet point right before Budget and Finance about social media. Commissioner Zaputil, in response, read: *ensure that the district's website and social media sites are kept up-to-date and new information added in a timely manner.* This is only to be in relations to district business.

Commissioner Zaputil referring to the same page, where it says: *ensure district's compliance with all King County elections requirements relating to the annual property tax levy ensuring board legislation is accurately prepared, approved and sent to King County.* It was brought to her attention that it is King County's responsibility to ensure elections. Commissioner Zaputil wants to reflect in this description that this position would have to work with King County elections to provided necessary updated information.
Commissioner Zaputil said that King County sent out a jurisdictional survey and that needs to be confirmed. Commissioner Gengler suggested that could be added to the list of duties for this position.

President Frangello-Anderson appreciated the input that was given to the board from Ms. Hart and thanked Commissioner Gengler for reaching out to Ms. Hart as she is a good source and her recommendations were outstanding.

Commissioner Neuffer suggested sending a thank you card to Ms. Hart with the final copy of the job description.

President Frangello-Anderson would like to see the board have some sort of recognition for people that support the pool and its goal to provide positive aquatic experiences. Perhaps a wall at the pool with pictures of the events and patrons.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THIS JOB DESCRIPTION FOR THE DISTRICT ADMINISTRATOR AND TO POST THE SAME, SECONDED BY COMMISSIONER GENGLER.*

Commissioner Gengler asked if the organizational chart is included in the motion for approval. Commissioner Zaputil said this was just for the job description and posting.

***MOTION CARRIED (4-0).**

Commissioner Neuffer wanted to make certain she had the latest version of the organizational chart, the one dated 6-6-17. Commissioner Gengler confirmed that it is the latest version of the chart.

Commissioner Gengler would like the board to discuss the title and compensation of what is currently shown on the chart as the aquatics manager at a future meeting.

Commissioner Zaputil feels that a committee should be formed to work on that as it could be time consuming for the transcriptionist to keep track of that. The research can be done and then narrowed down.

Commissioner Neuffer understands that the duties of the aquatics manager will change when the district administrator is hired, but does not understand why the title would change.

Commissioner Gengler said in her opinion, titles reflect a pecking order and power and the new title of the new position, district administrator, sounds more impressive than aquatics manager. This is just her personal opinion, but she believes that it is important that the aquatics manager is essential to the operation of the pool since that is 90% of what the district does.
Commissioner Neuffer agrees that titles are important as they do denote power; however, she feels a manager is a higher position than an administrator, because they hire and fire, which an administrator does not do.

Commissioner Gengler agrees to a degree, she feels an administrator is the top person and may oversee a manager.

Commissioner Zaputil agrees and wants to make sure the employees feel valued and would not want anyone to feel uncomfortable with their title. She feels an Ad Hoc committee should be formed in order to research what is out there and compare duties and titles.

Ms. Simpson explained that in her experience with the YMCA titles, a manager is below a director. So, there are assistant managers, managers and then directors, senior directors and then an executive director. Right above the executive director is the operational officer whose job is to make sure that all operations are working as intended. Executive directors oversee the directors and are not in the operation part of the association. Ms. Simpson said she took this job, but, personally, was not comfortable with the title. Commissioner Zaputil asked about what Ms. Simpson recommendations would be for her position. Ms. Simpson said based on the job she is currently doing, she feels operational officer or director, but she also feels titles help direct people to who they feel can help with their issue. People do call and want to talk to her boss because they assume there is someone else they can speak with about their issue.

Commissioner Zaputil understood that Ms. Simpson's preference would be something other than manager. Ms. Simpson felt operation should be in the title since that is what she is doing.

Commissioner Gengler thanked the board for their input and thinks an Ad Hoc Committee would be appropriate.

MOVED BY COMMISSIONER ZAPUTIL TO FORM AN AD HOC COMMITTEE TO REVIEW THE AQUATICS MANAGER TITLE, POSITION, JOB DESCRIPTION AND COMPENSATION, SECONDED BY COMMISSIONER GENGLER. COMMISSIONER NEUFFER AND COMMISSIONER GENGLER WILL FORM THE COMMITTEE. MOTION CARRIED (4-0).

MISCELLANEOUS

Commissioner Neuffer would like to have thank you cards at the meetings to fill out and recognize people who have contributed to the pool. In addition, it would be nice to send a get-well card to employees who suffer an injury or illness.

ADJOURNMENT

Commissioner Zaputil motioned to adjourn, Commissioner Gengler seconded.

Meeting adjourned 8:30pm

Christine Neuffer, Clerk of the Board

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/05/2017
Total Amount: $5,045.78
Control Total: 5
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170531094013.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
Jeri Frangello-Anderson	6/3/17	[signature]	06/02/17

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: _____

King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170531094013.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1068989	05/22/2017	$90.00	SERVICE DATES: 06/01/2017 - 06/30/2017 FIRE AND SECURITY MONITORING FEES
GDM PRIVATE FINANCIAL SOLUTIONS			56770	04/30/2017	$22.50	CPA SERVICES: APRIL 2017
HIGHLINE DESIGN ALLIANCE			17-001	04/15/2017	$420.00	SPRING 2017: DESIGN 4-PAGE INSERT FOR SPRING CATALOG (6 HOURS) ($360) 3RD SATURDAY EVENT 02/28/2017 (FLOATS AND FLOATS): PHOTOS AT TPMPD EVENT ($60)
PUGET SOUND ENERGY			20170524	05/24/2017	$4,119.41	SERVICE DATES: 04/21/2017 - 05/23/2017 UTILITIES NATURAL GAS
WALTER E NELSON CO.			599004	05/22/2017	$393.87	SHIP DATE: 05/19/2017 JANITORIAL SUPPLIES

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/12/2017
Total Amount: $3,881.63
Control Total: 6
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170607090735.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
	06/07/17		6/7/17

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____

King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170607090735.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CASCADE COMPUTER MAINTENANCE, INC.			1071619	05/26/2017	$296.49	SERVICE DATE: 05/19/2017 ON-SITE LABOR, TRAVEL LABOR, RECOVERY SOFTWARE (WINDOWS 10 DATA PROBLEMS DUE TO BUGS)
FOX PLUMBING & HEATING			29024	05/24/2017	$1,237.51	SERVICE DATE: 05/25/2017 PAYMENT ON QUOTE TO FIX URINAL IN FAMILY CHANGING ROOM
JENNAFER PRICE CARGILL			20170530	05/30/2017	$105.53	3RD SATURDAY EVENT DATE: 04/15/2017 (APRIL POOL'S DAY) BOAT WITH OARS, LIFE VESTS ($98.94) OFFICE SUPPLIES - FRONT DESK NOTEBOOK ($6.59)
LADY OF LETTERS, INC.			3314	05/31/2017	$282.00	SERVICE DATE: 04/10/2017 TUKWILA POOL BOARD MEETING MINUTES
SEATTLE CITY LIGHT			20170519	05/19/2017	$1,301.10	SERVICE DATES: 04/19/2017 - 05/18/2017 UTILITIES ELECTRIC
TRAVELERS			20170523	05/23/2017	$659.00	POLICY PERIOD: 06/12/2017 - 06/12/2018 1G017151 BME1 BOILER & MACHINERY INSURANCE

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/19/2017
Total Amount: $3,928.08
Control Total: 10
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170612094724.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
	6/13/17		6/13/17
Authorized District Signature	Date	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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____

King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170612094724.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			33852900	05/31/2017	$91.80	RENTAL PERIOD: 05/01/2017 - 05/31/2017 CARBON DIOXIDE CYLINDER RENTAL
AQUATIC SPECIALTY SERVICES, INC.			13257	06/06/2017	$286.00	SERVICE DATE: 06/06/2017 POOL CHEMICALS
COMCAST BUSINESS			20170528	05/28/2017	$174.44	SERVICE DATES: 06/08/2017 - 07/07/2017 BUSINESS CABLE AND INTERNET
FOX PLUMBING & HEATING			29226	06/01/2017	$564.66	SERVICE DATE: 06/01/2017 CLEAR FLOOR DRAINS IN WOMEN'S LOCKER ROOM (LABOR AND CHEMICALS)
LADY OF LETTERS, INC.			3315	06/08/2017	$694.00	SERVICE DATES: 05/08/2017, 05/11/2017, 05/23/2017 TUKWILA POOL BOARD MEETING MINUTES
MCKINSTRY CO LLC			1107517	06/01/2017	$634.70	SERVICE DATE: 05/08/2017 CLEANING ALL EXHAUST GRILLS IN MEN'S AND WOMEN'S LOCKER ROOMS
REC-1			REC1-010689	06/01/2017	$187.45	SERVICE DATES: 05/01/2017 - 05/31/2017 REVENUE PROCESSING SOFTWARE
RICOH USA, INC.			98901244	06/05/2017	$525.03	BILLING PERIOD: 05/30/2017 - 06/29/2017 EQUIPMENT RENTAL, ADDITIONAL IMAGES, TAXES
SNURE LAW OFFICE, PSC			20170601	06/01/2017	$713.00	SERVICE DATE(S): 05/08/2017 AND 05/10/2017 RE: PERSONNEL, 05/16/2017 RE: RENTAL CONTRACT, 05/24/2017 RE: SCHOOL DISTRICT LEASE, 05/31/2017 RE: RENTAL CONTRACT
VALLEY VIEW SEWER DISTRICT			20170601	06/01/2017	$57.00	SERVICE DATES: 05/01/2017 - 05/31/2017 UTILITIES SEWER

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/23/2017
Total Amount: $2,850.73
Control Total: 3
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170619104606.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
	06/20/2017		6/20/17
Authorized District Signature	Date	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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____

Printed On Monday, June 19, 2017 at 11:09:06 AM

King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170619104606.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BROADVIEW NETWORKS			17226575	06/09/2017	$493.53	SERVICE DATES: 05/09/2017 - 06/08/2017 LINE CHARGES, FEATURES & FEES USAGE, TAXES AND SURCHARGES
GDM PRIVATE FINANCIAL SOLUTIONS			56906	06/01/2017	$2,025.00	CPA SERVICES: MAY 2017 SAO REPORT AND REVIEW, YE ISSUES, COMMUNICATIONS, AND ADJUSTMENTS
WALTER E NELSON CO.			601901	06/08/2017	$332.20	SHIP DATE: 06/07/2017 JANITORIAL SUPPLIES

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/30/2017
Total Amount: $73,028.97
Control Total: 10
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170626135645.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
	06/27/2017		6/27/17
Authorized District Signature	Date	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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____

King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170626135645.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			10731.12	06/20/2017	$90.00	SERVICE DATES: 07/01/2017 - 07/31/2017 FIRE AND SECURITY MONITORING FEES
AQUATIC SPECIALTY SERVICES, INC.			13315	06/13/2017	$836.00	SERVICE DATE: 06/12/2017 POOL CHEMICALS ($671) MONTHLY SERVICE AGREEMENT AT PWR ($165)
AQUATIC SPECIALTY SERVICES, INC.			13381	06/21/2017	$1,546.60	SERVICE DATE: 06/21/2017 POOL CHEMICALS
AQUATIC SPECIALTY SERVICES, INC.			13393	06/23/2017	$569.86	SERVICE DATE: 06/21/2017 EQUIPMENT SERVICE (SOLENOID REPAIR)
CASCADE COMPUTER MAINTENANCE, INC.			1071954	06/15/2017	$325.28	SERVICE DATE: 06/15/2017 ON-SITE LABOR, TRAVEL LABOR, SWITCH PORT 8 INSTALLATION AND REMAPPING
CASCADE COMPUTER MAINTENANCE, INC.			1071973	06/16/2017	$111.97	SERVICE DATE: 06/16/2017 ON-SITE LABOR, TRAVEL LABOR (ADMIN OFFICE COMPUTER USER ACCOUNTS SET-UP)
CITY OF TUKWILA			MB-02573	06/13/2017	$10,121.48	BILLING DATE: JULY/2017 CITY BRIDGE LOAN PAYMENT
CITY OF TUKWILA			MB-02585	06/14/2017	$56,565.00	BILLING DATE: JUNE/2017 BOND LOAN PAYMENT
SEATTLE CITY LIGHT			20170620	06/20/2017	$1,443.45	SERVICE DATES: 05/18/2017 - 06/19/2017 UTILITIES ELECTRIC
WATER DISTRICT NO. 125			20170620	06/20/2017	$1,419.33	SERVICE DATES: 04/17/2017 - 06/16/2017 UTILITIES WATER

Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of May 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	6,082.00
111.10 US Bank Deposit Acct - 8744	46,316.15
111.21 Capital Improvement Project (CIP) Fund	256,512.92
115.21 US Bank (King County) - #2969	429,212.69
US Bank Zero Balance Acct - 7414	-326.03
Total Bank Accounts	**$737,797.73**
Other Current Assets	
111.10 TPMPD Scholarship Fund (held in US Bank 8744)	0.00
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	0.00
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
Undeposited Funds	1,121.50
Total Other Current Assets	**$1,271.50**
Total Current Assets	**$739,069.23**
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
Tukwila City Pool Accumulated Depreciation	0.00
Total Fixed Assets	**$2,063,021.99**
Other Assets	**$0.00**
TOTAL ASSETS	**$2,802,091.22**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (Reconcile) - 2794	**1,642.54**
Total Credit Cards	**$1,642.54**
Other Current Liabilities	
231.00 Payroll Liabilities	0.00
231.70 Employee Withholdings	
231.71 Federal Tax	**0.00**
231.72 L&I	0.00
231.72.1 L&I Payable	4,382.81

	TOTAL
Total 231.72 L&I	**4,382.81**
Total 231.70 Employee Withholdings	**4,382.81**
Total 231.00 Payroll Liabilities	**4,382.81**
231.30 Uncashed Payroll Checks	0.00
Deferred Revenue	0.00
Unearned Revenue	0.00
Total Other Current Liabilities	**$4,382.81**
Total Current Liabilities	**$6,025.35**
Long-Term Liabilities	
217.10 Bond Payable	609,976.75
227.00 Bridge Loan Payable	677,218.57
Total Long-Term Liabilities	**$1,287,195.32**
Total Liabilities	**$1,293,220.67**
Equity	
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	-36,978.01
Opening Balance Equity	390,389.27
Retained Earnings	868,811.72
Net Income	277,904.65
Total Equity	**$1,508,870.55**
TOTAL LIABILITIES AND EQUITY	**$2,802,091.22**

Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2017 BUDGET - FY17 P&L

January - May, 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
311.10.00 Real and Personal Property Tax	466,676.83	452,277.00	14,399.83	103.18 %
313.11.00 Sales Tax Collected	2,967.28	2,270.00	697.28	130.72 %
341.70.00 Sales of Merchandise				
341.70.10 Taxable Merchandise	884.37	1,000.00	-115.63	88.44 %
341.70.20 Untaxable Merchandise	871.48	700.00	171.48	124.50 %
Total 341.70.00 Sales of Merchandise	**1,755.85**	**1,700.00**	**55.85**	**103.29 %**
347.00.00 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	8,555.53	9,375.00	-819.47	91.26 %
347.30.20 Activity Fees - General Admissions (Taxable)	13,299.44	9,400.00	3,899.44	141.48 %
347.30.30 Activity Fees - Special Events (Taxable)	1,205.65	600.00	605.65	200.94 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	20,134.22	22,500.00	-2,365.78	89.49 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	142.00	330.00	-188.00	43.03 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)	120.00	600.00	-480.00	20.00 %
347.90.00 Other Fees - pass through to Red Cross		200.00	-200.00	
Total 347.00.00 Cultural and Recreation	**43,456.84**	**43,005.00**	**451.84**	**101.05 %**
362.00.00 Rents, Leases and Concessions				
362.40.10 Rentals - One-time, private events (Taxable)	2,586.88	1,250.00	1,336.88	206.95 %
362.40.20 Equipment and Locker Rentals - Taxable	611.87	500.00	111.87	122.37 %
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	48,042.50	21,000.00	27,042.50	228.77 %
Total 362.00.00 Rents, Leases and Concessions	**51,241.25**	**22,750.00**	**28,491.25**	**225.24 %**
367.10.00 Contributions from Private Sources				
367.10.10 Cash Donations	243.00	0.00	243.00	
Total 367.10.00 Contributions from Private Sources	**243.00**	**0.00**	**243.00**	
369.91.00 Other Miscellaneous Income				
369.91.10 Scholarship Funds Applied	2,281.12	2,780.00	-498.88	82.05 %
369.91.20 Adult Free Passes Applied		25.00	-25.00	
369.91.30 Youth Free Passes Applied	9.00	100.00	-91.00	9.00 %
Total 369.91.00 Other Miscellaneous Income	**2,290.12**	**2,905.00**	**-614.88**	**78.83 %**
Total Income	**$568,631.17**	**$524,907.00**	**$43,724.17**	**108.33 %**
GROSS PROFIT	**$568,631.17**	**$524,907.00**	**$43,724.17**	**108.33 %**
EXPENSES				
576.20.00.00 Culture & Recreation - Park Facility				
576.20.100.00 Board of Commissioners Expenditures				
576.20.100.10.00 BOC Stipend	2,052.00	2,052.00	0.00	100.00 %
576.20.100.30.10 BOC Supplies - Office Supplies		30.00	-30.00	
576.20.100.30.20 BOC Supplies - Equipment	18.68	30.00	-11.32	62.27 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.100.30.30 BOC Supplies - Meeting Food	102.07	0.00	102.07	
576.20.100.40.10 BOC Services - Consultant Fees		0.00	0.00	
576.20.100.40.20 BOC Services - Transcription	1,020.00	2,160.00	-1,140.00	47.22 %
576.20.100.40.30 BOC Services - Meeting Site Rental		300.00	-300.00	
576.20.100.40.40 BOC Services - Public Records Requests		200.00	-200.00	
576.20.100.40.50 BOC Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		80.00	-80.00	
576.20.100.40.61 BOC Services - Development, Travel/Transportation		80.00	-80.00	
576.20.100.40.62 BOC Services - Development, Tuition/Registration Fees		270.00	-270.00	
576.20.100.40.70 BOC Services - Notices & Ads		80.00	-80.00	
Total 576.20.100.00 Board of Commissioners Expenditures	**3,192.75**	**5,282.00**	**-2,089.25**	**60.45 %**
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Salary & Wages	19,053.35	19,114.00	-60.65	99.68 %
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	2,812.50	2,866.00	-53.50	98.13 %
576.20.200.20.11 Executive Personnel Benefits - Non-Taxable, FICA		1,699.00	-1,699.00	
576.20.200.20.12 Executive Personnel Benefits - Non-Taxable, Unemployment		1,008.00	-1,008.00	
576.20.200.20.13 Executive Personnel Benefits - Non-Taxable, L & I		51.00	-51.00	
576.20.200.40.11 Executive Services - Development, Travel/Transportation		28.00	-28.00	
576.20.200.40.12 Executive Services - Development, Tuition/Registration Fees		205.00	-205.00	
576.20.200.40.20 Executive Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		80.00	-80.00	
Total 576.20.200 Executive Expenditures	**21,865.85**	**25,051.00**	**-3,185.15**	**87.29 %**
576.20.400.00.00 Pool Expenditures				
576.20.400.10.00 Pool Salaries & Wages				
576.20.400.10.10 Pool S&W - Lifeguards	41,516.14	35,000.00	6,516.14	118.62 %
576.20.400.10.20 Pool S&W - Instructors	12,892.07	16,500.00	-3,607.93	78.13 %
576.20.400.10.40 Pool S&W - Aquatics Manager	9,378.20	22,916.00	-13,537.80	40.92 %
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	32,651.07	32,100.00	551.07	101.72 %
576.20.400.10.60 Pool S&W - Front Desk	12,971.76	18,000.00	-5,028.24	72.07 %
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	6,593.46	8,239.00	-1,645.54	80.03 %
Total 576.20.400.10.00 Pool Salaries & Wages	**116,002.70**	**132,755.00**	**-16,752.30**	**87.38 %**
576.20.400.20.00 Pool Personnel Benefits				
576.20.400.20.11 Pool Benefits - FICA	11,447.64	10,885.00	562.64	105.17 %
576.20.400.20.12 Pool Benefits - WA Unemployment	4,949.74	7,575.00	-2,625.26	65.34 %
576.20.400.20.13 Pool Benefits - L & I	3,665.74	3,956.00	-290.26	92.66 %
Total 576.20.400.20.00 Pool Personnel Benefits	**20,063.12**	**22,416.00**	**-2,352.88**	**89.50 %**
576.20.400.30.00 Pool Supplies				
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment				
576.20.400.30.11 Pool Supplies - Program, Exercise Classes		80.00	-80.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction	85.19	500.00	-414.81	17.04 %
576.20.400.30.13 Pool Supplies - Program, Special Events	893.25	580.00	313.25	154.01 %
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	462.29	750.00	-287.71	61.64 %
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	3,017.05	650.00	2,367.05	464.16 %
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	**4,457.78**	**2,560.00**	**1,897.78**	**174.13 %**
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies				
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	3,881.92	4,583.00	-701.08	84.70 %
576.20.400.30.22 Pool Supplies - Maint., Janitorial	2,493.47	2,500.00	-6.53	99.74 %
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	440.45	625.00	-184.55	70.47 %
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	618.02	300.00	318.02	206.01 %
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	**7,433.86**	**8,008.00**	**-574.14**	**92.83 %**
576.20.400.30.30 Pool Supplies - Resale Inventory	917.48	1,080.00	-162.52	84.95 %
576.20.400.30.40 Pool Supplies - Miscellaneous	120.41	80.00	40.41	150.51 %
Total 576.20.400.30.00 Pool Supplies	**12,929.53**	**11,728.00**	**1,201.53**	**110.24 %**
576.20.400.40.00 Pool Services				
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	2,577.59	2,700.00	-122.41	95.47 %
576.20.400.40.20 Pool Svcs. - Translation Services		500.00	-500.00	
576.20.400.40.30 Pool Svcs. - Advertising & Promotion				
576.20.400.40.31 Pool Svcs. - A&P, Material Development		666.00	-666.00	
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying	1,211.65	1,665.00	-453.35	72.77 %
576.20.400.40.33 Pool Svcs. - Ads/Postings	180.00	338.00	-158.00	53.25 %
576.20.400.40.34 Promotional Supplies		500.00	-500.00	
576.20.400.40.35 Marketing Services		1,200.00	-1,200.00	
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	**1,391.65**	**4,369.00**	**-2,977.35**	**31.85 %**
576.20.400.40.40 Pool Svcs. - Staff Development				
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees	939.08	1,700.00	-760.92	55.24 %
Total 576.20.400.40.40 Pool Svcs. - Staff Development	**939.08**	**1,700.00**	**-760.92**	**55.24 %**
576.20.400.40.50 Pool Svcs. - Rentals and Leases				
576.20.400.40.51 Pool Svcs. - Rentals & Leases, Equipment		150.00	-150.00	
576.20.400.40.52 Pool Svcs. - Rentals & Leases, Facility Ground Lease		0.00	0.00	
Total 576.20.400.40.50 Pool Svcs. - Rentals and Leases		**150.00**	**-150.00**	
576.20.400.40.60 Pool Svcs. - Utilities				
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	6,873.44	6,665.00	208.44	103.13 %
576.20.400.40.62 Pool Svcs. - Utilities, Gas	25,693.89	21,200.00	4,493.89	121.20 %
576.20.400.40.63 Pool Svcs. - Utilities, Water	2,241.00	1,750.00	491.00	128.06 %
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	787.46	1,750.00	-962.54	45.00 %
576.20.400.40.65 Pool Svcs. - Utilities, Garbage		415.00	-415.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Collection				
Total 576.20.400.40.60 Pool Svcs. - Utilities	**35,595.79**	**31,780.00**	**3,815.79**	**112.01 %**
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services				
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	20,701.78	8,330.00	12,371.78	248.52 %
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	3,649.83	1,665.00	1,984.83	219.21 %
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	**24,351.61**	**9,995.00**	**14,356.61**	**243.64 %**
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc,)	21.04	80.00	-58.96	26.30 %
576.20.400.40.90 Pool Svcs. - Miscellaneous Services				
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	2,281.12	2,780.00	-498.88	82.05 %
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)		520.00	-520.00	
576.20.400.40.94 Pool Svcs. - Misc., Other Service		150.00	-150.00	
576.20.400.40.95 Adult Free Passes		25.00	-25.00	
576.20.400.40.96 Youth Free Passes	9.00	125.00	-116.00	7.20 %
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	**2,290.12**	**3,600.00**	**-1,309.88**	**63.61 %**
Total 576.20.400.40.00 Pool Services	**67,166.88**	**54,874.00**	**12,292.88**	**122.40 %**
Total 576.20.400.00.00 Pool Expenditures	**216,162.23**	**221,773.00**	**-5,610.77**	**97.47 %**
Total 576.20.00.00 Culture & Recreation - Park Facility	**241,220.83**	**252,106.00**	**-10,885.17**	**95.68 %**
576.20.300 Shared Expenditures				
576.20.300.10.00 Shared Salary & Wages				
576.20.300.10.10 Bookkeeper Wages	4,203.75	3,125.00	1,078.75	134.52 %
Total 576.20.300.10.00 Shared Salary & Wages	**4,203.75**	**3,125.00**	**1,078.75**	**134.52 %**
576.20.300.20.00 Shared Personnel Benefits				
576.20.300.20.11 FICA		239.00	-239.00	
576.20.300.20.12 Unemployment		187.00	-187.00	
576.20.300.20.13 L & I		30.00	-30.00	
Total 576.20.300.20.00 Shared Personnel Benefits		**456.00**	**-456.00**	
576.20.300.30.00 Shared Supplies				
576.20.300.30.00 Office/Computer Supplies & Equipment				
576.20.300.30.11 Office Supplies (Consumables)	728.02	415.00	313.02	175.43 %
576.20.300.30.12 Printing & Copying Supplies (Consumables)	131.41	375.00	-243.59	35.04 %
576.20.300.30.13 Office Equipment (Non-Consumable)	275.59	415.00	-139.41	66.41 %
576.20.300.30.14 Computer Equipment (Non-Consumable, Replacement)	306.59	415.00	-108.41	73.88 %
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	**1,441.61**	**1,620.00**	**-178.39**	**88.99 %**
Total 576.20.300.30.00 Shared Supplies	**1,441.61**	**1,620.00**	**-178.39**	**88.99 %**
576.20.300.40.00 Shared Services				
576.20.300.40.10 IT/Computer Service	498.73	533.00	-34.27	93.57 %
576.20.300.40.20 Legal Services	3,566.00	4,166.00	-600.00	85.60 %
576.20.300.40.30 Communications				
576.20.300.40.32 Postage	49.00	100.00	-51.00	49.00 %
576.20.300.40.33 Website & Email Hosting		541.00	-541.00	
576.20.300.40.34 Internet/VoIP Phones	3,148.92	3,229.00	-80.08	97.52 %
576.20.300.40.35 Software Programs (non-financial)	531.14	625.00	-93.86	84.98 %
576.20.300.40.36 Advertising/Posting Fees	329.00	200.00	129.00	164.50 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.40.37 Printing & Copying Services	2,287.22	1,959.00	328.22	116.75 %
Total 576.20.300.40.30 Communications	**6,345.28**	**6,654.00**	**-308.72**	**95.36 %**
576.20.300.40.40 Bank Charges	203.67	959.00	-755.33	21.24 %
576.20.300.40.50 Payroll Service	2,708.59	2,250.00	458.59	120.38 %
576.20.300.40.60 Membership Dues	755.00	500.00	255.00	151.00 %
576.20.300.40.70 Miscellaneous Shared Services		200.00	-200.00	
576.20.300.40.80 Risk Management Services				
576.20.300.40.81 Security & Fire Alarms	846.00	1,750.00	-904.00	48.34 %
576.20.300.40.82 Pest Control	331.02	291.00	40.02	113.75 %
576.20.300.40.83 Insurance	12,511.00	12,612.00	-101.00	99.20 %
576.20.300.40.84 Fingerprinting Services & Supplies/Background Checks		330.00	-330.00	
Total 576.20.300.40.80 Risk Management Services	**13,688.02**	**14,983.00**	**-1,294.98**	**91.36 %**
576.20.300.40.90 Financial Services				
576.20.300.40.92 CPA	200.00	4,165.00	-3,965.00	4.80 %
576.20.300.40.93 Financial Software Programs		0.00	0.00	
Total 576.20.300.40.90 Financial Services	**200.00**	**4,165.00**	**-3,965.00**	**4.80 %**
Total 576.20.300.40.00 Shared Services	**27,965.29**	**34,410.00**	**-6,444.71**	**81.27 %**
576.20.300.50.00 Shared Intergovernmental Services				
576.20.300.50.10 External Taxes and Operating Assessments		300.00	-300.00	
576.20.300.50.40 Annual Permits	593.00	600.00	-7.00	98.83 %
576.20.300.50.60 State Audit		0.00	0.00	
Total 576.20.300.50.00 Shared Intergovernmental Services	**593.00**	**900.00**	**-307.00**	**65.89 %**
Total 576.20.300 Shared Expenditures	**34,203.65**	**40,511.00**	**-6,307.35**	**84.43 %**
586.00.300.00.00 Sales Tax Paid	3,477.39	2,270.00	1,207.39	153.19 %
591.76.300.70.00 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	53,628.55	44,927.00	8,701.55	119.37 %
591.76.300.70.20 Loans and Bonds Principal		48,214.00	-48,214.00	
Total 591.76.300.70.00 Debt Service Principle	**53,628.55**	**93,141.00**	**-39,512.45**	**57.58 %**
592.76.300.80.00 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	7,100.33	5,680.00	1,420.33	125.01 %
592.76.300.80.20 Loans and Bonds Interest		8,351.00	-8,351.00	
Total 592.76.300.80.00 Debt Service Interest	**7,100.33**	**14,031.00**	**-6,930.67**	**50.60 %**
595.76.300.00.00 Park Facility Improvements & New Construction (CIP)				
595.76.300.40.00 CIP Services		0.00	0.00	
Total 595.76.300.00.00 Park Facility Improvements & New Construction (CIP)		**0.00**	**0.00**	
597.00.300.00.00 Transfers Out				
597.00.300.00.10 Capital Improvement Fund		5,000.00	-5,000.00	
Total 597.00.300.00.00 Transfers Out		**5,000.00**	**-5,000.00**	
Total Expenses	**$339,630.75**	**$407,059.00**	**$ -67,428.25**	**83.44 %**
NET OPERATING INCOME	**$229,000.42**	**$117,848.00**	**$111,152.42**	**194.32 %**
OTHER INCOME				
361.10.00 Interest and Other Earnings	1,526.77	1,030.00	496.77	148.23 %
397.00.00 Transfers In				
397.00.10 Transfers In - CIP Account		0.00	0.00	
Total 397.00.00 Transfers In		**0.00**	**0.00**	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Income	**$1,526.77**	**$1,030.00**	**$496.77**	**148.23 %**
NET OTHER INCOME	**$1,526.77**	**$1,030.00**	**$496.77**	**148.23 %**
NET INCOME	**$230,527.19**	**$118,878.00**	**$111,649.19**	**193.92 %**

Department of Revenue Washington State

State of Washington
Department of Revenue
PO Box 47464
Olympia, WA 98504-7464

May 2017
Combined Excise Tax Return

603-151-833
TUKWILA POOL 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)	11,852.45	11,852.45	0.00	0.0150	0.00
0002	Retailing	6,174.63	6,174.63	0.00	0.00471	0.00
		18,027.08	**18,027.08**	**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	11,852.45
000299	Retailing	Other	6,174.63
			18,027.08

Explanations for Other Deductions

Deduction Code	Explanation
000499	499 Tax Exempt Non Enterprise Swimming Pool Lessons and Activities(WAC 45820189)
000299	299 Tax Exempt Non Enterprise Activities and 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	6,174.63	0.00	6,174.63	0.0650	401.35
		6,174.63	**0.00**	**6,174.63**		**401.35**

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1729	TUKWILA	6,174.63	0.0350	216.11
			6,174.63		**216.11**

Summary Section

	Amount
State Business and Occupation Tax Total	0.00
State Sales and Use Tax Total	401.35
Local and Regional Tax Total	216.11
Lodging Tax Total	0.00
Public Utilities Tax Total	0.00
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	**617.46**
Less Total Credits	0.00

Total	**617.46**
Amount Paid	**617.46**
Balance	**0.00**

Additional Information

Confirmation Number	**20871102**	**Date Printed**	**6/14/2017**
Date and Time Submitted	**6/14/2017 10:55:38 AM**	**Tax Registration Number**	**603-151-833**
Payment Type	**E-Check**	**Person Completing Return**	**Kristine Selleck**
Total Amount Paid	**617.46**	**Phone Number**	**(206)267-2350**
Date To Transfer Payment	**6/15/2017**	**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.

Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

May 2017

	TOTAL
INCOME	
311.10.00 Real and Personal Property Tax	72,038.09
313.11.00 Sales Tax Collected	563.70
341.70.00 Sales of Merchandise	
341.70.10 Taxable Merchandise	258.06
341.70.20 Untaxable Merchandise	223.50
Total 341.70.00 Sales of Merchandise	**481.56**
347.00.00 Cultural and Recreation	
347.30.10 Activity Fees - General Passes (Taxable)	1,788.76
347.30.20 Activity Fees - General Admissions (Taxable)	3,425.63
347.30.30 Activity Fees - Special Events (Taxable)	338.17
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	6,037.83
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)	90.00
Total 347.00.00 Cultural and Recreation	**11,680.39**
362.00.00 Rents, Leases and Concessions	
362.40.10 Rentals - One-time, private events (Taxable)	406.14
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	4,701.00
Total 362.00.00 Rents, Leases and Concessions	**5,107.14**
367.10.00 Contributions from Private Sources	
367.10.10 Cash Donations	67.00
Total 367.10.00 Contributions from Private Sources	**67.00**
369.00.10 Unapplied Cash Payment Income	-20.13
369.91.00 Other Miscellaneous Income	-22.00
369.91.10 Scholarship Funds Applied	598.12
369.91.50 Gift Certificates	135.00
Total 369.91.00 Other Miscellaneous Income	**711.12**
Total Income	**$90,628.87**
GROSS PROFIT	**$90,628.87**
EXPENSES	

	TOTAL
576.20.00.00 Culture & Recreation - Park Facility	
576.20.100.00 Board of Commissioners Expenditures	
576.20.100.10.00 BOC Stipend	342.00
Total 576.20.100.00 Board of Commissioners Expenditures	**342.00**
576.20.200 Executive Expenditures	
576.20.200.10.10 Executive Salary & Wages	3,871.34
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	562.50
Total 576.20.200 Executive Expenditures	**4,433.84**
576.20.400.00.00 Pool Expenditures	
576.20.400.10.00 Pool Salaries & Wages	
576.20.400.10.10 Pool S&W - Lifeguards	8,980.65
576.20.400.10.20 Pool S&W - Instructors	3,834.54
576.20.400.10.40 Pool S&W - Aquatics Manager	4,583.34
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	7,105.57
576.20.400.10.60 Pool S&W - Front Desk	2,598.75
576.20.400.10.70 Pool S&W - Overtime	1,173.76
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	1,594.90
Total 576.20.400.10.00 Pool Salaries & Wages	**29,871.51**
576.20.400.20.00 Pool Personnel Benefits	
576.20.400.20.11 Pool Benefits - FICA	2,713.10
576.20.400.20.12 Pool Benefits - WA Unemployment	1,132.14
576.20.400.20.13 Pool Benefits - L & I	865.63
Total 576.20.400.20.00 Pool Personnel Benefits	**4,710.87**
576.20.400.30.00 Pool Supplies	
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction	21.61
576.20.400.30.13 Pool Supplies - Program, Special Events	352.94
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	37.67
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	145.33
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	**557.55**
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	812.15

	TOTAL
576.20.400.30.22 Pool Supplies - Maint., Janitorial	669.28
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	308.56
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	503.70
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	**2,293.69**
576.20.400.30.30 Pool Supplies - Resale Inventory	400.20
576.20.400.30.40 Pool Supplies - Miscellaneous	115.46
Total 576.20.400.30.00 Pool Supplies	**3,366.90**
576.20.400.40.00 Pool Services	
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	784.70
576.20.400.40.30 Pool Svcs. - Advertising & Promotion	
576.20.400.40.33 Pool Svcs. - Ads/Postings	90.00
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	**90.00**
576.20.400.40.60 Pool Svcs. - Utilities	
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	1,278.67
576.20.400.40.62 Pool Svcs. - Utilities, Gas	4,164.86
576.20.400.40.63 Pool Svcs. - Utilities, Water	900.12
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	57.00
Total 576.20.400.40.60 Pool Svcs. - Utilities	**6,400.65**
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	2,260.18
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	194.83
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	**2,455.01**
576.20.400.40.90 Pool Svcs. - Miscellaneous Services	
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	598.12
576.20.400.40.98 Gift Certificates	135.00
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	**733.12**
Total 576.20.400.40.00 Pool Services	**10,463.48**
Total 576.20.400.00.00 Pool Expenditures	**48,412.76**
Total 576.20.00.00 Culture & Recreation - Park Facility	**53,188.60**

	TOTAL
576.20.300 Shared Expenditures	
576.20.300.10.00 Shared Salary & Wages	
576.20.300.10.10 Bookkeeper Wages	817.50
Total 576.20.300.10.00 Shared Salary & Wages	**817.50**
576.20.300.30.00 Shared Supplies	
576.20.300.30.00 Office/Computer Supplies & Equipment	
576.20.300.30.11 Office Supplies (Consumables)	292.95
576.20.300.30.12 Printing & Copying Supplies (Consumables)	131.41
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	**424.36**
Total 576.20.300.30.00 Shared Supplies	**424.36**
576.20.300.40.00 Shared Services	
576.20.300.40.20 Legal Services	667.00
576.20.300.40.30 Communications	
576.20.300.40.34 Internet/VoIP Phones	631.47
576.20.300.40.35 Software Programs (non-financial)	16.49
576.20.300.40.37 Printing & Copying Services	587.08
Total 576.20.300.40.30 Communications	**1,235.04**
576.20.300.40.40 Bank Charges	23.22
576.20.300.40.50 Payroll Service	583.02
576.20.300.40.80 Risk Management Services	
576.20.300.40.81 Security & Fire Alarms	396.00
576.20.300.40.82 Pest Control	165.51
Total 576.20.300.40.80 Risk Management Services	**561.51**
Total 576.20.300.40.00 Shared Services	**3,069.79**
576.20.300.50.00 Shared Intergovernmental Services	
576.20.300.50.40 Annual Permits	593.00
Total 576.20.300.50.00 Shared Intergovernmental Services	**593.00**
Total 576.20.300 Shared Expenditures	**4,904.65**
586.00.300.00.00 Sales Tax Paid	727.39
591.76.300.70.00 Debt Service Principle	
591.76.300.70.10 City Bridge Loan Principal	8,962.91
Total 591.76.300.70.00 Debt Service Principle	**8,962.91**
592.76.300.80.00 Debt Service Interest	
592.76.300.80.10 City Bridge Loan Interest	1,158.57
Total 592.76.300.80.00 Debt Service Interest	**1,158.57**
Total Expenses	**$68,942.12**

	TOTAL
NET OPERATING INCOME	**$21,686.75**
OTHER INCOME	
361.10.00 Interest and Other Earnings	323.36
Total Other Income	**$323.36**
OTHER EXPENSES	
Transfer Activity	
City Bridge Loan Principle	-8,962.91
Total Transfer Activity	**-8,962.91**
Total Other Expenses	**$ -8,962.91**
NET OTHER INCOME	**$9,286.27**
NET INCOME	**$30,973.02**

Run On 06/30/2017 12:01 PM

Run By Front Desk

From 05/01/2017 12:00 AM

To 05/31/2017 11:59 PM

Payment Types Scholarship, Adult Free Pass, Youth Free Pass, Gift Certificates

Scholarship/Passes/Gift Certificates Funds Applied Month Summary

	Receipt #	Date	Time	Activity	Res. Facility	Scholarship	Adult Free Pass	Youth Free Pass	Gift Certificates	Total
1.	5800314	05/30/2017	10:18 AM	Shark 3	N/A	$10.99	$0.00	$0.00	$0.00	$10.99
2.	5800193	05/30/2017	10:11 AM	Shark 3	N/A	$19.25	$0.00	$0.00	$0.00	$19.25
3.	5800143	05/30/2017	10:08 AM	Minnow 1	N/A	$28.87	$0.00	$0.00	$0.00	$28.87
4.	5732726	05/21/2017	12:59 PM	Shark 1	N/A	$38.50	$0.00	$0.00	$0.00	$38.50
5.	5731008	05/20/2017	05:16 PM	N/A	Party 26 to 60	$0.00	$0.00	$0.00	$135.00	$135.00
6.	5718674	05/18/2017	12:20 PM	Shark 1	N/A	$38.50	$0.00	$0.00	$0.00	$38.50
7.	5718059	05/18/2017	11:05 AM	Shark 2	N/A	$57.76	$0.00	$0.00	$0.00	$57.76
8.	5717941	05/18/2017	10:51 AM	Super Strokes	N/A	$19.25	$0.00	$0.00	$0.00	$19.25
9.	5717857	05/18/2017	10:42 AM	Super Strokes	N/A	$33.00	$0.00	$0.00	$0.00	$33.00
10.	5713560	05/17/2017	02:00 PM	Super Strokes	N/A	$99.00	$0.00	$0.00	$0.00	$99.00
11.	5618321	05/01/2017	04:48 PM	Shark 2	N/A	$33.00	$0.00	$0.00	$0.00	$33.00
12.	5618299	05/01/2017	04:43 PM	Shark 1	N/A	$132.00	$0.00	$0.00	$0.00	$132.00
13.	5617199	05/01/2017	02:42 PM	Shark 2	N/A	$88.00	$0.00	$0.00	$0.00	$88.00
						$598.12	$0.00	$0.00	$135.00	$733.12

Totals for Scholarship/Passes/Gift Certificates Funds Applied Month Summary

$598.12	$0.00	$0.00	$135.00	$733.12

Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL CREDIT CARD ACCOUNTS

May 2017

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (Reconcile) - 2794			
213.10 US Bank Michelle CC - 7436			
05/03/2017	Walmart	First Aid/Safety Supplies: bandages, gauze, curad tape, wound wash, cloths, sanitizer, alcohol ($72.92) Office Supplies: flash cards, sharpies, pencil boxes, file boxes, notepads, pencils, sticky notes, pencils/holders, dividers, binders, planners ($120.99) 3rd Saturday Event Date: 05/20/2017 (Treasure Hunt) pencil box, crayons, shoe box ($14.52)	208.43
05/03/2017	Swim Outlet	Resale Inventory: 15 Swim goggles	65.87
05/04/2017	eLifeguard.com	5 Lifeguard Hip Packs - 3 pockets ($37.67) Passive Dolls ($72.41)	110.08
05/05/2017	Walmart	6 Mainstays Textured Fabric Liner, White (curtains for locker rooms)	64.88
05/12/2017	Lowe's	Pool Deck hoses and hanging equipment	89.50
05/12/2017	Office Depot	Swim lessons supplies ($21.61) Office Supplies: post-it dispenser, mousepad, sign-holder, wireless mouse ($66.42)	88.03
05/16/2017	Michaels	3rd Saturday Event Date: 05/20/2017 (Pirates) Craft Stickers and Supplies	36.34
05/17/2017	Costco Wholesale	3rd Saturday Event Date: 05/20/2017 (Pirates) Paper cups and snack foods	59.36
05/19/2017	Costco Wholesale	3rd Saturday Event Date: 05/20/2017 (Pirates) Fruit and Cake	42.93
05/19/2017	Home Depot	3rd Saturday Event Date: 05/20/2017 (Pirates) Chain Link Box	11.41
05/19/2017	Cash & Carry	Resale Inventory: Tiger Bars, Meat Sticks, Nuts, CornNuts	176.05
05/25/2017	Oriental Trading	3rd Saturday Event Date: 06/17/2017 (Dive on In) Beach ball garland, lanterns, table cloths, decorations, napkins, cups, plates	100.55
05/25/2017	INYOpools.com	Filter Bag Clip Dolphin (2), Impeller & Screw Dolphin, Impeller tube, Filter Bag Dolphin	129.95
05/30/2017	Swim Outlet	Resale Inventory: Goggles (25)	109.78
05/31/2017	Home Depot	100' Contractor Hose, 175' Hose Reel Cart, Pressure Washer/Warranty ($282.14) Zep Pressure Washer Fluid ($9.87) Roundup Weed and Grass Killer ($41.70)	333.71
05/31/2017	Home Depot	RETURN: 50' Hose	-14.25
05/31/2017	Home Depot	25' Rigid Extension Cord	40.67
05/31/2017	Office Depot	Stamps, Tape, Sign Holders, Batteries	105.54
05/31/2017	Burien Bark	Medium Bark - 15 Yards	462.00
05/31/2017	Costco Wholesale	Resale Inventory: Water, Vitamin Water, Gatorade	48.50
Total for 213.10 US Bank Michelle CC - 7436			**$2,269.33**
213.11 Executive Director Credit Card - 9276			
05/01/2017	Office Depot	Multipurpose Printer Paper ($231.96 less $116 coupon, plus $11.60 tax)	127.56
05/01/2017	Bartell Drugs	Copy Paper	3.85
05/04/2017	Craigslist	Job Posting: Assistant Aquatics Manager business/mgmt	90.00
05/06/2017	Adobe	Monthly Subscription Acrobat Pro	16.49
Total for 213.11 Executive Director Credit Card - 9276			**$237.90**
Total for Tukwila Pool MPD (Reconcile) - 2794			**$2,507.23**
576.20.00.00 Culture & Recreation - Park Facility			**$2,066.38**
576.20.300 Shared Expenditures			**$440.85**

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

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

FROM: Michelle Simpson, Manager

DATE: July 10, 2017

SUBJECT: **June Pool Operations Report**

Facility Report:

The chlorinator needed repairs in June. There was a valve that was stuck and needed to be replaced. It caused the hopper to fill up with water and not actually dump the chlorinated water to the pool itself. Aquatic Specialties came out and replaced the valve. In the meantime, we were keeping sanitation levels up by manually adding chlorine to the pool.

We have had to replace all but 1 water hose in the facility, which can be expensive! Even the water hoses in the pump room were swollen, busting and leaking everywhere. That was a total of 5 water hoses that I replaced in June!

I have gotten quotes to repair the exit doors in the pool area. I have gotten the blessing of the finance committee, so I will be moving forward to get these fixed very soon!

PROGRAM REPORT

Swim lessons have really picked up! I am proud to say that we have 212 participants currently learning how to swim! Last year there were only 135 participants in lessons the month of June.
We had a lifeguarding class that had 6 participants in it. That is the only class that we had enough participants to pass the pre-test.
We have 8 private swim lessons going on currently.

Summer camps:
We currently have Camp Tukwilly that is coming 2 times a week. The teen camp brings 40 kids, and the other camp brings 120 kids. We also have Community Care Seattle coming 1 day a week, they bring around 26.

White water is currently trying to merge with CAAT. I have met with CAAT (Ken Spencer) to discuss our long-term rental contract and times we have available for them to practice. He also said that if the merge goes through, they will be paying the debt white water owes us to relinquish that account. (currently about $8,000 due)

We are currently trying to get a grant for $25,000 for swim lesson scholarships. My goal for this grant is for us to be able to offer scholarships to people in our service area and not just Tukwila residents.
We are also going to try and get a scholarship to buy the Skwim equipment. I hired Gene to write these and he and I have met to get this ball rolling.

Fitt Balance flow motion is starting

ATTACHMENTS

1. Rec 1 Revenue report
2. Rec 1 Membership Check-In report
3. Rec 1 Point of Sale report

Revenue Report

May & June Monthly Comparison

Category	May 2016	May 2017	June 2016	June 2017
Merchandise Sales (Taxable)	$ 278.38	$ 258.06	$ 402.08	$ 184.89
Merchandise Sales (Non-Taxable)	$ 87.51	$ 223.50	$ 202.75	$ 247.64
Pass Sales	$ 1,673.61	$ 1,788.76	$ 2,011.69	$ 1,566.01
Lifeguard Classes	$ -	$ 90.00	$ -	$ 385.00
Other Fees (Red Cross Pass Thru)	$ 100.00		$ -	$ 105.00
Facility Rental (short-term)	$ 461.56	$ 406.14	$ 452.50	$ 1,154.27
Equipment (Locker) Rental	$ 310.50	$ -	$ -	$ 163.64
Facility Rental (long-term)	$ -	$ 4,701.00	$ 2,833.00	$ 6,700.10
Cash Donations	$ -	$ 67.00	$ -	$ 208.00
Other Misc. Revenue	$ -	$ (42.13)	$ -	$ 208.73
General Admission	$ 2,700.18	$ 3,425.63	$ 2,979.60	$ 3,539.70
Special Events	$ 145.22	$ 338.17	$ 84.94	$ 122.73
Swim Classes/Instruction	$ 5,407.94	$ 6,037.83	$ 6,790.50	$ 8,412.75
Exercise Classes	$ 17.00	$ -	$ -	$ 42.00
Sales of Capital Assets	$ -	$ -	$ -	$ 272.73
Scholarship Usage	$ 750.50	$ 598.12	$ 745.00	$ 938.00
Free Pass Usage	$ -	$ -	$ -	$ -
Gift Certificate Usage	$ -	$ 135.00	$ -	$ 52.00
Tax	$ 674.60	$ 563.70	$ 570.20	$ 681.89
Total:	$ 12,607.00	$ 18,590.78	$ 17,072.26	$ 24,985.08

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From 06/01/2017 12:00 AM

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Payment Types Cash, Check, Credit/Debit, Electronic Deposit

General Ledger Summary

	GL Type	GL Code	Cash	Check	Credit/Debit	Electronic Deposit	GL Debit	GL Credit	GL Net
1.	Revenue	341.70.10: Sale of Merchandise (Taxed)	$110.39	$0.00	$74.50	$0.00	$0.00	$184.89	($184.89)
2.	Revenue	341.70.20: Sale of Merchandise (Untaxed)	$175.73	$0.00	$71.91	$0.00	$0.00	$247.64	($247.64)
3.	Revenue	347.30.10: Pass Sales	$213.64	$170.92	$1181.45	$0.00	$0.00	$1,566.01	($1,566.01)
4.	Revenue	347.60.30: Lifeguard Classes	$0.00	$135.00	$250.00	$0.00	$0.00	$385.00	($385.00)
5.	Revenue	347.90.00: Other Fees-Pass through Red Cross	$0.00	$35.00	$70.00	$0.00	$0.00	$105.00	($105.00)
6.	Revenue	362.40.10: Facility Rentals-Short Term	$342.72	$0.00	$811.55	$0.00	$0.00	$1,154.27	($1,154.27)
7.	Revenue	362.40.20: Equipment Rentals	$163.64	$0.00	$0.00	$0.00	$0.00	$163.64	($163.64)
8.	Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	$371.75	$4530.60	$1797.75	$0.00	$0.00	$6,704.50	($6,704.50)
9.	Revenue	367.10.10: Cash Donations	$58.00	$150.00	$0.00	$0.00	$0.00	$208.00	($208.00)
10.	Revenue	369.91.00: Other Miscellaneous Revenue	$0.00	$0.00	$0.00	$124.33	$0.00	$124.33	($124.33)
11.	Revenue	374.30.20: General Admission	$2547.74	$0.00	$991.96	$0.00	$6.37	$3,546.07	($3,539.70)
12.	Revenue	374.30.20: Special Events	$84.55	$0.00	$38.18	$0.00	$0.00	$122.73	($122.73)
13.	Revenue	374.60.10: Swim Classes and Instruction	$1237.25	$52.00	$7123.50	$0.00	$52.00	$8,884.75	($8,832.75)
14.	Revenue	374.60.20: Exercise Classes	$0.00	$0.00	$42.00	$0.00	$0.00	$42.00	($42.00)
15.	Revenue	395.10.00: Sales of Capital Assets	$272.73	$0.00	$0.00	$0.00	$0.00	$272.73	($272.73)
16.	Liability	369.00.10: Account Credit	($5.50)	$88.90	$0.00	$0.00	$378.00	$89.00	$289.00
17.	Liability	386.11.00: Tax	$373.36	$18.58	$289.95	$0.00	$0.63	$682.52	($681.89)
18.	Asset		$0.00	$0.00	$0.00	$0.00	$24,058.58	$64.50	$23,994.08

		111.10: Deposit Account								
19.	Asset	369.91.50: Gift Certificates	$0.00	$0.00	$0.00		$0.00	$52.00	$0.00	$52.00
			$5,946.00	$5,181.00	$12,742.75		$124.33	$24,547.58	$24,547.58	$0.00
Totals for General Ledger Summary										
				$5,946.00	$5,181.00	$12,742.75	$124.33	$24,547.58	$24,547.58	$0.00

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Check-In Summary by Membership

	Membership Name	Total Check-Ins
1.	1 Month Memberships 1 Month Adult	77
2.	1 Month Memberships 1 Month Family (2 Adults & Children)	1
3.	1 Month Memberships 1 Month Youth/Veteran/Senior	35
4.	10 Visit Memberships 10x Adult	56
5.	10 Visit Memberships 10x Youth/Veteran/Senior	96
6.	10 Visit Memberships Adult Non-Resident	2
7.	3 Month Memberships 3 Month Adult	27
8.	3 Month Memberships 3 Month Youth/Vet/Senior	73
9.	Annual Memberships 1 Year Adult	21
10.	Annual Memberships 1 Year Youth/Vet/Senior	213
11.	Annual Memberships Employee Family Pass	12
12.	Annual Memberships Youth/Senior Non-Resident	12
13.	Annual Memberships Youth/Senior Resident	23
14.	Exercise Pass 10 Visit 10x Exercise Veteran/Senior	8
15.	Legacy Memberships Punch Passes	4
		660

Totals for Check-In Summary by Membership

660

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Run By Front Desk
From 06/01/2017 12:00 AM
To 06/30/2017 11:59 PM

POS Summary Report

	Item Description	Quantity	Total
1.	POS Item: Adult (18-54) NON-Resident	187	$680.23
2.	POS Item: Adult (18-54) Resident	159	$578.32
3.	POS Item: Adult Free Pass (18-54)	1	$0.00
4.	POS Item: Corn Nuts	22	$33.00
5.	POS Item: Corn Nuts - staff	5	$3.75
6.	POS Item: Gatorade	14	$19.05
7.	POS Item: Gatorade - staff	10	$6.80
8.	POS Item: Late Night NON-Resident	15	$27.28
9.	POS Item: Late Night Resident	59	$107.28
10.	POS Item: Locker Rental (Individual)	360	$163.64
11.	POS Item: Meat Stick	30	$45.00
12.	POS Item: Meat Stick - staff	8	$6.00
13.	POS Item: Neighborcare Health	4	$7.28
14.	POS Item: Non-Scholarship Donation	150	$150.00
15.	POS Item: Nuts	25	$18.75
16.	POS Item: Nuts - staff	23	$11.50
17.	POS Item: Other Miscellaneous Revenue (Non-Taxable)	1	$124.33
18.	POS Item: Private Lesson	3	$90.00
19.	POS Item: Private Swim Lessons - Non-Resident	1	$35.00
20.	POS Item: Private Swim Lessons - Resident	7	$210.00
21.	POS Item: Sales of Capital Assets	1	$272.73
22.	POS Item: Scholarship 10	2	$20.00
23.	POS Item: Scholarship 20	1	$20.00
24.	POS Item: Scholarship 3	1	$3.00
25.	POS Item: Scholarship 5	3	$15.00
26.	POS Item: Semi-Private Swim Lessons - Non-Resident	5	$225.00
27.	POS Item: Semi-Private Swim Lessons - Resident	3	$120.00
28.	POS Item: Senior (55+) NON-Resident	48	$130.99
29.	POS Item: Senior (55+) Resident	151	$409.40
30.	POS Item: Shower	14	$25.47
31.	POS Item: Special Events NON-Resident	15	$40.91
32.	POS Item: Special Events Resident	30	$81.82
33.	POS Item: Swim cap, silicone	6	$54.54

34. POS Item: Swim Diaper	5	$9.09
35. POS Item: Swim Goggles	15	$95.41
36. POS Item: Tiger Bar	24	$24.00
37. POS Item: Tiger Bar - staff	19	$9.50
38. POS Item: Trail Mix	7	$10.50
39. POS Item: Trail Mix - staff	20	$15.00
40. POS Item: Veteran NON-Resident	8	$21.84
41. POS Item: Veteran Resident	4	$10.92
42. POS Item: Vitamin Water	15	$29.82
43. POS Item: Vitamin Water - staff	13	$12.82
44. POS Item: Water	22	$22.00
45. POS Item: Water - staff	12	$6.00
46. POS Item: Youth (3-17) NON-Resident	120	$327.19
47. POS Item: Youth (3-17) Resident	445	$1,213.50
	2093	$5,543.66
Totals for POS Summary Report		
	2093	$5,543.66

Tukwila Pool Metropolitan Park District
2017 Budget - FINAL

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget
		Notes on 2017 numbers					
1	**Unrestricted Opening Balance**		**440,537**	**247,861**	**198,375.00**	**198,389.00**	**996,571.84**
	Income						
2	General Property Tax			(14)			
3	Real and Personal Property Tax	Based on estimates provided by King County	704,395	753,195	790,492.00	795,676.52	862,277.00
4	**Total 311 General Property Tax**		**704,395**	**753,195**	**790,492.00**	**795,676.52**	**862,277.00**
5	Local Retail Sales & Use Taxes						
6	Sales Tax Collected	9.5% of taxable sales		2,707	5,738.00	6,108.63	5,453.00
7	**Total 313 Local Retail Tax**			**2,707**	**5,738.00**	**6,108.63**	**5,453.00**
8	Merchandise		2,000				
9	Taxed Merchandise	Gatorade, goggles, swimcaps, shirts, etc.		33	1,700.00	2,390.84	3,000.00
10	Untaxed Merchandise	all consumable products sold (except Gatorade)		334	700.00	1,332.36	1,900.00
11	**Total 341 Merchandise**		**2,000**	**367**	**2,400.00**	**3,723.20**	**4,900.00**
12	Cultural and Recreation						
13	Activity Fees (General Passes) Taxable			16,871	20,400.00	23,641.12	22,500.00
14	Activity Fees (General Admissions) Taxable			27,757	31,200.00	29,895.49	27,000.00
15	Activity Fees (Special Events) Taxable			480	1,800.00	1,314.61	1,600.00
16	Program Fees (Swim Classes) Non-taxable	2016 Budget did not take scholarships into account. 33% increase for 2017 subject to add'l staffing		65,808	80,000.00	61,278.50	93,000.00
17	Program Fees (Exercise Classes) Non-taxable	our portion after split with partner		1,270	1,500.00	330.89	800.00
18	Program Fees (Lifeguard Classes)	reported incorrectly in 2016			1,000.00	-	1,000.00
19	Other Fees (pass through to Red Cross)	reported incorrectly in 2016			200.00	100.00	300.00
20	**Total 347 Cultural and Recreation**		**191,800**	**112,186**	**136,100.00**	**116,560.61**	**146,200.00**

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget
21	Interest						
22	Interest Earnings			949	850.00	2,564.03	2,500.00
23	**Total 361 Interest**		**-**	**949**	**850.00**	**2,564.03**	**2,500.00**
24	Rents, Leases and Concessions						
25	Rentals (Short-Term, One Time) Taxable	Provide customer information		33,734	3,600.00	5,049.92	3,000.00
26	Equipment and Locker Rentals - Taxable			247	1,000.00	328.76	1,200.00
27	Rentals (Long-Term/Contracted) Non-taxable	Provide customer information		12,138	42,000.00	54,186.00	50,000.00
28	**Total 362 Rents, Leases and Concessions**		**54,510**	**46,119**	**46,600.00**	**59,564.68**	**54,200.00**
29	Contributions from Private Sources		30,000	312			
30	Cash Donations	Not tax deductable	1,000		250.00	190.00	250.00
31	Gifts In-Kind	Not tax deductable					
32	**Total 367 Contributions**		**31,000.00**	**312.00**	**250.00**	**190.00**	**250.00**
33	Miscellanous Income - Unapplied Cash Income	Provide customer information				-	
34	Other Miscellaneous Revenue	provide detail if used		2,752		(23.84)	
35	Adult Free Passes Applied	20% of those distributed				284.00	60.00
36	Youth Free Passes Applied	20% of those distributed				60.00	300.00
37	Scholarship Funds Applied	Include name of recipient	(-10,000)	1,992	10,000.00	10,069.37	10,000.00
38	**Total 369 Miscellaneous Revenue**		**(-10,000)**	**4,744**	**10,000.00**	**10,389.53**	**10,360.00**
39	Nonrevenue Transfers In						
40	Transfers In from Capital Improvement Fund			-	50,000.00	50,000.00	
41	**Total 397 Transfers-In**			**-**	**50,000.00**	**50,000.00**	**-**
42	**Total Income**		**973,705**	**920,579**	**1,042,430.00**	**1,044,777.20**	**1,086,140.00**

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget
43	Expenses						
44	**Board Expenditures**						
45	BOC Stipend	3 @ $114 per meeting x 15 meetings		-	5,000.00	1,947.50	5,130.00
46	BOC Supplies						
47	BOC Office Supplies	business cards, etc		-	250.00	64.51	100.00
48	BOC Equipment	Gavel, nameplates, etc.		-	200.00	185.19	100.00
49	BOC Meeting Food	retreat		-	250.00	120.97	250.00
50	BOC Services			5,288			
51	Consultant Fees			-	500.00	23.50	500.00
52	Transcription Services	$360 per meeting (avg.) x 15 meetings		-	3,200.00	5,634.00	5,400.00
53	Meeting Site Rental			-	1,000.00	670.00	600.00
54	Public Records Request			1,674	1,000.00	16.43	500.00
55	BOC Travel (non-development)	Mileage, ferries, parking, gas, etc.		-	200.00	-	200.00
56	BOC Development			-			
57	Travel/Transportation	For development purposes only		-	200.00	58.45	200.00
58	Tuition/Registration Fees			-	650.00	250.00	650.00
59	BOC Notices/Ads	For posting legal notices or ED position			1,000.00	812.73	200.00
60	BOC Intergovernmental Costs						
61	Election Costs	billed in 2018 for the 2017 election cycle		-	5,900.00	5,988.43	-
62	**Total 576.20.100 Board Expenditures**		**-**	**6,962.00**	**19,350.00**	**15,771.71**	**13,830.00**
63	**Executive Expenditures**						
64	Executive Salaries & Wages						
65	Wages Executive Director	(*2016 Actual includes Admin Dir for 2 months)	45,000	36,800	45,000.00	43,854.09	46,456.00
66	Other Taxable Compensation (Benefit Stipend)	(*see note above)		-	6,750.00	5,343.75	6,968.00
67	Executive Personnel Benefits						
68	Non-Taxable Benefits	Coded incorrectly in 2016					
69							

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget
69	FICA	TPMPD's contribution (6.2%+1.45%) *	2,922	2,820	3,646.00		4,087.00
70	Unemployment	TPMPD's contribution (5.5% up to $44K) *	-	598	912.00		2,420.00
71	L & I	TPMPD's contribution	2,397	285	456.00		122.00
72	Taxable Benefits (non-cash)				-		-
73	Staff Development						
74	Travel/Transportation	For development purposes only			200.00		70.00
75	Tuition/Registration Fees				500.00		500.00
76	Travel (non-development)	Mileage, ferries, parking, gas, etc.			650.00	1,296.25	200.00
77	**Total 576.20.200 Executive Expenditures**		**50,319.00**	**40,503.00**	**58,114.00**	**50,494.09**	**60,823.00**
78	**Shared Expenditures**						
79	Shared Salary & Wages						
80	Bookkeeper	part time (10 hrs week)			12,500.00	1,436.25	7,500.00
81	FICA	TPMPD's contribution					575.00
82	Unemployment	TPMPD's contribution					450.00
83	L&I	TPMPD's contribution					70.00
84	Shared Supplies						
85	Office/Computer Supplies (consumable)					913.86	
86	Office Supplies (consumables)		10,000	1,597	1,000.00	388.96	1,000.00
87	Printing Supplies (consumables)	Includes ink for small printer, paper, envelopes		3,891	900.00	1,000.12	800.00
88	Office Equipment (non-consumables)	includes sign stands, furniture, staplers, etc.		687	1,000.00		1,000.00
89	Computer Equipment (replacement)	replacement laptop or desktops					1,000.00
90	Shared Services					444.40	
91	IT/Computer Service			6,483	3,400.00	5,037.00	1,000.00
92	Legal Services		14,000	26,316	13,750.00		10,000.00
93	Communication Services			165		181.28	
94	Telephone	Century Link, Integra (no longer in use)	2,200	9,367	2,190.00	91.62	-
	Postage			603	500.00	1,399.83	200.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget
96	Website & email hosting	Rackspace & Bluehost		388	500.00	8,190.38	1,300.00
97	Internet/VoIP Phones	Broadview phone & T9 & Comcast public WiFi		2,973	7,500.00	1,504.02	7,750.00
98	Software Programs/Subsciptions (non-financial)	Office ($850), Adobe DC ($200),When to Work ($360)		30	720.00	455.00	1,500.00
99	Advertising/Posting Fees	For posting Aquatics Mgr. position only				4,854.70	200.00
100	Printing & Copying Services	For Ricoh & other non-program printing services			3,000.00	801.26	4,700.00
101	Bank Charges			1,576	1,800.00	5,440.76	2,300.00
102	Payroll Services				2,820.00	700.00	5,000.00
103	Membership Dues	include description		552	960.00		1,000.00
104	Miscellaneous Services	note how used in detail	5,200	8,822	1,000.00		500.00
105	Risk Management Services					4,423.71	
106	Security & Fire Alarm			4,450	4,170.00	655.13	4,200.00
107	Pest Control			-	800.00	12,148.00	700.00
108	Insurance		11,000	12,420	12,420.00	62.09	12,612.00
109	Fingerprinting (WSP)	$52.75 per person x 18 people + supplies					800.00
110	Financial Services					7,098.35	
111	CPA Services	Including assistance with State Audit		17,750	10,000.00	7,458.50	10,000.00
112	Software Programs (financial)	QuickBooks Online Subscription			500.00	262.44	500.00
113	Shared Intergovernmental Services						
114	External Taxes and Operating Assessments	include description		-	5,000.00	49.00	1,000.00
115	Washington Business License			-			-
116	Tukwila Business License			-			-
117	Annual Permits	King Co Health		799	800.00	593.00	600.00
118	Interlocal Agreements		79,200				-
119	State Audit	to be conducted in 2017		13,186	5,000.00		13,500.00
120	**Total 576.20.300 Shared Expenditures**		**121,600.00**	**112,055.00**	**92,230.00**	**65,589.66**	**91,757.00**

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget
121							
122	**Swimming Pool Expenditures**						
123	Swimming Pool Salaries and Wages						
124	Lifeguards	includes add'l coverage + adjusted wage rate	140,000	82,781	65,116.00	71,867.59	96,000.00
125	Instructors	includes adjusted rates + expanded swim lessons		46,289	32,642.00	37,391.80	52,000.00
126	Head Guards			50,759	43,275.00	36,090.33	-
127	Aquatics Manager		148,848	54,178	55,000.00	56,705.00	55,000.00
128	Assistant Aquatics Managers			25,564	40,000.00	30,261.64	75,000.00
129	Front Office			37,140	45,197.00	40,562.32	44,000.00
130	Overtime		5,000		-	1,365.00	-
131	Other Taxable Compensation (Benefit Stipend)			500	14,520.00	12,652.39	19,500.00
132	Miscellaneous Payroll (Garnishment)	not a pool expense				14.27	
133	Swimming Pool Personnel Benefits						
134	Non-Taxable Benefits						
135	FICA	TPMPD's contribution (6.2%+1.45%)	19,083	22,740	22,850.00	25,901.58	26,124.00
136	Unemployment	TPMPD's contribution (5.5% up to $44K)		4,824	5,712.00	15,549.98	18,178.00
137	L&I	TPMPD's contribution	15,653	2,304	2,856.00	11,562.56	9,500.00
138	Other Benefits (non-cash)		48,707				-
139	Swimming Pool Supplies						
140	Program Supplies and Equipment						
141	Exercise Classes			248	200.00	179.40	200.00
142	Swim Classes/Instruction			1,913	1,800.00	513.30	1,200.00
143	Special Events			1,430	1,400.00	975.43	1,400.00
144	Staff Uniforms	to cover all required uniform pieces		940	2,000.00	2,359.00	1,700.00
145	Safety Supplies Equipment			3,250	2,250.00	1,635.95	1,700.00
148	Maintenance and Repairs Supplies						
146	Pool Chemicals		7,375	9,327	10,634.00	11,802.64	11,000.00
147	Janitorial Supplies			5,501	4,400.00	6,199.61	6,000.00
149	Tools and Equipment	Include description		344	600.00	1,392.49	1,500.00
150	Landscaping Supplies			-	500.00	419.04	500.00

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget
153	Resale Inventory		1,500		1,200.00	3,032.40	2,600.00
154	Miscellaneous Supplies	Include description			200.00	115.94	200.00
155	Swimming Pool Services						
156	Transaction Services/Merchant Fees	Rec 1 Services, Credit Card processing fees	4,500	5,379	4,800.00	5,221.19	6,500.00
157	Translation Services			-	500.00	766.21	500.00
158	Advertising & Promotion		10,000	6,177			
159	Outreach & Marketing Services	add'l services as needed					4,000.00
160	Graphic Design	Brochures			3,000.00	1,532.81	2,000.00
161	Printing & Copying	For brochures, banners, etc.			4,000.00	3,362.13	4,000.00
162	Ads/Postings	pool staff & program promotion only			600.00	1,020.00	800.00
163	Promotional giveaways	program promotion only			1,000.00	521.67	800.00
164	Staff Development						
165	Travel/Transportation	For pool staff only		50	-		-
166	Tuition/Registration Fees	Lifeguard re-cert (staff only), mgmt training & WSI or equivalent?		391	2,250.00	575.00	4,500.00
167	Rentals and Leases						
168	Equipment	regular maintenance projects (non-CIP)	750		1,000.00	452.00	500.00
169	Facility Ground Lease	Tukwila School District	10,950	10,950	11,497.00	11,497.50	11,497.00
170	Utilities		80,000				
171	Electrical			25,719	16,000.00	15,033.65	16,000.00
172	Gas			46,558	48,000.00	46,044.27	49,000.00
173	Water			4,077	4,200.00	4,390.41	5,100.00
174	Sewer			4,169	7,920.00	1,091.96	4,200.00
175	Garbage Collection			-	900.00		1,000.00
176	Storm Drain						-
177	Other Utilities						-
178	Repairs and Maintenance Services						
	Maintenance/Janitorial Service				-		
	Landscaping/Groundskeeping Svcs						

	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget
181	Facility Repairs/Maintenance	non CIP	20,800	33,122	20,000.00	20,533.89	20,000.00
182	Equipment Repairs/Maintenance	non CIP		1,367	4,000.00	3,444.26	4,000.00
183	Travel (non-development)	Mileage, ferries, parking, gas, etc.			200.00	16.62	200.00
184	Miscellaneous Services						
185	Scholarship Fund (Swim Lesson Fees)			1,992	10,000.00	10,069.37	10,000.00
186	Red Cross	Certification fees for Lifeguarding classes (non-staff)			200.00	991.00	780.00
187	Aerobics Partner (pass through)						
188	Other Services	Record all misc in detail for future budgeting		1,232	1,000.00		500.00
189	Adult Free Passes	20% of those distributed				284.00	60.00
190	Youth Free Passes	20% of those distributed				60.00	300.00
191	**Total 576.20.400 Swimming Pool Expenditures**		**513,166.00**	**491,215.00**	**493,419.00**	**495,457.60**	**569,539.00**
192	Sales Tax Paid			4,729	5,738.00	4,776.24	5,453.00
193	**Total 586.00.300 Sales Tax**			**4,729**	**5,738.00**	**4,776.24**	**5,453.00**
194	Debt Service Principle						
195	City Bridge Loan (Principle)		121,458	103,601	105,692.00	105,692.32	107,826.00
196	Loans and Bonds (Principle)		113,130	99,507	93,737.00	93,737.30	96,428.00
197	**Total 591.76.300 Debt Service Principle**		**234,588**	**203,108**	**199,429.00**	**199,429.62**	**204,254.00**
198	Debt Service Interest						
199	City Bridge Loan (Interest)				15,766.00	15,765.44	13,632.00
200	Loans and Bonds (Interest)			31,479	19,393.00	19,392.70	16,702.00
201	**Total 592.76.300 Debt Service Interest**			**31,479**	**35,159.00**	**35,158.14**	**30,334.00**
202	Park Facility Improvements and New Construction						
205	CIP Supplies				25,000.00	25,917.53	
206	CIP Services	Exterior Sign			25,000.00	23,977.25	15,000.00
203	**Total 595.76.300 Park Facility Improvements (CIP)**				**50,000.00**	**49,894.78**	**15,000.00**
204	Transfers Out						
207	Transfers Out to Capital Improvement Fund		80,000	80,000	80,000.00	80,000.00	85,000.00

208	Item Description	Notes	2014 Budget	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget
209							
210	Total 597.00.300 Transfer Out		80,000	80,000	80,000.00	80,000.00	85,000.00
	Total Expenses		999,673	970,051	1,033,439	996,572	1,075,990
211							
212	*Opening Balance*		*440,537*	*247,861*	*198,375.00*	*198,389.00*	*996,571.84*
213	*Total Income*		*973,705*	*920,579*	*1,042,430.00*	*1,044,777.20*	*1,086,140.00*
214	*Total Expenses*		*(999,673)*	*(970,051)*	*(1,033,439.00)*	*(996,571.84)*	*(1,075,990.00)*
	Ending Balance		*414,569*	*198,389*	*207,366.00*	*246,594.36*	*1,006,721.84*

	2014 Budgeted	2015 Actual	2016 Budget	2016 Actuals	2017 Budget

CIP FUND 2017
Projected Budget

215		2015 Adopted Budget	2016 Adopted Budget	2016 Actuals	2017 Budget
	Unrestricted Opening Balance	$140,000	$220,000	$220,000	$250,105
216					
217	Revenues				
	Transfer in from General Fund	$80,000	$80,000	$80,000	$85,000
218					
	Expenditures		$50,000	$49,895	
219					
	Ending Balance	**$220,000**	**$250,000**	**$250,105**	**$335,105**

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **TPMPD Board of Commissioners**

FROM: Aaron Shipman, Tukwila Pool Advisory Chair

DATE: July 10, 2017

SUBJECT: **TPAC Committee Chair's Report**

ISSUE:

Summary of the June 17,2017

DISCUSSION:

1) **Signage:** Discussed possibilities of putting a dynamic sign on the side of the building.

2) **Girl Scout Mural Project:** The mural project happening later during the day on June 17th. We double checked to make sure everything was ready to go.

3) **Girls Swim Team:** Michelle had brought up that the Foster High School Swim Team needed access to lap swim to prepare for the '17-'18 school year, and was hoping to allow them to have access.

4) **Cardboard Boat Races prep:** was scheduled for July 7,2017

Tukwila Pool Advisory Committee

May 20,2017

Meeting Minutes

Meeting Location: Tukwila Community Center

Attendance: TPAC: Diane Meyers, Sharon Shipman, Aaron Shipman, Jacque Carroll

TPMPD: Vanessa Zaputil, Christine Neuffer

STAFF: Michelle Simpson

1. Meeting called to order at 8:12

2. Business Items:

- **Monument Sign:** We are seeking local companies. Vanessa suggested considering the Legacy Foundation, which the Des Moise pool used, to get a grant to pay for the electrical work. She suggested reaching out to them and would send an email with contact/introduction to Gene.
- **Girl Scout Mural Project:** Far West Paint will contact Beth regarding the prep and materials for painting on brick. Michelle suggested Saturday, June 17th after 3pm as an appropriate time to start the mural. Colors for the mural had yet to be determined. Vanessa suggested reaching out to the Tukwila reporter to help reach out for community members who would be interested in helping paint the mural with Beth. Beth has raised $315 for the mural project, which is for the supplies. Jacque Carroll wanted to know if a stencil or projector were to be used to create the image on the wall. Aaron Shipman suggested using a laser level for the project and wanted to see a more in-depth list of needs from Beth. Vanessa Zaputil there was a Board Meeting at the pool today to discuss the project. Charles Tyson is to work with Beth on the second half of her project.
- **DONE IN A DAY:** Scheduled on June 4th, from 9-3. Michelle Simpson has a sign-up sheet at the front desk of the pool. Projects will include: landscaping, mulch, pressure washing, gutters cleaned, and organizing the downstairs area. She will also still need 2 pressure washers and 5 gallon totes to store paperwork in. There will be a potluck to help feed volunteers
- **Marketing:** Skwim being taught at the Dive In Event on June 17th. Then it will be offered on Friday nights to teens. Pirate event for today. Michelle husband made and stained the treasure chest.

5. Next TPAC Meeting is scheduled for Saturday, 6 /17/2017 8:10am at the Tukwila Community Center.

6. Meeting Adjourned at 9:40am

INFORMATIONAL MEMO

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

FROM: Commissioner Zaputil

DATE: July 10, 2017

SUBJECT: **Commissioner Appointment**

ISSUE

Pursuant to RCW 42.12.070, the TPMPD must appoint a new Commissioner by or before Aug. 31, 2017.

FINANCIAL IMPACT

None.

BACKGROUND

On June 2, 2017, Charles Tyson resigned his position with the TPMPD. He originally was appointed to Commissioner Position #5 office May 9, 2016; with an unexpired term ending Dec. 31, 2017. The remaining members of the Board have ninety (90) days to fill this unexpired 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.

This Position is currently up for election with two candidates who have filed and are running for the office. The filing period has concluded and this contest will be decided in the November General Election.

DISCUSSION

How shall the TPMPD gather applicants, review their qualifications and ultimately appoint the best candidate to the open position prior to Aug. 31, 2017?

In the spring of 2016 the TPMPD created a robust process for appointing Commissioners. That process included community outreach, publicizing the vacancy, receiving applications, and a public interview. The process proved successful with three candidates showing interest and completing the interview by the Board.

The appointment for Position #5 creates a unique challenge with the timing of the election cycle. The appointment would be through Dec. 31, 2017 (approx. 4-5 months), then one of the candidates currently running for the Position would fill it on 1/1/18.

The TPMPD has been fortunate to have significant citizen involvement since its creation, especially through a very active Advisory Committee (TPAC). One of the TPAC members, Diane Myers, has indicated interest in filling the unexpired term. Diane was involved in the initial campaign to save the pool thus creating the MPD, and has been a very active and dedicated volunteer.

RECOMMENDATIONS

It is recommended that due to the short term of four to five months, and having two candidates running for the Position, that an abbreviated appointment process be utilized and appoint Diane Myers to TPMPD Commissioner Position #5 with a term expiring 12/31/17.

ATTACHMENTS

Commissioner Application- Di Myers

INFORMATIONAL MEMO

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

FROM: TPMPD Finance Committee

DATE: July 06, 2017

SUBJECT: **Employee Handbook**

ISSUE
Employee Handbook clarification updates.

FINANCIAL IMPACT
TPMPD savings in the case of overtime.

BACKGROUND
The TPMPD has been experiencing an unusually large amount of overtime due to scheduling issues and staffing shortages. The TPMPD offers Asst. Managers who are hourly, non-exempt employees a 15% stipend in lieu of traditional benefits. The job description for the Assistant Managers does not clearly state that this is capped at a maximum of 40 hours and is not calculated on the hours subject to overtime. When the TPMPD recently created District Administrator's job description, this was addressed, and language added to reflect the maximum stipend. The Aquatics Manager is salary/exempt, so there is not a need to adjust that job description.

DISCUSSION
The Finance Committee had a discussion at their 7/5/17 meeting where clarification in the Asst. Manager job description was suggested to ensure that budgetary impacts of overtime be minimized.

The following edits were proposed:

Employee Handbook:
Benefits and Leave
6.3.3 The Benefit allowance is currently calculated at 15% of the employee's salary or pay rate *as described in the employee's job description*. This rate is subject to adjustment at any time.

Assistant Manager
Job Description
Benefits: Our benefits package includes family use of the facility, a benefits allowance equal to 15% *of gross hourly wage, up to a maximum of 40 hours/week* (to be used as needed for medical, dental, child- or elder care or retirement plan), plus paid vacation, sick leave and floating holidays.

The Aquatics Manager has begun reviewing schedules and implementing overtime reduction solutions, and will continue to strive to the goal of not having to utilize overtime for any staff while maintaining the required safety at the pool

RECOMMENDATIONS
The Finance Committee recommends that the proposed updates to the Employee Handbook be approved and implemented.

INFORMATIONAL MEMO

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

FROM: TPMPD Finance Committee

DATE: July 06, 2017

SUBJECT: **Mid-Year Budget Review**

ISSUE
Mid-Year TPMPD Budget Review.

FINANCIAL IMPACT
Dependent on projections.

BACKGROUND
In keeping with TPMPD financial management policy 501, the TPMPD will develop a midyear financial report to determine if the revenues and expenditures are on target to achieve the end of year financial goals

DISCUSSION
The Finance Committee has been working with the Bookkeeper and Aquatics Manager to analyze the budget and create projections to determine the Financial status by year end.
The following were noted to be of significance or worthy of explanation

Revenues:

1. General Property Tax is projected to meet the budgeted amount.
2. Swim Classes are projected to fall approximately $30,000 under budget, as fewer classes were offered while instructors are increasing their proficiency to ensure quality.
3. Rentals are projected to be approximately $40,000 over budget as past due balances were collected last spring.

Expenditures:

1. Bookkeeper's hours have been increased due to job demands, which creates an increase of $4,500 over budget
2. Both Legal and CPA services have been conservatively projected to come in at or around the budgeted amount, with Policy review and the State Audit still forthcoming.
3. The State Audit has not occurred so the budgeted amount is anticipated.
4. Lifeguard wages are expected to be on budget to provide the necessary man hours to ensure safety of the facility.
5. A decrease in the Aquatics Manager salary (and benefits) from the budget reflects the hiring date in March.
6. An increase of $12,000 over budget for Assistant Managers reflects 80 hours of Assistant Manager coverage/week for the remainder of the year.
7. The additional needed safety equipment including rescue tubes, blood borne pathogens compliance and the second guard chair resulted in an over budget amount of $2,500, although it is anticipated that some will be recouped through a WCIA grant for the chair.
8. The Aquatics Manager has determined there is an increased need for lifejackets, therefore an increase of $1,500 has been projected.
9. It is conservatively projected that Outreach and Marketing will come in at or under budget with grant solicitation being actively pursued.

10. Although a verbal agreement was reached with the Tukwila School District, which offers relief from the Lease payment, without the ILA having been signed the budgeted amount is being conservatively projected.
11. There were two large, unexpected Facility Repairs to date, and with door repairs and DE filter replacement still needed, this will project an amount of approximately $24,000 over budget.

With total income projected at $1,104,674 and total expenditures projected at $1,100,062 (a surplus of $4,612) the TPMPD should maintain a financially conservative approach to safeguard for unexpected expenditures.

RECOMMENDATIONS

For informational purposes.