

TUKWILA POOL METROPOLITAN PARK DISTRICT

February 13, 2017

6:00 p.m.

Boulevard Park Library, 12015 Roseburg Ave South, Seattle

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

President Frangello-Anderson called the meeting to order at 6:01 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioners Gengler, Tyson, Zaputil and Neuffer and President Frangello-Anderson.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVE

Jennafer Price Cargill, Executive Director

AGENDA

MOVED BY COMMISSIONER ZAPUTIL TO MOVE BUSINESS ITEM 6. A) TO #4 FOLLOWING CITIZEN COMMENTS. COMMISSIONER GENGLER SECONDED THE MOTION. THE MOTION CARRIED (5-0).

CITIZEN COMMENTS

Mr. Aaron Shipman, 4623 South 146th Street, Tukwila, WA 98168, commented that pool urinals were still in need of repair and that the unsanitary conditions could possibly cause the public to avoid using the pool. There was only one working toilet in the men's restroom at this time.

Commissioner Tyson replied that bids received for repairs had been overpriced, and a request had been made for blueprint copies for more information on the repairs needed to determine if a less expensive route could be taken.

Commissioner Zaputil commented that a meeting had been held regarding the cost of repair to the urinals. It was determined that the fixtures are fine thus, the revised scope of work brought the expense down to approximately \$5,700.

Ms. Price Cargill commented that several plumbers had examined the urinals, three of whom gave estimates. They all stated that if the fixtures are snaked and dirt is found, the specific work would be required and was not optional.

Commissioner Tyson asked if this meant that a line had collapsed.

Ms. Price Cargill replied that was what she understood as the as Drains usage had eaten away at the cast iron pipes.

Commissioner Zaputil replied that final details, such as flooring, were in process and the repairs would be moving forward.

Commissioner Gengler asked if updated signage regarding the situation was up and if there was awareness of the two-family areas that could be used as well.

Ms. Price Cargill stated it was her understanding that there is signage pointing out the family areas.

Mr. Shipman asked if the urinals needing repair could be closed off more due to avoid the appearance of a health hazard.

Ms. Price Cargill replied that signage to indicate the urinals should not be used; however, she was unsure if this signage was posted.

Mr. Shipman suggested physical closure material, such as black plastic, be used.

BUSINESS ITEMS

- a. As moved and approved in the Approval of the Agenda, item a) Proposed Interlocal Agreement with Tukwila School District was moved to #4 following Citizen Comments.

Dr. Judy Berry, Deputy Superintendent for the Tukwila School District (TSD), reported that the draft copy of the Interlocal Agreement between the Tukwila Pool MPD and Tukwila School District had been examined by legal counsel for the School District. The Commission was now asked to review the revised draft and offer any changes in order to execute the agreement.

President Frangello-Anderson stated that the Tukwila Pool MPD attorney had not reviewed the draft copy as of this date. Dr. Berry stated that the attorney of the Tukwila Pool MPD was required to review the draft.

Mr. Alphonso Melton, TSD Controller, continued by summarizing changes from the initial agreement. There were no changes on the lifeguarding portion. During reformatting, numbering had become confused and would be re-worked. Under TPMPD (Tukwila Pool Metropolitan Park District) Tukwila Pool Services, reference to the swim team had been removed as the team pays the regular rate for pool use. Under TSD Services, TSD would provide classroom space and instructional programming. TPMPD would be permitted to install a new sign with the approval of the Superintendent. The meeting room portion had been removed per the previous conversation.

Commissioner Tyson asked for clarification regarding landscaping at the level of the Administration Building and Mr. Melton understood this referred to only maintenance.

Commissioner Tyson asked if any landscaping added by TPMPD would also be maintained or if this would be out of the scope of the agreement, and Mr. Melton stated that he needs to speak with the Maintenance Department for the answer, as this would be a union issue.

The purpose for presenting the draft to the Commission at this point was to demonstrate the commitment to complete the process.

Commissioner Gengler asked how questions could be submitted after reviewing the draft and Dr. Berry replied that questions should be emailed to Mr. Melton.

Commissioner Zaputil expressed appreciation to Dr. Berry and Mr. Melton for taking the time to present the draft and understanding the importance on both sides.

Commissioner Zaputil asked if the intention was for TSD to continue to provide landscaping maintenance, and Mr. Melton said yes, but TSD would require very specific detail from the Commission in order to submit to the union.

Commissioner Gengler asked what the TSD timetable was and Dr. Berry replied that only days or just hours would be required at this point.

Commissioner Gengler stated that because not all members of the board have copies of the draft, a more productive discussion can be held after all commissioners have had time to read the draft. All comments could be forwarded to Commissioner Frangello-Anderson.

Commissioner Zaputil added that a special meeting could be held to bring the document to the School Board before the March meeting,

President Frangello-Anderson stated that such a meeting should be held after the board vetted the document and the attorney had reviewed it.

Commissioner Zaputil agreed that the document should go to the attorney first.

Commissioner Gengler asked if, while the attorney reviewed the document, the board could simultaneously review for expediency to have it ready to present to the School Board for the February 28, 2017 meeting.

President Frangello-Anderson replied that the attorney would have the document tomorrow, February 14, 2017, and a special meeting could be set up next week by the president without a motion.

Commissioner Tyson does not agree with the direction that the document was moving toward.

Ms. Price Cargill stated that there was merit in discussing the significant change regarding removing landscaping. Item B under TSD Services had been removed from the new version.

Commissioner Zaputil stated that on page 84, TSD agreed to provide lawn cutting and landscaping services and that maintenance language had remained, but detail had been removed.

Commissioner Gengler commented that there were many assumptions at this point that required clarification.

Commissioner Tyson commented that the School District could negotiate with labor rather than waiting to see if labor would provide the landscape maintenance service requested.

Commissioner Neuffer stated that the School District was offering \$12,000 worth of services and lawn mowing would not exhaust that limit.

Commissioner Zaputil understood that landscaping that was present would be maintained.

Ms. Price Cargill asked how important the issue was to the Commissioners.

Commissioner Gengler replied that more clarification was needed around how \$12,000 worth of services would be achieved in landscape maintenance.

Commissioner Neuffer hoped to see monetary equity in the agreement.

President Frangello-Anderson commented that detailed landscaping had been valued at \$12,000 and if that section had been taken out of the TSD Services section, there is concern.

Ms. Price Cargill commented that the original amount brought to discussions with TSD by TPMPD was \$10,000, but TSD stated \$12,000.

Commissioner Gengler commented that documentation around the quote of \$12,000 was the area an auditor would need addressed.

Commissioner Tyson suggested asking the TSD attorney for detail supporting the landscape maintenance amount.

Commissioner Gengler believed that the chain of communication was through Dr. Berry and Mr. Melton; however, contacting the TSD attorney directly would be inappropriate.

President Frangello-Anderson gave appreciation to Dr. Berry and Mr. Melton for coming to the meeting with the draft and asked the Commissioners for a deadline for comments of Friday, February 17, 2017, noon, to allow time to contact the School District.

Commissioner Tyson stated that the deadline had past as the second semester had begun.

Commissioner Gengler asked if Commissioner Tyson was leaving the discussion.

Commissioner Tyson replied that he was indeed removing himself from this discussion.

President Frangello-Anderson asked for clarification due to the belief that the document was for the upcoming school year.

Ms. Price Cargill stated that there was no date and the agreement could be implemented immediately and would apply to the school years 2017/2018.

Commissioner Tyson asked if pluses and minuses seen during the first semester would be written off.

Ms. Price Cargill said that there was no discussion about reimbursement from the school district regarding lease payment made for the current year. This is an issue that could be discussed with the School District.

President Frangello-Anderson replied that there had not been a discussion with TSD around reimbursement of the lease payment and that conversation could be held.

Commissioner Gengler asked if TPMPD had paid the \$12,000 lease amount due for the 2016/2017 year.

Ms. Price Cargill confirmed that the 2016-2017 lease payment had been made to the TSD.

CONSENT AGENDA

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting January 9, 2017

Commissioner Tyson asked if the letter copy had been distributed.

Ms. Price Cargill stated that an email had been sent out explaining that the letter was never sent.

President Frangello-Anderson asked for a correction on Page 5 of the minutes; replace Agreement on payment for the wages needs to be written with the TSD Rental Agreement needs to be rent, not wages.

Commissioner Neuffer asked the Commissioners to be diligent regarding identifying speakers for the recording for the transcriptionist.

MOVED BY COMMISSIONER NEUFFER TO APPROVE THE JANUARY 9, 2016 MINUTES AS AMENDED. COMMISSIONER ZAPUTIL SECONDED THE MOTION. THE MOTION CARRIED (5-0).

b) Approve Voucher(s)

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE VOUCHERS AS PRESENTED. COMMISSIONER GENGLER SECONDED THE MOTION.*

Commissioner Tyson commented that date of service and billing date should be included in vouchers, and that there also appeared to be a discrepancy in the report.

Commissioner Zaputil explained that these payments are covering two different months.

Commissioner Tyson replied that an amount was under two different name descriptions and invoice dates were different within the same month. However, it was not clear which month.

Ms. Price Cargill made a note to clarify the description and would suggest more consistency to the bookkeeper.

Commissioner Gengler commented that entries for January 5th and January 24th may have been for service not been billed until after the holidays.

Commissioner Tyson asked that the summary provide the answers.

Commissioner Tyson commented that entries did not specify if interest was included.

Ms. Price Cargill replied that principal was broken down from interest when entered into QuickBooks, but when a payment is made, the entire amount is entered once. Air Gas had confirmed that late fees would no longer be charged.

***THE MOTION CARRIED (4-1) WITH COMMISSIONER TYSON VOTING NAY.**

REPORTS

a. Commissioners

Commissioner Tyson began the report by asking how many Commissioners had held public office in the past; Commissioners replied that none of them had held office.

President Frangello-Anderson asked if the subject was to be a part of the Commissioner Report.

Commissioner Tyson said that an audit by the State Auditor should be requested.

Commissioner Zaputil commented that sixteen months ago, there was an audit.

Commissioner Tyson asked if this had been a complete audit or just a financial audit.

Commissioner Zaputil replied that the State Auditor's Office did a full audit on finances from 2011 through 2013, and next is scheduled for 2017.

Commissioner Tyson asked for clarification that the previous audit was not regarding compliance with procedure.

Commissioner Zaputil stated belief in that the audit held previously was the type typically conducted by Park Districts.

Commissioner Tyson stated that a very thorough audit could be requested, and if issues were found, the commissioners should be made aware of them.

Commissioner Zaputil said that the State Auditor's only conduct financial audits.

President Frangello-Anderson asked if the budget would cover the audit in 2017.

Ms. Price Cargill commented that the insurance company had completed an audit of agreements and contracts in the last year. A safety audit for the facility had been conducted in 2014 when the City was the pool operator.

Commissioner Tyson also wished to address the lane numbers within the pool and depth indications to the sides. She feels these markings could be a safety issue for pool customers.

He is

Commissioner Gengler believed that lane numbers are generally marked the same universally, either on the starting block or edge.

Ms. Price Cargill asked Mr. Shipman if he was aware of any mistake made as a result of people confusing lane markings with depth indications.

Mr. Shipman was not aware of any such mistakes by pool users; however, there is always a possibility of a misunderstanding of depth, and this issue had been addressed over the years by the Red Cross training.

Commissioner Tyson stated a desire to have the words *Lane Number* on the side of the pool which numbers the lanes.

Commissioner Gengler stated in her experience she has not seen a pool labeled *Lane 1, Lane 2, etc.*

Commissioner Zaputil reported having attended the TSD meeting with Dr. Berry and Mr. Melton. Attendance at the Luau was almost double over 2016. Float with Floats would be held Saturday, February 18, 2017.

She also stated that the House Bill 1456 and Substitute Senate Bill 5138 had come forward because the City of Kirkland asked for a bill requiring that ballot purpose and amount be respected, however the bill also including language allowing for multiple park districts and made these provisions retroactive.

She also commented that bonds could be extended from twenty years to forty years, which would allow for smaller repayment amounts. Mr. Steve Burke and others had worked hard on this issue. The language about multiple park districts and retroactivity were removed from the bills. That language would have allowed cities to create multiple park districts, which would have limited the TPMPD to go for more money if needed. Currently, the revised Senate Bill is on the floor and the House Bill is in Finance.

Mr. Shipman asked for clarification that the new bill would provide a more positive outcome than the result of the original writing.

Commissioner Zaputil stated that it would help the district out and the bonding portion would be positive.

Commissioner Neuffer asked how the legislation was discovered.

President Frangello-Anderson said that the attorney had alerted the District to this issue.

Commissioner Neuffer commented that many commissions have a designated person to follow legislative issues and this should possibly be considered in the future.

Ms. Price Cargill commented that the Washington Recreation Parks Association, WRPA, has an advocacy arm, but they had not followed through on notification around this particular legislation.

Commissioner Zaputil was aware that people could sign up for legislative updates from both the House and Senate.

Ms. Price Cargill thanked Commissioner Zaputil, President Frangello-Anderson and Mr. Burke.

b. Executive Director

Ms. Price Cargill reported that the hiring committee had received positive results from a reference check on the current candidate, but presenting an offer was still in discussion.

Commissioner Gengler asked if it was ultimately the decision of the Executive Director.

Ms. Price Cargill replied that she has the final decision of which candidates to bring to the board.

Commissioner Tyson asked if there was a difference between qualifications for temporary and permanent positions. Specifically asking if someone is serving adequately in a position why they wouldn't be offered a permanent position.

Ms. Price Cargill replied that this might be because the temporary employee was not adequately qualified for the position.

Commissioner Tyson asked who was serving in the Aquatics Manager position.

Ms. Price Cargill replied that she had assumed the reins temporarily until the new Aquatics Manager is chosen.

Commissioner Tyson asked if the commissioners could view the applications.

Ms. Price Cargill replied that this would not be prohibited, but that the Hiring Committee was at the point of making offers.

Commissioner Gengler reminded Commissioner Tyson that the Board had established the Hiring Committee to assist the Executive Director in an advisory role, but the Executive Director has discretion to make the decision individually.

Commissioner Tyson asked for clarification that it was the opinion of the Executive Director that the two Assistant Aquatics Managers were not qualified for the Aquatics Manager position.

Ms. Price Cargill replied the both assistant managers do not have the years of experience required for the Aquatics Manager position.

Commissioner Zaputil commented that applicants now being considered have the necessary experience.

Ms. Price Cargill replied that in the future, promoting from within would be desirable, but that there was no one qualified at this time.

c. Pool Operations

Ms. Price Cargill reported that hiring was a priority as well as re-structuring lessons in regards to timing and to address staffing challenges. The board discussed different ideas to redesign the swimming lessons. The ideas brought up were changing current class experience levels, increasing lesson time to forty minutes and giving staff more time between classes for transitions. A definite plan is in discussion with staff to use resources more effectively and give students a better experience in lesson quality.

Commissioner Zaputil commented that there was no point in staying with a system that may not work, but hoped that restructuring would not result in a reduction of the number of people the pool would be able to serve.

Ms. Price Cargill commented that currently there were several classes with only one to two students, although this would change in the summer.

Commissioner Neuffer commented that the future Aquatics Manager would be an expert on the subject matter, and that the lessons for younger students needed to be thirty minutes to provide fun and learning retention. Older students may do well with forty minute classes.

Ms. Price Cargill stated that when the permanent Aquatics Manager is hired, she will work with that person to create a new schedule.

Mr. Shipman planned on speaking on the subject during the TPAC Report, but believed this would be a better time. During a recent marketing meeting, lessons had been discussed. The Assistant Aquatics Manager would be very qualified to begin putting a new program together now rather than wait for a new Aquatics Manager to be installed.

Ideas that were discussed and are being considered are smaller evening class sizes until summer, training staff properly and rebranding the program. A Free Day promotion could be offered on the first day of summer vacation and a pamphlet regarding the swim program could be distributed with a percentage off of a first lesson.

Complaints regarding the quality of the Tukwila programs from the community had been heard. Residents are taking their children to other pools. Part-time proficient swimmers could be brought in to train, and employees should remain in their position during each lesson period, not moving from swim instructor to lifeguard, for example.

WSIT (Water Safety Instructor Training) would allow instructors to earn WSI (Water Safety Instructor) certification. In the meantime, a WSI certified person should begin training instructors now. A questionnaire for community feedback around complaints and concerns should be developed.

Commissioner Gengler commented that a survey at the beginning and end of swim lessons from parents had been discussed in the past.

Mr. Shipman commented that at another pool, report cards were handed to the parents after every session.

Commissioner Gengler commented that while a class with one child was a good private lesson, a disclaimer might be needed requiring a minimum number of students for a class to proceed for economic reasons.

Ms. Price Cargill summarized that quality must be the priority at this time and quantity was interfering with quality. The program should step back and take on only what can be done well with the resources available and have issues resolved before summer begins.

Commissioner Tyson asked if a hiring requirement for the new Aquatics Manager might be a Class II Maintenance License.

Ms. Price Cargill replied that maintenance experience was high on the list of the criteria although not that particular license. In the past, an employee in the position had very high maintenance skills, but other expertise had been lacking and going forward, a very good manager was a priority in hiring criteria above maintenance.

Commissioner Gengler commented that there would be a benefit in networking with other districts around issues such as boilers, lawyers or lessons. Forging relationships with neighboring pools would provide gain to all of those issues.

Commissioner Zaputil commented that the number of scholarships appeared high.

Ms. Price Cargill replied that there had been a large number of people in January who had been waiting since October 2016, but no new applications had been received in weeks.

Commissioner Gengler asked if scholarships were only for Tukwila residents.

Commissioner Zaputil stated that only residents can apply for scholarships and a residential rate was offered to people who work in Tukwila. She also referred to the pool website, under policies which states that scholarships are available to residents or members of the school district on a first come, first serve basis and additionally at the discretion of operations.

Mr. Shipman asked if there was a way to be sure scholarships were being given evenly.

Ms. Price Cargill replied that the system had been revised so that the first time a scholarship is applied, it is at full scholarship level and at a reduced level each subsequent applied-for period.

President Frangello-Anderson asked if payment of invoices was within thirty days or with no due date.

Ms. Price Cargill believed invoices stated Net 30, but was not positive.

Commissioner Gengler was concerned that Kennedy High School was collecting interest on \$21,500 owed to the pool, but not due until June. She feels that someone from operations should be in communication with Kennedy High School so that the situation does not occur next year.

Ms. Price Cargill replied that the agreement for this year to pay at the end of the season needed to be respected. However, she has communicated to the long-term renters that the agreement for next year will change.

Commissioner Gengler commented that we should be insistent that the long-term renters have a contract and pay late fees if they don't meet the terms of the contract.

d. Financial Report for 2016

Commissioner Neuffer asked how much had been raised by the Parents Night Out.

President Frangello-Anderson stated that only ten people had participated per Mr. Shipman and Ms. Shipman.

Commissioner Neuffer asked for clarification that the funds raised would go towards the mural.

Ms. Price Cargill replied that the funds would indeed go to the mural project.

Commissioner Zaputil asked about differences in the report from QuickBooks, as a \$50,000 transfer for income from CIP was not included, or an \$80,000 transfer out.

Ms. Price Cargill replied that those transactions took place after January 1, 2017.

Commissioner Zaputil asked if the colored paper in the report was the actual year-end report, and Ms. Price Cargill replied in the affirmative.

Ms. Price Cargill commented that the year-end reports were printed on the colored paper and that the payment of sales tax was different than originally intended. Additional payment would appear in the 2017 QuickBooks reports and not in 2016. The actual surplus amount for 2016 was the amount shown in the memo.

The two reports were essentially the same, one created by QuickBooks and the other created by Ms. Price Cargill. One had multiple years and the other only had one year.

President Frangello-Anderson asked about the figure \$105 ending 2016, and Ms. Price Cargill replied that this was the difference between what was budgeted and what was actually paid for CIP, a savings of \$105.

President Frangello-Anderson asked if Mr. Perkins could be removed from credit card accounts

Ms. Price Cargill replied that Mr. Perkins appeared in the report because he was on the account at the time; however, the credit card has been cancelled.

President Frangello-Anderson asked about seventy-five swim goggles and how many were sold.

Ms. Price Cargill replied that seventy-five was a year's worth of inventory as shipping charges were incurred with every order.

President Frangello-Anderson asked about the order for seventy T-shirts

Ms. Price Cargill replied that staff T-Shirts had run out toward the end of the year and more had to be ordered. The reason for the amount of seventy was also to have a year inventory to avoid shipping charges on frequent, smaller orders. Staff used the inventory regularly.

Commissioner Tyson asked if there was a penalty involved for an error in sales tax.

Ms. Price Cargill replied that a penalty had not been reported to the pool and that the error was found by the pool voluntarily.

Commissioner Zaputil thanked the staff bookkeeper for finding the error.

e. TPAC Report

Mr. Shipman reported the next TPAC meeting would be Saturday, February 18, 2017 at TCC. Commissioner Zaputil thanked TPAC for their input and efforts.

Commissioner Gengler commented on a statement by Dr. Berry and Mr. Melton that the sign would require approval from the superintendent of the school district, and Mr. Shipman replied that they have no problem seeking the acceptance of the superintendent.

Commissioner Tyson commented that in the draft there did not appear to be an agreement due to the verbiage contingent upon superintendent approval.

The TPAC meeting schedule and attendance by representatives from the board was discussed.

f. Executive Director Review Committee

President Frangello-Anderson stated that although bullet three in the review indicated an attached email for review, there was no attachment.

Commissioner Gengler reported that the committee had met twice and the result was based on several samples of reviews. The nineteen questions were reviewed by the attorney. The next step would be to send the questions in fillable PDF form to the Commissioners and also printed on request. The questions would use different rubrics for answers. Comments could be entered at the end, if desired.

President Frangello-Anderson stated that verbiage in the Executive Director job description required review. The original description had been written for a previous manager and updates were needed.

MOVED BY COMMISSIONER ZAPUTIL TO ACCEPT THE REVISED EXECUTIVE DIRECTOR POSITION DESCRIPTION AS PRESENTED. COMMISSIONER GENGLER SECONDED THE MOTION.*

Commissioner Neuffer asked to amend the Performance Review section to read, *...shall be retroactive to the hiring anniversary date.*

Commissioner Tyson asked for clarification regarding maintaining regular district hours as approved by the board, and travel as necessary.

Commissioner Zaputil replied that office hours approved by the board tied into this, dictating how much the Executive Director would be onsite.

Ms. Price Cargill commented that current office hours were approximately twenty-eight hours per week (9:00 a.m. to 3:00 p.m. Monday through Thursday and 9:00 a.m. to 1:00 p.m. Friday.) and work at home was mostly extra work or if childcare issues interfered with normal hours.

President Frangello-Anderson asked if there was a notification on the office door when Ms. Price Cargill was working from home.

Ms. Price Cargill replied that working from home would usually be unexpected.

President Frangello-Anderson asked if there could be something posted regarding how to reach Ms. Price Cargill when not in the office.

Ms. Price Cargill replied that staff did have a cell phone number and were aware that Ms. Price Cargill was reachable if an issue were to arise in her absence. Staff would not necessarily distribute the cell phone number to patrons.

President Frangello-Anderson asked if a patron who came to the office during regular office hours would see a sign informing them that Ms. Price Cargill was not in.

Ms. Price Cargill replied no, but the front desk or manager on duty was always made aware.

Commissioner Gengler commented that all staff should be aware, but Ms. Price Cargill replied that regardless of who had been told, the manager on duty would always be aware of situations.

MOVED BY COMMISSIONER NEUFFER TO AMEND THE EXECUTIVE DIRECTOR POSITION PERFORMANCE REVIEW SECTION TO READ, HIRING ANNIVERSARY DATE. COMMISSIONER TYSON SECONDED THE MOTION. THE MOTION CARRIED (5-0).

President Frangello-Anderson returned to the original Motion.

***MOVED BY COMMISSIONER ZAPUTIL TO ACCEPT THE REVISED EXECUTIVE DIRECTOR POSITION DESCRIPTION AS AMENDED. COMMISSIONER GENGLER SECONDED THE MOTION. THE MOTION CARRIED (5-0).**

BUSINESS ITEMS

Commissioner Tyson asked for clarification regarding the earlier presentation, a) Proposed Interlocal Agreement with Tukwila School District; page 92, where a date, but no year, was written.

Ms. Price Cargill replied that the scheduled date applied to every year.

b. Exposure Control Plan Proposal

Ms. Price Cargill stated that lifeguards were considered first responders, and in order to ensure compliance in blood borne pathogen safety, the policy proposed was taken from the sample policy provided by OSHA. An adjustment to the policy was for staff members to choose a healthcare provider to provide vaccination and any follow up healthcare required and this would be reimbursed.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVED THE PROPOSED EXPOSURE CONTROL PLAN. COMMISSIONER NEUFFER SECONDED THE MOTION.*

Commissioner Neuffer commented that some people were not established with a physician, and suggested that a relationship with an occupational clinic be established for urgent care or in the event of the absence of a healthcare provider relationship as an option. Ms. Price Cargill agreed.

President Frangello-Anderson stated that the policy could be amended when ready.

Commissioner Neuffer asked if there was a form for reporting, and Ms. Price Cargill replied that there is currently an incident report form.

Commissioner Neuffer replied that the incident report form did not cover certain situations completely and in an audit, all the required steps should be documented on one form.

Commissioner Tyson commented that there were employees under the age of eighteen and asked how a minor could sign a waiver for vaccination.

Ms. Price Cargill replied that while several attorneys had most likely been consulted on the OSHA side of the document, the Tukwila Pool attorney had not reviewed this.

Commissioner Gengler commented that it would be interesting what other pools had done.

Ms. Price Cargill commented that the policy should have been in place for the last six years; however, it is not in the best interest of Tukwila Pool to delay further with implementing a policy.

Commissioner Neuffer asked about a requirement of the healthcare provider to preserve a baseline blood sample, and that providers would need to be known by TPMPD to meet the requirement.

Ms. Price Cargill replied that after an incident, the Aquatics Manager would give the protocol to both employee and the provider.

Commissioner Tyson suggested that the employee be directed to one location at a discount, but with the option of going elsewhere with less reimbursement.

Ms. Price Cargill agreed, but a relationship had not been established at this time and that a policy needed to be put in place.

Commissioner Gengler stated feeling a sense of urgency from Ms. Price Cargill to establish the policy, but that general OSHA verbiage was concerning and that the attorney should review the policy.

Mr. Shipman asked for clarification around passages removed from the OSHA policy that did not apply to the pool, specifically needles. He commented that someone at the pool with drug paraphernalia could result in a needle that staff would need to pick up.

Ms. Price Cargill replied that the removed passage regarding needles was targeted at a facility that had a needle disposal system.

President Frangello-Anderson asked if sharps disposal containers should be available.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVED THE PROPOSED EXPOSURE CONTROL PLAN PENDING APPROVAL FROM THE ATTORNEY. COMMISSIONER GENGLER SECONDED THE MOTION. THE MOTION CARRIED (5-0).

Commissioner Tyson commented that the issues around the policy would likely be addressed in a full audit.

c. Scheduling the Board of Commissioners Retreat

President Frangello-Anderson asked if there was a preferred month for the retreat.

Commissioner Tyson stated opposition to the retreat, but did not wish to make a motion.

The retreat last year was delayed while waiting for Commissioner Tyson to arrive on the board and could be held earlier in the year.

Commissioner Zaputil suggested dates be compiled for approval from the board.

President Frangello-Anderson asked if there were any conflicts on Saturdays in May or June.


Commissioner Tyson suggested that the date be resolved at the next meeting. April 29th, May 13th and June 10, 2017 were proposed and President Frangello-Anderson would email this to the Commissioners for a reply.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURNMENT

MOVED BY COMMISSIONER GENGLER TO ADJOURN THE MEETING AT 8:42 P.M. COMMISSIONER TYSON SECONDED THE MOTION. THE MOTION CARRIED (5-0).



Christine Neuffer, Clerk of the Board of Commissioners