

TUKWILA POOL METROPOLITAN PARK DISTRICT

October 23, 2017

6:00 p.m.

Tukwila Library Conference Room
14380 Tukwila International Blvd., Tukwila, WA 98168

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

1. CALL TO ORDER

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

TPMPD VISION AND MISSION STATEMENT was read by President Frangello-Anderson.

THE PLEDGE OF ALLEGIANCE was recited by the attendees.

ROLL CALL

TUKWILA POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were: Commissioner Ellen Gengler, Commissioner Vanessa Zaputil, and President Jeri Frangello-Anderson.

TUKWILA POOL METROPOLITAN PARK DISTRICT REPRESENTATIVES

Present were: Richard Rabe, District Administrator; Michelle Simpson, Director of Aquatics Operations, via SKYPE.

MEMBERS OF THE TUKWILA COMMUNITY

Present were: David Puki; Aaron Shipman, TPAC; Sharon Shipman, TPAC

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

2. AGENDA

MOVED BY PRESIDENT FRANGELLO-ANDERSON TO APPROVE THE AGENDA WITH THE REMOVAL OF ITEM #3, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

3. BUSINESS ITEMS

a.) Employee Handbook

- Section 1.5 Amend as follows... "employees are free to resign at any time, with or without cause. The District requests a ten-day courtesy notice of resignation from the employee. Likewise... of any employee with or without cause and with or without notice." (End of section)
- 3.6.2 Amend as follows: "...one of the employees must resign, or accept a non-prohibited employment-relationship position." (End of section)
- 4.5.3.2 Amend to remove "54-cents per mile."

- 6.5 Amend as follows: "...Additionally the pool will have reduced hours of 7:00 a.m.- 1:00 p.m. on Dec.24th and December 31st, and will have reduced hours of 7:00 a.m. – 3:00 p.m. on Jan.1st, Memorial Day, July 4th, and Labor Day. To compensate for..."
- 6.6 Add new section for Sick Leave per Initiative 1433 (All employees other than Eligible)
- 6.7 Amend as follows: "...eligible position. See Section 6.4 for more..."
- 6.14 Amend as follows:

Jury Duty

- If an exempt employee is called for jury duty or is subpoenaed as a witness, the employee receives his/her regular rate of pay while serving on jury duty, up to a maximum compensation of ten business days.
 - Non-exempt employees will be allowed leave to fulfill jury duty or a subpoena, but will not be paid for the time missed unless they are eligible for paid time off and request vacation or floating holiday leave. An employee released from jury duty for part of a day should call his/her supervisor for instructions. An employee receiving a jury summons must inform his/her department as soon as possible so that arrangements may be made to cover for the employee.
 - Exempt Employees must submit to the District any and all payments received from the court wherein jury duty is performed to receive normal salary reimbursement payment, or the check-stub or check-stubs from payments received from the court must be submitted for off-set balance-of-salary payment to be made by the District. In the event that absence from work may create a bona-fide, significant, and undue hardship for the District, the Director of Aquatics Operations, or the District Administrator, or the President of the Board of Commissioners, may, upon request by the employee, write a letter to the court where the jury duty has been ordered, to ask the court to dismiss the employee from jury duty to prevent that undue hardship from significantly and negatively impacting the operations of the Tukwila Pool.
- 7.1.5. Amend as follows:

Add language presented per Brian Snure with the exception of using "will" result in, to be:

"If an employee's behavior or odor while on duty causes a supervisor to reasonably suspect the use of prohibited substances the employee will be immediately removed from duty and may not return to work for a minimum of twenty-four (24) hours. Employees removed in this situation shall be required to consent to a drug test at a site selected by the Director of Aquatics Operations, or the District Administrator, and must undergo the testing within one hour of being informed by the Director of Aquatics Operations that they must be tested. The test will be paid for by the District and must be administered at a Certified Drug Testing facility chosen by the TPMPD management. Test failure, or refusal to consent to a required drug test, will result in further disciplinary action up to and including termination of employment with the TPMPD. Employees under the age of 18 must have parental consent prior to submitting to a drug test.

- 8.2.1.3.6 Amend as follows: "...that is generally modest in design." (End of section)
- 8.2.2.5 Amend as follows: "Tattoos may not be shocking or offensive in nature." (End of section)
- 8.2.2.6 Amend as follows: "Body modifications may not be shocking or offensive in nature."

Commissioner Zaputil asked that the wage scale be separated from the Position Descriptions, as was the format in the previous Employee Handbook versions.

- Appendix A Amend to: Appendix A-1 Delete job descriptions and update as attached (TPMPD Salary and Wage Scale- combined documents) * Please note only include 2017 and 2018 wage tables in this handbook. 2019 and 2020 are for references purposes only, and may need to have revisions later.
- Add Appendix A.3., separate Position Descriptions for each position listed on Appendix A.1.

Discussion concerning the Lifeguard in-Training rate of pay culminated in agreement that in 2018 the training wage will be \$11.50 per hour.

President Frangello-Anderson asked to make the last page, Acknowledgement and Agreement, its own separate page for removal and filing.

Commissioner Gengler asked for updating to include the newly approved Holiday Schedule.

Aaron Shipman asked about a "training wage." Commissioner Zaputil stated that there is no approved training wage at the moment.

Add Instructor Training Wage - \$11.50 on Appendix B.1. and \$12.00 on Appendix B.2.

Lifeguards transferring from other pools are only eligible for a \$1.00 per hour premium after successful completion of their training from the Director of Aquatics Operations.

b.) Pool Rental Rates

Discussion of the rental rates for the pool began with President Frangello-Anderson giving explanation of the recommendations made by the Programming Committee, including new rates, hours of usage, cancellation and refund policies, booking fees, and group sizes. Director Simpson gave detailed answers to operational questions. Commissioner Zaputil recommended increasing the proposed rental rates for Swim Meets to \$350 for Tukwila residents and \$450 for non-residents. Discussion clarified that the Swim Meet rate is for a two-hour block of time.

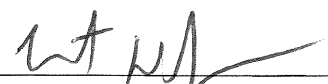
Tukwila Pool Rental Rates – Effective January 1, 2018						
Program	Resident	Resident Proposed	Increase	Non-Resident	Non-Resident Proposed	Increase
Booking Fee, for parties		\$25.00			\$25.00	
1 to 25 – Party	\$110.00	\$125.00	\$15.00	\$135.00	\$150.00	\$15.00
26 to 50 – Party	\$135.00	\$165.00	\$30.00	\$170.00	\$190.00	\$20.00
51 to 75 – Group	\$170.00	\$205.00	\$35.00	\$205.00	\$230.00	\$25.00
76 to 100 – Group		\$250.00			\$275.00	
Deep End Only, per hour	\$62.00	\$72.00	\$10.00	\$72.00	\$120.00	\$48.00
Single Lap Lane, per hour	\$11.00	\$12.00	\$1.00	\$18.00	\$20.00	\$2.00
Swim Meet Rate (up to 2 hours)		\$350.00			\$450.00	

For Parties, no refunds if cancelled less than seven (7) days prior to date of party reservation.

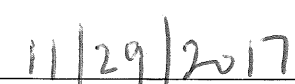
COMMISSIONER ZAPUTIL MOVED TO ADOPT THE PROPOSED RENTAL RATES FOR 2018, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

4. ADJOURNMENT

MOVED COMMISSIONER GENGLER TO ADJOURN, COMMISSIONER ZAPUTIL SECONDED. MOTION CARRIED (3-0). The meeting adjourned at 8:35 p.m.



 Christine Neuffer, Clerk of the Board of Commissioners



 Date: