

**Minutes of the January 16, 2018 Molalla Aquatic District Regular Board of Directors Meeting,
6:30 p.m., Molalla Aquatic Center, Molalla, Oregon, Approved 1/23/18**

1) Call to Order, Roll Call, Adjustments to Agenda

1.1 Chair Paula Beck called the meeting to order at 6:31 p.m. Board members Claire Ferlan and Marilyn Bloch were present. Board members Teresa Steinbock and Neal Lucht were absent. Community members Melissa Georgesen, Artemy Ivanov and Corinne Oster attended. Adjustments to agenda: Safety and Accident Policy was added as 3.2 under 3) Consent Calendar and Minutes; Action Plan was moved to 6.3 under 6) Committee Reports and Updates.

2) Public Comment

Molalla High School's Share the Love committee members, Artemy Ivanov and Corinne Oster, presented a request for the use of Molalla Pool for a cardboard boat race on Feb. 14, 2018 from 2:30 to 5:30 p.m. Oster said Share the Love will be responsible for clean-up after the event. Ivanov explained that Share the Love is a years long event started by faculty advisor Dr. Zenisek to raise money for a local family in need. Last year \$65,000 was raised. The race is part of competition among nearly 30 home room classes at the high school. Students make the boats and race in them with paddles.

Swim team coach Georgesen said that lifeguards are needed, and that swim team lifeguards will volunteer in addition to Georgesen.

Motion: A motion to give Share the Love permission to use the Molalla Pool on Feb. 14, 2018 from 2:30 to 5:30 p.m. was made by Bloch and seconded by Ferlan. Vote: Ferlan—yes, Bloch—yes, Beck—yes. Passed.

Georgesen, swim team coach, reported on a pool pump problem. At the swim meet on Saturday, it was discovered that the sump pump was off. The pool pump flooded and shut down. The sump pump was turned on and Coach Georgesen notified the athletic director and the facilities supervisor. On Monday, the pool pump broke. Anderson Co. replaced the pump, and, during the 1-16-18 board meeting, the electrician hooked it up.

3) Consent Calendar, Minutes

3.1 Approval of the Minutes of January 9, 2018 was postponed by consent.

3.2 Safety and Accident Policy—Beck. The Safety and Accident Policy was read.

Resolution 18-1: Establishing a Safety and Accident Policy was approved with a motion from Ferlan and a second from Bloch. Vote—yes: Ferlan, Bloch, Buck, no: 0. Passed. (Attachment 1)

4) Old Business

4.1 Discussion of GASB 54—Beck. The Proposed GASB 54 Policy was read. It was determined that explanation of definitions is needed. Postponed until next week's meeting.

4.2 Discussion of the Addition of Crime Coverage to the Liability Policy—Beck. \$75,000 crime coverage has been added to the policy. This will be increased as needed.

5) *New Business*

5.1 Discussion of membership in Oregon Recreation and Parks Association. Georgesen explained that ORPA is a resource for comparison charges for various services Oregon pools provide, in addition to providing focus groups on various aspects of operating a public swimming pool. Ferlan, observing that membership in ORPA is a networking tool and a prudent business practice, moved that Molalla Aquatic District join the Oregon Recreation and Parks Association, and Bloch seconded. Vote: Yes: Ferlan, Bloch, Beck; No: 0. Passed.

Focus Groups Sign-up with ORPA: Ferlan: Programming Interests & Rec. Sports, County & Outdoor Maintenance, and Maintenance & Construction. Bloch: Older Adult Resources (OAR) and Aquatic. Beck: Administration, Aquatic, and OAR.

5.2 Discussion of Account Transfers from MRSD to MAD—Beck.

Accounts will be transferred from MRSD to MAD on February 1. The \$50,000 authorized from MRSD from the city settlement fund is forthcoming.

MCC's proposed donation of a reader board for the Pool: the required permission from MRSD has been issued from Mr. Gill. Monroe of FOMP will verify that this is sufficient.

6) *Committee Reports and Updates*

6.1 Treasurer's Report—Ferlan. Ferlan proposed signing up for photos of checks from our Columbia Bank account. The board concurred.

6.2 Contract Negotiation Committee—Beck. We have the contract from the attorney. Committee member Cruthers leaves for vacation soon. Lucht and Beck will finish up.

Georgesen requests for her contract: a cell phone allowance of \$50/month, a severance/buy-out package to help slow down any hasty firing-without-cause decision the board might make, and two weeks paid vacation.

6.3 Action Plan—Bloch. Background check: no reports, all clear. Shall we activate the Paychex payroll service? Georgesen will wait for a wage determination. She had a question about a clock-in-clock-out service. Bloch will inquire.

7) *Written Communication*--Bloch

SDAO News and Risk Management Review—2 copies.

8) *Director's Remarks*: holding the place for a director

9) *President's Remarks, Action Items, Items for Next Meeting*

Action Items:

Ferlan and Georgesen will sign MAD up for membership in Oregon Recreation and Parks Association and request focus groups for board members present.

High School swim team coach Georgesen will open up for the 7 p.m. Jan. 22 annual meeting of the Friends of Molalla Pool and the 2:30 p.m., Feb. 14 Share the Love boat races fundraiser and will recruit volunteer swim team lifeguards.

Ferlan will sign up for check photo service for our Columbia Bank account.

Beck and Lucht will conclude a contract offer document and present it to prospective Molalla aquatic director: Georgesen

Bloch will inquire about the cost of a clock-in-clock-out service with Paychex.

Items for next meeting's agenda:

Discussion/approval of GASB 54 Policy

10) For the Good of the District: no comments

11) Upcoming Meetings:

January 22, 2018 Friends of Molalla Pool Annual Meeting, 7:00 p.m.

January 23, 2018 Molalla Aquatic District Regular Board Meeting, 7:00 p.m.

January 30, 2018 Molalla Aquatic District Regular Board Meeting, 6:30 p.m.

12) Adjournment:

Ferlan moved and Bloch seconded to adjourn. Vote: Yes—Ferlan, Bloch, Beck. Passed at 8:45 p.m.

Submitted, Marilyn Bloch, Molalla Aquatic District Board Secretary

Attachment 1: Resolution 18-1--Safety and Accident Policy

SAFETY AND ACCIDENT POLICY

(1) **Policy Statement.** It is a District policy that every employee is entitled to a safe and healthful place to work.

For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the District's safety and accident policy. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor. For example, employees shall:

- Use the safety equipment that has been provided for use;
- Not operate equipment while under the influence of medication, including prescribed medication, other drugs, or alcohol, without a doctor's written approval;
- Operate only the equipment they have been trained to use;
- Report dangerous or unsafe conditions observed at work;
- Warn co-workers and management of unsafe conditions or practices, and heed warnings of co-workers or District Manager;
- Refrain from horseplay at all times.

(2) Safety Committee and Safety Meetings. Pursuant to Oregon Administrative Rules (OAR) 437-001-0765, the District shall establish a standing Safety Committee approved by the District Manager, consisting of at least one District-appointed employee representative and at least one volunteer employee representative. The Committee may be of any size, but may not consist of fewer than two people. Members shall serve for one-year terms. There is no limit to the number of terms an employee may serve.

Any District employee may serve on the Safety Committee. If everyone on the committee agrees, the majority of members may be employee volunteers, but the majority may not be District-appointed employees. Employees may volunteer individually, or may elect an employee to represent them. Safety Committee members should represent the major activities of the District.

The Safety Committee shall agree on a chairperson, and shall meet during work hours at least monthly, but is not required to meet during the month when a quarterly inspection is held. A Safety Committee member may attend by teleconference when necessary.

The primary duties of the Safety Committee are as follows:

- Develop procedures for conducting workplace safety and health inspections that include where the inspections are conducted, who conducts them, and how often. Inspections must be held at least quarterly. The person(s) doing the inspection must be trained in hazard identification, but is/are not required to be a member of the Safety Committee.
- Establish a procedure for reviewing inspection reports and making recommendations to management to ensure that any hazards are corrected.
- Evaluate all accident and incident investigations and recommend how to prevent them

from happening again.

- Evaluate how management holds employees accountable for working safely and recommend ways to strengthen accountability. [Examples include evaluating the effectiveness of safety incentives, disciplinary policies, and employee participation in identifying hazards.]
- Establish a system for employees to report hazards to management and suggest how to correct hazards.
- Keep written minutes of all meetings that provide the following:
 - ✓ Meeting date
 - ✓ Attendees' names
 - ✓ Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices
 - ✓ Recommendations for correcting hazards and reasonable deadlines for management to respond
 - ✓ Name of the person who will follow up on the recommendations
 - ✓ All other committee reports, evaluations, and recommendations

Minutes may be kept on standardized forms as provided in the OSHA Guide to Safety Committees and Safety Meetings, <http://osha.oregon.gov/OSHApubs/0989.pdf>. Meeting records must be maintained for at least three (3) years.

Safety Committee meeting minutes shall be made available for all employees to review.

(3) Employee Safety Meetings. At the District Manager's discretion, the District may convene monthly Employee Safety Meetings and require all employees to attend. The purpose of the Employee Safety Meeting is to discuss employees' concerns about workplace safety or health conditions, accident investigations, causes, and suggested corrective measures.

Employee Safety Meetings are not a substitute for, nor held in lieu of, Safety Committee meetings.

(4) Unsafe Conditions. Every employee is responsible for safety as a specific job assignment. Employees shall report immediately any unsafe or hazardous condition directly to a supervisor, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible. (Please see Safety Checklist)

The District Manager shall frequently review the need for implementing safety practices, policy, or procedures warranted by hazards. Each accident and “near miss” is cause for review. A copy of the District’s Safety Policy shall be provided to all employees. The need for periodic training shall be considered and arranged, as determined by the District Manager.

Any employee who identifies a condition that could pose a hazard to employees or to the general public, shall:

- Safely eliminate the hazard, and obtain necessary assistance
- Safely control the hazard by enclosure or guard

- Employ avoidance procedures

- Use personal protective equipment as appropriate.

(5) Accident Reporting. Accidents involving the District must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the District Manager. If the District Manager is involved in an accident, a report must be submitted as soon as possible, but no later than 24 hours after the occurrence, to the Board Chair or Vice Chair.

Vehicular Accidents. Accidents involving District owned vehicles or personal vehicles being operated on District business must also be reported to a police agency for investigation. Any accident resulting in personal injuries or death must be reported immediately to the District Manager.

Other Accidents. Accidents involving damage to equipment or property, or resulting in personal injury or illness, must be reported to District Manager. The District Manager will determine the need for further investigation.

(6) Employee Injury Report. The District Manager should be notified as soon as possible of any accident involving personal injury to an employee, however minor. Failure to report accidents can result in a violation of conditions of insurance coverage and state laws, leading to difficulties in processing insurance and benefit claims. Injured workers must complete a Worker's Compensation Report form (Report of Injury Form) and submit it as soon as possible to the District Manager. All injuries or illness that may be covered must be reported within 24 hours. The District Manager will provide advice and assistance to any person filling out a Workers' Compensation Report.

If an injury results in the death of an employee, the District Manager shall notify the Chair or Vice Chair immediately. The District Manager shall also notify Workers' Compensation and the District's insurance carrier by phone within eight (8) hours of the incident. If the injury results in death of the District Manager, the Shift Supervisor will follow this procedure.

The appropriate entries shall be made in the OSHA 300 Report log for *all injuries*.

(7) Workers’ Compensation Insurance. Employees injured on the job may be entitled to

benefits under the state workers' compensation law. The District carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

(8) Return-to-Work Policy. If the District has 20 or fewer employees both at the time of employee injury and at the time of employee's request to return to work, the District has no obligation to reinstate the employee.

An employee who wishes to return to work following time off due to an on-the-job injury shall comply with the following procedures:

1. All requests to return to work must be made in writing, dated, and signed by the employee.
2. All requests must be accompanied by a dated, written release signed by the attending physician, clearly specifying whether the employee is released for his/her former job or is restricted in any way. The District may offer alternative duties to accommodate an injury.
3. Requests to return to work must be made no later than the seventh (7th) calendar day following the date of the physician's signature on the written release. Unless the District Manager or Board determines that extenuating circumstances exist, failure to make a timely request according to these procedures terminates the employee's right to reinstatement or reemployment.
4. Requests to return to work may be brought in personally or mailed to the District, to the attention of the District Manager. Requests brought in personally will be deemed made the date on which the written request is given to the District. Mailed requests will be deemed made on the date of receipt. All requests will be date stamped upon receipt.
5. If a suitable job is not available at the time of the request, the employee must contact the District Manager in person or by telephone once a week to renew the request. If a period of 10 days elapses without such a contact, the employee will be considered to have abandoned his/her right to be returned to work.
6. All job offers will be made by telephone. It is employee's obligation to provide a current telephone number to the District.
7. If the employee is offered a suitable position in response to his/her request to return to work and the employee declines the offer, the employee will be considered to have voluntarily terminated her or her employment and abandoned the right to reinstatement or reemployment.

(9) Hazardous Chemicals List. The District Manager, or his or her designee, shall be responsible for identifying any chemicals that qualify as "hazardous chemicals" under OSHA requirements, and for ensuring that appropriate procedures are followed for storage and use of such chemicals. The District will maintain a Safety Data Sheet book in compliance with OSHA requirements.

