

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, March 22, 2016

Commissioners attending: Lu-Ann Branch, Karen Gardner, Scott Harvey, Bob McMahon, Doug Ostrom.

Staff attending: Jason Acosta, Elaine Ott, Robin Thomas

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call to order & agenda review	The meeting was called to order at 7:00 PM by Karen Gardner. Karen reviewed the agenda. She highlighted the items that she thought were of particular importance.	
Public Comment	Capt. Joe: Ruth English passed over the weekend. She was one of the founding members of the Keepers. Ruth became a stalwart after Royal passed. There will be a recognition later.	
February Financial Report	<p>Elaine: We are discussing the cash flow only on a quarterly basis. This was an instruction from Scott at the last meeting.</p> <p>Scott: We will see how things are tracking.</p> <p>Karen: I want to see cash flow at every meeting.</p> <p>Eric: Lodging will average out over time. Sometimes people pay up front.</p> <p>Elaine: We tend to look at forecast trends. There are timing issues. For example, insurance was paid early. And Kit needed IT assistance earlier than expected. Future months would be adjusted.</p> <p>Scott: We have always paid insurance later.</p> <p>Elaine: This time they wanted it in February.</p> <p>Scott: I don't think that we should run out of money.</p> <p>Karen: We ended last year with 110K and a TAN balance. What happened? That would show on a cash flow statement.</p> <p>Elaine: We had 90K at the end of the year. I said at the last meeting that we needed the cash flow statement every month. I look at it every single day.</p> <p>Karen: We need the cash flow statement.</p> <p>Elaine: We are tracking on time.</p> <p>Scott: Renew the TAN in the fall.</p> <p>Elaine: No, we have to have the TAN before then. We will end the year at 75K</p> <p>Karen: I need one place I can go to where I can see what is happening. What about the fields?</p> <p>Elaine: Do you want to see a breakdown of the items?</p> <p>Karen: I want to see what is happening with the fields. In total. I want to see what the fields</p>	

	<p>cost us. Lu-Ann: All the fields? Karen: VES. Elaine: See the folded long spread sheet in your handouts. It has all the maintenance expenses by park and facility. Karen: It doesn't say maintenance anywhere. Elaine: I will put that in- an oversight. See the category of VES. If we want that to be on here as a stand-alone, we will have to redo the spreadsheet. The debt bond is its own category. Karen: I keep looking at this and I always have questions. Elaine: We got the bill from the consulting group. It is on the list. I have a full accounting from VES. Scott has pointed out the things I would have pointed out. Extraordinary expenses—trees that had to be taken care of. Also a Wingeaven oil tank is burbling oil. Jason: We reported it to the Department of Ecology. The soil was not a problem. They should have capped the tank or removed it when they removed the house. Water was coming into it. It was diesel fuel. We removed contaminated soil and disposed of it properly. Lu-Ann: What was the cost? Jason: We did all the labor. They just picked up the waste. It's all clay there, that is what saved us. Mary: Were there trees at Paradise that had to be cut down? Jason: Yes, plus Burton Acres. \$700. Paradise was 1,100k. He gave us a break. Mary: Tim Lafferty was in charge of maintenance, we told him there were trees in danger. He took out the stalls instead. Jason: It will have to be in next year's budget. We have used AA Woods. Ed Palmer used to have a tree cutting service. We will cut back on program service. Karen: I can give you names, licensed and bonded.</p>	
<p>2016 Goals and Priorities</p>	<p>Karen: Liability is the most important thing. Lu-Ann: Are we going to get cash flow every month? What are Board requirements? Scott: Financial information that this Board finds important. Doug: it seems <i>ad hoc</i>. Bob: The lead is Scott's committee. The main thing is it will be easy to produce. We can tweak the spreadsheets. What are the priorities for maintenance? Lu-Ann: That's good for smaller reporting, but should we have basic stuff, a documented process. Scott: We will have cash flow every month. Bob: Updating board and process. We are already doing that. Lu-Ann: Planning committee is Karen and you? Bob: Yes. Karen: We are talking about Board policies.</p>	

Elaine: I sent about 10 policies. What do we want to do?

Karen: We will bring a package to the Board. I am also updating our policies according to King County regulations. There is a policy on fiscal responsibility, code of ethics, conflict of interest. We need to add to existing policies.

Elaine: There are currently three sections of policies. HR, Board and Admin. There are about 40 admin, 25-30 employee and probably about the same number of Board policies. Some need to be done ASAP.

Bob: We talked about core role responsibilities. We didn't get very far at the retreat. In some cases we don't have a process. Long term policy: survey, benchmarking, strategic planning.

Scott: The State gives a precast in the fall. The long range plan will tie in with financial information.

Bob: The pool engineering policy is on the way. We need to determine the future of Tramp Harbor dock. Build community engagement.

Karen: Sometimes we are reactive, rather than proactive. We need a plan for that. Community Relations team – it would be good if you drew up a plan.

Elaine: We need to do lots of plans.

Karen: Our staff is underpaid. I don't know how much we can afford to give in raises. The comparables were sent to us so we could look at what money we have available.

Elaine: I sent you all a very comprehensive survey of all positions. We will talk about it in Executive Session.

Lu-Ann: How is it different from what we have done in the past?

Elaine: It is more comprehensive.

Bob: It is a fairness issue.

Lu-Ann: Is this a different angle?

Karen: For our purposes, this is something we want to discuss.

Bob: There are some maintenance issues that could be better done by volunteers.

Karen: I am happy to get things started. I asked Elaine what were some potential areas that would be good for volunteers. The one that stuck out was Ober, in terms of being able to paint the building.

Lu-Ann: Is this connecting to the volunteers we already have?

Karen: Who knows?

Bob: I don't remember the volunteer groups, maybe the equestrian group.

Karen: It may be worthwhile to talk to the school. I wasn't thinking so much as Paradise, but some things that we identify like maybe the playground.

Jason: If you are looking at a specific playground, this playground was done by volunteers. People will come out. I don't know if you will find people to paint the Ober building. There will be rotten wood.

Lu-Ann: If there was a mechanism, maybe in 2-3 years.

Elaine: All of this was in the deferred maintenance plan.

Lu-Ann: The volunteer program, we don't have a volunteer base, only at certain parks.

	<p>Truman: There are a lot of volunteer projects.</p> <p>Karen: I will initiate Friends of the Parks in the Summer.</p> <p>Capt. Joe: This is to mend the problems of the last 5 years.</p> <p>Truman: Friends of the Parks cannot be organized by you.</p> <p>Bob: We understand that. Any questions?</p> <p>Scott: Good job.</p> <p>Karen: There will be due dates.</p> <p>Lu-Ann: The falling off is if we lose track of this.</p> <p>Scott: This is an agenda for agendas.</p> <p>Bob: We have subcommittees that will be reporting on this.</p> <p>Karen: We will be in touch with committees with due dates.</p>	
<p>Board Committees</p>	<p>Karen: This is a final draft. I don't think there is anything surprising here.</p> <p>Lu-Ann: Where have we landed on taking on various parks?</p> <p>Scott: The original list was not comprehensive.</p> <p>Elaine: You want a list from me? I sent you guys a list. BARC was the only one not on the list.</p> <p>Bob: Some parks have no user group.</p> <p>Lu-Ann: Where are we on that?</p> <p>Karen: My initial strawman was that you were going to talk to Doug about the Commons.</p> <p>Lu-Ann: We never talked about the different pieces.</p> <p>Bob: Let's put it on the agenda.</p> <p>Truman: There is no such thing as the parks department – it is the park district.</p> <p>Doug: Sometimes documents refer to Vashon Park District for all official use.</p> <p>Lu-Ann: We fit in a class in WA state districts.</p>	<p>Agenda Item</p>
<p>Lodging Rental Rates</p>	<p>Scott: I had a great meeting with Elaine and Eric. We could make incremental rate increases through peak season. Off season we could do a group rate, try to fill those up with specials. The other thing is to change charges regarding weddings. Maybe adjusting revenues in Fern Cove to drive traffic. Pt. Robinson is the only venue that is self-funding. Some improvement could include public restrooms. Pursuant to the rules, he can't independently do this; it has to go through the Board.</p> <p>Truman: Caution. You are a government entity; you have to be very careful as to not compete with private entities on the Island. You can't undercut anyone.</p> <p>Scott: No. But yes, as it refers to specials. We want to be good neighbors.</p> <p>Truman: With the 2 for 1, you can't do it.</p> <p>Scott: Pt. Robinson is \$230 per night?</p> <p>Elaine: See my handout.</p> <p>Scott: I MOVE THAT WE ACCEPT THE NEW RATE SCHEDULE.</p> <p>Doug: SECOND</p>	<p>MOTION, SECOND TO</p>

	<p>Bob: How have you, Elaine, been involved?</p> <p>Elaine: I agree with this.</p> <p>Eric: I am concerned about crossing the line.</p> <p>Lu-Ann: When were the fees reviewed?</p> <p>Eric: Some time ago. I inherited the fee schedule.</p> <p>Capt. Joe: We can't undercut. We have to make it reasonable for Island people. Everything we earn has to be turned back into the park. Originally, I was not in favor of it. I was wrong. Eric did a great job. It is an operation that functions. If he says this is fair, then I would accept it. We should not get ourselves into trouble, like Truman says. We have to comply with statute.</p> <p>Karen: We are voting on the proposal without the 40% discount.</p> <p>Scott: We won't get that much benefit this year.</p> <p>Eric: 6 -9 % on users. That's why I suggested that we watch the rate increase.</p> <p>Scott: Accept the amendment without the 40%.</p> <p>Elaine: Legally I have a problem with it.</p> <p>Capt. Joe: The way we build up our vacancy rate is by customer satisfaction. Some come every year. So long as the fee schedule is at the right level, then it is up to all of us to find the right outlets. What we charge is secondary.</p> <p>Bob: We would like to have higher occupancy rates.</p> <p>Lu-Ann: It seems like it is increasing. How do you know?</p> <p>Eric: I searched VRBO. We are all undercutting each other.</p>	<p>ACCEPT THE NEW RATE SCHEDULE. 16-12 Agenda Item</p>
<p>Commons Discussion</p>	<p>Elaine: Karen asked me to explain the purpose of the Commons. It is simple. It makes public resources available to the community after school. There is an inter-local agreement that outlines the use of the School District's facilities. It is negotiated by the Commons Committee (Elaine, Michael Soltman, Jason, Dave Wilke, a board member from each, and a member at large). The 100K is arbitrary. I did a comprehensive analysis of boots on the ground. It really came very close to the 100K. It augments their maintenance costs, use of rooms after school hours and on weekends.</p> <p>Truman: The way it came about was they passed a bond issue for facilities. It was for access to school facilities, but they didn't know how to do it. So we did it.</p> <p>Elaine: We charge for use of their facilities.</p> <p>Bob: How much revenue comes out of their facilities?</p> <p>Scott: We lose.</p> <p>Elaine: We have a ¾ time position. Robin is combination access and scheduling. She works the most hours, Saturday thru Tuesday. There are two people who work the other days.</p> <p>Karen: Is this a win-win?</p> <p>Doug: Not for the Park District, but for the School District.</p> <p>Scott: Is it up in 2017? This year it is what it is. In 2017, we should rethink this. This ties in with user fees.</p>	

	<p>Karen: I wonder if we should add this to our list?</p> <p>Elaine: You have to give notice 90 days.</p> <p>Doug: It was renewed last year by default.</p> <p>Karen: We won't do that this year. Work out the alternatives.</p> <p>Scott: I will go over Elaine's numbers again.</p> <p>Truman: What we did was to see if we were close. The win is the community. Because of the agreement, the community wins. It is a nice way. It is a win to the community.</p> <p>Scott: We were flush then. Maybe it is time for a re-discussion.</p> <p>Doug: The fees that we set for the facility seem remarkably low. Are we risking backlash from the community if we raise rates?</p> <p>Lu-Ann: The thing about the Commons is that it provides a lot to the community. Paying 100K is uncomplicated for us.</p> <p>Karen: We need to look at it.</p> <p>Scott: It is all part of the financial plan.</p> <p>Doug: We should select somebody to serve on this committee.</p> <p>Jason: We haven't had a meeting in two years.</p> <p>Elaine: We had one last year.</p>	
<p>Property Presentation</p>	<p>Karen: I asked Elaine for a complete list of properties. I think that we need to sell some. We need to examine each one. I realize that someone in the past spent a lot of time acquiring them.</p> <p>Elaine: I color-coded the list. Violet is King County properties that were given to us. We would need consent from King County to sell. Green items came through grants. I think it is the old RCO's. White ones are leases or restricted agreements/leases. Yellow are ones that could be sold. Some you don't want to get rid of. Some we are in partnership with the Land Trust. Ridge Road property is weird. There are maps. The Hager property is weird. It is right next to a King County natural area. The primary reason that you would want to get rid of them is liability. It costs us 6K per year total for surface water management. Strictly water. Lost Lake is odd. It is boat access only. The Land Trust has an interest in it and Spring Beach. They might be useful to the Land Trust. Equestrians keep a trail open for Lost Lake. It is just below Inspiration Point. It is beautiful.</p> <p>Karen: We might want to give it to them. We aren't making decisions here.</p> <p>Elaine: The ones you want to get rid of are all of the next yellow items that say "general".</p> <p>Scott: It is great to get rid of liability. The Kayak facility. The proceeds should go into the facility budget. It should not be for spending. We could eliminate access that we have already bought. Let's pay off that debt.</p> <p>Mary: These are mostly pieces that people do not want and do not want to pay taxes on. If they could have sold them to neighbors they would have.</p> <p>Scott: It's the difference between tax donations and what we could get.</p> <p>Mary: Things have changed. At one point it could have been a prime piece. By today's</p>	

	<p>standards there could be no septic. That piece became a struggle. Karen: Why do we have property that use to belong to the Yacht Club? Truman: We have had that for a long time. We have agreements with the Land Trust on many pieces. See the agreement. Karen: What I want to do is have Elaine investigating what it would take to sell these. Elaine: Advertise and take bids. Bob: Don't we want to know if it is worth doing? Lu-Ann: Getting a real estate agent has been discussed. Emma Amiad got many pieces for us. Doug: Why did she want to acquire it? Karen: Elaine, how do you feel about getting a real estate agent to assess the property? Elaine: Yes. I don't know what you want first-- an assessment or surplus. Scott: If it is worth our while, then we could get you to sell it. Elaine: Can you use a realtor? You have to auction them off. Truman: The only thing you can do is to find out what they are worth. Lu-Ann: Do the RCW's allow us to use a real estate agent? Scott: Would you volunteer to look at this? We would appreciate your professional opinion? Capt. Joe: Lost Lake has an appraised value of over ½ million. The objective was to take it out of possible development. I live around there. The County used money to take it out of possible development. The County is cleaning out old structures and maybe the County would be interested in taking it back. Elaine: Spring Beach as well. I can't report on this by the next meeting. Scott: The end of April, first of May? Doug: Spring beach. Might be able to do something about that. A lot of these pieces could be like that. Karen: This would contribute to the community. Doug: You can walk to it in low tide.</p>	<p>Elaine</p>
<p>Staff Reports</p>	<p>1) Pool Bids Elaine: The valves and boiler tank was put it out to bid. We pulled it, because we feel Jason can do some work on the valves. The acid containment room did not receive any bids. CYA, it is all good. I instructed Scott (Bonney) to get three bids and we will get it done. Orb architects are the people you want evaluating our particular pool. Their references are other parks. In terms of the price, we were told that we would not get squat with 15K. A more comprehensive report would be more like 25K. We have not negotiated price because I wanted to talk to you first. It will probably be more like 30K. I feel that I need Board approval. Karen: We need to fix the pool. Scott: We can rely on rec's. Karen: Could they say priorities? This has to do with safety and liability.</p>	

Elaine: We anticipate a 7-year plan. We'll see. We did have them do the first site review yesterday. 5K. They had 3-4 guys there.

Karen: If we could sell some of this property.

Elaine: Their general comments were that the boiler is OK. It is terribly inefficient. At a minimum, it needs to be serviced. What we pulled was the bladder. Scott has to change it often. Their assessment is that it is working fine, the boiler is the problem.

Lu-Ann: It drains. Our big problem is all the piping and valves. Jason can keep it functioning for now. There is a lot of rust. Likely recommendation: full replacement.

Electrical is not in great shape.

Bob: This will bring it back to a fully functional pool seasonal?

Elaine: Yes.

2) Community Survey RFP

Elaine: The RFP went out. One bid looks fantastic.

3) Community Service Area Plan

Elaine: A Community Service Plan will update the town plan. The committee is formed, but I will tag along.

Karen: It would be nice if Tom Dean would ask you what your input would be.

4) Paradise Ridge Donation Property

Elaine: She will not return my call.

Karen: I walked it. Kate said that we had a constructive easement.

Doug: The road is not part of our property.

Jason: We have to be careful, these are new owners. We had access because a tree crushed the fence. The fence has been fixed. The old owners didn't really have a problem with it. They didn't want the liability.

Jason: I would be worried about the perception.

Elaine: Me, too.

Karen: Why are we talking about it?

Bob: I agree.

Doug: It's really close to Paradise.

Scott: We don't have access to it.

Bob: Do the equestrians want it?

Mary: Our Master Plan addressed safer access to the park. You can't park on the road.

Scott: Feasibility?

Elaine: They would put a covenant on it.

Karen: It belongs to the Land Trust?

Elaine: No, it is private.

Doug: Will they donate it to us?

	<p>Elaine: What is the next step?</p> <p>Karen: We don't want to alienate the community.</p> <p>Mary: We have pretty good relationships with the neighbors.</p> <p>Karen: Can we address their objections?</p> <p>Elaine: I can't get a response.</p> <p>Karen: Write a letter.</p> <p>Mary: Do they know that the neighbors are thinking of donating property to the it?</p> <p>Doug: It might seem too complicated.</p>		
Executive Session	Performance Review		
Adjourn	The meeting was adjourned at 8:40 PM.		
Next Meeting	April 12, 2016, 7:00 PM		

Respectfully submitted by:
Mary Reeves