

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, March 8, 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	Karen called the meeting to order at 7:00 PM. She reviewed the agenda.	
Public Comment	<p>Hilary: The RFP for the community survey was excellent.</p> <p>Capt. Joe: Any response to the pool bids? Elaine: Not a one. Neither the two bids nor the RFQ.</p> <p>Capt. Joe: We had a great event with a Montessori group from off island. This year, there will be double the number. What about the easement? Elaine: No answer back.</p> <p>Doug: What about Wingehaven? Elaine: Nothing yet.</p>	
Accounts Payable Authorized Signatures	<p>Elaine: When I was hired, one of my first assignments was to become a signer on the accounts. Upon updating the signers with the new board, I found out that the vouchers written since the last meeting must be approved by the board.</p> <p>Scott: So MOVED.</p> <p>Lu-Ann: So then will you provide vouchers every meeting? Elaine: Yes. I sent you the vouchers.</p> <p>Doug: Do you mean the impressed account also? Elaine: Yes.</p> <p>Bob: So we are approving everything on these pages? Elaine: Yes.</p> <p>Karen: What would happen if we didn't? Elaine: You have to do it every meeting; that is the law. You have appointed me as the appointed auditing officer. If not for that, three board members would have to come in and sign the vouchers. The next piece is for the backup signers: I have assigned Scott and Karen. The chair has to sign one form. I have the RCW that drives what I am talking about. It has to be</p>	<p>MOTION TO HAVE THE BOARD APPROVE VOUCHERS AT EVERY MEETING. SECOND. VOTE: 5-0 IN FAVOR OF MOTION. 16-09</p>

	<p>accompanied with a resolution. I recommend that we suspend the rules and get this done. Bob: I read about surety and bonding. Elaine: Each must have a surety bond for signers. There is a business down the street that can do this. I am appointed, not elected. It will cost \$175 for me. The other piece we need is a policy that explains our invoice procedures. It is a new policy. It just reviews how we do this. I approve all bills. Jason, Eric and Scott Bonney approve their bills. I review everything and talk to the managers. Then it goes to Scott for approval. Kit then sends to King County. After month end closes, the Board will get everything to approve. If for any reason you disapprove a voucher after the fact, we will put it back on the books as a receivable. I think that is the most efficient way to do it. Karen: Makes sense. Lu-Ann: Why have we paid all this money for a bond? Elaine: We did not have a resolution last time. Scott: Given the findings from the last two audits, this paperwork was not important. Elaine: They do random inspections. I have been through one audit. They pick the stuff that they know or are interested in. This is the year that we are getting our policies together. Lu-Ann: They did talk to us about a checking detail. We had to have a list of every check. Doug: SECOND. VOTE: 5-0 IN FAVOR. Capt. Joe: The checks that are actually written are on a King County account. All of this is a stream of necessary policy. Elaine: Please suspend the rules for the auditor. Scott: I MOVE TO APPROVE THE AUDITING OFFICER RESOLUTION. Bob: SECOND. Scott: I MOVE TO SUSPEND THE RULES. Bob: SECOND. VOTE: 5-0 TO SUSPEND THE RULES. VOTE: 5-0 TO PASS AUDITING OFFICER RESOLUTION. The Board members signed the resolution.</p>	<p>MOTION, SECOND, TO APPROVE THE AUDITING OFFICER RESOLUTION. VOTE: 5-0 IN FAVOR. 16-10</p> <p>MOTION, SECOND, TO SUSPEND THE RULES. VOTE: 5-0 IN FAVOR. 16-11</p>
Treasurer Financial Report Reformatting	<p>Elaine: At the last meeting, I presented the reformatting request from Scott. We discussed the issue of putting pool operating under Jason. All management centers do have stand alone cost centers. If we have pool under maintenance, it gets muddy. Jason: You are putting pool maintenance under me? Am I supposed to take over? Right now, Scott Bonney does all this. Scott: Everybody has a breakdown by facility; therefore, there is no conflict. We are not doing away with it. My logic is in support for the pool -- it will never pay for itself. It looks like we are losing money. Everybody will be responsible for his maintenance. I am not suggesting that Scott's duties be transferred to Jason.</p>	

Elaine: The pool could be represented as a subclass of maintenance, like Lisabuela. On the cash flow statement, that increases the Maintenance budget to 540K. It is not broken out. Quite frankly, my issue is it muddies the waters.

Scott: If it is detrimental to the pool, I will go with the majority

Bob: Anytime you combine things, you lose visibility. The other thing is that I would appreciate it very much that the format not be changed from one meeting to another. Please don't change without a thorough explanation.

Scott: This is a new format. I don't want to see cash flow. It does not provide a comparison. The cash flow statement is not nearly as important as the new document I designed.

Elaine: I did present the new document at the last meeting.

Karen: I liked it.

Jason: The new document is not useful at this time. There are timing issues. It is not tracking numbers that will be useful until later on.

Scott: So it is an inaccurate cash flow report.

Elaine: Your report has some value, but I believe that the cash flow is more important.

Scott: I disagree. We have no idea whether it was a good or bad month. It is important for historical value.

Elaine: Keep in mind that it was a very different budget last year. I would caution against comparing year to year, because we made different choices for reasons that were relevant then.

Scott: I disagree.

Elaine: The cash flow statement is actual through the closed month end with future months reflecting the forecast.

Doug: When we know about a situation that differs from the forecast, what do we do?

Elaine: We talk about it.

Lu-Ann: The cash flow is a changing document.

Elaine: The forecast changes all the time.

Bob: So it is a living document.

Elaine: Yes. I have always prepared a budget to actual. It was more meant to be a working document.

Karen: I would like to see what Scott is doing for transparency. We do need a working document.

Bob: I don't like combining pool operating with maintenance.

Scott: I think it is important. I don't understand.

Bob: Maybe we look at both.

Elaine: I can't do both.

Bob: I don't want to make your job harder.

Elaine: I can only do one. It is too much work. We need to do one or the other.

Lu-Ann: There is more transparency representing costs alone.

Elaine: Combining pool operating with maintenance, you would not see the pool on the big spread sheet. I would not be tracking it to its own budget. It would be lumped into Jason's

	<p>budget. It can be shown as a stand-alone on the P&L. If you want to know specifics, they are there. The question is, is it important to discuss how the pool is doing on a month-to-month basis?</p> <p>Bob: That is a mistake.</p> <p>Lu-Ann: I don't think that that is what we want.</p> <p>Jason: It needs to be stand-alone. Maintenance rarely goes to the pool. I have control over my own budget. I won't with the pool.</p> <p>Karen: It sound like there is a lot of pushback.</p> <p>Lu-Ann: I want the cash flow.</p> <p>Elaine: I have to have the cash flow.</p> <p>Karen: We should keep the cash flow.</p> <p>Scott: The cash flow could be quarterly.</p> <p>Bob: P&L is as important as cash flow.</p>	
<p>Subcommittee Outline Reports</p>	<p>Scott: We need to do away with the TAN.</p>	
<p>Board Assignments to User Groups</p>	<p>Karen: I put out strawmen as tentative assignments. I feel this is important for strategic planning.</p> <p>Doug: Assigning commissioners could establish too close a relationship. I think we should focus on everybody going to user group meetings. We would rotate. The groups are different. I think that we need to think broadly.</p> <p>Bob: I see this as two different things. One is commissioners taking responsibility for certain parks - to be aware of what is going on in those parks. Then there are parks with strong user groups. If we have a commissioner of the week attending user group meetings, noone is going to know what is going on. I think that we could drive user groups crazy, all asking the same questions repeatedly. It is the in between stuff that gets a little murkier. I am in favor of taking responsibility for a park and being knowledgeable about several select entities.</p> <p>Scott: The whole point is informational. It would be contrary to proper intent to champion anything. I will communicate with a group and find out what is important to them.</p> <p>Karen: Everybody learns about each user group – that's what I liked about Doug's idea. Maybe we could be assigned for a period of time. I was shocked about the condition of Wingehaven. Some parks just don't get attention. This Board will not turn into the old boards. When we leave, do we want the new Board members to inherit something that has been put into place? Are we setting a precedent? The person who comes in is slotted in.</p> <p>Scott: I don't see a conflict. We are assigned on an annual basis; we rotate.</p> <p>Bob: At Board meetings, we should provide reports.</p> <p>Lu-Ann: I have been involved at the Village Green, and I suggested to VIGA that they come and make a presentation. To keep me informed of what they come up with, then it is up to me to</p>	

	<p>say when it is time to come to the Board. Orphans like Wingehaven -- there is an argument to be made as to whether or not we will continue to subsidize them. We don't have to support all the orphans.</p> <p>Karen: Let's look at this. Regardless of who is assigned, we tend to want user consensus. I will work with Elaine on this.</p>	
<p>Comment about Commons</p>	<p>Karen: Two people contacted me about having a community group meeting. To get the whole Island involved. Additionally, there are some people who would give us a lot of money.</p> <p>Elaine: You are describing a "Friends of the Parks." There is a formal structure – called a Foundation. They are a 501c(3). They gift money to the Park District.</p> <p>Scott: Use the survey to find out interest.</p> <p>Lu-Ann: I wanted to do that 6 years ago, but people said we should defer to the user groups.</p> <p>Doug: Such an organization could come up with entirely new ideas. Often donors like to have concrete things.</p> <p>Karen: I think it would be for capitol projects. I am interested in the relationship between us and the Commons.</p>	
<p>Community Survey RFP</p>	<p>Elaine: I have written the RFP. Consultants will submit a proposal.</p> <p>Scott: If we get a lot, we could interview all.</p> <p>Bob: I suggest there needs to be an interview process.</p> <p>Elaine: I propose we have a committee. Two commissioners and me.</p> <p>Karen: I would like to be one of those.</p> <p>Bob: So would I.</p> <p>Scott: Ideas of what to do could come from the last survey.</p> <p>Elaine: Are the dates OK? I may put this out tomorrow.</p> <p>Doug: Does the potential contractor know that we will release the results to the public?</p> <p>Elaine: That is expected. There would be a formal presentation made to the whole Board at an open public meeting.</p> <p>Bob: You just want us to read up on your proposal?</p>	
<p>Adjourn</p>	<p>Scott: I MOVE WE ADJOURN.</p> <p>Doug: SECOND.</p> <p>Vote: 5-0</p> <p>The meeting was adjourned at 8:40 PM.</p>	<p>MOTION, SECOND, TO ADJOURN. VOTE: 5-0 IN FAVOR.</p>
<p>Next Meeting</p>	<p>March 22, 2016, 7:00 PM</p>	

Respectfully submitted by:
Mary Reeves