

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, June 28, 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 by Karen Gardner at 7:00 PM. Karen reviewed the agenda.	
Public Comment	<p>Barb McMahon: The quality of water at the pool is good. Also, there was a drowning elsewhere in Washington recently, a 13 year-old fell into a falls. The child didn't know how to swim. Everybody should know how to swim.</p> <p>Cici: What is going on here with the schools and their desire for athletics. We have shared to support activity ties. Ask them if they want a year around pool. There is an opportunity here. They choose to support some sports and not others. Participation is going down around the country. A swimming pool is something that everybody could use.</p> <p>Karen: A hope of the survey is how they feel about the pool.</p> <p>Elaine: Our consultant includes three pieces in the survey. In September, he is doing a school piece.</p> <p>Lu-Ann: We could find out that we missed this one.</p> <p>Cici: Who decided that swimming was not a part of the curriculum?</p> <p>Bob: In order to do it they need a year-around pool.</p> <p>Cici: They make cost choices.</p> <p>Lu-Ann: One board member told me that if VPD didn't support the pool, they would like to see it filled in.</p> <p>Scott: We have time. They are moving small on purpose.</p> <p>Doug: I thought I heard that on Vashon sports are increasing.</p> <p>Elaine: The use of facilities is increasing.</p> <p>Capt. Joe: What about the drain valves for the pool?</p> <p>Elaine: We are strategizing on this.</p> <p>Capt. Joe: We had a simple wedding at Pt. Robinson. I did a lighthouse tour</p>	

	today with a Spokane garden group. Many had not seen a lighthouse before.	
May Minutes and Vouchers, Preliminary June Vouchers	<p>Scott: I MOVE we accept the minutes and vouchers.</p> <p>Lu-Ann: A part of the verbiage is cut off in the minutes.</p> <p>Karen: It looks fine on the computer.</p> <p>Elaine: It is a PDF. I will make sure it is not cut off.</p> <p>Bob: SECOND.</p> <p>VOTE: 5-0 in favor.</p>	<p>MOTION, SECOND TO ACCEPT MAY MINUTES AND VOUCHERS, JUNE VOUCHERS.</p> <p>VOTE: 5-0 IN FAVOR</p>
May Financial Report	<p>Elaine: Doug requested certain changes and I made them. I moved 3,300 from Jason’s budget to admin. I apportioned it to pool and admin. It is a nightmare to track and needed a dedicated person. Kit manages the cashier.</p> <p>Lu-Ann: It sounds like a good step.</p> <p>Elaine: Admin is tight. Maintenance – Jason is ahead in cash flow. I believe that it is overstated.</p> <p>Scott: I got 12k under on salaries.</p> <p>Elaine: The timing has not been accounted for. Projected has not been worked out. Maintenance actual is high.</p> <p>Jason: Some things haven’t happened yet, like top dressing (10K). I haven’t had time to get it done. There are other projects that haven’t happened yet. I think some material is actually going into the column for general supplies.</p> <p>Elaine: Caution: there are going to be timing differences. Things often get put off.</p> <p>Scott: It should be truing up. Where is the other maintenance 10k?</p> <p>Elaine: Jason and I have not had a chance to go over this yet. Commons is ahead 5,700k. We are saving on staff. I over-budgeted Robin’s healthcare. Revenue is 5K down for the pool wages. I asked Scott to be more careful. Revenue is down.</p> <p>Scott: See year to date for the pool.</p> <p>Bob: Some numbers are left out.</p> <p>Elaine: It is copying and pasting. It is grueling work. Apologies.</p> <p>Cici: Revenue at the pool is weather dependent.</p> <p>Elaine: We opened in June and since then it has been rainy and cool.</p> <p>Karen: Why so much cut and paste?</p> <p>Elaine: This is a spread sheet. It doesn’t pull numbers. I have pulled formulas. Next year will still be the same.</p> <p>Lu-Ann: Can’t we use software apps?</p>	

	<p>Karen: I can help with that.</p> <p>Elaine: Pool CIP projected ahead 17K. Revenue is tracking high. Eric puts in extra time. Staffing is a challenge.</p> <p>Scott: We are projected 8K over.</p> <p>Elaine: It is a timing issue. It is a cash flow issue.</p> <p>Scott: I am looking at Pt. Robinson budget to actual. I see we have 8K in expenses from last year. Year to date is what I am looking at. We are 10k over budget. I can't understand the expense increases. If we are ahead, how can we be behind?</p> <p>Elaine: I am not following you at all.</p> <p>Scott: We have gone from 77k, so my point is that if Pt. Robinson is ahead by 10-K, they shouldn't cost us.</p> <p>Elaine: Cash flow changes; the budget does not.</p> <p>Scott: Fern Cove wages are an additional cost; we are up 25% from last year. Why is it more expensive this year? (Extensive discussion ensued.)</p> <p>Cici: It could take longer to clean the units and a variety of reasons.</p> <p>Elaine: Fern Cove may be requiring more housekeeping. I will look into it.</p> <p>Capt. Joe: Some maintenance is performed by the Keepers and we charge against Jason only when we have to. It is a significant savings for us. We don't use Jason unless we have to.</p> <p>Jason: If I send a guy down to do work, their wages get added to Pt. Robinson. Materials can get added in, too.</p>	Elaine	
TAN Renewal	<p>Elaine: The TAN was paid off in May. It is time to reapply. Will need it in August. I have an appointment with the Banner Bank guy to get paperwork together. Our TAN is 250k. We will need it again next year.</p> <p>Doug: I thought we couldn't get a TAN?</p> <p>Scott: I disagree with Elaine; we don't need a TAN.</p> <p>Elaine: We will be off by 100k.</p>		
Hospital District	<p>Elaine: I sent the board an e-mail about hospital districts.</p> <p>Lu-Ann: Who's in the bucket? I thought it was all the junior taxing districts.</p> <p>Elaine: 1% of 1k of assessed property value. Of the \$10, the State takes \$3.60. Another bucket is 50cents. The senior taxing district is King County (KC), general and roads. They are currently not taking the full amount. The rest of the bucket goes to junior taxing districts. \$5.90 includes KC roads. Roads are maxed out. Junior taxing districts include fire, library, and hospital. We fall in that bucket. All are equal. If \$5.90 affects what they get, they have to pro-ration it. They are at the top of the pecking order. Our situation is fire and library. A couple of tiers</p>		

	<p>down is cemetery. Park and recreation is at the bottom of the pecking order. Four junior taxing districts are on the Island. We are at 50 cents per thousand. If a hospital district comes into play, they want 50 cents per thousand. If a hospital district comes to be, they take 11cents per thousand from us. The Fire District has not been talking about this. Fire districts want to lift the lid. We will get bumped and they will take 80% of our money. The good news is we all need to be on the same page. Why don't we all sit down and talk about it? The Hospital District has same idea. On Thursday morning this meeting is happening.</p> <p>Karen: We may not go as a Hospital District at all. Sen Nelson has stepped in.</p> <p>Scott: They only need 25 cents.</p> <p>Karen: They can't find anyone who wants to come here. Two clinics are interested. They serve the indigent. They are the UW and Swedish.</p> <p>Cici: We have a long history of disagreeing when we agree.</p> <p>Karen: I will go to the meeting.</p> <p>Elaine: We don't know if the Hospital District will be on the agenda. I will go to the meeting.</p> <p>Capt. Joe: I understand that three groups are working on it.</p>		
<p>Maintenance Structure</p>	<p>Jason: we hired a new maintenance person. We have been in a reactionary maintenance position. We are starting to build our staff. We have 4 full time staffers; each has 2-3 parks. What are our maintenance standards? I created them a couple of years ago. I came to the Board and they allowed me to bring in another person. I need guidance as to what you see as our parks standards.</p> <p>Karen: We have come up with levels of standards. We have three levels. You can take a look at it. We can talk about which parks you want to be what level. Part of this will come out of the survey. You have to look at each park from a liability perspective.</p> <p>Bob: We recommended a level 3 park would be locked and barricaded. Wingehaven is a great example. It is steep; what is the liability? Is it dangerous.</p> <p>Elaine: Our attorney and insurance company both say that our signage gets us off the hook.</p>		
<p>Board Policies</p>	<p>Karen: What is the process we want for determining the policies? The RCW's go in as they are written. Then are the policies that come from us benchmarking other districts and CAPRA. There are some we will need to discuss in detail. We can give 20 minutes per board meeting or we can have a separate meeting.</p> <p>Scott: I prefer to do it in meetings.</p> <p>Lu-Ann: I agree. It will help us focus. We have known it needed to be done for 10 years.</p>		

	<p>Karen: At the next board meeting we will tackle three.</p> <p>Bob: We should know which ones they are before we come to the meeting.</p>	Elaine	
Subcommittee Reports	<p>Karen: Planning. We are beginning to flush out a strategic plan. Some issues will rely on the survey.</p> <p>Lu-Ann: Community relations. We put things on hold until the survey.</p> <p>Elaine: At the next meeting, we should talk about 1100 Strategic Plan.</p> <p>Scott: Finance committee is doing great. I am waiting for the survey. I am just waiting for more information.</p> <p>Jason: What does it cost for materials? About 3,500k through Lowes. The contractor will not sell us materials. You can only take 1/3 of the height of grass at each cut. You can't ignore sand based fields. You have to be on top of the fields.</p>		
Executive Session – Real Estate	Susan Loftland cannot make it tonight.		
Adjourn	<p>Lu-Ann: I MOVE that we adjourn.</p> <p>Scott: SECOND.</p> <p>VOTE: 5-0 IN FAVOR.</p>	<p>MOTION, SECOND TO ADJOURN.</p> <p>VOTE: 5-0 IN FAVOR.</p>	
Next Meeting	July 12, 2016, 7:00 PM		

Respectfully submitted by:
Mary Reeves