

# VASHON PARK DISTRICT BOARD OF COMMISSIONERS

## MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

**DATE: Tuesday, November 28, 2017**

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

Staff attending: Elaine Ott-Rocheford, Jason Acosta.

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
<b>Call to order &amp; agenda review</b>	The meeting was called to order by Karen. Karen reviewed the agenda.	
<b>Public Comment</b>	Captain Joe: Two things: I booked Quarters A for a meeting this afternoon. The people had never been and were impressed with the Quarters and the pricing. They made a commitment to stay, which happens when people get to go inside. This Sunday is the Open House for Pt Robinson. I make homemade chili every year. The lighthouse santa will be there. Starts at noon until 4:00. We open both houses so people can see what a great place it is to come and stay.	
<b>BARC Cement Pump Track</b>	<p>Marco: We are continuing with our proposal. I have a proposal for you to look at with an aerial view.</p> <p>Karen: I looked at the videos.</p> <p>Scott: I noticed that nobody had a helmet on.</p> <p>Marco: We will work with Grindline on the design.</p> <p>Grindline: I looked at the park. BARC Stewards have their act together.</p> <p>Elaine: Grindline did the bowl. They are very reputable and do high quality work.</p> <p>LuAnn: I did research. I did not see that you do pump tracks.</p> <p>Grindline: We are currently working on a huge park in Texas with pump tracks, skate bowls, etc specifically for bikes. We have partnered with another company who does this. They are word renowned bike track designers.</p> <p>LuAnn: Why should we use you? There are other companies who just do pump tracks.</p> <p>Grindline: We are local but world renowned.</p> <p>Marco: We will be the first in Washington to have a cement pump track.</p> <p>Karen: Don't we have to put this out to bid?</p> <p>Elaine: Not if we do not fund the project in any way. We cannot comingle funds. If BARC pays for it, they can choose their own contractor.</p> <p>Karen: We have a motion on the table. <b>“Scott: I move we accept the BARC Cement Pump Track proposal with all costs covered by a grant or BARC fundraised and no work started until all funds are in place beforehand. Doug: Second.”</b></p> <p>Elaine: I personally think we should see engineering drawings prior to starting. Grindline, will</p>	

	<p>you provide drawings? Grindline: Yes. Elaine: I want to add the caveat to the motion that we fully vet the engineering drawings prior to them starting and also be made aware of the permitting process. Grindline: Permitting will be similar to the bowl – Clearing and Grading permit. Doug: With the skate park, I thought there were some last minute costs. Would you cover those costs? Marco: Yes, we would have to. Judith: It is common to build in a 10% contingency, and we will do that with our fundraising. Elaine: And you have the blessing of all the BARC Stewards? Marco: Yes, everyone is excited about this. I will be the BARC representative handling this project. LuAnn: How complex is this relative to the bowl? Grindline: Much less complex. It is above ground. The dirt and gravel is already there. Karen: I need an amendment to the motion. Scott: I'll let Elaine do the wording. Elaine: I would add <b>"no work started until engineering designs and permits have been fully vetted by the Park District."</b> <b>Passed 5 – 0.</b> Elaine: While the School District approved the master plan for the park, and the pump track is in the master plan, as a courtesy, I feel we should check in with the School District just to make sure they are okay with this. It may be they will require a presentation.</p>	<p><b>Motion: I move we accept the BARC Cement Pump Track proposal with all costs covered by a grant or BARC fundraised and no work started until all funds are in place beforehand and until engineering designs and permits have been fully vetted by the Park District. Passed 5 – 0.</b></p>
<p><b>Board Votes</b></p>	<p><u>Board Votes:</u> <b>1) Scott: I move to accept Doug's resolution concerning the conditions for VES Lights grant. Doug: Second.</b> Lu-Ann: Can you read the resolution again? Elaine: "We welcome the proposal of the soccer/lacrosse users groups to request a grant to supply VES fields with lights. The lights will be installed on a VPD facility and as such VPD has an interest that the lights reflect community values and that the lights do not impose a financial burden on VPD. The user groups are responsible for all costs associated with the procurement of the lights including match amounts and possible bids in excess of the grant amount. The user groups are also responsible for all incremental costs in connection with the lights including but not limited to increased energy costs, maintenance costs, vandalism repair and eventual replacement. These costs will be determined by VPD staff with input from the user groups.</p>	<p><b>I move to accept Doug's resolution concerning the conditions for VES Lights grant. Passed 5 – 0.</b></p>

The VPD board will assess the appropriateness of the user groups plans regarding the lights with regard to aesthetics, light pollution, durability, and maintenance costs. VPD board will approve or disapprove of the user group plan.  
The user groups agree to negotiate with VPD appropriate hours of lighting use, taking account of neighbor and community concerns.  
The VPD board will make a decision whether to accept the grant if offered based on these factors.”

**Passed 5 – 0.**

**2) Bob: I move we accept the Dog Policy as amended adding “Ball Field” to Agren. Lu-Ann: Second.**

LuAnn: One small change – it’s not “guide dog,” it should be “service dog.”

Elaine: Consider it done.

Jason: My guys aren’t rangers. If people aren’t obeying the rules, do you want my guys calling the cops? You can have rules all you want, but how do you want them enforced?

LuAnn: Can’t you just talk to them first?

Jason: Of course we do, but sometimes they get belligerent.

Bob: If someone is breaking rules, an identified park person can reasonably explain the rules. It would be a respectful approach – not yelling at them. If it continues, they can be singled out and dealt with accordingly.

Jason: My guys don’t like confrontation. But signs should help.

Karen: The county has just put up big signs. At least you can point to the sign. Dog walkers recognize things are changing.

Jason: What about that portion of Agren to turn into a dog park? It would take very little.

Scott: There are trails through it now.

Jason: The trail would go around it.

Karen: We talked about not having the Park District be responsible for a dog park, but rather have it be pursued through the County.

LuAnn: It’s important to have the community support it and have a sense of ownership. The interested dog people should own it.

Karen: That is what Callie said she was going to do.

**Passed 5 – 0.**

**3) Scott: I move to accept Resolution 17-35 and Ordinance 2152 as presented. Doug: Second.**

Elaine: This is the requirement of the county that you must formally accept the amount you

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	are requesting for our levy. It's a formality. <b>Passed 5 – 0.</b>		
<b>11.14.17 Minutes; September Vouchers; 11.10.17 – 11.20.17 Preliminary Vouchers</b>	<b>Scott: I move we accept the minutes and vouchers as presented. Doug: Second. Passed 5 – 0.</b>	<b>I move we accept the minutes and vouchers as presented. Passed 5 – 0.</b>	
<b>September Financial Report</b>	<p>Elaine: Levy dollars are actually ahead \$7400 from budget year to date.</p> <p><u>Admin</u> – under budget \$32k:  a) due to Kit's departure accounting for \$20k.  b) professional fees – over by about \$3k due to the atty we hired for lease/Interlocal review.  c) Printing/copies – should land \$4k under budget due to the new printer lease.  d) Telephone – under \$3k due to the disbursements to relative cost centers.</p> <p><u>Maintenance</u> – coming in \$13k under budget.  a) Revenue is down \$5k. Working on usage data relative to last year to determine why.  b) Wages will land \$6k under budget. No particular reason why – every month is about \$500 under budget.  c) Payroll taxes will land \$8k over budget this year due to skyrocketing L&amp;I due to a former employee still collecting from an injury. We are paying \$3.00/hr per maintenance employee compared to \$.29 for admin staff. It will come down in 2018, since we are wrapping up 5 years paying on this.  d) Materials – will land \$21k under budget. Only chose to do one topdressing this year.  e) Extraordinary maintenance – under \$4k – didn't use (what about VES?)  f) Outside Service – will land \$3k under due to only one topdressing.  g) Utilities – just timing. Should be close.  h) Vehicle Maintenance – should land about \$6k over budget due to repairs.</p> <p><u>Commons</u> – tight to budget other than the \$25k Interlocal savings. On B2A, the \$75k payment was made in October.</p> <p><u>Programs</u> – Tight to budget. Has been Concerts in the Park only; added Ski School, and just learned today we will have made \$2500. Not sure yet when costs will hit; likely carry-over into 2018.</p> <p><u>Pool – Summer</u> – under budget \$5700:  a) Revenue down \$5k due to the boiler closure.  b) Offset by supplies \$5k under budget and utilities \$5k under budget.</p> <p><u>Pool – Winter</u> – should land \$6k under budget. No charges through September, but I will start charging part of Scott Bonney, supplies, and utilities to this budget starting in October; Kelly and staff in December; revenue in December? Winter season starts in October.</p> <p><u>Pt Rob</u> – Pretty much at budget (\$1500 under)</p>		

	<p>a) Revenue – should land \$5k over budget.  b) Wages – should land \$6k over budget due to Eric charging Pt Rob for more time than Fern Cove.  c) All else is odds and ends.</p> <p><u>Fern Cove</u> - \$59k over budget.  <u>Pool CIP</u> – After the grant reimbursement and insurance, we will land \$25k over budget due to pool lighting, acid wash, extra engineering work. Also fixed the broken front doors for \$2k.  <u>RFA/Other</u> – ahead \$89k due to the property sale and \$14k in donations.</p> <p>Ending the year with an operating reserve of \$166k and \$284k in the bank.</p> <p>Captain Joe: From this side of the Grand Canyon, well done. This is a huge difference from where we were 3 years ago.</p>		
<p><b>Pool</b></p>	<p>Elaine:  1) Last meeting the board asked about either bringing in hydro-g or partially fill pool due to pool pop. Scott was going to fill the pool over the weekend, but the hydrant water was filthy, so they have to drain the hydrants first. Too, they need more fire hose from VIFR (working on it). Likely Tuesday/Wednesday.</p> <p>Bob: Scott seems awfully relaxed about the possibility of pool pop!  Elaine: No, he is very concerned. He is working hard to get some water in that pool.</p> <p>2) DOH approved the plan Monday. After the dome is up, they will do their final inspection on the 11<sup>th</sup>.</p> <p>3) Last boiler valve fixed 11/22. Initial test done. Broke shaft – fixing Wednesday. Need to balance and set all flow devices, water chemistry.</p> <p>4) Dome arrived 11/22. The plan is to erect it the weekend of the 4<sup>th</sup>-5<sup>th</sup>. Potential for the Seals to start swimming on the 12<sup>th</sup>, then do a public grand opening first of the year. Kelly is working frantically to lock in staff. Air locks, blowers, pvc piping, lights, and more. Week out.</p> <p>Doug: Has Kelly had trouble securing staff?  Elaine: She has some possibilities lined up, but nothing can be set in stone until we know our go-live date.</p> <p>5) The in-pool lights are all working (well, one in the shallow end is not, but that’s okay). However, the Electrical inspector came in today to inspect lights for the operating permit. We are out of code, and he will not approve. His supervisor will come in to trouble-shoot alternatives. No idea when or at what cost.</p> <p>Jason: Back in the 1970s, they didn’t do any grounding. The lights are like a giant lightning rod. Now that we have fixed the lights, we have to be in compliance.  Elaine: We don’t know the costs.  Doug: This is just non-compliance. We would have to do it anyway.  Elaine: Oh, no, it is very much because of the Dome.  Scott: Like in any remodel, when you change something you have to bring it up to code.  Karen: At least the wiring is above ground.</p>		

	<p>Jason: They had to cut into the concrete to get to the wiring. They can't fix that until the electrical is signed off. We may have to replace conduit.</p> <p>Karen: If we have to bring it up to code, it seems to be our responsibility. The Seals wouldn't pay for this.</p> <p>Bob: We aren't expecting them to pay for it?</p> <p>Elaine: So far, you have approved that we pay \$10k toward the lights.</p> <p>Bob: So the lights are not being paid for by the Seals, and any additional cost paid by us? The Seals never agreed to pay for this.</p> <p>Elaine: It's up to you guys.</p> <p>Jason: I thought I understood that anything related to the Bubble would be paid for by the Seals. We wouldn't be fixing the lights if not for the Bubble.</p> <p>Scott: That's the way I understood it. They would cover incremental costs of doing the project. There are the items the VISD wanted (the low flow items); the Seals were going to pay for that. But this is a new cost associated with this.</p> <p>Bob: Are there any waivers or grand-fathering in associated with this?</p> <p>Elaine: I don't know. Sure, we will check that out.</p>		
<p><b>Community Survey</b></p>	<p>Scott: I have been disappointed, as a board we have not appropriately responded to the community survey in our strategic plan. The two highest priorities have been ignored, and this concerns me. I commend Elaine for finding every darned grant that is out there. I think the Board would agree we can't grant our way though all the deferred maintenance. The only way to address all is through a bond. We have had great transparency and improved cash flow. But what I hear about the survey is that it was a waste of \$30k. We can't point to anything that we have done. The two highest priorities were restrooms and programs. I am pleased with the overall 2018 budget. It is reasonable. But we don't have money for programs. We might think about dedicating some of the capital budget for a restroom.</p> <p>Bob: Aren't we going to go for a grant for the restrooms?</p> <p>Elaine: We have a grant for the VES restroom!</p> <p>Scott: We need lots of restrooms for all our facilities. We have no significant money for programs.</p> <p>Bob: You're saying we don't have money in the budget for programming?</p> <p>Scott: Right. <b>I have a motion: I move that the 2019 Park District budget increase spending to support recreational programs by no less than \$100,000, with users to contribute to the additional cost at a level consistent with the information received from the 2016 Community Survey.</b> Depending on who the program is for, it would determine how much we subsidize. The consensus was that users would pay between 30 – 40% for a regular program. Seniors pay 25%. I want us this year to start thinking of what the community wants and put a placeholder for 2019. <b>Doug: Second.</b></p> <p>Karen: So that's over deferred maintenance?</p> <p>Scott: Yes. We are responding to what the community wants. Shows good faith and will put us</p>	<p><b>Scott:</b>  <b>I move that the 2019 Park District budget increase spending to support recreational programs by no less than \$100,000, with users to contribute to the additional cost at a level consistent with</b></p>	

	<p>in a better position for getting a bond passed.  LuAnn: Are you committing future funds to programs?  Scott: Yes.  Doug: When it comes time to do the 2019 budget, this forces us to remember this and not simply respond to whatever issue is hot at the time.  Scott: I wanted to make sure this issue was out in front.  LuAnn: Why not find out what the community wants and figuring out how to fund it? Why choose a number of \$100k?  Scott: If by engaging the public, we can review what we have done in the past. Our largest demographic is over 65. We have no programs for seniors. Easy to reach out to them.  Elaine: I have said it is our plan to have an open house and ask the question. That is the starting point. You have to assess demand and willingness to pay. A lot of homework needs to be done We are embracing it.  Scott: But per this budget, the user would absorb 100%. Now we're thinking 25%. The main thing is that the funding is committed.  LuAnn: Why don't we let the public tell us? Why should we create programs that are pushed on the public?  Scott: We need to reach out. I agree. I just want the source of funding in place.</p>	<p><b>the information received from the 2016 Community Survey.</b>  <b>Doug: Second.</b></p>
<p><b>2018 Budget – Draft 2</b></p>	<p>Elaine: Based on our discussion last week, I made the following changes to the 1<sup>st</sup> draft budget, yielding a \$30k increase to the operating reserve:  1) Since we agreed capital projects would come out of the capital reserve, I moved the \$6k Pt Robinson fence replacement project there. Too, I removed \$3k from Maintenance and \$1k from Pt Rob's "Extraordinary Maintenance" budgets, since those budgets are for "surprise" capital fixes that should come out of the capital reserve if need be.  Captain Joe: The Keepers have appropriated \$2k for the fence project. That is part of our mission. This is where an active volunteer group works well for us.  2) When we spoke of the 5% fee increase at the last meeting, we seemed to be thinking only of facility use fees. A 5% increase across the board, to include the pool and lodgings, yields a \$14,000 increase. Both Scott Bonney and Eric Wyatt feel this is an appropriate increase in their respective areas.  3) I decreased the "general supply" budget in the "Pool – Summer" budget by \$3k, as the "Pool – Winter" budget will be picking up some of those purchases on the "wing months." Correspondingly, I increased the pool summer budget's seasonal staff wages by \$5800, as further consideration about May and September for the summer season will necessitate more staff hours. Overall, the summer pool budget is about \$5600 less than what we budgeted last year, irrespective of the winter season.  Scott: Why is it less?  Elaine: There is better spread from the winter budget.</p>	

	<p>LuAnn: So you are expecting the pool to lose \$73,000?</p> <p>Elaine: Yes. This year was \$79,000.</p> <p>4) Upon updating the 2017 cash flow and budget to actual, the Fern Cove septic bid lowered the 2017 operating reserve by \$9k, resulting in a \$9k decrease to the permanent and capital reserves for 2018, which, in turn, increased the operating reserve by \$9k. While this seems counter-intuitive at first glance, I was very conservative with “Prior Year Cash Carryover” in the first draft go-round and was less conservative in the 2<sup>nd</sup> draft go-round (meaning, I did not change the “Prior Year Cash Carryover” figure in both budgets which serves as a central figure in the operating reserve; the permanent and capital reserves, however, are outcomes of the prior year operating reserve and the current year’s excess funds remaining via the allowable allocation amount). If the actual “Prior Year Cash Carryover” is \$284,394 as my 2017 cash flow statement indicates, we will have \$35,000 in the operating reserve.</p> <p>Scott: Before the Board can vote on this, I think we need to get the pool lighting issue resolved. Either we ask the Seals to step up, or we decide to pay. You did an excellent job. I want to commend you on the retirement program situation. I think it is a reasonable proposal. You did a good job.</p> <p>Karen: At the next meeting we will vote to approve.</p> <p>Captain Joe: I have a question about Social Security. Are park districts exempt from social security?</p> <p>Elaine: No, but the District and the employees currently pay into it. With PERS, we have the option to not pay into SS. Staff has agreed to give that up in favor of PERS. Also giving up Edward Jones.</p> <p>Captain Joe: Is this the official budget meeting to have been announced to the public?</p> <p>Elaine: I have already done two public announcements in the Beachcomber for the last two meetings, since the budget was on both agendas. I will do another for the next meeting. We are required to do 2 public postings.</p> <p>Captain Joe: I will publicize the next one on my radio show.</p> <p>Doug: Are we having 2 December meetings?</p> <p>Karen: We won’t need 2 if we get the budget done next meeting.</p> <p>Karen: Before we adjourn, Abby, the young woman in the back, can you introduce yourself?</p> <p>Abby: Not young, just woman. I am 36. In 20 years, I will be an old woman.</p> <p>Elaine: Wait a minute!!!</p>	
<b>Adjourn</b>	<b>Adjourned 8:10 p.m.</b>	<b>MOTION, SECOND TO ADJOURN. VOTE: 5-0 IN FAVOR.</b>
<b>Next Meeting</b>	<b>December 12, 2017, 7:00 PM</b>	