

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm
 DATE: Tuesday, January 14, 2014

Commissioners attending: Bill Ameling, Scott Harvey, Doug Ostrom, Joe Wald
 Commissioners absent: Lu-Ann Branch
 Staff attending: Elaine Ott

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call to order & agenda review	The meeting was called to order at 7:05 PM by Joe Wald.	
Minutes	Doug: John Hopkins was not absent from the last board meeting, as he was not a commissioner at the time. Motion by Scott Harvey to amend minutes to amend this item and accept all else as written; seconded by Doug; passed 4-0.	
Public Comment		
Estimated Financial Report (Elaine Ott)	<p>Jason and Elaine will both not be at the next meeting.</p> <p>Lu-Ann asked that it be discussed to have one or two meetings each month going forward.</p> <p>Fourth Tues for sure, second Tues as a standby day for additional meeting.</p> <p>Scott: opposed to this at this time. Two meetings at least until we get a solid budget for the VES (fixed price contract). Can adjust meeting schedule then.</p> <p>Doug: if there isn't that much to do, the second meeting can be an educational meeting (how the park district works, etc.). Seems there is plenty to do, not a particularly good time to go to just one meeting.</p> <p>Bill: Natural for the fourth Tues as time to hear the financials, get work done and checked.</p> <p>Fourth Tues can be the official business meeting, second Tues for special topics.</p> <p>Scott: I like that idea particularly because the VES topic dominated in the past. Would like to get feedback on other topics.</p> <p>Bill: It will be your (Scott's) job to bring things up to the chair.</p> <p>Scott: management goals; maintenance, and more.</p> <p>Bill: are we going to meet again this month? Neither Elaine or Jason will be there. Next meeting could be the second Tues in Feb and send agenda items to Lu-Ann, and refrain from it being a business meeting, that will be the fourth Tues.</p> <p>Doug: So no business meeting this month?</p> <p>Scott: staff driven.</p> <p>Bill: business meeting</p> <p>Elaine: Second Tuesday in February will be business meeting; fourth Tuesday in January</p>	

will be December summary. Want to provide something in the way of financials tonight. Owe \$150k on TAN for Dec; all bills are paid; \$62k in bank.

Hillary: all bills paid in full?

Elaine: School district – instructed by treasurer to pay the net (\$47,800) and the difference will be paid when we arrive at a solid number.

Hillary: treasurer’s instruction?

Bill: Treasurer’s authorization is to return for discussion by board.

Hillary: questioned not paying the VSD amount in full.

Bill: not pertinent at this point.

Janet Quimby: Obligations to offset – isn’t that amending the contract with VSD?

Joe: Not amending the contract, the contract states we can amend.

Doug: VSD breaking contract?

Bill: no.

Scott: Soltman?

Elaine: Agreed, reviewing with his staff.

Scott: No angst about our position at this point?

Elaine: Some. They would have preferred we paid in full.

Bill: \$14m budget – how much angst can you have over \$2k?

Hillary: Principle

Bill: We didn’t say no permanently, Soltman and staff will work out and return to VPD.

Capt Joe: Public comment tonight?

Bill: Not on agenda.

Joe: requesting public comment? Elaine wrote up the agenda.

Capt Joe: Yes. Survey subject still alive.

Scott: Lu-Ann is still working on the survey results.

State Audit and Response

Elaine: State accountability and audit resulted in the two letters you have before you. Management letter does not require a response, just a recommendation for dev procedures for managing assets.

Bill: Letter is something we talked about with regards to our maintenance dept. Not required on the balance sheet to list assets. No equity except cash on balance sheet. We do not have a comprehensive asset inventory. I’d like to know the condition of the assets. That is needed for management, not financials. Goals for the year?

Elaine: Yes, we were given study material we are reading. Maintenance management plan will be valuable, does include condition of assets. It will take some time to put together.

Bill: Management letter is dead on.

Scott & Doug: I agree.

Scott: Is land included?

Bill: Yes. Hitchings, beach south of Spring Beach, Lost Lake, etc. Lots of properties. We picked up properties as abandoned. Northend boat ramp, no owner is recorded. We need comprehensive list of properties with conditions, limitations, liabilities, etc.
Bill: Elaine's response to audit.

Scott: Too much debt, this year same as last year. \$150k is not debt, it's Accounts Payable.

Bill: 2013 retired debt \$121k (bond payment). 2012 \$136k debt retired. The debt did not adversely affect the operation of the parks. Cleared \$300k out of administration.

Scott: I question whether the administration is sustainable. (Amt of time Elaine devotes to her position is excessive in my opinion, forced upon us by debt situation.)

Doug: 3.4% in 2011 to almost 24% in 2012.

Scott: It's not good management.

Bill: RCO offsets debt in 2013. Debt in 2013 was \$250k less than '10, because of retired debt.

Doug: We should look at these numbers together.

Bill: I would volunteer to help you.

Scott: That's not productive, it's defending a mistake. Some of us want to get the board out of debt. If some want to work together to develop a plan to get out of debt and be better going forward.

Bill: What are the official, true numbers as of 1/1/14? And then from there go forward.

Scott: My proposal: I'm not agreeing with letter, just saying they gave us some information and rewrote the auditor's final statement to develop plan without more debt.

Bill & Joe: I like yours better than hers.

Scott: If you set deadlines, things will get done.

Bill: Do you like Scott's version?

Joe: I do.

Doug: I do, but will add a sentence from Lu-Ann's. Major mistake in the numbers (trend is downward in debt for latest year).

Joe: Lu-Ann's last paragraph – call that a response.
Scott, Joe, Doug and Bill agree.

Hillary: VES restrooms – change the numbers for accuracy?
Scott clarified.

Hillary: Lights?

Elaine: It's apples to apples

Bill moved to accept with corrected numbers, Scott's paragraph + L-A's paragraph plus 23.8 2012 and 22.1 in 2013.

Scott seconded

Approved 4-0.

Elaine will send this out tomorrow.

Elaine: 1/21/14 9:30 a.m.: public meeting with 2+ commissioners for exit interview, at Ober

Park: (Doug will attend, possibly Lu-Ann.)
Elaine: VES total is incorrect. Auditor \$2.3m; total of all years, not just 2011 number. Real number is \$1.9m total money from three different analyses by Hillary, Marie, Joe & David.
Hillary: does not include interest; I included interest.
Elaine: He double counted prior years in total.
Hillary: interest on the debt needs to be included.
Elaine: For the audit purpose, his number is incorrect.
Bill: We paid \$10k for official audit for public, and it contains substantial errors and is unacceptable.
Doug: Fair to point out mistakes.
Scott: I agree.

VES Update

Elaine: VYBS (phase 1) \$15k received and deposited. VPD grant (phase 3) included \$100k, submitted final as built, will need to report in Prism but can not until inv 7-9 are received. They have moved us to priority #1 for next few weeks for invoice numbers 7-9. Once cash flow is done, will have better idea for all 2014.
2013 budget: pushing \$115k into January, over \$95k budgeted, \$102k actual expense.
Scott: Actual cash flow is accurate.
Elaine: Budget numbers for 2014: started compiling and met with engineering construction company owner to walk me through how to do this. Suggested I buy Sweets cost and construction book, asked Janet to help me.
Scott: Do you feel comfortable doing this, Elaine?
Elaine: I'm going to give it a shot and will let you know if I am not comfortable once I get into it.
Scott: I want you to speak up if you don't.
Elaine: I agree. I was not given an option to have another person help me on this.
Scott: I'd prefer to have a civil engineer in on the bidding process if you're not comfortable.
Elaine: I'd prefer that as well, but I will give it a shot. I have no context for this.
Scott: Beginning of 2013 183K on fields, by end of year \$254k. \$154 to knock it off. Smaller scope, but dollar amount is similar to last year, money well spent to (\$30-40k unallocated) have somebody do that, get a hard number and get the fields behind us.
Bill: The pattern in maintenance is if you don't know how to do it, ask for expertise (buy it). Maybe that will save money, maybe not.
Doug: Is the same person to develop what we have to do and
Elaine: list of what we have to do is clear (from County).
Doug: Why 183,200 vs 95k difference?
Scott: Grant money which we don't have.
Elaine: I'll dig in at some point and figure out what I need. I won't know until I try.
Joe: Let us know.

Elaine: Q raised at last meeting – RCO report income and spent only on field? Laura said no, it does not need to be reported or only spent on field, goes into general maintenance fund and used for any.

Board and Staff Reports

No reports from Scott, Doug, Bill.
Elaine: Not wanting to belabor management goals sheet; it's what will drive everything I do, it's the over riding goal: Pride Reinstated in Park District. I feel that from the staff's standpoint we're off to a great start. Ads in Beachcomber for accounts receiveables clerk, lodging manager, caretaker position. Capt Joe and I have interviewed for caretaker position and have hired someone to start next wed.
Bill: terms?
Elaine: He pays \$650/month in rent and he does \$200 worth of work including opening and closing, patrolling, being available for lodgers' questions. Position is a contractor. Also have been interviewing accounting clerks from a number of application submissions. Likely a good candidate will start Feb 1st. I will be interviewing candidates for lodging manager on Thurs 1/16. I'd like to thank Capt Joe for his input. He has been gracious and very helpful.
<applause> I would like to generally thank Capt Joe and the Keepers for the great work at Point Robinson.
Capt Joe: I appreciate the recognition.

Elaine: Construction notice at Agren has been established with a meter at the well (Dept of Ecology's noncompliance notice – we filed for all the right things in 1999, they sent us a note that they would get back to us – did in 2013 – now in compliance. Skate Park grant – BARC board and many hours on the bowl project, King County has extended permit on bowl. Nick Ranney of BARC is moving forward, will give report in February. Key piece is VPD has to front \$7500 which will be paid back by KC. Old board asked for presentation from BARC regarding cash flow in 2014 and how \$7500 will fit in.

Elaine: On my goal sheet: technology side – Marie and I have met with tech person to move out of cloud and into server – saves \$400/mo. Spent \$13,000 in 2013, will be down to about \$7,000 in 2014, \$5,000 per year going forward. This move also gives us more local control when our system goes down (less frustration as all data will be here). Also on IT front: Marie and I will learn Rec Pro facilities scheduling program along with the new accounts receiveables person so we're all on the same page (Rec Pro to Quick Books). Facilities scheduling software Rec Pro seems to be pretty good comparatively. Website is being redesigned by a volunteer, and FB page as discussed in 2013.

Board Elections

Discussion at retreat: motion for positions on the board? Nominate the slate as Lu-Ann as chair, Joe as vice chair, Doug as treasurer, Bill as secretary, Scott member at large. Moved:

Seconded: 4-0 passed.

Gay and Margaret Rosser: Would like to be on the agenda for the next meeting. When is it?

Joe: 2nd Tues of Feb.

Gay: Could we have time on agenda to discuss property parameters and issues on VES fields (included in some of the permitting paperwork as presented).

Bill: Court has ruled and made it final, and I don't wish to reopen discussion of it. Reopening?

Gay: Sorry Mr. Hackett gave you what he did. We'd like to bring forward some surveys and plans which were submitted for some drains to have been installed with inclusion of use of some private property.

Bill: This sounds like it might be a legal issue.

Gay: I can't determine that, but I think it's important for board to look at the paperwork.

Bill: Submit the paperwork to our director and legal dept and determine if it's appropriate for a public meeting before coming on the agenda.

Gay: Board is asking us to bring paperwork to Elaine and she'll get back to us.

Bill: She will disc and determine if it is a board or legal matter.

Hillary: could we hear from the chair please?

Joe: I personally don't have much to say to you, Gay. We've been talking about this for quite a while and have finally settled this. I can't think of anything I haven't seen already, I'm all for having it presented to Elaine and legal.

Gay: If that's what you as a board request, then that's what we will do. Thank you.

ADJOURN

Bill moved to adjourn meeting; Scott seconded; all in favor.
Gavel down and meeting adjourned at 8:15 pm

Minutes respectfully submitted by Emily Wigley.