

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, June 24, 2014

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

Staff attending: Jason Acosta, Elaine Ott

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call to order & agenda review	The meeting was called to order at 7:03 PM by Lu-Ann Branch. Lu-Ann reviewed the agenda.	
Public Comment	Capt. Joe: My comments are covered in the agenda.	
Park District History	<p>Ruth Anderson: Chapter Two. So there we were with the 34 acre Nike site. In 1984, people started attending meetings to discuss what the Nike site could be used for. We realized very early on that we needed a plan. We had no budget or levy. The community plan was adopted in 1981, and it was completed after a lot of community meetings. In the plan, the need was for more parks, a lid for the pool, a boat launch and a better trail system. We adopted the plan as our park district plan. This was a pre-requisite for a lot of things. It was for 6 to 10 years. We talked to the Bainbridge Park District a lot. We were advised to not fill in all the holes in the ground, that is, the Nike Site holes.</p> <p>Bill: In 1984 we had no money or staff.</p> <p>Ruth: It was a committee of 21. This Nike Site is now Paradise Ridge.</p>	
Low Tide Celebration	<p>Rayna Holtz: I was involved in those neighborhood meetings. (Rayna handed out a tide chart). The Tide Festival was on June 14, 2014. Our activities were on the beach. The shuttle bus was paid for out of our small Tide Festival account. The focus this year was on kids. We spent a lot of time figuring out all the activities for kids. Our numbers were down this year due to graduation conflicts. The Blue Heron canoe was there and gave rides to the kids. A number of naturalists volunteered their time. We had some funding from the Washington Environmental Council. The map is really from a tourist perspective. There were 14 booths. Mattie helped us develop a new project for the kids. In one game, we used hoola hoops stapled to the beach and assembled a color guide with a few basic rules. They were to identify anything they found in the hoop. We had lists of all the species on that part of the Island. We gave away little tattoos and low tide celebration pencils. A ribus is a word given to you in pictures. We would use the technique to spell out species names. We had walks up the Light House. Stories were told. It was a great day. Capt. Joe donated \$100 for supplies.</p>	

	<p>Capt. Joe: We will start planning for next year and we have a lot of support. Lu-Ann: I had a great time.</p>	
<p>Minutes/Finance Report</p>	<p>Bill excused himself from the rest of the meeting. Scott: I move the minutes from May 13, 2014 and May 27, 2014, be approved. Second VOTE: Unanimous.</p> <p><u>Finance Report.</u> Elaine: Unfortunately our router went out so I don't have final numbers for you. There are no surprises from my last report. The admin shortfall remains the result of the lodging insurance issue and so forth. Maintenance is positive due to increased revenue. Commons is showing positive. The pool is over 8k because of the pool cover. Lodging is showing a positive. I will provide a breakdown for Fern Cove. Fern Cove revenue is up 5.6%. Pt Robinson is up 45.6%. Profit down \$5k due to Eric's wages. We need to identify the break-even point. I hope to have a presentation for you soon. It will be a useful tool.</p> <p>Capt. Joe: The term "maintenance reserve" could be used instead of profits. Elaine: Skate overage represents the engineering fees. VES significant overage is the result of pushing work into next year. The David Foege money is intended to go for scholarships.</p>	<p>MINUTES FROM MAY 13 & May 27 APPROVED, UNANIMOUS VOTE</p>
<p>Finance Committee Report</p>	<p>Scott: I thank all the members of the Finance Committee. It is a two-year plan, not a budget. The plan was to make reasonable recommendations to be more fiscally responsible. I would like the Board to vote on this tonight. Elaine will have some direction. It is not totally comprehensive. We will probably not generate all the money we projected.</p> <p>Lu-Ann: This is the first time I have seen this.</p> <p>Scott: We shouldn't plan to continuously rely on a TAN. Two years from now, we should not have to rely on it at all.</p> <p>Bill: I MOVE that we give it to the auditors Doug: A number of us didn't get this until recently and we could benefit from time to review it. Bill: We would vote on it at the next meeting. Scott: Second. Scott: I would like to get this done by the 30th and present it to the auditors. I think that it is reasonable to wait and vote on it at our next meeting. Capt. Joe: It really is not a budget, just suggestions the Executive Director would be able to use as a starting point, if she wants. It may or may not be used in crafting the budget for 2015. The requirement for the audit requires a report back. I wanted to be on the committee because of the audit. It is a healthy thing. I wanted to make sure we fulfilled the requirements of the audit. I would like us to not have to borrow any more money. It became clear that to get through this year, we are going to have to borrow money someplace. If we can't borrow the money, then some of these ideas cannot be fulfilled. I urge the Board to adopt it.</p>	<p>MOTION TO GIVE THE FINANCE COMMITTEE PLAN TO THE AUDITORS. SECOND.</p> <p>VOTE NEXT MEETING</p>

Scott: Joe really drove this. I would amend the pages to change the words “budget” to “plan”.

Elaine: I didn’t see any obvious reductions in key areas.

Scott: I think an easy reduction is in Fern Cove. Other expenses may go up. What is noticeably missing are specifics on user fees.

Bill: One of the things that make this possible is that two years ago this month, when we dismissed our director, we went on this plan to redo the administration. We got rid of the high admin. expenses. The Park District became meaner and leaner.

Lu-Ann: We also cut programs, e.g., the ballet.

Bill: We didn’t cut anything. Some things went away by themselves. We knew three years ago we would be on beans and rice for a while. It’s been in the works. It is non-binding.

Doug: It may be non-binding, but it is a part of the public record. We don’t know what the world will be like two years from now.

Lu-Ann: One of the goals is to put money into the reserve. Did you do market validations of Fern Cove?

Bill: I wouldn’t worry about it.

Scott: None of this was arbitrary. I have talked to users about fees. I talked to Jason. We researched revenue. The numbers are best guess and as reliable as we could get.

Lu-Ann: How did you focus on long term rental on Fern Cove?

Scott: it was easy.

Bill: I would like to stress that none of this has been voted on. We don’t need to grind this out.

Lu-Ann: I am not interested in grinding this out. I just wasn’t at these meetings and I don’t know why you would focus on these specific things.

Capt. Joe: The time to focus on all these issues is later in the budget process. It is for the Executive Director and the Lodging Manager to nail specifics down. These can be looked at and recommended or not. This completes a valid requirement. In terms of this particular report, I am on board. These questions are valid for when we vote on these specifics.

Scott: You only need to focus on one thing: the budget. These are reasonable recommendations.

Lu-Ann: So I shouldn’t pay attention to long term projects and user fees. Are these just being thrown out?

Scott: These are reasonable recommendations. All these things are on the table.

Bill: They are not spit-ball ideas.

Scott: I didn’t really drill down.

Bill: These are assumptions.

Doug: Without revenue enhancers we would have serious problems. This is a way to get from A to Z. If we don’t find this route, we will have to find other routes.

Scott: We are not going to wait until November to start planning. Our November planning should be much easier because we did this. It is kind of like a FYI. These suggestions come

**MOTION
AMENDED**

	<p>from others too. Bill: it shows that it is possible to go from A to Z. Lu-Ann: I see, it's a validation of a concept. Capt. Joe: Thanks to Cici, we had really good notes. It was done in a very considered way. When we put the notices in the Beachcomber for the vacancies on the committee, we ended up with three commissioners. Lu-Ann: I appreciate the transparencies.</p>	
<p>Staff Reports * TAN * Skate Park * Point Robinson * Pool * VES * Concerts in the Park</p>	<p>TAN Elaine: I have heard nothing from U.S. Bank and Banner Bank. I have nothing to report on the TAN. I am not comfortable with that lack of communication.</p> <p>Skate Park Elaine: The Skate Grant process is new to me. I have been working with MRSC and there are definite guidelines. They have been helpful. Step One: The RFQ will run tomorrow in the Daily Journal of Commerce. I will also consider engineering groups from the MRSC roster. This is pre-public works. The information gathering you need to go to bid doesn't have to be from the roster. I will submit an RFQ, and it must be based on qualifications, not cost proposals. In the request for qualifications I need front end specs, technical specs, construction and bid consultation. We are planning on the end of August with construction starting in September.</p> <p>Doug: What will the maintenance costs be? Elaine: I think that they would be minimal. None of that has been identified. It is concrete, so I don't see much for maintenance. Capt. Bill: Are there stewardship groups? Elaine: There is an agreement, but it hasn't been altered since I have been here. I will look into it. Doug: it seems that some of the grants say that it will be in this condition forever. What kind of commitment to maintain it is there here? Elaine: It is not in writing. I don't recall that language. Joe: The VES grant had some language. Elaine: There was information about benefit for the community.</p> <p>Pt. Robinson Elaine: I have had correspondence from the Coast Guard. Question 1: Is it acceptable that we assign insurance premium costs to Pt. Robinson? Response: Money generated should be used exclusively for maintenance. There is a requirement and a direct profit. Money must be used for maintenance. Question 2: Does the Coast Guard offer assistance for repairs. Response: The Coast Guard cannot provide financial assistance. Question 3: What about selling or transferring Pt. Robinson to VPD? Response: The GSA is responsible for transferring light houses. Light houses are proposed</p>	<p>Elaine</p>

for divestiture. The Coast Guard would not make the selection. Pt. Robinson has not been nominated. Usually we list it if there is no one managing it.

Question 4: If we don't sign the lease what are the other options?

Response: Having a license/lease allows you use of the property. There are no other options.

Capt. Joe: This is what I expected. I think that we have not seen the proposed lease because of the roof.

Pool Elaine: We opened June 14th with nice weather and it has been busy. Pool use is up over last year. Lesson sign-ups are down. Revenue is not too far behind. We are a third of the way there. Scott Bonney asked me to say that things are going swimmingly. Season passes for seniors have gone down. Children under 3 are free. New is an arthritis Foundation class. Cost control measures are in place. I am still collecting some of the final bills. We are waiting for the chlorine bills. That all should happen this week. We are waiting for the insurance company, as well. We have had just one week so far.

Doug: Why the big down in classes?

Elaine: I will ask Scott about that and report back.

YES Elaine: I have emailed Mike Meins regarding paving with no response.

Joe: Mike is talking with his supervisors.

Elaine: The engineer is on hold until we have the info.

Concerts in the Park Elaine: Concerts in the Park started last week. We had great crowds with lots of families and kids. The next concert is July 10th and it will be world music.

Doug: What is VPD's responsibility?

Joe: We pay for them.

Elaine: We contract with Vashon Events. We pay him for his services and we pay the groups and for their transportation.

Lu-Ann: I was shocked at how many people showed up.

Capt Bill: We will have the financials next time?

Elaine: That's the plan.

Lu-Ann: Should we meet once or twice a month?

Scott: It depends on what the agenda is. We have a lot of stuff hanging here. I would defer to Elaine and that she talks to you, Lu-Ann.

Lu-Ann: A lot of this is old stuff. She can send out status reports.

Elaine: Posting documents on the new web site is super-easy. My goal is to launch it this weekend. Everything is ready to go.

Elaine

Elaine

NEXT MEETING	The next meeting is July 8th.	
ADJOURN	The meeting was adjourned at 8:34 PM	

Respectfully submitted by:
Mary Reeves