

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm
DATE: Tuesday, November 11, 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 7:05 PM by Lu-Ann Branch	
Public Comment	<p>Truman: The donations from Capt. Joe's party earned money. Truman gave \$200 each to VPD and to the Lighthouse Keepers. Capt. Joe thanked all those who put the party together.</p> <p>Cici: The discussion about the user fees was great. There was a desire for community discussion. The survey is a good tool to spark public discussion. We need broad community support for our issues.</p> <p>Peter: Re: water coming off the VES fields. I got some water from the fields. We have a new sports drink to give you the boost you need. I did the label.</p> <p>Capt. Joe: The cookies come from Cici. Thanks!</p>	
Vashon Watersports/Jensen Boathouse Renovation	<p>Doug Kieper: We purchased the Kayak Center in 2012. We paid 20K for the fleet. Prior to 2012 the Park District ran it. We now run it as an amenity. We earned 3K this last year. We have done a lot of work on stand-up paddleboards. We added a canoe. We employ 7 people during the year. We had kayak camps this year. We also added naturalist tours this year. We provided nature packets for auctions. We introduced the Summer Fun Pack. We work with the Rowing Club. We joined the Chamber of Commerce. We have paid our annual concession space in advance. I have 3.5K for Elaine.</p> <p>Colby Atwood: The Rowing Club was founded 25 years ago. The Boathouse was built with grants and 25% came from VPD. The Rowing Club runs the Junior Program. Juniors bring in 65% of our income. Boats cost \$25,000 apiece. We are cramped for space. We have 40 kids in it. There was a part of the Boathouse that didn't get built. Anything larger would have required a sprinkler system and we didn't have the money for it. The problem is that the exposed beams (in the slide show) are made of laminated wood. They are deteriorating. We propose a new roof and to enclose the open space via volunteers and we will finance it ourselves. We are here to ask for permission to get a building permit on behalf of the Park District. Bob Stewart will make the application. The Park District will have oversight. In 2016, we would ask for a donation from VPD. The beams are in metal brackets and they are rusting. Underneath the building is</p>	

nice and dry. We have repaired some damage already. Skilled woodworkers spent a day working on part of the foundation. We propose to build it out. We have a professional architect working for us. We figure that it will cost about 90K. This would cover materials and application. We will borrow the money from the VIRC community, 18 loans of 5K each. The Juniors did car washes. Timeline: I hope to get the permit by next June, construct it over the Summer and then it will be ready by a year from now. Bob Stewart is here for questions.

Bill: At no time can we give you the money. But we can package differently.

Janet: You can get a grant for up to 25K a year for a great community enterprise. It would be a grant in support of Boathouse rehabilitation.

Truman: Would this impact the surface water in any way?

Stewart: That would have to be addressed. I don't think that it would trigger a review. We will channel it through a gutter system.

Colby: What is the relationship between VPD and the Rowing Club?

Running the youth program is our contribution. We have a written agreement with VPD. We don't have the money yet from the families. We have sampled some members.

Stewart: We are approaching 90% of commitment. I am confident that we can do it. We are motivated.

Lu-Ann: Where will the boats go?

Colby: They will stay there.

Lu-Ann: It's a new roof?

Colby: It is not going to change the roof line.

Lu-Ann: What is your fall-back if you can't get the money?

Stewart: I don't want to start this until we have the money in hand. The permit is good for a year.

LA: How long will it take?

Stewart: Three months.

Scott Bonney: We have watched the Rowing Club success with interest. How much will it expand rowers on the Island?

Colby: We could expand, but we would have to buy more boats and hire more people. Hard to say. We also want an Adult Rowing Club. We are at capacity with 40 kids.

Stewart: It is about maintaining what we have now. I am going in front of the Junior Committee and they are very generous.

Bill: Have you considered going back to the original folks who did this?

Stewart: Yes, and they are not interested in doing this.

Janet: I have had a lot of experience in capital improvement. Let's get together for cost recovery. There is some money out there.

Colby: What is the process?

Scott: There will be a motion and a vote at the next meeting. **I MOVE THAT WE GRANT THEM PERMISSION TO GET THE BUILDING PERMIT. SECOND.** We will vote at the next meeting in two weeks.

**MOTION,
SECOND, TO
GRANT
PERMISSION
FOR A
BUILDING
PERMIT**

Agenda Item

Pool Report

Scott Bonney: This is the fifth year that we have run the pool. We have had a lot of classes. We have a snack stand. Our Aqua Aerobics Class was a test. In 2015, we will make it an Arthritis Foundation

course. Our facilities are the boiler, filtration and chlorination program. Finances are in good order and we came in under budget this year. It takes 15-20 people to run the pool. We train lifeguards and water safety instructors. We have strong community support. We have a new community group called Friends of the Pool. Our lessons were up strongly this year. Classes were shifted towards the evening and we scheduled them to be convenient. Our passes and punch cards were down 20%. We market them in the Spring. We were a little unsure as to whether or not the pool would actually open this year. User groups on an exclusive basis are the Seals and the Sting Rays. There is also a water polo team. Our key expenses are labor, chemicals and utilities. Personnel was up this year due to the nice weather. Chemicals were down. We have an even balance on the pool chemistry. It is cheaper to run it in a balanced way. Our utilities were down by 8%. Our rooftop solar system meant that we only had to run the boiler at night. We need to strongly look into a thermal cover. If we had that, we wouldn't have to turn the boiler on at all. We are assembling data. The Sailing Club gives us about \$1,200 per year. We have strong support for the pool. The pool staff includes high schoolers and some members are in the Rowing Club. They are role models for the community.

Bill: What do you do in June?

Scott B.: We start on Labor Day weekend. School lets out on Saturday, June 19th.

Scott: Congratulations! Your numbers are impressive.

Scott B.: I love working at the pool. I should mention that Kit does a lot of work for the pool.

Lu-Ann: Consistent management has helped.

Cici: Scott took a pay cut two years ago.

Scott B.: I am happy with my compensation.

Lu-Ann: It was a 30% pay cut.

Elaine: We need to talk about his salary. I am giving the insurance company's report. Scott and I met with Mark a couple of weeks ago. He said that he is in support of Option 3, the filtration system. He feels that the School District must cooperate in this fix. He will confirm exactly what needs to be fixed and he wants to work with the School District and attend the VPD Board meeting in two weeks. It is evident that fix or not, we need to keep Scott on.

Bill: You don't need to get the Board approval.

Elaine: I think that he should be paid \$200 more per month.

Bill: You want us to change the budget level on the pool? How much do you need? Pay the man. If you that that Endures will come through.

Elaine: 1K

Bill: OK.

Procurement Policies

Janet: It helps if you keep two things in mind. There are two concepts that you are looking at here. One is what you as a Board in governance delegate to Elaine. For certain kinds of things it is important that staff report to Elaine when you have to go to bid or a competitive situation. We have put in some numbers here as to when you have to go out to

bid. There are confusing State laws. You can see clearly what public works are as opposed to what trucks are.

Bill: Is the 10K your guess as to the limit for Elaine to have?

Janet: We can add to this a system where you do not have to go out to bid. On a small Island like this, it is a challenge getting bids.

Bill: Does this change anything?

Janet: It will give Elaine clear authority.

Bill: What would make me pick 20K and not 10K.

Janet: If you talk about going out to bid v. authority to the Executive Director, they look at the size of your operation.

Bill: When we made up the 5K limit it was a long time ago. Is there an advantage to this?

Janet: At some point they would question the size of the authority. If you look at King County, no bids go to the Council. You are a volunteer Board and it makes sense to delegate the day to day activities.

Elaine: There is the 10K recommended here. The bid limit for a Metropolitan Park District is 20K. We were told this in a class we took. I consulted with John Carpita of MRSC. He said that there is no bid limit for our type of park district. He recommended 40K, which is King County's bid limit. 10K for authorization and 40K as a bid limit.

Bill: Even though you would have this authority, you still have the budget.

Janet: If the Commissioners are receptive to the 40K limit, we would amend 10.05.

Bill: If it triggers public works what does it mean?

Janet: It means that you have to bid it and pay prevailing wage. All the regulations would apply. There is a limited public work. As you move up to 35 K performance. It depends on the dollar amount and how you go to bid.

Bill: 10k for purchase goods and services. I want to make sure you are comfortable with 40K and 10K.

Elaine: We would add 40K to the public works section.

Jason: We now use the MRSC roster. To get people to come to the island is hard for small projects. It gives us options. The School District does this. They are on the MRSC and their limit is under a different statute.

Elaine: You still have to pay prevailing wages for all public works.

Bill: I MOVE THAT WE ADOPT THIS NEW POLICY AS EXPLAINED TONIGHT. **Scott:** SECOND.

Elaine: What guides me is my job description and a short statement. The one on my authority is new. 1005 is being replaced and is giving me broader authority. The master policy is new. There is an emergency policy. 110.03 defines an emergency for purchases. So there are three things in front of you.

Janet: I found out that there were things that needed to be corrected and updated.

Bill: I WILL RETRACT THAT MOTION. There are THREE MOTIONS now. **Scott:** SECOND.

Bill: Up until recently we never had competent people articulate this. I want to commend Elaine and Jason and make a special notice of Janet.

MOTION TO CHANGE THE BID LIMITS FOR THE EXECUTIVE DIRECTOR. SECOND. MOTION RETRACTED AND REPLACED WITH THREE MOTIONS. SECOND.

Agenda Item

	<p>This is a first time that we have received this kind of information.</p>	
<p>Truck Replacement – Vote to approve truck purchase or lease.</p>	<p>Jason: I propose that we lease three trucks. Then, we will replace them in 5 years. You have two options. Sell them for a dollar or have the dealership put a price on it. I went to Kelly Bluebook. In 2009 and 2010, you would be looking at about \$1,400. Same options, including tow package. For the F350, 15K-13K. All that is based on the appearance of the truck, mileage, etc. I suggest that we set aside \$600 a month. If you add the numbers together, you are looking at 33K. At some point we will have to spend 43K and at some point we might be at a point where we can't get another truck.</p> <p>Bill: One difference is in 4 years you need to replace it. Option one is the most expensive, the first go around. Option one is cheaper. I was surprised at the residual balance at the end of the 5 years.</p> <p>Jason: We have a good crew.</p> <p>Lu-Ann: stuff happens.</p> <p>Jason: we have full coverage. It is the warranty or insurance that will cover it. I contacted fleet truck companies. Their recommendation is that you go 8-12 years, taking all the value out. We are trying to put a policy together. I want to get the best deal. We average a little over 9K Island miles a year.</p> <p>Doug: What is in it for the guy doing the leasing?</p> <p>Jason: We are a municipality. You pay more when you lease. We are stretching payments out for 5 years.</p> <p>Lu-Ann: The staff time involved is an investment as well.</p> <p>Bill: A lease is financing. In a corporate setting, if I bought it for cash, it will depreciate. If we go the other route, it will not depreciate. A reason people lease. We would choose to lease, so we could get the three trucks in January. If you find in 2016 that you want to buy them, you can do that. A reason I am for leasing was because I could get three trucks in January.</p> <p>Jason: One trucks have high mileage. With the vehicle I drive, you can't tow anything. We won't be spending the money on maintenance with the new vehicles.</p> <p>Scott: What I hear is that in 2016, we will be flush. We are always financing this and that. I'm wondering if we can do a stopgap measure. I don't like to do this forever.</p> <p>Scott: Seattle Parks keeps them for 10 years.</p> <p>Bill: in 2016, you might want to put that in the reserves. This lease thing makes sense in the situation we find ourselves in now. In 4 years we might look at it differently. We should be easy on the cash flow. I MOVE THAT WE ACCEPT OPTION ONE TO LEASE THE TRUCKS.</p> <p>Joe: SECOND.</p> <p>Bob McMahon: We found that it is about an 8-11 turnover when we researched it. Replacement vs. resale value-- a five year may not be necessary.</p> <p>Ann White: Heights water bought two older trucks, so they are not paying the upfront costs of a new truck.</p> <p>Scott: There are leasing companies that lease anything. Some do used vehicles. It would be under warranty still.</p>	<p>MOTION TO LEASE THE TRUCKS. SECOND.</p> <p>Agenda Item</p> <p>CALL THE QUESTION</p> <p>MOTION TO LEASE THREE TRUCKS WITH USED TRUCKS WITH A FIVE YEAR LEASE.</p>

	<p>Bill: I CALL THE QUESTION. You could make a motion for something different.</p> <p>Scott: I MOVE THAT WE LEASE THE THREE TRUCKS IN QUESTION WITH USED TRUCKS WITH A FIVE YEAR LEASE.</p> <p>Doug: SECOND.</p> <p>Bill: Jason, fill in the blanks on used leases at the next meeting.</p>	<p>SECOND.</p> <p>Agenda Item</p> <p>Jason</p>
<p>2015 Levy Resolution</p>	<p>Elaine: It is time for the 2015 levy to come our way. I believe that there are two steps before you. 1) Submitting the range and based on your preliminary \$1,122,246.00. Resolution 1428: This is preliminary between that and 2 million.</p> <p>Bill: You want to ask for \$1,200,000.00. Preliminary, King County says that we are entitled for \$1,122,000.00, and if the final number we ask for is \$2 million, we won't get it. You always ask for more.</p> <p>Lu-Ann: 1.5 million?</p> <p>Bill: We know that we won't get 1.5 million. \$1.250,000.00 is OK. We lost 25% of our income during the Recession. It looks like we will go up this next year. \$1,318,000.00 is what we will ask for, plus any money from refunds. You have to talk to Hazel this year.</p> <p>Lu-Ann: Where are the people who don't pay?</p> <p>Bill: If you look at the sheets that come from the County you will see those receivables. On 1/1/15, we are entitled to the money for the whole year. We just don't have it. She carries it as a liability, but it isn't; we don't owe it. You cannot analyze a government balance sheet</p> <p>Bill: I MOVE THAT WE REQUEST \$1,318,203 FOR NEXT YEAR'S LEVY. But, don't budget it.</p> <p>Joe: SECOND.</p>	<p>MOTION TOO REQUEST \$1,318,203 FOR NEXT YEAR'S LEVY. SECOND.</p> <p>Agenda Item</p>
<p>Land Donation</p>	<p>Elaine: .5 acre of property is being offered to us; it is not connected to our properties. It is near Paradise Ridge, across the street from Paradise Valley on 111th. On the road. A private road intersects it. It is raw, unbuildable.</p> <p>Lu-Ann: This person wants to give it away for a tax write-off.</p> <p>Bill: Refer them to the Land Trust. We tried to sell all those parcels we have; let's give them to the Land Trust.</p> <p>Elaine: There is a 4K a year in surface water management tax. Elaine: we have 48 properties all together. A lot are tiny. The south end of Maury; some vertical; Manzanita, etc.</p> <p>Bill: Elaine, look into it.</p>	<p>Elaine</p>
<p>User Fee Special Meeting Discussion</p>	<p>Scott: About 50 people showed up for our Special Meeting on user fees. We received a lot of feedback about user fees and what was fair or not. The one thing that was almost unanimous that everybody wanted to have a reserve and it was almost unanimous that nobody wanted a TAN. It gave us some ideas to discuss in our upcoming budget proposal. It was so evenly done. Most all groups were there.</p> <p>Bill: One woman worked for a non-profit. She said that they were more concerned with serving their mission than preserving their finances. She asked what our mission was. You don't promote access</p>	<p>MOTION TO ELIMINATE</p>

funds to promote exclusivity. I wouldn't fool with the access fees if it diminished participation. They were concerned that fairness isn't always promoted by access fees.

Scott: Based upon the numbers that I provided, as far as access fees is concerned, it has to be equitable. Access is not necessarily the same. I think that the numbers historically were arbitrary. I think that we should discuss equity. I've come around; some adjustments are needed. Jason and Elaine gave me a lot of numbers and I thank them.

Doug: We are playing Solomon now.

Audience: The meeting was very much appreciated.

Lu-Ann: Outcome?

Scott: The purpose was to discuss increasing user fees and I was looking at the different numbers and feedback from the community.

Bill: Did you hear anyone say they wanted to increase user fees?

Robin: The woman with 4 children said that she would have to re-visit her budget.

Scott: VPD does not collect any money from that woman. The group paid. I don't believe that anyone would have trouble with coming up with an additional 50 cents per week. I think that it would be fair to increase fees. It could be just changing fees.

Joe: If you want to change the fee policy you have to put it out there in a motion and we will vote on it.

Lu-Ann: What do you want to do with this information?

Bill: By your own numbers, we collect \$100,000 in dues. Under the fairness rules, maybe we charge too much! If you say it is \$110,000, you will get pushback. Fooling around with the public for 10K is insane. I would vote to go to 90K later, we would have more participation.

Scott: I would vote to change fees to bring them in line.

Lu-Ann: Sift it out and present what you think is a good recommendation.

Scott: I have two motions. **MOTION 1: I MOVE THAT WE ELIMINATE THE TAN AND ESTABLISH TWO RESERVES, ONE OPERATING AND HAVE CAPITAL IN EACH IN THE AMOUNT OF 150k TO BE ACCUMULATED AS SOON AS REASONABLY POSSIBLE.**

Doug: SECOND.

Bill: We already have a policy on the books for reserves. The second one was called the Unallocated Reserve and in the capital, we had 140K.

Scott: My second MOTION is that **I MOVE THAT STARTING IN 2015, ALL LEVY RECEIPTS IN EXCESS OF THE LEVY RECEIPTS RECEIVED IN 2014, AND ANY ADDITIONAL LFUNDS THE BOARD CHOOSES TO BUDGET BE DEDICATED TO THE PARK DISTRICT RESERVES.**

Doug: SECOND.

Bill: Here is the problem: it is not State law. I would like each year to stand alone. I don't want to commit future Commissioners to something like this.

Scott: We can adjust accordingly.

Bill: I want to see the 2015 budget. I may, then, decide that we need to

THE TAN AND ESTABLISH TWO RESERVES, ONE OPERATING AND HAVE CAPITAL IN EACH IN THE AMOUNT OF 150K TO BE ACCUMULATED AS SOON AS REASONABLY POSSIBLE. SECOND.

MOTION THAT STARTING IN 2015, ALL LEVY RECEIPTS IN EXCESS OF THE LEVY RECEIPTS RECEIVED IN 2014, AND ANY ADDITIONAL FUNDS THE BOARD CHOOSES TO BUDGET BE DEDICATED TO THE PARK DISTRICT RESERVES. SECOND.

	<p>change it. I like to look at each year and make decisions accordingly. Scott: I disagree. Bill: I might want to put some more money into Vashon Elementary. I need to look at the whole puzzle. I can't make this decision now but, I want to see the puzzle. We may have to put more money in other things. Lu-Ann: It is a cultural change in the way we have thought about the budget. We did have the reserves before the Recession. Capt. Joe: The discussions you will have are ones that I will try to get as many people here to be involved. There is more to this than meets the eye. Mary O'Brian: The fee meeting was very good for all the fee payers to hear what others are saying. It is a whole lot easier to lower the fees than raise them. They don't want it to go up.</p>	
<p>Financial Report/Approve September Vouchers</p>	<p>Bill: I MOVE THAT WE APPROVE THE VOUCHERS FOR SEPTEMBER. Scott: SECOND. VOTE: UNANIMOUS IN FAVOR OF MOTION. Elaine: I paid off the TAN.</p>	
<p>Staff Reports</p>	<ol style="list-style-type: none"> 1) <u>Skate Park Grant</u> Elaine: We broke ground last week. We are having meetings every other week. We got the permit last April. 2) <u>Point Robinson</u> Elaine: I turned the lease in. The roof project will be a limited public works project. 3) <u>YES</u> Elaine: Mike Mattingly has agreed to estimate the costs. Now we are under a time crunch. Once we get the numbers we will move on it. Scott: How long will it take to go out to bid? Elaine: We don't know about the costs yet. We will have it by the next meeting. Jason: You need estimates first. 4) <u>Tramp Harbor Dock</u> Elaine: I called DNR and told them to back off and told them that we need more time. She agreed to do this as long as we show progress. I have a call into the attorney. I located an ordinance from Greg Nichols. In 1995 he stated that King County acknowledges that we might be in line for capital funds. It said that King County will work with the park districts. I sent them on and I have yet to hear back from him. The next steps: I will call Standard Oil to see what the arrangements were with King County. State DNR is requesting an assessment. We had one done several years ago. An update would cost \$2500, and I think that we should do it. Then a call to Sharon Nelson would be in order. Lu-Ann: They want to tear it down because of the creosote. 	

	<p>Elaine: She was speaking mostly to safety issues. Now she is talking about useful life. The last assessments said most pilings were good. I am not getting a good answer regarding the creosote.</p> <p>Unidentified Man: They do want to remove creosote, but they are starting with derelicts. I think it would be well worth talking to King County Parks.</p> <p>It is because of the lease situation that motivates them.</p> <p>Bill: Metro King County got the gravel pit from remediation funds. They are not on enough salt water. The money had to put it back into the Sound. Elaine, please check it out.</p> <p>Elaine: The guy I spoke to is the representative and his thought was that we should work on it together.</p> <p>Scott: Elaine has been trying to get information.</p> <p>Elaine: More information is coming tomorrow.</p>	Elaine
Adjourn	The meeting was adjourned at 10 PM.	

Respectfully submitted by:
Mary Reeves