

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm

DATE: Tuesday, October 27, 2015

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

Staff attending: Jason Acosta, Elaine Ott

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call to order & agenda review	The meeting was called to order by Joe Wald at 7:02 PM. Joe reviewed the agenda.	
Public Comment	Capt. Joe: Please pass on to Lu-Ann our sympathies and we hope that she will return as soon as possible.	
Approve September Minutes	Scott: I MOVE THAT WE APPROVE THE SEPTEMBER MINUTES Doug: SECOND VOTE: 4-0 in favor.	
Pool Assessment – Feasibility Study:	<p>Elaine: I spoke with the School District regarding pool septic year around use. VSD claims they are at 95%. They are trying to identify our contributions to their septic. Capacity is complicated. It could be upwards of 100K.</p> <p>Doug Hoffman: It would be difficult to expand the VSD septic.</p> <p>Elaine: Regarding setting up our own septic: it is not an easy solution. The cost of a feasibility study by adding a year around piece and equipment study piece is expensive.</p> <p>Scott Bonney spoke with one company that could do it. See City of Bellevue Park Planning and Development handout. It could cost 65K. A 10K study might not give us what we need. It is the year-around possibility that we need to look at.</p> <p>Scott: I MOVE THAT WE APPROVE A FEASIBILITY STUDY FOR PARTS ONE AND TWO, BUT NOT THREE.</p> <p>Cici: I have been studying various pools. The nearest to ours is Friday Harbor. You can get hard numbers. Comparable. They will be very forthcoming.</p> <p>Elaine: Scott B. and I did two assessments. Upgrade 1.5 million. 300K a year, conservatively.</p> <p>Doug: What about a comparison with Friday Harbor.</p> <p>Bill: How much money are you talking?</p> <p>Scott: Less than 10K. We could proceed immediately.</p>	<p>MOTION, SECOND TO APPROVE A FEASIBILITY STUDY FOR PARTS ONE AND TWO, BUT NOT THREE.</p>

	<p>Elaine: I can't squeeze out another 10K until May. Bill: If we put this off until June, we will still spend about 50K by then. Elaine: Not until we get through March, 2016, even advancing on the TAN. We could do it in March and pay for it in May. I am all for budgeting for it. Doug: SECOND. Elaine: I did budget 10K for the study. Vote: Next meeting.</p>	<p>Agenda Item</p>
<p>Votes</p>	<p>1) 9/22 MOTION TO ALLOW FUNDRAISING BY SELLING SECTIONS OF THE PARADISE RIDGE FENCE. VOTE: 4-0, motion passes.</p> <p>2) APPROVE VES BUDGET FOR \$398K Bill: The money is already spent? Elaine: Yes VOTE: 4-0, motion passes.</p> <p>3) DISCIPLINARY ACTION POLICY VOTE: 4-0, motion passes</p> <p>4) CODE OF ETHICS POLICY Vote: 3-0-1, motion passes. Bill abstained.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p>
<p>Policies</p>	<p>1) <i>Employment Terms Policy</i> Elaine: I am confident we have the most cost effective healthcare plan out there. Cici: Can we pool with the VSD? Bill: What if you work 36 hours: that is not full time? Elaine: Correct. This is a key piece. Scott: I MOVE THAT WE ACCEPT THE POLICY.</p>	<p>MOTION SECOND TO ADOPT THE EMPLOYMENT TERMS POLICY</p>

	<p>Doug: SECOND. Joe: We will vote at the next meeting.</p> <p>2) <i>Step Progression Pay Schedule.</i> Elaine: I don't like this. It is ridiculous. I propose that we scrap it. The research would be based on the same data. My proposal is that I come to you with wage ranges. It would be my discretion within the range. My husband is linked to KC CPI pay increases. Cici: The ferry alone would make us comparable. Bill: I will bring more information at the next meeting.</p>	<p>Agenda Item</p> <p>Agenda Item</p>
<p>Job Profiles</p>	<p>1) <i>Aquatics Director</i> When Scott was hired in 2011, he was hired as the pool manager. In 2013, he voluntarily cut his annual salary. Now, his position has grown considerably. He has expanded to other duties like Sailing Camp. It is time to update his profile and pay range. I propose that both for season and year around his salary be 21-26K. This job profile more accurately describes what he does. Bill: This is a Scott Bonney job description. Hilary: Check with Janet about posting it as a new position. Elaine: It should be posted. Technically we are modifying an old position and it is a new position. Bill: Do any of these duties fall under "other duties as assigned"? Elaine: No. Doug: I MOVE THAT WE ACCEPT THE JOB DESCRIPTION AND SALARY RANGE. Scott: SECOND.</p> <p>2) <i>Lodging Manager</i> Elaine: This is an updated job description and it includes grant writing and caretaker responsibilities. I am expanding the job profile and moving the pay scale up, so we have room to grow. Capt. Joe: The agreement with the Keepers means that I deal directly with the Executive Director. The lodging manager and head of keepers work together at least once a day. We should add keepers into the profiles. Bill: I am against that. All decisions should go through the Executive Director. Capt. Joe: Day to day decisions are between me and Eric. We need to keep the Keepers in there.</p>	<p>Eileen</p> <p>MOTION, SECOND TO ACCEPT THE AQUATICS DIRECTOR JOB DESCRIPTION AND SALARY RANGE.</p> <p>Agenda Item</p>

	<p>Elaine: Eric always talks to me.</p> <p>Bill: Outside people should talk to the Executive Director first.</p> <p>Elaine: It is important to acknowledge the exchange of communication. In terms of decision making it comes to me.</p> <p>Jason: If there is an event at Paradise, there are some things I just take care of. For example, Porta Potties.</p> <p>Scott: We have a contractual obligation with the Coast Guard which is different than the other user groups.</p> <p>Bill: I MOVE THAT WE ACCEPT THE PROPOSAL WITH CHANGES.</p> <p>Scott: SECOND.</p> <p>Joe: We will vote at the next meeting.</p>	<p>MOTION, SECOND TO ACCEPET THE LODGING MANAGER PROFILE WITH CHANGES.</p> <p>Agenda Item</p>
<p>2016 Levy Resolution</p>	<p>Elaine: It is time to submit resolutions for next year’s budget. It is due Dec 6th.</p> <p>Bill: We were entitled to over 1 million. That number dropped down to 9. It was extraordinary. 1,226Mwe are entitled to today. That means 6 years later, we did not get almost 1Milion. That explains some of our problems. Number can’t go up more than 1%. New construction next year is 17M. So, under last year’s levy we would have been entitled to 1,226M. I want to talk about junior taxing districts.</p> <p>Elaine: I have been studying up on this. I will send this material to you.</p> <p>Bill: Elaine is asking for 1M309. We won’t get it. Always ask for more than you are allowed. We will get 50 cents on the new construction.</p> <p>Bill: I MOVE THAT WE ACCEPT THE RESOLUTION AS STATED.</p> <p>Doug: SECOND.</p> <p>Joe: We will vote at the next meeting.</p>	<p>Elaine</p> <p>MOTION, SECOND TO ACCEPT THE 2016 LEVY RESOLUTION AS STATED.</p> <p>Agenda Item</p>
<p>2016 Budget</p>	<p>Elaine: The starting point is 1,226M. I put together three ways of looking at this. Take your pick. Cash flow reserve is 85K. The third spread sheet is all of the individual categories if you want to see that level of detail. There is a significant change for next year. For the most part not much has changed. The heavy hitter is adding a 30K piece in advertising and marketing – bring in consultant, do a survey. Under contingency audit: 20K.</p> <p>Scott: Is the survey in April?</p>	

Elaine: Yes. It will be more like July due to cash flow. Under maintenance, heavy hitters are 1 FTE, Jason and 3 full time maintenance people.

Bill: We had 3 FT's. This year we will have 4.

Jason: We budgeted for 4 seasonal guys. We only found 1 last year.

Elaine: The other big change is equipment needs.

Jason: We need a new tractor for 35K and a new striping machine for 5K. Major repairs this year are nickel and diming us.

Scott: VSD uses their equipment every day?

Jason: Yes.

Scott: If it worked for us. Why don't we buy theirs?

Jason: Their machines are crap. The old one could go to Paradise.

Scott: The capitol project budget is light.

Elaine: That is just part of the money.

Jason: I have looked at leasing versus buying.

Bill: I would like to suspend talking about maintenance and talk about the pool for a minute.

Elaine: The heavy hitters on pool include increasing Scott's wages & benefits. 34K worth of repairs. 10K for engineering study. Last year we operated at 45K. Now it looks like 63K.

Elaine: Next year will have 3 additional weeks.

Bill: That means we have a 63K increase. 50% comes from the pool budget.

Scott: With 63K we are getting more value.

Elaine: 54K would be the base.

Bill: We are accepting that the pool is 60K.

Cici: Are these numbers from written contractors?

Bill: Separate the pool budget into two columns: normal operating and extraordinary maintenance.

Elaine: We are 10K over.

Bill: I am disappointed. Also, what we are looking at in 34K is just a down payment. We have another 100K to go. We are also looking at another 20K per year.

Cici: Grant money might be available for aquatic activity at the pool and for repairs.

Jason: I got an estimate from Western Equipment. It is not the right size tractor.

Maintenance includes gas.

Scott: 20,800 – when did we make the first payment?

Jason: He does all of our restrooms.

Bill: what happens to the 50 K?

Elaine: More boots on ground. More maintenance on fields. He does trash pick-up, restrooms. He has helped beautify parks. There will be more. We might potentially open up Village Green restrooms.

Jason: It allows me to do my job better.

Elaine: I need him here more. He needs to work on strategic plans with me.

Scott: Can you update maintenance by field? People tell me they want better maintenance.

	<p>I have heard about broken playground equipment. Lisabeula. I want things well maintained.</p> <p>Bill: How much of the 50K will go to these things?</p> <p>Jason: 4 FTE's. I would dedicate certain parks to certain people.</p> <p>Bill: If he had more staff, Jason would have more time to meet regarding the management plan.</p> <p>Jason: I spend 90% of my time in the field.</p> <p>Bill: Scott, are you saying that our reserve is 60K? Add another FTE in June. I would like to see the pool column at 100.</p> <p>Mary: Can we see the amount of maintenance per park?</p> <p>Elaine: Yes, it exists. You can go on the website.</p> <p>Doug: Why did the Commons budget go up 8K?</p> <p>Elaine: Per the benefit discussion we had earlier. Robin is entitled. Budget is based on existing fees.</p> <p>Scott: You are supposed to present a survey of fees.</p> <p>Bill: Now that VES is open, would we use other places less? Please send me information on when these things go away.</p>	<p>Elaine</p>
<p>Adjourn</p>	<p>Doug: I MOVE THAT WE ADJOURN</p> <p>Scott: SECOND.</p> <p>VOTE: 4-0, Motion passes.</p> <p>The meeting was adjourned at 8:35 PM.</p>	<p>MOTION, SECOND TO ADJOURN. MOTION PASSES.</p>
<p>Next Meeting</p>	<p>November 10, 2015, 7:00 PM</p>	

Respectfully submitted by:
Mary Reeves