

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, August 9, 2016

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

Staff attending: Jason Acosta, Elaine Ott, Robin Thomas

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call to order & agenda review	<p>The meeting was called to order by Karen Gardner at 7:00 PM. Karen reviewed the agenda.</p> <p>Elaine announced that she will be gone at the next August meeting due to family plans.</p>	
Public Comment	<p>Capt. Joe: Roads Scholars are coming for the 4th year to Pt. Robinson. There are about 35 people coming. Then they are set up to go to one of the studios on the Island.</p> <p>Cici: I went to a school district meeting about artificial turf. There was a speaker who would be an asset in this discussion. Some things have to be revisited from time to time. They said that VPD had done a good job of keeping the fields up given their age. When artificial fields fail, they have to be replaced right then. They are looking at some organic fields. Rubber pieces is a no go. Corn has no longevity; it wanders away.</p> <p>Lu-Ann: There is a preservation aspect to cork fields.</p> <p>Cici: Once you go artificial, you can never go back.</p> <p>Bob: McMurray is a sand field.</p> <p>Lu-Ann: It is good they are having this discussion and we should have it too.</p> <p>Elaine: I will not be at the next meeting. Do we want to push the next meeting out a week?</p> <p>Jason: What we have done in the past is go to one meeting a month in the summer.</p> <p>Lu-Ann: I am getting on a plane at 6AM tomorrow.</p>	
June Final and preliminary	<p>Karen: Why did we pay \$101 for a floor mat?</p> <p>Elaine: It is room-sized. I really shopped it.</p>	MOTION,

<p>July/August Vouchers</p>	<p>Lu-Ann: I MOVE that we accept the June Final and Preliminary July/August Vouchers. Doug: SECOND VOTE: 5-0 IN FAVOR.</p>	<p>SECOND TO ACCEPT JUNE FINAL AND PRELIMINARY JULY/AUGUST VOUCHERS.</p> <p>VOTE: 5-0 IN FAVOR.</p>
<p>June Financial Report</p>	<p>Elaine: In admin, I am ahead by about 7,500k. This is where we expect to be by year end. It is just ups and downs. I did adjust the forecast down for education. Professional fees were adjusted down as well. On budget to actual, the big thing is the audit that was set for spring but moved to Fall. Maintenance: Jason is ahead. Jason: The Commons is expected to be ahead 7K. I budgeted a little higher in wages. Elaine: I overestimated benefits for Robin. On pool operating, I am showing close to budget. Doug: Was last year pool's opening delayed? Scott: Yes. Elaine: It has been cooler this year. We had significantly higher training needs. Most employees are new and young. We had to train them. Kit has done a phenomenal job of moving much to online registrations and managing the cashiers. As to actual wages, most is Scott Bonney. We rectified this this year. All said, I have been riding him on wages. To date, wages are only 3.33% off. I am showing that we intend to be 1.3% over budget. Lu-Ann: Are they paying them for training? Elaine: Yes. And Kit and I have been down there for training. Lu-Ann: The transgender signs are good. Bob: Is it that we are paying them too much or keeping them there too long? Elaine: Keeping too long. Karen: I thought Kit was leaving. Elaine: No. Bob: Does Scott have a problem with management? Lu-Ann: No. I am not noticing any problems. Elaine: Kit's first year reconciling cash was a disaster – lots of small transactions; this year is much more streamlined. Pt. Robinson is ahead 9900k. Revenues are up. Eric says that we receive a \$250 deposit. We have deposits stretching in to 2017.</p>	

	<p>Scott: What I am seeing is that Pt. Robinson is up15k.</p> <p>Elaine: His year to date so far is good. June and July have been better than expected. The forecast has been projected downwards.</p> <p>Cici: You will always be better in the summer. You have to discount in the winter. This is loaded to throw off a lot more cash in the summer.</p> <p>Elaine: The Pool CIP-- I added 1K.</p> <p>Scott: On the TAN, is there any charge for taking money out?</p> <p>Elaine: No.</p> <p>Scott: I guess I think that we are drawing 150k on the TAN. Why are we drawing anything on the TAN?</p> <p>Elaine: If I don't need 150K I will not take it. I have looked into it and will not take anything more than we need.</p> <p>Scott: It looks like it wouldn't be needed until September.</p> <p>Elaine: I have 90k in the bank. I hope I can stave it off as long as I can. One more thing. In response to a couple of requests, Cici suggested I do a little graphic.</p> <p>Bob: Are we going to talk about the P & L? The Commons number is striking.</p> <p>Elaine: I have nothing to report. It has always been a sore spot. I did do a really thorough analysis and I got close to 100k in costs.</p> <p>Lu-Ann: The previous board vetted that last year.</p> <p>Bob: Is there a report that shows where the money goes?</p> <p>Elaine: Not really.</p> <p>Scott: I agree that this is something again. Towards the end of the year, we should talk about it.</p> <p>Elaine: We need to have a Commons meeting with them this year.</p> <p>Doug: I understood that they pulled out of the agreement.</p> <p>Robin: What field are they replacing? There is a small amount of watering as needed.</p> <p>Karen: We need an in-depth discussion about this.</p> <p>Doug: We let this slide before.</p> <p>Karen: Let's table this.</p> <p>Elaine: At the next meeting it can be an agenda item.</p>	<p>Future Agenda Item</p>
<p>Marie Browne Accounting Report/Report Needs</p>	<p>Elaine: Marie cannot be here at this meeting, so there will be no report.</p>	
<p>Board Policies</p>	<p>1) Maintenance Standards (2600) Karen: The ones we talked about in the past are being changed.</p>	

Bob: The purpose of the policy is to establish several levels of parks. It makes it clearer for you two. It establishes the requirement that standards be established for each field.

Doug: Are there any closed parks?

Lu-Ann: Why is it we are just doing the survey? We get feedback from a lot of different places.

Bob: Our key documents make up the master plan for VPD.

Lu-Ann: There are disparities between facilities, like the pool, but it doesn't always rate the highest. We have to be careful to balance things.

Karen: I am a scientist and I go to evidence-based information. We also have to take into consideration our liability. Wingehaven is a time bomb. The survey is major input into our master plan.

Jason: The levels of the parks: who makes that decision? I am assuming that Elaine and I will develop the standards.

Karen: it will be a combination of survey and us. What we are saying is that we need levels of parks.

Lu-Ann: I would like to add, "as in user usage".

Karen: How will you get that information outside the survey?

Lu-Ann: You can have parents that are too busy to fill out the survey. How do you make up that missing link?

Scott: Then they will talk to me or you and we will bring it to the meeting.

Bob: You are never going to get everybody.

Doug: Our responsibility is to take responsibility. Our job is to evaluate all these things. We shouldn't act robotically with the survey. We are making new policy here.

Karen: I want to know if we just let people in there.

Elaine: I would say with the word, "may". We respond to emergency situations. May gives the option.

Capt. Joe: This is getting way ahead of where we are right now. I recommend you pass this policy.

Elaine: I think that Lu-Ann has a point that we not rely exclusively on the survey

Karen: Lu-Ann, what would you suggest?

Lu-Ann: I would say based on the evaluation by utilizing the survey, by maintenance input.

Extensive discussion ensued.

Scott: We can say it is ranked by citizens.

Karen: We don't know if we have a level 3 park yet.

Lu-Ann: The goal is perfect.

	<p>2) Acquisition of Real Property (2740): Scott: I didn't understand this at all until I added three words. Real property is always real estate. It says that we can use eminent domain with 90 days' notice. I don't see this being used on Vashon. It is meant for big places like Seattle. It is not written for our purposes. Karen: We need a policy on acquisition and disposal of property. I agree that some of this sounds like eminent domain and I don't like that. Doug: if we are writing this for the next 30 years, why take it out? Scott: This island is so politically correct. It will never happen here. Karen: I will rewrite it.</p> <p>3) Disposals of Real Property (2750) Elaine: There is an RCW that drives this. RCW provides for the power of the district for us to acquire and hold property--should drive opening statement. Another RCW 36.69 should be in the opening. I have more on the last paragraph. Scratch VPD should obtain an appraisal. Say, "The district shall receive compensation for sales." We will have problems with giving property to the Land Trust. The auditor will look at the value. Karen: We will rewrite.</p>		
<p>VIGA Fire Pit</p>	<p>Elaine: VIGA wants authorization for a fire pit. Would it be removed at the end of the market day? Yes, it will. Mary: Hilary says there has to be added insurance liability. Robin: This is going to have wood in it and it will be hot. Will there be water to put it out? Lu-Ann: Where the are they going to put it? Elaine: The fire district requires a permit. It is for the Saturday Market. Mary: For fires used in the parks, they were required to have a big cat on site for several days. It was expensive. Jason: That kind of clearing can't happen anymore. We don't want it on the grass. When you build it, do it in the gravel area. Karen: Are we required to do anything? Scott: We don't have enough information. Robin: Is there going to be a safe spot? There is no place in the building for something hot.</p>		
<p>Community Survey</p>	<p>Elaine: We left off at Q12, the way it is numbered now. Doug and I spoke about the Land Trust and it should be added back in in Q2. It is back in. Scott: I have a question about #6. Why is Winghaven broken out on roads?</p>		

Elaine: I didn't catch that one.

Scott: Consolidate all the repaving.

Elaine: we are on #13. Scott and I had a conversation about 13. Scott had concerns and requested that I look at P & Ls. I agree that the numbers are skewed. Scott said that removing Pt. Robinson expenses needs to be taken out. We were grossly understaffed. Put staffing levels back to 2015 levels. "As a park and recreation district, VPD may impose a tax levy..." It is more levelized, more realistic.

Scott: I don't think this question should be in it. First timing, Again, again, again. Why are we asking what we should do three years from now?

Karen: Part is education of the public. I think that it is important.

Elaine: I do too.

Scott: I had a conversation with a school board member. She voted for us and she wants us to decide. I think that people voted for us. I agree with Doug, people didn't want to vote for us. We haven't done a budget yet, we inherited it.

Karen: It is not that they really didn't like the board, it was that they didn't want to spend more money. We don't know how many would vote for it.

Doug: 30% votes against the school district.

Bob: I don't think that a large portion of the island will even understand it and do the research.

Karen: What I am hearing is that a percentage of long time islanders doesn't want to vote for it.

Lu-Ann: They didn't like the board.

Karen: To have no numbers in here doesn't make sense. To have nothing in there about finances is a mistake.

Scott: I think they have confidence in us making the right decision.

Lu-Ann: Didn't we vote to go from 45 to 50?

Karen, Elaine and Mary like it and want to keep it in.

Capt. Joe: I really worked on the levy and we won it at the very end because there was a huge press by concerned citizens. 20 votes. The next step was to get this board elected. If we make the survey too complicated or too long, people will get half way through it. I suggest a compromise. We get away from percentages. Just say something like, e.g. a levy, increase in levy, etc.

Lu-Ann: They don't know what they pay now.

Elaine: I think it is a great question. My version is simpler.

Bob: It is too complicated.

Karen: I like Capt. Joe's suggestion and add some of Elaine's language.

Lu-Ann: We should summarize this.

Extensive discussion ensued.

Karen: I want the question; would you support the renewal of a levy in 2019?

#14:
Scott: This is not important. We cover it well in 13.
Karen: I agree.
Karen: We will eliminate 14 and 15.

#16:
Scott: I believe that Elaine's research is the single most important thing Elaine has done. I would redo it to say as a junior taxing district, given the situation with the health center and fire, we are at risk of being put out of business. This is a matter of survival.
Mary: Are we part of the taxing district?
Elaine: We are.
Extensive discussion ensued.
Elaine: I will look into the taxing district. I will send it to you.
K: #17, lease to own, doesn't make any sense. Then through 21 we are OK. Through 25 OK. OK through 28. 27 will be shortened. 28 OK
Karen: Scott has some additions. I don't have a copy of them.
Scott: Add, "The Park District has had a permanent operational reserve (the school district is \$700,000). During the most recent recession, levy funds were reduced by \$314,281 (a 24% decrease) and still are less than we received in 2012. Do you believe the first item in any future Park District budget should be funds to build a permanent operational reserve that will address future revenue reductions and unbudgeted emergency events?"

Definitely
Probably
Neutral
Probably Not
Definitely Not

If a permanent operational reserve was included in the budget, how much should be accumulated?

\$0
\$100,000
\$200,000
\$300,000
More than \$300,000

The Park District applies herbicides on a spot basis to control weeds. On rare occasions, entire athletic fields are sprayed. There are studies indicating this may

Elaine

	<p>be harmful to bees and butterflies. Some residents also are concerned as to possible risks to young children and pets. Should the Park District continue the use of herbicides?</p> <p>Definitely Probably Neutral Probably Not Definitely Not</p> <p>The use of organic fertilizers would make the Park District fields, “Salmon Safe”. The cost to use organic fertilizer is estimated to be \$x,xxx/year. This would reduce the funds available for new programs and facilities. Should the Park District switch to organic fertilizer?</p> <p>Definitely Probably Neutral Probably Not Definitely Not”</p> <p>Capt. Joe: I would think that a question about fertilizer would make Islanders wonder what the staff is for. Karen: It is our business about reserves. Scott: We should ask them about reserves. I am thinking that having funding first should be done. I have talked to more Islanders than any other board member. Karen: This is our business.</p>		
<p>Staff Reports</p>	<ol style="list-style-type: none"> 1) VES Perimeter Fence <i>(moved to the next meeting agenda) See Below.</i> 2) Shelter at Village Green <i>(moved to the next meeting agenda)</i> 3) Enduris <i>(moved to the next meeting agenda)</i> 4) Co-Sponsor Youth Shakespeare Elaine: We are co-sponsoring this. 5) Tramp Harbor Dock <i>(moved to the next meeting agenda)</i> 6) Paradise Ridge Fence <i>(moved to the next meeting agenda)</i> 7) Pool Elaine: I am awaiting written approval from Enduris. Bob: Is that the only fix? What happened about the simple vacuum breaker? Somebody sits on it and it sucks it out. 	<p>MOTION SECOND TO APPROVE GOING OUT FOR BID ON THE MAIN DRAIN SUBJECT TO ENDURIS PAYING FOR IT.</p> <p>MOTION, SECOND, TO SUSPEND THE</p>	

	<p>Elaine: We will hear from DOH next week. They will tell us what to do. I need a motion to approve putting this out to bid once confirmation is received from Enduris that they will pay for the fix, the consultant fee, and the removal and replacement of water. Timing is critical, as damage to the pool increases the further we get into the rainy season. Best to do in September when it is still dry.</p> <p>Lu-Ann: SO MOVED.</p> <p>Bob: SECOND.</p> <p>Bob: I MOVE THAT WE SUSPEND THE RULES.</p> <p>Lu-Ann: SECOND.</p> <p>VOTE: 5-0 on motion to suspend</p> <p>VOTE: 4-0-1 on original motion. Scott abstained.</p> <p>Jason: VES perimeter fence. I have the money. We need to get the perimeter fence up before something happens. Originally, the board wanted soccer to pitch in.</p> <p>Scott: They have come up with nothing</p> <p>Jason: It is our asset.</p> <p>Scott: It is a nominal number. I can't support it.</p> <p>Lu-Ann: It is protecting an asset.</p> <p>Scott: I won't support anything on VES.</p> <p>Bob: Is there a less expensive way to protect the fields?</p> <p>Jason: If we had a fence, then we could close it down if we want to. You also have liability issues. It would also protect people. 400' of fence. We got a deal.</p> <p>Robin: We have been lucky.</p> <p>Jason: This is the last time I will bring it up.</p> <p>Robin: What about logs? They cost.</p> <p>Bob: Couldn't it be temporarily repaired if someone did doughnuts?</p> <p>Scott: What is the insurance company thinking?</p> <p>Elaine: I am sure it would be covered.</p> <p>Robin: We would not have taken reasonable efforts to protect the grounds.</p> <p>Lu-Ann: I use that field more than any other board member. I will look at it.</p>	<p>RULES.</p> <p>VOTE: TO SUSPEND: 5-0 IN FAVOR</p> <p>VOTE ON MAIN MOTION: 4-0-1.</p> <p>Lu-Ann</p>	
Subcommittee Reports	<i>(Due to the late hour, none were given.)</i>		
User Group Reports	<i>(Due to the late hour, none were given.)</i>		
Executive	<i>Did not occur.</i>		

Session – Real Estate			
Adjourn	8:45 PM		
Next Meeting	August 30, 2016, 7:00 PM		

Respectfully submitted by:
Mary Reeves