

# VASHON PARK DISTRICT BOARD OF COMMISSIONERS

## MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm

DATE: Tuesday, February 23, 2016

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

Staff attending: Jason Acosta, Elaine Ott

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
<b>Call to order &amp; agenda review</b>	<b>The meeting was called to order by Karen Gardner at 7:00 PM. Karen reviewed the agenda.</b>	
<b>Public Comment</b>	<b>Capt. Joe: Jason and Elaine put together a great deferred maintenance plan. Hilary is not here, but she has received a prestigious award from the County and will be presented with the plaque on the 21<sup>st</sup> of March. For years, she has contributed to the Island. I am delighted that she will receive this award.</b>	
<b>January 2016 Financial Report</b>	<b>Elaine: I was asked by Scott to make some changes to the balance sheet. I made those changes. The truck lease was added as a long term lease. We are a cash-based facility. We are not GAAP. I have to sit down with Marie and discuss this. Understand that might throw some numbers off. If we go to the purple striped sheet, I go to the white board budget, that is the budget approved for each cost category. The actual is reported for January. The forecast is updated as it changes. The end result for the year is what we anticipate. If it is significant, it comes to the Board. We are constantly managing. Levy dollars are expected to be in full. Admin was tight to the budget. Maintenance requires some discussion. You see 6K under budget. If you look at the budget numbers, 482k, Scott directed me to move it. To me, an approved budget needs to remain approved until the Board moves to change it. P &amp; L, it is now in maintenance, but it is listed as a sub-category. It begs the question to whom Scott Bonney answers to – Jason? This was in the context of the list of items that he gave me with a deadline of this meeting. Maintenance P&amp;L is only maintenance. You may recall discussions about the other category. <b>Karen: Where do I look to see maintenance for the pool?</b> <b>Jason: Pool is separate. They have their own staff. Normally, we would spend one week a year there. My objection is that Scott has put me in charge of another facility that I have no control over. I don't do much for the pool.</b> <b>Karen: I can see that it could be helpful, but it is a stand-alone. In the height of</b></b>	

the season, it has 3 employees. Scott and I talked about re-formatting, but this is more than reformatting.

**Bob:** It makes no sense.

**Doug:** At the last meeting it seems that there was a revenue issue with the pool.

**Elaine:** For the parks that generate revenue, the notion of charging fees is offsetting maintenance costs. VPD subsidizes a large amount of these facilities.

**Doug:** Isn't that everything?

**Elaine:** Pt. Robinson has to be done separately under the Coast Guard lease. It is useful to see the costs of each facility. Scott will report on the user fees in March.

**Bob:** So, did the pool show up separately before?

**Elaine:** Yes. He asked me to leave the 50K CIP as a stand-alone. You will see the operating on the P & L under Maintenance.

**Bob:** It has to be sensible to those of us who are looking at this seriously. No individual board member should do that.

**Karen:** We talked about reformatting. I don't know how he defines reformatting.

**Capt. Joe:** Pt. Robinson generates its own income. When Jason comes down, we pay for that. We arrived at this through a torturous process. Under the lease we have to account for it separately. We are able to show exactly where we are. The keepers (barn boys) work to keep our costs down.

**Karen:** What software is used?

**Elaine:** QuickBooks.

**Doug:** Some facilities are semi-autonomous. Others are not separate, like Inspiration Point.

**Elaine:** The ones we look at separately have their own manager: programs - Pete Welch, Fern Cove - Eric, etc.

**Karen:** I should be able to see a report that shows a different way of looking at them.

**Elaine:** I can give you a P & L for all of these. I can give you a separate pool one. Does it make sense?

**Karen:** I will talk to Scott.

**Elaine:** Jason is 6k under budget in all categories. Programs start in June. Pt. Robinson is 2k under budget. Revenue was higher than expected. Other – overage 11,890k – Paradise fence budgeted for 2015, but it did not get accomplished. Another report that Scott asked me to design is budget to actual to date. Last year all I did was each cost center relative to budget to date. Scott asked me to lay in actual 2015, January 2016, variance between variance to 2016.

**Jason:** I budgeted 1k a month on materials for 2016, but then it shows 0 on materials, but I know it is not 0 because the bill just hasn't come in yet.

**Elaine:** About the 2015 numbers, it will be interesting to see if they are useful. We will see as time goes on.

**Agenda Item.**

	<p><b>Karen:</b> I think that it will be useful as time goes by.</p> <p><b>Bob:</b> It is hard to tell the first month of the year. We did a rolling budget at the shipyards. You are not stuck with a fiscal year.</p> <p><b>Bob:</b> Scott has to remember that this is not for his benefit, but the people we serve.</p> <p><b>Capt. Joe:</b> The larger question is what is the proper Board purview and an individual commissioner purview. Sometimes members of the Board need to be diverted from issues that are properly before the Board. Sometimes that person may want to take on Board functions. I wish Scott was here.</p> <p><b>Karen:</b> I need a comfort level with the numbers. I take my fiduciary duties very seriously. I am not a numbers person. I appreciate knowing about this.</p>		
<p><b>Donation of Paradise Ridge Land</b></p>	<p><b>Elaine:</b> The land is nice. Doug and I walked it with Mary O’Brien. It would be most useful to us if we had an easement from the neighbors. They have had a tremendous concern about the horse folks. They are actually currently trespassing. That road serves 3 homes. The horse folks are going to Misty Isle. They are not always respectful. Would the easement shift the liability? I spoke with Emma Amiad and Tom Dean and they assured us that the burden shifts to us. I called the property owner and left a message. The horses would have to stay on the easement. It is a safer road.</p> <p><b>Bob:</b> Is there a fence?</p> <p><b>Jason:</b> There is now. They have it posted “no trespassing”. If they don’t know there is a fence, they will go down and have to turn around. We patched the fence.</p> <p><b>Doug:</b> I don’t know that we decided on a use.</p> <p><b>Elaine:</b> The property owner said no camping. We would have to get it inspected. They don’t want the noise.</p> <p><b>Robin:</b> The homeless would move into there.</p> <p><b>Karen:</b> I think that they would be concerned about this.</p>		
<p><b>Photo/plaque for Outgoing Commissioners</b></p>	<p><b>Elaine:</b> These are memorial trees and they are pretty. There was a child who died and as I understand it the trees were planted for him. This would be a significant view.</p> <p><b>Jason:</b> Bill is soccer, Joe is baseball. Joe would like more of the North Field.</p> <p><b>Elaine:</b> You also wanted to participate in the language. To Bill and Joe, in gratitude for your years of service. The Board members don’t have to be involved. I say we just do this.</p> <p><b>Jason:</b> I will help you.</p>		
<p><b>Pool RFQ +</b></p>	<p><b>Elaine:</b> I will put these out tomorrow. The acid containment room, valves and</p>		

<b>Invitation to Bid</b>	<p>boiler room are separate. The engineering report, to be clear, an RFQ is a different process than an invitation to bid. Out of respect for Bob's interest in the year around pool, I think it is appropriate to add this line, "an equipment overview for equipment."</p> <p><b>Bob:</b> We talked about this.</p> <p><b>Elaine:</b> We can add that verbiage too.</p> <p><b>Doug:</b> An estimate of the cost of doing the survey.</p> <p><b>Elaine:</b> We will talk about that as we are negotiating the contract. The way it works is that you land on the most qualified contractor. You go through a series of analysis that justifies it.</p> <p><b>Bob:</b> Their response is just a list of qualifications. Cost is negotiated after the fact?</p> <p><b>Elaine:</b> You sit down and negotiate a price. Then you disqualify them if we can't agree. We talked about 10K when we budgeted. The VES fields were different. Three different kinds of contracting. There is a very specific point system I developed. You have to be able to justify why you selected the person. We check references and in budget and on time. You have to justify this to an auditor. It is a huge process.</p> <p><b>Capt. Joe:</b> This is because the fields were done illegally. The auditor came down and was pretty close to turning it over to a grand jury. The things Elaine is doing now is in reaction to what was done wrong. When the community figured out what was going on, the community reacted. When you get to the pricing part, get them to price each separately. The cost of the pool may be more in total than you want to spend. I guess we have an audit in May to see if we are conforming to the law.</p> <p><b>Elaine:</b> I feel good about what we are doing. They asked for all kinds of things.</p> <p><b>Jason:</b> They wanted to see our advertisement in the Beachcomber.</p> <p><b>Elaine:</b> They wanted our notes, contracts.</p> <p><b>Capt. Joe:</b> It is a performance and financial audit.</p> <p><b>Elaine:</b> We have 50k budgeted for repairs.</p> <p><b>Karen:</b> I would be shocked if you found someone to do it for 10k.</p> <p><b>Bob:</b> We looked at a lot of different options for the pool. It kind of depends on where you start.</p> <p><b>Elaine:</b> Do you want to participate in the selection process? What about the price? Within 50k, 10K would be reasonable.</p> <p><b>Bob:</b> So there is no max.</p> <p><b>Elaine:</b> The acid containment room is a 12-15k fix. The boiler and valve repair 6,500k to 10k. 25k wiggler room. Leave some for what else might come up this year.</p> <p><b>Karen:</b> if you are doing bids by qualifications, you don't know early on.</p>		
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	<p><b>Doug: what is the timeline?</b></p> <p><b>Elaine: I would like to get them submitted tomorrow. There is a March 11<sup>th</sup> selection date on the RFQ. March 18 on the others. I can change it.</b></p> <p><b>Karen: Why would we want to change it.</b></p> <p><b>Elaine: March 8th is a Board meeting. The RFQ and two repairs I can select for March 8 and negotiate for Mar 22.</b></p> <p><b>Bob: What about other fixes, like the broken tile?</b></p> <p><b>Elaine: That is not set up for this year.</b></p> <p><b>Bob: That is a safety issue.</b></p> <p><b>Elaine: Give me a dollar figure.</b></p> <p><b>Doug: I MOVE that Elaine have the flexibility to do the informal bid opening and run with it.</b></p> <p><b>Bob: SECOND.</b></p> <p><b>Doug: I MOVE that we suspend the rules</b></p> <p><b>Bob: It takes a supermajority.</b></p> <p><b>Elaine: I think that by default, it is the members present.</b></p> <p><b>Bob: SECOND.</b></p> <p><b>VOTE: 3-0 in favor of both motions.</b></p>	<p>.</p> <p>.</p> <p><b>MOTION, SECOND THAT ELAINE HAVE THE FLEXIBILITY TO DO THE INFORMAL BID OPENING.</b></p> <p><b>16-08</b></p> <p><b>MOTION, SECOND TO SUSPEND THE RULES.</b></p> <p><b>VOTE: 3-0 IN FAVOR OF BOTH MOTIONS.</b></p>	
<b>Executive Session: Executive Director Performance Review</b>	<b>The Board meeting went into Executive Session.</b>		
<b>Adjourn</b>	<b>8:20 PM.</b>		
<b>Next Meeting</b>	<b>March 8, 2016, 7:00 PM</b>		

Respectfully submitted by:  
Mary Reeves