

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm

DATE: Tuesday, February 9, 2016

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

Staff attending: Jason Acosta, Elaine Ott

ISSUE	op	FOLLOW UP
Call to order & agenda review	The meeting was called to order by Doug Ostrom at 7:04 PM. Doug reviewed the agenda.	
Public Comment	<p>Hilary: This will be my last VPD meeting. I am moving away from politics. I am pleased with the new Board.</p> <p>Bob: I am disappointed that you will not be around.</p> <p>Scott: I always like that you looked at numbers.</p> <p>Hilary: If I get asked to do a specific job, I might do it.</p> <p>Doug: I remember my first meeting and you pointed out something nobody else had noticed.</p> <p>Elaine: My very first phone call was from Hilary.</p> <p>Mary: Capt. Joe is not here tonight. What is happening with the pool?</p> <p>Elaine: Despite what some might have heard, there is no talk about not opening up in the Spring. I think he was concerned about the survey.</p> <p>Scott: Where is Lu-Ann?</p> <p>Elaine: She is settling her father's estate.</p> <p>Bob: What about Board member liaisons? I have been visiting places. I told Capt. Joe that I would probably be at Pt. Robinson several times a week.</p>	
Approve November/December Vouchers	<p>Scott: I move that we accept.</p> <p>Bob: Second.</p> <p>Elaine: There are two sets of vouchers. The Imprest account is for imminent needs. It is a checking account. The other voucher account is what goes through King County.</p> <p>Bob: How much time does it take?</p> <p>Elaine: About 5 days.</p> <p>Bob: Who reviews invoices?</p> <p>Elaine: The heads of each department – me, Jason, Eric, and Scott. We review and talk about issues with bills a lot. For example, I noticed our Century Link bill was up hundreds. Kit tracked it and found that they mixed up our account with the School District's.</p>	<p>MOTION, SECOND TO ACCEPT NOVEMBER AND DECEMBER VOUCHERS 16-07 VOTE: 3-0 IN FAVOR.</p>

	<p>VOTE: 3-0 in favor.</p>	
<p>Financial Report 2015 Final</p>	<p>Elaine: In 2016, we paid off the TAN. We paid off the VES bond in December. The other bond was taken out years ago to renovate the lodging facilities. The restroom loan is about half way paid off. We pay \$785/mo.</p> <p>Scott: A current liability would be things to paid off in a year.</p> <p>Elaine: It is the trailer at VES.</p> <p>Scott: We have to replace it. What is the timeline?</p> <p>Elaine: It is a hornet’s nest if we poke at it.</p> <p>Doug: Truck leases?</p> <p>Scott: They should be on there.</p> <p>Elaine: Admin is under budget. Levy – we were shorted \$473.</p> <p>Bob: Is that from taxes?</p> <p>Elaine: We are entitled to all back taxes. We are 41K under budget in Admin. We had an additional \$550 in revenue. Wages – under \$5800; we had a seasonal front office person but didn’t use her as much as we anticipated. Education & Training, ahead \$3k. Computer tech & svc. – under \$5300. Budgeted \$33k for levy costs – only cost \$12k for the election and \$5k for the levy. Maintenance: Jason came out 31K under budget. His revenue has decreased mostly due to classes canceled at Ober. Jason’s largest under-budget item was in payroll – budgeted 4 seasonal guys; he only had one, instead of 4. Generally, we budgeted higher than needed. Extraordinary maintenance was to take on a project at Lisabuela and the AmeriCorps work. It is not something that we typically do. We replaced the roof at Pt. Robinson. That was above the norm.</p> <p>Bob: The operating costs are by facility and maintenance is spread over everything.</p> <p>Elaine: Pt. Robinson is a stand-alone. At all other facilities there is a profit and loss by maintenance. It shows all revenue per facility and maintenance needs.</p> <p>Hilary: You should write maintenance on that document.</p> <p>Elaine: I label the one that goes on the website.</p> <p>Scott: The biggest area is other.</p> <p>Elaine: It includes general maintenance, general supplies, general materials.</p> <p>Jason: Gas too.</p> <p>Elaine: Also, employee health care.</p> <p>Scott: I understand Jason, but if we are putting out wages per location, all related expenses should be there.</p> <p>Elaine: Some are monthly.</p> <p>S: This would be important. I think that it should be ongoing.</p> <p>Bob: In my business, it was estimated.</p> <p>Scott: If we are talking about 1/3 of these numbers falling into “other”, it would be important to do this.</p>	

	<p>Elaine: The Commons. We are over by 7,400k because revenue is under by about 5,300k. Classroom use has dropped off. There are fewer drama dock rehearsals and Aikido has dropped off. Payroll is over-budget by 3K due to Robin being paid benefits. The pool – revenue at budget. We originally budgeted based on a longer season. Wages got away from us. It was a budgeting problem in the first place. We undershot it. Also, we paid 1,500k for Bonney benefits. Supplies and materials got a little jumbled up – we were under by \$4300.00. Pt. Robinson came in 6,800k under budget. Revenue was up over 13K (rental). The 19K was offset. Fern Cove was 4,200k under-budget. VES – we are still waiting for a final bill – for the as-builts – a 1,300k bill. On other, all revenue is RFA money. 10K was budgeted for the fence at Paradise for Ponies Against Pavement. The engineering report at Tramp Harbor came from unallocated. There was a 93K carryover into 2016.</p>	
<p>Staff Report: Donation of Paradise Ridge Land</p>	<p>Elaine: There is an offer of land donation at Paradise Ridge. The land is flat with trees. The key piece is whether or not the Bernhard’s would be agreeable to a right of way. Jason: They don’t want people riding their horses there. A fence of ours was cut out. The Land Trust doesn’t want to participate. We can ask about a dog park and camping sites. Mary: A trail there would be welcome. We don’t know how far our property extends. Elaine: I have called her twice, with no response. Mary: They may not want any legal liability. Elaine: I love the idea of a campground. We get a lot of calls about that. Scott: There is no other place on the island to camp.</p>	
<p>Executive Session: Executive Director Performance Review</p>	<p>The meeting was adjourned at 8:03 so that the attending Commissioners could go into Executive Session.</p>	
<p>Next Meeting</p>	<p>February 23, 2016, 7:00 PM</p>	

Respectfully submitted by:
Mary Reeves