

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm

DATE: Tuesday, April 12, 2016

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

Staff attending: Jason Acosta, Elaine Ott

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call to order & agenda review	The meeting was called to order by Karen Gardner at 7:00 PM. Karen reviewed the agenda.	
Public Comment	<p>Capt. Joe: My 5 year old grand-daughter and daughter were here last week. Played at Ober. Adults commented on lack of toilet facilities. Request toilets at Ober and Point Robinson.</p> <p>Lu-Ann: Special events and drug users are a problem. Village Green is a good example.</p> <p>Jason: We brought in a porta-potty for Concerts in the Park. Plan to do it again this summer. Will do earlier if needed – May through September might make sense. Is a permanent restroom in the Master Plan? We could operate it like Village Green – place in the back area.</p> <p>Bob: Open it during the day; lock at night?</p> <p>Capt Joe: On Voice of Vashon broadcast, I made a plea for more attendance at VPD meetings.</p> <p>Bob: Why?</p> <p>Capt Joe: 1) People did not come in the past until problems emerged. 2) If people look at the agenda and see something to advocate for, they should! My remarks were not persuasive.</p> <p>Karen: The upcoming op-ed in the Beachcomber and the advisory council may help.</p> <p>Capt Joe: I gave a tour at Point Robinson this weekend. The Qtrs A people called (I only grant tours with an appointment). Four generations of a family were there. It was the birthday of the grandson of the oldest lady (@ 80). He was in the army. Told of the flag. He blew the foghorn for his birthday. Great day – represents the reason for the park.</p>	
Preliminary March Vouchers.	<p>Scott: I move that we approve the March preliminary vouchers.</p> <p>Bob: Second.</p> <p>VOTE: 5-0 in favor.</p>	VOTE: 5-0 in Favor.
Staff Wages	<p>Scott: In recognition of their service, I move that we implement a one-time increase in staff wages in the amount of \$21,345. Of that, \$5,070 goes to Elaine. The remainder is for the staff as Elaine sees fit. The increase shall be retroactive to January.</p> <p>Doug: Second.</p> <p>Mary O'Brien: Not a bonus? Is this a raise?</p>	MOTION, SECOND, THAT STAFF WAGES BE INCREASED \$21,345. \$5,070 TO

	<p>Scott: Yes, this is a raise. Capt Joe: How was the number arrived at? Scott: 5% of FTE staff wages estimated for 2016. Also factored in the new maintenance employee, but probably for a lot less. Karen: We felt hard work needs to be rewarded. Lu-Ann: Was this a unanimous opinion? This board wants the staff to feel valued. Scott: We are fiscally constrained but are doing this in spite of that.</p>	<p>ELAINE; REMAINDER FOR STAFF AS ELAINE SEES FIT. RETROACTIVE TO JANUARY.</p>
<p>Policies: 1) Lodging Rates (+ New Rate Schedule) 2) Small Equipment and Capital Asset</p>	<p>Elaine: The Lodging Rate Policy update is to reflect the new fee schedule. Capt Joe: Was the schedule presented at the last meeting? Scott: Yes. Bob: Does the cancellation fee forfeit one night? Scott: Yes. Capt Joe: I suggest a language change on the policy. Under “Purpose,” cross out “local taxes paid” and “that subsidize the operation and maintenance of the residences.” Change to “that residents should be given lower rates.” Under “Procedure,” the 15% discount should be established by one of two Island zip codes. On the rate change table, the wedding fees are problematic. Weddings already pay for the park they rent. Why penalize them for staying at the houses? Scott: Eric recommended this. We did not discuss it. I am deferring to Eric, but I understand that wedding venues on the island do this. Doug: A wedding is a surge in demand for service at the park. It is not gouging the wedding. But what if someone gets married elsewhere and stays at Pt Rob? Elaine: The rate is for an onsite wedding and staying, as well. Capt Joe: Fees should be as reasonable as possible. We want facilities to be available to as many people as possible. Doug’s point is well taken. I spend the day there to ensure rules are followed. I do not accept a gratuity. I question the wedding fee being a surcharge. I would like a report from Eric. Karen: On the policy, I would like to see the zip code language added. Scott: We should vote on the rate changes but revisit the wedding piece next meeting. Bob: Strawberry Festival must be reserved for the week? Jason: Peak season is always a week. Karen: New motion? Lu-Ann: We recognize that we aren’t competing with the island. Do the details matter to us? As long as they make sense to Eric.</p> <p>VOTE: 5-0 in favor of the Lodging Rate Schedule, excluding the wedding piece. Next meeting vote for the wedding piece.</p> <p>Scott: I move that we accept the Lodging Rate Policy as amended.</p>	<p>Agenda Item</p> <p>VOTE: 5-0 IN FAVOR OF THE LODGING RATE SCHEDULE.</p>

	<p>Lu-Ann: Second</p> <p>Elaine: The Small Equipment and Capital Asset policy is required per the last audit. It is modeled after PenMet Parks’ policy.</p> <p>Karen: What happens if a piece of equipment is cannibalized?</p> <p>Jason: We do use parts. We would document it.</p> <p>Bob: Define “attractive.”</p> <p>Elaine: Something of value.</p> <p>Bob: Who decides whether or not to sell something?</p> <p>Elaine: Staff will decide if selling something is appropriate. We then bring it to the board to surplus.</p> <p>Lu-Ann: Is there a dollar limit?</p> <p>Jason: On small items, VISD holds a large sale – like a yard sale.</p> <p>Scott: I move that we accept the Small Equipment and Capital Asset policy.</p> <p>Bob: Second.</p>	<p>MOTION, SECOND, TO ACCEPT THE SMALL EQUIPMENT AND CAPITAL ASSET POLICY. Agenda item.</p>
<p>User Group Board Reports</p>	<p>Karen: The list Elaine put together has been changed. Village Green is now Lu-Ann’s. I suggested Lu-Ann and Doug discuss who will be on the Commons Committee. I would like to see board members associated with all groups. Next meeting we will decide the Commons.</p> <p>Doug: The orphan parks are problematic.</p> <p>Karen: You can create user groups! This should be a goal.</p> <p>Jason: For example, Jan Milligan is very active on issues concerning LisaBeula.</p> <p>Bob: My idea was to have all parks covered.</p> <p>Karen: The starting point should be the major user groups. Then we will see what develops from there.</p> <p>Elaine: I would like for you all to talk with me before attending user group meetings, so I can inform you of issues I am aware of.</p> <p>Bob: It is good to have knowledge of the parks – what is needed and the condition they are in.</p> <p>Bob summarized his report on Point Robinson. Will meet with Eric to discuss Eric’s maintenance plans.</p> <p>Elaine: It is important that we define standards. We discussed this at the board retreat and should revisit when the 4th maintenance person is hired. The board must define standards that are realistic given our budget and staff levels.</p> <p>Karen: A policy could define our level of standards.</p> <p>Jason: There is something written.</p>	<p>Agenda Item</p>

	<p>Mary O'Brien: Wendy B did a report on what would happen to standards if the Maintenance budget were to be cut. She identified A, B, and C parks.</p> <p>Karen: We think there should be a board policy that addresses standards.</p> <p>Capt Joe: There were standards attached to Wendy's report. It was approved by the board. Look at October, 2010 minutes.</p> <p>Scott: Bob's report on Point Robinson is outstanding! I would never do this.</p> <p>Mary O'Brien: Not all user groups are the same. Some use facilities intensely; others do not.</p>	<p>Agenda Item</p>
<p>Subcommittee Reports</p>	<p>Karen: Bob and I are busy writing policies (handed out example). They tend to be word for word to the RCW; some are more general. We are looking at other park districts. Will bring to the board. Do you prefer pieces and parts? Or all at once? Bob is looking at financial policies.</p> <p>Bob: They are pretty high level – not procedure.</p> <p>Lu-Ann: The user group team has not done anything so far. We wanted to see how the user group assignments shook out. We were originally planning to meet with all.</p> <p>Bob: It should be thought of as community relations.</p> <p>Karen: Should be higher level. How do we improve community relations?</p> <p>Lu-Ann: More like PR!</p> <p>Karen: Come back with ideas in a couple meetings.</p>	<p>Agenda Item</p>
<p>Meeting Minutes</p>	<p>Karen: Why do we even do minutes? It is not required.</p> <p>Scott: It is needed. They memorialize motions. Give history.</p> <p>Bob: My point is that they don't make sense when trying to capture word for word. They should just be the gist of the discussion. Either record and transcribe or just write the gist.</p> <p>Karen: Others do the topic and what was decided.</p> <p>Elaine: I did some research into other Districts' minutes. Some were just like ours – very conversational. Others were like what Karen described. I think it is a matter of preference.</p> <p>Mary O: The secretary would have to decide what is important in an outline format. Mary Reeves cannot be expected to do that.</p> <p>Captain Joe: There are minimum things a public entity needs records of. When I request public records, I expect to see motions. It is useful to see discussions.</p> <p>Elaine: I feel it offers up color of character.</p> <p>Karen: Good to consider legal requirements vs. what makes people happy.</p> <p>Lu-Ann: Discussion is helpful to see how things evolve.</p> <p>Elaine: I can spend more time boiling down the discussion when I review.</p> <p>Karen: Let's try that.</p>	
<p>Staff Reports</p>	<p><u>Pool</u> <u>Acid Containment Room</u> Elaine: You may recall we had no bids from the open bid and small works roster process.</p>	

Therefore, we contacted vendors to obtain quotes, and the only one who responded was Vashon Electric for \$7200 (our estimate was \$12,000). We are awaiting the return of the contract to include the L&I Intent form and certificate of insurance.

Engineering Report

Elaine: The draft narrative and an area of magnitude cost estimate should be submitted this week. They are awaiting costs from their estimator. We will provide feedback and questions for their Final Assessment Report then schedule a staff meeting to review their findings.

Community Survey

Elaine: The RFP closed Friday, April 1. We received 3 excellent proposals from highly qualified and experienced organizations. I am currently reviewing them and rating them against my noted selection criteria. I would suggest Bob and Karen do the same. Next step: schedule interviews and committee compare ratings.

Agren

Jason: There is considerable damage from the winter in the outfield. The uneven field is a liability. The tractor is rutting up when trying to smooth out. The field needs drainage – tear it up and do it right.

Elaine: This is a broken ankle waiting to happen. In reviewing the Deferred Maintenance Report and establishing priorities, the board noted that liability should come first.

Scott: Why do we need Agren?

Elaine: The demand for field space has grown considerably over the past three years. All the fields are booked, to include VISD.

Jason: We are buried in field requests.

Karen: There is no way we can meet the insatiable needs from growing demand. What is the cost of drainage for Agren?

Jason: Scott, did you talk to Hans about the VES fence?

Scott: The estimate is higher than what we originally talked about.

Jason: Three weeks ago, Harbor School parked busses in the VES lot, and they were vandalized. Vandalism is occurring at VES. It is just a matter of time before somebody drives onto the field.

Scott: I will follow up.

Lu-Ann: What is the deferred maintenance at Agren? The infield is okay.

Jason: The outfield is bad.

Karen: We keep pouring money into the fields! VPD should be called Vashon Fields!

Doug: Have we told a sport group they can't use fields?

Jason: Yes. We do have to close the fields for rest, and sometimes they are booked solid.

Action Item

	Elaine: We regularly have to say no, to include fields at VISD. Jason: The bookings are becoming more aggressive.	
Executive Session: Personnel	The Board meeting went into Executive Session at 8:45.	
Adjourn	8:52 PM.	
Next Meeting	April 26, 2016, 7:00 PM	

Respectfully submitted by:
Mary Reeves