

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm

DATE: Tuesday, April 26, 2016

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

Staff attending: Jason Acosta, Elaine Ott, Robin Thomas

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: I commend you (Karen) for your article in the Beachcomber. It was very positive.</p> <p>Beachcomber. I am now covering the Fire Board meeting which lasted 12 minutes.</p> <p>Seal's Board: Thanks to Scott Bonney.</p>	
March Minutes and Vouchers; Preliminary April Vouchers	<p>Scott: I MOVE that we accept the minutes and vouchers.</p> <p>Bob: SECOND.</p> <p>VOTE: 4-0 IN FAVOR.</p>	<p>MOTION, SECOND, TO ACCEPT THE MINUTES AND VOUCHERS.</p> <p>VOTE: 4-0 IN FAVOR</p>
March Financial Report	<p>Elaine:</p> <ol style="list-style-type: none"> 1) Admin – pretty much at budget. The only timing item that stands out is the \$19k insurance payment we made in February rather than April. 2) Maintenance - \$5600 under budget <ol style="list-style-type: none"> a) \$3100 due to \$1500 in wages and \$1800 in benefits; b) actually over budget \$4600 in extraordinary maint due to the tree work at Burton Acres and Paradise Ridge and that oil tank at Wingehaven, but this is offset by being under budget \$4800 in materials; c) running \$1500 under budget in equipment repairs d) and \$3100 under budget in vehicle maintenance 3) Commons – under budget \$1800 primarily due to increased revenue. Wages are 	

	<p>correspondingly over budget by \$1500, but I see that evening out through the course of the year in the forecast.</p> <ol style="list-style-type: none"> 4) Programs – don’t start up until about June/July. 5) Pool Operating – pretty much at budget. 6) Pool CIP – since we pulled the valve repair project bid, and the acid containment room bid came in at \$7200 and the engineering report at \$20k, we are left with \$21,000 to spend or save for future repairs in 2016. 7) Pt Robinson – Despite a huge bump in revenue in March and April due to some large bookings paying in advance, we adjusted July and August revenue accordingly. That said, he is still trending higher than budgeted, even though we are not anticipating the rate increases to have a hugely positive effect on revenue this year. Expenses are tracking close to budget. 8) Fern Cove – same thing – higher than expected 1st quarter in revenue but expected to flatten out later in the year. Expenses are tracking close to budget. 9) Other – over budget by \$12k due to: <ol style="list-style-type: none"> a) Revenue is all RFA revenue b) \$2778 were the final engineering costs for VES to close out the permit. c) \$1220 in April was for lights for the VIRC boathouse (to go toward the \$10k we allocated for them this year) d) \$10k toward Ponies Against Pavement fence carried over from 2015. 10) Bonds/Loans – so far just the restroom loan. <p>TAN – I paid \$50k in April; balance to be paid in May.</p>	
<p>Board Motions:</p>	<ol style="list-style-type: none"> 1) <i>Staff Wage Increases</i> Scott: 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. Doug: SECOND. This is not a bonus, but an increase. VOTE: 4-0 in favor. 2) <i>Accept Lodging Rate Schedule pending wedding rate report from Eric.</i> Elaine: The motion was made at the last meeting. The proposed amendment was pending for wedding rate information from Eric. Eric: Pretty nominal. I provided a survey. Weddings put a lot of stress on the houses because it becomes a party. Capt. Joe: I support the motion. The people involved put in a lot of extra time. VOTE: 4-0 in favor. 3) <i>Small Equipment and Capital Asset Policy</i> Scott: I move that we accept the Small Equipment and Capital Asset policy. 	<p>VOTE: 4-0 IN FAVOR OF STAFF WAGE INCREASES.</p> <p>VOTE: 4-0 in favor of the Lodging Rate Schedule</p> <p>Vote: 4-0 in favor of the Small Equipment and Capital Asset</p>

	<p>Bob: Second. VOTE: 4-0 in favor.</p>	Policy.	
Pool Engineering Report (+ Grants)	<p>Elaine: We received the first draft of the pool engineering report, which identified short-term and long-term recommendations for repair, replacement, or improvement on architectural, mechanical, and electrical concerns. They provided an Area of Magnitude cost estimate backed up by a construction cost analysis based on industry standards and their historic experience.</p> <p>Scott, Jason, Bob, Lu-Ann, and I had a conference call with them yesterday morning to ask questions. We asked that they refine the report categorized as Immediate (which includes code violations and anything that would jeopardize the pool opening this summer season; Short-term (necessary and recommended be done within two years); and Long term (necessary and recommended 3 years and beyond). The term “necessary” starts with safety/liability concerns in addition to operational needs. We also asked that they broaden the cost analysis to include options.</p> <p>It is apparent from this initial report that we should start looking at grants.</p> <ol style="list-style-type: none"> 1) \$75,000 KCYSF grant (50% match on \$112,500 project; VPD = \$28,125, Seals = \$9375). LOI due May 6; app due June 17. I need a motion to approve. 2) \$500,000 RCO grant = Land and Water Conservation Fund; 50% match (\$750,000 project); plan due March 1; app due 4/22. 3) \$350,000 Energy Efficiency grant from the Department of Commerce. Due March, 2017. <p>Doug: I move that we approve Elaine’s request to apply for a \$75,000 King County Youth Sport Facility grant for the repair needs at the pool. Items to be decided. Scott second.</p>	Agenda Item	
Policies	<p>1) Program Co-Sponsorship Elaine: this is an update to the existing policy. The new wording makes it more practical and clarifies its need to be a public event open to all. Scott: I move that we accept the program co-sponsorship policy. Bob second.</p> <p>2) Reduced Fee Award Elaine: the existing policy is actually illegal in that it defines the RFA program as being levy fund driven. This update defines it as being donation based. Scott: I move that we accept the reduced fee award policy. Bob second.</p>		
Subcommittee Reports	<p>Karen: We have 1) planning, 2) community relations and 3) finance. Bob: Our biggest focus is on policies and an effort has been on policy upgrades,</p>		

	<p>mostly community relations policies and board manual. Besides that, they should be clear and complete. We have a couple of weeks work and then we will present it to the Board.</p> <p>Karen: We have added and revised.</p> <p>Doug: The survey is big for Lu-Anne and I. Submissions to BC quarterly is another piece and we discussed how to deal with the Commons agreement. We would like to attend these meetings.</p> <p>Elaine: It is an open public meeting by agreement.</p> <p>Capt. Joe: I recommend the Loop. The editor is a good friend of the community.</p> <p>Karen: Doug, would you write piece for the Loop?</p> <p>Doug: Yes. Our policy is about the Friends of the Park concept.</p> <p>Karen: We never had a policy.</p> <p>Scott: We had an advisory committee with VES. Where are we on the survey?</p> <p>Elaine: We are interviewing the three possible candidates. We should make a decision on Friday. We would need to get under contract. We would start in May</p> <p>Scott: I am interested. By the next meeting we should have proposals.</p>	<p>Agenda Item</p>	
<p>Staff Reports</p>	<p>Elaine:</p> <ol style="list-style-type: none"> 1) Properties – I was tasked with finding a realtor to volunteer to value for potential sale. I have reached out to one realty group with no response. 2) Agren - Jason – \$150k - \$200k for stripping grass, disposal, adding drainage, grading, reseeding. Plus another \$40k for an architect. 3) A/B Park Standards Report: <p>Comment was made at the last meeting about standards having been identified in a report by Wendy B from October 2010. Report attached. The context for the report was to highlight what would happen to standards in the event that the maintenance budget was cut \$50k. Quite frankly, I don't find it very useful, as the NRPA version of standards is more specific and comprehensive. Too, it is obsolete and does not reflect today's priorities.</p> <ol style="list-style-type: none"> a. VG – much done by VIGA b. Jensen Point – much done by VIRC c. VES and Agren are definitely A parks. 		
<p>Adjourn</p>	<p>Motion and Second to adjourn at 8:20 PM. Next meeting: May 10, 2016, 7:00 PM.</p>		

Respectfully submitted,
Mary Reeves