

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm

DATE: Tuesday, November 22, 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	Elaine: Capt. Joe asked me to make an announcement: There will be an Open House at Pt. Robinson on December 4th from noon-4 PM. There will be Capt. Joe's famous chili and music.	
Seals Swim Team Bubble	<p>Elaine: Today I heard that the King County Council's Youth Grant was approved for the pool, e.g., the boiler. The Seals are fundraising for their portion. We will contract first thing in January. The Seals are putting in \$9,350. We are putting in 28k.</p> <p>Karen Choo: I am the President of the Seals. In addition to our uninterrupted use in the summer, we want year around use. Mike is an engineer and put together the presentation.</p> <p>Mike: We want a year around resource; year around practice for the swim team. In the long term, we want year around use. The plan is for a temporary cover Sept to May. Ken is a structural engineer and he put together the drawings.</p> <p>Ken: We wanted to make as little impact on the pool as possible. The pool would be domed with a tent that is removable. We had to meet the Fire Marshall's concerns, which were the distance from the side of the dome to other objects. Between the existing building and the edge of the pool, there would be room around the pool on the inside, as well as the outside. In order to get usage, we need room on the north side of the pool, so on some sides it meets up with the fence. If we move the fence out permanently, about 10-12 feet, we would be able to meet the Fire Marshall's concerns. If that is not acceptable, we can make it a panelized fence. This diagram is the preferred way. There are airlocks. There are gates to the exterior. New gates would be added. We can enlarge the gates if the Fire Marshall wants. The waterslide is easily disassembled. The dome company will help us with how we would take it apart and then reassemble. Just the plastic part</p>	

would come off.

Karen: Any issues with moving the fence?

Ken: Moving the fence is pretty easy.

Bob: Why would you have to do the panel approach?

Ken: If it comes up.

Karen: We have to talk to the School District.

Ken: Probably we would not need to do concrete work.

Elaine: What is the expectation in terms of who does this kind of work on the Seals' project?

Ken: We presume it would be the Seals.

Elaine: It would require inspections on our part.

Ken: Often, this is done on a volunteer basis. Any permanent change must go through the School District.

Jason: Where would you store it?

Ken: It's not that big. We have had lots of discussions with permitting authorities. The permit is from King County (KC). It is not construction; only a temporary event permit.

Mike: They do this commonly. KC can be mercurial.

Ken: Usually it is the Fire Marshall. There are a lot of these covers around.

Elaine: Scott Bonney has been very involved too.

Mike: About 85% of the money is to get it installed. Put up and take down costs about 12k a year if you hire out. The official word is that they will last 5-10 years. Our target starting date is Oct 1, 2017. Operating costs would be 85 dollars per hour based on 20 hours per week. VPD could be made whole. We understand that those costs would be adjusted based on mechanical costs. If the Seals were to operate this, it would be neutral to VPD. We would offer limited swim opportunities to try to make up for operating costs. After a shake down period, maybe VPD would want winter programs. Our budget (fundraised) is 85k. Temporary drills have to be drilled into the deck, flush. We would need a temporary power source and commercial grade extension cords. Benefits to the community are long term, with family swims, etc. For VPD, there will be closer ties to key stakeholders. We don't anticipate this will be a permanent solution. There is minimal risk to VPD. For the Seals, we get to practice in a standard-length pool. A larger pool would allow for more kids. In terms of risk to the Seals, we project a short fall. There are unpredictable risks, such as vandalization, etc. Personnel risk is minor. Scott is critical to the plan. We need approval in principal so we can move forward with fundraising. We would like to ask VPD for 25k to help defray costs in 2017. Another option is for VPD to rent it to the Seals. Then, VPD would want to do master swim programs, etc. We would pay \$85 per hour for our use. We need lots of community support. There is a lot of excitement

	<p>about this in the community. It is less than 2% of your budget.</p> <p>Scott: So, using it 20 hours per week means that the rest of the time it would be empty.</p> <p>Doug: It covers the cost of the pool for the Seals' use.</p> <p>Bob: It would be heated 24 hours a day = \$7 per hour.</p> <p>Scott: What if we don't want to rent it for 25k a year?</p> <p>Mike: Then, we are not sure we can make it happen.</p> <p>Scott: I bring it up because 2017 may be early for us. We have a tight budget. At this point there isn't 25k for this. I am just saying we are already caught up in other things.</p> <p>Mike: I don't think that the Seals can take the whole thing on.</p> <p>Karen Choo: We would use it 10 hours per week to get enough practice time. Since we would need to do 20 hours, we would offer lessons, master, etc. We would like the October 2017 target date. We need a decision.</p> <p>Mike: We want to start fundraising.</p> <p>Elaine: What about delaying it until 2018?</p> <p>Karen Choo: That is an option.</p> <p>Unidentified Woman: 25k per year when the dome is up.</p> <p>Karen: We are not in a good place financially. We need to be comfortable. This has value.</p> <p>Doug: Have you talked to the School District?</p> <p>Woman: They are excited about possible school programs. We have talked to the athletic director and he said sure depending on money and interest. There is interest but not commitment.</p> <p>Barb: The benefit is whether this is a swim team pool or whether it is a community pool of which the Seals are a part. The rowing club is a great model.</p> <p>Karen Choo: We would rather you do the programming.</p> <p>Doug: The cost of operating the outdoor pool over the summer is about 50k</p> <p>Elaine: Most of our cost is labor in the summer. Timing on fixes will be taken care of in advance.</p> <p>Bob: You need a commitment from us by January? I would like to volunteer for the board to work with them.</p>	
<p>October Minutes and Vouchers; Preliminary November 5 –</p>	<p>Scott: I MOVE THAT WE ACCEPT THE OCTOBER MINUTES AND VOUCHERS, AS WELL AS THE PRELIMINARY NOVEMBER 5-NOVEMBER 17 VOUCHERS.</p> <p>BOB: SECOND.</p> <p>VOTE: 4-0 IN FAVOR.</p>	<p>MOTION, SECOND TO ACCEPT THE OCTOBER MINUTES AND</p>

November 17 Vouchers		VOUCHERS, AS WELL AS THE PRELIMINARY NOVEMBER 5 – NOVEMBER 17 VOUCHERS. VOTE: 4-0 IN FAVOR.	
October 2016 Financial Report	Elaine: Nothing material has changed. I paid off the TAN in November.		
Community Survey – Demographics	<p>Karen: Please see your copy of the survey demographics.</p> <p>Elaine: We asked for the demographics based on Questions 15 & 19. I didn't find them to be very useful.</p> <p>Doug: Revealed by the census?</p> <p>Karen: The survey is an extrapolation from the survey. Extrapolations are tricky.</p> <p>Doug: I have heard that the problem is small areas and the statistical relevance is lesser.</p> <p>Karen: A statistician on the Island said it was extrapolation of Seattle.</p> <p>Doug: I will talk to my old roommate.</p>		
Set up Meeting with Fire District Board	Karen: We requested it to get to know the board and we wanted to talk about the percentage that we are allowed. We talked to Candy. We will come up with an agenda. I will set the meeting.		
Board Votes	<p>1) <i>Motion to approve Levy Resolution Numbers, 16-32, 16-33.</i></p> <p>Elaine: We have a December 5th deadline. We don't have all the information yet.</p> <p>VOTE 4-0 in favor.</p>	4-0 VOTE TO APPROVE LEVY RESOLUTION NUMBERS, 16-32, 16-33.	
Policies	<p>1) <i>Cell Phone Acquisition and Employee Use</i></p> <p>Elaine: Highlighted is what I added. The rest is from existing policies. This was not in our policy notebook. If we want to meet this policy, we will have to budget for it. We should resolve this before 2017. We follow the way it is in the highlighted. Jason and one other person do have Park</p>	MOTION, SECOND TO ADOPT THE CELL PHONE ACQUISITION AND EMPLOYEE USE	

	<p>District cell phones. The first option is for all the district employees. Jason does have some personal use. Jason: When I took over maintenance, I did not have e-mail and they wanted me to have that. They mandated that I was married to that phone. 99% is for VPD work. Elaine: His usage fits within the plan. Modeled after Lacey. I use mine very little for personal use. We need a consistent and applicable policy. Doug: I MOVE THAT WE ADOPT THE POLICY. Bob: SECOND.</p> <p>2) <i>Non-reimbursable Expenses</i> Elaine: We cannot provide donuts at staff meetings. Our existing policy needs to address what we can reimburse for. Jason: The clothing was always a \$200 allowance. Elaine: Non-park district provided expenses should be clarified. Jason: When I started we got a \$250 yearly allowance. The district provides some things like sweatshirts, hats, etc. Elaine: Add non-District clothing under non-reimbursable clothing. I looked at policies where expenses can be reimbursed. A business lunch in a business environment should be reimbursed. I made it pretty general. I don't think that it should be a long policy. Bob: I MOVE THAT WE ADOPT THE NON-REIMBURSABLE EXPENSES POLICY. Scott: SECOND.</p>	<p>POLICY.</p> <p>Agenda Item.</p> <p>MOTION, SECOND TO ADOPT THE NON-REIMBURSABLE EXPENSES POLICY.</p> <p>Agenda Item</p>	
<p>Budget 2017</p>	<p>Elaine: I haven't changed anything there. Bob: The biggest part that could change is the 100k. Karen: I thought we would talk about it at the December 13th meeting. May be too far off? Scott: 50k would be owed, period, to be paid in October. Karen: We could talk about it at the 13th meeting. Jason: They had a meeting last week. I went to the School Board meeting. One of the things they talked about is putting 50k of what we pay into a reserve when they have to do the track and field repair. They are going for a 10m bond. I could see them as not letting us use the fields if we didn't pay them the 100k. Elaine: They would have that conversation. Karen: I think that we can wait until the 13th. Elaine: The auditor talked to me about what an accountability audit would be. They look at decisions that could affect the budget. If we have deferred projects</p>		

	<p>and we opt to bring back recreation programming, how does that weigh? They don't care unless it furthers risk. If we go with the bubble and the playground falls apart and they sue us, that is a problem.</p> <p>Scott: Isn't that what Enduris pays for?</p> <p>Karen: If we build the bubble and we let maintenance go on areas where lots of people go, that is a problem.</p> <p>Scott: That is what they pay for.</p> <p>Elaine: Are we going to opt to not replace the dock and instead opt for recreation? I have asked them about the bubble.</p> <p>Scott: About the front desk person position, explain to me why you want to hire this person full time.</p> <p>Elaine: We are dying in the office. The level of interruptions is so disruptive. Kit is overloaded. I provided the job description at the last meeting.</p> <p>Scott: Why make it benefitted? What defines full time?</p> <p>Elaine: At 75% we pay 75% benefits. Anything under 20 hours per week is not benefitted.</p> <p>Scott: The office is only open 7 hours a day. Why do we need someone here more than 35 hours per week?</p> <p>Elaine: It is hard to find people at low wage hours.</p> <p>Scott: This person shouldn't require a lot of skills. We should not pay \$15 per hour. This is an entry level, a minimum wage job.</p> <p>Karen: I do not want to see VPD not provide benefits to its employees. I don't want to take this to 20 hours per week so as to avoid benefits.</p> <p>Scott: \$13.50 per hour should be the maximum that we pay. We would save 7k per year.</p> <p>Elaine: The starting was 13.56/hr.</p> <p>Scott: And drop it to 35 hours per week.</p> <p>Karen: I would go with the \$15 per week. Scott Bonney should be at the next meeting regarding wages at the pool.</p> <p>Jason: When you are looking at the pool, that 50 cents matters.</p> <p>Bob: it is more what the competition pays.</p> <p>Scott: My son was the manager of the pool before Scott.</p>		
Adjourn	<p>Karen: We may want to call an extra meeting. We could make the 13th the budget.</p> <p>Bob: We could just do the second and the third Tuesday.</p> <p>Elaine: Survey info should be here this week.</p> <p>Motion to adjourn into Executive Session.</p>		

Executive Session - Wages			
Adjourn	8:30 PM		
Next Meeting	December 13, 2016, 7:00 PM		

Respectfully submitted by:
Mary Reeves