

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, November 8, 2016

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

Staff attending: Elaine Ott, Jason Acosta

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call to order & agenda review	The meeting was called to order by Karen Gardner at 7 PM. Karen reviewed the agenda.	
Public Comment	Elaine: CC and Capt. Joe are not coming tonight. Lu-Ann will be late. I have not heard from Scott. Scott arrived at 7:04.	
Preliminary October 21 – November 3 Vouchers	Elaine: I have no comments. Bob: I assume the two pages were meant to go side by side. Elaine: Yes, the copier machine has quit. The printer does not work, and the scanner does not work. I have contacted the company, but their service has been horrible. Bob: I MOVE THAT WE ADOPT THE PRELIMINARY OCTOBER 21 – NOVEMBER 3 VOUCHERS. Scott: SECOND VOTE: 4-0 in favor	MOTION, SECOND TO ADOPT THE PRELIMINARY OCTOBER 21 – NOVEMBER 3 VOUCHERS. VOTE: 4-0 IN FAVOR.
Proposed Clear Cutting near Lost Lake	Karen: Major cutting is planned near Lost Lake. A good portion of the 100 acres will be taken out. It is adjacent to us. Doug: It is on the other side of the highway from Spring Beach. Karen: We need to write a letter. Elaine: I wrote a letter to extend and they did for only 6 days. I read the 144 page report. Tom Dean and Greg Rabourn are experts on this. Karen: They were hired by the owner. Elaine: DNR or SEPA was the original agency. Karen: I will craft a letter and send it to everyone. Doug: Is that an open meetings violation? Scott: No. In the past we have written and received approval for letters. If we don't object to it.	

	<p>Elaine: I can write the letter that can be approved by the Board. I don't think that there will be a problem. It is not a decision.</p> <p>Karen: What I am asking for is for the Board to write a letter raising concerns.</p> <p>Scott: Investigation is warranted. All we are saying is time out for more information.</p> <p>Bob: Why don't we agree now?</p> <p>Doug: Let's pass a resolution. I MOVE THAT KAREN DRAFT AND SEND OUT A LETTER ASKING FOR MORE TIME TO DISCUSS THE IMPACT OF THE CLEAR CUT.</p> <p>Scott: SECOND.</p> <p>Scott: MOVE TO SUSPEND THE RULES.</p> <p>Bob: SECOND.</p> <p>VOTE: 4-0 IN FAVOR OF SUSPENDING THE RULES.</p> <p>Main Motion VOTE: 4-0 IN FAVOR.</p> <p>Elaine: Nov 14th is the deadline.</p>	<p>MOTION, SECOND TO SEND A LETTER ASKING FOR MORE TIME TO DISCUSS THE IMPACT OF THE CLEARCUT. 16-35</p> <p>MOTION, SECOND TO SUSPEND THE RULES</p> <p>VOTE TO SUSPEND: 4-0 IN FAVOR</p> <p>VOTE ON MAIN MOTION: 4-0 IN FAVOR</p>	
<p>Implementation of Policies: Citizens Advisory Committee and Risk Management</p>	<p>Karen: Please see the handout on risk management.</p> <p>Elaine: You will see that in 2017, one of the staff goals is to write the Risk Management Plan. We will follow Enduris policies.</p>		
<p>How Best to Present Findings of Survey to the</p>	<p>Scott: I don't think that the survey is complete yet. In particular, people have said that we should have a community center, pool, etc. We should have 3-4 questions. The average cost of this is too much. Would you support a bond for that?</p>		

<p>Community</p>	<p>Bob: That’s fair. We still haven’t got a final interpretive report. We take that information and we as a Board lay this out to see if we can fund it in ways that don’t involve levy money. You have the cart before the horse.</p> <p>Doug: Are you asking for another survey?</p> <p>Scott: Yes.</p> <p>Bob: That’s way too early.</p> <p>Doug: I think that there would be pushback from the community if we did another survey.</p> <p>Bob: Don’t talk to people about it as it is way too early.</p> <p>Karen: At what point do we want to begin to share this with the community?</p> <p>Elaine: We should get the report any time now.</p> <p>Karen: A letter to the beachcomber would be good.</p> <p>Scott: They should write a response.</p> <p>Elaine: What we have is not interpretive; we are waiting for it. We need a sit-down board meeting, with the strategic plan dialed up, and a general sense of where we want to go. This is affected by grant applications. Then we can speak generally to the public about our response.</p> <p>Elaine: Get firm date on the interpretive report.</p> <p>Bob: I am sorry to be so strong, but we should not get out there in the public based on the principal that we stay calm and slow in our approach; it is very important.</p>	<p>Elaine</p>	
<p>Budget 2017 – First Draft</p>	<p>1) Goal Review – 2016 and 2017</p> <p>Elaine: I would like to treat this as a first go-through. It is a first run through. I anticipate you asking for more information. I am not married to this.</p> <p>Karen: Scott have you had a chance to look at it?</p> <p>Scott: Yes, thank you Elaine. This is a great first draft. Great work.</p> <p>Elaine: Goals. Staff Development - we have made it a priority to go with a CAPRA focus. On the maintenance management plan, implementation will be done more as a staff maintenance plan with a 4th person who will be ongoing. On facility improvement – all done, but we are waiting for our new DOE permit at VES. It cost \$500. The perimeter fence done. Tramp Harbor – the lease issue is ongoing. Funding for a replacement is more down the line. A state appropriation is a long-term project with Sharon Nelson. We will probably have to put in 100K. Decisions will gel in 2017.</p> <p>Karen: Do we really want to spend the money?</p> <p>Elaine: Good question. There is an emotional impact.</p> <p>Doug: A lot of people seem to use it.</p>		

Elaine: A state appropriation may pay for all of it. Senator Nelson wants to see community skin in the game. Those who want it may want to fund raise.

Karen: We may put part of the money in.

Scott: That is traditionally what we have done.

Doug: Where do we stand in terms of what the alternatives may be?

Elaine: That will be part of my conversation with DNR.

They asked me for engineering designs. They did not want to give us the land requirements, etc. They want King County to be responsible for neighboring properties. I told them they need to tell us what the next steps are. Pool: acid rooms, etc. are done. Ober painting on exterior is almost done. Interior we did not do. That is more cosmetic. Jason has preliminary numbers from the survey.

Karen: Some Ober playground equipment needs to be replaced?

Jason: We can't find replacement parts for the equipment that we have. Some guys looked at it and said it will be hard to find. Ideally we would go to the community to see if they want it redone.

Karen: It seems that there is high usage and high interest. There is an emotional component. There are grants.

Elaine: Agren: Jason has estimates. Paradise: ponies against pavement is done. Insp Pt: A volunteer group formed with Mike Urban, the person who is re-doing Sound Food. He owns the property just next to Inspiration Point. Their idea is to thin some of the trees.

Doug: There are restrictions on tree removal on a slope.

Elaine: They will do a presentation. Put it in an ongoing category. A grant application for the wall was not applicable. Probably not a good source of grants.

Karen: I am worried about safety and liability issues.

Jason: Let's give it to King County roads.

Elaine: The lodging facility project depends on your approval and/or how we fit it into our plans. Considerable trail work has been done. Marketing items are ongoing as are all events. Technology and system development is done. Interactive phone app is ongoing. It would be a touch system and it would pull up directions, history, trail maps, etc. We would do a Beachcomber deal on it. Records management is something we would implement with a new employee. General management is done. CAPRA certification is ongoing. Grants are ongoing. Strategic plan: youth survey, we should get final word on that. On the RCO grant for the pool, I don't know if we will be able to do the 150k match. Letter of intent is in. Enduris main drain will happen in September. I need a full time front

desk person. It is killing us; Kit can't get her work done. Staff dev: courses. Board education for education. Maintenance planning and development: Jason would like to put someone into the maintenance lead position so he can spend more time in the office. Projects: Fisher Pond was not budgeted. Lodging projects are listed by Eric. Eric would like summer help.

2) Levy Resolutions

Due by Dec. 5th. I need motions.

a) One to the Department of Revenue and the other to King County. It is complicated. The figures are there; three different numbers which we must take the lowest of the three. It is only up 20k. Our levy base is smaller.

Scott: We can only go up by 1%. Even though property values are going up, we are stuck with this.

Doug: Can we put the levy out there again this year with increased property values?

Scott: Not this year; we haven't put out our first budget.

Elaine: There is a substantial need provision if we have a motion.

Your motion would be to approve resolutions - the final numbers should come from King County any day. You should move to push both resolutions. 1633 is the one needed for substantial need. 1632 is the resolution that tells the Department of Revenue that you want a levy next year.

Scott: We don't have the numbers yet.

Elaine: You would have to suspend rules.

Lu-Ann: This is not exactly like a 1% increase, is it?

Bob: I MOVE THAT WE ADOPT BOTH RESOLUTIONS.

Scott: SECOND.

Motion in 2 weeks.

3) Budget Discussion

Elaine: I started with assumptions. I put two budgets in front of you; they are very similar. 2017 deferred salary increases for Elaine and Jason: better cash flow. One truth in this is that we can hold off until April on the new office person. What you have is the summary budget of every category. The next page breaks down every one of our account categories by the budget grouping and your bottom line of 163k matches with the

**MOTION, SECOND
TO ADOPT
RESOLUTION 1622
AND 1632. 16-32**

Agenda Item.

	<p>three reserve totals. The last page is cash flow that indicates that we would need to borrow 200k at the beginning of the year. We will pay it off in April. This budget does not renew the TAN. It leaves a cash amount in September of about 15k – a little close for my comfort. We would pay 100k in October. I was following the funding policy. 1.1m based on averages of last few years. General comments?</p> <p>Karen: I don't need to go through all of this.</p> <p>Scott: Me neither. You have my questions. Can we get by with a dollar amount and % staff salary increases 2016-2017?</p> <p>Bob: You mean what assumptions she is making in the budget?</p> <p>Scott: Yes.</p> <p>Elaine: It is about a 40k increase. This is getting serious. I know there are a couple of people looking for other jobs. When they know what the industry averages are, all we are asking is to get us close to the bar.</p> <p>Scott: At this point, I don't know what that bar is.</p> <p>Lu-Ann: We should be competitive.</p> <p>Elaine: Keep in mind we wear a lot of hats. We are experts in a lot of things. We will talk more fully when I get more information.</p> <p>Bob: You are budgeting salaries on where you think we should be?</p> <p>Elaine: Key items are: front desk person; Jason's desire for a lead maintenance person. It would mean promoting someone in maintenance. Other additional person; seasonal hire for Eric.</p> <p>Lu-Ann: At Pt. Robinson?</p> <p>Elaine: Yes.</p> <p>Scott: I have a question about benefits at the pool – Scott is the only one with benefits?</p> <p>Elaine: Yes. We need to pass this by the end of the year. Should I advertise this if people want to come to the meetings?</p> <p>Scott: Yes. Jason should go through small projects for the Boy Scouts.</p> <p>Jason: Typically, they have an idea and approach us.</p> <p>Scott: It would be well received if we approached them.</p> <p>Lu-Ann: Why do we have to approve job descriptions?</p> <p>Elaine: I would prefer that you didn't.</p> <p>Karen: That should be a management decision.</p>		
Adjourn	<p>Scott: I MOVE THAT WE ADJOURN.</p> <p>Bob: SECOND</p> <p>VOTE: 5-0 IN FAVOR.</p>	MOTION, SECOND TO ADJOURN.	

	<i>The meeting was adjourned at 8:30 PM.</i>	VOTE: 5-0 IN FAVOR.	
Next Meeting	November 22, 2016, 7:00 PM		

Respectfully submitted by:
Mary Reeves