

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, December 13, 2016

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

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: Is this the last meeting of the year?</p> <p>Karen: We cancelled a second meeting.</p> <p>Capt. Joe: On behalf of the Keepers and myself. I want to thank the board for a board that works, is congenial and is respectful. I also want to thank the people on the staff. Special kudos to Jason and Kit. I am delighted to have such a great staff. Eric is our manager and does a great job.</p> <p>Doug: We definitely depend on volunteers. John Burke had a heart attack. He had heart bypass surgery. He is coming home tomorrow.</p> <p>Elaine: I have a card going around.</p>	
Preliminary Imprest, Payroll Summary, Vouchers 11.18.16 – 12.8.16	<p>Lu-Ann: I MOVE that we accept the payroll and vouchers as presented.</p> <p>Bob: SECOND</p> <p>VOTE: 5-0 IN FAVOR.</p>	<p>MOTION, SECOND TO ACCEPT PAYROLL AND VOUCHERS AS PRESENTED.</p> <p>VOTE: 5-0 IN FAVOR OF MOTION.</p>
Board Votes	<p>1) <i>Motion to adopt the Cell Phone Acquisition and Employee Use Policy</i></p> <p>Elaine: There is no change to the cell phone acquisition policy. It is consistent with Board Policy.</p> <p>Vote: 5-0</p>	VOTE: 5-0 IN FAVOR OF MOTION TO ADOPT THE

	<p>2) <i>Motion to Adopt non-reimbursable Expenses Policy</i> 5-0 in favor</p>	<p>CELL PHONE ACQUISITION AND EMPLOYEE USE POLICY</p> <p>VOTE: 5-0 IN FAVOR OF MOTION TO SDOPT NON-REIMBURSABLE EXPENSES POLICY.</p>
<p>Community Garden</p>	<p>Doug: King County (KC) has a community plan for Vashon Island. I suggested that VPD be involved. I volunteered to be the contact person. It is like a pea-patch. It would mean a different constituency for VPD.</p> <p>Elaine: Access to water would be key.</p> <p>Lu-Ann: Would we have any costs?</p> <p>Doug: I am thinking user expenses.</p> <p>Jason: One possible place is at the Skate Park. It is overgrown. It is used from time to time.</p>	

1) *Interlocal Opinion Paper*

Bob: Several of us have discussed the budget. Why do we pay 100k to the Vashon School District (VSD) for use of their property? It makes no sense. I got on the web and looked at other interlocal agreements. Nobody else does it like we do. Some had exchange of costs, but no sharing of indirect costs.

Karen: I talked to other park districts. They were all astonished that we pay the VSD that amount of money.

Bob: It is close to 10% of our budget. Years ago, there was no park district, only VSD.

Truman: Let me give you some history. I was here when the 1st agreement happened. The VSD put out a bond issue for improvements and their promise to the community was that they could use VSD property on off hours. They, then realized they didn't have the administrative people to staff it. VPD was approached by VSD to schedule activities. They were concerned about wear and tear, lights, etc. They asked: Can you help us? We said yes. We spent time to get accurate costs. We just made it 40k per David Hackett. We had used the facilities before, but we didn't pay for them. It was incremental costs. The tipping point was the bond.

Elaine: I put an e-mail out to the KC director's group and received several responses. They are a great resource. They all said that this was the craziest thing they had heard of. If there was an added expense, such as a janitor, VPD would pay for it. These are community resources.

Bob: So, VPD will schedule all fields, but not be compensated.

Elaine: It's close to a full FTE. Robin, Kit and another person.

Karen: Bob and I want to renegotiate. The question is, how does the board feel about it?

Doug: The land is owned by the VSD. Is that a consideration?

Elaine: We have 3 different lease agreements. We are not paying for them. It is a non-funded lease.

Lu-Ann: It has not always been this way. David Hackett brought us a new interlocal, which was hatched on the ferry with Bob Hennessey.

Doug: If VPD provides the staff, do we also pay for the facilities?

Lu-Ann: No. We both chipped in on supplies.

Jason: No, we were only allowed to touch the fields. We could not go beyond the fence lines. We had a separate meter for the fields. We did not provide maintenance in the schools.

Robin: Each coach would sweep up after their team.

Elaine: A key piece is Truman's point that if they agreed to the bond...something to consider is that they have another bond coming up.

Capt. Joe: About 5 years ago, we did have 1 FTE for someone to do facilities scheduling, Wendy P. At the same time, David and Bill Ameling were having discussions. You might want to call Bill and David as witnesses before the VSD. You need as much information as you can get. The minutes back then may well not completely reflect what happened.

Karen: I will talk to Truman and flush this out.

Doug: Talk to Bill as well.

Elaine: It expires June 30th.

Scott: By March, we must tell them what we want to do.

Truman: Make sure you have all the contracts.

Lu-Ann: They have threatened to not sign over a water lease at VHS if we did something they did not like.

Doug: At a recent board meeting someone suggested that they bank the 100k. Why did it increase from 40k to 100k?

Lu-Ann: David was our sole representative there.

Capt. Joe: Expect the pool drainage issue to come up.

Karen: We have fiduciary duty to VPD. We don't have to decide this tonight.

Scott: At this point we really get nothing out of it. I think that a compromise is the way to go.

Doug: The School District gets credit; we get blamed if something goes wrong.

Bob: The commons are the worst on our return on investment.

Jason: If we stepped away from this and they tell us we can't use the facilities, what will happen?

Robin: They may just decide to do the scheduling themselves.

Lu-Ann: This is so EPIC. I was part of the old guard and drinking the cool aid.

2) *Budget 2017*

Elaine: Doug suggested that we present several budgets to have the discussion. I think a better way to look at this is to consider this budget as nuts and bolts. It represents our commitments made. There is a commission election in November. If you want to talk about deferred maintenance, none of it is in here. We only have the reserves for that. We have about 178k in reserves. It is for you to decide that. There is no wiggle room here. Two little wiggle room items are from the Commons and 10k committed by a prior board to VIRC. 10k was a semi-commitment for the Rowing Club. At that time, the thinking was that we could not give 10k to the club. We thought that maybe we could get another shell or something.

This commitment was made by the prior board.

Bob: Is the club expecting it?

Scott: We didn't have the money at the time.

Elaine: The other item is the King County grant for the pool. There was a comment from Scott that we could walk away from it. It is a 28k commitment from us to do things like repair the boiler, ADA, electrical work. Everything represented on the budget are commitments or general operating.

Scott: We weren't going to spend all the levy money. There is more money here to use.

Elaine: Kit is here to talk about the office situation. Scott Bonney is here to address the pool. For 30 hours, we are willing to compromise on the office asst. There are benefits. It is not an entirely unskilled position because they need good computer skills.

Kit: The reality is that I need an administrative specialist, who is technically advanced enough to hit the ground running. Technology is the foundational piece that we do. Every piece of the hats I wear has deep needs. A level of maturity and experience is key. Our software is very old. Some is debilitating when used for lodging.

Elaine: It is not surprising that VPD had 5 people who did Rec-Pro work. It has all been developing over the last 5 years.

Karen: I think that we need to consider upgrading our technology.

Elaine: We need a body to take on a lot of the load.

Karen: We don't have the records set up. It all needs to be electronically filed.

Karen: I support need for this person. I suggest that we pay them \$15 per hour and have them work 30 hours per week.

Elaine: It is 2300k + benefits.

Lu-Anne: Can we offer up to \$16 per hour to give room to grow?

Scott: \$13.56 to \$15 based on experience.

Elaine: We don't have the money to replace software right now.

Scott Bonney: We had a lot of new guards last year and we have a lot this year. We want to pay them 4% more. We need some incentive. We trained another person last year who had an aquatic license. We have a number of senior staff positions. Lesson coordinators make \$15 per hour. I am asking for a 4% increase in my salary as well. This year the staff will be smaller and they will be asked to commit to the hours. We lose people as the summer goes on.

Scott: That is different than what was provided. Well done. I support it.

Lu-Ann: The snack bar has in the past been a source of some leakage.

Scott: We net good money on the snack bar. We have had break-ins at night. We are trying to up our security. Kit is an invaluable part of keeping that pool running. Kit is our go-to person.

Lu-Ann: What about the Sting Rays?

Scott Bonney: No, they have made it clear. We will pull our staff together earlier than normal. We will interview.

Lu-Ann: What is our return rate?

Scott Bonney: It is turnover.

Scott: we have 59k, but no money is there for deferred maintenance. We can allocate it now.

Bob: Possibly another 50k based on the interlocal.

Capt. Joe: Scott and I have worked before to write a report for auditors. I have looked at the budget and took a note about cash flow. I have been working on cash flow for Community Care for years. Consider putting into the budget interest for renewing the TAN for the autumn. VPD almost went bankrupt before. I want to have Elaine have the flexibility.

Elaine: The September cash flow is around 9k. It is not a bad idea to budget for it. You don't want to be caught with not being able to pay our bills. Our audit exit poll is on the 19th. She likes the direction we are going. That said, their main concern is how much we rely on the TAN.

Scott: I disagree. You can cut back and you can work the budget. If something catastrophic happens, I would think that we could figure it out.

Karen: What option would happen that would cost us 5k? Capt. Joe wants us to earmark 5k. We will also have a pretty good idea of what is happening.

Scott: It is already in the budget because we have 59k.

Elaine: We will have the money in June.

Scott: It would cost us about 4k to borrow 20k.

Karen: it is worthwhile having it in the budget.

Scott: I reduced the materials budget from 40 to 35k.

Elaine: I say that we put it in.

Doug: What happened that made us almost go bankrupt?

Lu-Ann: The reasons? VES, the accounting system.

Elaine: The motion would be: add 5k to budget.

Scott: I MOVE that we accept the budget as amended.

Bob: SECOND.

Scott: I MOVE that we suspend the rules.

Bob: SECOND.

VOTE: 5-0 to suspend the rules.

Scott: I abstain on the budget

**MOTION,
SECOND TO
ACCEPT THE
BUDGET AS
AMENDED.**

**MOTION,
SECOND TO
SUSPEND THE**

	VOTE: 4-0-1 to accept the budget as amended.	RULES. VOTE: 5-0 TO SUSPEND THE RULES. VOTE: 4-0-1 TO ACCEPT THE BUDGET AS AMENDED.	
Adjourn	Scott: I MOVE that we adjourn. Doug: SECOND VOTE: 5-0 TO ADJOURN.	MOTION, SECOND TO ADJOURN. VOTE: 5-0 IN FAVOR.	
Next Meeting	January 10, 2017, 7:00 PM		

Respectfully submitted by:
Mary Reeves