

# VASHON PARK DISTRICT BOARD OF COMMISSIONERS

## MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

**DATE: Tuesday, September 12, 2017**

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

Staff attending: Jason Acosta, Elaine Ott

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
<b>Call to order &amp; agenda review</b>	The meeting was called to order by Karen. Karen reviewed the agenda.	
<b>Public Comment</b>	<p>Captain Joe: Two things:</p> <ol style="list-style-type: none"> <li>1) We had a wedding last weekend. I was walking with the groom and asked how he felt he went. He said it was everything they had expected. Would not have been so if not for all the great work from Eric.</li> <li>2) The park system has ever looked as well as it ever has, and that is due to all the great work from Jason and the Executive Director. And to the Board.</li> </ol> <p>I am presented with a moral and ethical dilemma. Many committed to lighthouses belong to the US Lighthouse Society. In membership, people get a passport and have to actually go to the lighthouse to get “the stamp.” I received an envelope from someone asking for the stamp. He lives in Northeaston, MA. I am going to put the stamp on it but with a personal letter that it is duly noted that he did not visit the lighthouse. I will sign across the stamp, so all knows he is a lighthouse cheater.</p> <p>Bob: I want to thank Eric for his work on Passport to Pain.</p>	
<b>8/22/17 Minutes Preliminary 8/18/17 – 9/7/17 Vouchers</b>	<p>Bob: I MOVE THAT WE ACCEPT THE MINUTES AND VOUCHERS AS PRESENTED.</p> <p>Lu-Ann: SECOND</p> <p>VOTE: 4-0</p>	<b>MOTION, SECOND TO ACCEPT THE MINUTES AND PRELIMINARY VOUCHERS AS PRESENTED.</b>
<b>Board Votes</b>	<ol style="list-style-type: none"> <li>1) Emergency vote on VES well pump repair.</li> </ol> <p>Elaine: On August 23, Rick Bonaventura showed up at VES to find all of the water tanks empty. Bob Siebold from Island Pump was called in to diagnose the problem. He found that the pump has gone out. He pulled the pump and replaced it at an estimated cost of \$5000.00. This was an emergency fix due to damage to areas caused from a lack of water for two days. Need Board vote</p>	

to approve an emergency repair that avoided the bid process.

Jason: It is working now, but we went 3 days without water. Have gotten on top of it, but we had to get it fixed.

Elaine: RCW requires motion to approve an emergency fix without the appropriate bid process.

**Bob: I move that we approve the emergency fix on the VES well pump repair.**

**Lu-Ann: Second.**

2) Motion to approve informal opening of Pool ADA Upgrade bid

Elaine: I am in the process of getting the pool ADA compliance project out to bid. This is the ADA benches in the locker room and shower walls. Should be about a \$16k project. I need a motion to approve an informal bid opening, so I can move forward and get the project done.

Karen: Is this paid for by the grant?

Elaine: Yes.

Bob: Why do you need this?

Elaine: If you want this to occur at a Board meeting as demonstration of fair and open public process, that is how it is normally done. But I need to expedite this and would prefer to not wait until the next Board meeting. Needs to be officially approved by you if informal.

Lu-Ann: Is this authorizing the money?

Elaine: No, you have approved the money. Public process provides witness to the lowest bid.

Lu-Ann: I don't remember doing public bid openings.

Elaine: We have. VES, Skate Bowl, Point Robinson. We are under time constraints for the pool project. I don't open bids until the official bid opening, and I have staff in the office witness. I want witnesses to attest that I haven't altered anything; I don't accept late bids. I have witness to attest that I have followed the process to the letter of the law.

**Bob: I move that we approve the informal opening of the Pool ADA Upgrade bid.**

**Doug: Second.**

**Karen: Do we need to suspend the rules?**

**Doug: Move to suspend the rules.**

**Bob: Second.**

**Passed 4-0.**

**Motion passed 4-0.**

3) Motion to approve Get Active/Stay Active grant application

Elaine: Last meeting we discussed the need for replacing the VES restroom trailer due to its KC expiration for being a temporary structure and due to its constant maintenance problems. A grant opportunity came available via Joe McDermott's office called "Get Active/Stay Active" for capital projects related to sport facilities (high preference for youth activities). No match. I requested \$75,000. We should find out by the end of September. Policy dictates that you approve projects that will require payment up front to be reimbursed.

Doug: What do you have in mind?

	<p>Elaine: We looked at a number of designs. Stand-alone mens and womens facility, both ADA compliant. Storage facility but also a concession stand on the back for fundraising and events by the club sports or other groups per the Master Plan. I accentuated that in the grant application. You have to explain how people get active and stay active in the grant. People have to use the restroom! 2<sup>nd</sup> part is the concession stand – fundraising opps for the lights, etc.</p> <p>Captain Joe: I remember the agony we went through to get that trailer. Still paying for it?</p> <p>Elaine: yes.</p> <p>Captain Joe: If the grant comes through, that eliminates a big need and expense for the VES project. If we can get rid of it, good on us.</p> <p>Lu-Ann: it was the cheapest option at the time. And the notion was that we could move it to another facility.</p> <p>Elaine: We feel it is best utilized as a special event extra restroom.</p> <p><b>Bob: I move that we approve the Get Active/Stay Active grant application.</b></p> <p><b>Doug: Second.</b></p>	
<p><b>Commons Committee Meeting – VISD Gymnasium Use</b></p>	<p>Elaine: This past Summer, the VISD made significant improvements to all three gymnasiums to include having floors refinished, windows and doors replaced, paint, basketball board motors installed, and new sound panels installed. Recently, VISD raised concerns about certain activities in the gyms being known to cause damage, and they wish to take steps to restrict or even limit those activities going forward.</p> <p>Karen: Can you give an example?</p> <p>Elaine: Baseball practice indoors. Throwing the bat.</p> <p>Jason: They use a softball. But I have seen VISD groups do the same.</p> <p>Elaine: I told VISD that what’s good for the goose is good for the gander. Restrictions must go both ways. They agreed. It was a cooperative discussion. One of the big things that drove this is Futsal breaking a sprinkler head. Bottom line: VISD initially wanted to restrict soccer, futsal, baseball, and lacrosse from indoor gym use. I insisted there must be a public process. They will want to be heard. It’s the right thing to do. We agreed it should be in the context of a Commons meeting this next Monday.</p> <p>Karen: If these folks don’t have gym access, what will they do?</p> <p>Elaine: Not have indoor practices. It’s a big deal! Sport group leadership will be coming. I think it will be a fair and civil discussion. I feel that Soltman’s stance has softened since. I believe we will land at more accountability. But if restrictions, there should be an amendment to the Interlocal and new discussions about the \$75k payment.</p> <p>Doug: Do you feel the groups will believe that Parks threw them out?</p> <p>Elaine: No, VISD totally owns it. To be fair, I think VISD has some fair points. We need to have this discussion. I don’t believe we should restrict use entirely.</p> <p>Karen: How do you enforce accountability?</p> <p>Elaine: One person suggested having Access in there full time. No – not practical. Access can do</p>	

	<p>assessment after the fact. Write it up as a summary after the fact. But they can't assess everything.  Karen: I am reluctant to have Access be the police. VISD needs to help in this.</p>	
<p><b>Enduris Insurance</b></p>	<p>Elaine: A new issue has surfaced with Marc's departure from Enduris. He has misrepresented us one more time. Marc said our partner organizations could be covered under our policy at no additional cost as an additional insured. Low risk activities, so we will cover them. New Enduris rep says not so. They must get insurance and name VPD as additional insured. Sport groups, classes, Stewardship groups – all in question. Most affected – Ski School, Sailing Camp, VIJB. Spoke to soccer first. They are in the middle of registrations and did not budget for this. I agreed to help them with this cost of \$2k out of RFA funds. Ski School is in progress and will be a problem. Sailing Camp will be a problem. One way around this is to bring back recreation programming and bring them under our umbrella. We need to own it. Ski School and Sailing Camp would be great candidates.</p> <p>Lu-Ann: Those should be easy to bring inhouse. Sports might be more difficult since they are doing their own thing.</p> <p>Elaine: I have spoken to soccer. They are considering it but want to maintain much of their autonomy. They must dissolve nonprofit. This brings an opportunity to us to more quickly step up recreation programming.</p> <p>Karen: It does! And not everyone has to come back. Could be a win-win for everyone.</p> <p>Capt Joe: Enduris exists only to provide coverage for people like us. They must get breaks from the state. You should look at RCW and WAC to see if Enduris is being over eager. Take a look at these regulations to see if Enduris is doing the right thing.</p>	<p><b>Agenda Item.</b></p>
<p><b>Staff Reports:</b></p>	<p><b>Pool</b></p> <p>Elaine: Up to my eyeballs in contracts right now:</p> <ul style="list-style-type: none"> <li>a. Main Drain VGBA Compliance work to be done Sept 25 – 29. Contractor under contract.</li> <li>b. Hydro-geologist doing groundwater assessment this week to make sure we don't experience "pool pop."</li> </ul> <p>Karen: What happens if they discover the water table is too high?</p> <p>Elaine: Then we will be having a very different discussion about what work gets done at the pool. Must be done at driest time of the year.</p> <p>Bob: We talked about this at the last meeting.</p> <ul style="list-style-type: none"> <li>c. Vashon Electric to do the pool lighting on September 27. Should be under contract tomorrow. Costing about \$1400.</li> <li>d. Boiler valve and new variable speed pump work under contract to be done by Oct 15. This is part of the grant. Snag related to DOH permit need on the pump – needed when change a pump. Scott is working on this.</li> <li>e. ADA Compliance contract will be out for bid this week. Snag related to need for KC Tenant Improvement permit – told by KC we needed it, then found out we don't.</li> </ul> <p>Karen: The incompetency at the KC Planning department is enough to turn me into a Republican.</p>	<p><b>Agenda item.</b></p>

	<p>Doug: What is the status of the cover?  Elaine: Pool Committee meeting tomorrow so will get an update then. Currently working on the MOU.  Karen: What is the status of their fundraising?  Elaine: Thermometer says \$85k.  Doug: What should we tell people about when the pool will be open?  Elaine: The main drain is a deal breaker. Must be done first.  Doug: Has the bubble arrived?  Elaine: Last I heard middle of October.  Lu-Ann: What are the Seals doing for swim team?  Elaine: We are working hard to get staff ready. Would love to accommodate if we can, but we did tell them from the beginning it would be closed until the bubble. We need back-up AFO. Jason going to get certified.  Capt Joe: Can we get a report on Swim 4 All next meeting? # of participants, how much have we drawn down on the \$5k? Dedicated for that purpose.</p> <p><b>Fern Cove</b> – in the process of doing the site survey. Eric is digging the test pits. Still awaiting our attorney’s letter.</p>	
<p><b>Strategic Plan</b></p>	<p>Elaine: I combined the values sheet you provided with staff’s contribution. Mostly just word-smithing. I did add Professional Development.  Lu-Ann: I think that is a great addition. When we didn’t have a lot of money, that was a nice benefit to staff.  <b>Bob: I move to adopt the core values.</b>  <b>Lu-Ann: Second.</b>  Bob: Last week we went through the current state analysis. Keep going? On state of assets.  Elaine: we have already gone through these so much. Not necessary to go into too much detail. (Briefly discussed state of assets).  Jason: I have something to add. Been meeting with Michael Laurie and his wife about our use of pesticides. We measured how long it would take to hand weed Agren. Is unsafe to have slick weeds. Not practical. When weeds are 70% of your turf, is time to replace.  Karen: Why is Michael Laurie dictating what we do?  Elaine: This was my call. I want to embrace sustainability. The weed issue presses the need to replace the turf; becomes more sustainable by nature, because new turf can be more easily hand-weeded.  Karen: Add restrooms everywhere to the list.  Karen: Look into getting rid of Wingehaven.  Doug: Why is debt to revenue in here? What does it mean?  Elaine: An audit finding made this a big deal. We have retired a lot of debt. In 2013, our TAN was \$400k. Now it is nothing.  (Plans and Policies driven by CAPRA)  Lu-Ann: We need review of Executive Director on the top of the list. It has been a disservice to not</p>	<p><b>Agenda Item.</b></p>

	<p>review her.  Bob: Board self assessment not taken seriously.  Lu-Ann: I think that's a matter of opinion.  Karen: we tried to do it, but people didn't want to.  Bob: Then I'll just say it's not being done.  Karen: Board that are well functioning assess themselves all the time.  Bob: We need to spread the Board workload around.  Lu-Ann: I have never been asked to do anything.  Bob: Several committees. You and Doug were on community relations.  Doug: We did not receive a review of the community survey results.  Lu-Ann: By virtue of this exercise, we are getting guidance.  Bob: Office equipment, etc.  Elaine: We pick at this a little at a time. Software is weak, particularly if we bring back recreation programming.  Karen: Agreed.  Lu-Ann: What does it mean to have systems and processes are weak?  Elaine: If we had plans in place in risk management, marketing, etc, it guides your systems and processes. It is a general statement about systems and processes. We don't have any. Everything is based on immediate need. No long term guiding plans. Strategic plan is the over-riding, but these specific plans get more into the weeds. Like truck purchasing – what is the plan that guides when we do this?</p>	
<b>Adjourn</b>		<p><b>MOTION, SECOND TO ADJOURN.</b></p> <p><b>VOTE: 4-0 IN FAVOR.</b></p>
<b>Next Meeting</b>	<b>September 12, 2017, 7:00 PM</b>	