

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park Evergreen Room, 7:00 pm
 DATE: Tuesday, January 24, 2017

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>Scott: A tree came down in Ober Park</p> <p>Jason: It was a memorial for a woman who committed suicide. I don't know who to contact.</p>	
December 2016 Vouchers, Preliminary 1.1.17-1.18.17	<p>Lu-Ann: I move that we accept the vouchers and preliminaries as presented.</p> <p>Bob: Second</p> <p>VOTE: 5-0 in favor</p>	
Financial Report 2016	<p>Elaine: Take a look at the cash flow. We came up short in levy revenue.</p> <p>Doug: It is important that the receipts are correct.</p> <p>Elaine: We get what the assessor has determined we are entitled to less non-payment of property taxes plus payment from prior years. I don't know how many the past years outstanding is represented on the balance sheet. Under administration, we are under budget by 21k, health benefits, etc. On contingency is the bill for the audit received in January. Jason is 48k under budget. Field use hours were down this year. We made it up in bookings. VES revenue shifted. Baseball and soccer are down because revenue is down. Lacrosse was up by \$600.</p> <p>Scott: Fees are going up this year.</p> <p>Robin: That will be added on to their bill.</p> <p>Bob: payroll is down 3k. Jason started the two guys later. We also overbudgeted benefits.</p> <p>Elaine: Materials is under budget by 13k. Most was top dressing Jason didn't do.</p> <p>Jason: Some materials aren't accurate because bills didn't come until January.</p>	

	<p>Elaine: It is not a problem. The second Commons bill wasn't paid until January. Jason's outside services is commensurate with not top dressing.</p> <p>Jason: I bought a Tommy-Lift. We have tool boxes on all our trucks now.</p> <p>Bob: Some of those tools are somewhat expensive.</p> <p>Elaine: I require that they get 3 estimates when it becomes material. On the Commons, we are under budget. Programs are under budget \$400. Programs are Concerts in the Park. Operating Pool was overbudget, 3k under in revenue. Pool CIP under. Pt. Robinson under 12k.</p> <p>Scott: Revenues are off from the prior year, why?</p> <p>Elaine: The Point Robinson roof replacement grant money was in 2015.</p> <p>Elaine: Fern Cove was under by 8500k. Other came in 5600k over budget due to VES items in February, an Engineering bill, carry over from the last year</p> <p>Lu-Ann: What happens to the remainder at Pt. Robinson?</p> <p>Elaine: I account for this on separate pages. We always want to be in a deficit.</p> <p>Doug: Pt Robinson - part is Coast Guard property.</p> <p>Elaine: It is mostly informational. By the way, I received a call from Soltman asking when we wanted to meet.</p> <p>Karen: I have drafted a position paper. We need to alert them.</p>
<p>Motions</p>	<p>1) <i>Motion to adopt the Volunteer Policy as presented.</i></p> <p>Elaine: Captain Joe came in today and requested one small change. I added that line. If you want to add this as a friendly amendment.</p> <p>Bob: I accept this as a friendly amendment.</p> <p>VOTE: 5-0 in favor of the motion.</p> <p>2) <i>Motion to adopt the Fundraising/Grant Applications by Outside Parties or VPD Staff as presented</i></p> <p>#1210</p> <p>VOTE: 5-0</p>
<p>Status of Board Policies to be implemented this year</p>	<p>1) <i>Board Self-Assessment</i></p> <p>Karen: Attached to the policy, you will see the assessment plus the goals we set out for ourselves for 2016. (reviewed goals)</p> <p>Robin: (re: Interlocal) Every year the School District will bank it.</p> <p>Karen: We need to come up with a negotiable position.</p>

Doug: Why should Vashon be different from other park districts?

Karen: They started collecting it in 1996.

Robin: It was very informal in those days.

Bob: They said that we could schedule for them, but not charge for it.

Lu-Ann: There was a school bond.

Bob: We didn't charge for it and then we paid for it.

Lu-Ann: When I came on the Board, it was accepted.

Karen: We authorized a couple of deferred maintenance.

Elaine: We painted the Ober building.

Scott: All our planning has been deferred. We are waiting for the report.

Elaine: It will all be a part of the strategic plan.

Doug: Are we making progress?

Jason: Yes. we painted the building. There were chips.

Karen: I would say that we met it partially.

Elaine: A lot of the items we knew we were not going to be accomplished in 2016. The strategic plan will identify them.

Karen: Update admin policies – done. Clarified rules for board members & staff – done. Long-range plan – in progress. Preparation for the audit – done. Assured pool was ready – done. What about Tramp harbor?

Elaine: I have a meeting set. We will go over the requisites. It is ongoing.

Karen: Community engagement - not done. Compensation study – done. Volunteer program - not done.

Elaine: there was talk of having volunteers doing various things.

Lu-Ann: I don't think anyone wants to do it.

Karen: Maybe we don't want this goal.

Jason: It's not worth it.

Lu-Ann: We have a volunteer program.

Jason: In the future, maybe, like for a new playground, solicit for big projects.

Karen: This is different from this goal. It sounds like we don't want this goal.

Karen: Friends of the Park?

Elaine: We can't do that. I have an acquaintance who is interested in setting up a foundation.

Karen: How about speakers in the community? We may want it to be a goal for 2017. They

	<p>need to organize themselves. The School District has a foundation. So, this is something we want to do.</p> <p>Lu-Ann: So what about the self-assessment? Karen: I will publish a list.</p> <p>2) <i>Citizen Advisory Council</i> Karen: The last time we met, I asked for changes or said I would write it up. I would like to get the Beachcomber involved. We want expertise. We can make recommendations or ask for volunteers. Make sure you have taken a look at what I have sent you. Doug: Are we talking about two groups? Scott: One group can make money and one can give advice; they wouldn't meet at all. Doug: How is this different from the oversight committee? Elaine: It was a disaster. Scott: we met almost as often as the board. Lu-Ann: I think that they are similar. I agree that it could be on an as-needed basis and on call. Elaine: A civil engineer might be useful.</p>	
<p>Staff Reports</p>	<p>3) <i>Inspiration Point</i> Elaine: There were some questions at the last meeting. When Jason, Mike and I met, we put together a plan. Right now, he is starting to do some trimming. See his plan. Mike will trim trees also on Park District property. Jason: Our property is really small. Doug: What about a hold-harmless clause. What do we do as compared with what he does? Elaine: it is a liability waiver.</p> <p>4) <i>Community Service Area Plan</i> Elaine: A group got together to write this and it is up for review. There were policy numbers 3-6. I met with a sub-committee at one point. They wanted my input. The big one was Tramp Harbor. I am bringing this to your attention. I have raised one concern regarding #3. VPD is going to lead on any of these idea projects. How much does this commit us to for follow through? We could agree to that desire, but we have no plans to do anything with the North End boat launch.</p>	

Jason: The Fire Department also uses it. Kayakers use it.

Lu-Ann: There are plenty of places to do this.

Elaine: #4 has the same issue. I have made it clear that we have made no commitment whatsoever. I have used the word, "potentially"

5) *Vashon Conversation about Living for the Dying*

Elaine: Per policy, if we agree to sponsor an event, does it meet policy? I will let you know. Her request was to use the community bulletin boards for free.

Robin: They have something lined up at O space

6) *Point Robinson Decking.*

Elaine: I had a list of discretionary items. This was on it. This is surfacing as a little more critical now. Eric has noticed some deterioration around the top of the gallery. Gene is also a lighthouse architect. He is involved in two grant agencies. Gene came over and is putting a report together summarizing his findings and will be making some cost analysis. It could be around \$40k. There is rebar that is supporting concrete. Near salt water, it is not a good thing as the salt water is degrading the rebar. I also asked for a risk assessment. He says that as time goes on it becomes a problem. There are grants available. I spoke with Capt. Joe and he will look into the Keepers becoming a 501(c)(3).

Doug: The Lighthouse structure is obsolete. It is not a functioning lighthouse and they (the Coast Guard) expect us to maintain it.

Bob: If Capt. Joe is going to keep giving tours, we have to fix it.

Elaine: He as president of The Keepers of the Lighthouse.

Elaine: They are a stewardship group of volunteers. The lighthouse is a tourist attraction.

Scott: We would have the responsibility to maintain the building even short of giving tours.

Elaine: It is not unsafe right now.

Bob: Are there things we can do to keep the water from doing that?

Scott: We have to maintain it.

Elaine: We were told that we had to maintain the roof and houses.

Doug: The State Landmarks Commission wants us to maintain it. They told us that.

Lu-Ann: Let's find out our options.

7) **Skate Park**

Elaine: This was not on the agenda. There are concerns from neighbors and parents who come to the Skate Park. The skate bowl is a 10-foot hole in the ground. We are being asked to put a fence around it. It is a matter of when something falls in it, not if. Cost estimate is \$3k we could take from unallocated monies. Technically, this amount is in my purview.

Lu-Ann: This is a liability issue.

Jason: I thought about a chain link fence. There is a sidewalk that goes all around it. What we are looking at is a barrier. A deer can jump over it. If someone is walking there at night, it could be a liability. It is deeper than it was supposed to be. Everything I see at other skate parks is generally not fenced.

Karen: We will go into Executive Session.

Executive Session	Real Estate
Adjourn	8:35 PM
Next Meeting	February 14, 2017, 7:00 PM

Respectfully submitted by:
Mary Reeves