

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, August 7, 2017

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

Staff attending: Jason Acosta, Elaine Ott

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call to order & agenda review	The meeting was called to order by Doug Ostrom. Doug reviewed the agenda.	
Public Comment	<p>Capt. Joe: Pt. Robinson had two weddings last weekend. One of the grooms is a graduate of the Coast Guard Academy. A graduate holds down the lighthouse always. I am the class of 1956. The other wedding was Sunday. I saw a small group, a couple in wheelchairs and some with canes. About a half hour later, they came to the top of the tower and showed up and had a wedding.</p> <p>Bob: I saw a big tent.</p> <p>Elaine: We need to troubleshoot the parking arrangements.</p> <p>Capt. Joe: Eric and I will meet with Elaine.</p>	
7/25/17 Minutes Preliminary 7/21.17 – 8/3/17 Vouchers	<p>Lu-Ann: I MOVE THAT WE ACCEPT THE MINUTES AND PRELIMINARY VOUCHERS AS PRESENTED.</p> <p>Bob: SECOND</p> <p>VOTE: 3-0</p>	MOTION, SECOND TO ACCEPT THE MINUTES AND PRELIMINARY VOUCHERS AS PRESENTED.
Off-Season Pool Plan	<p>Elaine: Kelly replaced Kit. She has a strong background in programming and has been an aquatics instructor. She was reviewing the bubble plan and was concerned about the ability to meet those revenue goals given the limited hours. She is close to the pool community and has heard a lot of feedback. Some are concerned about not meeting all the needs of the community. It turns out to be less hours with a wider array of hours. Scott Bonney (Scott B.) and I completely embrace it. Scott B. will stay on as is and do pool quality, troubleshooting, etc. All the mechanical and operational stuff. He will take the summer season full-time. Kelly will be working from the pool and here and her wages will be split. Scott fully endorses this.</p>	

Bob: Kelly will be the aquatics director?

Elaine: She will manage the aquatics side and will not be the aquatics director. Scott is the director. She will be programs manager.

Bob: Scott's hours?

Elaine: Same. During the winter, he works 2-3 hours per day. He will be doing the same things and overseeing air quality issues with the bubble. Kelly put a packet together.

Kelly: We had a pool committee meeting. Programming came up. I am happy to take that on. From that came this spreadsheet. What it could look like. It is not full blown. It will produce a happier community. Where you can see the difference is public swim with AM and PM swims. There is a lack of activities during the rainy season and this will be a magnet. We want to get people through the door.

Doug: Age?

Kelly: K-high school. Friday family fun night will be a good draw. It is a win/win. Some other untapped opportunities are for the community. Back to what is it going to take, we really hadn't broken it down. We have to adjust the schedule. Caveat: construction projects can flux them. This is a 39-week projection that I have presented.

Elaine: Her costs. Budget approved for off season –she is thinking she can hit 71k in revenue and land at 45k for the season.

Doug: How can we have higher income with lower costs?

Lu-Ann: How would we know what the plan is?

Kelly: That is over-projected revenue. That would be once a month. The other thing to take into account is the holidays when the kids are out of school. Larger open swim to accommodate the schedule. It is great in that we would have more life guards then too. The idea is that currently heading into this season was heavily aquatics in nature. It could be super efficient if I was down there.

Elaine: It would be part of Kelly's job to do reconciliation. Get some streamlined processes.

Karen: We have aquatics software. We should be using it.

Bob: This is software we have had?

Kelly: yes. It is used just here. But now, we will have the opportunity to get people dialed in. There are three money handling steps behind each transaction.

Bob: Sounds fantastic. You will still be operations manager?

Kelly: It will be pretty great. A step towards showcasing our efforts. She handed out brochures. We will do this within budget. We will put it at the café's, Chamber of Commerce, etc.

Elaine: If we staff BARC as we discussed things will happen. They are doing recreation stuff, events, not waiting for people to show up.

Kelly: Everyone is looking for something. It really is a guide and a tool.

Lu-Ann: We used to put out something about our programs. I think that there is a craving in the community. We could also put BARC stuff in there.

	<p>Elaine: We can't promote private stuff. If they are partner organizations, we can promote their registration. To promote a dance class would not be appropriate. We can have paid advertising.</p> <p>Capt. Joe: For Lu-Ann, Mary and me, it is heartening to see this come back up. You promised this to the voters. The survey told us that this is what rate payers want.</p> <p>Elaine: It gets the ball rolling.</p> <p>Capt. Joe: Kelly brought her children to Pt. Robinson.</p> <p>Lu-Ann: How will you evaluate attendance, etc.? How will you assess this?</p> <p>Kelly: Participation is not assessment enough. Conversations, surveys, interviews will provide information. All we have is a comment box at the pool. We are trying to start two-way conversation.</p> <p>Lu-Ann: Publications?</p> <p>Kelly: It will be winter and fall with the schedule. We don't have the budget to mail it. We will pepper it through the community.</p> <p>Lu-Ann: Put in the Friday thing.</p> <p>Doug: What you are showing is higher revenues and lower costs?</p> <p>Kelly: Our current fee structure was employed. I went back to what we do right now. I employed those figures. I think the numbers are conservative. I got my labor costs down. I can serve as cashier or lifeguard. The numbers were higher than what I thought was needed. Most pools don't run guards heavy until the weekends.</p> <p>Doug: The pool will be closed on Sunday?</p> <p>Kelly: I think there will be high demand for rentals.</p> <p>Elaine: You mentioned that Sundays were pretty flat days.</p> <p>Kelly: We could be open and flexible if there is that need.</p> <p>Lu-Ann: How do you change habits?</p> <p>Kelly: There has been so much energy around it and they will see the bubble.</p>	
<p>Seals Fundraising</p>	<p>Elaine: the Seals are here for fundraising plans for board approval.</p> <p>Karen: This is exciting. We have been making a lot of progress. We are at 60k. We are planning recognition of donors and we wanted to present our desire for that.</p> <p>Jacqueline: A described wall would be for donors. Laser-etched names. It will show larger donors vs smaller donations. It will have flat glass tiles with 3D swirls indicating the water. (Design shown.)</p> <p>Lu-Ann: Start small at 1k and work up. Whoever gives the most will get the biggest.</p> <p>Elaine: How will it be secured to the wall?</p> <p>Jacqueline: It will be regular tile secured to wall.</p> <p>Elaine: The plan will be permanent?</p> <p>Jacqueline: Yes.</p> <p>Doug: The bubble will be gone in 10 years.</p>	

	<p>Jacqueline: Then it will be up to the next board. Elaine: This requires board approval. Lu-Ann: What is on each of the plaques? Jacqueline: The name will be on it. No political groups and no other non-profits. Lu-Ann: Same font? Jacqueline: We are flexible. Elaine: No alcohol advertising. Jacqueline: Sawbones, Island Escrow, etc., have shown interest. Sporty's is a donor. Bob: I MOVE THAT WE APPROVE THE PROPOSAL. Scott: SECOND. Lu-Ann: I am just thinking about the look. Companies can use their logos. Jacqueline: All will be laser etchings. <i>Extensive discussion ensued about colors, logos, etc.</i> Elaine: Vote in two weeks. Lu-Ann: I MOVE TO SUSPEND THE RULES. Bob: SECOND. VOTE TO SUSPEND: 3-1 IN FAVOR. <i>Extensive discussion ensued.</i> Jacqueline: It will be a gratitude wall to donors of the bubble. VOTE: 4-0 IN FAVOR OF THE MAIN MOTION.</p>	<p>MOTION, SECOND TO APPROVE THE SEAL'S PROPOSAL.</p> <p>MOTION, SECOND TO SUSPEND THE RULES</p> <p>VOTE TO SUSPEND 3-1 IN FAVOR</p> <p>VOTE ON THE SEAL'S PROPOSAL: 4-0 IN FAVOR.</p>	
<p>Sign Interlocal Agreement</p> <p>Finalize</p>	<p>Elaine: I asked board members to sign the Interlocal Agreement. (Board members so signed.)</p> <p>Elaine: You did not approve the loss addendum because of the language. They (the school board) scratched off what you see in red. We wanted it back in. They specified 4 specific</p>		

<p>LOSS Addendum</p>	<p>things. They want this done before the bubble is operational. Lu-Ann: Our folks have signed off on this? Elaine: Yes, the attorney Karen secured signed off. Bob: I MOVE TO APPROVE THE FORM. Scott: SECOND. Karen: We will vote at the next meeting</p>	<p>MOTION, SECOND TO APPROVE THE LOSS ADDENDUM</p>	
<p>Strategic Plan – Mission and Vision Statements</p>	<p>Bob: We can talk about it in general terms. Mission and vision. We are looking to a vision statement that tells us where we want to be in 5 years. This is the method that pro’s use. This is a snapshot. We have to know where we are. Current statement and vision. Get those approved then we can develop it. It will be the formulation of the strategic plan. Karen, Elaine and I took a long time to look at where we stand. We came up with several categories. See Elaine’s breakdown. Our systems we have spent time on. (Bob reviewed the categories). We benchmarked and relied again on the survey. This is our summary. Elaine: The backup is pretty comprehensive. Bob: We have the mission statement that we came up with. Two versions of a mission statement. The first is easier to read. We need to talk about it and approve it. The other page is a vision of a vision statement. See the handout. The first paragraph of the vision statement was my initial effort. What this is, is a list of major projects that we think we should agree to accomplish to achieve in the 5- year plan. This is the list Karen and I put together as the starting point 5 years out. We set a bunch of goals; we don’t worry right now how we get there. The next step is to figure out how to do it. We have to decide what we think is reasonable. Elaine: If you look at what is in your packet, I did a financial projection from now to 2024. If you look at each one, you will see that the budget and cash flow match hand in hand. Assumptions: this includes winter operation of the pool. All else stays the same from today. No maintenance, no capital projects, no wage increases. It just creates a baseline foundation. Assumptions are written down. Reserves are fully funded. What you end up with is the bucket of money we get to play with. If we decide to do a project, we have templates. We can see how it affects the bottom line. We would like to see wage increases, etc. At the end of the package, I summarized every grant that is applicable to every project. It is critical as we lay this out to see what is coming in to support these projects. Keep this handy as we go through this project. Bob: It is a target. Lu-Ann: What is the mechanism to incorporate suggestions? Scott: We aren’t going to approve this.</p>	<p>Agenda Item</p>	

Lu-Ann: Do we want to talk about it now? I would like to peruse it and come back with my thoughts. How do you see this proceeding?
Scott: We are going to have additional time in our meetings.
Bob: We may want to wait for Karen to be present
Capt. Joe: The Normandy Invasion mission statement was shorter. Delete the phrase, “so that the public will have the opportunity to improve the quality of their lives”. If you take that out, I would move tonight to get that job done.
Scott: I don’t see the issue. We are just providing the opportunity.
Extensive discussion ensued.
Scott: I like it like it is. I am not a big fan of mission statements.
Doug: Why are we considering a new mission statement?
Lu-Ann: We provide input; where does it go? This is a template?
Scott: I MOVE THAT WE ACCEPT THE FIRST STATEMENT AS IT IS.
Bob: We are not preserving the environment.
Extensive discussion ensued.
Elaine: The danger is saying that we preserve natural resources. If we don’t, then what?
Extensive discussion ensued.
Bob: Keep it a simple statement to what we do.
Scott: Karen will be at the next meeting. We have limited resources.
Bob: SECOND

Elaine: It is Vashon Park District.
Extensive discussion ensued.
Jason: I am working on our A, B and C parks. I have been work with other guys to create this.
Capt. Joe: I don’t agree on not having a mission statement. State regulations, CAPRA are included in appropriately defined standards.
Doug: Why was fiscal responsibility taken out?
Scott: It says responsibly.
Extensive discussion ensued.
Elaine: Take out words, “with respect to”.
Scott: At the next meeting, this current state analysis, I am for going through on a line item basis.
Bob: The cost column is nice information, but it really has nothing to do with current state of affairs. Where are we right now? We don’t want to be distracted.
Scott: I disagree with the year-round covered pool.
Extensive discussion ensued.
Scott: We need to plan for money.
Bob: What is your point?

**MOTION,
SECOND TO
ACCEPT
THE FIRST
STATEMENT
PRESENTED
AS IS**

Agenda Item.

Agenda Item

	<p>Scott: A lot of stuff on the vision statement does not belong there.</p> <p>Bob: If you think that some of this is wrong, then we should discuss it. It is not the money.</p> <p>Scott: We have information, but we have done nothing. Related is the bubble pool. I would like to have us get something more concrete. We should be planning for the next 6 months.</p> <p>Bob: I thought we had an agreement. You are talking about jumping into a project without talking about the process. We don't want to make that mistake again. We need to talk about this with Karen.</p> <p>Lu-Ann: We take this against our mission statement. Does it fit? OK if it does, where do we go next?</p> <p>Scott: I disagree. I don't think this is a conflict.</p> <p><i>Extensive discussion ensued.</i></p> <p>Bob: Start with the current state. Let's agree to look at current state, etc., based on knowledge.</p> <p>Doug: The community is supportive of disposing of surplus properties. We need a real interpretation of what the numbers mean.</p> <p>Lu-Ann: That is your interpretation.</p> <p>Doug: We have to interpret it that way.</p> <p><i>Extensive discussion ensued.</i></p> <p>Scott: At the end of the day, we should have consensus of the board.</p> <p>Lu-Ann: That is what we are starting.</p> <p>Scott: We should start with a project.</p> <p>Lu-Ann: Everybody bring their ideas.</p> <p>Jason: Regarding July 4th fireworks, one company answered back. They have a 4 hour minimum for security, 2 PM to midnight. \$36/hour per person; \$35 for supervisor. More fireworks at Jensen and BARC. \$1500-1600 until midnight.</p>		
<p>Adjourn</p>	<p>Scott: I MOVE THAT WE ADJOURN.</p> <p>Doug: SECOND.</p> <p>VOTE: 4-0 in favor.</p> <p>(The meeting was adjourned at 8:50 pm.)</p>	<p>MOTION, SECOND TO ADJOURN.</p> <p>VOTE: 4-0 IN FAVOR.</p>	
<p>Next Meeting</p>	<p>August 22, 2017, 7:00 PM</p>		

Respectfully submitted by:
Mary Reeves