

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, August 22, 2017

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

Staff attending: Jason Acosta, Elaine Ott

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call to order & agenda review	The meeting was called to order by Karen. Karen reviewed the agenda.	
Public Comment	Elaine read a note from Capt. Joe: We did a tour for about 25 people from Roads Scholars, formerly Elderhostel. These people really enjoyed our time together, and it is a good example of the kind of attraction that is Point Robinson. For this is the 4th year that we have hosted this group.	
8/8/17 Minutes Preliminary 8/4/17 – 8/17/17 Vouchers July Vouchers	Bob: I MOVE THAT WE ACCEPT THE MINUTES, JULY VOUCHERS, AND PRELIMINARY VOUCHERS AS PRESENTED. Lu-Ann: SECOND VOTE: 5-0	MOTION, SECOND TO ACCEPT THE MINUTES, JULY VOUCHERS, AND PRELIMINARY VOUCHERS AS PRESENTED.
Chemical Use on Ober Performance Room Floor	Elaine: A few months ago, Maintenance refinished the Ober Performance Room Floor using the recommended products and following the recommended procedures – room was properly ventilated. For three weeks afterward, a couple people complained about what they perceived as off-gassing and fumes. One person asked that we discuss this as a group. Jason: She complained about the product we use to disinfect the balls, etc, called “Gym Wipe-out” – not a chemical but is a surfactant. No label on the product, so I called the company and was sent the SDS sheet. Floor not finished since before I came here. Looked into finding green product; called the school, so I called their rep. He came out and recommended a water base product, but it does have a petroleum product in it. No 100% green product out there; this was the greenest with durability. Otherwise doing your floors 3 or 4 times a year. I also spoke with him after the complaint came in so received a letter from Hillyer Company – 90% cured after a week and 99% cured after 30 days. Bob: So when dry, there are no VOCs coming off, correct? Jason: Yes, and the VOCs for this are low.	

	<p>Karen: And this is in response to just one person’s complaint?</p> <p>Jason: Yes, I have only received complaints from this one person. She suggested we use vinegar and water as a cleaner, but that does not disinfect. What people do at their home is different from a commercial building.</p> <p>Karen: Is she upset?</p> <p>Elaine: Yes. She is concerned about toxicity causing cancer. She has done research. The questions for Board discussion include: 1) standards – what are the acceptable standards for cleanliness and aesthetics for the Performance Room? 2) What is our responsibility to the community to keep things germ free? 3) Maintenance time – is it acceptable to finish floors once every couple years, or should we do it 3 – 4 times per year?</p> <p>Bob: we are talking about two different things: cleaning vs refinishing. Soap and water does the job for cleaning. We don’t have to disinfect. That can be one compromise.</p> <p>Karen: There are any number of products available commercially that should be good for cleaning. We can say to her that we will do what we can to have nontoxic products for cleaning, and for refinishing we will go as green as possible but must use the product that gets the job done.</p> <p>Lu-Ann: It’s a water base finish, right?</p> <p>Jason: It is water base with eurothane in it for durability. 100% water base products are not good enough for durability.</p> <p>Karen: We will do what we can for nontoxic cleaning.</p> <p>Doug: This was good enough for the school district?</p> <p>Jason: They have used this vendor in the past and have used this product, but now they do their own floors.</p> <p>Bob: In my experience, once fully cured, there is nothing coming out of it.</p> <p>Doug: Was the floor not fully cured when she came in and experienced problems?</p> <p>Jason: It has been 3 months, and she still is raising concerns.</p> <p>Lu-ann: I did notice that the sheets you sent are not friendly to fish. Where does the run-off go?</p> <p>Jason: We follow the product directions. If something is a bio-hazard, we take it to the site.</p> <p>Karen: Tell the lady we have to do what we have to do. It is a public facility with different trade-offs.</p>	
<p>July Financial Report</p>	<p>Elaine:</p> <ol style="list-style-type: none"> 1) Levy Dollars: ahead \$9300 2) Admin: ahead \$22,000, mostly due to wages and benefits and new printer savings. \$6k over in professional fees due to the unbudgeted \$4k for the “Interlocal Atty” and extra training time for Marie. 3) Maintenance: at budget. Down \$10k in material costs, but that is offset by reduced revenue and other misc costs over budget. 	

	<p>4) Commons: ahead \$24k due to the change in the Interlocal payment for October.</p> <p>5) Programs: at budget. B2A differences are due to timing.</p> <p>6) Pool Operating: ahead \$13k. Revenue down \$5k offset by \$7k down in wages; supplies down \$6k; utilities down \$3k.</p> <p>7) Point Robinson: at budget. Misc ups and downs.</p> <p>8) Fern Cove: over budget \$51k. \$25k lost revenue; \$8k wage savings; \$40k fix.</p> <p>9) Pool CIP: Still projected to be at budget. B2A variance due to timing of the emergency boiler fix.</p> <p>10) Other: ahead \$82k due to the land sale and \$9k in donations.</p> <p>11) Debt Service: ahead \$5800; removed the \$5k we budgeted for the TAN renewal.</p> <p>12) All told, we're ahead over \$100k over the budgeted Operating reserve.</p> <p>Bob: In Other, the \$9k is all scholarship donations?</p> <p>Elaine: yes. We have used maybe \$1,000 total so far. Goes to all programs. The pool tends to use the most, but all others use it, too.</p> <p>Scott: There is no reason people can say they can't afford fee increases when we have this fund available.</p> <p>Elaine: I always require people have skin in the game. I always require evidence of need.</p> <p>Scott: Fee increases shouldn't be an issue with this fund available.</p> <p>Doug: Have there been times when we haven't had adequate funds?</p> <p>Elaine: we did not have any last years.</p> <p>Scott: we should advertise for donations to this fund.</p> <p>Elaine: I did last year; no response.</p> <p>Scott: I would like to think that is a residual from the past Board.</p>		
<p>Board Votes</p>	<p>Karen: Motion to approve the LOSS Addendum. (Bob and Karen signed the LOSS Addendum.</p> <p>Karen: Scott moved that we approve the Mission Statement, Bob seconded.</p>	<p>Motion to approve LOSS Addendum. Approve: 5-0</p> <p>Motion to approve the Mission Statement. Approve: 4. Doug abstained.</p>	
<p>Staff Reports:</p>	<p>Pool Elaine:</p> <ul style="list-style-type: none"> a. The bid is out for the mechanical fixes – valves, variable speed pump. b. Main Drain – still working on the contract with bid award, but is looking good. Scheduled to do work September 25 – 29. While the pool is empty: 		

	<p>i. Acid washing - Scott obtained new information that raised concerns about acid washing damaging the pool walls, so we decided against doing that until we do major infrastructure fixes to the pool and decking.</p> <p>Karen: What will it do?</p> <p>Jason: You can cause more damage to the plaster. Better to recoat the pool.</p> <p>ii. Tiling – too big a job for now and also a temporary fix to save for the infrastructure fixes to the decking.</p> <p>Bob: Might want to save and do the concrete lip for better gutter depth.</p> <p>iii. Lighting – need to do. Scott getting pricing.</p> <p>c. ADA Upgrades – just received the drawings so will be going out to bid within the next week.</p> <p>d. Bubble – fundraising up to \$80k. MOU almost complete – will have to the Seals by the end of the week.</p> <p>Elaine: Fern Cove – in the process of doing the site survey. Still awaiting our attorney’s letter.</p>	
<p>Strategic Plan</p>	<p>Karen: Before we begin, one of the things we need to address is that we can disagree about what someone might say, but there is a process we need to follow, beginning with the position statement, current state analysis leading to the vision, and that vision gets completed by a number of reports and plans. I was worried everyone was going in a million different directions. We will never get anyone. We need to agree that we will follow the process.</p> <p>Bob: Everyone pull out the drawing. Take out pen: in pink zone, write in 1 – right above mission. Above current state analysis put in 2. Vision = 3. Strategies = 4. This framework is a flow chart of information. It is not chronological. This diagram shows that the mission and values are core to the whole thing. Once you know your mission and values, we move to the current state analysis where we evaluate where things are with the District (read examples). Regardless of what needs to be done to correct them, this gives us a snapshot of our current state. Then we move toward a vision of the future – what do we want things to look like 20 years down the road. Doesn’t have to be specific. Can be general, like being CAPRA certified. Once we know where we want to be, we develop strategies and plans to accomplish the vision. This is a roadmap. We just approved the mission.</p> <p>Karen: The values we identified are in a draft from our initial retreat. I would like to get buy off. I assume they are not controversial.</p> <p>Elaine: I feel strongly that the current values, my staff came up with, be honored. I would like to combine.</p> <p>Bob: Next step is to discuss current state analysis.</p> <p>Scott: I feel the vision statement we come up with should be passed unanimously. Some things in the survey rated high, but we as a Board may feel there are more important things.</p>	<p>Agenda Item.</p>

Karen: That is something to strive for.

Lu-Ann: Do we need a vision statement?

Bob: Two weeks ago, we looked at Elaine's summarization. I put together a different format arranged in a matrix. A current state is facts. How things are.

Reviewed current state analysis. Much discussion.

Doug: Important to remember that the survey didn't necessarily capture truths. For example, the survey indicated the average age of respondents is 40. In actuality, it is over 50. Too, Latino population underrepresented. It is obvious people are claiming to use certain parks but aren't really. Some people said yes to everything.

Scott: But even if numbers are off, they are proportionately off. It accomplished the relative numbers even if not absolute. It's a guide.

Lu-Ann: What will this help us decide?

Bob: It arranges the facts of the various categories.

Lu-Ann: Some people may think something is important regardless of whether or not they use the park or facility.

Bob: You can judge by moderate to highest priority. I only included items that were over 50%. Restrooms rated high.

Elaine: Important to note that the VES restroom must be replaced. KC only allows a certain amount of time on a temporary structure. Haven't wanted to bat the hornet's nest. I am certain we are running out of time. Inspectors are out here regularly; I am just waiting for that call. I brought this to your attention at the retreat.

Jason: Too, it is hooked up to the septic at Harbor School then flows to sewer. The smell is terrible. Nothing pulls the outflow until the level is high. Would be good for weddings and have pumped, but horrible as a permanent structure. Highly vandalized.

Karen: Are there grants available?

Elaine: Probably.

Karen: We need to address this now. Let's take a look at what it will cost for a permanent restroom. New property sales can go toward restrooms.

Scott: I would like to see it as an overall package. KC isn't going to shut it down immediately. The survey indicated a desire for restrooms everywhere.

Karen: Can we move the trailer to another facility?

Jason: Best available for weddings. Nice enough for a weekend. Have United Site Service pump it.

Scott: I say we sell it.

Lu-Ann: Why not move to Agren? The intention was that it be a permanent facility elsewhere. Wouldn't have to pump as often at Agren.

Bob: Recreation programming high on the list. Year-round pool. Kiosks. Unload surplus properties.

More discussion about current state.

Scott: We should increase fees. There is even support from the sport groups for this.

	<p>Bob: There is support for going for the max on the levy.</p> <p>Scott: With the next go-round, we will get a lot more with increased property values even at \$.45.</p> <p>Karen: Trends show that people really love their parks.</p> <p>Doug: If we would have been above \$.50 last time, the levy would not have passed.</p> <p>Scott: We jeopardize the bond with a higher levy. Buy goodwill by staying at \$.50.</p> <p>Bob: Metropolitan Park District inconclusive.</p> <p>Elaine: Throw it out. No advantage to being a Metro.</p> <p><i>Discussed Employee Needs and Satisfaction.</i></p> <p>Lu-Ann: If employees neutral about the Board, that's an improvement!</p> <p>Karen: What does staff want?</p> <p>Elaine: The issue is confidence. Placing priorities that indicate they are important. Wages and benefits are a big part of it – not in line with industry standards. Financial responsibility, as well.</p> <p>Bob: Next is User Group Needs and Satisfaction. Bring back registrations?</p> <p>Scott: That was a cost-saving measure.</p> <p>Elaine: If you are going to fully embrace recreation programming, we need 3 FTE.</p> <p>Scott: It will cost the user groups more. But they want registrations to come back.</p> <p>Bob: Need for more field facilities?</p> <p>Elaine: Should be satisfied with the new turf field. Gym space is a bigger issue.</p> <p>Bob: Field lights?</p> <p>Elaine: I think the users should fundraise for that. Soccer has talked about this.</p> <p>Lu-Ann: Even Hackett said the users should pay for the lights.</p> <p>Karen: State of Assets won't require a great deal of discussion.</p> <p>Karen: Next meeting, we will finish up Current State analysis and get buy off on it.</p>		
<p>Adjourn</p>	<p>Scott: I MOVE THAT WE ADJOURN.</p> <p>Doug: SECOND.</p> <p>VOTE: 5-0 in favor.</p> <p>(The meeting was adjourned at 8:50 pm.)</p>	<p>MOTION, SECOND TO ADJOURN.</p> <p>VOTE: 5-0 IN FAVOR.</p>	
<p>Next Meeting</p>	<p>September 12, 2017, 7:00 PM</p>		