

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm

DATE: Tuesday, January 9, 2018

Commissioners attending: Bob McMahon, Doug Ostrom, Scott Harvey, Karen Gardner, Abby Antonelis

Staff attending: Elaine Ott-Rocheford, Jason Acosta.

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	Party for LuAnn. Commissioners, staff, and Bill Ameling expressed appreciation for LuAnn's service.	
Swear in Abby and Doug Board Officer Elections	Abby and Doug took their respective Oaths of Office. Board Officer election results: Chair: Doug Ostrom Vice Chair: Scott Harvey Secretary: Abby Antonelis Treasurer: Bob McMahon At Large: Karen Gardner	
12.12.17 Minutes; 12.9.17 – 1.2.18 Preliminary Vouchers	<p>Elaine: Just as a note, we just switched to an online Quickbooks system. The voucher and Imprest reports used to be separate. Going forward, they will all be on one report.</p> <p>Abby: Why the switch?</p> <p>Elaine: The online system will be generally more efficient for Marie (our accountant) and for Sue Parker (our bookkeeper). This is a better system for Marie to work offsite and to go online if Sue has immediate need questions for her.</p> <p>Bob: Is it cloud storage?</p> <p>Elaine: Yes. One of the advantages is that it is linked to our bank accounts. As items hit the bank, the upload is immediate to our system. The disadvantage is that we have to hand enter the class codes.</p> <p>Doug: Did you say the bank accounts are now combined?</p> <p>Elaine: No, still separate accounts. Just the report is combined.</p> <p>Bob: Are we going to maintain the same subcommittees with our new roles? For example, would Scott remain on the Finance Committee?</p> <p>Doug: Let's decide on that in our next meeting.</p>	Agenda Item

	<p>Scott: I move that we accept the minutes and vouchers. Bob: Second. Passed 5 - 0</p>	
<p>Board Votes</p>	<p><u>Board Votes:</u> 1) Scott: I move that we accept the VPD-Foundation MOU as presented. Doug: Second. Elaine: I added under one line to the Insurance piece. I had discussed the foundational aspects of Foundation MOUs with our attorney before formulating this MOU. All the items he suggested are in here except this: they must have Director’s and Officer’s insurance to cover the Foundation’s directors and officers if they are sued. That includes me and Kelly, as we would be acting in the Foundation’s capacity, even though we are ex officio. Scott: Friendly amendment: I move we amend the MOU as recommended by our attorney. Passed 5 - 0 2) Bob: Motion to adopt a new rule that states, “Any vehicle (to include boats) left on Park District properties for more than 48 hours will be towed at the owner’s expense.” Scott: Second. Jason: Not sure if this is relative to approving Rick’s, but they don’t tow boats. The boat at Jensen had to be dealt with through King County. Bob: This motion doesn’t mention Rick’s. Elaine: Choosing Rick’s would be up to staff. We just need the rule added to the Park District rules. Jason: I just wanted to clarify the boat thing. We have to handle boats ourselves. Scott: Wouldn’t it be more accurate to say vehicles would be removed at owner’s expense? Bob: Yes, that would be good. Doug: So that is a friendly amendment. Passed 5-0.</p>	<p>Motion to accept the VPD-Foundation MOU. Passed 5 – 0</p> <p>Motion: Any vehicle (to include boats) left on Park District properties for more than 48 hours will be removed at the owner’s expense. Passed 5 - 0</p>
<p>Maintenance Standards</p>	<p>Bob: This all started a year ago when we put together the policy that set up the three tier system for parks. Level one is like Pt Robinson Park, and level three is like Winghaven. I have set up standards that staff will maintain to. Since you have seen this before, another list was added for minimum standards for the pool. I thought it made sense to help Jason and Elaine to create standards for each park. Jason: One thing I would add concerns the bubble. One standard says it will be kept clean inside and out. Are you talking about the bubble itself? Since the VPD doesn’t own the bubble, I would think it would be on the Seals to clean it, since they must erect it, take it down, and store it. Bob: But we’re maintaining it while it’s up. Jason: Right now, you can see where people have been working, and there are smudges around the doors. Elaine: I can see where that would rest with us. The bigger question concerns something more serious,</p>	

like algae growing on the inside. I would think that would rest with the Seals. We would have to bring in equipment.

Scott: The cost agreement covers this. Whatever needs to be done to maintain the pool can't exceed the budget. I think the standard is fine.

Elaine: It is definitely up to us to identify the standard.

Scott: Jason needs to track his activities and charge them to the winter budget.

Bob: We should also talk to the pool manufacturer to see what they recommend for cleaning.

Jason: Also, when we met with Bob to discuss the standards, I pointed out that we only have 4 maintenance guys. We decided to treat this first year as just seeing how it goes. For example, fixing the parking lots is a huge undertaking.

Bob: The pool parking lot is the best example.

Jason: Is it time to tell the School District that their students can't park in the pool lot?

Elaine: Yes, I'm on that. I already asked them to take steps to communicate that to the students. It's within our purview, since it's in the lease. The only requirement is that we must erect signs. I emailed Matt Sullivan. The maintenance of it is ours, too.

Jason: In the past, Wilke maintained it.

Elaine: One more thing, in our meeting with Bob, my comment was that these are absolutes. We will attempt to meet those absolutes, but we want to look at 2018 as a guide to how we get there. Do we need more staff and equipment? These standards don't go into effect the minute you vote on it. We will make the attempt, but any fall-downs in any area will be reported back to the Board.

Doug: I have a comment about Level three properties. One of them is Wingehaven. Another one is Burton Acres. Shouldn't we have signs that say these parks are not going to be maintained to a suitable level?

Bob: The reason we put Burton as Level 3 is because others maintain it.

Doug: But it's perfectly suitable for public use.

Scott: I wonder if we shouldn't have a 3a and 3b? There is some maintenance being done, but we're not doing it.

Bob: Let's cross off the word "That" on the Level 3 standards. Change the wording so it's clear we won't have to put signs up.

Scott: You can say the signs will be erected suitable to staff's opinion. Up to Jason and Elaine based on their expertise to decide what is appropriate. They might choose not to put one up at Burton Acres and to put one up at Wingehaven.

Karen: And I think, regarding Wingehaven, there are so many ways people can stumble, fall down. I remember looking at what other parks did for signage at the parks they don't maintain. They said, "We are not maintaining this property at this time." It implies not in perpetuity.

Doug: I am concerned if it suggests that they should not be coming into it.

Scott: You can say, "Enter at your own risk."

Elaine: Do know that all of our properties are always on our radar. For example, Eric and I recently had a meeting with a guy from the Water Trail system. Wingehaven is no longer on the Water Trail System, because we can't have a porta potty maintained down there due to the road. We discussed Wingehaven at great length about wanting to get it back on the system. They have extensive volunteer

	<p>projects that can help address park concerns at the sites they want on the system. I plan on following up with this guy. Just because a property is now level 3, we consider opportunities that might move them up on the scale.</p> <p>Bob: I move that we approve the maintenance standards as amended.</p> <p>Karen: Second.</p>	<p>Motion to approve the maintenance standards as amended. 18-01</p>
<p>Staff Reports:</p> <p>1) Pool</p> <p>2) Fern Cove Septic</p> <p>3) Tramp Harbor Dock</p> <p>4) VES Restroom Grant</p>	<p><u>Pool</u></p> <p>Elaine: In an effort to attract staff, particularly lifeguard staff, Kelly has asked that we add to our employee benefits that employees and their immediate family members can use the pool free of charge. It begs the bigger question about staff using all our facilities free of charge.</p> <p>Doug: Like the weight room?</p> <p>Elaine: Yes, sure.</p> <p>Jason: I have been under the impression that, as a public entity, we aren't allowed to give things away. Like, would it apply to lodging facilities? I understand the lifeguard problem is a low paying job, and she's trying to make it more attractive.</p> <p>Elaine: I understand your point, but if you think about it, the District does pay for our health insurance. There is a precedent for use of public funds for staff benefits.</p> <p>Doug: One issue should be that of availability. If the pool is empty, why not? But if it's busy, we don't want to push people out.</p> <p>Bob: We have had that experience where lifeguards were in the pool and were boisterous. They weren't crowding people out. It just needs to be handled well. I don't see anything wrong with it, as long as people aren't being displaced.</p> <p>LuAnn: Some people are on limited income. I think it would help attract lifeguards if they know they can swim for free.</p> <p>Karen: What do other Districts do?</p> <p>Jason: There is a policy that says we aren't allowed to use VPD equipment.</p> <p>Abby: Maybe we could put a cap on it. Like 5 – 10 times per month.</p> <p>Elaine: I think if the benefit is available to pool staff, it needs to be available to all staff. But then there is the question of all facilities. For example, if I want to get a soccer team together, do I have to pay for field use? I do like the idea of employees swimming on off hours. I don't think it looks good for employees to be swimming with the general public. I will find out what other Park Districts do.</p> <p>Elaine: The first day of the "Dome Season" was yesterday. Kelly described it as "educational" on a number of levels.</p> <ul style="list-style-type: none"> a. Attendance – okay, despite an intentional "light" promotion as we work through staffing issues. Revenue was \$800 (included some pass sales). <ul style="list-style-type: none"> i. 6 morning lap swimmers ii. Several families for open swim, but it was completely empty from noon – 1. <p>Bob: Scott had the idea that there would be a lot of lap swimmers at noon. Do people just not know about it?</p>	<p>Agenda Item</p>

Elaine: I don't know. As I said, this has only been one day, so we will watch it and respond accordingly.

- iii. Evening lap swim – no lap swimmers, but lots of families called in asking about open swim hours.

Bob: There hasn't been much publicity.

Elaine: We have been intentional about not promoting it too much, because staffing is so unreliable. We don't want a bunch of people to show up then have to close the pool. That would be horrible PR.

- b. Staff – as I feared, this is a problem.
 - i. We ran three Beachcomber ads and blasted Facebook. Front desk staff okay; problem is with Lifeguards. We have an adequate number, but everybody only wants one shift a week– no Saturdays (including kids).
 - ii. Kelly has realized she will have to be there 6 days a week (until 8 on weekdays), full time, until this is remedied. She is very stressed and upset about this. Original plan was for her to do her other duties while there, now she must sit in the chair, even during Seals Swim Team. Original plan was for them to provide lifeguards as VPD staff; those individuals are not working out. They don't pay attention – they are coaching, writing notes, etc – not adequate lifeguarding.

Bob: Kelly has 10 people signed up for lifeguard certification.

Doug: How long does that certification take?

Elaine: Two weekends.

Bob: So we have a couple of weeks yet that this is a problem.

Elaine: And remember that the reason she couldn't do the certifications earlier was because we didn't have a pool to do them in. We will talk more about all this with the pool advisory committee, but I feel you all need to know of my concerns.

- iii. Pay could be a budget issue. We budgeted \$11 an hour; several of the LG are returning high school employees who required their same higher summer wages of \$12 per hour due to having worked several seasons before. One adult wouldn't accept less than \$13.
- c. Utilities – I received the December utility bills yesterday. The Dome had been up 2 weeks of 28 days on the billing cycle. We budgeted \$3200/month; natural gas was \$1800, electricity was \$600 = \$2400. No electric heaters in this bill, now running 24/7, which was not planned but is necessary. We are using our heaters, because the Seals felt new heaters would be too expensive. Boiler now running 24/7 -- we had (and still have) no idea how the new boiler efficiencies will play out.

Scott: We were very clear about what the Seals needed to do to keep our expenses within budget.

Elaine: We will discuss this tomorrow in the advisory committee meeting. Again, I'm getting this in front of you early, so there are no surprises to you or the Seals. I want this to be about solutions!

- d. Safety Concern – exterior door to air lock slams shut if the indoor door is still open. We are terrified that some kid is going to have their hand in there. It is inevitable. Scott is troubleshooting a solution.

Bob: Fortunately, there is a gap in the door frame that comes up against a stop. I would not be as concerned about a kid's fingers as I am about them getting hit pretty hard by the door.

Jason: I looked at it today after we discussed it this morning. I, too, am more worried about it knocking a kid down.

Elaine: Let's talk about this tomorrow in the committee meeting.

Bob: I think the big thing surrounding the pool right now is revenue. I'm just astounded that we're not getting more people from the VAC. Too, we need to talk about the pool temperature. Scott says we're keeping it at 81 – 82 for the lap swimmers and Seals . Seattle pools are at 85.

Fern Cove Septic

Elaine: work commenced Friday. Estimated completion (to include KC approval) is end of January. Eric is reluctant to take reservations for February in case things go sideways.

Karen: Are we still arguing with Enduris?

Elaine: I haven't heard anything from our attorney.

Tramp Harbor Dock

Elaine: At long last I received the draft lease from DNR back from our attorney with his review and recommended changes. I forwarded to DNR and asked for their response by today, but they did not meet that deadline. Hopefully I will have a report next meeting. Reminder that you did pass a motion last February for me to proceed with the lease subject to our attorney's recommended changes.

In the meantime, you may recall my meeting a couple years ago with Senator Sharon Nelson and Kevin Brown of King County Parks (Dockton) where the Senator asked us to submit a white paper ask for a state appropriation for the two docks. She said to check back with her end of 2017 to see if it passed in the 2017 – 2019 Capital Budget. So I did. It was not included in the ask, but she did say to resubmit the ask in an attempt to get it in a 2018 subsequent budget. Kevin will submit it.

In the meantime, too, I re-touched base with the Sportsmen's Club about fundraising for the "skin-in-the-game piece." There is still some interest there coupled with a potential source for a large donation.

VES Restroom Grant

Elaine: Jason and I met with leadership of the sport group users about fundraising for the additional amount over the \$60k grant. While they are supportive, they are concerned about that in line with fundraising for the field lights if they receive that grant. They asked that I take this to the Foundation, which I will do at our next Foundation meeting in a couple weeks.

Scott: What is the amount they have to come up with?

Elaine: Probably between \$40k - \$60k.

Bob: And this will have the concession stand?

Elaine: Yes, it's a requirement for the grant.

<p>Recreation Programming</p>	<p>Scott: I wanted to ask Elaine, at this point, have you even started a plan? Recreation ranked as number 1 on the survey. Do you have any sense for what we're going to do?</p> <p>Elaine: Kelly is up to her eyeballs with the pool right now. So no, we have not started a plan.</p> <p>Scott: In order to do a good job meeting the requirements for the 2019 budget, the plan should be finalized no later than 3rd quarter. I hope to see some discussions in coming meetings to generate ideas. It may as simple as starting with what we used to have. The priorities that tie to the survey are: 1) programs for seniors. Maybe contact the senior center; 2) people with disabilities; 3) activities for high school kids. My point is that we need to have something to offer the public in next years budget.</p> <p>Doug: How broad were programs of the past? Was music included. The music shop on Vashon that offered private lessons has closed. Would that fall under recreation programming?</p> <p>Elaine: I think we want to be careful to not steal other people's thunder. That is the sort of activity that falls with the VCA. Vashon Events is another nonprofit that supports private music teachers. Primary research needs to be to find unmet needs on the island. You may recall that our insurance situation provided the opportunity to start the conversation about bringing classes in-house, but they weren't interested. You wanted to know what we did before – we owned all the rec programs that now are privatized. The sport groups also like their current autonomy.</p> <p>Scott: That's fine. It may end up that way. I hope we don't end up with programs for just one demographic.</p> <p>Doug: Some may feel that the VCA music classes are over-priced.</p> <p>Scott: Maybe we end up with another situation like we had with the VAC and the pool. We need to serve the community. I think it will be a long process. We need to get it started.</p> <p>Bob: Notice on the strategic plan that we have started and it's ongoing. It will take a lot of time. I know how much work went into the Strategic Plan, and that has taken a year. The sort of planning you are talking about is going to take some Board involvement. Start a subcommittee.</p> <p>Abby: I agree the Board should do this as a subcommittee.</p> <p>Elaine: I would add that the subcommittee needs to be very, very cognizant of staffing and software needs to support rec programming. Right now we are all tapped out with the pool. I understand the interest in exploring this earlier rather than later, but I'm telling you, it's not going to happen any time within the next couple months.</p> <p>Bob: It's not going to happen with staff.</p> <p>Abby: I think it's an obvious thing to start with the Board initially, then add staff around March or April.</p>	<p>Agenda item</p>
<p>Strategic Plan</p>	<p>Scott: Whereas your chart is an excellent draft, all it is is a draft. It's not a strategic plan. The Board has not voted on a Strategic Plan. Abby is new.</p> <p>Karen: What do you mean it's not approved?</p> <p>Scott: The Board never voted on this. We have discussed it, but the Board has not taken an action.</p> <p>Bob: The parts of the Strategic Plan have been the current state analysis, the mission, vision, and values...</p> <p>Karen: Those have been voted on.</p>	

	<p>Bob: We presented the strategic priorities. Scott: We did not vote on the priorities. Elaine: I think Scott is right. I keep a record of resolutions and voting records that I am updating right now. I'm through October, and I don't recall seeing a vote on this. Doug: So what are we doing tonight? Bob: It takes a long time to do this. We are bringing you up to speed on where we are. We decided on the priorities to get to the final plan. Karen: This is our first cut at a timeline. Scott: But the things the timeline is for have not been voted on. You are putting the cart before the horse. Bob: The courses of action we identified are here as they appeared on the priority document. This schedule shows where they would naturally fall relative to the next levy in addition to when it seemed right to float a bond for the capital projects. The whole purpose of this is to let everyone know when they would take place assuming this list is approved. Let's get the list approved. Doug: I know we have never spent time here talking about a bond issue. That's a big thing. It looks like you have put it here as if that is what we're going to do. Bob: We are trying to represent here the deferred maintenance and capital projects. We have no money to address capital projects. We barely have enough to handle the operations of this place! The only way to address them is to float a bond. Elaine: The bond piece is a result of us chewing on timing relative to grants available, asset deterioration, etc. Things just started lining up to this date through a very organic process. Bob: It's just a planning document to show you what our thinking is. Abby: Is this the first Strategic Plan that has happened? Elaine: No, there have been two others in 2001 and 2008. Clearly, they are grossly outdated. Abby: One of the Board policies said we need one every 5 years. Elaine: That's a new policy as a result of knowing we really need to be on this as a regular process. It's good to line them up with your levy cycles.</p>	Agenda Item
Adjourn	Scott: I move we adjourn. Abby: Second. Adjourned 8:30 p.m.	
Next Meeting	January 23, 2018, 7:00 PM	