

# VASHON PARK DISTRICT BOARD OF COMMISSIONERS

## MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm

**DATE: Tuesday, February 13, 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
<b>Call to order &amp; agenda review</b>	<p>The meeting was called to order by Doug. Doug reviewed the agenda.</p> <p>Scott: And we want to add an Executive Session.</p> <p>Elaine: You have to give 24 hours notice.</p> <p>Scott: Then I call for an Executive Session four weeks from today.</p> <p><i>3/13/18 correction to the 2/13/2018 minutes:</i></p> <p><i>Scott: The minutes require an amendment. I want them to say that Elaine mistakenly indicated that we need 24 hours notice for Executive Session, and she subsequently contacted us and notified us that that wasn't necessary. To call an Executive Session, it can be called at the time of the meeting. 24 hours is not required. Elaine corrected herself by sending an email saying otherwise.</i></p>	
<b>Public Comment</b>	<p>Captain Joe: I extend my congratulations to the chair. Pt Rob has acquired a following of people from retirement homes taking the tour. Also a school tour. We are moving forward with tours.</p> <p>Laurel Saville: I am a dog trainer and am leading a group interested in looking at properties for an off leash dog park. There are many conflicts with people. I host an informal group at my house. The goal is for us to look at park areas and assess what might be appropriate for a dog park. Also looking at what other cities are doing, what their success has been and to serve as a resource for VPD. Looking at open space and trails in the same way that BMX trails are designated for bikes.</p> <p>Karen: A long time ago I was hiking in Island Center Forest. There is a big area called the Borrow Pit owned by King County that I feel would make a great off leash area. I have heard King County is considering that.</p> <p>Laurel: I have spoken with David Kimmett about that. That is a site we are looking at. There are a lot of people calling other people. I'm trying to get everyone together and get the information all in one place.</p> <p>Jason: What VPD parks have you looked at?</p> <p>Laurel: Agren, Burton Acres, and BARC.</p> <p>Captain Joe: Have you looked at Sunrise Ridge?</p> <p>Laurel: Yes, that and the KIRO site.</p> <p>Doug: There are other VPD properties that are not listed as parks that might be suitable.</p>	

	<p>Elaine: We have talked about those other properties. Lack of water has been a problem.          Laurel: We don't need water. People will bring their own. We wouldn't need electricity, since it would be open dawn to dusk. We might need fencing, which we could raise funds for. People would also like to walk their dogs on trails off leash. A lot of people are not comfortable with that on non-designated trails. Bellingham has a park as a model for designated dog trails.          Elaine: Contact me about looking into alternative miscellaneous properties.</p>	
<b>PERS Resolution</b>	<p>Elaine: I need to add one little agenda item concerning PERS. The Deferred Compensation Program is another benefit that PERS offers but does not cost the District anything. It basically replaces an IRA as a savings program. It requires a resolution.          Doug: So just employee contributions?          Elaine: Right, no employer contributions. Costs the District nothing, but the staff would like it added on as a benefit.  <b>Karen: I move we approve the Deferred Compensation Program resolution.</b>  <b>Bob: Second.</b>  <b>Bob: I move we suspend the rules.</b>  <b>Abby: Second</b>  <b>Motion to suspend the rules: Passed 5 – 0</b>  <b>Motion to approve the Deferred Compensation Program: Passed 5 - 0</b></p>	<p><b>Karen: I move we approve the Deferred Compensation Program resolution.</b>  <b>Bob: Second.</b>  <b>Bob: I move we suspend the rules.</b>  <b>Abby: Second</b>  <b>Motion to suspend the rules: Passed 5 – 0</b>  <b>Motion to approve the Deferred Compensation Program: Passed 5 - 0</b></p>
<b>1.23.18 Minutes; 1.21.18 – 2.8.18 Preliminary Vouchers</b>	<p><b>Bob: I move to accept the minute and vouchers as presented.</b>  <b>Scott: Second.</b>  <b>Passed 5 – 0.</b></p>	<p><b>Bob: I move to accept the minute and vouchers as presented.</b>  <b>Scott: Second.</b>  <b>Passed 5 – 0.</b></p>
<b>Board Votes</b>	<p><u>Board Votes:</u>          1) Karen: I move we add the benefit to the Benefit Policy as presented with the amendment that it applies to all VPD-owned programs.          Bob: Second.          Elaine: In the Benefits Policy, it reads as follows: All VPD employees and their immediate family members from the same household may participate in all VPD-owned recreational programs and use the Vashon Pool free of charge during normal program and pool operating hours, provided there is space available without displacing a paying patron. All lifeguards who are employed by the District for one calendar year or two seasons will be reimbursed for the Red Cross Lifeguard Certification fee and supplies (book not included).          Doug: So, it's broader than just the pool.          Elaine: Yes, we spoke at the last meeting about adding this to all recreational programs.          Passed 5 – 0.</p>	<p><b>Motion to add the benefit to the Benefit Policy as presented with the amendment that it applies to all VPD-owned programs. Passed 5 - 0</b></p> <p><b>Motion to form a recreation programming</b></p>

	<p>2) Abby: I move we form a recreation programming subcommittee.  Karen: Second.  Karen: We are moving along with the assumption that we will add this.  Scott: When will the open house be?  Elaine: March 20.  Scott: Let's make sure this gets in the Beachcomber.  Passed 5 – 0.</p> <p>3) Bob: I move that we accept this list (the Strategic Priorities and Goals) as a way forward without the schedule at this point in time.  Abby: Second.  Moved to later in the agenda.</p>	<p><b>subcommittee.  Passed 5 - 0</b></p>	
<p><b>Staff Reports</b></p>	<p>1) Pool  Elaine: Scott Harvey asked me to give a financial presentation on the pool's state of affairs. Understand we are just 4 weeks into this. There are many moving parts. We have a handle on utility costs. Supplies are a bit more dicey. Labor is the big moving piece.</p> <p>a. Financial:  Summer: over by \$3900, mostly due to having to pay out Scott's vacation time.  Winter: Depends on how you want to look at this.</p> <ul style="list-style-type: none"> <li>• October – May – under by \$5600 due to having only some labor costs in the Fall.</li> <li>• January – December – Best case: over by \$8100. Worst case with trial labor: over by \$18,000 (includes benefits and Derek at 25 hours/week).</li> </ul> <p>One of the reasons it is so hard to project labor is that people don't want to work certain shifts. Benefits were noted as a risk. We have found a scheduling tool to help manage the scheduling.</p> <p>b. Revenue is a concern, but it is close to projected. Programming is just getting started in February – this is the money maker. Guides go out on 2/15 to every Vashon mailbox promoting this. Dedication ceremony will serve as a forum for community input. Kelly is reaching out to B&amp;Bs for guest pass purchases. Planning a school visit to promote the pool. Reached out to Harbor School and the Senior Center. Flyers will go out for the next Family Fun Night at the schools. 5 new lap swimmers Monday morning!</p> <p>Bob: Why does the winter budget only show through April?  Elaine: That's the budget for the winter. The summer budget is not included here. May starts the summer. The bubble comes down in May. This is how Scott Bonney wanted to design this.  Jason: As a summer only facility, we got things started in April getting the pool ready.  Elaine: Scott started labor training in May.  Bob: At some point it makes sense to only have one budget.  Elaine: Amen to that! It is really difficult to manage this. I have to journal entry allocations to the two seasons.  Bob: So why are we doing this?  Elaine: Because we had a resolution that dictated two separate budgets.</p>		

Scott: And the question is whether or not we are going to open again next winter. Even though we may be over the \$68k number, if we bracket it to last winter, we're fine. If we open again we will have a pool manager, and we will know what they will cost us. And we will know our staffing situation better. Next year we can say the pool will not cost us more than \$128k a year. We can amend your resolution and end up at the same place.

Scott: But the winter budget could be held hostage to the summer budget if the winter was fine, and the summer goes over.

Scott: That is the risk of combining the two.

Elaine: One of the reasons the revenue gets muddy is the annual pass issue. It all gets tagged to January.

Scott: What happens if we close the pool in October with annual passes? Are we going to refund money? We should sell passes for winter session then separate for summer.

Elaine: We feel the passes were a bad idea. We would make more money if we just sold punch passes.

Captain Joe: On my broadcast, I advocated for people using the pool to sustain it. Where are we with the winter use?

Elaine: Varies with different days. Saturdays are up to 40 people. Lap swimmers are growing.

Captain Joe: Drop me an email about what you want to focus on.

Bob: One of the difficulties is wrapped up between when people want to use the pool and when we can staff the pool. Kids under 18 can't guard before 7. Commuting lap swimmers like to use the pool early in the morning. The solution is to get adults, but we aren't getting anywhere with that.

Captain Joe: Should I say on my show that we need more adult guards?

Scott: Let's end annual passes. It could cause a liability in the future.

Doug: The senior center has a bus that could take seniors to the pool and have a time just for seniors.

c. Age 4 – 12 \$3.50. Approve? Currently, all general admission is \$7 with seniors at \$3.50. We believe families are not staying or coming back, because it's too cool and too expensive for too little time.

Karen: What does that do to our finances?

Elaine: In the long run, I think it improves things, since we will have repeat business.

Abby: It's too much for families to pay \$7 per person.

Scott: It should be with an adult admission to get the discount.

Bob: I don't see the point. It's \$3.50 vs nothing if parents can't afford to spend the \$7.

Abby: I think it's weird to have a different rate for the same person.

Jason: Do the reduced rate for winter months. During the summer months a parent drops off their kid and will be there all day.

Captain Joe: Is it time to bring the Stingrays back?

Elaine: The Stingrays belong to Dana. They won't come back.

**Bob: I move that the "Dome Season" rate for kids aged 4 – 12 be at \$3.50.**

**Karen: Second.**

Doug: And no provision concerning adult accompaniment?

**Motion: the "Dome Season" rate for kids aged 4 – 12 will be \$3.50.**

Scott: No.

Bob: At some point we need to talk to schools about PE curriculum.

- d. We received one response to the ad for the pool manager position, and this candidate is highly qualified. We have not interviewed her yet, as the position closes tomorrow. We have not discussed the salary, although general feedback via recruitment efforts suggests the salary is “pretty bad.”

Abby: What is the salary?

Elaine: \$35,000 for an average ¾ time position.

Abby: At the last meeting, I looked up average salary is \$48k, but our position seems to be more comprehensive duties. I don’t think we need to change anything right now, but I think we would be pretty blind if we don’t consider an increase in the future.

Elaine: My research for the area for a pool manager is \$60k - \$70k to start.

Jason: The problem is that it becomes de facto full time, because the manager is always filling in for somebody.

Abby: Variable hours doesn’t allow for a person to have another job.

Doug: Is Kelly still working 70 hours a week?

Elaine: Yes, pretty much! But if we hire this person, Kelly will go back to regular hours. Kelly knows this was crisis mode; she’s a team player.

- e. At the last meeting I told you our staffing strategy was to hire a manager with a LG cert in addition to a lead LG at \$16/hour. We have filled that position with a newly certified LG. Both will get AFO licensed. These two positions should help satisfy our LG shortage, but we still have a problem with shifts they are willing to work (still no early morning) and labor costs.
- f. Dept of Ecology – remember my concerns about DOE being okay with the year round operation? Scott stated back in early 2016 that he contacted DOE about the Dome idea, and they were okay with it. I didn’t know what types of reporting requirements they instituted with Scott so asked Jason to check in with DOE.

Turns out Scott told them we would be backwashing every 3 – 4 months (although he conceded it could have been 3 – 4 weeks). And never during rain or with standing water in the pond. We have been backwashing every two weeks, and ducks have been swimming in that pond since last Fall.

Jason and I had a conference call with the guy, and he said we may need a permit (\$1500) and test for various substances every time we do a backwash (\$1200 for equipment).

Jason: Their main concern was that water can’t get into the wetlands. I tested the water coming out of the pool today; the water is okay.

Elaine: The guy said he wanted to talk with his supervisor and will get back to us.

Bob: What does the permit do?

Elaine: Allows us to dump.

Scott: Are Jason’s hours being charged to the pool budget?

Elaine: Yes.

2) Fern Cove

- a. Awaiting the permit approval and final sign-off from KC. Eric has the cleaner in there now to do a deep clean. Target date for “back in business” – no later than March 1. Eric is taking reservations for March.
- b. At the last meeting you asked how much the Fern Cove septic service contract is: \$225 twice per year.

### 3) Lodging Rates

Elaine: Policy dictates an annual review of lodging rates relative to the market. Attached is the annual review of our lodging rates with similar vacation rentals. “I think our price point is still good as our revenue for 2017 reflected. The current rates reflect the 5% increase in fees as dictated by the board, other than cleaning fees. My one suggestion would be to increase the cleaning fee from \$75 to \$100 and raise our staff’s pay range. Housekeeper expenses run from \$75 - \$125 per job. Struggles to staff housekeeping continue – responses to job ads are nearly zero and I am often left shorthanded (translates to Eric doing it himself). Our rate of pay is currently \$17 - \$25 per hour, lower than local rates running \$30 - \$40+ per hour. Quotes for outside contract cleaning services have ranged \$160 - \$300 per job. Most of these quotes were from off Island.”

Scott: Why \$100? Why not \$125?

Elaine: People squak about \$75. I think he is being conservative.

Scott: An extra \$25 per week is only \$3 per day. People are upset about that?

Captain Joe: They do squak. Keeping the fee separate from the rental rates is tricky. They accept it reluctantly. It has been a revolutionary process for many of these people who come year after year. If we increase it too much, we will lose some of those people.

Karen: I agree \$125 is too steep. \$100 is a good figure.

Robin: I disagree you will lose those people. If they want to go to a special spot, you will pony up an extra \$25.

Scott: Plus, the increase needs to match up to the increase in wages for the cleaners. I don’t believe it’s a wash. We’re trying to cover our costs.

Bob: Can we bump up the rental rates? We are lower than market.

Elaine: We bumped it 5%.

Captain Joe: I know Eric has put a lot of time into his analysis. I suggest we follow his recommendations.

Jason: We’re supposed to be within market rates on the island. We can’t undercut island competition.

Elaine: He has that in his analysis.

Bob: I think Eric needs to rethink his nightly and weekly rates.

Elaine: One more lodging issue. Per policy, Eric will max out his vacation time at 240 hours. He was just below 200 when he and Sue discovered Kit made an error in his accrual formula. She shorted him 97 hours, which would put him over the limit at 299 hours. If we lift the lid off the 240, he simply can’t take that vacation. His preference is to be paid out. Requires your approval to break policy. \$2600.

Scott: Once.

Bob: And due to a mistake.

	<p><b>Abby: I move we pay him out those hours.</b></p> <p><b>Bob: Second.</b></p> <p>Elaine: Suspend the rules?</p> <p>Scott: No. It's coming. We're doing him a favor.</p> <p>Captain Joe: You're not doing him a favor. You're correcting an error! You will never find a more loyal and dedicated employee than Eric.</p> <p>Abby: We're actually taking from him if we don't vote on it now, because he won't be accruing in the meantime.</p> <p>Elaine: We can add it in.</p> <p><b>Scott: I move we suspend the rules.</b></p> <p><b>Bob: Second.</b></p> <p><b>Pass 5 – 0</b></p> <p><b>Vote on motion: pass 5 – 0.</b></p>	<p><b>Motion: Pay Eric the additional vacation hours due to bookkeeper error.</b></p> <p><b>Pass 5 – 0</b></p> <p><b>Motion to suspend the rules. Pass 5 - 0</b></p>	
<p><b>Strategic Plan</b></p>	<p>Bob: We need to vote on the motion. Then we need to look at the schedule and move through the detail the planning committee put together.</p> <p>Scott: We'll need to discuss the motion before we vote on it, because I have concerns.</p> <p>Bob: I want to go through the diagram to bring people up to date on the process. We created a foundation for the plan. Started with a mission statement and core values. These don't change over time. Then we created our Current State. Then we created a vision statement – a description of where we want to be in four years.</p> <p>Doug: Can you read our vision statement?</p> <p>Karen: By 2024 the Vashon-Maury Island Park and Recreation District will:</p> <ol style="list-style-type: none"> <li>1. offer a wide range of programs and services that serve the interests and needs of all islanders;</li> <li>2. provide equitable access to all the park district's fields, parks and facilities such that citizens of all financial and physical abilities can fully participate in programs that enrich their lives;</li> <li>3. provide beautifully maintained fields, parks and facilities that offer opportunities for relaxation, health and fitness for islanders, guests and visitors, while being a source of pride for all Vashon citizens;</li> <li>4. be recognized for its outstanding professionalism and performance, which will ensure that it will continue to attract competent and dedicated staff, fully engaged board members and a core of enthusiastic volunteers and supporters in the community;</li> <li>5. be financially strong, with up-to-date systems in place that provide accuracy, accountability and transparency; and with a reliable source of public and private funding for maintenance, operation and capital improvement projects;</li> <li>6. be actively collaborating with other agencies and entities in the community to ensure that the island's citizens are being exceptionally served.</li> </ol> <p>Bob: So how do we get from the current state to where we see ourselves 4 or 5 years out? We</p>		

establish strategic priorities – broad areas we want to work on. Broad areas with details.  
 Karen: There are two parts to that – a statement of the strategic priorities and timing.  
 Bob: The document we are voting on is what we have been trying to get passed for the past two months. Then we get into the weeds – the schedule, who is going to be doing what, etc.  
 Doug: I remember we wanted to change the sentence that open houses will be supported by a majority of Vashon citizens. There is no such thing as majority. It wasn't changed.  
 Scott: There are many things that make sense here. Capra is an easy one. One problem you are going to have is the turnover and lack of interest in Commissioners. You aren't going to have 30 year Board members like Ameling. That speaks to a number of things that can change in this plan by future commissioners. It is inappropriate to have a plan that is set up for failure.  
 Abby: There is a policy that states it's a 5 year plan. It's not like there will be a new plan every 5 years. Nobody gets locked into a plan for the rest of time.  
 Elaine: Every District faces that challenge. It doesn't mean you shouldn't have one.  
 Scott: I'm saying some things belong in this plan – like Capra. But the more variable things do not.  
 Karen: Like what?  
 Scott: Invest in new and updated facilities. We don't know what our finances are. Some people want more parks, and some people do not.  
 Jason: You don't lock future Boards with anything. The Boards can change things with each new Board.  
 Doug: The five of us can vote on this today, but it doesn't become a legal requirement to follow it. I don't see what the issue is.  
 Scott: But two years from now, when anyone asks why we're doing something, somebody will say because it's in the Strategic Plan.  
 Bob: This isn't a document that commits us to anything. It merely gives us a way forward. When we get into the weeds, then we are getting closer to authorizing projects and expending money.  
 Doug: It can be thrown back on us if we don't do something we say we will in the plan.  
 Bob: So we need to vote on the motion.  
 Doug: I want #4 changed – take out majority.  
 Abby: how about just “desired by Vashon's citizens.”  
**Bob: Friendly amendment to my motion. Cross out “majority of.”**  
 Motion  
**Bob: I move that we accept this list (the Strategic Priorities and Goals) as a way forward without the schedule at this point in time.**  
**Abby: Second.**  
**Passed 4 – 0, Scott abstained.**

Karen: I would suggest we stop here and spend more time on the schedule.  
 Bob: The schedule repeats what we just voted on but does two things: lays out a timeline and assigns lead people to each item. It also shows when the levy will be.  
 Doug: I remember Bill Ameling saying we should run that at the same time as the School District levy.  
 Elaine: Our strategy last levy was to run it in April in case it failed, then we would have another

**Motion to accept the list (the Strategic Priorities and Goals) as a way forward without the schedule at this point in time. Passed 4-0, Scott abstained.**

