

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, January 8, 2019

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

Staff attending: Elaine, Jason, Eric

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call To Order & Agenda Review	The meeting was called to order and the agenda was reviewed at 7:00 PM by Doug Ostrom.	
Public Comment	Cap Joe spoke about LuAnn's death and Coast Guard pay. Marco Gaul: We are trying to regroup BARC stewardship. We plan to talk about the issues before the next public meeting on the 24 th .	
Board Elections	Bob: We have had an election every year. Karen remained on as President for a second one-year term, which is a little out of the ordinary. Doug: Anybody want to be board chair? Karen: Nominate Bob. Abby: Second. Board Votes. All in favor. 4-0. Karen: Hans is vice chair currently, Abby is secretary, Bob was the treasurer. Karen: Hans, to stay vice chair? Board votes. All in favor. 4-0. Bob: All in favor- Abby staying secretary? Board votes. All in favor. 4-0. Bob: Treasurer votes. Abby: I nominate Karen for treasurer. Bob: All in favor? Board votes. All in favor. 4-0.	
12.11.18 Minutes; 12.10.18 – 12.31.18 Preliminary Vouchers; November 2018 Vouchers	Bob: Any discussion? Doug: I move that we approve the minutes and vouchers. Karen: Second. Board votes. 4-0.	Motion to approve the minutes and vouchers. Pass 4-0
November Financial Report	Elaine: <u>Admin</u> – over \$7600	

- \$20k over in personnel due to approved wage increase
- Insurance – over by \$4k due to a hefty increase 2nd half of 2018
- Offset by odds and ends

Maintenance – under by \$60k

- Wages are spot on; \$14k is payroll costs due to decreased L&I; \$15k is over-budgeted benefits
- \$23k is materials due to only one topdressing
- Equipment repairs under \$4k
- Outside services under \$6k due to only one topdressing
- Vehicle maintenance over by \$3600

Commons – over \$19k

- Revenue down \$6k, much due to the Stadium closure in the spring and general decrease in school facility use
- \$9k is the approved wage increase, although taxes and benefits are spot on
- \$3k unbudgeted porta potty
- \$1k is the unbudgeted telephone expense
- B2A – School District payment off by \$25k due to timing – budgeted November, paid in Dec

Programs - \$15k under budget

- \$4k is the offset between Ski School proceeds this year and transportation costs from last year that hit in January. It is deceiving in that the timing is off a season.
- \$3k is personnel costs due to the gap in the Operations Coordinator position
- On the B2A, we budgeted to have the program staff in place, but that did not work out as planned, hence the \$25k labor credit
- \$6k is from not doing the 2nd Recreation Guide in the Fall due to the Recreation Manager position transition coupled with deciding to hold off until February to start the levy information dispersal.

Pool Summer – over \$25k

- Revenue down \$9k – some due to the passes sold in January, \$4k in no merchandise. Interesting, because use is up.
- Personnel over \$11k, some due to management wage increases, paying out Scott’s vacation
- Supplies over \$3k – large chlorine purchase in there
- Utilities over \$2k

Pool Winter – at budget

- Revenue under by \$6k
- Offset by labor under \$18k
- Supplies under \$3k (there’s that summer purchase that offsets)

	<ul style="list-style-type: none"> • Utilities at budget • Lots of unbudgeted fixes and education costs for lifeguards and management certifications <p><u>Pt Rob</u> – ahead \$19k</p> <ul style="list-style-type: none"> • \$15k is revenue, \$12k of which is 2019 revenue paid in December to avoid the new KC tax for lodging. Will need to carry this over to offset the 2019 Pt Rob budget • \$4k personnel costs – Operations Coordinator redistribution and Eric moved to Programs <p><u>Fern Cove</u> – ahead \$13k</p> <ul style="list-style-type: none"> • Down \$3k in revenue • Offset by \$12k in labor – Operations Coordinator redistribution and Eric moved to Programs <p><u>Debt Service</u> – over by \$4k due to timing of an extra tractor payment in December and two extra VES restroom payments.</p> <p><u>Misc/Other</u></p> <ul style="list-style-type: none"> • Removed the Fire District Fee \$8800 • Robot Fix was budgeted for \$1200 – turned out to be just a cord replacement <p>Capital Reserve back up to \$69k and Operating up to \$114k. Projected to carry over an additional \$18k into 2019</p>	
<p>Recreation Programming Comprehensive Plan</p>	<p>Elaine: You have in your Board packet the new Comprehensive Plan for Recreation Programming, which is a requirement for CAPRA certification. I wrote the first half of the plan, which was helpful because I can draw from the Strategic Plan. Eric will write the remainder, as it has to do with the programs themselves and our evaluation of them. A lot of enlightenment has happened during the planning process. The most useful tools I developed are these spreadsheets in the back: this one, in particular, lists out every agency, nonprofit, and business on the Island who offers some sort of recreation activity that a park and rec agency would typically offer. This notes whom is providing that recreational service. On this side, we have all the organizations on Vashon that are meeting those program needs. Our Policy #2440 says that the Park District will fill in the program spaces that other interest groups on the island are not meeting, but specifically that we will not be duplicative. In Appendix B, we have all the activities listed and the community demographic groups: preschool, K-5, 6-8, etc. Preschool is barely being met at all. ADA community is barely being met at all. Adults are underserved. We have activities that would accommodate active seniors, but do we really have activities that they are likely to do? When you put in some intuitive interpretation, we see that the senior community is also not being served as well as other adult groups. The seniors want concerts in the park, they are not going to go snowboarding. What is appropriate for young children, adults in general, and the ADA community? \$100,000 doesn't go that far. We want to work in partnership with community groups.</p> <p>Some ideas Eric and I have come up with, listed in Appendix D, in concert with the parks and</p>	

facilities we have available to us, expanded concert in the park series for the winter months: “Concerts in the Dark”, the VCA is very interested in doing it with us. Secondly, a grant, highlighting movies in the park in partnership with the Vashon Theater. Another idea is a large community picnic with activity centers for these underserved age groups. Another idea is a community vaudeville hike, similar to the Swamp Bottom Jambouree. It’s a hike through the woods, for example, at Fisher Pond, as you are hiking through the woods there are little vignettes: music, dance, theater, aerialists. The whole community is invited to participate which creates a lot of partnership with other organizations- stretching our \$100,000.

Doug: I don’t understand.

Elaine: They are getting a walk in. They are observing various aspects of the community. It’s an event.

Abby: I like the idea of the community being the partner and leader of these things. I would advocate for that.

Doug: The statement you made in the plan, “Don’t fix what isn’t broken” resonated with me. There are a lot of activities on the island, already. Your ideas feel like something different from expanded programming, so I think more people would be interested.

Elaine: Good.

Abby: At any point, people can come to the Park District and explain that they want to do something with the help of the Park District. Most people are happy doing outside programming.

Elaine: It happened with one: Shakespeare. We would certainly attempt to accommodate that. With the expanded concert in the parks, we can always do a different model to accommodate community members that want theater programming.

Abby: We don’t need to build a new program that already exists somewhere else. If a community member comes to us and says I have this thing and I need help we wouldn’t turn them away.

Elaine: Exactly.

Doug: The survey we are referencing for this is a bit outdated so if we did it again today, it might be different. When we think of 70 year olds and above- that’s a particularly broad category- we might want to figure out some nuances within that. The other thing is, I am not sure exactly what we are talking about when we say Recreation Activities. Some could be book discussion groups, church, etc. Some of the older population may not be as underserved as we think.

Elaine: It is difficult to parse out where we draw the line on activities. If you have a different

	<p>argument for where to draw the line, I'm happy to take them into consideration.</p> <p>Abby: Maybe it would be a good idea to try to get in touch with all of the groups on the island so we can see if anyone wants to fit something in to the community programming we are doing.</p> <p>Elaine: I need a motion to approve the plan and the suggested recreation activities.</p> <p>Karen: I move we accept.</p> <p>Abby: Second.</p> <p>Karen: Do we need an answer right now?</p> <p>Elaine: We can wait.</p>	<p>Karen: Motion to approve the Recreation Program Comprehensive Plan and the recommended recreation events/activities.</p> <p>Abby: Second</p>
<p>BARC Public Meeting</p>	<p>I believe the Master Plan appeals to the broader community, and the implementation of Phase 3 would realize that goal. The youth whom currently use the park feel they should be the demographic, and without a staffed/programmed facility, by default they really are. I would like to discuss and solidify our current vision for BARC and whether or not we feel the existing Master Plan is still relevant. The kids preferred more attention paid to the building. We can address that through a Mini KC grant for \$15k. Approved?</p> <p>Our Solution to the hours problem: Hire 2 people at \$35 per hour to close all 4 gates (like Lisabeula), 7 days a week, at 9:00 pm. Cost = \$15k. Frees up Eric's staffing problem and can be more flexible with programs relative to the youths' issues.</p> <p>Elaine: Last Thursday we held a public meeting that sought input on the implementation of Phase 2 (bike pump track) and Phase 3 of the Master Plan (grants obtained by Judith Neary) in addition to the recreation programming we are implementing there. We suspect the reason most people came was because we are currently closing the park at 4 pm and not opening on weekends, since the staff person we hired to close the building quit after numerous obscenities against him were spray-painted on the building walls. It was interesting going into the meeting; I felt an atmosphere of defensiveness about the closure. I felt there were some strong feelings about early closure. What was really good about the discussion about that is that I felt that there was an understanding of why we did what we did and why we want to staff it and provide supervision. The staffing model helps mitigate some of that bad behavior and it also helps us to provide the programming we do.</p> <p>Karen: Why would anyone want to staff that if they are getting harassed?</p> <p>Bob: What age group is it specifically?</p> <p>Elaine: I was told by a parent that it is happening by someone off island, which I don't believe and don't think it makes sense.</p>	

Karen: That doesn't sound like a very pleasant environment, not only for staff but for other kids.

Abby: Doug and I were both there and I felt the meeting had a lot of angst in the air. There are a whole bunch of kids who are having an internal conflict about this place being their own and also that skating is for everyone. They have no leadership right now. I think, overall, that this new build is going to be a positive thing for these kids.

Citizen (Brian): Unique because there are walls at the skate park which is unlike many other skate parks. It can't be adequately addressed without a warm body in the room, maybe a counselor type.

Elaine: "Who is the demographic that you are serving?" was a question asked at the meeting.

Phase 3 is a demographic for everyone. But the kids made an interesting point because the facility is now for youth and young adults, and they don't want kids and seniors running around, because they want to skate around. I think that is a great question! If the demographic is for the youth, we should open up the wall and just make it a skate park.

Abby: We don't have another park that is specifically for one group of people. Of course, I would encourage teenage zones. But I don't think we should target one demographic when we get our tax dollars from other people.

Bob: We have the boathouse for kayaking or the horse park. We do serve certain demographics per park. We can't expect skateboarders to always have safety at the forefront when they are doing their tricks.

Karen: Phase 3, I don't feel, is a good idea. Older people don't want to be near skateboarders. I think it might be a good idea to have a place dedicated to skateboarders. I like the idea of opening up that building.

Elaine: The Rec Programs would provide supervised time for little kids, a ladies night, a senior night. When we start to block out times, just two hours, not the whole day, "have at it, guys" time.

Doug: The individual-ness of skateboarding makes me think that programming goes against the idea of skateboarding.

Abby: The kids don't want to mentor little ones even though they were themselves mentored.

Jason: People tag and we clean it up everywhere. But a building that big, slightly isolated, off the bus line, with that demographic (youth) there is more spray-painting.

Karen: If we removed one wall, it might be better.

Bob: Are there any other parks like this that work well?

Citizen (Brian): Most are private and cost money if they are indoor.

Elaine: In conclusion, we need lots of open skate time, maybe more programming. January 24 we can really suss out what seems appropriate for Phase 3.

Bob: We want people to walk there and feel safe and we want people to skate there and feel like they can skate.

Abby: We need to talk more to the skate community to see if it is really that bad. What is really going on/ what is the real bottom line here?

Elaine: To solve the building problem, and to meet the requests of the kids, they really want a lot more attention paid to the building, itself. There is a grant available from King County- a mini-grant- \$15,000- to secure the building, make it safe, stop the nefarious stuff that's going on to

	<p>create a more pleasant environment. Do we have approval to go for the grant? Abby: I want to hear from the community before we go forward on anything. Elaine: That grant is due at the end of the month. Abby: When we were at that meeting, it seemed they want something else done. Citizen (Brian): They did say that it was slick and cold in there. Abby: I am totally for it, I just want to make sure we aren't shoving something through. Elaine: I need a Motion to approve the application for King County mini-grant. Bob: I see nothing wrong with going for the grant. The actual plan can come later. Doug: So, securing the building, can go either way- opening the building more or locking it up more? Abby: Right. Karen: I want a motion to close the building. Doug: The motion is to go forward with the grant. Elaine: I will go ahead and start writing it and we can get a general answer once the BARC group/ citizen group meets. We should have someone in-house lock the parks every night (2 people). \$15,000 for one hour a day for the whole year. Jason: A powered gate, self-locking, would be pretty expensive. Elaine: We want a person, make it an attractive wage, \$35/hr. to do this once a day. Jason: Instead of dawn to dusk we need ___-9. Abby: If I had that job, I would be annoyed if I had to switch my schedule every day. Elaine: Right. Bob: Does a security company already exist on the island? Elaine: No. It's going to be a Park District person. Bob: Motion to approve? Abby: I move to approve. Karen: I second. Board votes. 4-0. To suspend rules. Board votes. 4-0.</p>	<p>Abby: Motion to approve hiring a building/gate closer at \$35 per hour. Pass 4-0 Karen: Second Motion to suspend the rules. Pass 4-0</p>
<p>2020-2023 Levy .50 Cents through .55 Cents Reserve Projections</p>	<p>Elaine: .50 - .55 sheets attached. You asked that I do .51 - .54 to see where \$400k in a permanent reserve is maintained: .50 – not in 2021 and 2023, and we would have to borrow in 2024 .51 – not in 2023, but cash flow is okay to not need to borrow. .52 – this is the sweet spot with 2023 at \$436k – comfortable with a \$36k cushion? .53 – very comfortable .55 – all good Elaine: \$0.52 is the sweet spot. Doug: If we waited another year to reassess the levy in 2023 and put off the pool renovation, we might be able to make it into a bond issue. We have a huge, identifiable item- it's perfect for the</p>	

	<p>pool: the decking, the gutters, etc. Bob: A bond has never passed for the Park District before. Doug: Well that is up to the public if they don't want the pool to be fixed. A very specific project should be easy for the public to pass. I don't know if you can pair it with a grant or not. Also, we could have a \$0.50 levy in 2019 and 2020 and then the actual \$0.52-\$0.53 levy in 2023. IF we can't pair a grant with a bond. Elaine: I did these numbers so we could discuss but we can't make any actual decision until we see the \$5.90 Prorating sheet.</p>											
<p>Staff Reports:</p>	<p>1) KC Youth and Amateur Sport Grants Elaine: At the last meeting, you asked to be notified about when the LOI were due:</p> <table data-bbox="420 430 1396 609"> <tr> <td>Letter of Intent Due (Required)</td> <td>January 31, 2019</td> </tr> <tr> <td>Mini Grant Applications Due</td> <td>January 31, 2019</td> </tr> <tr> <td>Applications Due</td> <td>11:59pm PST March 31, 2019</td> </tr> <tr> <td>Notification of Funding Decision</td> <td>May, 2019</td> </tr> <tr> <td>Contract Agreements</td> <td>May, 2019</td> </tr> </table> <p>We discussed the Ober Playground for the capital grant. It would be a very good idea to have engineering plans designed for this grant application. We budgeted \$50k for 2020 in our strategic plan for the Ober Playground not knowing that this grant would come up. The engineer would eventually be the one to do the final design. Something that meets our needs before we submit the application: this is what we want for this playground and something suitable for the grant agency. Can we go forward for getting an engineer now? Abby: I would like to do that. Elaine: Should we put a \$25k limit on it? I laid in a projection for 2019 of \$30k, so we can do it. The question is: do you want to do that with reserve moneys? Karen: I think it's necessary. It is a big project. I'm all for it. It would be nice to get an engineer for less than \$30k. Karen: I make a motion that we hire an engineer with a cap at \$25k. Abby: I second. Abby: I move to suspend the rules. Karen: Second Bob: All in favor? Board votes. 4-0.</p> <p>2) Tramp Harbor Dock Elaine: Finally, a year after me having submitted our attorney's requested revisions to the draft Aquatics Lease from DNR, I received their response. They denied every requested change. The two most substantial concerns were: a) Environmental Liability – VPD would be responsible for any environmental contamination</p>	Letter of Intent Due (Required)	January 31, 2019	Mini Grant Applications Due	January 31, 2019	Applications Due	11:59pm PST March 31, 2019	Notification of Funding Decision	May, 2019	Contract Agreements	May, 2019	<p>Motion to hire an engineer for the Ober Playground project with a cap of \$25k. Pass 4-0 Motion to suspend the rules. Pass 4-0</p>
Letter of Intent Due (Required)	January 31, 2019											
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that results from the presence or use of the dock. If we remove pilings, and a hazardous substance is released, we could be liable. Our attorney wanted a provision that stated if the contamination is already there, "Gore Factors" determine who is liable (like a previous owner, e.g. King County). DOE would then determine who is liable and the percent they are liable for. But no, DNR says it would be us.

- b) Indemnity – The lease states that VPD must agree to indemnify DNR from every kind of liability, with the sole exception being injuries and damages caused by the sole negligence of DNR. If there was partial negligence, VPD would still be 100% liable. Our attorney wanted for VPD to indemnify DNR for VPD's negligence, but VPD would not indemnify DNR for DNR's sole negligence, and where both parties were negligent, VPD would only indemnify DNR to the extent of VPD's negligence.

They also added a few new things:

- a) Based on the current estimate to remove the portion of the pier occurring on state-owned aquatic lands, a Security in the amount equal to \$130,000.00 will be required during the Term of the Lease. It can be one of the following:
 - a. Surety Bond. If we fail to meet our obligation, our insurer will pay. Enduris will review. I don't know if we have to have \$130k tied up for this.
 - b. Bank Letter of Credit. Our bank guarantees it will be paid based on our credit. They may have to freeze the funds but it often is done as a line of credit. No word from US Bank.
 - c. Savings Account Assignment. We put it in savings, and they can take it if we default.
- b) DNR is requiring all existing Improvements on state-owned aquatic lands be inspected by a Professional Structural Engineer with experience assessing the integrity of marine structures and submit the engineer's report ("Structural Assessment Report") to DNR within 180 days of the Commencement Date. And that any repairs recommended by the Structural Assessment Report be completed immediately.

Elaine: 2 pilings need replaced definitely. But if we do 2, we may as well do all of them.

Karen: What happens if we don't sign the lease?

Elaine: We have to take the dock down. We own the first 180 ft. The State DNR owns the last 160 ft.

Bob: The lease is of the land under the dock?

Elaine: Correct.

The good news is that they are working to make construction funds available for this and will know by July, 2019. I don't know if that means just the removal of the pier or if it includes replacement. I have asked our attorney and Enduris to give final risk assessments to us concerning the lease. If they deem it okay, I will meet with Joe Nguyen to discuss state funding.

	<p>3) Randy Turner – Aquatics Manager Elaine: He is an existing lifeguard and Seals swim team coach and has been hired and starts February 1 for the Park District. Any financial dealings with the Seals I am just going to be intimately involved with so nothing looks bad.</p>	
<p>Adjourn</p>	<p>Doug: Adjourn. Abby: Second. Board votes. 4-0. Meeting adjourned 9:00 pm</p>	

Minutes by: Amanda Mahaffey