

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Evergreen Room, 7:00 pm

DATE: Thursday, February 14, 2019

Commissioners attending: Bob McMahon, Doug Ostrom, Abby Antonelis, Hans Van Dusen. Karen absent.

Staff attending: Elaine, Jason

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 Bob McMahon.	
Public Comment	No Public Comment	
Minutes/ Vouchers	Doug: Move to accept vouchers. Abby: Second. Board Votes. 4-0	
Financial Report	<p><u>December, 2019 - Financial Report</u> Elaine: <u>Levy Dollars</u> – came in \$2900 short <u>Admin</u> – over budget \$2700</p> <ul style="list-style-type: none"> • Levy interest up \$4k over projected • Labor costs \$16k over due to approved wage increases • Computer and technology – under by \$3k • On the B2A, Contingency is over by \$8800 due to the carry-over election cost from 2017 • Insurance – over \$4k due to 2nd ½ rate increases • Professional Fees – over \$3k <p><u>Maintenance</u> – under budget \$60k</p> <ul style="list-style-type: none"> • Revenue was pretty much spot on • Wages spot on; payroll taxes under \$14k due to decrease in L&I rates; benefits under \$15k due to overbudgeting • Materials under \$23k due to no 2nd topdressing and Jason’s shopping good rates • Equipment repairs – under \$4k • Outside Services – under \$6k due to no 2nd topdressing • Vehicle maintenance – over \$4600 – 2 aging vehicles to be replaced <p><u>Commons</u> – over by \$19k</p> <ul style="list-style-type: none"> • Revenue under by \$6k – Stadium field closed 	

- Labor costs over by \$9k – mostly board-approved wage increase
- \$3k – unbudgeted porta potty
- \$1k – unbudgeted telephone

Programs – under by @ \$15k – tough to report on this in 2019 for 2018, because we built recreation sub-classes for 2019 that moved Sailing Camp (formerly under pass-through leagues) under Programs.

Skewed the major heading, so B2A is wonky. That said:

- Revenue over by \$4k due to Ski School revenue hitting end of 2018 without the corresponding expenses in 2019.
- Wages under by \$3k due to the Ops Coordinator position turn.
- Advertising under by \$6k due to only one rec guide

Pool – Summer – over by \$25k

- Revenue down \$9k
- Labor over \$11k – Board approved wage increases, Scott’s vacation payout
- Supplies over \$3k
- Utilities over \$2k

Pool – Winter – over by \$400

- Revenue down \$6k
- Labor under \$13k – JE from Admin for Kelly under “Other” on B2A
- Supplies under \$3k
- Outside services over \$3k
- Lots of odds and ends

Pt Rob – ahead \$19k

- Revenue ahead \$15k – people paid early to avoid the KC tax in 2019; Marie will journal into 2019
- Labor costs down \$5k – redistributed Eric + Ops Coordinator turn
- Extra Maint – over by \$6k due to the fence charged here instead of Capital as budgeted (\$2200 donation in revenue)

Fern Cove – ahead \$13k

- Revenue down \$3k
- Labor down \$12k – redistributed Eric + Ops Coordinator turn

Debt Service – over by \$4k due to two extra VES restroom payments I miscalculated when budgeting + 1 tractor pymt paid in Dec rather than January, 2019.

CIP – we spent \$34k out of the Capital Reserve, reducing it to \$69k.

Cash into 2019 = \$511k.

Elaine: I just today finished doing January projections and we are doing good.

Bob: Are there no questions on finances?

Doug: Under direct costs, there are some numbers that are Program Revenue. This appears to be totaling to this and there is no total there.

	<p>Elaine: I had to do some shifting around. I didn't put the total in, you're right. Sorry about that. I'll make a note to fix that. Thanks for the catch.</p>	
<p><u>2020 – 2023</u> <u>Levy/Resolution</u></p>	<p>The attached Resolution must be submitted to the county by 2/22 with all the other attachments in your Board packet. Need a vote, suspend the rules, and signatures.</p> <p>I informed you all that I have learned KC Parks is running for 17 cents in August/November, and the Library is doing a lid lift to their full 50 cents (so, a take of 16.5 cents). That leaves the Hospital District to decide what they wish to do. Hans's response was this:</p> <p>“We run a strong and responsible levy at 0.52 in April, as authorized, and we all work to pass it successfully. And subsequently, our support could be expected for others' efforts that keep VPD whole and healthy consistent with the finance level provided by the levy. And our opposition expected for any efforts that do not.” Agreed?</p> <p>Elaine: The key document tonight needs to be signed. I am also still waiting on a signature for the explanatory statement by our attorney. The pro/con committee form- I haven't heard anything else about a con committee. I can wait for the 21st to mail it in.</p> <p>Bob: And the vote doesn't have to be unanimous? Just a majority vote?</p> <p>Elaine: Calls Karen</p> <p>Abby: I'll move to accept this resolution.</p> <p>Hans: Second.</p> <p>Doug: I vote we suspend the rules.</p> <p>Abby: Second.</p> <p>Board votes 5-0.</p> <p>Bob: All in favor of passing the resolution?</p> <p>Board votes 5-0.</p> <p>Elaine: It also needs to be attested by the secretary.</p> <p>Everybody signs</p> <p>Elaine: As I forwarded to you all via email, the 2019 Proration Worksheet has been released for Vashon's Junior Taxing Districts. The available “wiggle room” within the \$5.90 limit is @ \$.62. We are currently eroded down to @ \$.41, so we need 11 cents.</p> <p>King County is going to run for an additional \$0.70. Library is going to \$.50, so 16.5 cents. Wiggle room is left to the hospital district. Current wiggle room is \$0.17.</p> <p>Bob: They could go to \$0.17 and we could still get what we wanted?</p>	<p>Motion to accept the Levy Resolution. Pass 5-0</p> <p>Motion to suspend the rules. Pass 5-0</p>

Elaine: Yes. It remains to be seen what they are going to do and whether any of these will pass. We will run a responsible levy on our own and wait and see.

Bob: Our comment didn't suggest that we wait until the other. We are forced into a situation where somebody is going to potentially root us out from under here.

Elaine: If we were a metro park system we would be ahead of the cemetery district.

Bob: What kind of lunatic would come up with a system like this?

Doug: They are just trying to limit taxes.

Elaine: But as far as levels, it seems like we should all play fair.

Bob: That's why we need a proration- so everyone gets hurt not just the lowest level.

Doug: Will the fire district ever need to proration?

Elaine: They are at \$1.50; the first \$.50 sits with the hospital district and the other dollar is at a lower level. They would have to proration that dollar.

Bob: The voting public just can't make a rational decision because they aren't given enough information.

Elaine: I am pleased with the efforts of the hospital district. They are really going to great lengths to look at options. I will keep you informed on what I learn.

Bob: Is the Beachcomber going to write about this?

Elaine: Susan is pretty knowledgeable about how this works.

Bob: Can you imagine trying to write a piece about this that doesn't put people to sleep?

Hans: Maybe Vashon Incorporated.

Doug: The fire district would no longer exist as part of a city structure.

Elaine: Right, we are a stand-alone district but if we were a city we could opt to become the Parks and Rec department of the city.

Hans: Just as a side note, Abby and I are trying to create a meeting place and time to generate support for the levy.

Incident
Weather Policy

Jason: Back in 2012, when Jan Milligan was the executive director, anytime the school district is closed, the park district is closed. So I looked around at whatever Park Districts do- most work with the Public

Works Departments and they go to clear the roads. We are not that and don't have the equipment to do that. 90% of our job is driving around and going to different parks and we can't do that with this kind of weather. My guys had to use vacation or sick leave on days when they couldn't make it in. Do we want guys working in these kind of conditions or do we want some kind of policy? The school district policy for maintenance- if the leader calls it, it is paid day off. We are probably not going to have anything like this in another ten years. I am just trying to find out if someone wants me to put something like this in a policy.

Hans: Elaine, what do you think?

Elaine: We actually disagree. That is why Jason brought this to the Board. Everywhere I've worked, you just kind of plan in your use for sick and vacation time for these purposes. I communicate to all the staff- it's your call. If they make the choice to stay home then I require that they use vacation or sick time.

Abby: It's never made sense to me for people driving around \$40,000 vehicles in these kind of conditions. If they can clean the shop, that's great. But I think it's important to protect our property, as well.

Jason: I look at it as a safety thing. All the trucks have street tires.

Abby: We could have a 1 or 2 day cap on paid days.

Jason: It's up to the director at the school district. I like that model. I am happy to put together a policy. If management calls it- people get paid and do not have to use their sick or vacation days.

Elaine: There will be resentment if the office guys know that maintenance guys are getting paid. I think it should be uniform across the board.

Jason: But they sit in an office, and we are supposed to be out on the road. Our trucks aren't good enough for this. Some people are trying to use their own rigs.

Hans: I don't feel like the Board has to weigh in here. Elaine has a consistent position. The leave practice you have in place is consistent with the city of Seattle.

Jason: In the City, that team comes in, and plows. They have the equipment.

Hans: You could always be helping other districts- Senior Center and at the school. That may not be practical.

Bob: If you write this policy, will we have to approve it?

Jason: Yes.

Hans: The manager discretion thing is a little bit of a slippery slope. It's on one person to be reasonable or not. It's your call if you want to write it or not.

Jason: OK, I'm not going to worry about it.

Bob: Let's talk a minute about the upcoming Fire District meeting.

Elaine: Next Tuesday, the 19th, at the Fire District, is the co-committee meeting at 7pm. All but Hans are going. They want \$8,800 to protect all properties. They want us to put signs up at our undeveloped properties or we can pay per incident.

Hans: What's the commission's perspective on this? Do we have a voice?

Abby: We do have a voice- that money is way too much. People's personal insurance will pay if they have a heart attack at Ober Park.

Fire District Meeting (not on agenda)

Elaine: This whole thing is driven by an RCW.

Hans: The RCW provides no guidance about an actual fee. There is nothing in the RCW that says anything about the math.

Elaine: Correct.

Hans: A good outcome for us at the end of the day is for them to understand where we are coming from and a flat fee for our deal in this. We could provide access to the boat ramp.

Bob: The public is paying for the facilities through their athletics.

Hans: We should be clear about that- we don't understand where that number came from.

Elaine: The school district's is way lower. It's \$1,800.

Hans: They have millions of dollars of infrastructure! There is no way we should be paying more than them. The RCW has been around for 20 years.

Staff Reports:

1) KC Youth Sport Grant – Ober

Elaine: The RFQ process for a Landscape Architect for the Ober Park playground replacement project is complete. As a recap, Abby and Karen have been working with the senior and ADA communities to create a "Playground for All." These demographic groups + young children were determined to be the Island's underserved demographics in researching for the Recreation Program Plan. The "Playground for All" is a perfect solution given our research. The application for the grant is due March 31st. We need to present a design for bang for the buck for \$250k. The landscape architect is going to do this design. This is a concept of a "Park for All"- ADA and senior citizen needs, included.

Susie Kalhorn (acting chair of the Senior Center Board) and I served as the selection committee (Abby couldn't make it). We received 6 excellent proposals and have narrowed it down to a final group we are negotiating with for contract. This group has been around 50 years and primarily works with public entities; their engineer partner did the library, so we'll be gaining some economies of scale for the site analysis work; and they have done several multi-generational park designs. The final stage of negotiating is the fee.

Elaine: According to state law, you have to take the most qualified candidates first. I have received their fee proposal at the end of the day today. We need to get going on finalizing this ASAP because we want the design done by March 22.

The fee comes in two phases: Phase 1 is just a conceptual design showing bang for the buck for \$250k, which is the KC grant amount, and the design will be used for the application. The design will be based on input from an advisory committee consisting of Abby, Karen, Susie, me, and Lee Kopines of Seed for Success. The Senior Center and Seeds for Success will be co-applicants on the grant. If we get the grant, Phase 2 kicks in: bid/construction/permit docs and project management. You approved \$25k total; they want \$68k.

They will do all the permitting, they will project manage it through the process. Phase 1 is a quick

Staff Reports

meeting with the advisory committee to come up with a design based on what our needs are. The fee for Phase 1- I was approved to not exceed \$25k.

I budgeted \$50k. Typical:

- a) WA State A&E Guidelines for projects under \$1m = 12 – 14% = \$30k - \$35k. But we expect more due to KC permit requirements for drainage, erosion and sediment control, study of critical areas = \$30 - \$35k more.
- b) RCO = 20% = \$50k

Eliminating construction administration and permit services reduces by @ \$15k, but that assumes we have project management staff who can handle that. We don't. \

The concept should be \$10k and the entire project would be \$68k. Phase II is completely reliant on us being rewarded this grant unless we find another applicable grant or choose to fundraise or use levy dollars. Do we accept the proposal at \$68k?

Hans: What's your recommendation?

Elaine: I don't think we are going to get a better deal, honestly. They sent a very extensive outline explaining their costs. I need you to make a motion to approve the \$68k.

Hans: I make a motion to approve \$68k for the landscape architect.

Doug: Second.

Abby: I move to suspend the rules.

Hans: Second.

Board votes 4-0 suspending rules.

Board votes 4-0 on main motion.

2) Point Robinson Lighthouse

Elaine: I finally heard back from the Coast Guard about whether or not we can continue lighthouse tours. They say no. They were going to follow up with a letter, but I have not received that yet. I am hoping the communication will include recommended modifications we can make that will allow tours once implemented.

Bob: Who will design the modifications?

Elaine: They and the historical society would have to approve our improvements.

Bob: Does Captain Joe know this?

Elaine: Yes.

3) Tramp Harbor Dock

Elaine: Per our last discussion at our last Board meeting, I followed up with Greg Rabourn of King County Water and Land Resources, as he was a key player in a large creosote removal program in the past. He says they do not have funding to help us.

I reached out to the contact at the State DNR recommended by Captain Joe, as he thought they have funding for creosote timber removal. Interestingly, she forwarded my email to the land manager I am

Motion to approve \$68k for the landscape architect for Ober. Pass 4-0. Motion to suspend the rules. Pass 4-0

	<p>working with. She said that person is the Environmental Planner for the Maury Island Aquatic Reserves Program, and Tramp Harbor Dock falls outside Maury Island. However, they are hammering away at making funding available for creosote removal and may have an update within the next couple weeks.</p> <p>Meanwhile, after the last Beachcomber article came out about THD, I was contacted by Trigg Insurance here on Vashon who said they would be willing to put an insurance proposal together that would include the dock with environmental liability. At first I thought it was for just the dock. Upon discussing further, they want our full District. Worth exploring! If we can get over the insurance hurdle, I will then pursue appropriation possibilities with Senator Joe Nyugen. I have not given up hope!</p> <p>Elaine: I will follow up with Trig and see what they say.</p> <p>Abby: It's a good idea to leave it on island if possible.</p> <p>Hans: Always good to shop around.</p> <p>4) Rec Programming Update Elaine: I am going to get in the habit of having Eric come once a month to update.</p>	
Adjourn	<p>Bob: Adjourn.</p> <p>Doug: Motion to adjourn.</p> <p>Hans: Second.</p> <p>Board votes. 4-0.</p>	
	<p>Meeting adjourned 8:45 pm.</p>	

Minutes by: Amanda Mahaffey