

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Conference Room, 7:00 pm

DATE: Tuesday, June 25, 2019

Commissioners attending: Bob McMahon, Doug Ostrom, Hans Van Dusen, Karen Gardner, Abby Antonelis (via phone)

Staff attending: Elaine Ott-Rocheford

| ISSUE | DISCUSSION AND OUTCOME | FOLLOW UP |
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| 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 | Susan Good: I represent a Lisabeula Park network. I want to thank each and every one of you because the requests that were asked of you have been carried out. I'm tipping my hat to the park stewards that you've paid to close the gate. That has been amazing, and I think it's getting the message across. Captain Joe Wubbold: We've had two really great family reunions at Point Robinson. Low Tide Celebration is July 6 th , and we expect we'll have more people than ever. | |
| 6.11.19 Minutes; 6.7.19 – 6.20.19 Preliminary Vouchers; May 2019 Vouchers | Karen: I move that we approve the minutes and vouchers. Doug: Second. Pass 5-0 | Motion to approve 6.11.19 Minutes; 6.7.19 – 6.20.19 Preliminary Vouchers; May 2019 Vouchers Pass 5-0 |
| May Financial Report | Elaine: <u>Admin</u> – ahead \$13k <ul style="list-style-type: none"> • \$6500 is payroll taxes at lower rates this year • \$4k marketing due to lower costs on the levy postcard • \$6k bank fees – not sure why! • All offset by odds and ends <u>Maintenance</u> – ahead \$30k <ul style="list-style-type: none"> • Payroll taxes tracking \$14k ahead at lower rates this year • Benefits \$6k ahead – always over budget to account for changes • All else is odds and ends <u>Commons</u> – tracking \$7k over <ul style="list-style-type: none"> • \$10k over in wages – working more hours than before, likely due to the Stadium • Offset by odds and ends; on the B2A, Materials is just timing. | |

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| | <p><u>Programs</u> – at budget; on the B2A, the Professional Fees is timing due to the budget cut pushing new programs toward the end of the summer.</p> <p><u>Pool Summer</u> – projected to be \$55k – at budget, but it’s early on and just getting ramped up. Randy is requesting that, for the sake of convenience, kids ages 3-17 to pay \$5 and not the \$7 the adults pay for general admission. It’s \$3.50 in the winter for same ages.</p> <p>Metro Parks Tacoma - \$7 for 2.5 hours; \$9 for 5 hours</p> <p>Colman Pool - \$4</p> <p>Mt Si View - \$2.50</p> <p>Bainbridge - \$5.50</p> <p><u>Pool Winter</u> – tracking at \$6k over budget</p> <ul style="list-style-type: none"> • Revenue is tracking @ \$13k under for 2 reasons – Seals winter cancellations due to snow and the pool pass problem from last year created an incorrect forecast. • Offset by labor being \$11k under budget • Supplies @ \$3k under • Utilities at budget • Lots of odds and ends expenses <p><u>Point Robinson</u> – tracking \$6k ahead</p> <ul style="list-style-type: none"> • Revenue tracking @ \$7k down; Tracking report will be brought to next meeting • Offset by labor tracking @ \$4k under • Extra maintenance tracking \$8k ahead, since the painting project was absorbed in labor and supplies • All else odds and ends <p><u>Fern Cove</u> – ahead \$8800</p> <ul style="list-style-type: none"> • Wages are ahead \$11k – just not as much staff time dedicated here as was projected. • Offset by odds and ends. <p><u>CIP</u> – \$5k over budget due to approved Village Green project</p> <p><u>RFA/Other</u> – ahead \$5700 due to the donation from the Hoopsters</p> <p>Cash \$75k over budgeted reserve</p> | |
| Board Votes | <p>Board Votes:</p> <p><u>Auditing Officer Delegation Resolution</u></p> <p>Hans: Motion to approve Auditing Officer Delegation Resolution to reflect Elaine Rocheford’s legal name change.</p> <p>Karen: Second.</p> <p>Pass 5-0</p> <p>Signatures for King County Signer Authorization and Auditing Office Delegation Resolution collected from those present. Abby will come to Ober Park to sign when she is back on-island.</p> | <p>Motion to approve Auditing Officer Delegation Resolution to reflect Elaine Rocheford’s legal name change</p> <p>Pass 5-0</p> |
| Ober Park Playground | <p>Elaine: The Ober Park planning committee met to discuss the initial cuts to the playground design. That’s keeping the footprint as is, not removing any concrete, eliminating one of three exercise stations, and</p> | |

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| <p>Grant</p> | <p>reducing the playground equipment. Under that scenario, the projected Park District commitment was going to be about \$82k, \$50k of which was already approved A&E, but the Board had not approved this part of it yet. We were kicking around the permitting cost of about \$13.5k, another \$13k contingency, and \$5k of just extra cost. The playground and exercise equipment budget together was only going to be \$55k, and I think we concluded that that makes for a pretty minimal playground. But I have really good news. There are a couple of fundraising things in process, so if these happen, we'll have even more good news. The Senior Center is discussing a campaign for \$25k to add back the third exercise station. I have spoken with the Park District Foundation chair about raising \$50k. One of the questions that surfaced was about the underdrainage, and how often we would expect to refill the wood chips. Right now we're doing it about every 3 years at a cost of \$9k. I went back to our architect group to ask that question, and they said it would be about the same. We won't have wood equipment anymore, so why do underdrainage? They said it reduces the pooling during the rainy season, so the playground can be in use more year-round. The chips still get wet and decay underneath. I said it only pools when it's raining, and there's nobody out there when it's raining, so it's not going to increase year-round use. When it's dry, it's fine. The architects agreed, so there's another \$30k. So, no change to the footprint and no underdrainage, so we really don't have much earthwork. This also eliminates a good portion of the \$59k fee to the architect. So, my estimation is that our financial commitment has just been reduced from \$82k to \$48k. The Board approved \$59k, so there's \$11k that can be included or not.</p> <p>Karen: I'd include it. Since we're not going to do this very often, we should do the best job we can.</p> <p>Elaine: The playground exercise equipment has then gone from \$55k to \$100k. In that, King County requires us to put in a 15% contingency. If we don't use that contingency, we'll have another \$23k. So, with the \$11k, we're looking at about \$134k, and that buys us a pretty nice playground! If the two fundraising projects go through we'll have another \$75k for playground equipment.</p> | |
| <p>Point Robinson Lighthouse Modifications</p> | <p>Elaine: We have discussed the interior modifications and the process change, and there don't seem to be any problems with those. The exterior deck railing is what is holding us up from moving forward with the Coast Guard or the Department of Historical Preservation. Bob came up with an idea that he wants to present.</p> <p>Bob: It would obviously be very expensive to raise the railing, and there's some chance that it might not even be steel. If we do something that is a removable add-on clamped on to the existing rail to bring it up to 42", we could return it to the original state. The question is whether something temporary and removable would satisfy the Coast Guard and the Department of Historical Preservation.</p> <p>Captain Joe Wubbold: I don't have any experience with a temporary situation, but I believe the Coast Guard would approve. Their concern is the safety of the facility.</p> <p>Elaine: So, that sounds like a good alternative to explore. Interior modifications are about \$5k and exterior modifications are \$3k at the most. We have a \$19k grant that we need to go out for bid on because the 4Culture wants us to move forward. This grant matches a quote we had about a year ago to replace the metal rods because the decking is showing signs of corrosion from the sea air. What are your feelings about a maximum on this project in case it exceeds the grant?</p> <p>Captain Joe Wubbold: I suggest that we get the bids before we talk about augmentation from the Park</p> | <p>Motion to approve moving forward with</p> |

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| | <p>District. Elaine: So, what I would like from the Board is a motion to approve moving forward with the modifications and the grant project as presented, up to bid process coming in under \$19k, and I'd like to get this moving sooner rather than later. We don't want to lose the 4Culture grant. Hans: I move to approve. Karen: Second. Hans: I move to suspend the rules. Doug: Second. Pass 5-0</p> | <p>modifications and grant project as presented. Pass 5-0 Motion to suspend the rules. Pass 5-0</p> |
| <p>Surplus VES Restroom Trailer</p> | <p>Elaine: About six months ago, I placed a deadline of June 30th for the sports groups to raise \$33k for the VES restroom project. You'll recall that we have a \$60k grant, so that \$33k would get us two stalls, with no concession stand. We've had a number of strategy meetings, I've provided a good deal of packet material for them, I touch base with them about once a month, and to date they haven't raised anything. My last exchange with the Chair of the fundraising committee yielded an idea about a golf tournament. We'll see where that goes, but I need to start moving forward on getting that trailer replaced one way or the other. I told them all that if all I have to work with it \$60k, we're going to have to go with a permanent small, single-stall facility. Portable restrooms could supplement during peak sports seasons at \$130/month. We expect that the trailer sale will get us about \$10k. Bob: At some point, when we're figuring rates, we may want to bump the user fee to cover the cost of the portable restroom. Hans: Motion to proceed with the surplus of VES restroom trailer. Karen: Second.</p> | |
| <p>Levy Next Steps/ Communication</p> | <p>Elaine: We have a Vashon Park District Facebook business "Page". According to Facebook rules, a "Page" needs to be administered by a "Profile". We have a Profile called "Vashon Parks" that was set years ago as the administrator of our Page. Our Profile has over 1,100 "Friends". It was decided in our Social Media policy that I would be using "Vashon Parks" as the spokesperson. Last week, I used "Vashon Parks" Profile to post on VashonForALL, which has over 4,000 Friends, about our illegal dumping problem. I was looking forward to having some nice, healthy dialogue about the steps we've taken, including talking to the King County Sheriff's. I went back to respond to comments, and our Profile had been deactivated. Facebook emailed a message stating that our Profile needs to be a person. "Vashon Parks" is not a person. Marshall called around to other park districts inquiring what they do. Two other districts set up fake Profiles with vague related names. So, we tried setting up a similar vague Profile. Facebook proceeded to require documented identification to reactivate the account. I think we'll have to set it up as "Elaine Rocheford" because my driver's license reads Elaine Rocheford. My personal Profile is "Elaine Ott-Rocheford". We want to go with "Elaine Rocheford, Executive Director" so it's more clearly related to the Park District. This is all to say that I can't do any social media posts until this is resolved. We could start all over again, but we would lose our 1,100 followers and past posts. The email list is almost ready for the newsletter. We'll be using MailChimp. Last meeting we decided to wait until after Strawberry Festival to decide on a levy rate. Festival is July 19-</p> | |

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| | <p>21. Our next meeting would be July 23rd, and it's at that meeting that the Board would need to vote on a Resolution and sign it. Does that give us enough time?</p> <p>Karen: There is supposed to be an op-ed from Doug regarding what would be lost if the levy fails entirely, but also depending on a given levy rate. Doug needs to know how much that rate is going to be. Can someone else do an op-ed for July that doesn't require us to make a decision about the levy rate?</p> <p>Elaine: The FAQ sheet I'm writing is relative to the levy rate as well.</p> <p>Captain Joe Wubbold: It would be helpful to have that rate at our Strawberry Festival booth, so that people can be told what they're going to get for it.</p> <p>Doug: I'm with Captain Joe. Ideally we would have something concrete for Strawberry Festival of what we're going to do, not what we're planning to do.</p> <p>Karen: I would like to know where the Board Commissioners stand. I move to approve a \$0.45 levy for the November election.</p> <p>Hans: Second.</p> <p>Elaine: For what it's worth, my opinion is that you should go for \$0.45 because I think that it is your responsibility to do what is best for the Park District, from a capital project standpoint. However, I'm not a Board Commissioner. I'm staff – I have fear, and I'm managing fear. So, from my standpoint as Executive Director, I advocate for \$0.41, but were I a Commissioner, I would advocate for \$0.45.</p> <p>Hans: Thank you, Elaine. We appreciate both of those perspectives, and we completely appreciate the sacrifices that the staff put on the table right away.</p> <p>Bob: Yes. In going to this motion, we are making a commitment to the staff that we're going to make it work.</p> | |
| <p>Adjourn 8:25 pm</p> | <p>Doug: I move we adjourn.</p> <p>Karen: Second.</p> <p>Pass 5-0</p> | |

Minutes by: Marshall Murray