

# VASHON PARK DISTRICT BOARD OF COMMISSIONERS

## MEETING MINUTES

Teleconference, 7:00 pm  
**DATE: Tuesday, October 27, 2020**

Commissioners attending: Hans Van Dusen, Bob McMahon, Doug Ostrom, Abby Antonelis, Karen Gardner  
 Staff attending: Elaine Ott-Rocheford

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
<b>Call To Order</b>	Hans called the meeting to order at 7:00 p.m. and reviewed the agenda. Additions to tonight’s meeting agenda included the schedule for November and December Vashon Park District (VPD) Board Commissioner meetings to be discussed during the Staff Reports section, and the latest Vashon Beachcomber article regarding the Hospital District levy rate to be discussed during the Budget 2021 section.	
<b>Public Comment</b>	No public comment.	
<b>10.13.20 Minutes; 10.10.20 – 10.25.20 Preliminary Vouchers</b>	<b>Bob: Motion to approve the 10.13.20 VPD Board Meeting Minutes and 10.10.20 – 10.25.20 Preliminary Vouchers.</b> <b>Doug: Second.</b>	<b>Motion to approve the 10.13.20 VPD Board Meeting Minutes and 10.10.20 – 10.25.20 Preliminary Vouchers; Pass 5-0</b>
<b>September 2020 Financial Report</b>	Elaine: <b>September Financial Report</b> Admin – ahead \$51K <ul style="list-style-type: none"> <li>• Other income is ahead \$12K due to the copy machine trade-in, the Surface Water Management (SWM) fee credit, and higher interest on the levy than was anticipated</li> <li>• Payroll costs are down \$16K due to Sue Parker and Marshall Murray working part-time</li> <li>• Bank charges are over \$3K due to all the refunds from COVID</li> <li>• Election costs are down \$12K as a carry-over from 2019 due to the November election being cheaper than the April election</li> <li>• Insurance is over \$4K due to 2<sup>nd</sup> half increase; On the Budget to Actual report, the difference relates to timing</li> <li>• Professional fees are down \$14K since legal fees for Tramp Harbor Dock were not as high as</li> </ul>	

anticipated

Maintenance – ahead \$33K

- Revenue is down \$18K due to COVID cancellations
- Payroll is down \$24K due to very limited hours for the temporary summer worker, Linda Sowers
- Material costs were down \$13K due to having only one topdressing at VES

Commons – ahead \$30K

- Revenue is down \$15K due to COVID
- Payroll is down \$13K due to staff being furloughed
- The interlocal agreement fee with the Vashon Island School District (VISD) is down \$30K. VPD ordinarily pays \$37,500 every 6 months. For the first half of 2020, we only paid \$26K based on a formula for full closure since March. For the second half of 2020, we negotiated to pay ½ of the \$37,500, since VISD still must maintain the facilities despite only light use on our part. It was too difficult to speculate our use through December to arrive at an accurate cost estimate.

Programs – ahead \$50K

- We will be receiving \$19K of grant income from Recreation Programming through King County (KC), which will close out this year.
- Payroll is down \$13K due to limited hours of Marshall’s anticipated time
- Programming is down \$19K from a budget of \$25K. We began with a budget of \$50K, but cut it in half due to likely pro-rationing in 2021 before COVID pushed off the KC ballot measures. We did have Ski School and BARC programming expenditures in the early months of 2020.

Pool Summer – ahead \$37K

- Revenue is down \$42K due to COVID limitations
- Payroll is down \$66K due to COVID
- Utilities are down \$4K

Pool Winter – tracking \$7K ahead

- Revenue is down \$7K
- Payroll is down \$11K

Point Robinson – ahead \$8,600

- Revenue is ahead \$4K
- Payroll is down \$7K due to limited hours of for Marshall and housekeeping staff (Eric has been doing some of the housekeeping)
- Bank charges are over \$3K due to rental cancellations

Fern Cove – ahead \$7,300

- This is all pretty much payroll-related due to limited hours for Marshall and housekeeping staff

Capital Improvement Projects (CIP) – ahead \$48K, because the following are moving into next year:

- VES restroom \$66,067 outlay; \$60k grant income; VPD has an extension through 06/2021 from the original 12/2020 expiration deadline because the King County Permitting Division has not been responsive; The grant is through Joe McDermott’s office, so it was recommended that I contact him

	<p>directly</p> <ul style="list-style-type: none"> <li>○ Ober Park playground - \$175k outlay; \$175 grant income; \$22,718 outlay; Moved to 2021 because we are waiting for the clearing and grading permit; The grant is good through 05/2021</li> <li>○ Lighthouse safety modifications - \$5K outlay; Moved to 2021 because the Coast Guard has not been responsive</li> </ul> <p>Hans: It would really be nice not to miss another summer of tours.  Elaine: The best option would be to reach out through Captain Joe. He said he is waiting until he can have a face-to-face meeting to follow up on this, but maybe he can make some phone calls.</p> <ul style="list-style-type: none"> <li>• Village Green entry - \$800</li> </ul> <p>Ending cash is estimated to be \$872K.</p>	
<b>Board Votes</b>	<p>Board Votes:</p> <p><b>1) Abby: Motion to sign the Tramp Harbor Dock draft lease as presented.  Karen: Second.</b></p> <p>Elaine: After signature, the next step will be to have a meeting with the Northwest Indian Fisheries Commission (NWIFC) to request to retain the dock as is or do pile wrapping. If they indicate that VPD needs to shorten the latter 1/3 of the dock, we can discuss whether a floating removable dock would be a viable option for when the tribes need access to the geoduck bed during harvesting.</p> <p><b>2) Karen: Motion to approve the contract to place a noise monitor at Wingehaven Park as presented.  Bob: Second.</b></p> <p><b>3) Abby: Motion to allow prizes for recreational activities as presented.  Doug: Second.</b></p>	<p><b>Motion to sign the Tramp Harbor Dock draft lease as presented.  Pass 5-0</b></p> <p><b>Motion to approve the contract to place a noise monitor at Wingehaven Park as presented;  Pass 5-0</b></p> <p><b>Motion to allow prizes for recreational activities as presented;  Pass 5-0</b></p>
<b>Staff Reports</b>	<p>Elaine:</p> <p>1) With regard to the sale of land to the Airport District, they have heard from the Washington State Department of Transportation (WSDOT) about their loan application. The good news is that it wasn't rejected, and the bad news is that they want more information before their next meeting which is</p>	

	<p>December 3<sup>rd</sup>. So it looks like we're still on hold until after December 3<sup>rd</sup>. We are also still awaiting a verdict from the Washington State Recreation and Conservation Office (RCO) about whether or not they are eligible sponsors, and then any requirements about a conversion.</p> <p>2) Regarding BARC recreation programming, there is a lot of demand to reopen the BARC indoor skate building, so much so that people are breaking in on a consistent basis. Eric has devised a system via our website where reservations can be made for the building, and the first reservations start 10/28 (tomorrow). The plan is as follows:</p> <ul style="list-style-type: none"> <li>• Sessions will be by reservation only and strictly adhered to. There will be 45 minutes per session, from 11am-7pm Wednesday through Sunday.</li> <li>• There will be two types of sessions: <ul style="list-style-type: none"> <li>○ Open reservations where 2 users can reserve either the north or south ramp.</li> <li>○ Family sessions that allows up to 5 members of the same household (4 kids &amp; 1 adult) to skate. There must be one adult accompanying the youth at all times during these sessions.</li> </ul> </li> <li>• All users must sign a COVID/liability waiver.</li> <li>• The sessions will all be staffed.</li> <li>• Face masks will be required by all entering the facility, as will using hand sanitizer, and temperature checks.</li> </ul> <p>Eric has done outreach via Facebook postings and the stewardship group's email list. Word will get out quickly regarding the reopening.</p> <p>3) The status of installing a permanent restroom at VES we already discussed.</p> <p>4) Regarding the upcoming Board of Commissioner meetings, we typically meet twice in November to discuss the budget, but we are ahead of the game this year. We do have paperwork to submit to King County with regard to the resolutions of our levy dollars, so I recommend keeping both meetings, even though the second one would fall on the Tuesday before Thanksgiving. It is not unusual for us to not have the second meeting in December.</p>	
<p><b>2021 Budget</b></p>	<p>2021 Budget Notes</p> <p>Elaine: This first go-through is intended to be idea-generating. Nothing is set in stone. This first draft is based on known needs for operational purposes and noted needs &amp; desires in recreation, maintenance, and the pool. Overall, this is very difficult to do, not knowing how long the COVID lockdown will go on. Assuming that we will still be in Phase 2 through March, although field use is getting back to normal. We are also getting some interest again for activities at Ober Park. We can't allow it during weekdays due to the building restrictions of limiting occupancy to 5 people, which would be staff, so any activities would have to be on weekends or in the evening. There is a little bit of activity for room use at the School District as well.</p> <p><b>Levy</b></p> <ul style="list-style-type: none"> <li>○ The rate of inflation for Washington State (a.k.a. implicit price deflator) is actually below 1% for 2021 at 0.602%. We are required to go with this rate unless we submit a letter indicating "substantial need" for 1%. Otherwise, we could choose to bank capacity for the future. When the implicit price deflator has been under 1% in the past, we have submitted the letter of substantial need and received the 1% rate.</li> </ul>	

- My budgeting assumption is that we will apply for substantial need. We would have more money for 2021, and our 4-year forecast assumed the 1% rate. If we decide to do this, I will submit the letter of need to you at the next meeting, and there would need to be a motion to approve that. I also assumed budgeting for new construction of \$5K, which is typically the average. I have not received the preliminary levy worksheet from King County yet, but I usually get it around the first week of November.
- Levy revenue for 2021 is anticipated approximately \$1,537,190, and we will carry-over the estimated \$870K that we will have at the end of this year.

**Admin**

- To determine annual Cost of Living Adjustment (COLA) wage increases for staff we use the Seattle/Tacoma/Bellvue Consumer Price Index (CPI) inflation rate at: [https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_seattle.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_seattle.htm). The CPI as of August 2020 is 1.6%. Since our numbers are so skewed, I am using the 2019 budget rate of a 3% increase, which is what we assumed in our 4-year forecast. Staff members have expressed their disgruntlement at not receiving the original Board-approved 3<sup>rd</sup> “\$50K bucket increase” this year, and those complaints have increased as they become more aware of the surplus funds that VPD currently has. Staff does understand that such a substantial increase cannot occur with a \$0.45 levy rate, potential pro-rationing, and the economic downturn, but they are voicing their displeasure that VPD should at least honor the commitment to the 3% COLA increase that they expected. This is the reasoning as to why these draft payroll numbers are calculated with a 3% increase rather than the 1.6% CPI increase.

Bob: If we felt that we could afford it, what percent increase would it take to meet the \$50K increase that was originally approved? It would still be good to work toward that.

Elaine: I would have to do the math on that, but the reason I didn’t include the \$50K specifically was because we determined that at a \$0.45 levy rate, the increase would not be sustainable over the 4 years before another levy cycle could be voted in by the community. Before the next meeting, I will put together the \$50K percentage projection. I can also do some forecasts on an increase in between the 3% COLA increase and whatever the \$50K percentage turns out to be; a percentage that could be sustained until the next levy cycle. This budget assumes that, through March 2021, part-time hours will continue for Sue (17 hrs./week) & Marshall (20 hrs./week).

Hans: The employees that did not have a reduction in weekly hours due to COVID have been and still are getting their regular paychecks in the same amounts that they were before VPD had to close. The COVID situation has had an effect on some “regular” (as defined in the Employee Policy Manual) benefitted staff like Sue & Marshall.

Elaine: The Washington State Employment Security Department limits the number of hours that Sue, Marshall & Robin can work in order to continue getting unemployment benefits. We have worked out a model so that they are still able to receive benefits. In the long-run, I am sure that it is hurting them financially. They are not making as much as they would be if they were back to their normally scheduled hours. We could bring them back for more hours.

Doug: Unemployment benefits don’t last forever. Based on the date they applied, they may not have very many left.

Elaine: That hasn’t come up so far, but I will talk to them and find out.

- Healthcare is going up \$200 per person.
- The budget reflects 2 board position elections and an audit in 2021.
- Insurance costs are expected to increase approximately \$10K from last year's costs.
- There is an assumption of another printing of the Vashon Trail Guide books, with the accurate cost approximately \$1,800, though I originally budgeted \$3K. The proceeds from book sales go into our Reduced Fee Awards (RFA) fund.

**Maintenance**

- In terms of wages, this budget assumes that Jason will be out through August of 2021, and there is currently no Maintenance Lead position, so we will save some money there. Shawn held that job title prior to his being promoted to the Temporary Maintenance Director job. The rest of the crew are all in Maintenance Worker II positions.
- Regarding materials, we only budgeted for one topdressing due to light use for next year.
- For vehicle maintenance, the budget includes approximately \$3K for three of the trucks to get new tires that are needed.

**Commons**

- Budgeted revenue assumes very little in the way of inside reservations through March, but there will be field use.
- For the interlocal fee, I budgeted for the ordinary \$75K, but VISD was very gracious about discounting the fee in 2020 due to light use, but field use is picking up. I will push for a discounted fee if use is still low in 2021, and I assume that VISD would agree to at least a partial discount for next year as well.

**Programs**

Vandalism is a constant problem at BARC. We would like to staff it 32 hours/week (Wed. – Sun.) at \$15/hour. Otherwise, the open building is a haven for drug and alcohol use.

Karen: Would our staff be in any danger?

Elaine: No. We had a grant this last two years that served as a model, and it really reduced the problems when BARC is staffed. Expanded staffing would reduce the vandalism even more. We are discussing cameras, but the last time we installed cameras, they were stolen. Outdoor use has been steady through the summer. Per a question from Doug, we will have to see how much usage picks up due to students doing online instruction.

As you will see in the attachments, Eric has put together proposals for recreation in 2021:

- We assume a \$50K budget. When BARC wages have been deducted, \$34K remains for other recreation programming. Depending upon COVID allowances, we are hopeful that the \$34K would go toward Ski School (which we estimate would make \$2K from, though it may be cancelled), BARC Skate Camps, the Low Tide Celebration, Sailing Camp, Concerts in the Park, a hiking and kayaking club that would be at no cost, Movies in the Park (for which he is seeking sponsorship, so there would also not be a cost), a marathon “Chum Run”, a community picnic with guest speakers, continuing with TeenTix to take teenagers off-island to various cultural locations, and the community scavenger hunt. This would also go to continuing the Park District Activity Guide twice a year, along with \$2,800 for contingency.

Our forecast goal for ending cash for 2021, was \$400K. Potential big ticket items for unanticipated estimate of \$300K surplus are:

- As previously discussed, increasing staff wage increases by more than 3%, but not the full \$50k bucket

- Additional recreation programming; Eric has suggested a \$100K budget, which would include a 2<sup>nd</sup> community scavenger hunt, and could help promote existing activities on a larger scale
- More CIPs, though my bandwidth for managing that is extremely limited
- Save it in the event of pro-rationing

Increase wage budget \$23K.

**Pool Summer**

- The budget assumes full service in the summer, although that is unlikely
- Supplies is budgeted as up \$3,750 for:
- Uniforms @ \$750
- Swim Equipment (Boards/buoys/clock) @ \$600
- Lifeguard Supplies W \$600
- New Radios @ \$400
- FA/CPR/AED Mannequin kits @ \$1,400 (The ones we have are not very functional)
- Tools and equipment is budgeted as up \$3,155
- Chemical Room Fan replacement @ \$475
- Boiler Room Fan replacement@ \$500
- Mower Blade replacement @ \$30
- Elevated Guard Chair replacement @ \$350
- Signage for Doors @ \$100
- New heaters w/re-wire for locker rooms @ \$500
- 2 Stenner Pumps @ \$350 each (as backup when current ones fail)

**Pool Winter**

January – April likely lap swim & family reservation, but lifeguard costs are still the same for the number of hours open. The budget assumes normal hours, just lighter attendance during these months. The budget does assume a normal fall schedule.

The budget per previous resolution was not to exceed \$68,750, and this budget is just under \$67K.

I suggest that we have one budget for the pool because it is difficult to break out into two. The month-to-month accounting would still be very evident for reporting purposes.

Doug: I just want to make sure that we are able to track the additional costs of the bubble to see whether it is worth continuing to have up during the winter months.

Elaine: I will present one budget and see what that look like at the next meeting.

**Point Robinson**

- Picnic tables are falling apart, so the budget adds 4 more 6-foot tables
- Furnishings
- Keeper’s Quarters A Downstairs Bathroom:
  - New tile, as the seal on the existing linoleum failed, and the flooring needs work: estimated \$600
  - The current sink model is outdated: estimated \$500
  - The current light & attachment models are outdated: estimated \$200
  - The current mirror model is outdated: estimated \$250

- Keeper's Quarters B  
The bathtub is badly chipped: reglaze estimated \$700

**Fern Cove**

- The bathtub is badly chipped; reglaze estimated \$700
- Furnishings
- High-capacity washer: estimated \$1,300 & high capacity dryer estimated \$1K; Current units (donated in 2016) are aging out.

**Capital**

As previously discussed for the 2021 budget:

- VES restroom \$66,067 outlay; \$60K grant income
- Ober Park playground - \$175K outlay; \$175 grant income; \$22,718 outlay
- Lighthouse safety modifications - \$5K outlay
- Village Green entry - \$800

Additional project from the 2021 CIP:

- BARC Field Regrading: estimated \$20K
- Burton Acres Ivy Remediation: estimated \$30K
- Fern Cove Dormer Repairs: estimated \$10K
- Fern Cove Painting: estimated \$22K
- Fern Cove Foundation Repairs: estimated \$30K
- Ober Park Roof Replacement: estimated \$75K
- Ober Park Sidewalk: estimated \$10K
- 1 truck for maintenance: estimated \$32,500; Jason recommended, but I will follow-up with Shawn to see if that can be moved to 2022

○ Other Desired/Potentials to Consider:

- Ivy Remediation at all parks – would not require extra effort to contract for everything instead of just Burton Acres
- Winghaven Park Accessibility & Maintenance – existing road is not usable
- Tramp Harbor Dock – survey estimate \$4K

Doug: I think we should look at how active and effective any group that is trying to raise money for it would be.

Elaine: We have also discussed the idea of floating a bond for the community to vote on.

- Pool Needs:
  - Exterior parking lights – engineering report estimated \$42K
  - Hot water heater – estimated \$10K; existing one is not reliable
  - Natural gas burner for the boiler – estimated \$11K; refurbished in 2016; no response from Randy as yet re: how essential this is, but I can report back at our next meeting
  - Repair of one side of the solar system – cost unknown; not high priority, as one side still is operational

Bob: That system keeps us from having to heat the pool during the summer with the boiler, so it should be



	<p>fixed in order to save money.</p> <ul style="list-style-type: none"> <li>• Slide – cost unknown</li> <li>• Patching or resurfacing the bottom – engineering report estimated \$232,573 for a full refinish of the pool liner. Patching only adds an estimated \$5K, as it requires draining the pool. We would need a hydrologist to measure the groundwater level, and there would be costs to drain and to refill.</li> </ul> <p><b>Other Budget Considerations</b></p> <ul style="list-style-type: none"> <li>○ I did not figure into the budget the likely \$½ million in grant money that VPD will get from King County for the sale of the properties, which would be used toward capital projects. We should find out about that next month, so we could just wait to make big decisions about those particular projects right now and allocate funds to unscheduled items. Some of the capital project funding would be ear-marked for when the King County funds are received.</li> <li>○ There is a new round of King County grants that are coming up in January, and the Letter of Intent (LOI) deadline is coming due. These are up to \$250K no match. It has to be for youth sports or youth activity. The pool would be good for that.</li> </ul> <p>Then to reiterate:</p> <ul style="list-style-type: none"> <li>○ Staff wage increases by more than 3%, but not the full \$50k bucket</li> <li>○ Additional recreation programming</li> <li>○ More CIPs</li> <li>○ Savings in the event of pro-rationing</li> </ul> <p>Doug: The Hospital District may take as much in terms of property taxes as we do, but they don't really know how much in expenses Sea-Mar will entail, so we just need to keep paying attention.</p> <p>Elaine: Given all the present rates, there is \$0.56 of leeway, but we know that if King County Roads and the King County Library are going to up their rates, VPD will take a hit, unless we can get our bucket of levy dollars reallocated in 2021 via the state bill.</p>	
<p><b>Adjourn 8:20 pm</b></p>	<p><b>Abby: I move to adjourn. Doug: Second.</b></p>	<p><b>Motion to adjourn; Pass 5-0</b></p>

Minutes by: Marshall Murray