

# VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS

## MEETING MINUTES

Teleconference, 7:00 pm  
**DATE: Tuesday, April 27, 2021**

Commissioners attending: Bob McMahon, Doug Ostrom, Abby Antonelis, Josh Henderson. Hans Van Dusen absent.  
 Staff attending: Elaine Ott-Rocheford

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
<b>Call To Order – Review Agenda</b>	Abby called the meeting to order at 7:00 p.m. and reviewed the agenda.	
<b>Public Comment</b>	None	
<b>4.13.20 Minutes; 4.9.21 – 4.23.21 Preliminary Vouchers; March Vouchers</b>	<b>Bob: Motion to approve.</b> <b>Josh: Second</b> <b>Pass 4-0</b>	<b>Motion to approve the 4.13.20 Minutes; 4.9.21 – 4.23.21 Preliminary Vouchers; March Vouchers Pass 4-0</b>
<b>March, 2021 Financial Report</b>	<p>Elaine: Levy – adjusted it to the proration amount.            Admin – ahead \$7600</p> <ul style="list-style-type: none"> <li>• Payroll – ahead \$6k due to Sue being part time and no Marshall</li> </ul> <p>Maintenance – ahead \$12k</p> <ul style="list-style-type: none"> <li>• Revenue and payroll are close to spot on.</li> <li>• Supplies are ahead about \$3k</li> <li>• Materials – ahead \$4k</li> <li>• Outside services – ahead \$3k</li> <li>• All else is odds and ends.</li> </ul> <p>Commons – ahead \$24k</p> <ul style="list-style-type: none"> <li>• Payroll – ahead \$4k due to limited reservations</li> <li>• On the interlocal fee, VISD agreed to credit ½ of the first payment, so \$18,750 of \$37,500.</li> </ul> <p>Programs – ahead \$7800.</p> <ul style="list-style-type: none"> <li>• All payroll – no Marshall. We are moving forward with replacing Marshall, so Eric can focus more on programs and get away from Lodging. We hope to have the position filled within the next 30 days – part time to start, then full time as COVID restrictions lift.</li> </ul>	

	<ul style="list-style-type: none"> <li>• We are moving forward with Sailing Camp and Concerts in the Park, assuming we stay in Phase 3</li> </ul> <p>Pool – ahead \$12k</p> <ul style="list-style-type: none"> <li>• Revenue down \$11k</li> <li>• Offset by payroll – ahead \$20k</li> <li>• All else is odds and ends.</li> <li>• Randy is working to adopt new COVID allowances, like lane sharing for lap swim and distanced locker room use. Swimming lessons are allowed with shields. Some open swim allowed if distanced.</li> </ul> <p>Pt Rob – ahead \$16k</p> <ul style="list-style-type: none"> <li>• Revenue ahead \$13k</li> <li>• All else odds and ends</li> </ul> <p>Fern Cove – ahead \$13k</p> <ul style="list-style-type: none"> <li>• Revenue ahead \$5k</li> <li>• Payroll ahead \$5k</li> <li>• All else odds and ends</li> </ul> <p>RFA – ahead \$1600 – no activities warranting use of scholarship funds</p> <p>CIP – ahead \$131k due to all the items we held back until our bill passed, but at the last meeting we agreed we would continue holding off until we learn more about pro-ration protection relative to the Best Start for Kids levy.</p> <p>Ending cash is \$620k relative to a budgeted reserve of \$509k.</p> <p>Abby: Is Eric still having problems finding housekeepers?</p> <p>Elaine: He isn't having problems finding them as much as he has a problem <i>with</i> them. They show up late, they don't follow the protocols. Eric has to do a lot of the cleaning himself. We are always looking for good housekeepers.</p> <p>Doug: Do they have to live on the island?</p> <p>Elaine: It is easier if they live on the island, but that is not a requirement. It is likely cost prohibitive for them to commute.</p> <p>Doug: Do they need experience?</p> <p>Elaine: No, it is easy to train.</p>	
<p><b>Financial Projections 2022 - 2024</b></p>	<p>Elaine: At the last meeting I asked the question that, now that our bill has passed, what are our priorities going forward in terms of staffing up, recreation programming, and capital projects. This in light of having lost \$175k of our revenue in 2021 but being restored in 2022 and assuming there will be some protection in light of the Best Start for Kids Levy in August of this year which will proration us again in 2023 if Roads and Library lid lifts occur in the near future. You stated the priority is to staff up and increase recreation programming, but put off the capital projects we planned but tabled toward the end of the year. I stated I would do new projections to see how this all shakes out in the next few years.</p> <p>For simplicity sake, I moved the tabled capital projects from 2021 into 2022 along with the planned projects in 2022. The list is on the 2022 cash projection spreadsheet. Other assumptions include 3% inflation and wage increases, the Commons payment of \$75k, and Recreation Programming at \$75k. It pretty much represents regular operations outside COVID.</p> <p>2022 is fine – cash flow is comfortable, and we end the year with \$414k in reserves (above our required \$400k).</p> <p>2023 assumes no capital projects and ends the year at \$331k – under our required \$400k reserve.</p> <p>2024 assumes no capital projects, and now we're heading into trouble. No money in September (will need the TAN),</p>	

and our reserves dwindle to under \$300k. It's downhill from there. Our capital project list is still substantial, and nothing beyond what was planned for 2021 and 2022 can be addressed.

Big ticket capital items:  
 The pool (although hopefully the grant we applied for will take care of \$250k worth; we will likely have to pick at this through grants over many years).  
 Tramp Harbor Dock – Hope for a grant and fundraising to cover this, but fundraising will be a huge ask.  
 Most of the rest is Point Robinson – the road/parking lot, cosmetic issues (painting, bathroom remodel, floors), the lighthouse decking, septic, windows.

Yet, even without any of these, we are still in trouble in 2023. We need to plan and put cuts into effect right now. Cut back recreation programming? Staff? Something has to give. This \$175k hit was a big hit.

Abby: We need to come up with a balance, as you are suggesting. We need some recreation programming for the optics of it, and it's our mission.

Elaine: That is an obvious place to go. Staffing, too. Consider the operations coordinator as a part time position focused on lodging. We can offer some recreation programming that pays for itself, so we can keep those. BARC needs to be staffed. Keep Concerts in the Park, because that is such a great service to the community. It's the broader plan – events – we cannot keep. I don't see any way out of this.

Josh: As a long time public employee, one thing that jumps out is the 3% COL increases. Is there a history there?

Elaine: There is history, but I feel that has been addressed. The policy is COL, which projections look to average 2.5%. It really isn't that much of a difference. You can safely assume going forward that COL and inflation will be 2.5%. I will adjust that in the next projections.

Bob: What about Commons?

Elaine: That was a well researched figure determined to be the contribution cost from community use. I don't see any give there. As a matter of fact, I would fear they would state it has gone up.

Doug: What assumptions are made about property values?

Elaine: King County projections show an upward swing. We were surprised by Vashon going down this year due to land values, but it does appear all will go up going forward.

Bob: But we only get 1%.

Elaine: Until we hit our new levy. But the 2024 projections account for that reset at 45 cents.

Doug: Didn't VPD get hit hard in 2008 with the big drop in property values? I'm just saying we can't really know with any accuracy what is going to happen.

Elaine: I will go back and redo the projections at 2.5%; cut recreation programming in ½ or a number that makes sense.

Doug: Are there other programs we can cut or reduce the hours of? Salaries and associated expenses would be reduced.

Elaine: If we don't have as much recreation programming, we could consider the operations coordinator as a ½ to ¾ time role. I am advertising for it now as part time leading to full time. It is 50% lodging, then assisting rec programming, database work, and HR. The only cost savings in staffing would come from the programming we own, not the rentals.

Doug: I was thinking about programming where seasons could be shortened, like the pool. Many pools close first of August.

Elaine: Yes, we can reduce pool hours.

**Action Item**

	<p>Bob: Are you talking about not having the winter season? It's a year round pool.</p> <p>Doug: Close it for a block of time.</p> <p>Elaine: Rather than having a full summer season, we can cut that back.</p> <p>Doug: There is something to be said for letting the community know we are cutting back. If we offer a full season, the perception is we do not have a problem. Cutting capital projects is not as noticeable. People need to know we are in trouble.</p> <p>Bob: There is something to be said about going to the School District and pleading financial constraint to reduce the Commons fee. Now that we are in the \$10 bucket, they have an effect on us. I would think the community would put some pressure on these other taxing agencies to help us out.</p> <p>Josh: Are there options to increase revenues?</p> <p>Elaine: We can increase fees to the users for facility rentals. Historically, we have raised fees 5% every 2 – 3 years. The pushback is high from the users – particularly the youth programs, while the yield is low. But it adds up. We have the lowest rental fees in all of King County. We can raise fees every year 2.5% to keep up with inflation.</p> <p>Doug: It makes sense to have them keep up with inflation.</p> <p>Bob: It is important we inform the community in a Beachcomber article. They don't know the financial challenges we have.</p> <p>Elaine: The last press we got was about the bill, and there could be an impression that all is now fine with our funding. There is no discussion about how badly the pro-rationing hit us.</p> <p>Bob: This is only going to get worse. If we want help from the community, they need to know the information. If the pool is going to be a target, and it's bound to be, we may need to turn to the swimmer group to help us keep open.</p> <p>Elaine: We should communicate that to the community once our plan is complete.</p> <p>Doug: With these numbers, it doesn't look like we're running a deficit yet. It looks like we have cash and can address some projects But really, our cash is going down every year until we run out in a few years. We are not on a sustainable path even now. That needs to be communicated.</p>	<b>Action Item</b>
<b>Ober Playground Architect</b>	<p>Elaine: Moving right along into spending more money on capital projects... Need approval for an architect amendment totaling \$2540. I have approved three past amendments within my purview that total to \$10k, but this one puts me over my limit of \$10k. The amendment is for additional meetings, conference calls, and coordination with team members in addition to revision of plans, specifications, and estimates. We changed up having maintenance do much of the salvage work, but maintenance determined drainage is absolutely necessary. The work they are doing is way beyond what we originally called for, as earlier amendments related to them designing the online survey for public input, since we could not do the public meetings due to COVID. New amendments are for adding drainage, since we determined it was too complex for our guys to do it.</p> <p>Bob: I move we approve the amendment to the Ober architect for \$2540.</p> <p>Josh: Second.</p> <p>Abby: When will the playground be installed?</p> <p>Elaine: We are shooting for fall, so the playground can be open through the summer.</p>	<b>Motion to approve the amendment to the Ober architect for \$2540</b>
<b>Trolls</b>	<p>Elaine: Great news! \$25k requirement is waived. They would still like us to have some skin in the game, so the fulfillment of that requirement would come in the form of partnering with Zero Waste for providing the necessary recycled material. I have reached out to Zero Waste but have not heard back. Two of the board members came to Vashon last week and felt that the upper Pt Robinson park near the stone sun dial would be ideal in addition to the lower part of Ober Park near the woods. Ultimately, the artist will decide, but they felt it was possible for us to</p>	

	<p>receive a large troll at Point Robinson and a small troll at Ober. The artist will be out in June. You will need to approve this, but I figured we would wait until they submit the final proposal. Just a reminder this is still confidential, so we need to keep this amongst ourselves for now.</p>	
<p><b>Staff Reports</b></p>	<p><u>HB 1034/Best Starts for Kids Levy</u>  Elaine: HB 1034 was signed by the governor yesterday.  I have emailed McDermott 3 times now, called once. When I called, a staffer said she would get right on it – no word. With the 3<sup>rd</sup> email, I copied another staffer Hilary Emmer told me is really responsive. Hans reached out to both McDermott and John Taylor yesterday – John is the Director of Local Services for King County, serving the needs of unincorporated King County. John responded immediately that he would get on it.</p> <p><u>Staff</u>  Elaine: I have two ads running the next two weeks in the Beachcomber – one to replace Marshall and the other an Access person.</p> <ul style="list-style-type: none"> <li>• Operations Coordinator – Eric is dying, even though we do not see the new person working more than part time to start. Half the job is assisting Eric with Lodging, and ½ is HR, Customer Service, and Database/office management when Ober is in full swing. That latter half is pretty quiet still.</li> <li>• Access – with the Governor’s mandated lockdowns, use of the school district property has been spotty. Historically, we have had 4 Access staff persons, all assigned to specific evenings and weekends. Robin is still on board with working her assigned shifts when she has work, but one went on leave entirely due to COVID concerns. As of last week, he officially resigned, again due to health concerns. The other two have taken work elsewhere but are willing to work 1 night a week each. I am now short 3 evenings so unable to offer VISD access fully. Unfortunately, it’s a minimum wage job, and I fear we will have trouble filling it.</li> <li>• Jason is not coming back.</li> </ul> <p><u>Point Robinson/Coast Guard</u>  Elaine: Captain Joe is doing some sniffing around for me, since, once again, Beverly said she would get on the project approvals and the lease a couple months ago, then fell off the radar screen again. I wrote her a bit of a snarky email two weeks ago, she responded she would get right on it, and... nothing. Captain Joe has found that some sort of reorganization has happened within that office, so he assures me he will get to the bottom of this.  Doug: Is the most concerning issue the projects associated with the accident?  Elaine: That, but more importantly, the grant associated with the lighthouse decking project. We could lose that grant if we don’t use it.</p> <p><u>Tramp Harbor Dock</u>  Elaine: Hans, Josh, and I will be meeting with the Tribal council on Friday to discuss the dock length issues.</p> <p><u>Point Robinson Hydrophone</u>  Elaine: Coming along. Should be live any day now. They are still working on the test feeds, but I have seen a couple of them, and it is really cool.  Bob: There are cables and conduit resting on the beach. Is that the way it is going to look?</p>	

	<p>Elaine: They said it was going to be trenched. I will address that with her.          Abby: I saw some sort of advertisement of this, and she said it would be buried.</p> <p><u>Pool</u></p> <p>Elaine: With the loosened COVID allowances in Phase 3, Randy did some benchmarking with pools in Seattle, Mercer Island, and Fife and has made the following changes:</p> <ul style="list-style-type: none"> <li>• Next week, we are going to allow people to split time periods on their reserved lane, and on Mondays and Wednesdays allow lane sharing.</li> <li>• The week of May 9, we are going to bring water aerobics back. They will get 50 minutes of pool time without lap swimmers.</li> <li>• We are considering some family rentals on Sundays, but Randy needs to get some new lifeguards set up in the system first. He has had 4 families inquire about rentals.</li> <li>• Lessons are out until Summer at the earliest, since all the instructors are still in school.</li> <li>• Randy is thinking about opening the changing rooms next week, using the same rules as Seattle/Mercer Island, which is a max of 2 people at a time ; partial showers blocked off; hair/hand dryers are all blocked off; half the toilets/sinks/benches blocked off. Swim teams don't have access ... just the lap swimmers.</li> <li>• Randy will purchase at least three floor fans for the locker rooms to improve circulation. He'll likely cut reservations to 45 minutes because of the overlap of the time reservations relative to needing enough time for the first group to finish changing before bringing in the new group.</li> <li>• He doesn't see any chance of having open swims due to the main customer base being unvaccinated. As a result, he is not going to move the slide back unless anything drastically changes with the DOH. As you know, KC is quite possibly moving back to Phase 2 next week.</li> </ul> <p>Abby: Will people still be able to go in and out of the gate?          Elaine: I assume so.</p> <p><u>VES Restroom</u></p> <p>Elaine: Things are moving along. The pad is completed, and our maintenance guys are installing the plumbing beneath the building. When completed, we'll be ready to ship. I am estimating mid May. I cannot tell you how glad I will be to be done with this. Meanwhile, I have a very likely purchaser of the restroom building, so we very well may come in under budget on this.</p> <p><u>Commissioner Code of Conduct Policy</u></p> <p>I was hoping to have a draft of this for this meeting, but I simply did not have time. It will be forthcoming.</p>	<p><b>Action Item</b></p> <p><b>Action Item</b></p>
<p><b>Adjourn</b>  <b>8:00 pm</b></p>	<p><b>Doug: Move to adjourn</b>  <b>Josh: Second</b>  <b>Pass 4-0</b></p>	<p><b>Motion to adjourn; Pass 4-0</b></p>

Minutes by: Elaine Ott-Rocheford