

VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS

MEETING MINUTES

Teleconference, 7:00 pm
DATE: Tuesday, June 22, 2021

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

| ISSUE | DISCUSSION AND OUTCOME | FOLLOW UP |
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| Call To Order – Review Agenda | Hans called the meeting to order at 7:00 p.m. and reviewed the agenda. | |
| Public Comment | None | |
| 6.8.21 Minutes; 6.6.21 – 6.18.21 Preliminary Vouchers; May, 2021 Vouchers | Doug: Motion to approve. Bob: Second. Pass 5 - 0 | Motion to approve the 6.8.21 Minutes; 6.6.21 – 6.18.21 Preliminary Vouchers; May, 2021 Vouchers Pass 5-0 |
| May, 2021 Financial Report | Elaine: Admin – ahead \$20k <ul style="list-style-type: none"> • All payroll Maintenance – ahead \$46k <ul style="list-style-type: none"> • \$32k is payroll. More apportioned out to Pt Rob and Fern Cove? • Supplies – under by \$2500 • Materials under \$3k • Equipment rental - \$5k over – all United Site Services. We have a couple more porta potties this year, which accounts for about \$2k. No price change. I may have budgeted too high. • Outside Services – under \$4k • Utilities – under \$2k Commons – ahead \$20k <ul style="list-style-type: none"> • Revenue down \$4k • Payroll down \$5k • Interlocal fee ahead \$19k – only paid ½ Programs – ahead \$15k <ul style="list-style-type: none"> • Payroll ahead \$10k • Programming ahead \$5k | |

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| | <p>Pool – ahead \$57k</p> <ul style="list-style-type: none"> • Revenue down \$22k • Payroll ahead \$67k • All else is odds and ends <p>Pt Rob – ahead \$30k</p> <ul style="list-style-type: none"> • Revenue ahead \$16k • Payroll ahead \$6k • All else odds and ends <p>Fern Cove- ahead \$20k</p> <ul style="list-style-type: none"> • Revenue ahead \$8k • Payroll ahead \$10k <p>RFA – ahead \$1k – I anticipate not much use of RFA funds due to limited pool use</p> <p>CIP – ahead \$131k – status of projects:</p> <ul style="list-style-type: none"> • Village Green – Ken is really having trouble fundraising. He got an extension on the permit. • Pt Rob – I wrote Beverly a snarky email asking if we ever were going to receive permission to do necessary work and repairs. She responded back, apologizing for having forgotten. That was last week -- nothing more since. Nothing more from Captain Joe. • Ober Park Playground – going out to bid this week for completion in the fall. • VES Restroom – installed Thursday; the ground work should be completed this Thursday. I am working on the paperwork for the grant agency for reimbursement. • Kiosks – holding off due to not being a necessary project • Wingehaven ivy remediation – put that back in for a fall project • Tramp Harbor Dock survey – will do once we decide if we are going to -18 feet and subject to the lease • BARC field regrade – maintenance has done this • Fern Cove Dormer repairs and painting – maintenance will do next summer • Fern Cove Foundation repair – getting quotes to put out for bid • Ober Park roof and sidewalk repair – holding off due to future funding concerns • Truck – holding off until we decide if we are laying off 1 maintenance • Sale of surplus property – done – corner of 216th property. The other surplus property is coming together with King County. I received a call yesterday that we will receive their offer shortly. <p>All told, we are tracking to end the year at \$762k in reserve.</p> <p>Doug: On the interlocal fee, what is the status of the 2nd half?</p> <p>Elaine: I would imagine there will be some reduction, but it depends on how things pick up after the June 30 lift of COVID restrictions. Rentals haven't been rebust, but they could pick up.</p> | |
| <p>Tramp Harbor Dock</p> | <p>Elaine: I received final word from the Tribes. We cannot exceed -18 mllw, which is effectively where the green meets the Point Heyer Geoduck Tract. MLLW is Mean Lower Low Water, which is the average height of the lowest tide recorded at tide station each day during a 19 year recording period. David Winfrey, the Tribal contact we have been dealing with said one thing to keep in mind regarding -18' mllw is how it is corrected to zero tide, so on a 10 foot tide, the water will be 28 feet deep at the end of the pier. He felt that was adequate for fishing.</p> <p>Hans: He means that, if it's low tide, which is zero, there is 18 feet of water below at that point. He saying it's not so</p> | |

bad! There is 28 feet of water at mean low tide. So we can go to 18 feet below low tide.

Bob: It's 20 feet or so after our property.

Elaine: So there we have it. We then need to decide if we go to the green and avoid the lease or include the green and be subject to the lease.

Bob: Is that little bit of difference worth being subject to the lease. That's what we need to find out from the users if that is adequate.

Elaine: So next step is convening this small group? I can put an email out to the full group for feedback. Shall we set up a meeting with the small group?

Bob: Right, and at that meeting we should put together some dock arrangements if we were to cut it off right there.

Elaine: Next week? Dive right into it?

Bob: Yes.

Elaine: This will determine whether or not we get that survey done. We must if we are subject to the lease. Otherwise, we would not have to do it if we go to the green and not through the green.

Hans: We will need to do something that determines where these lines are. I don't know what that is. We can't simply rely on the picture map. I don't really know how much longer the dock will be.

Elaine: Then we probably do need to get the survey done no matter what. I am guessing a marine survey will determine where the -18 point is.

Abby: I used to do that for a living. What is the depth at the end of the dock now? Roughly – at zero tide.

Hans: I can't imagine there is much.

Abby: I remember the users saying it drops off and would be useless to have the dock shorter. I'll look it up.

Hans: It will be -4 this Friday. Go take a look. Abby, do you have a recommendation as to whether or not we get an assessment of where mean low tide is?

Abby: I think it's a good idea. We should have this information to give to the user group. If you're only getting 15 feet more water, it might not be worth it to them. I'll look it up tonight.

Elaine: I won't send a note to the users until I get that from you.

Hans: What are your thoughts about a survey?

Abby: It is smart to do. We don't want to creep on DNR's land.

Bob: You're talking about a geographical survey to determine exactly where the property line is, right? There are lots of marine surveys, some that have to do with the condition of things.

Hans: Yes, a marine property line.

Elaine: I will wait to hear back from Abby, then communicate to the user group, then convene the small group.

Hans: Due to interest of the commissioners, it might be easiest to make the meeting a notified meeting – maybe another Tuesday.

Elaine: You mean invite more people than what we had originally intended? This small group was going to be three representatives of the larger group and me, Bob, and Josh.

Bob: Are other commissioners interested in attending?

Abby: I do, but I assume there will be other larger meetings. I think it's a good idea to start with this small group, because the larger group is pretty opinionated.

Elaine: And I picked the most opinionated for the three.

Hans: I was not suggesting you invite necessarily, but I was suggesting that, whatever you do, you post it on your web page. What does the posting of a public meeting entail?

Action Item

Action Item

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| | <p>Elaine: Just post it on the website under “Agendas.”</p> <p>Hans: Right, so that gives Commissioners the flexibility to attend if they want.</p> <p>Elaine: Sure, because if it is more than two Commissioners, we would have to do that.</p> <p>Hans: Whatever is easiest.</p> <p>Elaine: I hate to imply to the broader group that this is going to be a big meeting. I prefer it not being a big brew-hah. As a matter of fact, we should meet in person, so we can draw things out. So post on website or not?</p> <p>Bob: Let’s keep it simple to begin with before we meet with more public.</p> | |
| <p>Policies</p> <ul style="list-style-type: none"> • Employee Communication and Grievance Resolution Policy • Relationship with the Park District Staff • Reporting Improper Governmental Action & Whistle Blower Protection Policy | <p>Elaine: Based on what we discussed at the last meeting regarding the Employee Communication and Grievance Resolution Policy, I made the changes you requested that included a path to the Board. Specifically:</p> <ul style="list-style-type: none"> • The title – I added “Employee Communication.” • In the “Employee Communication” section, I added the word “operational” to problems/complaints, as I still feel operational questions, problems, or complaints should not be going to the Board. If it is bigger than an operational problem, then it becomes a grievance, and that can go to the Board. • In the “Employee Communication” section, I added the third point where constructive suggestions are welcome at Board meetings during public comment. • In the “Grievance Procedure Steps” section, I added the third point where grievances can be taken to the Board. <p>Bob reviewed it and felt the Board Policy #2430, Relationship with the Park District Staff, was too vague and inconsistent by allowing a staff representative to make a presentation to the Board on behalf of a majority of the staff, so we tightened that up as presented here to point to the Employee Communication and Grievance Resolution Policy. There were no changes to the Reporting Improper Governmental Action & Whistle Blower Protection Policy.</p> <p>Josh: I noticed on the Governmental Action policy there are references to a mayor toward the end. It looks like it hasn’t been edited.</p> <p>Elaine: Sorry about that! I will take a look.</p> <p>Hans: We will wait on the Governmental Action Policy then.</p> <p>Bob: Move to accept the Employee Communication and Grievance Resolution Policy.</p> <p>Abby: Second.</p> <p>Josh: Move to accept the Relationship with the Park District Staff Policy.</p> <p>Bob: Second.</p> | <p>Action Item</p> <p>Motion to accept the Employee Communication and Grievance Resolution Policy</p> <p>Move to accept the Relationship with the Park District Staff Policy.</p> |
| <p>Vashon Taxing Districts Meeting</p> | <p>Elaine: We had our second meeting on June 15. Cemetery and Schools did not attend, so it was just us, Healthcare, and Fire. I reported on the passage of our bill but that we are not out of the woods yet with likely Road and Library lid lifts and the Best Start for Kids levy this August.</p> <p>Fire – reported they are focusing on wrapping up COVID by moving into a monitoring mode while VashonBePrepared has moved more into a participatory mode; they are now looking at a regional exercise for the Cascadia earthquake preparedness; and they are running under budget due to COVID resulting in an 8 year low for transports.</p> <p>Healthcare - reported on potentially looking for a new site; a survey reporting positive patient satisfaction with SeaMar; a new contract with SeaMar requesting a 10% reduction in the subsidy they are paid, which would be used to pay down the debt; and their own pro-rationing risk by the library lid lift. If Flood Control gets hit, Cemetery would</p> | |

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| | <p>also be wiped out, and Healthcare would be hit 4.5 cents. If Flood Control is protected, Healthcare could get hit 13 cents. They have secured a motion from the King County Council that protects all Junior Taxing Districts against pro-rationing from the King County Roads levy. Library remains to be seen. But this is good news in that the King County Council is being sensitive to pro-rationing on Vashon.</p> <p>Eric Pryne received estimated rates for 2022 given that property tax increases are estimated to be 20% for 2021. The rates include assumed passage of the King County Roads lid lift and Best Starts for Kids. I added the Library Lid Lift, even though that likely will not hit us until 2023. There is room! Nearly 4 cents. It is safe to assume that all rates will be further eroded in 2023 when Library would likely be in effect.</p> <p>Doug: Is the Best Starts for Kids levy a factor? Elaine: Yes. Doug: Did the Healthcare District talk about expanding services to evenings and weekends? Elaine: No. Hans: So at this point we don't need to take action with the King County Council in terms of protecting us from the Roads levy? Elaine: Correct. The Library lid lift is our big concern. Hans: And when will that be? Elaine: No announcements yet, but I am assuming the ballot measure will be in 2022. Hans: So it is more of a concern, because it comes later. Elaine: It's like what McDermott said about the Best Starts for Kids levy not affecting us. We know that – just getting on the radar screen with that, Roads and Library taken together will affect us. Hans: So it seems we don't need to advocate for ourselves for the Roads levy.</p> | |
| <p>Recreation Programming Grant</p> | <p>Elaine: A new grant opportunity is available through the Washington Recreation and Park Association for park agencies throughout the state to expand summer outdoor education programs offered to school aged kids. The commitment is for 6 weeks this summer and all of next summer. Up to \$250,000, no match. Eric would like to apply for up to \$75k to develop hiking camps for kids – this summer and next summer (it's a 1-1/2 year cycle). It would include hiking trails around the island; kayaking; and sessions with beach naturalists. It just came out last week but is due July 2. Must be approved by the Board for funds being made available for reimbursement.</p> <p>Abby: Can he apply for multiple activities? Elaine: No, it's one grant per agency per program. Abby: Is there any need for the skate program? Elaine: We still have the King County grant funding for that. This would be in addition. Josh: What is the turn-around time for reimbursement? Elaine: They said more details are to come regarding that. I am always concerned about those things for cash flow purposes. Based on the way this is typically done, my sense is we would be reimbursed after the first go-round. I will find that out first. Hans: Is the pool relevant? Elaine: It's hard to know what the pool allowances for COVID will be, since those are separate guidelines. I would hesitate to apply for the pool at this time.</p> <p>Abby: Motion to approve the WRPA grant application for recreation programming. Doug: Second.</p> | <p>Motion to approve the WRPA grant application for recreation programming. Pass 5-0</p> |

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| | <p>Hans: And it sounds like we should entertain a motion to suspend the rules due to the grant application deadline. Doug: Motion to suspend the rules. Josh: Second. Pass 5 – 0 Motion – pass 5-0</p> | <p>Motion to suspend the rules. Pass 5-0</p> |
| <p>Staff Reports</p> | <p><u>COVID Reopening Plan</u> Elaine: On June 30, Governor Inslee is expected to fully reopen the state. I have studied MRSC’s guidance on how many government agencies are approaching this for public buildings. Upon discussing this with staff, the following is what we will be doing for Ober:</p> <ul style="list-style-type: none"> a) All staff who use the Ober building are vaccinated (per L&I requirements, all have either presented their vaccination card or submitted a written attestation to stop wearing masks). b) We are fine with the building being open to the public (exercise class reservations) assuming full state reopening, but we are installing a metal sliding gate between the two restrooms – one for our use and one for class use. All class participants will be required to enter and exit out the back door. c) All park users must use the porta potties in the parking lot (we now have two). d) Certainly, we will adopt whatever new guidelines that might come out after June 30, but this is our thinking for now. We assume the pool will have separate guidelines. e) Depending upon the guidelines, we may want to consider reinstating public meetings again? <p>Abby: I have kids that are not vaccinated. I’ll have to think about that. Elaine: There may be a stipulation that we must at some point, but I’ll keep you posted. Bob: We’re going to have to think about how we handle visitors to the meeting, whether or not they have been vaccinated. Then there is the Delta variant we have to worry about. Hans: Let’s check in before our next meeting to see what people’s thoughts are. And the pool is TBD, right? Elaine: Correct. I will let you know when I learn more.</p> <p><u>Camping at Lisabeula</u> Elaine: I received another phone call complaining about this. He seemed knowledgeable about the issues we discussed, so I thought he might be a friend of Oli’s, although he certainly could have read the minutes from the last meeting. He was upset that we have any arrangement with Vashon Adventures – a for profit business using public assets. I explained that concessionaire agreements are common with government agencies. We have concessionaire arrangements with Vashon Events for Concerts in the Park and food vendors for events. I also received positive feedback in a random conversation with a long time islander I know who was excited about the possibility of camping at Lisabeula with her family this summer, since before Vashon Adventures took this over, she didn’t even know about it. She learned of it from the signage at the park. So this is an example of how the signage and arrangement is positive. Another example of the benefit to having Vashon Adventures managing this was a kayak circumnavigator of the island last week who was a family member of islanders who stated how grateful he was for the safety coaching he received in addition to knowing he had reserved places to camp at Pt Robinson and Lisabeula. I wanted to respond to some comments made by Susan Good in her presentation last meeting:</p> <ol style="list-style-type: none"> 1. That there were never problems with campers in the past. Not true – illegal campfires were definitely a | |

problem, and this arrangement has stopped that.

2. Vashon Adventures does not show up at the park. Actually, there were two big examples they responded to when Susan called them:
 - A. A camper who parked outside the gate.
 - B. Loud music, which happened to actually not be in the park at all – was another neighbor.

They want you to know that they are responsive. They also want you to know that their priority is preserving a positive relationship with the Park District and are happy to go or stay – whatever you decide.

Bob: We are going to have camping there one way or another because of the Water Trail.

Elaine: The difference would be that Vashon Adventures would no longer manage it.

Bob: Then who would?

Elaine: We don't have the bandwidth to take on camping reservations. It would go back to not being managed – whomever shows up.

Bob: If it was out of control with no management, we would have to take it on.

Abby: Can we ask to limit the advertising? That was a problem to me.

Elaine: We can stipulate whatever you choose.

Josh: Can we review the concessionaire fee amount?

Elaine: Probably. You mean to increase the amount we get?

Doug: They seemed pretty open to that. I thought islanders typically do not get camping privileges there unless they are by kayak or bicycle? It's not open camping.

Elaine: We have never allowed anything but kayak or bicycle entry. Whomever manages it, that requirement would remain.

Doug: We have to be careful talking with people on the island about those conditions.

Abby: Vashon Adventures makes that really clear.

Hans: Josh's comment about the fee is relevant. One option is not the overall concession agreement, but just this one feature of reserving camp-sites on VPD properties – just to reflect the sense that they are not a typical campground host doing a significant amount of maintenance. They are just booking reservations. So maybe something like we get \$10. I spoke with Erin afterward and made it clear that we appreciate our strong relationship and their ability to provide a strong recreational program through the boathouse, which is great for islanders. That is 90% of what they do on our properties by far. In terms of the promotional issue, she is very flexible about that and has already taken measures to that end voluntarily. She said their little bit of promotion is through social. It's like what options people have when they come to the island, but in terms of leveraging that as a recreational opportunity, she downplays it. Any of you are welcome to go to their website to see how it is promoted.

Bob: During that meeting, I asked Oli what he is having a problem with. It seems it is not the money or how much VA keeps. He seems to want to reduce usage of the park. This has very little impact on that. I believe somebody needs to manage it, and if we did, it would cost us money. Then we're right back to where we were before.

Hans: When you say manage, I think it is more appropriate to say just booking.

Bob: People need to understand this is more of a sub-contract arrangement. It is convenient to us to have them do it. If they don't, then we have to, and we don't have the people to do it. It does not have a material impact on the number of people who use the park. It's just two campsites. More people are there now, because there are more people on the island. It has nothing to do with who is booking the two campsites.

Hans: I concur. It is helpful to have them as a booking agent. It is also a great resource to have VPD offer camping on

the island. There is very little camping on the island, and it is good for both visitors and islanders. I think it is great to support both islanders and visitors with our facilities, resources, and programs. I think the continued arrangement is productive. It provides the benefit of having some control over the site. I don't agree, Bob, that having them book it has no impact on park usage. Just like Elaine's example of the conversation in the parking lot. They are making information available to people that might want to recreate on Vashon, whether islanders or otherwise. They do a good job of having a presence in town. Camping usage has grown. It just won't be the funky little park it used to be. I am okay with supporting camping with our resources.

Bob: Maybe we should dedicate a park to being a Vashon campground? If we're talking about real camping.

Abby: I agree.

Elaine: We asked about that on our survey. It didn't fare well with islanders. But I get calls about RV camping all the time – it's high demand.

Hans: So Elaine, follow up with them on the fee side. We want to pay them for booking, but in a different way. Like \$5 - \$10 or something, and they collect the revenue on our behalf. What do we want to charge people to camp there, and what do we want to pay VA to book it for us? Right now we charge \$17.50 per night, and we pay them \$15 to book it. I have to admit, as a user fee, it feels a little odd, since they are visiting users, and we provide a lot of maintenance there. It makes sense for the user to pay a little more.

Bob: It would be good to know what the arrangement is between VA and King County.

Abby: I thought she said it is similar.

Hans: But KC provides less maintenance.

Doug: I thought the original discussion was about setting this up at Point Robinson. We just decided to set up Lisabeula in the same way. Based upon lodging arrangements in general, I would be surprised if Hilton Hotels, as an example, had this kind of arrangement with anybody. Their booking costs are minimal as a percentage of their revenue, whereas our arrangement is that VA gets the bulk of it. I think Oli was concerned about the unfairness of it – that the public is being ilked by a private entrepreneur. To him, and to me, it seems out of line.

Hans: And what is the status of the Lisabeula tideland?

Elaine: I just received the deed today.

Hans: We might want to move the sign at some point, then.

VES Restroom

Elaine: It's in! The concrete sidewalk and ground work will be completed this Thursday. As I have reported in the past, the grant deadline is June 30 – next Wednesday. Seeing that it's a little tight, I contacted the grant manager about submitting with what I have now, since I have invoices that amount to over \$60k. He informed me that there is now a grace period. He prefers I submit everything completed – including the final permit costs (which should be next week). All should be submitted in the next couple weeks with the reimbursement coming about 30 days later.

Ober Playground

Elaine: The Ober Playground docs are ready for bid submittal and being reviewed by the architect (I had to write the Division 00 and 01 specs). I hope to have it out by the end of the week.

Action Item

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| | <p><u>Operations Coordinator</u> Elaine: We have interviews Wednesday so will have the position filled by the end of the week. It will start part time then move to full time as facility use increases.</p> <p>Hans: And you think we'll move forward on the Wingehaven ivy remediation this fall? Elaine: I would like to. Hans: Wasn't there another ivy focus at another park? Elaine: Burton Acres. I actually have been talking with John Burke about that. He's pretty much the head steward down there. He thinks we could do this with volunteer efforts, and I think he's right. There is so much ivy there, it doesn't make sense to spend \$30,000 on one remediation project, then it's right back 5 years later. But yes, I am continuing to explore that. We don't have that same level of stewardship at Wingehaven, so I think it will have to be a professional job there. Hans: If you brought somebody in to assess, I was wondering if there was some broader assessment, so it could help us prioritize our resources, whether they are volunteer or otherwise, in our parks with a lot of tree coverage. Josh: At the last meeting you said there was a planned solution to the issue of the light shields between our attorney and the School's attorney. How did that all pan out? Elaine: A letter went out to her from the School District's attorney. It basically says it's the School District road, VPD leases it, you hold an easement, and any more shenanigans from you will result in you paying for damages. We will pursue you. No response, not surprisingly. Hans: Did that happen already? Elaine: The letter went out after we got the light shields done by laying plywood over the field. We have yet to test it. Maintenance has the testing equipment, but we'll have to do it late at night. Hans: Are you planning to do any summer promotion? The rec guide? Elaine: I haven't touched base with him about that in awhile. We won't do anything for summer, since we're basically here. And it's been so up and down with COVID. I imagine we'll do something for the fall. Hans: So BARC has camps, we have sailing, the pool has some stuff. But you're a couple weeks from knowing about your hiker program. What are your thoughts about sending out a summer email? Elaine: Let's wait until after June 30, so I'll have clearer guidelines. I'll do an email. Hans: People are making plans right now for summer and might not know about sailing. Elaine: Sailing is pretty much booked up. The skate camps are doing well. But I will, especially if we get the hiking camp going.</p> | <p>Action Item</p> |
| <p>Adjourn 8:15 pm</p> | <p>Abby: Motion to Adjourn Josh: Second</p> | <p>Motion to adjourn; Pass 5-0</p> |

Minutes by: Elaine Ott-Rocheford