

VASHON PARK DISTRICT BOARD OF COMMISSIONERS

MEETING MINUTES

Ober Park, Performance Room, 7:00 pm

DATE: Tuesday, July 8, 2014

Commissioners attending: Bill Ameling, Lu-Ann Branch, Scott Harvey, Doug Ostrom (Joe Wald, absent)

Staff attending: Jason Acosta, Elaine Ott

| ISSUE | DISCUSSION AND OUTCOME | FOLLOW UP |
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| Call to order & agenda review | The meeting was called to order at 7:03 PM by Lu-Ann Branch | |
| Public Comment | None. | |
| Park District History | Ruth Anderson: There was a 68% yes vote for establishing the Vashon Park District. We raised \$1,000. We read about a program Senator Stevens had to get defense department money, so we asked for it. The Army just went into Paradise where there were underground missile silos. There was a big hole underground. Dick Bain was a civil engineer and he worked on it. They had professional asbestos removal people come in. We had three years to get the money for the District. In 1989, they changed it to six years. We began forming various committees: pool, boat launch, etc. We were heading towards a 1984 election. We didn't have money until 1987. Covering the pool was one of our objectives. King County gave us the pool and money. We had a liaison person from King County who attended our meetings. Forward Thrust money purchased Wing Haven. | |
| Finance Report/Vouchers | <p>Elaine: The vouchers for May are ready.</p> <p>Bill moved to approve the vouchers, Scott seconded the motion. The vote was unanimous in favor of the motion.</p> <p>Elaine: A lot of small improvements have added to our cash balance. Admin is over budget due to the lodging insurance issue. Admin has improved 2K since last month. Rentals are four times what we anticipated. We are collecting more in maintenance revenue: Ober park rentals, athletic fields, Agren, and the community bulletin board.</p> <p>Scott: It would be helpful if we could see the difference between budgeted and actual.</p> <p>Bill: We have wrestled with this for years because we don't have a month by month budget. You need a monthly budget to a cumulative budget.</p> <p>Elaine: Budgets are all on the web site.</p> <p>Scott: I am interested in a single page.</p> <p>Elaine: I have individual spreadsheets for each category but would have to create a single</p> | MAY VOUCHERS UNANIMOUS IN FAVOR |

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| | <p>page. Scott: How did we pick up 60K in a single month? Elaine: I have written it out for you. Lu-Ann: I would like the highlights. Elaine: I am presenting the highlights. Scott: Part of the issue here is that because we didn't have the details it got us into trouble. We are coming out of a bad situation. We don't have a reserve. Bill: That was the problem. We were flush with cash and didn't pay attention. Elaine: Maintenance is up 13K. Commons is under budget 2K. The Pool is 8K over budget due to the cover. Lu-Ann: Can you sort out any budget issues with the pool? Elaine: I think that it is my job to point out to Scott where I see red flags. I don't assume that Scott will dig in and sort out the problem. Lodging is 12K under budget. Revenue is up 31%. We put off the rain garden to next year. We are up 41K. Bill: In the last few years, we were losing money because of our billing services. Did we lose money in previous years? So if we do it properly, we will be up. Elaine: Robin and Kit have a great check and balance system. I am very confident that our billing is correct and up to date. Bill: If it weren't for the Skate Park we wouldn't need a TAN. Elaine: The TAN gives us wiggle room. Bill: Maybe we don't need a TAN in the future. We burned down a lot of money with large staff. We have slimmed down. Lu-Ann: It allows us to catch up. It was a totally different structure back then. Scott: What would be helpful would be if the highlights were bulleted. Elaine: Let me work on it. Scott: Now that we have reservations, I am wondering if we shouldn't be updating this. Elaine: I do regularly. I talk to Eric. Lu-Ann: We did not use to have finance staff. We intentionally looked for a director with the Finance background Elaine has.</p> | |
| Finance Committee Plan - Vote | <p>Bill: MOTION: I move that we give the Finance Committee plan it to the auditors. Scott: SECOND. Bill: It is a non-binding response to the auditor's request. Scott: As long as we don't say that it is non-binding. Doug: Maybe we should have fees on boaters. Bill: This is a framework Scott: CALL THE QUESTION. Bill: SECOND. VOTE: Three in favor, Lu-Ann abstains.</p> | <p>MOTION, SECOND, VOTE IN FAVOR OF GIVING THE FINANCE PLAN TO THE AUDITORS. 3-1 VOTE FOR. #14-12</p> |

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| <p>Access Fee Policy - Vote</p> | <p>Bill left the meeting.</p> <p>Elaine: Remember we talked about the adult soccer team. The motion from the 6/10/2014 meeting was that: IF FIVE OR MORE PEOPLE SHOW UP ON THE FIELD, THEY HAVE TO PAY TO USE IT. We need to vote on this issue.</p> <p>Lu-Ann: There is something in the policy that says that if the field is reserved, but if the reserved party doesn't show up, others can use it.</p> <p>Jason: They tear it up. A lot of other places are placing signs saying that these fields are reserved. Paid, reserved. One thing I have noticed here is that every group thinks they have a right to do what they want.</p> <p>Robin: invoices should have the date written on it. It will be rather difficult to monitor this. These groups will not be happy to hear that they have to pay a fee.</p> <p>Scott: It gives us a basis to say something.</p> <p>Capt. Joe: You all should have voted on this before. If people object, let them come to the meeting. If you don't enforce the rule, there will be no respect.</p> <p>Doug: Put it in the Beachcomber that we will increase user fees. The coaches should know what the maintenance fees are.</p> <p>Scott: You change the law.</p> <p>VOTE: unanimous.</p> | <p>MOTION FROM 6/102014 MEETING RE USER FEE POLICY.</p> <p>VOTE: UNANIMOUS IN FAVOR OF CHANGING POLICY. #14-13</p> |
| <p>Mission Statement</p> | <p>Elaine: An observation was MADE that VPD lacked a strategic vision. Last year was all about steep learning curve. The first half of this year has been about solidifying our infrastructure. We brought the server in house. The website is up and running. It is time for me to move into a more strategic leadership role. I have provided examples of mission statements from other park districts. I have also provided potential mission statements. (Elaine read examples.) The current mission statement tells me nothing. We have to ask ourselves what our values are and where we are going. We need clearly defined goals. These examples are meant to choose from.</p> <p>Bill: A letter from David Hackett said that our job is to do what is best for the Island.</p> <p>Elaine: I would like to see us more involved in the community.</p> <p>Truman: These examples are great.</p> <p>Scott: One good thing Lu-Ann did last year was the survey. Maybe we should do it again.</p> <p>Bill: It was promoted by people of bias.</p> <p>Robin: It would help if Commissioners would go to a basketball game, etc. The School District is amazing busy. Look at my Park District calendar.</p> <p>Lu-Ann: If I know about it I will be there.</p> <p>Doug: A lot of things happen that aren't scheduled. We want to be aware of these activities.</p> <p>Bill: Nobody knows that VPD put one million dollars into the pool. You judge your success when no one is at the meetings.</p> <p>Elaine: I would like to dedicate a portion of a board meeting to discussing what drives us. Once we identify our mission, then we can figure out our strategies.</p> | |

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| | <p>Lu-Ann: I have been on the Trail Committee. People want trails.</p> <p>Bill: It's the same with the equestrians. A law was passed that held property owners harmless in case of an equestrian accident on their property. People would come and say that they wanted to be a part of it. We were facilitators.</p> <p>Lu-Ann: The question now is do we want to do lots of things halfway or do we want to do a few things really well?</p> <p>Elaine: Chew on this and lets schedule time.</p> <p>Scott: It should be binding.</p> <p>Bill: So if a guy comes in and the idea doesn't fit in the mission statement, we say we can't?</p> <p>Doug: The mission statement gives us a way to say no.</p> <p>Scott: We should be inclusive. Minority perspectives should be respected.</p> <p>Bill: Do what is good for the Island. We should get rid of the marginal programs and raise the fees.</p> <p>Doug: That is not good for the Island.</p> <p>Polly: Can these be put on the web site and note the meeting?</p> <p>Elaine: I do not personally plan to do more work on it. It is food for thought.</p> <p>Bill: I think it should be a separate meeting so I don't have to attend. Put it on social media.</p> <p>Lu-Ann: Let's do a separate meeting.</p> <p>Truman: I have been on a board and we use our mission statement as our bible. It's more than a mission statement, its goals.</p> <p>Elaine: Along with the mission statement we identify our goals. I don't see goals being separate from the mission statement.</p> <p>Scott: Handle them separately.</p> <p>Lu-Ann: Can we look at our calendars.</p> <p>Bill: Are we having two meetings in August?</p> <p>Lu-Ann: Can we have one be for the mission statement and the other a regular meeting in August?</p> <p>Truman: Your meetings now are pretty short. I think that you should spend 45 minutes on this at the next meeting. At the end of the 45 minutes, cut it off.</p> <p>Jason: if you do the 45 minutes and you need more time, you can do 45 minutes at the next meeting.</p> <p>Lu-Ann: Let's do 30 minutes at the next meeting. We will reserve that second meeting in August.</p> | <p>Agenda Item</p> |
| <p>Staff Reports</p> | <p><u>TAN</u> –</p> <p>Elaine: We will have 150K TAN through Banner Bank. The interest is 3.06%. I have e-mailed Foster Pepper for a legal assessment. I did have a dialog going with US Bank and now I don't get any response.</p> <p><u>Skate Grant/BARC</u></p> | |

Elaine: Regarding the Skate Grant/BARC Agreements, I submitted a RFQ for engineering work. I have received three submittals. I will make my choice on Friday. I can spend no more than 17K. \$3,700 went to LPD. I need further direction from the board regarding the remaining \$13,300. BARC needs to have their money by August. We can't delay the grant. Time is of the essence. The project manual will be completed and then construction completed by the end of November. In September, the bids go out. Remind BARC that we need them to have the money.

Lu-Ann: Have they recovered from the break-in?

Elaine: We know who did this.

Jason: There is nothing in there. For some reason they like to trash it. We will try to put the radio outside for them. We will securely lock the office. The camera there is not a recording camera.

Elaine: I am trying to get ahold of the Mom.

Jason: It will be an outdoor bowl. There is nothing to trash. They may spray paint the concrete.

Scott: What are you seeking from the Mom?

Elaine: Two kids wasted the fire extinguisher.

Jason: That place has been used by a range of people, little kids to adults.

Lu-Ann: So kids are a part of the skate park culture?

Scott: Can we get that feed in there? I am all for it. Sooner rather than later.

Capt. Joe: I think that hard dirty work in addition to paying for the damage would be good.

Robin: I would like to see this place cleaned up. It is very messy.

Elaine: We do have to have the park dedicated for 15 years. The agency shall maintain the project. There are two primary maintenance issues: sealing the concrete and, also, pool cupping includes fixing worn grout lines, patching chips. Our maintenance can do this annually. BARC. I drew up an agreement; however, there is some interesting language. There is a BARC stewardship group. It has been the case that a commissioner was assigned to a park. The language said that, "VPD commissioner shall attend the required meetings. One meeting per year, a meeting annually to discuss any issues."

Capt. Joe: I think it is time to stop assigning commissioners to each park. The agreement between the keepers and me is that I will be the communicator with VPD.

Lu-Ann: At our annual retreat, we talked about which parks we would be responsible for. I had BARC. I don't know how far that went.

Elaine: Do I have to go to all of these meetings?

Capt. Joe: Take that language out.

Scott: VES needs a stewardship group.

Lu-Ann: Some do. Some do clean-ups.

Polly: I have gone to the Paradise Ridge meetings and there was a commissioner there. We need good communication.

Lu-Ann: If it is not broken, don't fix it.

Elaine: Remind BARC of the financial deadline.

Point Robinson

Elaine: We were awarded a grant to replace the Light House roof. I have written the Coast Guard. They thought it was great. Now they say that they will be sending the lease soon. When do we do this? We have to pay for it first and then get reimbursed.

Scott: I move that we do it all right now. We have the TAN. Let's fix it up all at once.

MOTION: I MOVE THAT WE DO THE ENTIRE MAINTENANCE NOW. **SECOND:**

Doug. Vote next time.

Capt. Joe: Has the letter gone off to the historical group yet? Let's put both projects into the same letter.

Elaine: Isn't painting maintenance?

Capt. Joe: it is. Just mention the painting.

Lu-Ann: I would like to see a cash flow.

Pool

Elaine: Revenue through June is 23K, up from projections. Passes are up 18%. Swim classes are filling up. The season started late. My intent was to post the full board packet, the financials and the minutes.

VES

Elaine: I finally received a call back from King County regarding the issue of paving. The approved plan calls for 82 spaces and 8 ADA. The parking study calls for 75. If we can get an agreement with the Harbor School to use their lot after hours which would go a long ways towards meeting this requirement. The Harbor School agreed to this. We may be able to get away with adding two spaces. Paving is required for all entrances, fire truck turnaround, ADA. We may not have to do much with the North lot. This could save 50K.

Scott: Let's do the minimum. If others want paving let's talk about the money they could raise.

Lu-Ann: We paid for the school's hookup to the sewer.

Scott: let's do a formal agreement; we have the parking in perpetuity.

Elaine: the access road is on their property. It has messed up their construction plans. I believe the other issue is that they had a failing septic. Something had to be done.

Mary: Are we paying their sewer and water?

Elaine: That changed 4 months ago. They were very gracious.

Excess Dirt

Jason: we were given 300 tons of dirt. I would like to sell it. It is good fill soil. It is really rocky. It is useless to us. It came from the school. I think that we should put it out there.

Capt. Joe: There has to be a Board motion.

Lu-Ann: Let's vote next time on the dirt.

**MOTION,
SECOND TO DO
THE
MAINTENANCE
AT POINT
ROBINSON NOW**

Agenda item

Agenda Item

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| ADJOURN | Scott: I move that we adjourn. Second by Doug. Vote unanimous in favor. The meeting was adjourned at 9:11 PM. | |
| NEXT MEETING | July 22, 2014, 7:00 PM | |
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Respectfully submitted by:
Mary Reeves