

VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS

MEETING MINUTES

Teleconference, 7:00 pm
DATE: Tuesday, January 11, 2022

Commissioners attending: Bob McMahon, Keith Prior, Sarah George, Josh Henderson, Hans Van Dusen
 Staff attending: Elaine Ott-Rocheford

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call To Order – Review Agenda	Hans called the meeting to order at 7:00 p.m. and reviewed the agenda. Elaine: Regarding the 2017 – 2020 audit, it is pretty much wrapped up. I spoke to her yesterday, and she told me it was effectively a perfect audit. There will be a couple of recommendations. She needs to do the exit interview and wants to know if any of you want to participate. If more than two, it will be a public meeting. It will be via Zoom during the day. Anyone who wants to participate needs to let me know your availability. (Keith and Bob expressed interest).	
Public Comment		
New Commissioners Oaths of Office	Josh, Sarah, and Keith took their oaths of office.	
Election of Officers	Bob: Motion to elect the following board positions: Josh – Chair Keith – Vice Chair Hans – Secretary Bob – Treasurer Sarah – at large Josh: Second Pass 5-0	Motion to elect board positions. Pass 5-0
12.14.21 Minutes; 12.11.21 – 1.6.22 Preliminary Vouchers	Bob: Motion to accept the 12.14.21 Minutes and 12.11.21 – 1.6.22 Preliminary Vouchers. Hans: Second Pass 5-0	Motion to accept 12.14.21 Minutes; 12.11.21 – 1.6.22 Preliminary Vouchers Pass 5-0
General Financial Management Policy	Elaine: The last few meetings we have been discussing the capital reserve part of this policy. Generally, it has been felt that it hasn't worked as originally written, and we need to be true to the policy. I suggested some language for the capital reserve that the Board adopted two meetings ago, so the 2022 adopted budget was in line with policy. That is represented as the final unhighlighted sentence. Doug felt we should have something more concrete. He presented	Motion to accept the following edit to the General

	<p>new language as is presented by the crossed out highlighted part. All of the other unhighlighted crossed out language was from the original policy. At the last meeting, the Board had some concerns about Doug’s proposal. Hans has proposed new language as is represented in the highlighted part. It effectively does away with having two reserves. From Hans: “The establishment of adequate reserves is of paramount importance in managing the Park District's limited resources. In that regard, the District annual budget will incorporate a cash reserve forecast of no less than \$500,000 for year-end. This reserve will be maintained to avoid borrowing funds for park operation, pay for significant, extraordinary operating expenses, insulate against revenue loss during times of economic downturn, to ensure funds for covering minimum of 60 days expenses (per the Auditor of Washington State), and support unplanned and emergency capital expenditures, (beyond items that are part of a strategic plan).” In the past, we had an operating reserve of \$400k to meet those items except the capital, then we budgeted for capital items. The concern was not covering unexpected capital. This ups the total reserve to accommodate the unexpected.</p> <p>Bob: In the past, we did not have language about how we approach, in this case, the \$500k. If we go below that, is there an amount we are expected to budget each year to bring it up to \$500k? Or do we take the \$500k seriously and budget as we can based on other needs?</p> <p>Elaine: If we are below the \$500k, that would be because we had an extraordinary expense that this language covers. The next year, then, we would budget back up to \$500k.</p> <p>Bob: So it’s just a budgeting thing that we get it there if we used it. I think this is adequate.</p> <p>Keith: What is the current reserve amount?</p> <p>Elaine: \$400k. That was the high amount of the TAN back when the District was utilizing a line of credit to manage cash flow. It was originally set to manage cash flow.</p> <p>Hans: Did your question have more to do with what the reserve is for the 2022 budget? We are projected to have a reserve over \$1 million.</p> <p>Keith: How many times in the past did you dip into that \$400k?</p> <p>Elaine: Never, since we reached it.</p> <p>Keith: I share the concerns from the last meeting about having that much cash idling. But a reserve is a good idea. A \$1/2 million is probably appropriate, especially given the concerns Doug shared.</p> <p>Elaine: One of the reasons for the language I provided, that savings account notion, that’s one of the reasons the reserve is so high right now. We have such an extensive list of capital projects. But at that, there is a bandwidth issue of how much I am able to manage in a year. In effect, this is 2 – 3 years worth of capital projects we are saving for in advance.</p> <p>Josh: I appreciate that it is a set amount. One of my concerns in an earlier iteration is that it can be difficult to understand what the target was and if we reached it. \$500k is an easy target.</p> <p>Bob: I move we accept the new language.</p> <p>Keith: Second.</p> <p>Bob: Does everyone understand that we wait until the next meeting to vote?</p> <p>Elaine: It’s kind of unusual, actually. Most Boards vote at the time of a motion. The VPD board opted to make that part of policy, so it gave you time to consider it in addition to the public.</p> <p>Bob: We can vote the same day if we suspend the rules.</p>	<p>Financial Management Policy: The establishment of adequate reserves is of paramount importance in managing the Park District's limited resources. In that regard, the District annual budget will incorporate a cash reserve forecast of no less than \$500,000 for year-end. This reserve will be maintained to avoid borrowing funds for park operation, pay for significant, extraordinary operating expenses, insulate against revenue loss during times of economic downturn, to ensure funds for covering minimum of 60 days expenses (per the</p>
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		Auditor of Washington State), and support unplanned and emergency capital expenditures, (beyond items that are part of a strategic plan)
2022 Fee Increase	<p>Elaine: With the 2022 budget, the Board discussed increasing user fees. We have not had fee increases since 2018. Generally, the Board has gone with 5% increases, but we discussed taking them a bit higher this time, since it has been several years. FYI, the user groups always squawk, even though we are hands down the lowest in the Puget Sound region.</p> <p>Key changes from Bob and Josh's recommendations:</p> <ul style="list-style-type: none"> • Simplified without all the repetition • Increased non-profit from \$5.50 - \$8; private \$11 - \$15; \$16.55 - \$20 (rounded up to whole dollars from original recommendation) • Increased full park rental by the same percentages on hourly; eliminated the half day rate; increased the full day to the hourly rate x 7 hours, then rounded down. The prior full day rate didn't make sense. • Added pool and BARC. • Lodging rates increased 5.2% per Board approved inflation increase. • Did not include ski, sailing, or other programs, as fees might change based on cost recovery data; we don't plan this far ahead. <p>Hans: Why 18 players per team for fields? Is that necessary?</p> <p>Elaine: I would say no, particularly since they pay by per player fee.</p> <p>Hans: And adults just use the field without regard to number of players. And the lights? Can't we just make a number for that? I have some formatting feedback I will provide.</p> <p>Josh: Any thought what that light fee might be?</p> <p>Elaine: I'll take a look at the bills and get back to you.</p>	Action Item
Staff Reports	<p><u>BARC</u></p> <p>Elaine: As we discussed at the last meeting, I am applying for a grant that accomplishes the following: encloses and secures the building; places a vapor barrier over the concrete floor and increases safety and aesthetics with all Skatelite flooring; adds a viewing platform above the office; and finishes the office. With the outdoor cement pump track project breaking ground 2/22, we have determined that two of the disc golf baskets will be compromised, which has created some concerns in the disc golf community. Shawn and I met with a group of them last Sunday and found an interest in moving the baskets into the woods behind the building after exploring options. While that is not part of our lease with VISD, they are going to allow it plus two more baskets, as long as we do not remove trees. We can</p>	

	<p>remove brush. So I am adding that piece to the grant application. It does not require Board approval, since the \$250k grant has been approved by the Board, and we are not creating anything new – just moving baskets.</p> <p>Steve Jones: It was a surprise to us that we were losing those two baskets, but we get it. It's a mixed use park. We are working with VISD on this. The larger vision is for us to change the current design, since there is a lot of cross-over, which poses a safety hazard. With COVID, we are there every day. It is being used a lot. We would like to do tournaments, which gives us some credibility, especially with a course that is well designed. We are working up numbers and square footage now. We plan to form a nonprofit called VIDA – Vashon Island Disc Alliance. There will be a need for capital, since we are adding some baskets plus signage. We are willing to donate the labor.</p> <p>Elaine: If you can estimate number of volunteer hours, that is a good thing to include in the grant.</p> <p>Matt Wilson: While there is a lot of enthusiasm within the group, a number of us are older and have physical issues. We may benefit from some paid labor.</p> <p>Elaine: Try to nail down what the project will look like, especially cost. We may as well put it in the grant. I have to say, we all work full time jobs and don't necessarily look forward to working on a Sunday, but you guys were such a delight to work with. It turned out to be really fun. You were so understanding and cooperative and had such great attitudes. I really appreciated that. It was fun getting to know you and spending that time with you.</p> <p>Steve: Moving forward, should we come back and give updates or just do that through Elaine?</p> <p>Elaine: You're welcome to go either way. I'm happy to represent you.</p> <p>Sarah: Do you have an idea for timing on all this? When might we see the grant funding? What percent of that grant might be available for them beyond what we're doing for the building?</p> <p>Elaine: That grant amount available is \$250k, no match. The cost estimate from a contractor for the building is looking like @ \$90k. There is room for the disc golf folks. The grant application is due 1/21. We should know if we're awarded in June. Assuming that is the case, we would submit permits to KC for the building in July – electrical and building. Electrical is immediate; building can take up to a year. From there, I would guess the building would 60 days, so completed September, 2023. The disc golf piece could be done immediately in July.</p> <p>Sarah: And an agreement is being formalized with VISD for the forested area? Is that holding up the volunteers getting started on clearing brush?</p> <p>Elaine: It's not a formalized agreement, but I have it in writing from Matt Sullivan for their authorization. I just added it to the lease. I'm not even sure what you all are formalizing with VISD. Whatever it is, I'll get a final okay from Matt, and off we go.</p> <p>Steve: TJ is handling that. So on 2/22, we lose one hole right out of the gate. We'll find a hole and keep playing.</p> <p>Matt: If we're going to lose a hole and have to do the work rapidly, and we think the grant funds will be June/July, is it possible to use District funds to support the work now and replenish when the grant funds come in?</p> <p>Steve: The grant is not a given.</p> <p>Matt: And that's my point. Since we know reserve funds are available, and users are being impacted by this project, wouldn't it make sense for us to ask to use District funds for an unexpected situation like this?</p> <p>Elaine: That would be a Board decision if you're effectively asking for funding in case the grant funds don't come through.</p> <p>Keith: What are the estimated costs?</p> <p>Steve: I don't have those numbers yet. I would guess high 4 digits.</p> <p>Hans: I think that's a reasonable request. Come back in two weeks and let us know your funding estimate.</p> <p>Josh: I would be uncomfortable with loaning money without knowing its cost.</p>	<p>Action Item</p>
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Hans: My sense is it won't be a huge amount, and it won't be a loan. It would be a decision to invest in a 9th hole.
 Steve: We can come back with a map, so you understand what the problems are. Or do you just want the numbers?
 Josh: I would love to see a map.
 Sarah: I have a map. I'll share it.
 Hans: We apologize for not having considered any impact on the disc community. We want to be good partners. If you can build a network, it would be great to interact with lots of folks.
 Steve: We would love to build this to also hold classes.
 Hans: We would love to partner with you on that.
 Steve: Eric is eager to do that, too.

Chum Run

Elaine: The Chum Run in December had 35 participants. Down from 90 last year. Eric thinks people are burning out on virtual events. We may try partnering with a running group on the island and do a Halloween Fun Run in costume in the fall.

Ski School

Elaine: Ski School is underway, although we had to cancel Saturday, since the pass was closed. 34 signed up this year. We did not have Ski School last year due to COVID. You may recall we reached out to MRC for COVID guidance, but they have gone AWOL, so we are following the school's COVID guidelines – masks at all times (no eating or drinking allowed), reduced seating, windows slightly open for ventilation. Registration has been steadily dropping over the past 10 years. We had a high of around 90 at one time; 2018 – 72; 2019 – 61; 2020 – 45. An interesting trend we are watching, but we have enough for at least one bus.

Pool

Elaine: Several things going on:

- We had a lot of problems with the bubble during the snow storm. They had to deflate it due to the snow and ice accumulation. One of the four blowers froze up, which delayed reopening.
- The morning staff is out. These all have to be adults, as L&I does not allow kids to work before and during school. One with a hernia, and he can't get surgery due to COVID – possibly out 3 – 12 months.
 Another has been out since November 1 with shoulder surgery. He begins PT on Feb. 1, and his doctor says he can do limited work and exercise. The physical work of being a lifeguard will not be possible, but the act of lifeguarding itself should be achievable.
 Another is on vacation through the 24th, and will probably want to quarantine before returning to work. He does not want to work more than 2 mornings a week, anyway.
 Another is also on vacation through tomorrow, but will also need to quarantine after travelling internationally. He was working some Friday mornings prior to the holidays, but is a high school student that lives off-island a lot of the time, so his future reliability is in question.
 One evening guard agreed to work mornings, so with her, we only have three guards through the end of January, including Randy and Derek, so hours are limited. Randy put up a help wanted poster at the pool for several weeks

	<p>before the holiday and has run several BC ads (another this week). Not a single bite, not even from those on the Pool Advisory Committee. We'll have a meeting Thursday.</p> <ul style="list-style-type: none"> • The thermal cover and roller system are in really bad shape and is causing a lot of problems. We will be replacing them with the grant, but I have yet to see the contract. <p>Hans: Since people sign up for the lap swim slots online, do we have all their emails?</p> <p>Elaine: Yes.</p> <p>Hans: Is it appropriate to reach out to the users and tell them we may not be able to continue without help from people becoming guards? Kind of a friendly ultimatum.</p> <p>Bob: We never saw the poster. Direct outreach makes a lot of sense rather than a passive approach given this emergency.</p> <p>Hans: I like the word emergency. And I like deadline. And I like emailing all of them.</p> <p>Bob: We are down to two days a week rather than three. We would be smart to issue a survey to the pool users to get an understanding of how people feel about the operation, the temperature of water and air. Randy thinks the old ladies think it's too cold, but many more feel that way. I'm happy to draft that. This pool was designed to be a summer pool. Many pools that were part of the forward thrust movement were indoor, but we seemed to be on the tail end of that. Is the boiler satisfactory to keep up with the temperature? I would like to know what the design is and what it can handle?</p> <p>Keith: Is the boiler leased?</p> <p>Elaine: No, we own it.</p> <p>Bob: And on the roller/thermal cover, Barb and I used to manage the CC pool. They have manual rollers that are lighter weight. You don't need an electric motor. We're putting three different lengths, 2 lanes each, with an electric motor, it's asking a lot. We might be better off going with something less expensive.</p> <p><u>Ober Park</u></p> <p>Elaine: We are hoping to open next week, assuming our final inspection is positive after having some problems addressed by the playground installer. When the contractor comes to get the fence, he has to lay in some mats beneath the high impact equipment. We passed the KC Permitting inspection. Received our \$175k grant money. We hope to do an opening ceremony, which will include fitness equipment instruction from one of our renters, CoreCentric.</p> <p><u>Wingehaven Ivy Removal</u></p> <p>Elaine: Working with the Land Trust mid January for getting the scope put together for the ivy remediation project in partnership with KC Healthy Lands Project.</p> <p><u>Tramp Harbor Dock</u></p> <p>Elaine: DNR accepted the survey. I will be working on the scope for the engineering design with DNR shortly. On the grant front, I received approval from RCO for our Strategic Plan fitting their grant requirements, but the plan must be valid for grant applications in 2024 when their funding Board meets in November of that year. Our plan runs 2018 –</p>	
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	<p>2024, so they feel it would be best if our plan was updated for 2025. We should engage in updating the Strategic Plan late 2023 or early 2024.</p> <p><u>Point Robinson lighthouse repairs</u></p> <p>Elaine: Finally got some movement from the Coast Guard! They have prepared a letter to SHPO indicating their approval for the repairs and their feeling that no there will be no adverse effects on the historical properties. It was supposed to have been sent to SHPO last week. Also, the new lease has been prepared and is being reviewed by the CG Council. With their approval, it will be forwarded to me. Remember, the lease expired July, 2019. I will need formal approval from SHPO and the CG before moving forward on the repairs.</p>	
<p>Adjourn 8:15 pm</p>	<p>Hans: Motion to Adjourn Keith: Second Pass 5-0</p>	

Minutes by: Elaine Ott-Rocheford