

VASHON PARK DISTRICT (VPD) BOARD OF COMMISSIONERS

MEETING MINUTES

Teleconference and In person, 7:00 pm

DATE: Tuesday, September 13, 2022

Commissioners attending: Josh Henderson, Bob McMahon, Keith Prior, Hans Van Dusen and Sarah George.

Staff attending: Elaine Ott-Rocheford

ISSUE	DISCUSSION AND OUTCOME	FOLLOW UP
Call To Order – Review Agenda	Josh called the meeting to order at 7:00 and reviewed the agenda.	
Public Comment		
8.23.22 Minutes; 8.19.22 – 9.5.22 Preliminary Vouchers	Bob: Motion to accept the 8.23.22 Minutes and 8.19.22 – 9.5.22 Preliminary Vouchers Hans: Second Pass 5-0	Motion to accept the 8.23.22 Minutes; 8.19.22 – 9.8.22 Preliminary Vouchers Pass 5-0
Board Votes	<p>Bob: I move that we accept the \$62k bid for fixing the decking at the Point Robinson Lighthouse. Hans: Second Pass 5-0</p> <p>Hans: Motion to approve the revised Cell Phone Acquisition and Employee Use Policy. Bob: Second Pass 5-0</p> <p>Bob: I move to approve the purchase of a pool digital temperature system for \$12,500. Hans: Second Pass 5-0</p> <p>Josh: I am happy to learn that we will see some cost savings from energy efficiency. Sarah: It also seems like a good solution for longevity. Bob: Plus happy swimmers.</p>	<p>Motion to accept the \$62k bid for fixing the decking at the Point Robinson Lighthouse. Pass 5-0</p> <p>Motion to approve the revised Cell Phone Acquisition and Employee Use Policy. Pass 5-0</p>

		Motion to approve the purchase of a pool digital temperature system for \$12,500. Pass 5-0
Tramp Harbor Dock	<p>Elaine: I mentioned at the last meeting that I would be having a Zoom meeting with the engineer for the Tramp Harbor Dock:</p> <ol style="list-style-type: none"> 1) Their analysis of the dock's condition is done, which included an underwater dive analysis. That revealed more extensive damage than the above water analysis. In summary 13 pilings have 0% capacity; one is at 50%; 4 are at 75%. The last condition assessment in 2015 stated 6 of 98 pilings were at 0%. That said, they are preliminarily recommending that 6 of the pilings be replaced if we go with a repair option rather than full replacement. 2) So with a repair option, that would also include installation of grouted pile jackets on all other piles, decking replacement with grated decking where practicable, and guardrail replacement. 3) Pier replacement would include demolishing the existing pier and constructing a new pier in a similar footprint but with a more modern design, including a steel or concrete superstructure with grated decking. 4) There are many concerns about driving new piling: <ol style="list-style-type: none"> a. Geologic soil assessments cover wide ranges and don't account for site specific variations that require deeper or shallower drilling. b. You never know if you're going to run into a boulder that requires shifting the piling and potentially requiring design alterations. c. Steel pipe would be easier to cut or weld in the field to account for necessary changes in tip elevation during construction compared to concrete piles, which are difficult to modify. Surprisingly concrete is actually more expensive, so it seems they would be leaning toward steel pipe. d. Jacketing is very expensive. Overall statement was that the cost of repair vs replacement is similar. <p>Bob: If that is the case, we would be nuts not to replace the whole thing.</p> <p>Sarah: Except people are attached to what it looks like.</p> <p>Elaine: Yes, but it can't. The decking has to be replaced.</p> <p>Hans: This isn't design build. We will be getting bids, which may include more than one approach?</p> <p>Elaine: No, the design will be what we decide. Contractors will bid on the design we choose.</p> <p>Hans: But we'll get bids on both the repair or replace options?</p> <p>Elaine: No. It will be what we decide from the alternatives we are presented with.</p> <p>Bob: So KPFF is tasked with coming up with alternative designs. They haven't settled on anything.</p> <p>Elaine: Yes, that is what we have contracted with them to do.</p> <p>Keith: Will the current engineer also be the project manager?</p> <p>Elaine: Yes, with a new contract, that is the idea.</p> <p>Hans: Do we need to share all this with DNR? Like the survey?</p> <p>Elaine: The survey has already been shared with DNR. Any of KPFF's work has not yet other than the diagram showing the platform question I will speak to in a bit. They will have to approve everything before we move forward.</p>	

	<p>5) We discussed permitting and access options relative to permitting, as access options require different types of permits.</p> <ul style="list-style-type: none"> a. One option is to install temporary fill and nearshore pilings. b. Another is a nearshore barge. <p>6) We discussed permits in general. It is expected that the same federal, state, and local permits and approvals will apply for either repair or replacement of the pier structure, so the timeline would be similar, although replacement may take a little longer due to the complexity. The total timeline could be as long as 18 months.</p> <p>7) They understand that the DNR requirement is that the length of the dock cannot exceed the -18 MLLW point, which is illustrated in blue on the dock drawing in your board packet. Removal of that section would not leave much of a platform. The lease states that we cannot exceed the existing footprint in width or length, but their question, which I presented to DNR was if we could build the lost square footage of the platform onto the west side of the platform (indicated in green cross-hatch). DNR will get back to us on that.</p> <p>Josh: What does the lease specify about not increasing the footprint?</p> <p>Elaine: It literally says we cannot go outside the existing footprint. But this is kind of an anomaly – coming back within the existing footprint. We can’t go larger. We can certainly go smaller.</p> <p>Hans: What is your sense about timing?</p> <p>Elaine: By end of September.</p> <p>Sarah: On the proposed platform area, are some of those the most compromised pilings?</p> <p>Elaine: There were two within the platform. I think one is in the part we can keep as I recall.</p>	
Strategic Plan Update	<p>Elaine: A couple meetings ago, Hans asked for an update to the Strategic Plan goals. The last Strategic Plan was for 2018 – 2024. This is timely, because we’ll need an updated Plan for grant applications with RCO for the Tramp Harbor Dock, so discussing this now will help steer the direction for the new plan we must develop next year.</p> <p>Goal 1: Improve the professionalism of the District's organization.</p> <p>Objective 1.1: Achieve CAPRA's highest accreditation (Commission for Accreditation of Park and Recreation Agencies).</p> <p>Elaine: I don’t realistically think this will ever happen. It was a lofty goal and one I would love to achieve, but there are only three CAPRA certified agencies in the State – very large agencies like Metro Parks Tacoma – who have full time staff dedicated to this. There are dozens of policies and plans to write, processes to implement, etc. I view it more as a roadmap than an achievable goal. I thought it would be cool to be the 4th agency in the state, but we just don’t have the bandwidth to do it.</p> <p>Bob: Have we gone as far as we need to?</p> <p>Elaine: I just think we drop it for the next plan. I know, as the Director, that this is a good place to go for developing policies as plans. I think we just look at it as a resource.</p> <p>Josh: What if we just change it from “achieve” to “aspire to.”</p> <p>Elaine: I just don’t think it’s ever going to happen. Why even have it as a goal if it’s never going to happen?</p> <p>Sarah: What does it get you in the long run?</p> <p>Elaine: Huge press and community pride. It’s great for grant applications.</p> <p>Sarah: Does not doing it put us at a disadvantage for grant applications?</p> <p>Elaine: No, not at all. It’s just a nice plus. Where we are at a disadvantage in grant applications is the make-up of our</p>	

community – too white and wealthy. Grant applications now are big into DEI. That’s island-wide – other ED’s on the island have the same problem.

Objective 1.2: Develop a Board of fully engaged commissioners.

Elaine: What do you think? Are we there? Can we do better?

Hans: Done.

Bob: We’re better off than we were!

Objective 1.3: Develop a schedule of pay and benefits for VPD employees that is financially responsible and benchmarked against local park and recreation industry standards.

Elaine: We did this initially with the 3 buckets of \$50k per year starting in 2018 to bring us up to like-sized Districts benchmarking. We gave up the 3rd bucket in 2020 due to pro-rationing concerns. So, we are still below industry standards. Wage increases since have been COLAs. Staff has been generally content until recently with sky-rocketing inflation. As a matter of fact, I was approached last week by a staff member who said her property assessment went up \$400,000 this year, causing her mortgage payments to go from \$1300/month to \$1800/month. She is now going to the food bank and is concerned she will have to leave the island.

Bob: Maybe the thing to do with Goal 1 is to change the wording on some of these things to say we’re there but we want to maintain. In the case of pay and benefits, we want to continue toward industry standards.

Elaine: I think the purpose of this objective is to match most other Strategic Plans that actually have a charted schedule of pay increases. We use to have that but got away from it when we did the buckets. Since then, it has just been COLAs.

Josh: So you’re saying we should have a salary table that starts with Step 1, then based on performance, goes to Step 2?

Elaine: It can be that. Or we can decide we just want to go with COLA’s.

Josh: As ED, what do you want for your staff? Do you want a set salary table? That way, a person can start here and look out 7 years knowing what they are going to make.

Elaine: I think it would be useful.

Bob: It would have to change with inflation.

Josh: The County updates theirs with the COLAs.

Elaine: Typically, what I see is a table of what they can expect PLUS the COLAs. COLA is linked to the STB CPI.

Bob: One thing to remember about a Strategic Plan is that the goals are general in nature, then we have an operational plan that falls off this. We don’t want to be so specific that we’re going in and changing it all the time.

Hans: Our schedule for updating the Strategic Plan is next year. This is just an update. We’re not changing anything today. Make notes to yourself about next year, but we shouldn’t be looking at this update as currently changing the goals. These are in place until next spring. Today we’re just running down the list. There are operational things coming from this. Like the wage thing – if we want to consider doing this, we should have it in place prior to next spring. We have had COLA discussions, which we need to think about for the 2023 budget.

Elaine: I’ll present forecasts that show where we have financial flexibility going out about 4 years. We can play with that in the context of looking at salary increases by how much.

Goal 2: Strengthen community relations, involvement, and partnerships.

Objective 2.1: Create an effective and active citizen advisory committee.

Elaine: We tried this, but only a couple citizens bit at the publicized invitation. At that, we never did anything with the two who were interested. The pool committee is the closest example of meeting this goal, but it is specific to the pool – not generalized. We loosely have that with the Tramp Harbor group and the BARC project. It seems these committees are most effective when they are aligned with a particular passion area – not generalized. I suggest, going forward, that we not do this.

Objective 2.2: Encourage a strong volunteer program relative to specific projects.

Elaine: I think we have done a good job with this. We have this when specific projects or activities emerge – like BARC (the Stewards and project volunteers are active) and Paradise Ridge (ongoing and active). I believe the Tramp Harbor group will be active when that ramps up. The key to this objective was specific projects, and that seems to work.

Objective 2.3: Encourage VPD's partnerships with other community groups and agencies, assuring efficient use of community assets and best coordination of effort in working to make Vashon better for everyone.

Elaine: We are doing a lot of this in Recreation Programming and other activities (mostly through sponsorships):

- 1) Vashon Events – Concerts in the Park
- 2) Vashon Theater – Movies
- 3) Troll – Chamber, VCA, Land Trust, Vashon Tool Workshop, O Space
- 4) Theater – Vashon Rep Theater, Youth Shakespeare, VCA
- 5) Food Bank – Picnics in the Park
- 6) Interlocal Agreement restoration – VISD (had we gone with Facilitron, this partnership would have been compromised)
- 7) Pool Bubble – Seals Swim Team
- 8) Environmental Stewardship – Land Trust
- 9) Sponsorship: Soccer and LaCrosse family nights; Bill Burby Fun Run; Climate Action Rally; Backbone Campaign; COVID Boosters (Vashon Be Prepared); Cemetery District (Yates Memorial Service); Conversations for the Living about Dying
- 10) RJ's Kids – BARC development
- 11) All the sport group 501c3s

We have done a good job building this.

Goal 3: Improve the District's financial health and viability.

Objective 3.1: Responsibly reduce the inventory of surplus properties.

Elaine: We have killed this one. Manzanita, 2 tidelands, Hitchings, Lost Lake, Spring Beach, Mileta Creek, sold 103rd. The only natural properties we still have (not in our mission) are the two Ellisport Wildlands (managed by the Land Trust) and Ridge Road Heyer Natural Area.

Objective 3.2: Improve and maintain a VPD facility user feeschedule that (1) equitably shares the cost, among users, of providing these facilities for public use and (2) is in line with the schedules in use in other local park and

	<p>recreation districts. Elaine: Done for 2022. Last one prior was 2018, but not doing so was due to COVID. How often should we do this is something to consider for the next Strategic Plan.</p> <p>Objective 3.3: Augment the District's capital improvement program funding through development of a strong base of financial donors, through grant writing, through fundraising for specific programs, and through development of bonding strategies for large capital projects. Elaine: Financial donors and fundraising– tends to be project specific, but Judith has done a great job of this for BARC. We will do so with THD. Grants – many grants – Agren, Ober, VES restroom, pool, Pt Rob decking, tried for Wingehaven; will do so for THD; BARC – Judith (I tried for another).</p> <p>Goal 4: Enhance/improve parks, facilities, programs, services. Objective 4.1: Continuously improve the physical condition and appearance of our facilities in accordance with board-accepted standards so that they are a source of pride to all our citizens. Elaine: Standards were developed in 2016 along with the Board Policies (1-2-3 level parks identified). We are due for a review, as the policy stipulates reexamining every 4 years. We have met this objective.</p> <p>Objective 4.2: Create a variety of recreational programs that meet the diverse needs and interests of the community, including those of school-age children, the elderly and the special-needs population. Elaine: The Recreation Program plan was written and adopted in 2019. The plan researched and recognized recreation activities in existence island-wide, which we also do not wish to compete with. A major hole was events, so this is a primary focus, but we are also committed to developing programs in line with this goal and the objectives of the plan, particularly as the need arises.</p> <p>Objective 4.3: Reduce the list of deferred maintenance projects currently listed to a minimum consistent with responsible management of available funding. Elaine: Yep, we are all over this. CIP plan to be presented in near future meetings.</p> <p>Objective 4.4: Invest in new and/or updated facilities, funded principally by non-levy dollars, when such facilities are clearly shown through surveys, public forums, workshops, and open houses to be strongly desired by Vashon's citizens. Elaine: Yep – Agren, Ober Park, pool. Pickle ball is the latest. And THD.</p> <p>Josh: Do you feel we are meeting the needs of the special needs community? Elaine: All projects include ADA components. That was a huge focus with the Ober playground.</p>	
Staff Reports	<p><u>Movie series at the Vashon Theater</u> Elaine: These start Thursday nights, September 29 at 6 pm – 6 movies total. Running ad in Beachcomber and reaching out to Voice of Vashon. Hans: Are we going to share a schedule of what movies will show each week? Or share one each week. I think that would help sell it, like on Instagram, a piece of paper across the poster on sandwich boards.</p>	

Elaine: Agreed. I'll do an email blast, too.

Pickleball

Elaine: Sunrise Ridge does not appear interested. With every location possibility, they put up roadblocks. So, they are back to asking about Paradise Ridge as the top contender. They are attempting to line up a contractor to give a cost estimate. They are also looking at the school district. They are backing off the idea of forming a 501c3 due to the paperwork, so they are looking for a partnership there.

Hans: Have you looked at Paradise Ridge to assess the condition?

Elaine: Yes, with Shawn and David. It's in bad shape.

Josh: It's cracked all the way through.

Hans: It will have to be resurfaced.

Elaine: I did look at the old as built and was happy to see it is solid ground beneath. We were concerned there might be a bunker under there.

Hans: So the ball is in their court to get the design estimate.

Speaker Series

Elaine: Eric is developing a speaker series. PSE reached out to me about a new sponsorship program they have for financing community activities. They are donating \$2,000 to this.

Hans: When will this be?

Elaine: Nothing committed as yet, but hopefully over the winter months.

Interlocal Agreement

Elaine: The VISD Board voted to approve. They will send out a DocuSign to you soon.

Hans: It will be signed in September retroactive to July of this year.

Ober Thai Chi

Elaine: A renter of Ober Exercise Room wants to reserve Tuesdays from 4:15 – 6:45 pm for kids thai chai. We discussed the possibility that a Board meeting might require the larger room, so there might be the occasion that her class would have to get out earlier. She was uncomfortable with this due to having to make arrangements with all the parents. We felt a better alternative would be to have the Board meeting at 7:15 or 7:30. Agree?

(Board agreed).

Troll

Elaine: I'm 99% certain this will happen. The MOU is getting signed. The Chamber is spearheading this. We'll just provide the space and insurance. Assuming this goes through, this should be in place next summer by August. It will be in the nettle field beyond the meadow at Pt Robinson.

Bob: Do we want to talk about what's happening with the Hospital District and how that might affect us? SeaMar does not want a subsidy. They want to operate everything themselves.

	Hans: I think it's substantially TBD. The best thing we can do is keep up with our quarterly meetings with them. Bob: They're talking about reducing the subsidy by \$400k a year. They should reduce their rate. Elaine: They are amenable to that. They have spoken of that.	
Adjourn 8:00 pm	Hans: Motion to adjourn. Sarah: Second	

Minutes by: Elaine Ott-Rocheford