PARKS & RECREATION COMMISSION MEETING AGENDA
Wednesday, December 9, 2015, 5:00 PM
Lacamas Lodge, 227 NE Lake Road

I. CALL TO ORDER

II. APPROVAL OF MINUTES

A. Approval of the Minutes of the October 28, 2015 Meeting

Parks Commission Minutes of Oct 28 2015

III. MEETING ITEMS

A. Lacamas Lodge 2015 Annual Report

Lacamas Lodge 2015 Report

B. Camas Community Center 2015 Annual Report

Camas Community Center 2015 Report

C. Review Fallen Leaf Lake Concept Plans

D. 2015 Parks Commission Annual Report

IV. PROJECT UPDATES

V. OTHER ITEMS

VI. ADJOURNMENT

If you will not be able to attend, please contact Susan Newlove at 834- 5307.
Thank you.

PARKS & RECREATION COMMISSION MEETING MINUTES - DRAFT

Wednesday, October 28, 2015, 5:00 PM

Lacamas Lodge, 227 NE Lake Road

I. CALL TO ORDER

Staff: Jerry Acheson, Susan Newlove, Denis Ryan and Kathi Sjostrom

Public: Brent Erickson

Present: Chair Randy Curtis, Vice Chair Steve Lorenz, Eunice Abrahamsen, Juli Bradley, David Gast, Cassi Marshall and Sean Vergillo

II. APPROVAL OF MINUTES

A. Approval of the Minutes of the September 23, 2015 Meeting

Parks Commission Minutes of September 23, 2015

A motion was made by Bradley, seconded by Abrahamsen, and carried to accept the minutes of September 23, 2015 as written.

This Action Item was approved.

III. MEETING ITEMS

A. 2015 Pool Report

The Pool Manager, Kathi Sjostrom, presented the 2015 Pool Report to the Parks Commission. The report covered; seasonal attendance/schedule, staffing, swim Lessons and classes, community programs, physical operations and year end figures. Sjostrom stated that the pool was open for 15 weeks during the summer; weekends only from May 23rd to June 20th and daily from June 21st through Labor Day Weekend. The pool had 32 staff members of which 15 were Lifeguards and 15 were Water Safety Instructors. They had 27 new staff members this summer and 5 returning staff members. In response to Lorenz, Sjostrom stated that the increase in new staff was a result of the city contracting the pool out last summer. Past employees had found other places to work and she emphasized the importance of building staff each summer.

A variety of swim lessons and classes were offered this summer; private lessons, parent tot classes, safety classes and swim camp. Online registration was new this summer and worked great. Sjostrom suggests a rate increase in 2016 for some of the classes and would like to offer an aqua aerobics program if instructors are available. The Water Safety/Awareness event was a success and Sjostrom suggested a partnership with Camas High School next year to help prepare students for swim team.

For physical operations, Sjostrom made the following suggestions for 2016; a new pump

and tubing for the chlorine system, a new heater or extensive work done on the current one, pool shells need to be painted, locker areas need to be redone, new showerheads and new bathroom windows. Required facility updates include; cracks on the inside of pool and on pool deck need to be repaired, filter materials need to be replaced and gate valve assembly needs to be replaced, the baby pool wasn't open all summer due to damage in the water line so that needs to be fixed, rotten wood near entrance and guard shack needs to be replaced and a light in the boys shower needs to be replaced.

Sjostrom went over year end figures which were much higher than usual due to staffing. Gast stated that this was a great report and a great service to the community but wants to know how to reduce costs. Sjostrom suggested a 12-week season and a reduction in staffing to cut costs.

B. Fallen Leaf Lake End of Season Thoughts and Observations

Fallen Leaf Lake Park 2015

Susan Newlove presented the Fallen Leaf Lake Park 2015 report to the board. The report summarized observations, suggestions and comments made by the park hosts over the summer. Some of the issues in the report included; the gate, fishing in the lake, park hours, signage and restroom usage. Brent Erickson stated that there wasn't a need to add specific hours for usage on the sign and also mentioned that the lake isn't heavily fished. Erickson stated that dust control continues to be a problem and recommended letting customers access the facility at 9 am instead of 10 am to start setting up for their events.

Discussion ensued on the topic of a portable restroom at the facility. In response to Bradley, Ryan stated that the restrooms at the park are for paying customers only. Vergillo expressed concerns about vandalism if the city were to place a port-a-potty out at Fallen Leaf Lake Park.

The report also included year end figures, which continue to increase each year as a result of the park being a very popular location for events.

C. Special November/December Meeting Date

Acheson stated that the next meeting will cover the months of November and December and will be held on Wednesday, December 9th at 5 pm in Lacamas Lodge.

D. Proposed Fees for 2016

2016 Budget Revised Fee Schedule 09 2016

Acheson stated that the city is proposing an increase in fees for 2016 and a list of the fees are in the Parks Commissioners packets.

Acheson reviewed the proposed fees for the Camas Community Center. A motion was made by Gast, seconded by Lorenz, and carried to accept the proposed fees for the Camas Community Center.

Acheson reviewed the proposed fees for Fallen Leaf Lake Park shelter. A motion was made by Vergillo, seconded by Marshall, and carried to accept the proposed fees for

Fallen Leaf Lake Park.

Acheson reviewed the proposed fees for Lacamas Lake Lodge and Conference Center. A motion was made by Gast, seconded by Bradley, and carried to accept the proposed fees for Lacamas Lake Lodge and Conference Center.

Acheson reviewed the proposed fees for the pool. A motion was made by Vergillo, seconded by Bradley, and carried to accept the proposed fees for the Pool.

This Action Item was approved.

E. Community Center Development Committee

Final Report CCDC

Curtis stated that the CCDC has dissolved and the paperwork is getting finalized. He mentioned that anything to do with a Community Center would now need to go to the Parks Board. He presented a report to the board that summarized the final thoughts and observations on the CCDC; cost, site location, funding/voter approval, competition/market share, aquatics and rethinking the vision. Curtis stated that a priority for a Community Center would be an aquatics center and a large meeting space. He mentioned the upcoming Crown Park Master Plan. Lorenz suggested the Buhman property as a possible location for an aquatics center and is concerned about parking space at Crown Park.

F. Parks and Recreation Commission Annual Report

Curtis stated that he would like to draft the annual report at the December 9th meeting and wants to include the most important things that were accomplished by the Parks Commission this year, which include; the roles and responsibilities of the Parks Commission, the Subcommittee, improvements at Louis Bloch Park, the overlook at Washougal River Greenway Trail, Coopers View Park, the trail app created by the Magnet students, Sean Vergillo joining the board and his involvement on the Fallen Leaf Park Master Plan committee. Curtis wants to also include future goals in the report to Council.

IV. PROJECT UPDATES

V. OTHER ITEMS

Camas Cemetery - Eunice Abrahamsen stated that a kind monetary donation was made to the Friends of the Camas Cemetery by a gentleman at Nan Henriksen's Citizen of the Year event.

VI. ADJOURNMENT

The meeting adjourned at 7:00 pm. The next meeting will be held on Wednesday, December 9th at 5 pm in Lacamas Lodge.

If you will not be able to attend, please contact Susan Newlove at 834- 5307.
Thank you.

LACAMAS LODGE 2015 ANNUAL REPORT

Office & Operating Supplies

Budgeted amount - $11,570.00 Year to date amount - $5,904.00

Small Tools and Minor Equipment

Budgeted amount - $4,537.00 Year to date amount - $3,293.00

Professional Services

Budgeted amount - $15,323.00 Year to date amount - $15,828.00

Communication

Budgeted amount - $8,500.00 Year to date amount - $9,839.00

Advertising

Budgeted amount - $7,112.00 Year to date amount - $6,917.00

Operating Rentals & Leases

Budgeted amount - $2,500.00 Year to date amount - $3,021.00

Insurance

Budget amount - $4,064.00 Year to date amount - $1,856.00

Public Utility

Budget amount - $14,583.00 Year to date amount - $8,275.00

Repairs & Maintenance

Budgeted amount - $1,016.00 Year to date amount - $1,923.00

Miscellaneous

Budgeted amount - $4,252.00 Year to date amount - $1,031.00

Total budgeted amount = $73,457.00 **Total Year to date amount = $57,887.00***

Lacamas Lodge	**2015**	**2014**
Total Revenue	$81,919.50	$43,750.00
One-Time Reservations	97	65
Headcount for one-time reservations	11,166	8,418
Recreation class Reservations	1,277	685

*These numbers reflect the amount totals as of October 2015.

CAMAS COMMUNITY CENTER 2015 ANNUAL REPORT

Office & Operating Supplies

Budgeted amount - $3,849.00 Year to date amount - $2,805.00

Small Tools and Minor Equipment

Budgeted amount - $248.00 Year to date amount - $492.00

Professional Services

Budgeted amount - $19,812.00 Year to date amount - $11,932.00

Communication

Budgeted amount - $6,875.00 Year to date amount - $5,738.00

Operating Rentals & Leases

Budgeted amount - $1,659.00 Year to date amount - $1,105.00

Insurance

Budget amount - $3,079.00 Year to date amount - $3,049.00

Public Utility

Budget amount - $14,140.00 Year to date amount - $8,898.00

Repairs & Maintenance

Budgeted amount - $1,623.00 Year to date amount - $2,141.00

Miscellaneous

Budgeted amount - $4,868.00 Year to date amount - $0.00

Budgeted amount total = $56,153.00 **Year to date amount total = $36,160.00***

Camas Community Center	2015	2014
Total Revenue	$15,771.40	$11,845.00
One-Time Reservations	90	65
Headcount for one-time reservations	9,882	8,006
Headcount for weekly/monthly users	19,096	18,500

*These totals reflect the amount totals as of the end of October 2015.