

**LYNNWOOD PARKS AND RECREATION BOARD  
MEETING MINUTES ~ May 1, 2013**

10. Call to Order – The meeting was called to order at 7:05 p.m.

20. Roll Call

Boardmember Aldrich	Director Sordel
Boardmember Bluford	Finance Director Hines
Boardmember Cheek	Parks Planner Cowan
Boardmember Hildebrandt	Administrative Assistant Flesher
Councilmember Smith	
Councilmember AuBuchon	

30. Approval of Minutes – April 3, 2013 - Approved.

40. Written Communications – None.

50. Public Comments – None.

60. Comments from Boardmembers.

60.1 Boardmember Hildebrandt reported that she had attended the Volunteer Recognition Event. She sat with Senior Center volunteers and young volunteers from the pool. Everyone seemed to enjoy the event.

60.2 Boardmember Aldrich suggested that the department look toward meeting the NRPA accreditation standards, even if not officially. Director Sordel reported that staff has talked about it but cannot fit it within the current work plan. It is a very comprehensive process.

70. Resolutions and Other Business.

70.1 LMGC Financials. Director Sordel welcomed Finance Director Hines. Director Hines noted that Enterprise funds are theoretically intended to support themselves with revenues; in certain cases that does not happen. He has noticed that the Golf Course represents more of the community identity than it gets credit for.

Director Hines presented three projected income statements for 2013-2019: high, mid and low forecasts, each requiring a different level of support from the general fund.

For the “high” forecast he assumed the current business model, with the City continuing to run the Golf Course. Expenses are projected to increase by 3% every year beginning in 2015; revenues are projected to remain static.

For the “mid” forecast he assumed a private management company would take over midyear 2013. Expenditure growth is projected at 3% year; revenue growth is projected at 2% per year. Other golf courses that brought in management companies provided information that he used to estimate a 2% growth projection.

For the “low” forecast he again assumed a private management company, with projected 3% expenditure growth and 3% revenue growth each year. This plan is the most optimistic scenario he is comfortable projecting at this time. Director Hines would like to see at least two years of operation by a private management company to see what revenues they can drive. He is hopeful staff will be allowed to do the RFP and get someone in place before we lose too much of the golf season. He believes Director Sordel’s 20+ years in this field make him as valuable as any consultant we would look for. Director Sordel provided the Board a breakdown of his experience in the golf industry.

Director Hines explained how each model included monies from the general fund in the form of appropriation or waiving of internal administrative services fees or prepaid rent fees. Each plan also includes an expense line for EdCC college rent, which is anticipated to begin in 2016.

Boardmember Aldrich asked why it doesn’t make sense to outsource golf maintenance as well. Director Sordel indicated that the level of expertise to maintain a golf course is very high. The playability of the course is paramount. Lynnwood has the reputation of being a very playable golf course year round.

Boardmember Aldrich noted that Lynnwood lacks food and drink services. Nothing in the financial forecast seems to address this need. Director Sordel noted that the Golf Course Business Plans have addressed this need since 2007. The income statements presented by Director Hines do not reflect construction costs or any potential revenues from such improvements. Each model does include \$257,000 from an approved decision package to move forward on four projects: a hitting area, master planning of the parking lot, consultant fees to start on a maintenance building, and updating/repair of a portion of the irrigation system. Director Hines suggested that, if a management company shows increased revenues, there would be an opportunity to build on that with further investment. Boardmember Aldrich asked if a management company might not want to come to Lynnwood if the food service option is not available. Director Hines noted that it will be important to make sure the model is working before going back to Council with a request for more capital funding.

Boardmember Aldrich asked Councilmember Smith if he thinks there aren’t enough votes on Council to move forward with such a plan. Councilmember Smith responded that he didn’t, because none of these plans pays back the \$1.3 million loan, and Councilmembers have made it clear that they do not want to subsidize the Golf Course with the general fund.

Councilmember AuBuchon indicated that Council leadership is working on a commitment from the Council with a resolution that we do have the will to make this a sustainable enterprise and will find a way to do it, that we’re not closing the Golf Course, that we recognize the Golf Course is a huge asset to the City and we intend to maintain that asset. This resolution would require a majority vote of the Council.

Councilmember Smith asked about green fee increases that Director Sordel had previously indicated were scheduled. Director Sordel indicated that certain fees have increased in 2013 and there will likely be a bump in some of the fees for 2014. We did not make across-the-board increases. There are so many variables in the business – to project what will make sense in the future is difficult to do.

Boardmember Aldrich asked about the next steps. Director Sordel noted that there are several key policy issues remaining before decisions can be made.

- 70.2 Parks Recreation & Open Space Element – City Comprehensive Plan. Parks Planner Cowan noted that the update is basically a housekeeping matter. Director Sordel asked if anyone had concerns about the proposed changes.

Boardmember Hildebrandt asked about the prioritization of issues in the Summary of Issues, as some were stated to be “priorities.” Boardmember Cheek asked if there has ever been a departmental priority list of issues. Parks Planner Cowan indicated that projects are sometimes listed in order of priority, but an issue list has not been prioritized.

Boardmember Aldrich suggested adding a reference to the department’s vision. Boardmember Aldrich asked how the level of service for trails was determined. Parks Planner indicated that it had come from the national level of service. The new PRCA Comprehensive Plan will include a level of service analysis that is specific to Lynnwood.

*Boardmember Cheek, seconded by Boardmember Bluford, moved to recommend the proposed amendments to the Parks, Recreation and Open Space Element of the City’s Comprehensive Plan. Motion passed unanimously.*

Parks Planner Cowan indicated that there would be a small visioning exercise at the next meeting as part of the department’s comprehensive plan development.

80. Staff Reports.

Director Sordel encouraged Boardmembers to visit Scriber Lake Park. The installation of the new floating walkway will be complete within the week. The project came in approximately \$30,000 under budget.

Director Sordel reported that he had received the latest Snohomish County health card. He will send an electronic copy to the Board. The six health issues identified as needing immediate attention: youth physical abuse, youth and adult obesity, suicide, dental decay in children, access to a primary care physician and first trimester prenatal care.

Director Sordel reported that Boardmembers Hildebrandt, Megill and Swan are scheduled to be reappointed by Council in May.

Director Sordel asked Boardmembers to look at their summer calendars in advance of the June 5 meeting to select meeting date(s) for July and August.

90. Messages from the City Council. None.

100. Adjournment – The meeting was adjourned at 8:35 p.m.