

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING OCTOBER 6, 2016
STRAWBERRY HILL CENTER**

6:00-6:30 PM: EXECUTIVE SESSION: Personnel and real estate.

CALL TO ORDER A quorum being present, the meeting was called to order at 6:36 pm by Chair Swolgaard.

BOARD MEMBERS PRESENT: Lee Cross, Ken DeWitt, Jay Kinney, Kirk Robinson, Tom Swolgaard.

STAFF MEMBERS PRESENT: Terry Lande, Perry Barrett, Bryan Garoutte, David Harry, Douglas Slingerland, Elizabeth Shepherd, Amy Swenson.

ADJUSTMENTS TO AGENDA: Add: Amend Senior Center Agreement, and Resolution 2016-21: Petty Cash.

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Ryan Vancil, island resident and the Park District's attorney for ten years, came to say good-bye after giving notice a month ago that he was closing his practice and accepting a job with the City of Seattle. He expressed thanks saying the past ten years may be the best years of service he does in his lifetime. He emphasized two points: 1) the great work the Park District does for the community saying in the ten years he's been involved, the Park District has added over 500 acres in parkland; and 2) the tremendous dedication of the staff and board saying what people do here is above and beyond, and that there is no other place that does it like we do.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the September 22, 2016 regular board meeting, Chair Swolgaard stated the minutes stand approved as corrected: p. 2: Insert "she" before "will be".

APPROVAL OF PAYMENTS: MSC: Cross/Robinson: Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing that has been made available to the Board. As of this date, the Board, by a unanimous vote, does approve for payment those vouchers included in the above list and summarized as follows:

Batch Dated	Batch Amt	Fund No.	Fund Name	Fund Amt	Pre-Approved
09/19/16	52,598.59	001	General	52,429.58	9/16/16
		300	Capital	169.01	
August	Payroll	001	General	410,977.01	
September	Payroll	001	General	364,988.23	

UNFINISHED BUSINESS

Attorney Hayes Gori was introduced as the attorney who will be replacing Ryan Vancil. He has been advising the Park District on personnel issues for many years, and will now serve as the District's general counsel for all legal matters.

INDEMNIFICATION POLICY: The District's attorney Hayes Gori said this policy stipulates that if an employee, volunteer, or commissioner is sued for carrying out duties done in the scope of their work, the Park District will protect them. While this protection is also provided through statutory regulations and insurance coverage, this policy makes what is already in place more explicit. As a benefit to employees, the policy will be placed in the Benefits section of the District's Personnel Policy Manual. **MSC: Cross/Robinson: That the indemnification policy for all employees be approved and incorporated into the Park District's Personnel Policy Manual.**

EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT: Chair Swolgaard said that while Executive Director Terry Lande has been here for thirteen years, the board has overlooked formalizing his employment agreement. **MSC:**

Robinson/DeWitt: That the Executive Director Employment Agreement with Terry Lande be approved.

ROTARY PARK RENOVATION UPDATE: Administrative Services Director Amy Swenson provided a recap of the Rotary Park Renovation Project through a Power Point presentation summarizing the project's revenue sources and expenses. Due to faulty and incomplete work by the contractor and unforeseen weather and site conditions, there is a deficit of \$268,855. Of this amount \$212,376 has been identified and attributed to the contractor's lack of performance. It is possible all or a portion of this could be reimbursed by insurance, but as of yet no decision has been made. Without the Rotary deficit, the reserve fund balance at the end of 2016 has been estimated at \$1,646,000. If the full deficit amount must be taken out of reserves, the reserve balance at the end of the year will be \$1,341,645. Amy Swenson said the board will be requested at the next board meeting to transfer reserve funds from the General Fund to the Capital Improvement Fund to cover the deficit. Anything received from insurance will reimburse the amount taken out of reserves to make this transfer.

DISCUSSION ON NAMING THE SAKAI PROPERTY: Executive Director Terry Lande referred to a memo he included in the board packet saying the Park District's naming policy does not require a committee to name a park, but allows this to be assessed on a case by case basis. He said staff did some research and throughout the campaign the park was consistently referred to as the Sakai property and the island's new central park. He proposed that instead of forming a committee to come up with recommendations for a park name, the park be named what it's commonly been referred to, "Sakai Central Park". Board discussion was held with staff invited to give input. Several considerations were expressed as follows: "Central Park" is strongly affiliated with New York City and may not best represent what the park will become; the family name "Sakai" is important to include in the park's name; keep the name short so significant words in it are not dropped off when commonly referring to the park; while use of the word "farm" in the name is a way to honor heritage, it could cause confusion since other public lands in the community have been designated as farm properties. With these factors in mind, it was agreed that the best name for the property is "Sakai Park" and that a committee will not be needed. This name will be on the next agenda for board approval. Terry Lande will contact the family to see if this is acceptable to them.

AMEND SENIOR CENTER AGREEMENT: Commissioner Cross conveyed the following two amendments requested by the BI Senior Community Center non-profit board to the 2016 Senior Center agreement with the Park District. 1) Remove BISCC's responsibility to pay the Park District \$16,000 per year for Senior Center operations and reimburse them for the one \$4000 payment they made earlier this year; 2) Add to BISCC's responsibilities the Evergreen Singers program including all expenses. Once these items have been amended in the 2016 agreement, BISCC has indicated they will work on the 2017 agreement. It was noted that a draft agreement clearly delineating the roles and responsibilities of the Park District and BISCC was near completion last spring. Since then it has been put on hold as the BISCC board raised other issues. These issues relate to the roles of each entity and a view by the BISCC board that their authority over operations and programming should increase. Commissioner Cross said they have requested a legal citation stating why public funds cannot be used for a non-profit. Commissioner Kinney agreed to provide this. Following discussion, the Park Board agreed that they will consider the proposed amendments to the 2016 agreement, but that acceptance of them will be contingent upon BISCC's willingness to approve the agreement, previously drafted this year, as the 2017 agreement between the two entities. Commissioner Cross will bring this response to the next Non-Profit board meeting, and if they are amenable to it, both agreements will be added to the next Park Board meeting.

GENERAL BUSINESS

RESOLUTION 2016-19: TURF FIELD IMPROVEMENT FUNDS: This resolution specifies that any rental funds received for use of the artificial turf fields at Battle Point Park will be placed in a designated fund that is to be used for major repairs, deep cleaning and field replacement. The monies in this fund are not to be used for on-going routine maintenance. Executive Director Terry Lande noted that the fields are holding up better than expected due in part to there being no lights. Periodic deep cleaning will prolong the lifetime of the fields, and as the fields show wear, sections are more likely to be replaced as needed as opposed to the entire field surface. **MSC: DeWitt/Kinney: That Resolution 2016-19, establishing a fund for setting aside turf field rental income for major repairs, and not routine maintenance, of the Battle Point Park turf fields, be adopted.**

RESOLUTION 2016-21: PETTY CASH FUND: This resolution revises the District's petty cash funds in two ways: 1) It eliminates the petty cash fund for the Teen Center since it is no longer needed; and 2) It reduces the amount in the Senior Center's petty cash fund from \$400 to \$200 since the larger amount is not necessary. **MSC: Robinson/DeWitt: That Resolution 2016-21, revising the number of the District's petty cash funds, be adopted.**

DIRECTOR'S REPORT

Recreation Services:

Superintendent Bryan Garoutte: with Sue Hylen's retirement, adjustments are underway among staff to accommodate the programs she oversaw; Shannon Buxton is now overseeing adaptive recreation, writing, and pottery; fall programs have begun including youth volleyball and fall soccer; a log roll will be held Friday at the Aquatics Center; Gymnastics Open Playtime may hold afternoon as well as morning sessions; the Aging Mastery Program is beginning soon at the Senior Center.

Park Services:

Senior Manager David Harry: work is underway to reconfigure the Battle Point water system, level the gravel parking lots, and aerate the fields; park staff is preparing for the upcoming Haunted Hayride at Battle Point Park and working on a special feature; he recently attended a local water summit that emphasized the importance of treating water so it can be re-used for irrigation and other purposes.

Administrative Services:

Senior Planner Perry Barrett: revised drawings of the jetty bridge at Blakely Harbor Park are being finalized and will be sent soon to the federal agency that is reviewing the Park District's proposal to install a bridge. The revisions to the design will result in changes to the cost estimate.

Division Director Amy Swenson: the 2014/2015 State audit will get underway tomorrow; pumpkin carving for the Haunted Hayride is happening on October 21 and a few board members are needed to judge the contest.

Executive Director Terry Lande: made a presentation this week to the BI Parks Foundation on larger Park District projects that could be considered for BIPF Agency Grants; the Haunted Hayride will be held three nights this year on October 24-26; Winter Wonderland will be held on December 10 with \$7500 in donations received from various sponsors. He commended staff at the Aquatics and Senior Centers for working so hard as they fill in for staff who are currently out.

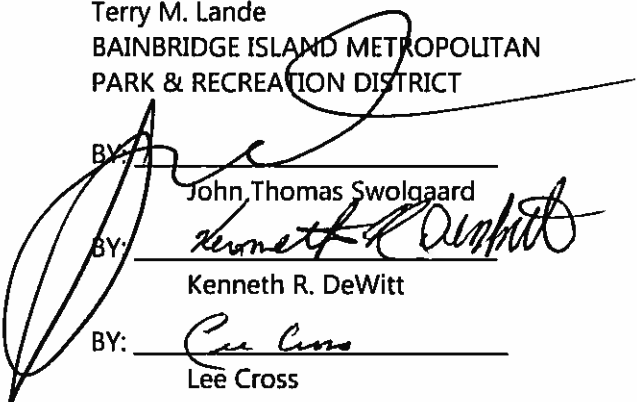
BOARD MEMBER ITEMS:

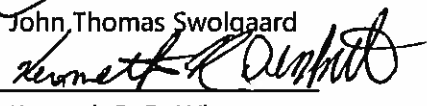
- Commissioner Cross attended three recent BI Parks Foundation meetings and said discussions are underway regarding their agency and small community grants.
- Commissioner Robinson will be gone October 20 and Commissioner DeWitt agreed to attend the COBI Non-Motorized Advisory Committee meeting in his absence.

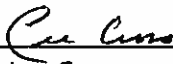
- Commissioner Swolgaard inquired into the status of the Strawberry Hill Park trail and requested more sand for the Kids-Up playground.

MEETING ADJOURNED at 8:39 pm.

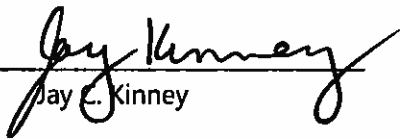
Elizabeth R. Shepherd
Terry M. Lande
BAINBRIDGE ISLAND METROPOLITAN
PARK & RECREATION DISTRICT

BY: 
John Thomas Swolgaard

BY: 
Kenneth R. DeWitt

BY: 
Lee Cross

BY: _____
Kirk B. Robinson

ATTEST: 
Jay C. Kinney