

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING NOVEMBER 3, 2016
STRAWBERRY HILL CENTER**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:02 pm by Chair Swolgaard.

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

STAFF MEMBERS PRESENT: Terry Lande, Perry Barrett, Mark Benishek, Dan Hamlin, David Harry, Lori Mejia, Elizabeth Shepherd, Amy Swenson.

ADJUSTMENTS TO AGENDA: General Business: Resolution 2016-24 has been postponed to the December 1, 2016 board meeting. Add executive session to end of meeting.

BOARD CONSENT

APPROVAL OF MINUTES: Upon hearing there were no corrections to the minutes of the October 20, 2016 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: Cross/DeWitt: 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 Mat	Fund No.	Fund Name	Fund Amt	Pre-Approved
Oct Payroll	364,695.69	001	General	364,695.69	
	31,934.68	001	General	31,642.84	11/2/16
		300	Capital	291.84	

UNFINISHED BUSINESS

PROPOSED GAZZAM TRAIL NAME: Park Services Director Dan Hamlin said the proposed trail name "Westwood Link" is for a connector trail at Gazzam that links the Knudsen trail to the Westwood Shore Trail (formerly referred to as the Close trail). The Trails Advisory Committee came up with the name and is recommending it for adoption in time for a soft opening that will be held by the BI Parks Foundation on November 26 in recognition of a number of new trails. **MSC: DeWitt/Cross: That the trail be named the Westwood Link Trail.**

FIRST READING 2017 BUDGETS:

Administrative Services Director Amy Swenson presented the first reading of the 2017 budgets that were compiled following the preliminary budget discussions held on the September 22 and October 20 board meetings.

The 2017 General Fund Budget will have an estimated \$1.3 million in uncommitted reserves at the end of 2016. This amount is less than she would like to see due to the Rotary Park renovation overages, but it could increase depending on the outcome of the surety claim. Tax revenues are up by \$468,848 with a portion for operations and a portion for lid lift funds. Program and rental income is up. Expenses have increased by \$185,827. There is an approximate 3% increase in health insurance, a 2% cost of living increase, and increases in electrical rates and stormwater management fees. Increases are also due to new mowers, and increasing custodial and volunteer coordinator positions to fulltime.

The 2017 Capital Improvement Fund Budget outlines capital improvement projects for 2017 and separates them into those that will be paid out of the General Fund, lid lift funds, and other sources of funding such as donations or grants.

Some projects from the General Fund funds include finishing up the Aquatics Center fire system, resurfacing the decks around the Nakata pool and hot tub, and repairs to the Gideon cabin. Some projects from the lid lift funds include an assessment of the Fort Ward barracks, irrigation and landscaping at Rotary Park, and repurposing the wood from the caretaker residence at Williams-Olson Park to build two cabins at Fay Bainbridge Park. Some projects from other funds include Blakely Harbor Park revegetation, the Hidden Cove dock, and development of a Sakai concept plan. Executive Director then asked for board input on an opportunity that has just come up. A gentlemen who is a hobbyist has a large model train from the 1940's era with approximately 2500 feet of track that he'd like to donate to the Park District. It includes a steam engine and three passenger cars that will each hold approximately 8-10 kids. Interest has also been expressed in building a little village around the tracks that could include a railroad depot, bank and pergola. The engine burns propane or diesel to heat the water that makes the steam, and the track is approximately 8-12" wide. Donations or a minimal charge to ride the train could be put towards maintenance and replacement. Additional factors to be considered include insurance and where the track would go, but initially Executive Director Lande wanted to learn if the Board was interested in pursuing this. The Board agreed that the train should be included in the CIF budget as a possible donation and that it should continue to be looked into.

The 2017 Land Acquisition Fund Budget includes an annual \$80,000 payment to the Boys & Girls Club to acquire their space in the Aquatics Center, and \$50,000 to put towards land/easement acquisition. At the end of 2017, the Land Acquisition Fund will still owe \$60,000 to the General Fund for an interfund loan the GF made to the LAF in 2012 for the purchase of West Gazzam/Hilltop properties.

The 2017 Bond Redemption Fund Budget includes a payment on the Sakai bond only. The last bond payment for the Aquatics Center will be made in 2018. The Sakai bond will be paid off in 2034.

The 2017 Soccer Field Fund Budget is the new fund the Board just approved for turf field rental fees to be set aside until needed for major repairs or replacement of the artificial turf soccer fields at Battle Point Park.

The Board commended Amy Swenson for her clear budget presentation. It was noted that the budget does not include any contributions in 2017 from the BI Senior Community Center non-profit, and that the Park District's annual subsidy for Senior Center programs and operations is approximately \$180,000. The annual subsidy for the Teen Center is approximately \$48,000. Due to construction at the high school, the Teen Center will have to vacate its current site sometime next fall. Commissioner DeWitt said he spoke with School Superintendent Peter Bang-Knudsen and asked him to consider other locations on school property for the Teen Center. It was noted that as recreation programming grows, adjustments will be needed. The second reading of the 2017 budgets will be held on November 17 at which time they will be presented to the Board for adoption.

Additional discussion related to the 2017 Capital Improvement Fund Budget was held over the line item that pertains to site development for Sakai Park. An RFQ (Request for Qualifications) has been submitted to line up a consultant to work with the Park District in developing a concept plan(s) for Sakai Park. Board members expressed their interest in maintaining control over the project so the community's interests as expressed through this year's public process are heard. At the same time they are aware of the need for professional input and guidance in determining what uses can go on the property and what limitations and restrictions apply. The question was raised over who in the Park District will work with the consultant to ensure both District concerns and community interests are communicated. Following discussion, the board agreed that the consultant will report to Executive Director Terry Lande, and that Commissioners Swolgaard and Robinson will be designated as board members to work with Terry Lande as needed. This will keep operations at the staff level while providing a mechanism for drawing upon board member expertise and including them in areas related to policy and decision making.

DIRECTOR'S REPORT

Recreation Services: Division Director Mark Benishek said registration has begun for the ski bus, the Teen Center has just acquired a new big screen TV, and gymnastics class performances will begin in several weeks. WPCC Program Manager Sue Barrington went to Olympia recently to share with legislators the first session of the Aging Mastery Program, and due to a large youth swim meet this weekend, the Aquatics Center will be closed on Saturday. Interviews are underway for the Aquatics Center Manager.

Park Services: Division Director Dan Hamlin said most of the design issues related to the Battle Point water system have been resolved, and that next week staff will move on to begin building a bathroom at Hilltop. A recent presentation of the 2017 Land Acquisition Fund Budget to the Parkland Acquisition Committee went well. Some negative comments have been received about damage done to the Battle Point Park trail during the Haunted Hayride event. He pointed out that this has been the wettest October on record and the muddy conditions are due in part to groundwater coming up over the trail. He said the event was very successful and that clean-up will be effective. The IslandWood trail was flagged last weekend and reviewed with IslandWood who is willing to have the trail go outside the trail easement onto their property with provisions. IslandWood will contact the Park District with any changes they want, and as a courtesy, the Park District will invite the neighbors to walk the trail. The trail route will be brought to the Park Board at an upcoming board meeting.

Administrative Services: Division Director Amy Swenson said the site portion of the State audit is done as of today and that the exit interview will be coming up. Senior Planner Perry Barrett said the Request for Qualifications has been submitted for the Sakai Park consultant and inquiries are coming in. He has been reviewing terms with the State Department of Natural Resources to ensure the Park District's boating float can remain while the City renovates the dock at Waterfront Park. Executive Director Terry Lande said he met with City Manager Doug Schulze today and brought up some concerns pertaining to Park District programming needs and what the City will allow on the renovated dock. He was encouraged by the response he received and said the City is willing to work with the Park District on this. Terry Lande said the Haunted Hayride was a great community event that promoted teambuilding among staff.

UPCOMING MEETINGS & EVENTS: December 10: Winter Wonderland; December 17: Park District Annual Holiday Party at the Lande's home.

BOARD MEMBER ITEMS:

- Commissioner Cross attended the recent Parkland Acquisition Committee meeting and said it was very constructive.
- Commissioner Cross attended a BI Parks Foundation board meeting and said they had many good things to say about the grant presentations made by Park District staff. She also attended a BI Parks Foundation Trails Committee meeting and said Johnpaul Jones is working on additional landscaping in the Waypoint Woods.
- Commissioner Robinson said that when he was in California recently he stopped by the Manzanar National Historic Site and found it very moving to see the names of interned Japanese Americans from Bainbridge Island.
- Commissioner DeWitt said he received a call concerning an off leash dog that has been causing problems with horses and asked the caller to contact Dan Hamlin. Dan Hamlin said the caller has been in touch with him and he expects a citation will be issued soon by Kitsap Animal Control. He said citations are being issued now for these types of offenses.

WRITTEN COMMUNICATIONS

Chair Swolgaard said he was touched by a letter received by the Board and Executive Director Terry Lande from WPCC Program Manager Sue Barrington. The letter expressed her tremendous gratitude for the excellent healthcare insurance provided by the District for its employees and the amazing staff support she received while she was away addressing medical concerns. The letter said she has never seen support like this before. Chair Swolgaard said Sue Barrington is a wonderful person and that everyone is very glad to have her back.

MEETING ADJOURNED TO EXECUTIVE SESSION at 8:40 pm for discussion of real estate and personnel, with announced time to reconvene at 9:40 pm. **MEETING RECONVENED** at 9:33 pm and **ADJOURNED** at 9:35 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