

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING NOVEMBER 2, 2017
STRAWBERRY HILL CENTER**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:01 pm by Vice-Chair Kinney.

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

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Edith Hartmann, island resident, commented on the model steam train that has been offered to the Park District. It was initially considered for Sakai Park, and she understands it is now being considered for Battle Point Park or Strawberry Hill Park. While a generous donation that includes on-going support, she questioned how long the support would be in place, and the overall impact the train would have on Park District funds and staff to operate and maintain it. She noted staff time has already been spent on it to date. She raised the question of how we as a community view the use of our parkland, and what the purpose of our parks is as we plan for the future. She respects the job that all the Commissioners are doing, but continues to be concerned about the steam train proposal. Executive Director Terry Lande said the topic will be on the 11/16/17 board meeting agenda to discuss Strawberry Hill and Battle Point Parks as possible locations for the train. He said no action will be taken.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the October 19, 2017 regular board meeting, Chair DeWitt stated the minutes stand approved as corrected: p. 2: change order of "advisory" and "dog".

APPROVAL OF PAYMENTS: MSC: Robinson/Cross: 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
Oct Payroll		001	General	372,733.06	
10/24/17	121,824.69	001	General	102,925.22	10/17/17
		300	Capital	18,822.34	
		310	Land Acquisiti	77.13	

UNFINISHED BUSINESS

NAMING OF BATTLE POINT PARK PUMP TRACK: Park Services Director Dan Hamlin provided a brief history saying some time ago the Gear Grinders mountain bike group came to the Park District with a proposal for a pump track at Battle Point Park. The project was approved and has been built with the second phase recently completed. He said a section in the agreement provides for recognition/naming the pump track. He introduced Jon Benjes who spearheaded the pump track effort, and scout Connor LaCroix who was also involved with the project. Jon Benjes thanked the Board for their support of the pump track saying it's getting a lot of use. He said when the pump track idea got started, Jay Abbott was a key part of the proposal as the first middle school mountain bike team coach. Jay Abbott's many contributions to the community and youth sports included not only cycling but also sailing, skiing, and a number of other activities. In light of this, they would like to have the pump track be a recognition of Jay Abbott's

contribution to the community, and hope the board will consent to naming it "Jay's Pump Track". Connor LaCroix said this name would be a great way to keep the memory of Jay Abbot alive. **MSC: Swogaard/Cross: That the pump track at Battle Point Park be named "Jay's Pump Track"**. Darlene Kordonowy expressed thanks and noted that while names weren't that important to her husband, she knew he loved working with the Gear Grinders. Seeing that that this name was their desire, she encouraged the Gear Grinders to bring it forward. She said the pump track represents a lot of enthusiasm and hard work by the Gear Grinders, and that being able to watch these young students the last few years has kept Jay alive for her and meant a lot. The board also provided comments, saying the legacy of Jay Abbott is enormous and that the spirit seen in these young people is the same spirit he had.

2018 BUDGETS: Administrative Services Director Amy Swenson presented a recap of the budget timeline, saying this is the third board meeting this fall that has included a discussion of the 2018 budgets. The budgets need to be adopted at the next board meeting, so this is the last meeting to make any changes.

General Fund Budget: Amy Swenson commented on a change to the budget that was made after the board packets went out. An additional \$8522 has been put towards professional fees for Facility Dude software that will assist Park Services in tracking work and providing facility/equipment data. In addition, this software will help meet new upcoming state audit requirements for providing schedules that track the value of an agency's assets. With this, 2018 will end with a balanced budget and an ending cash balance of over \$1,600,000 in reserves. Commissioner Cross emphasized that there has been no deficit spending as some in the community have indicated. It was noted that the District has built up its reserve fund over the years so available to borrow against when needed. For example, the reserve fund is drawn against during the first four months of each year to meet District operational costs until tax revenues come in, at which time it is reimbursed. The presentation continued showing a break-down of the District's revenue. A large effort is made to bring in revenue from a number of sources such as programs, rentals, and donations. Amy Swenson noted that in 2018, only 63% of the District's total projected revenue is expected to come from tax revenue. Expenses in the 2018 budget were also reviewed with a 4% cost of living increase included, a minimal increase in health insurance benefits, and moving the campground coordinator position from part-time to full-time. Each section of the General Fund budget was reviewed with an opportunity provided for the board to ask questions.

Capital Improvement Fund: Staff reviewed the proposed 2018 capital improvement projects as presented at the 11/2/17 board meeting. Some of these items include resurfacing the Nakata Pool locker room floors and the Ray Williamson Pool deck, continued aquatic assessment studies on the aging Ray Williamson Pool, Battle Point Park irrigation system, viewing platforms at Blakely Harbor Park, and WiFi at the Fay Bainbridge campground. Donations and grants will contribute towards a jetty bridge at Blakely Harbor Park, replacing the Hidden Cove Park dock, Williams-Olson Park improvements, and a restroom for Rotary Centennial Park. Planning efforts for Sakai Park will continue in 2018 with cost studies done to provide the board with information necessary to make informed decisions about the future. Commissioner Kinney asked for a compelling reason on why WiFi is needed at the Fay Bainbridge Park campground. Executive Director Lande said people who camp in RV's want more now at campgrounds, and with the higher campsites fees will expect WiFi service. Park Services Director Dan Hamlin said having WiFi will also make operations more efficient since reservation information will be more readily available to the camp host.

Land Acquisition Fund: Of the \$130,000 in this fund, \$80,000 is allocated towards the Boys & Girls Club payment for the Nakata Pool space which will be paid off in 2019, and \$50,000 is budgeted for trail easements/land. A brief discussion was held over the escalating cost of trail permits and the costly studies that are often required now before a permit will be issued. Executive Director Lande said staff will be asking again for a park/public agency zoning category, since the Park District is not being asked to provide input into code changes that will affect the District.

Bond Redemption Fund: The last payment on the pool bond will be paid off in 2018. The Sakai Park bond will be paid off in 2034.

Turf Field Replacement Fund: Expenses in this fund are related to maintaining the turf fields at Battle Point Park, and are offset by the fund's revenues which come from turf field rental fees. Commissioner Robinson asked how the turf fields are holding up, and was informed by staff that they are in good shape. Having no lights is extending the lifetime of the fields, as well as annual deep cleaning of the turf.

STUDENT CONSERVATION CORPS/TRAILS CREW PROGRAM REPORT: Volunteer Coordinator Emily Helgeson reported on work done in 2017 by two Park District programs she supervises: 1) Trails Crew: this program funded by the BI Parks Foundation provides a crew of five park aides to work on trails in the summer with the Park District. It expanded from four park aides in 2016 to five in 2017, which she said is a good number. To expand beyond this, would require an additional leader due to the nature of the work and the supervision it requires. Some of the projects done in 2017 include: roughing out trails at Sakai Park, trail loop at Rotary Park, trail at Fay Bainbridge Park connecting new cabins with restroom at bottom of hill, and another entry point at Waypoint Woods. Trail maintenance work was also done which she said is critical given the Park District's 36 miles of trails to maintain. The focus of trail maintenance this summer was on the trails in the Grand Forest and Manzanita Park. 2) BI Student Conservation Corps: this program provides high school students with the opportunity to work removing invasive species from parks in conjunction with an educational component and speaker series that inspires a passion for stewardship of the environment. Next year she'd like to offer two 3 week sessions in the summer so more students can participate or those who want to work longer can do so. She estimated both expenses and revenues in 2018 at approximately \$25,000.

MEETING ADJOURNED for a short break at 7:30 pm and **RECONVENED** at 7:36 pm.

GENERAL BUSINESS

RESOLUTION 2017-13: PUBLIC RECORDS REQUEST POLICY: Public Records Officer Elizabeth Shepherd said the Park District's policy on public record requests was approved by the Board in 2006 and is in need of being updated. The attorney she has worked with to do this is known throughout WA State as an expert in public disclosure law and is a founding member of the WA Association of Public Records Officers, a non-profit agency that educates and is a resource to state and local agencies on the Public Records Act. The attorney, Ramsey Ramerman, is the same lawyer who originally drafted the Park District's policy in 2006. That he was willing to work on updating it so many years later is a great benefit to the District. Elizabeth Shepherd said he provided the initial template and she worked with him to refine it so applicable to smaller agencies and especially the Park District. When the draft was close to completion last March, Ramsey Ramerman was pleased with the work done on it, and asked Elizabeth Shepherd to present it with him at the spring WAPRO conference during a session on updating public records request policies. The Park District's draft policy gained exposure across the state as it came before hundreds of state and local agencies for use as a possible template. Since then, this draft policy has been updated to incorporate legislative changes that went into effect in July of 2017, and is ready for adoption. **MSC: Robinson/Swogaard: That Resolution 2017-13, updating the Park District's policy on public records requests, be adopted.**

DIRECTOR'S REPORT

Park Services: Division Director Dan Hamlin said the new disc golf course at Battle Point Park is getting steady use with no incidents. The Dog Advisory Committee met and the current program with animal control is working well to curtail the number of off-leash dogs in parks; the amount of complaints has dropped significantly. Exploring other sites for off-leash dogs is one issue the committee may take on; dog waste is another issue that may be tackled. The permit for

the IslandWood trail is now in hand and he is discussing buffer alternatives with the neighbors, including a possible fence.

Recreation Services: Division Director Mark Benishek invited the board to the new kiln dedication at the Eagledale Pottery Studio tomorrow at 4pm. He said all the recreation departments are busy with the winter/spring catalog. In gymnastics, a big class show is coming up, and the Special Olympics team is working with the other gymnastics teams. The Aquatic Center will be closed for a big swim meet that is coming up soon, artwork from the oil painting class is being displayed downtown, and the first Bainbridge Boogie performance was held on Halloween in downtown Winslow with 250 people now trained in the routine. The board was asked to approve an application for NRPA grant funds that would be used to supplement Bainbridge Boogie training/instructional costs for people who are older or physically challenged. **MSC: Robinson/Cross: That the NRPA grant application for Bainbridge Boogie funds be approved.**

Administrative Services: Senior Planner Perry Barrett said he just returned from a WA State Trails Coalition caucus. A mandatory walk-through with prospective contractors was held this week as part of the bid process for the Hidden Cove dock and representatives from eleven companies attended. Executive Director Terry Lande said a letter is expected soon from the Seattle Yacht Club allowing Park District equipment and improvements on the Springer property to stay in place beyond 10/31/17 when the lease period ended. He will be on vacation for the next 10 days.

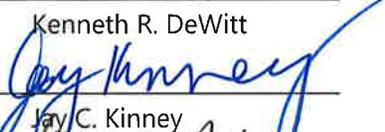
BOARD MEMBER ITEMS:

- Commissioner Robinson said there was a great showing at the Haunted Hayride with parents and kids having a wonderful time. He also attended the recent Dog Advisory Committee, and agreed that there is enough enforcement now to keep the complaints down.
- Commissioner Kinney commented on how well the Park Board currently works together, and asked the board to think about how to build stability into the system to ensure the District's well-being in the future as board members change. The board discussed putting policies in place that require a vote of the full board before any major changes can be made. It was agreed that Commissioners Kinney and DeWitt will work on this with staff.

MEETING ADJOURNED TO EXECUTIVE SESSION at 8:15 pm for discussion of real estate with announced time to reconvene at 8:25 pm. **MEETING RECONVENED** at 8:25 pm and **ADJOURNED** at 8:26 pm.

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

BY: 
Kenneth R. DeWitt

BY: 
Jay C. Kinney

BY: 
Kirk B. Robinson

BY: 
John Thomas Swolgaard

ATTEST: 
Lee Cross