

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING NOVEMBER 16, 2017
STRAWBERRY HILL CENTER**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:00 pm by Chair DeWitt.

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

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

ADJUSTMENTS TO AGENDA: Add to Unfinished Business: Grant Approval

PUBLIC COMMENTS ON AGENDA ITEMS:

Edith Hartmann, island resident, commented on the steam train being considered tonight for possible location at Battle Point Park or Strawberry Hill Park. While it appears Sakai Park is no longer viewed as an option for the train, she questioned whether it should be located in any park, and asked when the board will discuss the merits of such a train in one of the island's public parks. She questioned whether the train is a reasonable priority for the Park District given the time and money it will require, and the many other items on the District's plate such as the need for a new pool and the future development of the Sakai property.

BOARD CONSENT

APPROVAL OF MINUTES: Upon hearing there were no corrections to the minutes of the November 2, 2017 regular board meeting, Chair DeWitt stated the minutes stand approved as submitted.

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
11/7/17	31,513.29	001	General	29,915.12	11/13/17
		300	Capital	1,598.17	
September	Payroll	001	General	390,683.07	
November JM	Payroll	001	General	6,325.37	
11/14/17	30,758.74	001	General	30,636.01	11/13/17
		300	Capital	122.73	
11/16/17	55,289.15	001	General	44,393.39	11/1/17
		300	Capital	10,895.76	

UNFINISHED BUSINESS

HIDDEN COVE DOCK BID REVIEW: Senior Planner Perry Barrett commented on the bid process for replacing the dock at Hidden Cove Park, saying after a mandatory walk-through of the project attended by eleven firms, seven bids were submitted. He said they were due by the end of the day on 11/13/17 with the opening the following morning. They ranged in price from \$473,538.51 to \$582,000.00. The project was estimated at \$577,000. Staff is recommending that the bid be awarded to the low bidder, Carlson Construction, Inc. for \$473,538.51. The bid has been reviewed by staff, the District's attorney, and the engineer. References were also contacted. The board asked several questions to

ensure the bid is competitive and the contractor reputable. It was noted the bid is for the dock only, and that the project also involves work in the upper part of the park such as ADA parking. Administrative Services Director Amy Swenson said there are enough funds in place to do the entire project. Funds for the project come from WA State RCO grant funds, matching funds from the Park District, and \$60,000 in donations raised by the BI Parks Foundation. Construction of the dock would be done off-site and would begin when the contract is signed. Once completed a three week period is needed to install the dock in the water. The work must be done within a required fish window which ends 2/15/17. Senior Planner Barrett said the timing of the project is also subject to a forage fish study required by the federal government. This study must be done just prior to the dock's placement in the water. If forage fish are found, the work could not go forward within this fish window and would have to wait for the next one in August. He is also working with COBI to complete the City permitting process. It was noted that due to the complexity of requirements pertaining to this project, it has taken five years to come this far. **MSC: Cross/Robinson: That the bid for the Hidden Cove Park dock be awarded to Carlson Construction, Inc. in the amount of \$473,538.51.**

MINIATURE STEAM TRAIN ATTRACTION FOR CHILDREN WITH QUARTER MILE TRACK AT BATTLE POINT PARK OR STRAWBERRY HILL PARK: Executive Director Terry Lande said staff has looked into other locations for the model steam train as requested by the board at the 6/1/17 board meeting. He said Fort Ward Park was looked at and is not a feasible location. Strawberry Hill Park was considered but because the train would likely have to cross the road, this option is not viable. He said the only feasible option at Battle Point Park would be the Kids Up site with the train incorporated into their playground renovation project. He recommended that the Kids Up committee be asked if they would like to include the train as part of their renovation project. If willing to consider it, the train would come back to the board for further review. If the Kids Up group does not want the train, he does not think there is a suitable location for it in the District's parks. Commissioner Cross thought it a good idea to get input from Kids Up since she feels more community input is needed. Other commissioners agreed that this would continue the investigative process needed to assess whether the steam train is a feasible option. The board decided to turn the option of a model steam train over to the Kids Up committee for their input into whether they'd like it to be part of their playground renovation.

GRANT APPLICATIONS: Executive Director Lande said staff is seeking board approval to submit applications for the following Rotary grant funds: 1) Active Adult: \$5500 for technology cabinets at 3 indoor facilities; 2) Aquatic Center: \$4500 for 4 digital pace clocks, and \$3500 for an instructional camera for underwater shots; 3) Outdoor Programs: \$5000 for multi-sport trailer to haul outdoor recreational equipment; 4) Teen Center: \$4000 for air hockey and ping pong tables, and gaming and bean chairs. **MSC: Robinson/Swolgaard: To approve the grant applications.**

GENERAL BUSINESS

RESOLUTION 2017-14: 2018 GENERAL FUND BUDGET: Commissioner Robinson commented on how well thought-out and managed the budget process has been. He pointed out that only 56% of the Park District's budgeted revenues come out of the general tax levy. Another 8% is voter approved, and 36% is generated by the Park District through program, facility and campground fees, grant funds, donations and other revenues. He conveyed a big thanks to staff for their work expanding programs and pursuing grant funds and donations. **MSC: Robinson/Cross: That Resolution 2017-14, approving the 2018 General Fund Budget, be adopted.**

RESOLUTION 2017-15: 2018 CAPITAL IMPROVEMENT FUND BUDGET: Executive Director Terry Lande said it was learned this week from a county health inspector who after conducting a building audit at the Aquatic Center believes there may be a safety issue related to the surface of the spa. While the work to correct this is planned for this year, payment will not be made until 2018. As a result, a budget amendment will be needed in 2018 to add this additional

cost, estimated at \$19,500. **MSC:Robinson/Cross: That Resolution 2017-15, approving the 2018 Capital Improvement Fund Budget, be adopted.**

RESOLUTION 2017-16: 2018 LAND ACQUISITION FUND BUDGET: MSC: Cross/Robinson: That Resolution 2017-16, approving the 2018 Land Acquisition Fund Budget, be adopted.

RESOLUTION 2017-17: 2018 BOND REDEMPTION FUND BUDGET: MSC: Robinson/Cross: That Resolution 2017-17, approving the 2018 Bond Redemption Fund Budget, be adopted.

RESOLUTION 2017-18: 2018 TURF FIELD REPLACEMENT FUND BUDGET: MSC: Robinson/Cross: That Resolution 2017-18, approving the 2018 Turf Field Replacement Fund Budget, be adopted.

RESOLUTION 2017-19: 2018 SALARY SCALE: Commissioner Robinson asked why a part-time position on the salary scale was being phased out. Staff explained the position when created years ago had two rates assigned to it, one for in and one for out of water hours. This has proven unwieldy from an administrative standpoint. Commissioner Cross said the 4% cost of living increase included in the salary scale is to catch-up for the years when no COLA's were given. Executive Director Lande said the cost of living index for this next year is 3%. **MSC: Robinson/Cross: That Resolution 2017-19, approving the 2018 Salary Scale, be adopted.**

RESOLUTION 2017-20: 2018 REGULAR PROPERTY TAX LEVY ASSESSMENT: MSC: Swolgaard/Kinney: That Resolution 2017-20, authorizing and directing the County Assessor to levy regular property taxes as specified therein for collection in 2018 for operation and maintenance costs in the year 2018, and for costs related to the acquisition, development, and maintenance of park properties in accordance with Resolution 2008-17, be adopted.

RESOLUTION 2017-21: 2018 BOND LEVY TAX ASSESSMENT: MSC: Cross/Kinney: That Resolution 2017-21, authorizing and directing the County Assessor to levy \$1,234,926 for collection in 2018 for the purpose of paying interest on general obligation bond indebtedness of the District, be adopted.

Executive Director Lande said this is the fourth board meeting on the 2018 budgets and thanked board members and staff for their hard work. The board commented on how well the budget process has been managed. It was also noted staff is very grateful for the 4% COLA. Commissioner Dewitt mentioned comments circulating in the community, and wanted to make it clear that the Park District has not been operating at a deficit. After becoming a metropolitan park district in 2004, he said the board directed staff to build up reserves so there would be adequate funds in place if there was ever an economic downturn. Because of this foresight and planning, a strong reserve fund was in place that allowed the Park District to pull through the recession without a significant reduction in services to the community.

DIRECTOR'S REPORT

Recreation Services: Division Director Mark Benishek said he received a call early this morning related to an emergency at the pool during the Adult Masters swim program. The coach detected one swimmer who was only using his right side and leg. Suspecting a stroke, the swimmer was extracted from the water and 911 was called. The pool was closed for several hours. The swimmer is in the hospital and doing well, in part due to the early recognition of stroke symptoms by staff and their timely response. Later that afternoon, the pool was closed again after receiving notice of a school lock-down due to a potential active shooter. The gymnastics program which is held on school premises was also in lock-down. Executive Director commended staff for how well they performed, saying 70 children were in the Aquatic Center when the notice was received. After 45 minutes, an all-clear notice was issued. A prank was behind the incident, with three young old girls calling 911 and reporting a man with a gun at the schools. Division Superintendent Bryan Garoutte said BI Parks Foundation grant funds were awarded for Teen Center furniture and an

Outdoor Programs safety boat. He highlighted several programs including the Sweet Saturday Dances, the gymnastics show currently underway, and the recreation volleyball program that has received great parent feedback.

Park Services: Division Director Dan Hamlin said the new disc golf course is being used consistently and the wood chips are not holding up well on the tees; a recent windstorm brought down many limbs and trees; work on the new Fay Bainbridge restroom is wrapping up and the restroom at Gazzam will be next; work on the IslandWood trail is underway despite some continued objections in the community to using this public easement for a trail.

Administrative Services: Division Director Amy Swenson said she is working on a new sick leave policy and hopes to have it done by the end of the year when new state regulations go into effect requiring sick leave for part-time employees. Senior Planner Perry Barrett indicated concerns with the City's proposed Critical Areas Ordinance that are shared by the board and executive director. The same rules that apply to developers are being applied to parks, making it increasingly clear why a separate designation is needed for public agencies. Executive Director Lande said he has continued meeting with the City Manager and the School Superintendent over how to best use central public properties for the benefit of the community.

UPCOMING MEETINGS & EVENTS: 12/6/17: Winter Wonderland

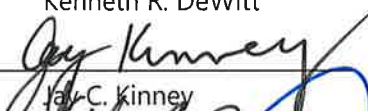
BOARD MEMBER ITEMS:

- Commissioner Robinson attended the kiln dedication and a BI Parks Foundation meeting.
- Commissioner Cross attended a recent Trails Advisory Committee meeting.
- Commissioner Kinney asked for an update on off-leash dogs, and was informed by staff that things are going well with few complaints coming in. The contract with the Kitsap Humane Society is working well.
- Commissioner DeWitt followed up on Commissioner Kinney's suggestion about a board policy revision, and it was agreed that they would work with staff to have something in time for the next board meeting agenda.
- Commissioner DeWitt cautioned board members against opening email attachments on their personal computers saying they can be infected, and suggested they forward them to staff to open instead.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:45 pm for discussion of real estate with announced time to reconvene at 8:45 pm. **MEETING RECONVENED** at 8:15 pm and **ADJOURNED** at 8:17 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