

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING NOVEMBER 1, 2018
STRAWBERRY HILL CENTER**

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

BOARD MEMBERS PRESENT: Lee Cross, Ken DeWitt, Jay Kinney, Michael Pollock, Tom Swolgaard.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the October 18, 2018 regular board meeting, Chair Kinney stated the minutes stand approved as corrected: p. 2: insert the following after "the Commissioners noted": "that except for the Open Space Levy that the Park District asked the City to run due to the Park District's limited bonding capacity". (*Note: Minutes will be revised to include this change and will be brought back to the next board meeting for signature*).

Upon hearing there were no corrections to the minutes of the October 18, 2018 work session, Chair Kinney stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: Nothing presented for approval.

UNFINISHED BUSINESS

BAINBRIDGE COMMUNITY TENNIS ASSOCIATION: Julie Reily, Chair of the Bainbridge Community Tennis Association, provided an overview of their organization for new board members and an update to the commissioners already familiar with them. She said BCTA is a 501C non-profit that has 150 members and is open to anyone who wants to play tennis. It provides opportunities for youth and adults with half its members in the 50-70 year old bracket and 10% over 70 years of age. Tennis is a very social sport that brings all ages together. Overall, youth participation in the sport is increasing, while a slight decline has been shown in adult players. While BCTA uses school gymnasiums for youth programs and tournaments, much of its use is on the Bainbridge High School courts. BCTA participated in the Sakai public process conducted in 2016 by the Park District and is requesting one or two tennis courts at Sakai Park. This would provide a place to play when the high school courts are not available, such as when school is in session and the campus is closed to the general public. Sakai is ideal since it is near the high school and easily accessed.

Loanne Harmeling, BCTA member, said she is 70 years old and learned to play tennis at age 64 when living overseas. When she came back years later to the island, BCTA provided her with the opportunity to play tennis and form friendships. It is a sport that provides both physical and social benefits. With the restrictions on high school court use and the loss of two tennis courts at Waterfront Park, there are no courts in Winslow available for play when school is in session. She said she is a strong supporter of parks as many in the senior community are and asked the board's support in return by providing more tennis courts in Winslow.

2019 BUDGETS:

General Fund Budget:

Incorporating the board's input from the 10/18/18 work session, Administrative Division Director Amy Swenson presented a first reading of the proposed 2019 General Fund Budget. A budget overview projected revenue totals at approximately \$8.7 million, expense totals at approximately \$8.6 million, and a surplus of \$104,634.00. The total reserve fund is projected at \$1.8 million at the beginning of 2019. Tax revenues are expected to increase by \$106,055 in 2019 with an additional \$7,476 increase in lid lift revenue. Program revenue is projected to increase by \$48,474 and camping revenue by \$37,000. The total revenue increase is projected to be \$304,184. Overall personnel expenses are

expected to increase by 1%, with a 3% cost of living increase for exempt employees and a 4% COLA for non-exempt employees. The Park District is able to keep the increase in personnel expenses down this year since two positions (one full-time and one regular part-time) were not refilled when vacated. In response to a request from the board work session, Amy Swenson presented a graph comparing the Park District's history of COLA increases with the annual CPI rates. It showed the Park District is behind by 6.9%. Some of the other increases in expenses include the Park District's general liability insurance, an upgrade to the District's accounting software, storm water fees, planning and legal costs. The total increase in expenses is projected to be \$196,581. Costs by department were then presented and reviewed. Following this, the board discussed how the \$104,634 in surplus funds should be used. Possible uses include saving funds for the future and two items the board asked to have considered at the work session: 1) Expanded Student Conservation Corps program; 2) An increase of the 3/4% COLA in the proposed budget to 5%. Staff proposed upgrading Park Service vehicles. Commissioner Kinney expressed concern that the District has not kept up with cost of living increases and noted the District is behind by almost 7%. While the board must be fiscally responsible and stretch the dollar, he noted the importance of treating staff fairly and staying competitive in the market to attract qualified people. He proposed a 5% increase for everyone, which is consistent with the COLA that is being given this year by the WA State Department of L&I. Commissioner Swolgaard agreed with a 5% increase for everyone and expressed appreciation to staff for everything they do. Commissioner Cross supported the 5% increase for everyone, saying the District has not always been in a position to give a COLA increase, and this year it is. Commissioner Pollock suggested bumping the increase to 7% to make up for the 7% deficit, and if needed by decreasing the amount proposed for vehicles. Commissioner DeWitt said some funds need to be saved for the future for a possible fall in tax revenue and supported a 5% increase for everyone. Commissioner Kinney suggested a middle ground of 6% for everyone. In lieu of a higher COLA increase, the board then discussed a possible change to the District's health insurance plan to make it more affordable for staff to add dependents. Amy Swenson said a survey of staff was done last year that indicated among staff with dependents a preference for a higher COLA over more affordable health insurance for families. The board asked the intent behind the proposed two-tier COLA increase for exempt and non-exempt employees. Amy Swenson noted the reason behind it is to equalize the increase in dollar amount that is received by employees. After discussion concluded, the board agreed to the following COLA increase for the 2019 General Fund Budget: a 5% COLA increase for exempt employees and a 6% COLA increase for non-exempt employees. It was understood that to do this the additional amount for vehicles in the surplus fund would have to be decreased.

Capital Improvement Fund Budget

Funds are transferred into the Capital Improvement Fund from the General Fund for capital projects in parks. This includes a portion of lid lift funds allocated for park development. One project in the 2019 CIF Budget includes what is known as the Cave property along Ferncliff Avenue. Providing a public park area is a COBI requirement for the high-density development that is next door to it. It appears the park property will be given to the Park District and possibly the historic Cave house that sits on it. Budgeted funds are for improvements to this new park. Another line item includes initial planning for the development of Meigs Park. These funds are to conduct required wetland and geo-tech studies with a goal of eventually giving the public greater access to the property through trails and boardwalks. Included among the other projects are: improvements to Pritchard Park once the transfer is complete such as signage to designate an off-leash dog area, a picnic shelter at Rotary Park, a restroom at Schel Chelb Park, trail upgrades, and a greenhouse at Battle Point Park. Several projects at Fay Bainbridge Park include: a fourth cabin constructed by staff with donated Pan-Abode house materials, campground software with an integrated system, and replacing the log barrier between the parking lot and hillside picnic shelter. Other projects involve donated funds, such as the Kids Up Playground renovation at Battle Point Park and Williams-Olson Park improvements, both projects funded largely

through funds raised by the BI Parks Foundation. Several private parties are donating funds to the Park District for a new playground at Fay Bainbridge Park and improvements to the east bluff area at Pritchard Park.

A more detailed discussion was held around the jetty bridge project. This project is for a pedestrian bridge spanning the two jetties at Blakely Harbor Park. A private donor stepped up years ago with the vision and funding for the project. The effort to bring this project to fruition has taken many years due to permitting complexities involving local, state, federal and tribal jurisdictions. It was learned today that the federal Corps of Engineers has approved the permit for the jetty bridge. This is a huge accomplishment and due largely to Senior Planner Perry Barrett's expertise, effort, and persistence. A final building permit is needed from the City of BI, and once in hand, work could begin right away. An initial fish study is required that must be done within a specific time period. This "fish window" is open now and closes in February so there is a tight deadline. If it can't be met, the next fish window will be in August. If the deadline is met and there is no sign of foraging fish, it's possible the jetty bridge project could be completed by early spring.

Turf Field Replacement Fund Budget

Revenue for the Turf Field Replacement Fund comes from artificial turf field rentals and is projected at \$12,000 in 2019. Expenses are projected at \$7000 for maintaining the turf. Amy Swenson said the two turf fields are 10 years old, but despite a 10-12 year lifespan, there is still a lot of use left in them. This is due in part to how they've been maintained. The ending cash balance of \$10,000 is slated for future turf replacement.

Land Acquisition Fund Budget

The portion of lid lift funds allocated for acquisition is transferred into the Land Acquisition Fund from the General Fund where all tax revenues are deposited. In the 2019 proposed LAF Budget, the transfer amount is at \$110,000. Projected expenditures are \$50,000 for trail easement acquisition costs and a \$60,000 final payment to the Boys & Girls Club for the multi-purpose room they funded when the Aquatic Center was built. An ending cash balance is projected of approximately \$40,000.

Commissioner Pollock asked how the Park District goes about acquiring open space/park land. Executive Director Terry Lande said the Park District tries to take advantage of opportunities that come up, and often provides the seed money while working in partnership with other groups that fundraise. An example of this is the West Gazzam properties purchased in partnership with a citizen's fundraising group to prevent a road from going through Gazzam Lake Nature Preserve. He said that the BI Land Trust is one of the biggest purchasers of land on the island and the Park District works closely with them. After raising the funds and securing a property, the Land Trust will often transfer the land to the Park District. The Hilltop property was acquired in this manner, with additional funds for it coming from the Park District through grants and lid lift funds. Commissioner Cross pointed out that lid lift funds can be used for both acquisition and park improvements. She said this was something learned from the City's open space bond years ago when properties were purchased with bond funds and transferred to the Park District without funds for improvements. Other park acquisitions have come about through donations such as the Moritani Preserve and Red Pine Park. Commissioner Pollock said that as more development occurs on the island, there is more concern about preserving open space. Executive Director Lande said a good time to discuss this is during the update to the comprehensive plan slated for next year. Commissioner Kinney suggested meeting with the BI Land Trust to develop a strategy plan and proposed having them come to a board meeting sometime in February.

Long Term Debt

The budget presentation provided information about the Park District's long-term debt. The pool bond will be paid off in 2018. The final payment to the Boys & Girls Club for the Aquatic Center multi-purpose room will be paid off in

2019. Two items remain: 1) Voter approved debt for Sakai Park of \$5,410,000.00 that will be paid off in 2034; 2) As of 12/31/17, the compensated absence accrued by employees in vacation/sick leave is \$394,887.000.

Bond Redemption Fund Budget

It was noted that while in the past the board has approved a Bond Redemption Fund Budget each year, it's been learned there is no need for this since the Park District is required to make bond payments in accordance with a voted debt schedule. A bond levy resolution will still be needed.

Budget Timeframe

The second reading and adoption of the 2019 budgets is scheduled for the November 15, 2018 board meeting.

DIRECTOR'S REPORT

Recreation Division: Division Director Mark Benishek said the Nakata locker room floors are finished with seams on the pool deck also touched up; the remodel of the Aquatic Center lobby will begin next week and is expected to last several weeks; the BI Swim Club will soon be hosting one of its largest home meets; Costco will be sponsoring the next Float & Float; several sponsors have been secured for the aging conference next spring. In response to a 11/1/18 board work session request, Mark Benishek provided a hand-out prepared during the 2016 Sakai Park public process that provides more details about Aquatic Center use. Division Superintendent Bryan Garoutte said the Park District's soccer program finished up with a free soccer ball given to each child; participation in programs held during conference week/early dismissal days doubled this year; recreation staff is re-organizing Strawberry Hill Center; Gymnastics will be offering classes for active adults; a career day is coming up at the Teen Center.

Park Services Division: Division Director Dan Hamlin said the pool operator position has been offered and accepted; a permit is being submitted for a boardwalk connecting the west end of Hawley Cove Park to the parking area; the Williams-Olson Park Committee is moving forward and will bring a preliminary design to the board in the near future; efforts are underway to explore how a trail at Meigs Park might connect to the wildlife corridor; the hayride was very successful with 1600 people attending, tremendous staff support, and a great job by the event organizer Ashley Miller.

Administrative Division: Senior Planner Perry Barrett said Jones & Jones will be at the next board meeting to make an initial presentation on the Sakai Park feasibility study. Executive Director Terry Lande said the Park District and BI Parks Foundation have been working together to clarify the relationship between the two agencies; he had an encouraging meeting with the new City Manager Morgan Smith; he will be away for several weeks on vacation and may miss the next board meeting. He will join Dan Hamlin and Mark Benishek at a conference next week.

BOARD MEMBER ITEMS:

- Commissioner Swolgaard asked about the status of the Pritchard Park transfer; staff said the transfer documents must still be signed by NOAA, the federal agency that contributed grant funds towards the acquisition.
- Commissioner Cross met with the BI Parks Foundation trails committee this week and mentioned how pleased they are with the new Hawley Cove Park boardwalk.
- Commissioner Pollock brought up how to better coordinate with other taxing districts so greater efficiencies are created for the island. Discussion followed, some of which included: ask what it is we want and identify changes that are needed; work to understand the problems and then work towards solutions; determine whether concerns are administrative or should be addressed at a policy level by elected officials; ask how the island's public agencies can together deliver better services for the taxpayers. Several specific suggestions were offered, some of which included: form a round table with several officials/representatives from each

agency; identify what the Park District wants and ask to be placed on a City Council agenda; ask for a programmatic permit for park projects; ask whether public agencies should be treated as private individuals or businesses, or whether a separate designation is needed for them since they all serve the same taxpayer base; begin small with two Park Board members meeting with two City Council members and expanding as interest builds; select two board members to ^{serve} ~~service~~ on a new committee in January when the board committee assignments are made.

- Commissioner DeWitt said he attended the recent meeting with the Kitsap Public Facilities District regarding possible grant funds for the pool/Sakai Park projects that the Park District is currently studying. He said KPFD is looking for projects that are at least \$10 million and have regional impact. Bainbridge Island is of interest to them because they have not funded a project here. They were interested in the pool project because of its regional impact. Anyone interested in applying for the grant funds must make an initial presentation to KPFD on December 3. Executive Director Lande said that while no decision has been made by the board to proceed with either the pool or Sakai Park projects, this is a funding opportunity that should not be missed. He said making the presentation and applying for the grant would not be a commitment to building anything. However, if the pool project is accepted by KPFD as a project they're interested in, and if the board decides sometime in the future to move forward with the project, there could be grant funds available. Commissioner Kinney who also attended the meeting said they made it clear to KPFD that for the Park District to provide matching funds, a bond would be needed. Commissioner DeWitt said they also made it clear that the project would be built on school property and that the School District has not yet finished its master plan. Moving forward with the project would be contingent upon School District approval. For staff to make the grant presentation next month on December 3, a motion from the board will be needed at the November 15 board meeting. Recreation Division Director Mark Benishek said Coates Design, the firm currently conducting the feasibility study for the pool project, is expediting getting cost figures available for the next board meeting. The motion would only provide board approval to apply for KPFD grant funds. It would not provide approval to move forward with the project.

MEETING ADJOURNED at 8:50 pm.

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

BY: _____

Jay C. Kinney

BY: _____

Lee Cross

BY: _____

Michael Pollock

BY: _____

Kenneth R. DeWitt

ATTEST: _____

John Thomas Swolgaard