

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING SEPTEMBER 22, 2016  
STRAWBERRY HILL CENTER**

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

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

**ADJUSTMENTS TO AGENDA:** Add executive session for personnel and real estate.

**PUBLIC COMMENTS ON AGENDA ITEMS:**

Lisa Comacho, island resident, thanked the Park District for the conducting the public process for the Sakai property. Bernadette Witty, island resident, also expressed her thanks for the Sakai public process, and informed the Board that the Bainbridge Island Youth Orchestra will be playing during the Park District's Winterfest on December 10.

**BOARD CONSENT**

**APPROVAL OF MINUTES:** Upon hearing there were no corrections to the minutes of the September 8, 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:**

<b>Batch Dated</b>	<b>Batch Amt</b>	<b>Fund No.</b>	<b>Fund Name</b>	<b>Fund Amt</b>	<b>Pre-Approved</b>
9/13/16	223,032.52	001	General	212,255.60	9/13/16
		300	Capital	10,776.92	

**UNFINISHED BUSINESS**

**REQUEST FOR RE-ZONE OF PRITCHARD PARK:** Senior Planner Perry Barrett introduced Charles Schmid saying he served as co-chair of the design committee for Pritchard Park. Charles Schmid asked the Park Board as co-owner of the park to pursue a change in the zoning of Pritchard Park from water dependent industrial to R-2 residential. He is aware that the Park District is seeking a park zone as part of the City's comprehensive plan review, but is concerned that it has been delayed. He'd like to get the zoning changed for Pritchard Park right away. Discussion followed during which the Board expressed concern over making any formal decision on this without research being done into the implications this change might have on both the park and the Japanese American Memorial. For example, residential setbacks could affect the ability to carry out future phases of the memorial. It was noted that the public comment period is currently underway for the comprehensive plan and that the Planning Commission should be made aware that more discussion related to this may be needed. **MSC: Robinson/DeWitt: That 1) staff be directed to prepare a letter alerting the Planning Commission of several issues in need of discussion that are related to zoning at Pritchard Park and its impact on the park and the Japanese American Memorial, and that this discussion should also include the City-owned point; and that 2) the Board Chair be authorized to sign the letter; and that 3) staff be directed to deliver the letter to the City of Bainbridge Island Planning Commission on Monday, September 26, 2016.**

**SAKAI PROPERTY NEXT STEPS:** Executive Director Lande said the next step for the Sakai property is to schedule a time when the board can discuss the community input received this past year through the public meetings that were

held. The board agreed to have this discussion at the November 3 board meeting. Terry Lande said staff is going to start lining up a landscape architect or similar type of consultant to use when developing conceptual plans for the site. Ideally he said someone would be in place for the November 3 board meeting. Several board members mentioned items to consider in preparation for the meeting. Some of these include: Does the proposed use make sense for the island? Would it be more suitable in a different park? What items need more cost analysis from both a capital and operational standpoint? Could some things be put in initially or temporarily until other items can be added later? The following comments were also mentioned: Any space analyses need to include room for parking. It's important to not build something now that would prohibit something that is needed in the future. Park planning should take into the consideration the area where the house is since one day it will become part of the park.

**COBI TRANSPORTATION PLAN'S STUDY:** Senior Planner Perry Barrett said he attended the COBI Planning Commission meeting that was held on September 8 at the same time as the last Park Board meeting. During the Planning Commission meeting, he informed the Planning Commissioners that the Park Board had some concerns about the transportation study and would submit written comments later. Commissioners Cross and Robinson have since drafted a letter outlining these concerns which is before the Board this evening for review. Following discussion, the Board agreed to the letter as drafted with several amendments: 1) Delete the two sentences in red; 2) Re-order the bulleted items so that those with the highest priority are listed first; 3) Add a statement to the Gazzam paragraph indicating the property was purchased through bond funds, private donations, and state and federal grant funds.

**MSC: DeWitt/Cross: To approve as amended the letter to the City of Bainbridge Island regarding the Transportation Plan's study and authorize the Board Chair to sign.**

**REVISED SPOOR TRAIL EASEMENT AGREEMENT:** Senior Planner Perry Barrett said a two month extension is needed for the Spoor trail easement agreement previously approved by the board on April 21, 2016 and signed by the Executive Director. The extension will allow several issues that have come up to be researched. **MSC: DeWitt/Kinney: To approve the Addendum to Trail Easement Agreement between the Park District and Dale and Regina Spoor and authorize the Executive Director to sign.**

**PRELIMINARY BUDGET DISCUSSION:** Finance Officer Amy Swenson made a presentation providing preliminary information to consider as work on the 2017 budgets gets underway. She anticipates that there will be approximately \$1.6 million in reserves at the end of 2016 and that tax revenues and lid lift funds will increase in 2017. She outlined budget goals that need consideration as the budget is developed, and items that are as of yet unknown such health care costs. Preliminary figures were offered for anticipated reductions and increases to the budget. The Board thought the \$6000 increase she indicated for IT was low, especially since the new registration software is not working well. She reviewed an initial list of capital improvement projects for 2017. Executive Director Terry Lande indicated his interest in increasing campground revenues at Fay Bainbridge Park by upgrading the park with additional amenities and services such as a restroom at the top of the park and electrical hook-ups at the campsites. The Board expressed interest again in expanding the Student Conservation Corps program. Staff will evaluate how feasible it is to do this given there are a limited number of weeks available during the summer.

#### **GENERAL BUSINESS**

**RESOLUTION 2016-18: HONORING SUE HYLEN:** Recreation Services Superintendent Bryan Garoutte said this resolution is in honor of Sue Hylen who is retiring as the Cultural Arts Program Manager after working over twenty-nine years for the Park District. He commented on her many contributions and said will be greatly missed. The resolution was read aloud after which Sue Hylen reflected on the years she has been here. She commended staff for the initiative and foresight they demonstrated in the move to convert the junior district with its levies every two years

for basic operating funds to a metropolitan park district with stable on-going funding, saying what a difference this has made. She conveyed gratitude to the board and staff for their support of the cultural arts, and commented on how blessed she has been to work with such fine colleagues. There was a round of applause and Chair Swolgaard expressed thanks to Sue Hylen for everything she has done. **MSC: Robinson/Cross: That Resolution 2016-18, honoring Sue Hylen for her twenty-nine plus years of service to the Park District, be adopted.** Following the resolution, there was a short break for photographs.

#### **DIRECTOR'S REPORT**

Park Services Director: Dan Hamlin: annual deep cleaning and maintenance of parks and facilities is underway; work has begun on the Rotary Park batting cage.

Recreation Services Director: Mark Benishek: several staff members are attending the Governor's conference on safety next week; new lifeguards will be on board soon; the next phase of the IT upgrade is underway.

Recreation Services Superintendent: Bryan Garoutte: with Sue Hylen retiring soon, the classes she has overseen will be taken on by several other program managers; the Strawberry Hill Park tennis courts now have lines on them for pickle ball use; fall programs are getting underway.

Senior Planner: Perry Barrett: staking at Rotary Park is underway for vegetation lay-out; the transportation study related to the Fort Ward bakery project is done; the navigation study related to the Blakely jetty project is completed and will move on to the Coast Guard.

Executive Director: Terry Lande: the Haunted Hayride is coming up on October 24, 25, and 26. The Park District's first Winterfest will be held on December 10 at Waterfront Park. It will likely take place on the sidewalk above the park and in the Senior Center since the park renovation project is still underway and there will not be grass in time for the event.

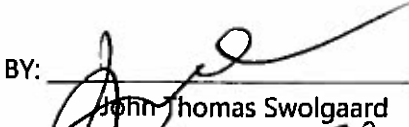
#### **BOARD MEMBER ITEMS:**

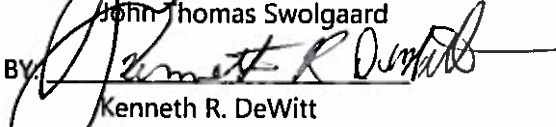
- Commissioner Cross provided brief updates on recent Trails Advisory Committee and BI Senior Community Center Non-Profit meetings she attended.
- Commissioner Robinson attended the BI Parks Foundation picnic last weekend at Blakely Harbor Park as well as the COBI Non-Motorized Transportation Advisory Committee meeting last night.
- Commissioner Robinson will not be able to attend the October 20 board meeting.
- Commissioner DeWitt attended the Intergovernmental Work Group meeting earlier this week.
- Commissioner Kinney said he is impressed with how the District has "stretched a buck" these past years during the recession and commended staff for keeping things afloat.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 9:07 pm for discussion of real estate and personnel, with announced time to reconvene at 9:55 pm.

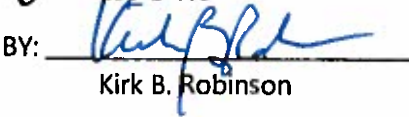
**MEETING RECONVENED** at 9:55 pm and **ADJOURNED** at 9:56 pm.

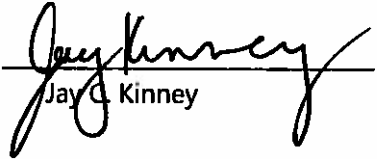
Elizabeth R. Shepherd  
Terry M. Lande  
BAINBRIDGE ISLAND METROPOLITAN  
PARK & RECREATION DISTRICT

BY:   
John Thomas Swolgaard

BY:   
Kenneth R. DeWitt

BY:   
Lee Cross

BY:   
Kirk B. Robinson

ATTEST:   
Jay C. Kinney