

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING JANUARY 16, 2014
 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 and Tom Swolgaard.

ADJUSTMENTS TO AGENDA: Add to Unfinished Business: COBI Easement Request at Hawley Cove Park; Fencing Bid for Rotary Park. Delete from General Business: Resolution 2014-07.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the January 2, 2014 regular board meeting, Chair Swolgaard stated the minutes stand approved as corrected: p. 1: move "physically" so it follows "be".

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	Batch Date	Batch Amt	Fund No.	Fund Name	Fund Amt	Pre-Approved
010714	1/7/14	11,308.79	94952	General	9,137.16	1/3/14
			94955	Capital Improvemt	1,869.88	
			94957	Bond Redemption	301.75	
011414	1/14/14	40,620.68	94952	General	34,712.25	
			94955	Capital Improvemt	5,606.68	
			94957	Bond Redemption	301.75	
012214	1/22/14	34,008.49	94952	General	27,399.65	
			94955	Capital Improvemt	6,608.84	

UNFINISHED BUSINESS

OATHS OF OFFICE: District Notary Elizabeth Shepherd administered the Oath of Office to Commissioner Jay Kinney who was elected last fall to the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District. (Jay Kinney was out of town at the last board meeting when the Oaths of Office were administered to Commissioners Cross and Swolgaard). Chair Swolgaard passed the gavel to the new chair, Commissioner Kinney.

COBI EASEMENT REQUEST AT HAWLEY COVE PARK: Executive Director Terry Lande referenced a memo he received from the City's new Public Works Director Barry Loveless in which he requested a City easement for sewer lines across Hawley Cove Park. In exchange for this, the memo proposed mitigation measures by the City that would complete the permitting process to allow a connection between Hawley Way NE/Irene Place NE and the park's existing trail along the berm. The memo further indicated that if the value of the easements exceeds the costs of mitigation, the difference will be provided by the City to the Park District to help with the boardwalk's construction costs. Executive Director Lande said Barry Loveless has been good to work with and asked the Board to consider a motion authorizing staff to discuss this matter with the City and work on an agreement that would come before the board for approval. Board discussion followed some of which included: a suggestion that the City's Non-Motorized Transportation Committee might have funds for the project since it has expressed interest in this trail link; a suggestion for an elevated structure over the logs so people with disabilities can reach the beach. The following motion was

made. **MSC: DeWitt/Swolgaard: That the Executive Director and staff be authorized to proceed with discussions in terms of any possible easement for the sewer line construction at Hawley Cove Park.**

APPOINT 2014 MEMBERS TO PARKLAND ACQUISITION COMMITTEE: MSC: DeWitt/Robinson: That the following members be re-appointed to the Parkland Acquisition Committee for temporary one year terms as established by Resolution 2013-01: Jim Kondek, Rick Gordon, Dave Shorett, Frank Stowell; and that Alex Wisniewski be appointed as a new member on the Committee for a temporary one year term.

ISLAND CENTER HALL WATER SYSTEM OPTIONS: In the absence of Park Services Superintendent Dan Hamlin, staff member Douglas Slingerland presented three options for the failing water system at Island Center Hall. 1) Improve the existing system (\$16,500). He said chlorination will kill any bacteria that gets into the water, but there is no guarantee that Option 1 will fix the system. 2) Drill a new well (\$41,500). 3) Connect to City water at the street (\$43,000). Option 3 would eliminate all testing and monitoring issues that must be addressed in the first two options. Option 3 is the staff's recommendation. Included in Option 3's price of \$43,000 is the City's requirement to run the water line the length of the property. Staff is working with the City to see if the length of this line can be limited to what is needed to hook up the park, with the understanding that if a longer line is needed in the future, the Park District will provide it then. This would reduce the District's costs and the City would not have to maintain a dead end line. Staff is looking into whether the existing well can be used for irrigation. **MSC: Robinson/DeWitt: That the Executive Director be authorized to move forward with Option 3 with direction to staff to continue negotiating hard with the City to limit the length of the line.**

FENCING BID FOR ROTARY PARK: Douglas Slingerland said three bids were received for the fencing at Rotary Park and provided bid results that ranged from \$30,227.00 to \$57,753.83. Following an extensive review of the contractor who provided the lowest price, he spoke with confidence about the contractor's credibility and understanding of the project scope. He said staff is recommending that the lowest bid be accepted and that the contract be awarded to Commercial Fence Corporation. **MSC: DeWitt/Swolgaard: That the fencing bid for Rotary Park be awarded Commercial Fence Corporation in the amount of \$30,227.00.**

GENERAL BUSINESS

RESOLUTION 2014-02: IMPREST FUND (GENERAL OPERATING ACCOUNT): Finance Officer Amy Swenson said the increased dollar amount in this resolution is needed to ensure sufficient funds are available to pay for expenses that can't wait to be processed under the Park District's normal accounts payable system. **MSC: Robinson/Cross: That Resolution 2014-02, authorizing an increase to the designated dollar amount of the District's General Operating Account, be adopted.**

RESOLUTION 2014-03: AMENDED 2013 GENERAL FUND BUDGET: Finance Officer Amy Swenson said it is a State requirement to amend the budget when more revenue comes in than expected and is spent. Due largely to increases in program revenues, 2013 revenues were \$133,181.00 more than budgeted. Once the final figures are in, a portion of this excess revenue will be transferred to the Land Acquisition Fund so it can pay back a General Fund loan made in 2012 for West Gazzam and Hilltop property purchases. Other amendments to the 2013 General Fund Budget include a loan to the Capital Improvement Fund Budget for Rotary Park Renovation expenses, and the acquisition of Parcels C & D of the Hilltop property. Once the two loans have been paid back to the General Fund, the District's reserve balance will be \$2.1 million. **MSC: Swolgaard/Cross: That Resolution 2014-03, amending the 2013 General Fund Budget, be adopted.**

RESOLUTION 2014-04: AMENDED 2014 GENERAL FUND BUDGET: Finance Officer Amy Swenson said the 2014 General Fund Budget needs amending to reflect several items including payment from the Capital Improvement Fund

for the interfund loan related to Rotary Park and a \$4000 increase in funds for park program scholarships issued by Helpline. When asked about the \$3800 line item for employee enhancements, Amy Swenson said this reflects a request of Executive Director Lande that was approved by the Board to forgo part of his raise in 2014 and have it put towards staff enhancements. **MSC: Swolgaard/Robinson: That Resolution 2014-04, amending the 2014 General Fund Budget, be adopted.** Commissioner Cross asked for a review of the 2014 General Fund Budget in June 2014 to assess whether some of the Capital Improvement Fund projects that were not authorized last fall due to uncertain economic conditions in 2014 can be restored.

RESOLUTION 2014-05: AMENDED 2013 CAPITAL IMPROVEMENT FUND BUDGET: Finance Officer Amy Swenson said the 2013 Capital Improvement Fund Budget needs to be amended to reflect 2013 carry forwards for various projects like the dog park and to reflect a significant donation made for Blakely Harbor Park improvements. **MSC: Cross/Robinson: That Resolution 2014-05, amending the 2013 Capital Improvement Fund Budget, be adopted.**

RESOLUTION 2014-06: AMENDED 2014 CAPITAL IMPROVEMENT FUND BUDGET: Finance Officer Amy Swenson said the 2014 Capital Improvement Fund Budget needs to be amended to include funds to pay for the water system at Island Center Hall, improvements to the administration building at Strawberry Hill Park, a change in Aquatics projects, and 2013 carry forwards for a number of projects such as the playground at Schel Chelb. **MSC: Robinson/Swolgaard: That Resolution 2014-06, amending the 2014 Capital Improvement Fund Budget, be adopted.**

RESOLUTION 2014-07: APPOINT AGENT TO RECEIVE LEGAL SERVICES: This item was struck from the agenda since it has been learned that Resolution 2005-05 adopted on September 8, 2005 meets this requirement.

DIRECTOR'S REPORT

Park Services Superintendent: Mike Mejia: Boy Scout project update: the Eagle Scout doing the boardwalk at Fay Bainbridge Park received grant funds for the project; a cub scout troop recently worked to eliminate blackberries from Fay Bainbridge Park; another scout troop chipped Christmas trees into mulch at Battle Point Park. Staff is doing a lot of tree clean-up after the storm.

Senior Planner: Perry Barrett: Blakely Harbor Park improvements update: The City has posted notice at the site of the upcoming projects; a walk-through was held recently with the WA State Fish & Wildlife Dept. representative; a recent meeting was held with the City to assess which Shoreline Management Plan the projects will be done under; a walk-through at the site was just done with landscape architect Johnpaul Jones to put together initial design costs.

Recreation Services Director: John DeMeyer: registration for winter/spring programs is underway with revenues up 14% from where it was last year; sign-ups for exercise classes and swim lessons have increased; he attended three days of Risk Management School this week sponsored by WRPA and found it very worthwhile; an intern will be assisting the Recreation Division this spring.

Executive Director: Terry Lande: there is progress in working with the City to get the Vincent Road site permitted for an off leash dog park and the District has submitted all documents needed for the site plan review (3-4 months are anticipated for getting the permit). He will be on vacation for the first twelve days in February.

UPCOMING MEETINGS & EVENTS: 1/27: IGWG meeting. 1/31: BI Land Trust Annual Membership Meeting.

BOARD MEMBER ITEMS:

- Commissioner Cross said the Senior Center non-profit's Strategic Planning Committee met and is interested in having the non-profit become more involved in social services. Executive Director Lande noted that many park districts provide these services for the community and Recreation Services John DeMeyer said the District is already doing this by using District staff to coordinate and facilitate these services. Commissioner Cross

asked to have this topic added to the agenda since the need for these services is going to grow and needs to be addressed.

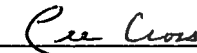
- Commissioner Robinson said the Trails Committee met this week and focused on what has been accomplished to date and what is coming up. In light of the City's recent meetings to gain public input into the Waterfront Park design, he suggested the City and Park District discuss where the best location is for certain park features.
- Commissioner DeWitt raised a question about how the emails of Park District advisory committee members are being handled and said he got a card from the BI Land Trust saying the Hilltop funding effort has now been completed.
- Commissioner Cross said the Sewer District's recent meeting at Fort Ward to discuss a renovation project of the Fort's old bakery went very well.

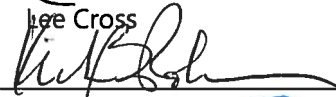
MEETING ADJOURNED TO EXECUTIVE SESSION at 8:00 pm for discussion of potential litigation, with announced time to reconvene at 8:20 pm.

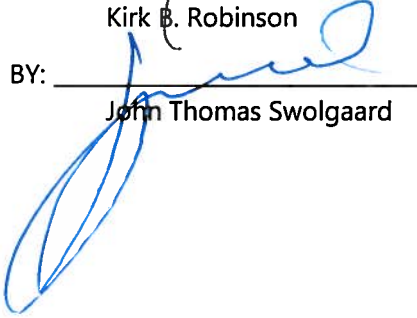
MEETING RECONVENED at 8:29 pm and **ADJOURNED** at 8:30 pm.

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

BY: _____
Jay C. Kinney

BY:  _____
Lee Cross

BY:  _____
Kirk B. Robinson

BY:  _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt