

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING JUNE 20, 2013  
WATERFRONT PARK COMMUNITY CENTER**

**CALL TO ORDER** A quorum being present, the meeting was called to order at 6:04 pm by Chair Swolgaard.

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

**PUBLIC COMMENTS ON NON-AGENDA ITEMS:**

Gary Smith, who recently moved back to this area, sent an email to the Board on May 15, 2013 with comments and suggestions about dog parks in general and specifically the off leash dog area at Eagledale Park. He came this evening in part to relay a negative experience he had recently when his deaf Brittany Spaniel bolted out of the fenced dog area at Eagledale Park. He said the dog park is not secure, and is of no use to him until it is repaired. He spoke in support of the Vincent Road site, but given that it will take time to get it operating, suggested a temporary solution might be to enclose the top of the hill at Eagledale Park for an off leash dog area and open the road that goes up to it for access. Executive Director Lande said the Vincent Road site may be opening sooner than anticipated and apologized for the holes in the fence at Eagledale Park which will be repaired right away. He said at a public hearing last summer the upper area of the park was presented as a possible option and received a lot of opposition.

**BOARD CONSENT**

**APPROVAL OF MINUTES:** Only two of the four board members attending the June 6, 2013 board meeting were present, so approval of the minutes for the June 6, 2013 regular board meeting was tabled to the next board meeting. Prior to this Commissioner Cross asked that a change in wording be made on page two: Change: "The bridge located in the 2001 plan became prohibitive due to cost and the extensive size needed to meet required regulations" ...To: "The bridge as located in the 2001 plan became problematic due to prohibitive cost and the extensive size".

**APPROVAL OF PAYMENTS: MSC: Cross/Kinney: 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
060413	6/4/13	69,126.69	94952	General	59,009.62	5/30/13
			94955	Capital Improvemt	10,117.07	
060513	6/5/13	2,470.51	94952	General	2,470.51	
061113	061113	31,603.96	94952	General	28,717.04	5/30.13
			94955	Capital Improvemt	2,886.92	

**UNFINISHED BUSINESS**

**LITTLE LEAGUE/PARK DISTRICT AGREEMENT FOR ROTARY PARK:** Park Superintendent Dan Hamlin reviewed the agreement between the Park District and Little League for the Rotary Park & Ballfield Renovation project and asked for board comments. The following changes were requested: 1) Under 2.2 change "precede" to "proceed"; and 2) On Exhibit A, insert "upper" before "parking". Senior Planner Perry Barrett updated the Board on the prospective grant funds, saying the State Legislature is still in session and that assuming a budget is passed by the deadline of July 1, it is likely this family of grants will be funded. It was noted that Phase 1 (upper field) and Phase 2 (building) can still be done if the Park District does not receive the grant funds. All three phases of the project were submitted for

permitting. **MSC: Kinney/Cross: That the proposed Rotary Park Agreement dated June 20, 2013 regarding the redevelopment of Rotary Park be adopted.**

**MSC: Kinney/Cross: That Executive Director Terry Lande be appointed as the District's Designated Representative for the Rotary Park construction project as specified on Exhibit C of the agreement.**

**ROTARY PARK BALL FIELD BID:** The bidding process for Phase 1 of the Rotary Park & Ballfield Renovation closed yesterday with two bids submitted during the public opening. One was for \$900,076.80 and significantly over budget since the project documents were not carefully reviewed and it included all three phases. The other submitted by TEC Construction was for \$277,690.20 and was \$58,000-\$60,000 higher than the District had estimated. After presenting this information to the Board, Park Superintendent Dan Hamlin said the lower of the two bids is in an acceptable range and recommended the bid be awarded to TEC Construction once staff has verified the bid meets all the bid criteria. He indicated that an overage was anticipated as a possibility and that adjustments to the project were built into Phase 3 as a means of accommodating an increase in case this occurred. He said that with this bid, Phases 1 and 2 can be completed with Phase 3 modified to decrease costs by removing various amenities such as the picnic shelter or covered batting cage. These items could later be funded through other sources. **MSC: Kinney/Cross: That the bid for Phase 1 of the Rotary Park & Ballfield Renovation be awarded to TEC Construction in the amount of \$277,690.20 contingent on staff reviewing TEC's itemized bid to verify that it covers fees and other items that need vetting.**

**HIDDEN COVE PARK DOCK IMPROVEMENT:** Senior Planner Perry Barrett said a third option for the dock has come up following the Hidden Cove Park public hearing held on May 16, 2013. This option would be a compromise between the two options presented at the hearing that would result in an overall length that is in between the two lengths presented. This third option would include two floats with the lower float not as high off the water as the upper float so it would be accessible to kayaks and dinghies during low tide. When asked by Chair Swolgaard, Recreation Services Director John DeMeyer said this is the option he prefers. Perry Barrett noted that there are permitting issues related to this option that would need to be resolved prior to moving forward with it. Executive Director Lande asked the Board for general direction on how to proceed, and the Board agreed on continuing to explore this third alternative.

**2013 BUDGET UPDATE:** Finance Officer Amy Swenson provided the board with the following update on the 2013 budget through May 31.

Bond Redemption Fund: No activity.

Land Acquisition Fund: No activity. An amendment of the LAF budget will be needed in 2013 to pay back the \$150,000 loan made by the General Fund to the LAF last year that was not paid back due to lack of funds. She anticipates using back tax revenue for this and even with paying this off, expects there will be more funds remaining in the LAF than originally estimated.

Capital Improvement Fund: A number of projects have been completed with the Hilltop caretaker houses slightly over budget. A check for \$126,000 was received from the State last week that reimburses the District for repairs done at the former State parks, Fay Bainbridge and Fort Ward Parks; this was negotiated when the two parks were transferred from the State to the Park District. The garden plot improvements have been completed with lots of positive feedback received.

General Fund: 63% of both tax revenue and program revenue has been collected. This is above what was projected for program revenue at this time of year. Funds from the Executive Director's discretionary fund were used to repair the upper septic system at Fay Bainbridge Park. Payroll is in line with where it should be; audit fees were higher this year; computer software is under budget since an anticipated software purchase will not be made.

**EMAIL PROVIDER:** Recreation Services Director John DeMeyer who oversees the District's IT needs said the Park District has been with the same email provider since it first began using email. The Park District has outgrown the current provider's capacity to serve the District's expanding needs which is evidenced by the increasing number of times the District's email is down. Another concern with the current provider is the lack of a centralized system to capture and archive the District's email. Currently emails are stored on individual computers, which is cumbersome for managing records retention requirements and filling public record requests. John DeMeyer said that after shopping for a new provider and receiving a number of estimates, staff would like to go with ProCirrur, the provider initially recommended by the District's IT consultant. Through ProCirrur, the District will receive the following cloud services: 1) Archive: every email sent or received will be copied to archives for centralized access and management; 2) Exchange server will sync District email with mobile devices.; 3) Free outlook to users; 4) Good spam filter; 5) Much greater storage capacity. Once set up there will not be a lot of IT costs. The data is owned by the Park District, so if needed it can be migrated to another provider or to the District's server. The contract is on a month to month basis and is approximately \$5000 more per year than the District's current provider. While this is an operational issue that can be authorized by the Executive Director, staff wanted the Board to weigh in on the decision. The Board was in agreement with changing the District's email provider to ProCirrur.

### **GENERAL BUSINESS**

**RESOLUTION 2013-05: AMENDED 2013 SALARY SCALE:** Finance Officer Amy Swenson said the only change to the salary scale is on the last page where a clause has been inserted to allow the Executive Director to negotiate hourly rates of pay for short term specialty employees. Executive Director Lande said this would be done on a case by case basis when specialty employees are needed for certain programs. The class revenue for the program would offset the additional cost. **MSC: Cross/Kinney: That Resolution 2013-05, amending the 2013 Salary Scale to authorize the Executive Director to negotiate hourly payment for highly specialized short term employees, be adopted.**

### **DIRECTOR'S REPORT**

**Park Services Superintendent:** Mike Mejia: preparations are underway for a summer camp at Fort Ward Park this July (Salish Sea Science Explorers) that will include seaside and environmental exploration along with a campout and work party. The Student Conservation Corps is removing ivy at Fort Ward Park; goats recently cleared ivy at Fort Ward Park in a number of places including flat areas that can now be re-vegetated and mown. The retaining wall at the Strawberry Hill ballfield is done; the Girl's Softball Tournament is coming up; a bid has been received to repair the fence/gate at the Eagledale dog park.

**Recreation Services Director:** John DeMeyer: Summer programs are up and running with a 10% increase in revenue over last year. Friends of Sailing have received grant funds to put towards the purchase of eight new sailboats; District art instructors designed a sneak preview of summer activities for the display case at the library; the art museum is open and the artwork of District instructors is featured there; the Senior Center is preparing an umbrella drill team routine for the 4th of July parade.

**Park Superintendent:** Dan Hamlin: the Hilltop road repairs are done with only four trees needing to be removed; the plants along the road will be monitored and re-planted in the fall if needed. Preliminary work is underway to get the Rotary Park renovation project started.

**Senior Planner:** Perry Barrett: water use at Battle Point Park is being tabulated as part of the renovation of the park's water system; work at Schel Chelb is being done to define easements and the trail corridor; it's been determined that there is no easement between Tani Creek Road and the Fort Ward Trail.

