

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING DECEMBER 15, 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, Kirk Robinson, Tom Swolgaard. Absent: Jay Kinney

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

ADJUSTMENTS TO AGENDA: Add: 2016 Senior Center Agreement Outstanding Balance; Resolution 2016-35: Amended 2016 General Fund Budget; real estate to the executive session.

PUBLIC COMMENTS ON AGENDA ITEMS:

Tom Kilbane, Bainbridge Island Senior Community Center board member, thanked the board and District staff for coming together around the 2017 Senior Center agreement, saying there were some good frank discussions. He gave special thanks to Commissioner Cross and Recreation Services Director Mark Benishek for their participation.

BOARD CONSENT

APPROVAL OF MINUTES: Upon hearing there were no corrections to the minutes of the December 1, 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:

Batch Dated	Batch Amt	Fund No.	Fund Name	Fund Amt	Pre-Approved
12/2/16	106,587.62	001	General	99,524.84	12/1/16
		200	Capital	7,062.78	
12/9/16	67,701.57	001	General	67,552.02	12/8/16
		300	Capital	149.55	

UNFINISHED BUSINESS

2017 SENIOR CENTER AGREEMENT: Commissioner DeWitt expressed thanks to BISSC board member Tom Kilbane for his input throughout the negotiation process and his steady, calm demeanor. Commissioner Cross expressed appreciation for the historical perspective Tom Kilbane provided, and thanked him for being there throughout the process. **MSC: DeWitt/Cross: That the 2017 Senior Center agreement dated December 16, 2016 between the BI Senior Community Center Non-Profit Board and the BI Metropolitan Park & Recreation District, be approved.**

2016 SENIOR CENTER AGREEMENT OUTSTANDING BALANCE: Commissioner Cross provided some background on a request by the BISSC non-profit board to waive the outstanding balance of the 2016 BISSC contribution agreed to in the 2016 Senior Center Agreement between the BI Senior Community Center and the Park District. Their request is related to several factors, of which one is BISSC having assumed full responsibility for the Evergreen Singers. She said a \$16,000 contribution was stipulated in the agreement; of this amount \$4000 was paid. **MSC: DeWitt/Cross: That the \$12,000 remaining balance of funds owed by the BI Senior Community Center Non-Profit Board as stipulated in the 2016 Senior Center Agreement with the BI Metropolitan Park & Recreation District, be waived.**

SIGNAGE AND RECOGNITION POLICY: Park Services Director Dan Hamlin said the need to develop a policy addressing signage in parks has been recognized as a need for some time. A request from BI Parks Foundation has served as a trigger to begin working on it. He'd like input from the board this evening on: 1) The preliminary policy drafted by staff to see if it is going in the right direction; 2) BIPF's request to place small 6"x6" signs on District kiosks and 3"x3" stickers on trail markers acknowledging BIPF support. Dan Hamlin noted that most policies addressing signage/advertising/recognition are revenue based. While this will be a part of the Park District's policy, an emphasis will be placed on aesthetics and impact on park users. The board provided some input into the draft policy and agreed that it is a good start. Following discussion about the Park Foundation's request, the board agreed to the placing the signs in the kiosks, as well as the trail marker stickers provided there is discussion over the most strategic places to put them. One option for avoiding clutter is to place them at trail heads rather than on every trail marker.

GENERAL BUSINESS

RESOLUTION 2016-34: AMENDED 2016 CAPITAL IMPROVEMENT FUND BUDGET: Administrative Services Director Amy Swenson provided an overview of funding and expenses for Owen's Playground at Rotary Park which shows a funding shortfall of \$19,159. An interfund transfer from the General Fund to the Capital Improvement Fund as provided for in this resolution will make up the difference. **MSC: Robinson/Cross: That Resolution 2016-34, approving an amended 2016 Capital Improvement Fund Budget, be adopted.**

RESOLUTION 2016-35: AMENDED 2016 GENERAL FUND BUDGET: This resolution is related to the above resolution and \$19,159 funding shortage for Owen's Playground. It provides for an interfund transfer from the General Fund to the Capital Improvement Fund to make up the difference; this is offset by a decrease in Park Services operational funds. **MSC: Robinson/DeWitt: That Resolution 2016-35, approving an amended 2016 General Fund Budget, be adopted.** The board thanked staff, especially David Harry and Willie Doyle, for the amazing work they did at Owen's Playground.

DIRECTOR'S REPORT

Recreation Services: Division Director Mark Benishek said work is underway at the Aquatics Center to finalize the bid for resurfacing the pool deck. Superintendent Bryan Garoutte said two staff members from the Recreation Division will participate on the 2018 WRPA Risk Management committee; 43 girls have signed up for Go Run this spring; the Teen Center is busy with the holidays this week.

Park Services: Division Director Dan Hamlin said there was an incident resulting in damage to Field 1 at Battle Point Park this weekend and that the young man who caused it will be working with the District to repair it. The Trails Advisory Committee is an active group of volunteers that provides tremendous help with trail planning and construction; work will begin on trails at Sakai Park soon after the first of the year. Phase 2 involving vegetation at Blakely Harbor Park has been put on hold until the BI Parks Foundation has raised more funds.

Administrative Services: Division Director Amy Swenson said the audit report has been received and can be viewed on the Park District's website. She said the auditor reads all the board meeting minutes and mentioned the Park District's minutes are among the best she's read. Senior Planner Perry Barrett said the Hilltop walk-through and document review will be held tomorrow related to the BI Land Trust's transfer of the barn parcel to the Park District which is anticipated soon. A recent meeting concerning the Blakely Harbor Park jetty bridge was held with a number of the involved parties, and it is possible the Yama bridge component will be dropped so it doesn't slow down the jetty bridge process. The four firms who submitted RFQ's for the Sakai Park site plan have been interviewed and evaluations are underway. Community Outreach Program Manager Lori Mejia said Winter Wonderland was very successful and work will begin soon on the Egg Hunt that will be held this spring.

UPCOMING MEETINGS & EVENTS: December 17: Park District holiday party.

BOARD MEMBER ITEMS:

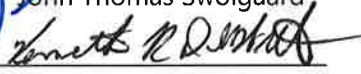
- Commissioner Robinson said nominations have opened up for WRPA awards and hopes the Park District will be submitting several.
- Commissioner Cross went to the BISCC Board meeting this week and heard the non-profit has been awarded grant funds from the City of Bainbridge Island for information technology.
- Commissioner Cross suggested posting signs in parks informing people to pack out their garbage.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:14 pm for discussion of personnel and real estate, with announced time to reconvene at 7:50 pm. **MEETING RECONVENED** at 7:50 pm and **ADJOURNED TO EXECUTIVE SESSION** at 7:51 pm for continued discussion of the above items, with announced time to reconvene at 8:10 pm.

MEETING RECONVENED at 8:12 pm. **MSC: Robinson/Cross: To give Executive Director Terry Lande 3% merit and 2% cost of living increases similar to what the rest of the staff receives, and that this be subject to verification with the Administrative Services Director that this is consistent with the terms of his employment contract.** **MEETING ADJOURNED** at 8:15 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