

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
 REGULAR BOARD MEETING JANUARY 2, 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, Kirk Robinson and Tom Swolgaard. Absent: Jay Kinney.

**ADJUSTMENTS TO AGENDA:** Add Resolution 2014-01: Interfund Loan Extension

**BOARD CONSENT**

**APPROVAL OF MINUTES:** Upon making the following revisions to the minutes of the December 19, 2013 regular board meeting, Chair Swolgaard stated the minutes stand approved as corrected: p. 2: remove "up" after "presented"; p. 3: remove "don't" before "function".

**APPROVAL OF PAYMENTS: MSC: Cross/Robinson: 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
122013	12/20/13	51,052.80	94952	General	44,121.68	12/20/13
			94955	Capital Improvemt	6,931.12	
122313	12/31/13	70,417.71	94952	General	54,032.38	12/30/13
			94955	Capital Improvemt	16,385.33	
December		Payroll	94952	General	243,348.90	

**UNFINISHED BUSINESS**

**OATHS OF OFFICE:** District Notary Elizabeth Shepherd administered the Oath of Office to Commissioners Lee Cross and John Thomas Swolgaard who were re-elected last fall to the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District. It was noted Jay Kinney was also elected to office last fall but was unable to attend the board meeting this evening due to an out of state funeral.

**2014 BOARD OF COMMISSIONER OFFICER ELECTIONS:**

**MSC: Robinson/DeWitt: That Jay Kinney be appointed as Chair pending his taking the oath of office.**

**MSC: Robinson/DeWitt: That Lee Cross be appointed as Vice-Chair.** Commissioner Cross said she is happy to assume the Vice-Chair position but does not think she will be able to physically assume the position of Chair next year.

**MSC: Robinson/Cross: That Ken DeWitt be appointed as Secretary.**

**MSC: DeWitt/Cross: That Kirk Robinson be appointed as Treasurer.**

**MSC: Robinson/Cross: That Tom Swolgaard be appointed as Member at Large.**

**2014 BOARD COMMITTEE ASSIGNMENTS:**

- Governance: Kinney/Cross (*incoming Chair and Vice-Chair*)
- Capital Facilities: DeWitt/Swolgaard
- Program: Cross/Robinson
- Budget & Finance: Robinson/DeWitt (*Treasurer serves on this committee*)
- Personnel: Swolgaard/Kinney (*outgoing and incoming Chairs*)

In addition, the following board liaison positions were decided upon.

BIMPRD Parkland Acquisition Committee: Swolgaard/Robinson

BI Parks Foundation: Robinson/Cross

BIMPRD Trails Committee/COBI Non-Motorized Transportation Committee: Swolgaard/Robinson

BI Senior Center/BI Teen Center: Cross/Swolgaard

BI School Board: DeWitt/Kinney

**MSC: Robinson/DeWitt: That the above 2014 Board Committee and Board liaison assignments be approved.**

**MSC: Robinson/Cross: That, given the absence of Commissioner Kinney, the new officer, committee, and liaison positions become effective at the end of this meeting.**

### **GENERAL BUSINESS**

**RESOLUTION 2014-01 INTERFUND LOAN EXTENSION:** Director Lande said funds expected from the awarded RCO grant and Rotary Club/Little League contributions have not yet been received making it necessary to extend the length of an interfund loan approved last fall for the Rotary Park Renovation Project. **MSC: DeWitt/Cross: That Resolution 2014-01, authorizing an extension to the interfund loan made in Resolution 2013-06 on September 5, 2013, be adopted.**

### **DIRECTOR'S REPORT**

Park Services Superintendent: Mike Mejia: the Park Services staff successfully logged into the new Novatime timesheet software that went into effect today; the garden plot renewal letters were sent out today; a community service project recently improved the paths between the garden plots.

Recreation Services Director: John DeMeyer: the Winter/Spring catalogue has gone out in the mail with registration beginning next week. The School District just informed the Park District that the gymnastics meet coming up in several weeks cannot be held in the Woodward gym after all due to the new floor. This has created problems for the Park District since it reserved the space some time ago and has already sent out invitations.

Park Services Superintendent: Dan Hamlin: a recent meeting with City staff addressed next steps for the dog park at Vincent Road; an agreement between the City and Park District must accompany the permit application. A trail stewardship meeting will be held next Tuesday; he will do a presentation on where the District's trails have come since 2011 and where they will be going in 2014. The Battle Point Park water is in the clear again and the District is moving forward with the design and implementation of the new system.

Senior Planner: Perry Barrett: has been working with Dan Hamlin to finalize the Vincent Road dog park's site plan; a link to the survey monkey for the comprehensive plan will be sent out with an email announcing next week's class registration. He introduced Sarah Lee, a commissioner for the Kitsap Country Sewer District #7 (Fort Ward) who commended Park District staff for their professionalism and responsiveness to the Sewer District's proposed bakery renovation project at Fort Ward. She invited the Park Board and staff to attend the Sewer District's board meeting next Thursday for a joint discussion of the project with their board and any neighbors who might attend. She said they are very excited over the possibility of doing this project with the Park District. Executive Director Terry Lande expressed enthusiasm for the project, while noting it is in a discussion phase at this time and must still be determined to be a feasible project. Upon asking Sarah Lee to provide some history, she said the building was constructed in approximately 1910 as a bakery for Fort Ward, the last point of defense for the City of Bremerton. It had a number of uses until the fort was surplused in 1958. In 1985, the Sewer District was formed. With increased development, there

has been interest in preserving two aspects of the fort, the Parade Grounds which has now been done, and the old bakery building that sits on the edge of the Parade Grounds.

Executive Director: Terry Lande: the Park District has for the first time received an invoice from the School District for storm water management fees. No explanation or documentation accompanied it and he is not sure why it came. He said it might be appropriate for the elected officials of each agency to discuss this.

**UPCOMING MEETINGS & EVENTS:** January 7, 7:00 pm: Trail Stewards Presentation at Strawberry Hill Center.  
January 9. 7:00 pm: Kitsap Country Sewer District #7 (Fort Ward) board meeting (6:30 pm: meet at bakery to preview building before meeting).

**BOARD MEMBER ITEMS:**

- Commissioner Cross has been walking a lot and said the parks look great.
- Commissioner DeWitt asked about private property signs at Fort Ward that could create confusion about where the public can walk. Dan Hamlin said staff is putting up markers to better delineate the park.
- Commissioner Robinson walked around the bakery building and is interested in seeing the inside. A time was set to preview the building before the Sewer District's next board meeting on January 9.
- Commissioner Swolgaard asked for an update on the Fay Bainbridge Park boardwalk project. Mike Mejia said he heard the project received some funding from the Bainbridge Island Parks Foundation, but he hasn't had any recent contact with the scout who is doing the project.

**BOARD MEMBER COMMITTEE REPORTS**

**CAPITAL FACILITIES:** The committee met today with staff and representatives from the Rotary Club and Little League to discuss funding options for Phase 3 of the Rotary Park Renovation Project. A good game plan was developed that includes the playground. Commissioner Robinson said he was encouraged to hear that Rotary wants to focus on the park as a whole as opposed to just the ballfields.


**MEETING ADJOURNED** at 7:01 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