

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING JANUARY 19, 2012
 STRAWBERRY HILL CENTER**

CALL TO ORDER

A quorum being present, the meeting was called to order at 6:00 pm by Chair DeWitt.

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

ADJUSTMENTS TO AGENDA: Due to snow and hazardous travel/weather conditions, the following deletions to the agenda were made: Hilltop Acquisition Celebration; Blue Grass Festival Beer Garden Request. Limited staff attendance resulted in no audio recording for this board meeting.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the December 29, 2011 special board meeting, Chair DeWitt stated the minutes stand approved as submitted.

Upon making the following revisions to the minutes of the January 5, 2012 regular board meeting, Chair DeWitt stated the minutes stand approved as corrected: p. 2, top line: insert "staff" before "was directed by the Board"; p. 3, fourth bullet: replace "City signs" with "Squeaky Wheels signs".

APPROVAL OF PAYMENTS: MSC: Swolgaard/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:

<u>Fund Name</u>	<u>Fund No.</u>	<u>Batch No.</u>	<u>Batch Date</u>	<u>Amount</u>	<u>Pre-Approv by Exec.</u>
General Fund	94952	401955	1/3/12	28,862.64	12/22/11
Capital Imprv Fund	94955	402020	1/3/12	3,783.50	12/22/11
Land Acquisitio Fund	94956	402009	1/3/12	700,897.90	12/22/11

<u>Batch</u>	<u>Batch Date</u>	<u>Batch Amt</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Fund Amt</u>	<u>Pre-Approved</u>
11012	1/10/12	26,186.68	94952	General	23,322.34	1/6/12
			94955	Capital Improvemt	2,561.77	1/6/12
			94957	Bond Redemption	302.57	1/6/12
117112	1/17/12	31,808.89	94952	General	26,271.32	1/12/12
			94955	Capital Improvemt	2,715.00	1/12/12
			94956	Land Acquisition	2520.00	1/12/12
			94957	Bond Redemption	302.57	1/12/12

UNFINISHED BUSINESS

WEST GAZZAM UPDATE: Chair DeWitt referenced an email Karen Molinari sent the Board to update them on the fundraising efforts for West Gazzam. They have raised \$120,000 of their \$225,000 goal and hope to raise another \$100,000 in the next ten weeks.

SENIOR CENTER AGREEMENT: Recreation Services Director John DeMeyer presented for board approval a draft Senior Center agreement outlining the responsibilities of the Park District and the BI Senior Community Center Board (BISCC). Discussion followed and after reviewing a number of options, a motion was made to amend the agreement as follows: **MSC: Cross/Swolgaard: That item 3 under District responsibilities be deleted, and that item 2 be amended to read "Senior Center paid position vacancies shall be filled per the District's personnel hiring policies, incorporating input from BISCC where feasible."** (4 ayes – 1 nay: Robinson)

MSC: Robinson/Swolgaard: That the Board Chair be authorized to sign the agreement with BISCC once the above changes have been made.

KING COUNTY AERIAL FLY-OVER AGREEMENT: Perry Barrett presented for board approval a King County 2012 Regional Aerial Mapping Funding Agreement that brings a number of local governmental entities together in order to cooperate on funding for the regional aerial mapping project. **MSC: Robinson/Swolgaard: That the Executive Director be authorized to sign the agreement with King County for the production of orthoimagery and related aerial mapping.**

BOARD EMAIL ADDRESSES: Executive Director Terry Lande discussed a comment received last year from the State Auditor's office recommending that the Park Board keep their personal email correspondence separate from that which is related to park business. He also mentioned that the WA State Public Records Retention Schedule has recently been updated with one revision pertaining to the correspondence of public officials. This revision requires that the correspondence of public officials be turned over to State Archives once it has met its retention requirement. To best comply with the auditor's recommendation and meet the new retention requirement, Park District email addresses have been set up for each of the Commissioners. John DeMeyer discussed the logistics pertaining to this and said instructions for using and accessing the new email addresses will be provided in the near future. The new email addresses will include the Commissioners' initials for their first names, followed by their full last name and then "biparks.org". **MSC: Swolgaard/Cross: That the new Park District email addresses for Commissioners be implemented.**

GENERAL BUSINESS

RESOLUTION 2012-01: EARLY PAY-OFF OF KUBOTA TRACTOR:

MSC: Robinson/Kinney: That Resolution 2012-01, authorizing the early payoff of the Kubota tractor and other equipment purchased in 2008 through a payment plan agreement, be adopted.

DIRECTOR'S REPORT

Recreation Services Director: John DeMeyer: Commented on the impact the snow has had this week on classes and facilities; said the pool has stayed open most of the time; attended a two day risk management seminar last week; said construction at the Senior Center could start in April or May.

Senior Planner: Perry Barrett: The pre-application meeting with the City is moving forward for the Rotary Ballfield project; work on the Hilltop connector trail may begin sooner than later due to RCO requirements; the appraisal is going forward with the Knudsen property; he is working on the Shoreline Management Plan with Commissioner Cross.

Park Services Director: Arlan Elms: The first meeting of the dog committee was held recently; the committee consists of a good cross-section of people and will meet again on January 25.

Executive Director: Terry Lande: attended a recent meeting with the steering committee for the Unocal property; the District was closed on Wednesday this week and Thursday until noon due to hazardous snow and ice conditions.

UPCOMING MEETINGS & EVENTS: Commissioner DeWitt will miss both board meetings in February.

BOARD MEMBER ITEMS:

- Commissioner Robinson would like to have a Park District goals work session set up.
- Commissioner Cross is working on the Shoreline Management Plan.
- Commissioner Kinney discussed the dog committee meeting of which he is a participant.
- Commissioner DeWitt reminded board members to file with the Public Disclosure Commission by April 15.
- Commissioner DeWitt said an executive session with the Parkland Acquisition Committee needs to be scheduled for next Thursday on January 26 at 6:30 pm.

BOARD MEMBER COMMITTEE REPORTS

GOVERNANCE: The next IGWG meeting will be held next Monday on January 23 at the Fire District.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:50 pm for discussion of real estate, with announced time to reconvene at 8:30 pm.

MEETING RECONVENED at 8:30 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:31 pm for continued discussion of the above item, with announced time to reconvene at 9:30 pm.

MEETING RECONVENED at 9:30 pm

MSC: Cross/Kinney: That the Board liaisons to the Parkland Acquisition Committee approach those PAC members whose terms expired at the end of 2011 and offer them an extended term. These members include Frank Stowell, Bart Freedman, Deb DeVliieger.

MEETING ADJOURNED at 9:35 pm.

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

BY: _____
Kenneth R. DeWitt

BY: _____
John Thomas Swolgaard

BY: _____
Jay C. Kinney

BY: _____
Kirk B. Robinson

ATTEST: Lee Cross
Lee Cross