

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING FEBRUARY 5, 2015
 STRAWBERRY HILL CENTER**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:02 pm by Chair Robinson.

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Officers of the Fort Ward Youth Advisory Committee as appointed by the Kitsap County Sewer District No. 7 provided an update to the Board on their latest efforts to restore the Fort Ward Bakery building. President Aila Ikuse said their goal is to add a community hall to the south end of the island by restoring the historic Fort Ward Bakery for this purpose. Vice-President Kate Merifield introduced their latest advisor Tina Gilbert who has agreed to serve as the owner's representative on the project, brings extensive experience in design and construction, and is a principle of OTWB Inc. a firm that has chosen this project to be the recipient of an annual donation it makes each year. Secretary Erik Appleberry said they are working to form a partnership with the BI Parks Foundation that would allow them the benefits of operating under a 5013c non-profit organization. The Foundation asked that they demonstrate they have community support by raising \$30,000 in pledges, and after two weeks of doorbelling \$10,000 in pledges have been raised. Treasurer Mark Dettman said they have applied for a youth grant from the Rotary Club to obtain funding for a sign to put in front of the building to identify and explain the project, the history of the building, and how to get involved. He passed out a project brochure and pledge sheet saying any pledge would be greatly appreciated.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the January 22, 2015 regular board meeting, Chair Robinson stated the minutes stand approved as corrected: p. 3: Insert "Director" after "Executive".

APPROVAL OF PAYMENTS: MSC: DeWitt/Swolgaard: 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 No.	Batch Date	Batch Amt	Fund No.	Fund Name	Fund Amt	Pre-Approved
012715	1/27/15	66,209.03	001	General	59,333.23	1/22/15
			300	Capital	6,875.80	
020315	2/3/15	86,176.64	001	General	72,739.36	2/2/15
			300	Capital	13,437.28	
	January	Payroll	001	General	368,215.77	

UNFINISHED BUSINESS

2014 BUDGETED REPORT: BUDGETED VS. ACTUAL: Finance Manager Amy Swenson reported on the year end status of the 2014 General Fund Budget saying that out of the \$377,000 budgeted to come out of the reserve fund, \$107,000 was spent. Tax revenues, program, and rentals/concessions were more than anticipated. Payroll expenses were lower than budgeted. The amount set aside for stormwater management fees will be carried forward into 2015 since it is not yet clear how much the District owes. Two unanticipated expenses included a new boiler at the Aquatics Center to replace a defective one and earnest money for the Sakai property purchase. She said most all the projects in the 2014 Capital Improvement Fund were completed with just a few line items that will need to be carried forward to 2015.

FUTURE AGENDA TOPICS: Chair Robinson asked for suggestions on future board meeting agenda topics. The following list was compiled by the Board:

- Quarterly trail updates (including reports from Trails Advisory Committee)
- Policy updates (including consideration of "no smoking" policy in parks)
- Budget updates
- Status report on volunteer partnerships the Park District has with various organizations
- Report on the health of trees in District forests (consider more active forest management)
- Periodic in-depth reports on specific parks combined with tours prior to board meetings for board and staff (specifically Aquatics and Senior Centers)
- Parkland Acquisition Committee property proposals

OPEN GOVERNMENT TRAINING: SESSION 3 PUBLIC RECORDS ACT: (postponed to next board meeting due to technical difficulties)

GENERAL BUSINESS

Finance Officer Amy Swenson said the following amended budgets are needed to reflect the carry forward and other items discussed earlier during the 2014 Budgeted vs. Actual agenda topic.

RESOLUTION 2015-03: AMENDED 2014 GENERAL FUND BUDGET: MSC: DeWitt/Swolgaard: That Resolution 2015-03, amending the 2014 General Fund Budget, be adopted.

RESOLUTION 2015-04: AMENDED 2015 GENERAL FUND BUDGET: MSC: DeWitt/Swolgaard: That Resolution 2015-04, amending the 2015 General Fund Budget, be adopted.

RESOLUTION 2015-05: AMENDED 2014 CAPITAL IMPROVEMENT FUND BUDGET: MSC: DeWitt/Swolgaard: That Resolution 2015-05, amending the 2014 Capital Improvement Fund Budget, be adopted.

RESOLUTION 2015-06: AMENDED 2015 CAPITAL IMPROVEMENT FUND BUDGET: MSC: DeWitt/Swolgaard: That Resolution 2015-06, amending the 2015 Capital Improvement Fund Budget, be adopted.

DIRECTOR'S REPORT

Park Services Superintendent: Dan Hamlin: the sundial for Battle Point Park is under construction; a recent meeting with the Fire District was held to discuss access to trails in the event of an emergency; the Schel Chelb trail is under construction in its permanent location; work on the ballfields is underway; interviews for the horticultural position were recently conducted and a candidate selected.

Park Services Superintendent: Mike Mejia: work continues on the Confined Space Safety Program; by next week a safety inspection of all facilities will have been done within the past year; he met recently with the Student Conservation Corps and Americorps to discuss upcoming project locations; he is transferring various job responsibilities to several staff members as part of the restructuring that is taking place in the Park Services Division.

Senior Planner: Perry Barrett: permitting is coming along for the Hawley Cove boardwalk; the BI Land Trust is considering a fundraising model for Hidden Cove Park similar to what was used for Blakely Harbor Park years ago; he along with others recently walked the John Nelson linear trail site.

Recreation Services Director: John DeMeyer: the lack of snow is affecting outdoor programs and yet while several snowshoe outings have been cancelled, the ski program is on-going; registration revenues are well ahead of what they were at this time last year; swim classes are down; senior center classes are up. A former director of the Senior Center,

Craig Merrill passed away recently. His service and devotion to the senior community will long be remembered. Another community member Jay Abbott also recently passed away. He had a great influence on youth and his involvement with them through bicycling, sailing and skiing will be greatly missed.

Executive Director: Terry Lande: attended recent meetings with the BI Land Trust Executive Director Jane Stone, and City Manager Doug Schulze.

UPCOMING MEETINGS & EVENTS:

- March 7: BI Chamber of Commerce Awards Ceremony
- February 26: Gathering to honor prior board members, directors, and staff members
- May 24: Pool event in recognition of Park District official birth date (May 25, 1965)
- August 29: Birthday Bash at Battle Point Park

BOARD MEMBER ITEMS:

- Commissioner Swolgaard will be out of town on February 26 and will be gone for ten days.
- Commissioner Kinney noted that the City Council will be discussing amendments to the current dog ordinance on February 10.
- Commissioner DeWitt mentioned that enough ballots have been turned in to validate the upcoming election.
- Commissioner DeWitt recently attended a BI Parks Foundation meeting and provided an update of topics discussed.
- Commissioner Robinson attended a recent walk at Vineyard Lane that assessed where the John Nelson Linear Trail will go.
- Commissioner Robinson said in several weeks the City Council will discuss transferring Pritchard Park to the Park District.

BOARD MEMBER COMMITTEE REPORTS

GOVERNANCE: Commissioner Robinson reported on the topics discussed at the recent IGWG meeting hosted by the Park District at City Hall. Commissioner Swolgaard and Executive Director Lande also attended the meeting.

WRITTEN COMMUNICATIONS

BI Saddle Club president Jackie Chipman sent a letter in support of the Park District's position against locating a marijuana retail shop near Manzanita Park. She also provided a copy of the letter sent by the Saddle Club to the WA State Liquor Control Board stating their objection to the proposed location.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:35 pm for discussion of real estate and potential litigation, with announced time to reconvene at 8:10 pm.

MEETING RECONVENED at 8:10 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:11 pm for continued discussion of the above items, with announced time to reconvene at 8:30 pm.

MEETING RECONVENED at 8:30 pm and **ADJOURNED** at 8:31 pm.

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

BY: Kirk B. Robinson
Kirk B. Robinson

BY: Lee Cross
Lee Cross

BY: Kenneth R. DeWitt
Kenneth R. DeWitt

BY: Jay C. Kinney
Jay C. Kinney

ATTEST: John Thomas Swolgaard