

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING FEBRUARY 21, 2013  
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 and Executive Director Terry Lande (John DeMeyer sat in for Terry Lande)

**ADJUSTMENTS TO AGENDA:** Add executive session for real estate negotiations.

**BOARD CONSENT**

**APPROVAL OF MINUTES:** Upon hearing there were no corrections to the minutes of the February 7, 2013 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	Batch Date	Batch Amt	Fund No.	Fund Name	Fund Amt	Pre-Approved
121213	2/12/13	41,723.77	94952	General	31,665.05	2/6/13
			94955	Capital Improvemt	10,058.72	
022013	2/20/13	17,156.88	94952	General	17,080.43	2/19/13
			94955	Capital Improvemt	76.45	
	February	Payroll	94952	General	244,863.89	

**UNFINISHED BUSINESS**

**CELL PHONE USE AND ALLOWANCE POLICY:** Recreation Services Director John DeMeyer presented a new cell phone policy for the administrative section of the District's operational policies saying it would supersede the one currently found under the benefits section of the personnel policy. He said it outlines use of cell phones provided by the District as well as personal cell phones used to conduct business for the District. The largest departure from the current policy is the option of a personal cell phone allowance for employees when a legitimate need is demonstrated. This allowance would require Executive Director approval, would be taxable and included as part of an employee's paycheck, could not exceed the amount of a District cell phone, and must be included in the budget. The current cost of a District cell phone is approximately \$35 per month. The allowance would apply primarily to exempt employees in a supervisory capacity who are rarely in an office. An employee would apply for the personal cell phone allowance using a request form that would determine need. If approved, the employee would sign an agreement agreeing to maintain a personal service provider and to provide the District with personal cell phone records when requested. Because of the six year records retention period, Commissioner DeWitt suggested advising people who are issued an allowance to request a complete statement from their cell phone carrier in order to receive a listing of calls made. Commissioner Cross questioned whether the portion of the policy dealing with records should have its own section since this is an area that is often unfamiliar to people. John DeMeyer said it would be best to address these details at the procedural level during the application/agreement process. **MSC: DeWitt/Cross: That the Cell Phone Use and Allowance policy be approved as an operational policy under Administrative Section 3100 of the District's policy manual.**

## **DIRECTOR'S REPORT**

**Park Services Superintendent:** Dan Hamlin: the Fay Bainbridge Park septic bid has been awarded to NW Cascade and there is now a signed around contract; staff is working to get the two Hilltop residences ready for rental; the new maps have been posted on kiosks at Grand Forest West and Gazzam; the new signs for the parks should be here soon and will be installed in the next few weeks.

**Park Services Superintendent:** Mike Mejia: Park Services staff member Bre Ganne will be going soon to her third year of Resource Management School under scholarship; the fencing for the garden plots will be more than the \$5000 in the budget; work is being done on the park's parking lots in anticipation of the Chilly Hilly event this weekend; an assessment of the trees at Fay Bainbridge Park will be done next Thursday to see how healthy they are.

**Recreation Services Director:** John DeMeyer: Sue Barrington did an excellent <sup>great</sup> job organizing the Huney Hall dedication last week; Shannon Buxton is partnering with homeless teen organization Coffee Oasis in Poulsbo regarding cooperative efforts this summer; Sue Hysten has a student art contest coming soon, and is working with Bainbridge Arts & Crafts to do a future art contest involving artwork done by students taking Park District classes. The new Aquatics Manager starts work on March 1.

**UPCOMING MEETINGS & EVENTS:** March 1: The Waypoint Opening

## **BOARD MEMBER ITEMS:**

- Commissioner Cross said the last opportunity for the Board to speak about the Shoreline Management Plan will be at an upcoming meeting at the City on March 6. She said it might be worth making one last pitch to get the Blakely Harbor Park designation changed.
- Commissioner DeWitt said he attended a recent Parkland Acquisition Committee meeting during which the committee guidelines for 2013 were outlined, and the District's focus on recreational trails and easements (versus non-motorized) was emphasized.
- Commissioner Robinson attended the Land Trust's annual meeting, and a recent dog committee meeting.
- Commissioner Swolgaard said he attended along with John DeMeyer and Sue Barrington a recent BI Senior Center board meeting. They will be holding a retreat on March 12.

## **WRITTEN COMMUNICATIONS**

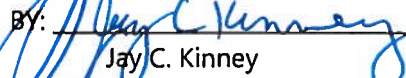
John DeMeyer said Senior Center Board president Dian O'Brien sent a letter to Program Manager Sue Barrington commending her for the excellent work she did organizing the grand opening of the Waterfront Park Community Center and dedication of Huney Hall.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 6:51 pm for discussion of real estate negotiations with announced time to reconvene at 7:20 pm.

**MEETING RECONVENED** at 7:09 and **ADJOURNED** at 7:10 pm.

Elizabeth R. Shepherd  
John DeMeyer  
BAINBRIDGE ISLAND METROPOLITAN  
PARK & RECREATION DISTRICT

BY:   
John Thomas Swolgaard

BY:   
Jay C. Kinney

BY:   
Lee Cross

BY: \_\_\_\_\_  
Kenneth R. DeWitt

ATTEST:   
Kirk B. Robinson