

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING JUNE 19, 2014
STRAWBERRY HILL CENTER**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:05 pm by Chair Kinney.

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

ADJUSTMENTS TO AGENDA: Move Resolution 2014-13 to beginning of board meeting.

GENERAL BUSINESS

RESOLUTION 2014-13 HONORING JACK O'NEILL: Executive Director Terry Lande said this resolution is in honor of Jack O'Neill and his many years of service to the Park District as a park maintenance person. After it was read aloud, there was a burst of applause in appreciation for Jack and his many contributions to the Park District. Jack O'Neill smiled and laughed, and said "Thanks a million." **MSC: Swolgaard/DeWitt: That Resolution 2014-13, honoring Jack O'Neill for his over forty years of service to the Park District as a park maintenance employee, be adopted.** After the resolution passed, Bre Ganne presented a letter from the Park Services staff, requesting that in honor of Jack's 40 years of service, the maintenance shop at Battle Point Park be dedicated and renamed, "The Jack O'Neill Maintenance Center". The letter mentioned how inspirational Jack has been to Park Services staff throughout the years with his vast knowledge, dedication, and friendly manner, and that he will continue to inspire staff for many years to come. **MSC: DeWitt/Swolgaard: That Jack O'Neill be honored by renaming the maintenance center at Battle Point Park, "The Jack O'Neill Maintenance Center".**

MEETING ADJOURNED at 6:15 pm for a brief photo shoot, and **RECONVENED** at 6:20 pm.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the May 29, 2014 board work session, Chair Kinney stated the minutes stand approved as submitted.

Upon making the following revisions to the minutes of the June 5, 2014 regular board meeting, Chair Kinney stated the minutes stand approved as corrected: p. 3, last bullet: delete "has" and replace "a women on" with "Marsha Cutting a member of".

APPROVAL OF PAYMENTS: MSC: Robinson/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:

Batch No.	Batch Date	Batch Amt	Fund No.	Fund Name	Fund Amt	Pre-Approved
061014	6/10/14	35,005.44	94952	General	33,063.25	6/6/14
			94955	Capital	1,942.19	
061714	6/17/14	38,008.25	94952	General	37,285.58	6/16/14
			94955	Capital	722.67	

UNFINISHED BUSINESS

ROTARY PARK & BALLFIELD BID PHASE III: Park Services Superintendent Dan Hamlin said the bids for Phase III of the Rotary Park & Ballfield Renovation Project were received yesterday. The amount estimated was \$150,000 plus

sales tax with the lowest bidder, Coultas General Contracting, coming in at \$177,000 plus sales tax. The other two bids were substantially higher. Dan Hamlin said they are working to verify that the lowest bid was priced out properly, and are waiting to check references to make sure the contractor is capable of handling a project of this size. Also discussed was the importance of contacting project partner Little League to explore what they could contribute towards an increase in the project's cost. **MSC: DeWitt/Swolgaard: To award the bid for Phase III of the Rotary Park & Ballfield Renovation Project to the apparent responsible low bidder contingent on the District's due diligence confirming that references and bidder qualifications meet standards; and if District staff determines that the lowest bid is not a responsible bid that fits within the project's allotted budget, then the project will be re-posted with minor clarifications and revisions to scope.**

INTERN PRESENTATION: RECREATION PROGRAM ANALYSIS: Recreation Services Director John DeMeyer introduced Alex Wisniewski who has been working as an intern for the Recreation Department since early this year. With a Bachelor's degree in parks and recreation and 13 years in the P&R field, he is currently working on his Master's degree in business. The project Alex Wisniewski undertook as an intern both provides benefit to the District and relates to getting his degree. It consisted of an extensive financial analysis that combined recreation program revenue/expenses with participation levels and facility use, something the District's current RecTrac software does not do. The purpose was to create base data and develop a snapshot in time that can be used as a benchmark for future comparisons. After making his presentation, Alex Wisniewski summarized the benefits of this information, saying it provides a basis that can be updated each year and used for developing fees, forecasting the future, and conducting trend analyses. He thanked recreation staff for the opportunity to do this project and the support they offered throughout. The Board commended Alex Wisniewski for his tremendous work.

Following the presentation, Park Superintendent Dan Hamlin announced that Alex Wisniewski has just been hired by the Park Services Division to fill the Horticultural Lead position.

2014 BUDGET UPDATE: Finance Manager Amy Swenson presented updates of the 2014 General Fund and Capital Improvement Fund budgets, saying revenues and expenses are what would be expected for this time of year with over half the tax revenues collected. In the General Fund, the overage in the Miscellaneous line item reflects a transfer to the Imprest Fund and is not due to expenses. In the Capital Improvement Fund Budget, the overage on Line 92 (Other Machinery & Equipment) is due primarily to the defective boiler at the Aquatics Center and will be reimbursed once insurance funds are received. Amy Swenson also mentioned the Financial Statement (for the year ended 12/31/13) included in the board packet for Commissioner review. It has been filed as required with the WA State Auditor's Office.

DIRECTOR'S REPORT

Park Services Superintendent: Mike Mejia: the Student Conservation Corps program is starting up again with work scheduled this summer at a variety of parks; almost all the seasonal staff has been hired; there is a lot of activity at the Fay Bainbridge Park campground; an online training program called "Safe Personnel" is underway and most staff have completed it; a film is being shot at Manzanita Park this evening.

Park Services Superintendent: Dan Hamlin: money is being raised for Owen's Playground at Rotary Park with a float planned for the parade on the 4th and one little girl contributing money she received for her birthday; the Dog Committee will have a booth on the 4th to provide educational material about responsible dog ownership and to celebrate the onset of construction for the dog park at Strawberry Hill Park slated for July 7.

Recreation Services Director: John DeMeyer: recreation staff is busy getting ready for the first week of summer classes and camps; gymnasts will be in the parade; the world's largest swim lesson will take place at 8am tomorrow with

people participating all over the planet at the same time; music from the No More Schoolapalooza event celebrated the end of the school year; the High School Sailing Club went to Nationals in Houston, Texas and got 11th place.

Senior Planner: Perry Barrett: a productive meeting with the stakeholders for the Blakely Harbor Park Project was held recently with all principals attending. He has learned from RCO that the Hawley Cove project will do better in the ALEA grant category. Since this would put it in competition with the Hidden Cove Park & Dock project, also in the ALEA category, staff is recommending that it be pulled since the dock is in such disrepair and must be a higher priority. The Board supported this decision and agreed that an RCO grant for the Hawley Cove Park Project would not be pursued at this time.

Executive Director: Terry Lande: he met recently with BJAM to talk about the role of the Park District at the memorial site; he was encouraged by the recent meeting on Blakely Harbor Park and the proposed bridge across the jetties; a positive meeting was held recently with the BI Land Trust's new Executive Director, Jane Stone Meyers. She will be the contact person for the Land Trust and Dan Hamlin will be the contact person for the Park District.

BOARD MEMBER ITEMS:

- Commissioner Cross said she and Commissioner Swolgaard attended a recent board meeting of the Senior Center non-profit. This is Dian O'Brien's last meeting as president; Dick Melton will be the new president.
- Commissioner Swolgaard said he attended recent meetings of the Parkland Acquisition Committee and Trails Committee. The Trails Committee will be bringing suggestions for trail names to the Board sometime in the future.
- Commissioner DeWitt asked that signs prohibiting fireworks in parks be put up.
- Commissioner DeWitt said he and Commissioner Robinson attended a recent meeting with City Council Members Anne Blair and Val Tollefson to have a long overdue discussion about storm water management fees.
- Commissioner Robinson accompanied Marsha Cutting, a member of the City's Non-Motorized Transportation Advisory Committee, in her electric wheelchair on trails in Grand Forest West. In doing this, he learned what kind of obstacles people in electric wheelchairs have to contend with on trails such as roots that are difficult to get over and loose gravel that causes wheelchairs to spin out.
- Commissioner Robinson went to a recent COBI Non-Motorized Transportation Advisory Committee and spoke in support of their renewed focus on a bicycle component.
- Commissioner Robinson said he attended with Senior Planner Perry Barrett a recent meeting of the BI Parks Foundation. It is moving forward in a new positive direction with a strategic plan being drafted by Foundation Board Members Dana Weber and Dave Shorett.
- Commissioner Kinney said he participated in the ceremony celebrating the new name for Field Number 3 at Strawberry Hill Park. Over 100 people attended and the sign with the new name on it, "The Kurt Lindsay Field" was well received.
- Commissioner Kinney attended with Commissioner Robinson a recent Dog Committee meeting, and said it is very well run. Park Services Superintendent Dan Hamlin said there are some exceptional people on the committee.

MEETING ADJOURNED TO EXECUTIVE SESSION at 8:15 pm for discussion of real estate and potential litigation, with announced time to reconvene at 9:15 pm.

MEETING RECONVENED at 9:23 and **ADJOURNED** at 9:25 pm.

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

BY: Jay Kinney
Jay C. Kinney

BY: Lee Cross
Lee Cross

BY: Kirk B. Robinson
Kirk B. Robinson

BY: _____
John Thomas Swolgaard

ATTEST: Kenneth R. DeWitt
Kenneth R. DeWitt