

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING SEPTEMBER 5, 2013
 BAINBRIDGE ISLAND AQUATIC CENTER**

6:00pm: Board member tour of Aquatic Center

CALL TO ORDER A quorum being present, the meeting was called to order at 7:03 pm by Vice Chair Kinney.

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

ADJUSTMENTS TO AGENDA: Add Resolution 2013-06 Interfund Transfer to General Business.

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Don Willott spoke to thank the Board for Senior Planner Perry Barrett's letter of support for the transportation alternatives grant application. He commended Perry for his superb letter recommending the project for grant monies. A decision will be made regarding the grant monies by September 24, 2013, and he will inform the Board regarding the outcome of the granting process.

BOARD CONSENT

APPROVAL OF MINUTES: Minutes for the August 1, 2013 board meeting were not included in the board packet, so approval of the minutes for the August 1, 2013 regular board meeting was tabled to the next board meeting. Upon making the following revisions to the minutes of the August 15, 2013 regular board meeting, Vice Chair Kinney stated the minutes stand approved as corrected: add another "t" to Don Willott's name on page 2, change spelling of "Ann Blair" to "Anne Blair" on page 3, and change under board member items, "attended a presentation" to "walked the eastern portion of the Waterfront Trail after a presentation" and "the WSF property" to "improving the trail."

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
082013	8/20/13	74,582.90	94952	General	53,674.59	8/16/13
			94955	Capital Improvemt	20,908.31	
082713	8/27/13	42,045.72	94952	General	36,709.40	8/23/13
			94955	Capital Improvemt	5,336.32	
091013	9/10/13	148,669.17	94952	General	56,452.67	
			94955	Capital Improvemt	92,216.50	
August		Payroll	94952	General	311,050.92	

UNFINISHED BUSINESS

SENIOR CENTER AGREEMENT: John DeMeyer introduced Diane O'Brien, President of the Senior Center Non-Profit Board and Sue Barrington, Program Manager and manager of the Senior Center. The agreement between the Senior Center and the Park District is updated periodically on an as needed basis. The only change to the existing agreement as presented tonight is to item seven, which will now read that the Non-Profit will pay \$14,000 annually to the District, rather than reimburse the District annually for specific expenses.

MSC: Robinson/Cross: To approve the revised agreement between the Bainbridge Island Senior Community Center non-profit board and the Park District and authorize the Chair to sign it.

Said she is participating in *WJK* *see*
SENIOR CENTER VISION DEVELOPMENT Commissioner Cross introduced the formation of a long range vision group for the Senior Center non-profit, the group plans on drafting a vision and mission statement. The group is asking the Board to make a general statement of policy regarding the ongoing commitment of the District to serving seniors. Diane O'Brien suggested a resolution to accomplish this goal. The Board decided a resolution would be a good way to accomplish this and agreed to the request.

ROTARY PARK RENOVATION PROJECT UPDATE: Park Services Superintendent Dan Hamlin reported that most of the rough grading is done on the Rotary Park renovation project so the sub-grade is nearly complete. The last of the storm drainage is going in currently, and should be done by early next week. Next will be work on potable water; it is the only utility not in yet. Work will start soon to do finish grading, bring in the topsoil, and build the *swales* and catch basins. Concrete prep should be happening in a couple of weeks. The project is on schedule to be done by the end of September or early October. Executive Director Terry Lande added that the sewer easement was voted to be approved as written by the City Council and will be on the City Council consent agenda next week.

2013 BUDGET UPDATE: Finance Officer Amy Swenson started by talking about the Capital Improvement Plan. She highlighted which projects are completed and which ones staff will be asking to be amended. The Lid Lift Revenue section items are all either finished, underway, or will be carried over until next year. Unanticipated funding sources include donations for work at Blakely Harbor Park, and for Observatory upgrades at Battle Point Park. The budget will be amended so these can be spent in 2013. Turning to the General Fund, the District still has 46% of property tax revenue to collect this year. The District is projecting that it will collect more in program fees this year than expected, depending on the impact of August payroll expenses. Expenses are generally close to the numbers projected in the budget. Liability insurance came in less than expected this year. Sewer and auditing expenses are up this year.

TIMESHEET SOFTWARE PROPOSAL: Amy Swenson explained that a payroll committee of District employees was created to come up with solutions for various timesheet problems. The software being recommended by the committee is a cloud based system, employees can log into it from various devices such as, computer, iPhone, iPad, phone in or a card swiping device. It will ensure greater day to day accountability as the system can compare employee schedules to punch in/out times. The system is also capable of importing directly into BIAS, the District's accounting software, saving staff a significant amount of time. The software is \$6,000 which can be accommodated in the 2013 budget, with a \$450 ongoing monthly fee.

MSC: DeWitt/Cross: To approve roughly \$6,000 for purchasing NOVAtime timesheet software and the continuing maintenance cost of approximately \$6,000 a year.

PRELIMINARY 2014 BUDGET DISCUSSION: Finance Officer Amy Swenson started by talking about the amount she anticipates in the reserve funds at the beginning of 2014. She projected about 2.2 million in reserves, with 1.1 million in available reserves. 2014 tax revenue will either be flat, or slightly increased. Program revenue is expected to have a net increase next year. Expenses going up in 2014 are PERS, a possible COLA, and health insurance costs which will be affected by the Affordable Care Act. Terry Lande presented what the leadership team has decided on as priorities to show the Board, these are possibilities to consider for the 2014 budget. A community recreation center and/or land acquisition funding are two items to consider. The District would have to go out for a bond, which would include doing a survey, feasibility study and election costs possibly in 2014. If the Board decides not to go out for a community recreation center there is need for an addition to the administration building. The Aquatic Center maintenance budget is currently considered underfunded; staff is suggesting transferring \$20,000 per year to the General Fund aquatic maintenance budget from the CIP budget. Additional Park Services staffing is needed, and with monies saved by the elimination of a job and reconfiguration of some positions, the District can extend a part time position to full time with only an additional \$6,000 net cost. Currently one Park Services position is funded half by the

CIP fund and half by the general fund; this is very cumbersome for staff, and diverts monies from projects to payroll. Timesheet tracking is a vulnerability to the District, and with the District's purchase of a software system this year, there will be additional ongoing costs as previously discussed. Payroll could be brought in house to significantly reduce the lag time in paying part time employees. The District would be able to cut its own checks and not be dependent on the County's rules and regulations. Equipment and vehicles are in need of replacement; a onetime \$70,000 expenditure towards new vehicles and equipment would put the fleet in much better shape. Hepatitis B inoculations at an estimated \$5,000 cost to the District are being required for all "high risk" employees. According to L&I if employees are required to provide first aid or their jobs require that they may come into contact with blood and or bodily fluids they must be offered this inoculation. Adding three yurts at Fay Bainbridge at an expense of about \$50,000 would bring the park close to full cost recovery. Total cost increases and onetime cost increases were summarized regarding these options for the Board to consider.

GENERAL BUSINESS

RESOLUTION 2013-06 INTERFUND TRANSFER: General Fund to Capital Improvement Fund: Terry Lande explained that this resolution allows the District to pay bills for the Rotary Park project as they come in before the District gets reimbursed by Rotary Club and Little League.

MSC: Robinson/DeWitt: That Resolution 2013-06, authorizing an interfund transfer from the General Fund to the Capital Improvement Fund, up to the amount of \$300,000, as a short term loan for paying Rotary Park Project renovation expenses.

DIRECTOR'S REPORT

Recreation Director: John DeMeyer: Registration started yesterday, and was up \$4,000 in the first 24 hours from last year. Jeff Ozimek had a very successful fly fishing demo event at Battle Point Park on September 2. The Teen Center is reopened, with a newly painted exterior and a cleared out and reorganized interior; the heating system will be up and running in time for cold weather. The Aquatic Center has a Float and Float event coming up in two weeks. Anders Lunde is working on a bike trailer for Jeff's programs. Sue Hylan's Galapagos slide show will be at the library on September 24th. Invitations are out for the afterhours party at the Bainbridge Island Museum of Art honoring District instructors as well as the Circles and Squares exhibit opening at Bainbridge Arts & Crafts featuring District students, both this Friday night. Sue Barrington is working with the City to get an alarm system installed at the Senior Center; the City will pay for installation and monthly fees.

Senior Planner: Perry Barrett: The Blakely Harbor Park map outlining proposed changes to the park's concept plan will go out to the Board tomorrow via e-mail. Perry encouraged the Board members to consider attending the WWRC (Washington Wildlife & Recreation Coalition) breakfast meeting on September 24 at 7:30am.

Park Superintendent: Mike Mejia: The Fort Ward embattlements ^{batteries} have been pumped out and the drains have been found; this was a scout project.

Park Superintendent: Dan Hamlin: Thanked Douglas Slingerland for keeping the Rotary Park project going in his absence. Blakely Harbor Park trail work is underway.

UPCOMING MEETINGS & EVENTS: Friday September 6, a reception for the Circles and Squares exhibit and an afterhours party at the Bainbridge Island Museum of Art. On September 12 is a Public Hearing on Blakely Harbor Park which will be held at Strawberry Hill Center. Upcoming Board meetings are to be held at Strawberry Hill Center, September 19, and October 3 and 17.

BOARD MEMBER ITEMS:

- Commissioner Cross mentioned that Sustainable Bainbridge is putting in an application for a low frequency radio station on Bainbridge Island. She asked commissioners and staff to think about if they are interested in supporting this cause.
- Commissioner Robinson noted the recent passing of Jon Pettit who was instrumental in getting the Aquatic Center built as part of the bond campaign. He also mentioned that both the Senior Center and Aquatic Center have replaced bike parking with more artistic less functional pieces; he recommends not adding anymore of this particular type of bike rack.

MEETING ADJOURNED TO EXECUTIVE SESSION at 9:09 pm for discussion of real estate and potential litigation, with announced time to reconvene at 9:24 pm.

MEETING RECONVENED at 9:25 pm and **ADJOURNED TO EXECUTIVE SESSION** at 9:25 pm for continued discussion of the above items, with announced time to reconvene at 9:45 pm.

MEETING RECONVENED at 9:44 pm and **ADJOURNED** at 9:45 pm.

Helen M. Stone
 Terry M. Lande
 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