

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING SEPTEMBER 18, 2014
STRAWBERRY HILL CENTER**

6:00 PM: EXECUTIVE SESSION (real estate)

CALL TO ORDER A quorum being present, the meeting was called to order at 6:35 pm by Vice-Chair Cross.

BOARD MEMBERS PRESENT: Lee Cross, Ken DeWitt, Jay Kinney, Kirk Robinson, Tom Swolgaard. Following the 6:00 executive session, Commissioner Kinney left to attend a school function and later returned.

ADJUSTMENTS TO AGENDA: Add to Unfinished Business: Senior Center Annual Agreement.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the August 21, 2014 regular board meeting, Chair Kinney stated the minutes stand approved as corrected: p. 3, change "now" to "not".

APPROVAL OF PAYMENTS: MSC: Robinson/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, subject to staff looking into one unclear invoice, 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
082614	8/26/14	54,145.72	001	General	52,286.32	8/25/14
			300	Capital	1,859.40	
090314	9/3/14	66,618.06	001	General	65,844.89	9/2/14
			300	Capital	773.17	
090914	9/9/14	115,087.50	001	General	34,818.89	9/8/14
			300	Capital	80,268.61	
	August	Payroll	001	General	390,447.93	8/28/14

UNFINISHED BUSINESS

YAMA MEMORANDUM OF UNDERSTANDING AND AGREEMENT WITH BI HISTORICAL MUSEUM: Senior Planner Perry Barrett said this is a follow up to the July 24, 2014 board meeting at which time Hank Helm with the BI Historical Museum discussed the archeological project underway at the Yama site. He said the Memorandum of Understanding and Access Agreement for the project is before the board this evening for approval. Discussion followed during which the Board requested several changes to the documents to provide greater clarification, some of which addressed the frequency of reports, potential damage to the property, and District responsibility for directional signage and BIHM responsibility for interpretative signage. The District's attorney Ryan Vancil will make the requested revisions. **MSC: DeWitt/Swolgaard: That both the Yama Memorandum of Understanding and Access Agreement between the BI Historical Museum and the BI Metropolitan Park & Recreation District be approved as amended, and that the Board Chair be authorized to sign.**

YAMA ENDORSEMENT FOR NATIONAL PARK SERVICE HISTORIC REGISTER: Senior Planner Perry Barrett said this topic addresses Park District endorsement of BIHM and BI Historic Preservation Commission efforts to nominate the Yama site for inclusion in the National Park Service's National Register of Historic Places. Glenn Hartmann, Co-Chair of the City of Bainbridge Island Historic Preservation Commission, said this is a very significant archeological site and

encouraged the Park District as landowner of the Yama property to endorse the nomination. He outlined the nomination process saying once the landowner has endorsed the project, it goes to the State Department of Archeology & Historic Preservation for review, then back to the BI Historic Preservation Commission, and eventually to the National Council of Historic Preservation. He said the listing does not restrict the Park District in any way. In response to a Board question about the site's eligibility for the Register due to the preliminary stage of the project, he said that as opposed to a historic structure, this is an archeological site which is based on potential. If nothing substantial is found, a request can be made to remove the site from the Register. Moving forward at this time with the nomination will give the District a jump start on future fundraising efforts since these would require an archeological review. **MSC: Swolgaard/Robinson: That the endorsement of the Yama site for the National Park Service's National Register of Historic Places be approved, and that the Board Chair be authorized to sign the endorsement letter.**

SENIOR CENTER ANNUAL AGREEMENT: Recreation Services Director John DeMeyer said this is the time of year when the agreement between the Senior Center Nonprofit Board and the Park District is updated and renewed. He said there are only minor changes from last year's agreement. **MSC: DeWitt/Swolgaard: That the 2104 agreement between the BI Senior Community Center Nonprofit Board and the BI Metropolitan Park & Recreation District, be approved, and that the Board Chair be authorized to sign.**

RED PINE TRANSFER AGREEMENT: Executive Director Terry Lande said a private party wants to donate the Red Pine Park in downtown Winslow to the Park District. This is a classic manicured park with a value of over a million dollars that was built on the site of the former Junkoh Harui residence. **MSC: Swolgaard/Robinson: That the transfer of Red Pine Park to the Park District be approved, and that the Executive Director be authorized to sign all documents related to the transfer.**

2014 BUDGET UPDATE: Finance Officer Amy Swenson reviewed the status of the 2014 General Fund Budget saying program and camping revenues are up from what was budgeted. Additional unanticipated revenues include donated funds for a lift at the Aquatics Center to assist people getting in and out of the pool, and a \$15,000 payment from Century Link to pay its 30 year lease up front for stationing equipment at North Grand Forest on the corner of Koura and Miller Roads. On the expense side, the amount for part-time employees is high in part because a budgeted regular part-time position at the Senior Center changed to a part-time position, and an increase in swim classes required two new instructors that have been covered out of additional program revenues. The amount needed from reserves in 2014 is likely to be less than the \$529,000 budgeted for this year. Amy Swenson also provided an update of the Capital Improvement Fund at which time she said the first State RCO grant funds were just received for the Rotary Park Renovation and Ballfield project.

PRELIMINARY 2015 BUDGET DISCUSSION: Executive Director Terry Lande said this is a preliminary discussion about the 2015 budget that includes a look at where we are today and assumptions for the upcoming year. Finance Officer Amy Swenson reviewed budgeted tax collections from 2006 to what is estimated in 2015. While \$337,000 in additional tax revenue is anticipated in 2015, this will be used to fill the gap that occurred during the recession between what the District received in tax revenue and what the District would have received had the permitted 1% annual increase and new growth revenues come through. It will take time to recover, and it will still be necessary to dip into reserves in 2015 to meet basic operating costs. Despite this, the District still has a healthy reserve fund. Amy Swenson went on to review possible budget increases in 2015 which include: an increase in PERS retirement funds by approximately \$22,700; the addition of two part-time positions to PERS (gymnastics and aquatics); a new chipper that once purchased will result in saving rental equipment costs and green waste disposal fees; and an increase in health insurance benefits that is currently unknown. It's been learned that the District's current medical insurance provider

Regence will not include Harrison Hospital or its partners in their network this coming year. Because Harrison Hospital is relied upon by many of the District's employees, it may become necessary to look into other insurance providers. In addition, the federal Affordable Care Act has created a number of new stipulations that employers must comply with, and the impact this will have on the Park District is still being reviewed. The assumptions for 2015 also include a 3% cost of living increase for employees in order to catch up from years when no cost of living increases were given. Another budget assumption for 2015 includes replacing a full-time maintenance position with three part-time positions, two in park maintenance, and one to work on the Park District's 50th anniversary that is coming up next year. Amy Swenson then reviewed the Capital Improvement Fund which typically has \$200,000 allocated towards it from the General Fund. A wide range of proposed park projects was included some of which are: resurfacing the Nakata pool, the District's contribution to the Schel Chelb playground, a new parking area at Grand Forest East, energy upgrades, permitting and design for the boardwalk at Hawley Cove, and other smaller projects. Two more large capital items that have come up more recently and would require other funding options include another dog park and an on-demand hot water heater for the Nakata pool that would pay for itself out of savings in 2-1/2 years. Commissioner Robinson mentioned the enthusiasm of the current dog committee and expressed concern that this interest could wane if funds were not committed to a new dog park that would keep this effort moving forward. He also would like to see a greater emphasis placed on projects that are visible contributions to the community as opposed to infrastructure improvements. Discussion then turned to the Teen Center and the \$50,000 required to subsidize a facility that is not heavily used. With half this amount going to the building's utilities, the District is now paying utility expenses that were once paid by the School District. It was pointed out that the District offers a number of programs for teens and that the Teen Center facility may not serve the same purpose it once did. It was suggested that several budget scenarios be run for 2015: 1) Remove the Teen Center from the budget; 2) Remove the Teen Center from the budget and use a portion of the freed up funds for specific teen events and programs that could be run without a dedicated facility. A budget workshop is scheduled to follow the October 2 board meeting.

GENERAL BUSINESS

RESOLUTION 2014-17 DISBURSEMENT AUTHORIZATION LIMIT: Finance Officer Amy Swenson said in 2006 the Park District was paying invoices only twice a month following board approval. To pay vendors in a more timely manner, a change was implemented to have invoices pre-approved by the Executive Director so there could be weekly invoice runs. At that time, the Board approved a \$20,000 limit for pre-approval of invoices. With accounts payable now being done in-house versus through the County, invoices are being paid within 15 days of receipt. Amy Swenson said this resolution would increase the pre-approval limit from \$20,000 to \$35,000. The increase has become necessary as the Park District has begun doing payroll in-house, and is needed primarily for making timely payroll tax payments. The Board questioned whether the amount of \$35,000 was sufficient and suggested the limit be increased to \$50,000.

MSC: Swolgaard/DeWitt: That Resolution 2014-17, increasing the disbursement authorization limit be adopted with the following revisions: 1) Increase disbursement limit to \$50,000 instead of \$35,000; 2) Change date of board meeting to September 18, 2014.

DIRECTOR'S REPORT

Recreation Services Director: John DeMeyer: Bainbridge Aquatics Masters Coach April Cheadle won the national Kerry O'Brien Coaching Award for her enthusiastic approach to coaching; a party will be held on Monday to celebrate Eileen Magnuson and her 30 years as a Park District employee and fitness instructor for seniors; a check just came in that reimbursed the District for the loss of program revenue resulting from the recent sewer leak in Eagle Harbor; the search for new registration software has been narrowed to one vendor and if a decision is made to proceed with it, the new program will not be implemented until next April; members of the Safety Committee are making a concerted

effort to clean house and are disposing of any toxic products no longer needed and are making sure that any still used have been appropriately labeled.

Park Services Superintendent: Dan Hamlin: the Navy recently conducted an oil spill drill at Fort Ward Park and would like to register it as a site to use if an oil spill ever occurs in this part of Puget Sound; work on the lower ballfield at Rotary Park is progressing well; the groundbreaking for Owen's Playground is this Saturday; the storm channel at Blakely Harbor Park is finished and trails are being re-routed out of the salt marsh. The water system at Battle Point Park is being re-done to route potable water directly out of the well and utilize the water tank for storage of irrigation water only. The major infrastructure for the BPP water system has been installed, a new pump house built, County review of the District's small water management plan is underway, and the well pump and switches are going out for bid soon. The water system at Island Center Hall will be put out to bid soon for hook-up to the City's waterline. Members of the Dog Advisory Committee have set up classes that will begin this weekend on how to use a dog park.

Senior Planner: Perry Barrett: A meeting will be held next Friday with design consultants to address tribal concerns raised during the summer about the proposed bridge at Blakely Harbor Park across the jetties and its biological impact. In addition, he will be meeting a State biologist regarding the Yama Creek culvert at Blakely Harbor Park next week. The City of BI will be taking community input over the next few months on the portion of the Sound to Olympics Non-Motorized Trail that connects Winslow Way to High School Road.

Executive Director: Terry Lande: Had a good meeting with Barb Trafton recently who is the new Executive Director of the Bainbridge Island Parks Foundation.

UPCOMING MEETINGS & EVENTS: October board meetings: 10/2 and 10/23. Groundbreaking for Owen's Playground at Rotary Park: 9/20.

BOARD MEMBER ITEMS:

- Commissioner DeWitt recently stopped by the new dog park and was happy to see how well it was going.
- Commissioner Swogaard asked what impact the new pool at Lynwood Center would have on the Aquatics Center. Recreation Services Director John DeMeyer did not think it would have much impact other than slightly in the summer.
- Commissioner Robinson went to a recent BI Parks Foundation meeting to meet potential new board members for the newly structured Foundation. Some board members from the Foundation's former structure will continue and the election for new board members will be held at the next meeting. Board members who want to continue administering smaller grants will do so as part of a sub-committee, while the others will focus on fundraising for larger projects. A private donor has provided funds for the Executive Director position.
- Commissioner Kinney said he and Executive Terry Lande attended a recent IGWG meeting at which time he urged the City Council members there to follow through with pursuing the update needed for the City's dog ordinance. Terry Lande requested that while updating its comprehensive plan, the City consider a separate designation for the Park District that is separate from residential or commercial. The School District representatives also were interested in this for their agency. The City representatives were open to this.

WRITTEN COMMUNICATIONS

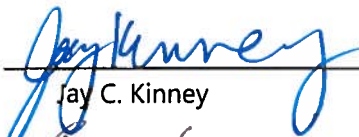
An email was received from Representative Derek Kilmer's office on September 10, 2014 announcing the bill that passed unanimously in the House of Representatives that officially recognizes a new name for the Bainbridge Island memorial to Japanese Americans forced from their homes during WWII. The new name is "Bainbridge Island Japanese American Exclusion Memorial".


MEETING ADJOURNED TO EXECUTIVE SESSION at 9:10 pm for discussion of real estate and litigation, with announced time to reconvene at 9:45 pm.


MEETING RECONVENED at 9:45 pm and **ADJOURNED TO EXECUTIVE SESSION** at 9:46 pm for continued discussion of the above items, with announced time to reconvene at 10:10 pm.

MEETING RECONVENED at 10:10 pm and **ADJOURNED** at 10:11 pm.

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

BY: 
Jay C. Kinney

BY: 
Lee Cross

BY: 
Kirk B. Robinson

BY: 
John Thomas Swolgaard

ATTEST: 
Kenneth R. DeWitt