

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING SEPTEMBER 20, 2012  
STRAWBERRY HILL CENTER**

**CALL TO ORDER** A quorum being present, the meeting was called to order at 6:00 pm by Chair DeWitt.

**BOARD MEMBERS PRESENT:** Lee Cross, Ken DeWitt, Jay Kinney (until 6:30 pm), and Tom Swolgaard.

Absent: Kirk Robinson.

**ADJUSTMENTS TO AGENDA:** Add personnel and potential litigation to executive session.

**BOARD CONSENT**

**APPROVAL OF MINUTES:** Upon hearing there were no corrections to the minutes of the September 6, 2012 regular board meeting, Chair DeWitt stated the minutes stand approved as submitted.

**APPROVAL OF PAYMENTS: MSC: Kinney/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	Batch Date	Batch Amt	Fund No.	Fund Name	Fund Amt	Pre-Approved
	September	Payroll	94952	General	274,672.22	

**UNFINISHED BUSINESS**

**HERBICIDE TREATMENT REQUEST PER INTEGRATED PEST MANAGEMENT POLICY:** Chair DeWitt noted that use of herbicides as outlined in District policy requires board approval. After consulting with the Kitsap County Noxious Weed Control Program, Park Services Manager Dan Hamlin said staff is requesting herbicide treatment for three applications that will address: 1) Puncture vine on the beach at Fay Bainbridge; 2) Broadleaf weed on ballfields; 3) Poison oak at Fort Ward and Blakely Harbor Park. Puncture vine is a health hazard that can puncture tires, shoes, and bare feet, and has not been found anywhere else in Kitsap County. Efforts to over-seed ball fields have not been effective in eliminating broadleaf weeds, and spray applied to the plant only is being requested. Poison oak is native, and while staff is not attempting to eliminate it from parks, they would like to remove it from areas where it poses a risk to park users. Dan Hamlin passed out information outlining what is involved in each treatment, and said prior to applying these herbicides, the areas will be posted. **MSC: Cross/Kinney: To approve the use of herbicides as outlined by staff.**

**2012 BUDGET UPDATE:** Finance Manager Amy Swenson provided an update on each 2012 budget. Bond Redemption Fund: there will be two large payments this year, with one bond paid off in 2014 and the other paid off in 2018. Land Acquisition Fund: grant funds of \$300,000 for the West Gazzam property purchase were projected in the 2012 budget and are not likely to come in. These grant funds would have been used to reimburse the Land Acquisition Fund for the West Gazzam purchase made earlier this year out of lid lift funds considered at one time for a property purchase elsewhere on the island. The amount remaining in the Land Acquisition Fund at the end of the year is approximately \$40,000 depending on several factors, and has been allocated for trail easements. This is the last of the lid lift funds available for the Parkland Acquisition Committee to work with. Capital Improvement Fund: Many projects are underway right now. A surplus is due to not doing the solar project on the Nakata pool. Funds related to the State Parks transfer are anticipated from the State for reimbursement of the District for projects done at Fort Ward and Fay Bainbridge Parks. General Fund: The District is at 83% of what was budgeted for program, facility rental, and

campground revenue. This is attributed to a great effort on the part of District staff. Expense items are in line with what would be expected at this time of year. The reserve balance at the end of this year is projected at over \$1.9 million dollars.

**BOARD MEETING DATES/BUDGET SCHEDULE:** Finance Manager Amy Swenson passed out a draft 2013 budget schedule that includes a change to board meeting dates in October. Executive Director Lande said that when the board meeting dates were changed in recent years to the first and third Thursdays of the month, this eliminated the November/December holiday conflict each year, but inadvertently affected the budget process by causing a week to be lost that is critical for obtaining health insurance costs. He said there is also a conflict with the NRPA conference that he and others on staff will be attending in October. Following discussion, the board agreed to changing this year's October board meeting dates to the second and fourth Thursdays (October 11 and 25), but requested that the proposed first reading be shifted from the October 25 board meeting to the November 1 board meeting.

**MSC: Swolgaard/Cross: That the budget schedule presented by staff including revised October board meetings, be approved with the above revision to the date of the first reading.**

### **GENERAL BUSINESS**

**RESOLUTION 2012-21: OPERATIONAL POLICY: SOCIAL MEDIA:** Executive Director Lande said this resolution formally adopts the social media policy approved by motion at the last board meeting. **MSC: Cross/Swolgaard: That Resolution 2012-21, approving the social media operational policy, be adopted.**

### **DIRECTOR'S REPORT**

Recreation Services Director: John DeMeyer: Introduced Sue Barrington, who is replacing Senior Center Coordinator Jane Allan at what is now called the Waterfront Park Community Center. Sue Barrington spoke warmly of the Bainbridge community and the reception she has received since arriving from Arizona last weekend. She has a background in art, education, gerontology, and community building, is thrilled to be part of the team, and thanked the board for the privilege of being here.

Park Services Manager: Mike Mejia: The Waypoint groundbreaking will be held next week on 9/27; notices about the burn ban that is in effect have been posted in parks; it was a great camping season at Fay Bainbridge Park this year; water use was tested at Fay Bainbridge Park during the busiest weekend this summer and use is well below what would be required to bump the District into a larger septic system.

Park Services Manager: Dan Hamlin: the meeting he and Terry Lande attended with the City's Planning Department went well with a number of concerns related to the permitting process discussed; the knotweed program is underway through the Kitsap County Noxious Weed Control program; the Gazzam Lake parking lot is nearly finished with some additional plantings still to be done; the Hilltop house renovation is underway, and a Trails Committee work party will be held this week at the Grand Forest.

Senior Planner: Perry Barrett: the Hilltop Vista trail easement is not likely to be resolved soon; the archeological study at Fay Bainbridge is still underway and has been coupled with a previous study done by the State; he will be attending the Environment Conference this Sunday.

Executive Director: Terry Lande: the new City Manager has been hired.

**UPCOMING MEETINGS & EVENTS:** Sept. 27: The Waypoint groundbreaking; Oct. 11: board meeting and budget work session; Oct. 25: board meeting; Nov. 1: board meeting and first reading of budget; Nov. 15: board meeting and second reading of budget.

**BOARD MEMBER ITEMS:**

- Commissioner Cross attended a recent Senior Center board meeting and asked for clarification on the names associated with it. Recreation Services Director John DeMeyer said the programs are now called the 50 Plus programs instead of the Senior Programs, the facility is called the Waterfront Park Community Center, and the non-profit is called the Senior Center Non-Profit. Commissioner Cross said there are delays to the building project related to the sprinkler system and the renovated facility is not likely to open until January.
- Commissioner Cross is going to the Environmental Conference on Sunday, and the Frog Rock Forum the following weekend which will focus on finding ways for people to talk who are on different sides of the same issue.
- Commissioner Cross said the Parkland Acquisition Committee met on Tuesday night this week to hold an executive session. She noted that three of the member's terms were up at the end of 2011 but they were asked to continue on for one more year. Another member's term is over at the end of this year, another member has resigned, and another member may resign as well. This leaves one member out of seven to serve on the committee at the beginning of 2013. Given that the funds available for property purchase are almost gone, she said the Board may want to take action by resolution regarding the committee in 2013.
- Commissioner DeWitt provided an update on the IGWG meeting held earlier this week. Next year, the library will host the IGWG meetings; issues related to SWM fees are still unresolved; Wilkes School is up and running with construction still underway and the gym unavailable for Park District programming until January. The District's closure of the dump station at Fay Bainbridge Park was discussed, and a dump station that ties into City sewer was viewed by some as an option.


**MEETING ADJOURNED TO EXECUTIVE SESSION** at 7:13 pm for discussion of real estate, personnel, and potential litigation, with announced time to reconvene at 8:00 pm.

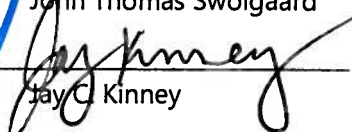
**MEETING RECONVENED** at 8:00 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:02 pm for continued discussion of the above items, with announced time to reconvene at 8:40 pm.

**MEETING RECONVENED** at 8:40 pm and **ADJOURNED** at 8:42 pm.

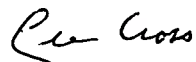
Elizabeth R. Shepherd  
Terry M. Lande  
BAINBRIDGE ISLAND METROPOLITAN  
PARK & RECREATION DISTRICT

BY:   
Kenneth R. DeWitt

BY:   
John Thomas Swolgaard

BY:   
Jay C. Kinney

BY: \_\_\_\_\_  
Kirk B. Robinson

ATTEST:   
Lee Cross