

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING NOVEMBER 1, 2012
STRAWBERRY HILL CENTER**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:03 pm by Chair DeWitt.

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

ADJUSTMENTS TO AGENDA: Add to Unfinished Business: Request to Apply for Grants (Hotel/Motel Tax, BI Parks Foundation, Rotary Club).

BOARD CONSENT

APPROVAL OF MINUTES: Upon hearing there were no corrections to the minutes of the October 25, 2012 regular board meeting, Chair DeWitt stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: Kinney/Robinson: 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
102312	10/23/12	48,276.60	94952	General	39,955.78	10/22/12
			94955	Capital Improvemt	8,320.82	
103012	10/30/12	19,963.70	94952	General	18,388.24	10/25/12
			94955	Capital Improvemt	1,575.46	

UNFINISHED BUSINESS

REQUEST TO APPLY FOR GRANTS: HOTEL/MOTEL, BI PARKS FOUNDATION, ROTARY CLUB: Executive Director Terry Lande noted that according to District policy, the pursuit of grant funds of an estimated amount needs Board approval prior to grant applications being submitted. He said staff is seeking board approval to pursue grant funds from several possible sources including the City of Bainbridge Island's Hotel/Motel tax, the BI Parks Foundation, and the Rotary Club of BI. He said the grant funds would be used for Fay Bainbridge electrical lines to campsites/picnic shelter, Fay Bainbridge yurts, and renovation of the Hilltop bunkhouse. It was noted anticipated grant revenues and related expenses need to be included in the 2013 budget which is why the request is being made this evening. **MSC: Robinson/Cross: That approval be given staff to apply for grant funds from the following sources: City of Bainbridge Island's Hotel/Motel tax, the BI Parks Foundation, and the Rotary Club of BI; and that such grant funds would be used for Fay Bainbridge Park and Hilltop projects as outlined above.**

2013 BUDGETS FIRST READING:

General Fund: Executive Director Terry Lande noted revisions requested by the Board at the October 11, 2012 budget work session have been included in this evening's draft of the 2013 budgets. Prior to reviewing the budgets, he said several general questions would be addressed related to the District's reserves. Finance Manager Amy Swenson first reviewed the District's reserves policy and then broke down the status of the District's reserves as of the end of 2012. The estimated reserves balance at the end of 2012 is \$2,350,048. District policy/management practice establishes a reserve balance of just under \$1 million which addresses among other things cash flow needs until tax revenues can be collected. Reserves available after setting this amount aside is just over \$1,300,000. Executive Director Lande noted that while the Board had requested a breakdown of possible uses for these funds, he was reluctant to do this since

there has been no decision or motion on the part of the Board related to this. To balance the 2013 budget and meet operating expenses, \$67,084 out of reserves is needed. An amount over and above this is needed if the Board decides to give staff a cost of living increase. As requested by the Board at the 10/11/12 work session, Finance Manager Amy Swenson included several COLA options (1%, 2%, 3% increases) in her presentation and the impact these would have on the reserve fund and budget. Commissioner Swolgaard asked how much the District has borrowed against the reserve fund. It was estimated that approximately \$75,000 was borrowed for a new mower and the solar project at the Ray Williamson Pool. Amy Swenson then reviewed changes to the budget that were made following the October 11 work session. Some of these include an increase in recreation program revenue, a decrease in health care expense from what was anticipated at the work session, an adjustment for PERS rates, an increase in Labor & Industry rates, additional revenues/expenses related to fundraising for replacement of the District's sailing fleet. Staff also addressed a concern raised by Commissioner Robinson pertaining to possible under-projected program revenue. It was noted that the budget was amended this year in part to address this issue. It was also noted that projecting program revenue can be challenging, since revenues must be projected so far in advance and often for activities that have not yet been fully developed.

Capital Improvement Fund: Finance Manager Amy Swenson pointed out several changes since this budget was presented at the October 11 work session. These include the projects discussed earlier this evening under Request to Apply for Grants and removal of the Battle Point Park Water Tower. Commissioner Robinson noted in addition to ongoing care of the District's facilities, the importance of doing visible, tangible projects (like playgrounds) that the general public can see and enjoy. He suggested that as 2013 goes by if any of the specified CIF projects are unlikely to be done during the year, that these funds then be reallocated towards a project that will have greater community use.

Land Acquisition Fund: Finance Manager Amy Swenson said there have been no changes to this budget since the October 11 work session. She noted that the small amount remaining in this fund has been allocated for trail easements.

Bond Redemption Fund: Finance Manager Amy Swenson said there have been no changes to this budget since the October 11 work session. She noted that the bond for Gazzam Lake will be paid off in 2014, and the bond for the Aquatics Center will be paid off in 2018.

Board discussion was held following the budget presentation. Commissioner Cross noted that at the October 11 work session, the Board had asked staff to determine the impact of various COLA options on the reserve balance and overall budget. She said having done this, direction is needed from the Board on what to include in the final budget. She said she supports giving staff a 3% cost of living increase. Commissioner Kinney agreed saying staff has not received a cost of living increase for two years, is falling behind, and that the District needs to take care of its employees. He said staff works hard, has made sacrifices to cut costs, and are as much an asset to the District as land and buildings.

Commissioner Swolgaard also agreed. Chair DeWitt then directed Finance Manager Amy Swenson to include a 3% COLA in the budget which will be approved and adopted at the next board meeting. Upon hearing the board's direction, Amy Swenson distributed a draft 2013 salary scale that included a 3% cost of living. (She had prepared salary scales for the other COLA options as well in case the Board decided on one of these). As discussed at the October 11 work session, Amy Swenson said the 2013 salary scale before the Board includes the reclassification of four positions. Three of these positions, Office Specialist II, Finance Manager, and Senior Planner, had been determined to be underpaid by a 2008-2010 study done by an Employee Committee that compared District salaries to outside agencies. The fourth position Accounting Assistant is being reclassified as Accounting Specialist since this position has changed and now falls within the "Specialist 1" duties and pay range. The salary scale includes several other title

changes as well. It was noted that the second reading and adoption of all the 2013 budgets will be done at the November 15 board meeting.

DIRECTOR'S REPORT

Recreation Services Director: John DeMeyer: Recreation staff is busy getting programs lined up for the winter/spring brochure.

Senior Planner: Perry Barrett: Updated the Board on a recent meeting with the City regarding the Hilltop Vista trail.

Park Services Manager: Dan Hamlin: The entire Hilltop trail now has been graveled with the crew working hard to get it done before the rains came; the last of the work on the Hilltop house is being finished up until more funds become available next year; more plantings at the Gazzam Lake parking lot have been done.

Park Services Manager: Mike Mejia: A volunteer recognition event will be held at Seabold Hall next Thursday from 3:30-5:00 pm. The clearing of blackberry bushes at Fort Ward Park is almost done. A rain garden is going to be planted at Blakely Harbor Park at 3T Road. Several Scout projects are underway that involve clearing scotch broom, and re-doing a bridge at West Port Madison Park. Work on The Waypoint is underway with many people volunteering their services; the Park District has committed to putting in the irrigation.

Executive Director Lande: Terry Lande: The State is tightening up on how cash is handled, and this will have an impact on how campground fees are paid at Fay Bainbridge Park. Staff is looking into getting a pay station that will handle credit card payments and possibly be tied into the District's software at the office. This would eliminate the laborious procedure currently in place for campground fee entry and instill new safeguards for funds received. Staff is proposing that the Executive Director's Discretionary Fund be used for the pay station. Whether this new system could accommodate checks and cash in addition to credit/debit cards has yet to be determined. Finance Manager Amy Swenson said checks for camping fees can be a problem since many are from out of state and are difficult to track down when they bounce.

UPCOMING MEETINGS & EVENTS: November 8: Volunteer recognition event; November 15: 2nd reading and adoption 2013 budgets; November 19; IGWG meeting.

BOARD MEMBER ITEMS:

- Commissioner Robinson said the third dog committee meeting was just held with only he and Council Member David Ward attending. They discussed the confusion over signs on the island pertaining to dogs, saying the School District signs require dogs to be on leash and under control, a sign at the City-owned Strawberry Packing Plant says dogs must be on leash, and City code makes an allowance for voice control. Also discussed were the following possible locations for dog sites: Suzuki property (no longer seen as an option by the Artisans Group for their facility), the gravel area at Johnson Farm, and west Manzanita Park.
- Commissioner Robinson said a productive meeting to discuss Waterfront Park was held yesterday. He and Commissioner Cross attended along with Terry Lande, John DeMeyer, Dan Hamlin, and Mike Mejia.

WRITTEN COMMUNICATIONS


The Board received copies of the letter Executive Director Terry Lande wrote in response to the Hilltop neighbor's letter mentioned at the last board meeting.

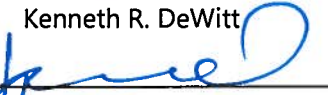
MEETING ADJOURNED TO EXECUTIVE SESSION at 7:20 pm for discussion of real estate negotiations, potential litigation, and personnel with announced time to reconvene at 8:05 pm.


MEETING RECONVENED at 8:05 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:06 pm for continued discussion of the above items, with announced time to reconvene at 8:35 pm.


MEETING RECONVENED at 8:35 pm and ADJOURNED at 8:36 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