

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING NOVEMBER 7, 2013
 STRAWBERRY HILL CENTER**

5:30 EXECUTIVE SESSION: Real Estate

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

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

ADJUSTMENTS TO AGENDA: Unfinished Business: Hilltop Conservation Easement was tabled.

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Gary Smith, island resident, said the City Council last night approved using the Vincent Road site for a dog park, and asked whether the Park District's public hearing on the park's design could happen in the next few weeks. Executive Director Lande outlined the next steps needed to move forward with the project, and expressed his intent to have the dog park opened next spring.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the October 17, 2013 regular board meeting, Chair Swolgaard stated the minutes stand approved as corrected: p. 3: Add "are" before "close to being cleared".

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
100813	10/8/13	49,734.14	94952	General	39,645.64	10/4/13
			94955	Capital Improvemt	10,088.50	
102113	10/21/13	2,184.71	94952	General	2,184.71	10/18/13
102913	10/29/13	36,090.15	94952	General	35,553.28	10/24/13
			94955	Capital Improvemt	536.87	
	October	Payroll	94952	General	250,174.57	
111213	11/12/13	142,900.13	94952	General	43,790.99	
			94955	Capital Improvemt	99,109.14	

UNFINISHED BUSINESS

HILLTOP CONSERVATION EASEMENT: This item has tabled and will be discussed at a future board meeting.

CENTURY LINK LEASE: Executive Director Terry Lande noted this issue came before the board once before at the February 16, 2012 board meeting. To summarize, Century Link (formerly Qwest) has equipment in the Grand Forest at the corner of Koura and Miller Road that has been there for many years without an agreement. Century Link/Qwest approached the Park District in 2012 with a request to have a formal easement established in exchange for a one-time payment of approximately \$3700. At the 2/16/12 board meeting, the Board asked the District's attorney to go back to the utility company with a request for an annual fee versus a one-time fee. The lease agreement before the Board this evening proposes an annual fee of \$500 for 30 years. The lease was prepared by the District's attorney Ryan Vancil

who said this agreement could also be used as a template for the future. Commissioner Robinson suggested that the agreement include an escalation clause that would adjust the lease amount every five years. Ryan Vancil noted the \$500 amount is based on the assessed value of the property, and while he agreed that an escalation clause should be considered for the template in the future, the additional amount the District would gain in this instance may not be enough to cover the costs for him to pursue this. Executive Director Lande noted this is the first reading for the lease agreement with Century Link and that no action is needed this evening.

PUGET SOUND ENERGY PROPOSAL FOR BAKER HILL ROAD: At the October 17, 2013 board meeting, Park Services Superintendent Mike Mejia mentioned Puget Sound Energy wants to put in power poles along the Gazzam parcel at the corner of Baker Hill Road and Crystal Springs Drive. This would require a number of alder trees on park property to come down. As requested by the Board, this item was included on the agenda for tonight's meeting. Mike Mejia provided additional information from PSE on the project especially in regards to why putting the lines underground is not a viable option. Putting the lines underground is more expensive, involves complications such as damaging tree roots, and is more difficult to repair when there are problems. Initially, PSE asked to put the lines in across the street. This would require the neighbor's screen of cedar trees to come down. In an effort to prevent this, the neighbor asked if the lines could be put across the street instead, which is why PSE has approached the Park District. The Board expressed a number of concerns and asked for clarification on where in the park the trees would come down. A decision was postponed until after the Board members could re-visit the site.

GENERAL BUSINESS

RESOLUTION 2013-07: PAYROLL IN HOUSE: Finance Officer Amy Swenson said this resolution is required by the County Treasurer's Office to bring payroll in house. This will allow the District to process its own payroll and the County will no longer have to provide this function for the District. **MSC: DeWitt/Kinney: That Resolution 2013-07, authorizing the District to process its own payroll, be adopted.**

RESOLUTION 2013-08: 2014 GENERAL FUND BUDGET: Finance Officer Amy Swenson said the budget has been revised with one change from what was in the board packet. Line item 100, Operating Transfers Out, was increased to \$157,500 from \$145,000 to include the HazMat storage unit requested by the Board at the 10/17/13 board meeting. **MSC: DeWitt/Cross: That Resolution 2013-08, approving the 2014 General Fund Budget, be adopted.**

RESOLUTION 2013-09: 2014 CAPITAL IMPROVEMENT FUND BUDGET: Finance Officer Amy Swenson said this budget includes the HazMat storage unit as requested by the Board during the first reading on 10/17/13. **MSC: DeWitt/Cross: That Resolution 2013-09, approving the 2014 Capital Improvement Fund Budget, be adopted.**

RESOLUTION 2013-10: 2014 LAND ACQUISITION FUND BUDGET: Finance Officer Amy Swenson said there has been no change to this budget since the first reading on 10/17/13. **MSC: Cross/Robinson: That Resolution 2013-10, approving the 2014 Land Acquisition Fund Budget, be adopted.**

RESOLUTION 2013-11: 2014 BOND REDEMPTION FUND BUDGET: Finance Officer Amy Swenson said there has been no change to this budget since the first reading on 10/17/13. **MSC: Robinson/DeWitt: That Resolution 2013-11, approving the 2014 Bond Redemption Fund Budget, be adopted.**

RESOLUTION 2013-12: 2014 SALARY SCALE: Finance Officer Amy Swenson reviewed the 2014 salary scale with the Board including several items that were added since it went out in the board packet last week. Some of the items included in the 2014 salary scale include: a 2% cost of living increase, merit increases for eligible employees, reclassification of several positions due to changes in job duties, the elimination of a position that was vacated and is

no longer needed, and adjustments to part-time positions and pay scale levels. **MSC: DeWitt/Robinson: That Resolution 2013-12, approving the 2014 Salary Scale, be adopted.**

RESOLUTION 2013-13: 2014 REGULAR PROPERTY TAX LEVY ASSESSMENT: Finance Officer Amy Swenson said this resolution has been revised from what was in the board packet to include input from the County Assessor's Office that was not available until after the board packets went out. **MSC: DeWitt/Robinson: That Resolution 2013-13, authorizing and directing the County Assessor to levy regular property taxes as specified therein for collection in 2014 for operation and maintenance costs in the year 2014, and for costs related to the acquisition, development, and maintenance of park properties in accordance with Resolution 2008-17, be adopted.**

RESOLUTION 2013-14: 2014 BOND LEVY TAX ASSESSMENT: Finance Officer Amy Swenson said one bond will be paid off in 2014. **MSC: DeWitt/Cross: That Resolution 2013-14, authorizing and directing the County Assessor to levy \$904,906.00 for collection in 2014 for the purpose of paying principal and interest on general obligation bond indebtedness of the District, be adopted.**

RESOLUTION 2013-15: PETTY CASH: Amy Swenson said this resolution is needed to update two of the petty cash custodians. **MSC: DeWitt/Robinson: That Resolution 2013-15, approving an update of custodians for the District's petty cash funds, be adopted.**

RESOLUTION 2013-16: PROGRAM DISCOUNTS & FEE WAIVERS: Recreation Division Director John DeMeyer said this resolution supersedes Resolution 2001-3 which addresses program discounts for the financially disadvantaged. Up until now, this has been handled in-house. This resolution proposes that social service agency Helpline House handle the amount the District budgets each year for scholarships and discounts since it is in a better position than the District to identify eligible candidates. **MSC: DeWitt/Cross: That Resolution 2013-16, authorizing funds for scholarships to financially disadvantaged island residents, and identifying Helpline House as the District's sole advisor in disbursing these funds, be adopted.**

RESOLUTION 2013-17 DISTRICT'S COMMITMENT TO SENIOR PROGRAMS: Recreation Division Director John DeMeyer said two months ago, the Board directed staff to prepare a resolution expressing the District's commitment to senior programming. Dian O'Brien, president of the Bainbridge Island Senior Community Center Non-Profit, expressed appreciation to the Board for all the work they do, and thanked John DeMeyer for preparing the resolution. She said it will be included in the strategic plan that is currently being developed. **MSC: Cross/Kinney: That Resolution 2013-17, acknowledging the Park District's commitment to senior programming and to the operation of the Senior Center facility, be adopted.** Commissioner Cross said this resolution grew out of the strategic plan and is a policy statement from the Board stating the District's commitment to senior programming.

DIRECTOR'S REPORT

Recreation Division Director: John DeMeyer: The event at the skate bowl last weekend was moved to Island Center Hall due to the bad weather; recreation staff is busy working on the winter/spring catalog; Outdoor Program Manager Jeff Ozimek is holding a ski swap this weekend at the Waterfront Park Community Center; a Pizza & Battleship Night is being held at the Aquatics Center on Friday; the Pool Operator had a recent bike accident resulting in severe injury. Staff is applying for a number of small grants as follows: **Bainbridge Island Parks Foundation:** 1) Mark: mobile lift at pool to help people into water (funds also will be requested from Suquamish Tribe); 2) Bryan: \$2000 for gymnastics equipment; 3) Jeff: \$1500 for materials for another boat trailer; 4) Reilly's: Schel Chelb playground. **COBI Motel/Hotel Tax:** 1) Mark: \$2500 for a biathlon; 2) Mike: funds for yurts at Fay Bainbridge Park. **Rotary:** 1) Mark: \$3400 to equip Aquatics Center doors with automatic openers. **MSC: Robinson/Cross: that permission be granted to apply for all these small grants.**

Park Services Superintendent: Dan Hamlin: all work at Rotary Park is finished except for landscaping which is underway right now; the permits were submitted for Phase 1 of Blakely Harbor Park and the pre-application conference was held for Phase 2 with a follow up meeting next week and tentative permit submittal on November 19; the Veterane trail has been laid out; Buy Nothing Bainbridge has contacted the District about providing free bikes for the public and an MOU for Battle Point Park as a pilot program is being drafted; the next project staff will take on is installing kick rails on the Forest to Sky Trail boardwalk.

Park Services Superintendent: Mike Mejia: is working with WA Water Trails to get Fay Bainbridge and Fort Ward Parks listed in their guide, and WA State Fish & Wildlife on the closure of Fay Bainbridge Park to clamming; yesterday a boat was beached off Fay Bainbridge Park; Kids Up Playground has been pressure washed and tile totems will be re-painted.

Executive Director: Terry Lande: Senior Planner Perry Barrett is in Chicago attending a certification program. Upon his return he will hold two public meetings on the comprehensive plan and use a survey monkey to get more public input.

UPCOMING MEETINGS & EVENTS: November 12 & 14: Public Meetings for Comprehensive Plan Update.

BOARD MEMBER ITEMS:

- Commissioner Cross said she and Commissioner DeWitt recently walked the Hilltop property.
- Commissioner Robinson attended the City Council meeting last night and the Vincent Road site was approved for a dog park.
- Commissioner Kinney wants to start looking ahead to where a next dog park might be located.
- Commissioner Swolgaard inquired into the COBI property transfers.

WRITTEN COMMUNICATIONS Commissioner DeWitt said several emails have been received regarding the trail behind Sakai School.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:24 pm for discussion of real estate and personnel announced time to reconvene at 8:30 pm.

MEETING RECONVENED at 8:33 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:35 pm for continued discussion of the above items, with announced time to reconvene at 8:50 pm.

MEETING RECONVENED at 8:50 pm and **ADJOURNED** at 8:52 pm.

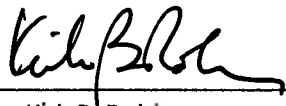
Elizabeth R. Shepherd
Terry M. Lande
BAINBRIDGE ISLAND METROPOLITAN
PARK & RECREATION DISTRICT

BY: 
John Thomas Swolgaard

BY: _____
Jay C. Kinney

BY: 
Lee Cross

BY: 
Kenneth R. DeWitt

ATTEST: 
Kirk B. Robinson