

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING DECEMBER 17, 2015
 STRAWBERRY HILL CENTER**

EXECUTIVE SESSION: 6:00 pm - Real Estate

CALL TO ORDER A quorum being present, the meeting was called to order at 7:00 pm by Chair Robinson.

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Craig Juckniess, President of Friends of BHS Sailing Team, expressed frustration with a recent decision by the Park District to terminate a 2010 agreement between the sailing club and the District. He will be contacting the Board with a formal letter requesting that the agreement stay in effect for the remainder of the current one year term.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the November 19, 2015 regular board meeting, Chair Robinson stated the minutes stand approved as submitted. P. 1: change "removed" to "deleted from the project". In addition, he commented on the phrase "proposed trail easement" under the Public Comment section, saying that at the time of the board meeting it was understood to be a proposed trail easement, but that it has since been learned that a trail easement held by the City of Bainbridge Island is already in place.

APPROVAL OF PAYMENTS: MSC: DeWitt/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 Dated	Batch Amt	Fund No.	Fund Name	Fund Amt	Pre-Approved
11/24/15	36,888.37	001	General	30,194.51	11/19/15
		300	Capital	6,693.86	
12/8/15	76,076.18	001	General	47,619.24	12/7/15
		300	Capital	28,456.94	
12/15/15	84,572.60	001	General	76,018.79	12/11/15
		300	Capital	4,202.94	
		310	Land Acquisiti	4,350.87	
October	Payroll	001	General	389,150.81	
November	Payroll	001	General	351,201.17	

UNFINISHED BUSINESS

CARLSON CONSERVATION EASEMENT AMENDMENT: Senior Planner Perry Barrett presented three documents for board review pertaining to the Carlson portion of the Forest to Sky Trail and involving the property owner, Park District and BI Land Trust. **MSC: Cross/Swolgaard: That the Executive Director be authorized to sign the Carlson Three Party Conservation Agreement. MSC: Cross/DeWitt: That as part of the Carlson Agreement, the Executive Director be authorized to sign the Termination of Right of First Refusal. MSC: Cross/Kinney: That the Executive Director be authorized to sign the Carlson document, First Amendment to Declaration of Trail Easements, Access Easements, Conservation Easements and Bridge Maintenance Agreement.**

2016 SENIOR CENTER AGREEMENT: Recreation Services Superintendent Mark Benishek introduced Dick Melton, President of the BISCC Non-Profit Board, and said the 2016 Senior Center Agreement presented this evening has been reviewed and unanimously approved by the Non-Profit Board. Mark Benishek said it is a rolling agreement, signed last in 2014 and before the Board this evening with several proposed revisions. He reviewed the changes and after several comments from board members, the 2016 agreement was approved. **MSC: Swolgaard/DeWitt: That the 2016 Agreement between the BI Senior Community Center Non-Profit Board and the BI Metropolitan Park & Recreation District, be approved.**

2016 BOARD OF COMMISSIONER OFFICER ELECTIONS: Commissioner Swolgaard nominated Commissioner Cross to be the next Board Chair. She respectfully declined, and he withdrew his nomination.

MSC: Kinney/Cross: That Tom Swolgaard be appointed as Chair.

MSC: Swolgaard/Cross: That Ken DeWitt be appointed as Vice-Chair.

MSC: Swolgaard/DeWitt: That Jay Kinney be appointed as Secretary.

MSC: Kinney/DeWitt: That Lee Cross be appointed as Treasurer.

MSC: Swolgaard/DeWitt: That Kirk Robinson be appointed as Member at Large.

2016 BOARD COMMITTEE ASSIGNMENTS:

Chair Robinson raised the question of whether standing board committees are needed since they seldom meet, and much of the work done is done now through the liaison positions or ad hoc committees. He noted that any decision to eliminate the standing committees would require a change in policy. Swolgaard suggested the standing committees meet on an as needed basis. Commissioner DeWitt suggested keeping them in place so they are positioned to act if and when something comes up.

Committee Assignments:

Governance:	Swolgaard/DeWitt (<i>incoming Chair and Vice-Chair</i>)
Capital Facilities:	Kinney/Cross
Program:	Kinney/Robinson
Budget & Finance:	Cross/DeWitt (<i>Treasurer serves on this committee</i>)
Personnel:	Swolgaard/Robinson (<i>outgoing and incoming Chairs</i>)

MSC: DeWitt/Kinney: That the above Board Committee assignments be approved.

Board Liaison Positions

BIMPRD Parkland Acquisition Committee/BIMPRD Trails Committee: DeWitt/Cross

BI Parks Foundation: Cross/Swolgaard

COBI Non-Motorized Transportation Committee: Robinson/Cross

BI Senior Center/BI Teen Center: Cross/DeWitt

BI School Board: Kinney/DeWitt

Dog Advisory Committee: Kinney/Robinson

MSC: Cross/Swolgaard: That the above liaison positions be approved.

Designated Payroll Signer (see Resolution 2015-27)

MSC: Kinney/DeWitt: That Tom Swolgaard be approved as the designated board member to sign payroll.

GENERAL BUSINESS

RESOLUTION 2015-25: REFUND POLICY: This policy was drafted by staff and reviewed by the Leadership Team. It was generated out of a need to clarify when class and program refunds can be issued. **MSC: DeWitt/Swolgaard: That Resolution 2015-25, approving the operational policy on class and program refunds, be adopted and included in the Park District's Policy Manual.**

RESOLUTION 2015-26: INTERFUND LOAN: GENERAL FUND TO CAPITAL IMPROVEMENT FUND: This resolution allows the Park District to borrow from itself through an interfund loan until project, grant, and insurance funds for the Rotary Park Renovation Project have been received, at which time the loan will be paid back. **MSC: DeWitt/Cross: That Resolution 2015-26, approving an interfund loan for the Rotary Park Renovation Project of up to \$250,000 from the General Fund to the Capital Improvement Fund, be adopted.**

RESOLUTION 2015-27: DESIGNATED PAYROLL SIGNERS: This resolution revises who the designated payroll signers are by changing the "Board Chair" to a "Designated Board Member". Having the board chair as a designated signer became problematic due to the change each year in the person presiding as Board Chair, and the need to change each year the name on the account to reflect the current Board Chair. **MSC: DeWitt/Kinney: That Resolution 2015-27, revising those who are authorized to be the designated signers for the Park District payroll, be adopted.**

DIRECTOR'S REPORT

Recreation Services Superintendent: Mark Benishek: the Evergreen Singers event at the Senior Center had a great turn-out; participants of the after art school program did a lot of the decorating for the Holiday Carnival at the Aquatics Center; an anonymous community member offered to get the pull up bars at the Aquatics Center re-coated and is covering the cost to do this.

Park Services Director: Dan Hamlin: followed up on the status of the failed septic system at Battle Point Park, saying the emergency repair has been done as required by the County, and that Board authorization is now needed to move funds for the project from the General Fund to the Capital Improvement Fund in order to pay the related expenses. **MSC: Swolgaard/Cross: To approve moving 2015 funds from the General Fund into the Capital Improvement Fund for emergency expenditures related to the Battle Point Septic system not to exceed \$20,000.**

Dan Hamlin continued saying work on the Grand Forest East parking area should begin next week; work is underway to open up the Sakai property including mowing, fencing off the bunker, planting cedars to screen the house, and installing a parking area; renovation of the Strawberry Hill picnic shelter has started.

Senior Planner: Perry Barrett: the Blakely Harbor Park jetty bridge project is in the pre-application period with the federal government; the BI Land Trust has paid off the Hilltop parcel the barn sits on and wants to transfer the property to the Park District in the first quarter of the new year.

Recreation Services Superintendent: Bryan Garoutte: fall programs are finishing up this week; 30 people have registered for the ski train to Whitefish, Montana; the Sports Department is working with the School District to offer the national program, Gō Run for Girls; Cultural Arts Program Manager Sue Hylan has announced she will be retiring in fall 2016; the winter/spring catalog is posted on the website with registration for classes starting January 6.

Executive Director: Terry Lande: met with City Manager Doug Schulze and learned the City is willing to do a BLA at Pritchard Park and may want to transfer both Pritchard and Meigs Parks after the first of the year; attended first Chamber of Commerce board meeting and has come to realize the importance of tying the Park District more into the business community. He commented briefly on the earlier public comment made and it was noted the issue relates to liability, public funds, transparency, and other duties that need to be met.

UPCOMING MEETINGS & EVENTS: January 23: Public meeting Sakai planning process.

BOARD MEMBER ITEMS:


- Commissioner Kinney said the Dog Advisory Committee met and the new committee members are up and running.
- Commissioner DeWitt commented on how much fun it was to walk a new full loop at Gazzam which is now possible due to the recently constructed Veterane and Knudsen trails.
- Commissioner Swolgaard said a youth conference is being held next July and that 200-300 youth are looking for a project.
- Commissioner Cross attended a recent BI Parks Foundation meeting and relayed some of the issues discussed including status of fundraising for Hidden Cove Dock (\$57,000 to date has been raised), email distribution list, and process for getting trails named.
- Commissioner Cross said she's heard a number of people express appreciation for the new leash law enforcement and has seen a lot of compliance.
- Commissioner Robinson attended a recent COBI Non-Motorized Transportation Advisory Committee meeting.

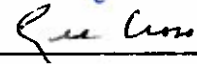
MEETING ADJOURNED TO EXECUTIVE SESSION at 8:52 pm for discussion of personnel, with announced time to reconvene at 9:20 pm.


MEETING RECONVENED at 9:20 pm. **MSC: Swolgaard/Kinney: To approve the annual evaluation of Executive Director Terry Lande and authorize his 2016 compensation package.**

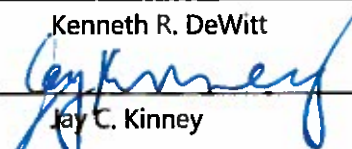
MEETING ADJOURNED at 9:23 pm.

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

BY: 
Kirk B. Robinson

BY: 
Lee Cross

BY: 
Kenneth R. DeWitt

BY: 
Jay C. Kinney

ATTEST: 
John Thomas Swolgaard