

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING OCTOBER 4, 2018
STRAWBERRY HILL CENTER**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:01 pm by Chair Kinney.

BOARD MEMBERS PRESENT: Ken DeWitt, Jay Kinney, Michael Pollock (late), Tom Swolgaard. Absent: Lee Cross

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the September 20, 2018 regular board meeting, Chair Kinney stated the minutes stand approved as corrected: p. 3: change Rosemary Hawk Foundation to Charles Hawk Estate.

APPROVAL OF PAYMENTS: MSC: Pollock/Swolgaard: I have reviewed the following vouchers, warrants and electronic payments and move that they be approved for payment.

Batch Date	Fund Number & Name	Warrant Numbers	Total Batch Amount	Pre-Approved
9/11/18	001 General Fund 300 Capital Improvement Fund	17206-17233	62,299.95	9/17/18
9/18/18	001 General Fund 300 Capital Improvement Fund	17234-17270	250,963.10	9/17/18
9/25/18	001 General Fund 300 Capital Improvement Fund	17271-17306	58,087.62	9/25/18
10/2/18	001 General Fund 300 Capital Improvement Fund	17307-17332	32,147.61	10/1/18
	001 General Fund (Sept payroll)	EFT & 2291-2300	392,369.44	

UNFINISHED BUSINESS

BLAKELY HARBOR PARK SITE USE HISTORY/FUTURE PRESENTATION BY DEPARTMENT OF ECOLOGY: A presentation on Blakely Harbor Park was made by staff from the WA State Department of Ecology Toxics Cleanup Program. The two presenters were Section Manager Barry Rogowski and Natural Resource Scientist John Evered. Also attending from DOE were Dawn Hooper in community outreach and Leonard MacHut in aquatics. In 2005 an effort began in WA State to restore and preserve the health of Puget Sound. Blakely Harbor Park has been identified as a next site to assess for potential contamination and clean-up. Their goal is to develop a strategic partnership with the Park District and request site access to Blakely Harbor Park to study the extent of contamination from the prior mill and ship building operations. Two WA State clean-up laws apply to the work they do: 1) Model Toxics Control Act (MTCA); and 2) Sediment Management Standards (SMS). A brief history of the industrial era of Blakely Harbor was presented with photos from the early 1900's showing how large the scale of mill operation was. During this time wood waste was burned. When wood permeated with salt water is burned, contaminants are created and spread through smoke and ash into upland areas. In addition, while small quantities of wood waste can be beneficial, unnatural quantities such as the number of logs at the bottom of the mill pond can physically smother the environment and create an environment that is unhealthy or toxic. The Blakely Harbor Park site was selected due to the likelihood of environmental and habitat degradation from wood waste and heavy metal, posing risk to marine life and possibly human health. Several clean-up efforts completed by DOE were mentioned as examples of the work they have done including the former mill site at Port Gamble. Discussion followed with questions taken from the board and public. Any clean-up effort takes many years to complete. The initial studies to investigate a site and verify contamination exists

can involve several years. Following this, if shown to be contaminated, the site is listed as a hazardous site, and legal negotiations begin with owners and prior owners. Historic/archeological studies are done, and the community is engaged through a public outreach effort. While all this can take 5-6 years, the clean-up itself (construction work) is relatively quick, lasting several seasons. Should the park board agree to grant DOE access to the site, a formal access agreement will be prepared. **MSC: DeWitt/Swolgaard: That the Park District grant the Department of Ecology access to Blakely Harbor Park for purposes of studying the extent of contamination from the Port Blakely mill operation.**

STUDENT CONSERVATION CORPS AND TRAILS CREW REPORTS: Volunteer Coordinator Emily Helgeson gave reports on the two programs she led this summer. 1) Trails Crew: This program is a six-week program in the summer that is funded by the BI Parks Foundation. It includes five crew members with one leader. Park intern Bailey Barrett was in the leadership role for three weeks until Emily Helgeson could step in after finishing her work with the Student Conservation Corps. Work involved the construction of three new trails at Waypoint Woods, Shepard to Wyatt, and Schel Chelb Park. Trail maintenance work was done at Pritchard Park and Grand Forest West. 2) Student Conservation Corps: This program which just completed its ninth year was expanded this summer from one twelve-week session to two twelve-week sessions. The program was extended since it accomplishes so much work in invasive species removal, and because of the job opportunity it provides students along with getting them into parks. While working to remove invasive plants from parks, the students were also educated in environmental stewardship and related career opportunities. This year 24 speakers spoke to the group. Crew members spent 1723 hours in eight parks this summer working to remove invasive species that included English holly, Himalayan blackberry roots, English ivy, and Scotch broom. They cleared 807 trees of ivy bringing SCoCo's grand total to over 14,500 trees cleared in nine years.

SAKAI PARK FEASIBILITY STUDY: Senior Planner Perry Barrett said this is the next stage in the Sakai Park planning process. It will build on the concept plan adopted for the park at the 6/21/18 board meeting. An RFQ (request for qualifications) was posted this past summer to solicit proposals for the development of a feasibility study for Sakai Park. Two proposals were submitted with both candidates interviewed and the highest score awarded Jones & Jones. The target amount for the project is \$75,000. Negotiations with Jones and Jones brought their price down to \$77,345. The work will include schematic designs for the facilities presented in the concept plan, estimated capital costs, and an operational study that will include estimated costs to operate the facility. It is the recommendation of staff that the contract be awarded to architect and landscape architect, Jones & Jones. **MSC: DeWitt/Swolgaard: To approve the contract with Jones & Jones for the Sakai Park feasibility study in the amount of \$77,345 and to authorize the Executive Director to sign. (Abstain: Pollock)**

2019 BUDGET GOALS: Administrative Division Director Amy Swenson made a presentation on 2019 budget goals. She reviewed levy constraints the Park District must operate under affecting the amount of tax revenue the District can collect, as well as a history of tax revenues collected in the past for District operations. Challenges faced by the District in 2019 include an increase in costs that exceeds the increase in projected tax revenue. Fixed costs are going up, additional properties/facilities are being acquired which increase operational costs, and new regulations are causing District costs to go up follows: 1) An increase in minimum wage will have widespread implications for the District's overall pay scale; 2) A new sick leave law requires that paid sick leave be given part-time employees; 3) A new FMLA tax is increasing costs related to family medical leave. Other challenges include difficulties related to filling positions and the likelihood that 30% of the District's full-time work force will retire in the next five years. The Park District is also bumping up against limits dictating when public works projects can be done with Park District staff. Public works projects include anything but ordinary maintenance, and the limit for public work projects that can be done in-house for metropolitan park districts is \$20,000. This includes labor and material. Contracting small projects out can be much

more expensive. Park District goals for 2019 include: 1) Maintaining District reserves of at least \$1.5 million; 2) Working with other metropolitan park districts to advocate for increasing limits on public works projects; 3) Continue with next step in Sakai planning process; 4) Reviewing renovation options for the aging Ray Williamson Pool; 5) Incorporate and improve Pritchard Park; 6) Address upcoming costs related to new regulations; 7) Providing possible match for playground improvements at Fay Bainbridge Park and Battle Point Park. Amy Swenson then pointed out that the last pool payment will be made in 2018, and the last payment to the Boys & Girls Club will be made in 2019. She noted that the Land Acquisition Fund still owes the General Fund approximately \$81,000. The 2019 budget schedule was laid out as follows: 10/18/18: work session (discussion and input); 10/2/18: first reading (minimal changes); 10/16: second reading and adoption.

Handwritten signatures and dates:
10/2/18
10/16
JK
JK

DIRECTOR'S REPORT

Recreation Division: Division Superintendent Bryan Garoutte said work is underway on the winter/spring program catalog; Outdoor Programs Manager Jeff Ozimek has been asked by WRPA to do a presentation on outdoor programs at their spring conference next year; the pottery program is losing some great instructors and efforts are underway to fill these positions; gymnastics is gearing up for competition season which begins in December; a Teen Center open house will be held on 10/13. Division Director Mark Benishek said Town & Country has donated 150 pumpkins to the Haunted Hayride and Suyumatsu Farms is giving a discount on pumpkins; staff will be carving pumpkins for the event on 10/19; the tai chi program in Active Adults is continuing to grow, the aquatics team is entering its competition season. He said recreation staff would like to submit three applications for grant funds from the BI Parks Foundation this year and asked for a motion to approve them. **MSC: DeWitt/Swolgaard: That staff be authorized to apply for the following grants from BI Parks Foundation: 1) Aquatics diving board stand (\$4250); 2) Outdoor Programs new sailing fleet (\$15,000); 3) Gymnastics water fountains (\$2500).**

Park Services Division: Division Director Dan Hamlin said he is just back from vacation and catching up. The Williams Olson committee met before he left with pro bono architect Eric Schmidt who presented some good ideas regarding parking at the park; irrigation projects are underway at Battle Point and Rotary Parks. He said staff has worked with BIPD in response to the recent donut incident at Battle Point Park and the police responded extremely well; he has met with all the kids involved and each has agreed to restitution; repairs to the park will be done tomorrow. Park Manager David Harry said work is now underway on the east end of the Hawley Cove boardwalk and will move next to the west end. The Bainbridge Artisan Resource Network (BARN) is building the handrails and benches for the boardwalk; the Park District is providing the material.

Administrative Division: Senior Planner Perry Barrett said Kitsap County Public Facilities District might have funds available for potential elements of the pool and/or Sakai Park projects. Executive Director said it is likely that Morgan Smith will become the new City manager and expressed support for this. He also mentioned a letter that came from the BI Land Trust expressing appreciation for the Park District's partnership with them and including a \$3500 donation to the District.

UPCOMING MEETINGS & EVENTS: 10/13/18: Teen Center Open House 3-7pm.

BOARD MEMBER ITEMS:

- Commissioner DeWitt said he met with the BI Parks Foundation's executive director, Barb Trafton, and three members of their Executive Committee to discuss relationships between the two agencies. It was a good discussion that covered both present concerns and future options including possible mechanisms to facilitate getting trails built

- Commissioner Swolgaard said he also met with BI Parks Foundation's executive director, Barb Trafton, to explore how best the two agencies can work together.
- Commissioner Kinney said he will meet next week with Barb Trafton. In consideration of the DOE presentation this evening, he suggested having the attorney the District retained to review the transfer of Pritchard Park also review the covenants of acquisition for Blakely Harbor Park. He commented on the potential excitement around the clean-up effort presented by DOE and what it could do for the park.

MEETING ADJOURNED TO EXECUTIVE SESSION at 8:15 pm for discussion of real estate, with announced time to reconvene at 8:40 pm.

MEETING RECONVENED at 8:40 pm and **ADJOURNED** at 8:41 pm.

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

BY: _____


Jay C. Kinney

BY: _____


Lee Cross

BY: _____

Michael Pollock

BY: _____


Kenneth R. DeWitt

ATTEST: _____


John Thomas Swolgaard