

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING JANUARY 19, 2017  
STRAWBERRY HILL CENTER**

**CALL TO ORDER** A quorum being present, the meeting was called to order at 6:02 pm by Chair DeWitt.

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

**STAFF MEMBERS PRESENT:** Terry Lande, Perry Barrett, Mark Benishek, Bryan Garoutte, Dan Hamlin, David Harry, Elizabeth Shepherd, Amy Swenson.

**ADJUSTMENTS TO AGENDA:** Add to end of board meeting an executive session for real estate and personnel.

**INTRODUCTION:** Executive Director Terry Lande introduced Nick Twietmeyer, a new reporter with the Bainbridge Review who said he will be covering park/recreation and schools.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS:**

Don Willott, island resident, updated the board on the Sound to Olympics trail. He noted efforts to assess what trees will need to be removed are underway, and that construction on the section between Winslow Way and High School Road will begin sometime this year.

**BOARD CONSENT**

**APPROVAL OF MINUTES:** Upon making the following revisions to the minutes of the January 5, 2017 regular board meeting, Chair DeWitt stated the minutes stand approved as corrected: p. 2: Add "Perry Barrett" after "Senior Planner". (This minor revision was called in by Commissioner Cross and made prior to the board meeting).

**APPROVAL OF PAYMENTS: MSC: Robinson/Cross: 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
12/28/16	136,576.99	001	General	126,142.53	12/28/16
		300	Capital	3,472.96	
		310	Land Acquisiti	6,961.50	
01/12/17	102,027.42	001	General	87,647.23	1/12/17
		300	Capital	14,370.10	
		001	General	10.09	

**UNFINISHED BUSINESS**

**NATIONAL PARK SERVICE AGREEMENT FOR MEMORIAL AT PRITCHARD PARK:** Senior Planner Perry Barrett presented a draft agreement prepared by the National Park Service for the Bainbridge Island Japanese American Exclusion Memorial at Pritchard Park. The agreement is between NPS, the Park District, the BI Japanese American Exclusion Memorial Association, the BI Japanese American Community, and the BI Historical Museum. The agreement outlines the roles and responsibilities of each party. It also states the City of Bainbridge Island has transferred its ownership in the memorial's portion of Pritchard Park to the Park District. This has not yet happened, and prior to executing the final agreement, this transfer must have occurred. Perry Barrett said BIJAEMA has inquired into whether

their insurance responsibilities for the visitor facilities and their interpretation elements could be covered under the Park District's insurance policy, with BJAEMA reimbursing the Park District for their portion of the premium. He said BJAEMA will need to carry their own insurance policy. The board requested more clarity in the contract over who is responsible for insuring what. A question was raised by the board over the District's responsibility for stormwater management fees, and whether these fees could be waived by the City. The annual stormwater fees for the memorial have been estimated at \$1500; this takes into consideration the visitor's center that has not yet been built. Additional input by the board included a request to have the agreement clearly specify who is responsible for both the installation and the on-going expense of utilities. It was also mentioned that a boundary lot line adjustment will be made to make clear what portion of Pritchard Park has been designated for the memorial.

### **GENERAL BUSINESS**

**RESOLUTION 2017-01: CHANGE OF BANK:** Administrative Services Director Amy Swenson informed the board of a change in the County's bank from Bank of America to Key Bank, which requires the Park District to change banks as well. **MSC: Swolgaard/Kinney: That Resolution 2017-01, authorizing a change in the Park District's bank from Bank of America to Key Bank, be adopted.**

**RESOLUTION 2017-02: NEW IMPREST CHECKING ACCOUNT:** Administrative Services Director Amy Swenson said a new imprest checking account is needed for the Aquatic Center so it can obtain checks on short notice. The imprest account will be used for expenses that cannot be paid with a credit card and require payment sooner than what can be processed through the District's accounts payable system, such as entry/meet fees and emergency maintenance expenses. **MSC: Cross/Kinney: That Resolution 2017-02, establishing a new imprest checking account called the Aquatic General Operating Account, be adopted.**

**RESOLUTION 2017-03: AMENDED 2017 SALARY SCALE:** Administrative Services Director Amy Swenson said the 2017 salary scale needs to be amended to reflect the State's increase in its minimum wage rate to \$11/hour. Approximately four positions are affected. **MSC: Robinson/Cross: That Resolution 2017-03, approving an amended 2017 Salary Scale, be adopted.**

**RESOLUTION 2017-04: AMENDED 2017 CAPITAL IMPROVEMENT FUND BUDGET:** Administrative Services Director Amy Swenson said the 2017 Capital Improvement Fund needs amending to carry forward 2016 projects/funding to 2017. **MSC: Robinson/Swogaard: That Resolution 2017-04, approving an amended 2017 Capital Improvement Fund Budget, be adopted.**

Meeting adjourned for a break at 6:45 pm. Meeting reconvened at 6:50 pm.

### **DIRECTOR'S REPORT**

**Administrative Services:** Senior Planner Perry Barrett presented the proposal submitted by Jones and Jones, the consulting firm selected by the interview committee for the Sakai site plan subject to negotiating an acceptable price and terms. The Jones and Jones proposal has been reviewed by staff and Commissioners Robinson and Swolgaard who participated in the interviews. Executive Director Lande said the proposal is impressive and very well laid out. Commissioner Robinson concurred and recommended moving forward with the firm. It was noted that a motion from the board is not needed since this is an operational decision that can be made by staff. The price of the contract will be reflected in an amended Capital Improvement Fund Budget that will require board adoption. Perry Barrett said work is underway to launch the next permit for the Blakely Harbor Park jetty bridge, i.e. the JARPA permit required by the State and also used by the federal government. Work is also underway to obtain a federal permit needed for the Hidden Cove dock project, and a conditional use permit needed for the Fort Ward bakery project.

Recreation Services: Division Superintendent Bryan Garoutte said winter/spring classes kicked off this week with pottery classes filled and waitlisted, ski bus going well, and gymnastics classes filling. As winter/spring classes get underway, staff is starting now to line up summer programs. Staff will participate in a training program through Kitsap Strong on how to work with people traumatized early in life. The new carpet should be coming soon for the Transmitter Building. Division Director Mark Benishek said over 400 kids have signed up for winter/spring swim lessons and aquatic staff has done a great job of getting more classes lined up. The aquatic center will be hosting an academy through the Red Cross this year to provide lifeguard and water safety instruction for the Pacific Northwest region. There has been such interest that the national Red Cross has already booked the aquatic center for next year. Coming up this summer for seniors as well as other ages is an intergenerational program offering a life skills toolbox. Four bids were submitted and a contractor selected for installing a new deck floor at the Aquatics Center this May. Mark Benishek passed around a sample of the product that will be installed saying staff has visited facilities where it is being used and have heard great reviews. Commissioner Swolgaard has also reviewed the product and concurs with the selection.

Park Services: Division Director Dan Hamlin said approximately 50 people volunteered this week to remove ivy from Blakely Harbor Park and three dump truck loads were hauled away. As part of an arborist effort the Park District is now in possession of 10 coastal Redwood trees cloned from giant trees in Redwood national parks. The 10 trees will be planted in District parks, possibly Sakai Park. The Dog Advisory Committee is getting launched again due to the imminent Pritchard Park transfer to the Park District from the City of BI, and the need to discuss off leash parameters for this park. The committee will also address animal control issues. Dan Hamlin noted that with better control of off leash dogs in parks, it is easier to identify where the true problems lie. Animal Control officers will now start issuing more written warnings.

#### **BOARD MEMBER ITEMS:**

- Commissioner Robinson commented on the great work done at Blakely Harbor Park this week, and reported on items discussed at the COBI Non-Motorized Transportation Advisory Committee meeting he recently attended.
- Commissioner Cross mentioned that the BI Senior Community Center Non-Profit Board will hold its annual meeting next Tuesday, and that she has been invited to make comments.
- Commissioner Kinney inquired into the status of the Rotary Park ballfields, and Dan Hamlin said the fields are finished and are being prepared for spring season.
- Commissioner Swolgaard mentioned work being done at the site neighboring Pritchard Park and wondered what impact it will have on the memorial.

#### **WRITTEN COMMUNICATIONS**


1) A letter from the Park Board providing input into COBI's draft comprehensive plan was delivered to the City of Bainbridge last week; 2) Sustainable Bainbridge sent a note thanking the Park District for its involvement in their beach clean-up; 3) An email from Jim Brennan was received concerning Blakely Harbor Park.

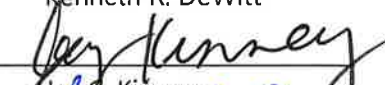
**MEETING ADJOURNED TO EXECUTIVE SESSION** at 7:40 pm for discussion of real estate and personnel, with announced time to reconvene at 8:15 pm.

**MEETING RECONVENED** at 8:15 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:16 pm for continued discussion of the above items, with announced time to reconvene at 8:45 pm.

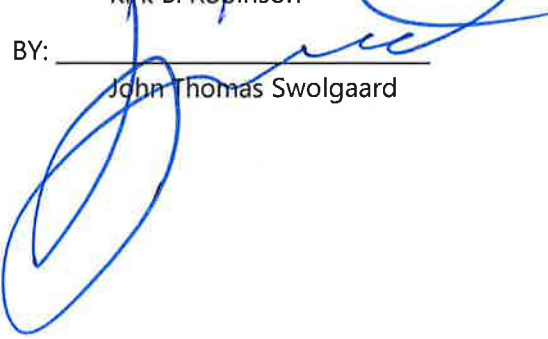
**MEETING RECONVENED** at 8:46 pm and **ADJOURNED** at 8:47 pm.

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

BY:   
Kenneth R. DeWitt

BY:   
Jay B. Kinney

BY:   
Kirk B. Robinson

BY:   
John Thomas Swolgaard

ATTEST:   
Lee Cross