

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING OCTOBER 3, 2019
 STRAWBERRY HILL CENTER**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:00 pm by Chair Kinney.

BOARD MEMBERS PRESENT: Ken DeWitt, Dawn Janow, Jay Kinney, Michael Pollock, Tom Swolgaard.

ADJUSTMENTS TO AGENDA: Add to Unfinished Business: Pickleball Bid

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the September 12, 2019 board work session, Chair Kinney stated the minutes stand approved as submitted.

Upon making the following revisions to the minutes of the September 19, 2019 regular board meeting, Chair Kinney stated the minutes stand approved as corrected: p. 1: revise wording following "Outdoor Programs" to say: "a record number of 411 participants in sailing classes this summer".

APPROVAL OF PAYMENTS: MSC: Janow/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 |
|-------------------|--|------------------------|---------------------------|---------------------|
| 9/17/19 | 001 General Fund 300 Capital Improvement Fund | 18937-18973 | 61,188.45 | 9/23/19 |
| 10/1/19 | 001 General Fund 300 Capital Improvement Fund | 18974-19021 | 85,084.42 | 10/1/19 |
| | 001 General Fund (August Payroll) | EFT & 2413-2427 | 551,049.03 | |
| 10/2/19 | 001 General Fund (special payroll) | EFT & 2441 | 1204.75 | |

UNFINISHED BUSINESS

2020 BUDGET GOALS: Administrative Division Director Amy Swenson presented proposed budget goals for the year 2020. The first goal addresses state regulations that went into effect in recent years increasing minimum wage in increments from \$9.47 in 2015 to \$15.00 in 2021, requiring sick leave for part-time employees, and increasing costs related to family medical leave. The increase in minimum wage has affected the salary scale for all positions. To address this, the Park District hired a consultant this past year to review/update the pay scale and job descriptions for all staff positions, part-time and full-time. The wage increases needed will be in lieu of cost of living (COLA) increases; part-time positions will be covered through an increase in program fees. 2020 goals also address proposed projects for Sakai Park and the Aquatic Center. A portion of State RCO grant funds have been budgeted to make Sakai Park more accessible to the public through trails and boardwalks. Decisions are needed on next steps related to: 1) The proposed community recreation center for Sakai Park and possible phasing; 2) Replacement of the aging Ray Williamson Pool and addressing the issue of location with the School District. Because conceptual plans and feasibility studies have been done for each of these projects, funds have not been budgeted for any more studies in 2020. Another goal includes setting aside initial funds to develop a plan for replacing the Strawberry Hill Park administration office building which is overcrowded and in poor condition. Other goals for 2020 include: 1) addressing the additional costs/workload of acquiring new parks by adding a PERS position to Park Services staff and budgeting more for supplies and utilities; 2) Moving to a paperless invoice approval system to reduce staff costs related to circulating and

approving invoices; 3) Continued emphasis on sustainable stewardship with funds budgeted for energy saving projects; 4) Setting aside funds in the Land Acquisition Fund for potential acquisition of boating facilities or other properties; 5) Continued work towards a park zoning designation; 6) Continued work with WA State Dept. of Ecology and Port Blakely Tree Farms regarding clean-up efforts at Blakely Harbor Park. Amy Swenson reviewed the 2020 budget schedule as follows: 10/17: budget work session; 11/7: first reading; 11/21: second reading. Commissioner Kinney asked that the administration building be added as an agenda item to a board meeting in January or February to discuss inspection of the current office building, a needs assessment, and costs related to renovation/replacement.

COMPREHENSIVE PLAN: CHAPTER 2 GOALS & OBJECTIVES: Senior Planner Perry Barrett presented Chapter 2 Goals & Objectives for the board's second review. The initial board review of this chapter was done at the 9/10 board work session. Staff has included in this most recent draft the board input provided during the first review and any input received from the public. Staff will revise the draft again to include the minor revisions provided by the board during this second review.

COMPREHENSIVE PLAN: CHAPTER 6 LEVELS OF SERVICE: Senior Planner Perry Barrett presented Chapter 6 Levels of Service for the board's second review. The initial board review of this chapter was done at the 9/10 board work session. Staff has included in this most recent draft the board input provided during the first review and any input received from the public. Staff will revise the draft again to include the minor revisions provided by the board during this second review.

COMPREHENSIVE PLAN: CHAPTER 3 PLAN ELEMENT-PROGRAMS: Senior Planner Perry Barrett presented Chapter 3 Plan Elements-Programs for the board's second review. The initial board review of this chapter was done at the 9/19 regular board meeting. Staff has included in this most recent draft the board input provided during the first review and any input received from the public. Staff will revise the draft again to include the minor revisions provided by the board during this second review.

YEAR TO DATE BUDGET UPDATE: Administrative Division Director Amy Swenson reviewed revenues and expenses to date for the year 2019. Tax revenues are very close to meeting what is projected for this time of year, and program revenues are down slightly due to the pool closure in June. Expenses are in line. Fuel expenses are less than anticipated due in part to solar savings, and legal expenses are over. Commissioner Pollock mentioned that even with the increase, \$64,000 in legal costs is still very low. The current amount in the reserve fund is healthy at \$2 million.

BID FOR PICKLEBALL COURTS AT BATTLE POINT PARK: Park Services Superintendent David Harry said two bids were submitted for the pickleball courts project at Battle Point Park. ~~Only one was responsive to the bid criteria.~~ The other bid came in at a base price of \$353,000, significantly higher than the \$265,000 engineer estimate. The board expressed concern over the almost additional \$100,000 in cost. Chair Kinney provided some background on the project saying the board agreed to taking \$200,000 out of reserves for new pickleball courts at Battle Point Park after tennis players objected to the Park District's initial proposal to convert the two tennis courts at Battle Point Park to pickleball courts. He questioned allocating any more reserve funds for this project, saying it is important to think carefully about how reserve funds are used. He noted a recession may be coming up and having a healthy reserve fund is how the Park District got through the last one. He also commented on the limited amount of acreage on the island and the importance of having funds available should an opportunity to preserve park land for the future come along. Discussion followed with the board agreeing that the bid is too high and that the project must be reassessed. A meeting of the Capital Facilities Committee, the pickleball group, and staff will be scheduled to explore options. It was noted there is time to reassess the project and for the pickleball group to raise additional funds since the project now will not be constructed until next spring after the winter season. The board asked staff to provide a review of past

projects that breaks out by project the amount of funds contributed by the Park District, user groups, and other funding sources such as grants.

DIRECTOR'S REPORT

Recreation Division: Division Superintendent Bryan Garoutte said Mac n' Jacks Automotive Repair is going to sponsor a Youth & Teen e-sports program, staff is excited about programing classrooms/gym at the new Blakely Elementary School after a recent walk-through; construction at the high school is affecting Park District program/gym space; the Eagledale Pottery Studio will be open during Halloween; a fundraising event for suicide prevention is going to be held at the Teen Center. Division Director Mark Benishek commended aquatic staff for their extra effort while being short staffed; the swim competition season is in full swing; lane lines are being replaced in both pools; foreign language classes have filled; upcoming art labs will introduce participants to a sampling of cultural arts offerings; pumpkin carving for the Haunted Hayride will be held on 10/18; Breakfast with Santa has sold out; the Rotary Club of BI has awarded Bryan Garoutte a public service award for his outstanding service to the community through his over 30 years of working for the Park District.

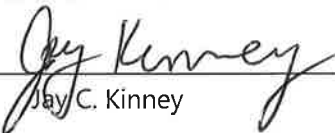
Park Services Division: Division Superintendent David Harry said a tentative schedule for the jetty bridge installation at Blakely Harbor Park is the first or second week in November and noted that unlike the Hidden Cove Dock it can be installed anytime during the fish window; effort is underway to finish up any weather sensitive work like concrete at the Fort Ward bakery building.

BOARD MEMBER ITEMS:

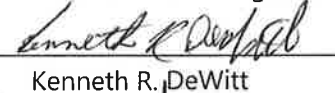
- Commissioner DeWitt said he attended a recent BI Parks Foundation meeting and noted \$309,000 has been raised for the KidsUp renovation which is more than enough for Phase 1 of the \$500,000 project.
- Commissioner Swolgaard said he attended the recent Intergovernmental Work Group (IGWG) meeting.
- Commissioner Swolgaard said he will not be able to attend the 10/17/19 board meeting.
- Commissioner Janow expressed interest in having a commissioner hike each month that the public could also attend so the parks could be shared together.

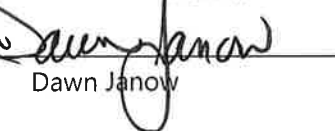
MEETING ADJOURNED TO EXECUTIVE SESSION at 8:01 pm for discussion of personnel and real estate, with announced time to reconvene at 8:35 pm. **MEETING RECONVENED** at 8:43 pm and **ADJOURNED** at 8:45 pm.

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

BY: 
Jay C. Kinney

BY: _____
John Thomas Swolgaard

BY: 
Kenneth R. DeWitt

BY: 
Dawn Janow

ATTEST: 
Michael Pollock