

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING NOVEMBER 7, 2019  
STRAWBERRY HILL CENTER**

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

**BOARD MEMBERS PRESENT:** Ken DeWitt, Dawn Janow, Michael Pollock (left early), Tom Swolgaard. Absent: Jay Kinney

**ADJUSTMENTS TO AGENDA:** Add to Board Consent: Minutes of October 30, 2019 board work session. Unfinished Business: Postpone BAM Swim Club Request. Executive session: cancelled.

**PUBLIC COMMENTS ON AGENDA ITEMS:**

Julie Riely, island resident with Bainbridge Community Tennis Association, said she understands this is budget time and proposed having two dedicated tennis courts for the community at Sakai Park. She said lots of kids are learning to play tennis but have no place to play afterwards. She said retired people and young couples also have difficulty finding a place to play. She said the tennis community has some funding in place and is willing to raise more.

Dawn Snider, island resident, said she is the director of the BCTA after-school elementary program in which 60-70 children participate each year. She expressed concern that there is no place for children to practice once they have completed BCTA and Park District classes. She said tennis gets kids outside, is a good active sport that builds self-esteem, and that courts are needed at Sakai Park.

Eric Draluck, island resident, said he's played tennis for a long time and while this is an affluent community, not everyone can afford to join a club. He said often people must go to Poulsbo to get a court and that he supports two courts at Sakai Park.

Loanne Harmeling, island resident spoke in support of two tennis courts at Sakai Park, saying it is centrally located and accessible to the Winslow community as well as to kids due to its close proximity to schools. She said the downtown area is growing and people will need a place to play. She said the tennis community is willing to work in partnership with the Park District and will contribute funds.

Anthony Gibbons, island resident, said every year there are two hundred new households on the island. Sakai Park is one opportunity to get courts in the downtown core. He said the Park District is unable to accommodate its own programs, and that there is need to plan ahead.

Paul Clark, island resident, said he has a young family on the island and that his family would have to pay \$258/month to join a tennis club plus an additional \$500 fee to join. He commented on the difficulty of finding public courts to play on and said he has had to go to Poulsbo to find a court. He spoke in support of tennis courts at Sakai Park.

Charley Waters, island resident, said he's lived on the island for 35 years and supports two tennis courts at Sakai Park.

Commissioner Janow said there are funds in the 2020 budget for resurfacing all the Park District's tennis courts. She also noted that the Capital Improvement Fund budget includes funding for preliminary projects at Sakai Park in 2021/2022 that could be used for courts, picnic shelters or other amenities.

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon hearing there were no corrections to the minutes of the October 10, 2019 board work session, Vice-Chair Swolgaard stated the minutes stand approved as submitted.

Upon making the following revisions to the minutes of the October 17, 2019 regular board meeting, Vice-Chair Swolgaard stated the minutes stand approved as corrected: p. 1: correct spelling of "Sakai".

Upon hearing there were no corrections to the minutes of the October 17, 2019 board work session, Vice-Chair Swolgaard stated the minutes stand approved as submitted.

Upon hearing there were no corrections to the minutes of the October 24, 2019 board work session, Vice-Chair Swolgaard stated the minutes stand approved as submitted.

Upon hearing there were no corrections to the minutes of the October 30, 2019 board work session, Vice-Chair Swolgaard stated the minutes stand approved as submitted.

**APPROVAL OF PAYMENTS: MSC: Janow/Pollock: 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
10/01/19	001 General Fund 300 Capital Improvement Fund	19141-19169	88,482.32	10/30/19
10/15/19	001 General Fund 300 Capital Improvement Fund	19058-19099	112,168.88	10/14/19
10/8/19	001 General Fund (October payroll)	EFT & 2432-2452	431,662.80	
10/22/19	001 General Fund 300 Capital Improvement Fund	19100-19140	120,010.31	10/21/19
11/4/19	001 General Fund 300 Capital Improvement Fund	19170-19190	38,860.50	11/4/19

**UNFINISHED BUSINESS**

**2020 BUDGETS FIRST READING:** Administrative Division Director Amy Swenson presented the first reading of the 2020 budgets which includes board input from the 10/17/19 budget work session.

General Fund Budget: A four year comparison of reserves was reviewed as well as a history of tax collections. Tax revenues in 2020 will increase by approximately \$145,000. Other revenues include increases in program fees by \$130,559 and rental/camping revenue increases of almost \$50,000. The 2020 budget also includes additional revenues of \$399,000 from WA State RCO grant funds awarded retroactively for the purchase of Sakai Park. The Park District has two primary revenue streams: 1) tax revenues; 2) program and campground/rental fees. It was noted that in accordance with WA State law, tax revenues can increase by only 1% each year with additional tax revenues generated through new construction. This is always a challenge for the Park District since tax revenue collections do not keep up with inflation. The Park District is not falling behind because program and camping/rental income makes up the difference. Since 2010, there has been a 72% increase in program and camping/rental income. Expense increases in 2020 include salary adjustments related to WA State mandated minimum wage increases and the implication this has for regular part-time and full-time positions. A consultant was hired this past year to review/update the Park District's salary scale and job descriptions for part-time, regular part-time and full-time positions. This was done to meet legislative requirements, reflect market data and ensure equal pay between pay categories. Additional increases in expenses include benefits, a new position in Park Services, accounting software, legal fees, and insurance. The expense budget also includes the transfer of the Sakai Park grant funds and \$720,000 in reserve funds to the Capital Improvement Fund and Land Acquisition Fund for capital improvement projects and acquisitions. A beginning balance

of \$2,400,000.00 is estimated for the beginning of 2020. The amount estimated in reserve funds for the end of 2020 is \$1,683,285.00.

**Capital Improvement Fund Budget:** This budget indicates each capital improvement project budgeted for 2020, the estimated project cost, and how it will be funded. Funding sources are indicated as coming from the General Fund, lid lift funds, reserves, grants, and donations. Since the 10/17/19 budget work session, the line item for the administration building has increased to \$70,000. The intent is to build up a fund, so money is in place for when a decision is made on what to do with the Strawberry Hill Park administration building which has reached the end of its lifespan. The board asked that funds the pickleball group will be contributing to Phase 2 of the pickleball courts at Battle Point Park be indicated in the budget.

**Turf Field Replacement Fund Budget:** Revenue for this fund comes from artificial turf field rentals and is projected at \$12,000 in 2020. Expenses are projected at \$7000 for maintaining the turf. The ending cash balance of \$10,000 is projected for the 2020 year end.

**Land Acquisition Fund Budget:** This budget includes funds for trail easements and possible facility/land acquisitions. Funding sources are transferred from the General Fund and include lid lift funds, grant, and reserve funds. It was noted that the Land Acquisition Fund still owes the General Fund \$66,000 for an interfund loan the GF made to the LAF in 2012 for the purchase of West Gazzam/Hilltop properties. The board decided to forgive the loan. A resolution will be prepared for the board to sign.

**Bond Status:** It was noted that the only voter debt currently carried by the Park District is for the purchase of Sakai Park. This bond will be paid off in 2034.

**Budget Timeframe:** The second reading and adoption of the 2020 budgets is scheduled for the November 21, 2019 board meeting.

**COMPREHENSIVE PLAN: CHAPTER 7 – FINANCE:** Senior Planner Perry Barrett presented Chapter 7 Finance for the board's second review. The initial board review of this chapter was done at the 10/24/19 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 revisions provided by the board during this second review.

**COMPREHENSIVE PLAN: CHAPTER 8 – IMPLEMENTATION:** Senior Planner Perry Barrett presented Chapter 8 Implementation for the board's second review. The initial board review of this chapter was done at the 10/24/19 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 revisions provided by the board during this second review.

**COMPREHENSIVE PLAN: EXECUTIVE SUMMARY:** Senior Planner Perry Barrett presented the Executive Summary for the board's second review. The initial board review of this chapter was done at the 10/24/19 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 revisions provided by the board during this second review.

**COMPREHENSIVE PLAN: APPENDIX GLOSSARY:** Senior Planner Perry Barrett presented the Glossary Appendix for the board's second review. The initial board review of this was done at the 10/24/19 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 revisions provided by the board during this second review.

Senior Planner Perry Barrett provided climate change language requested at the 10/30/19 work session which staff drafted in lieu of Commissioner Pollock who did not provide it. The board had no changes to the language. Perry

Barrett said it will be placed in Chapter 2, Goals and Objectives, since it is more appropriate in this chapter than Ch. 6 Context & Setting. Staff will make the board's changes to the chapters reviewed this evening. With this, the board's initial and second review of all Comprehensive Plan chapters will be completed. Board input as well as any public input received have been incorporated into the chapters. Staff will compile all the files into one electronic document and submit it early next week for review by WA State Recreation & Conservation Office (RCO). Once any changes from RCO are included in the draft, the full comprehensive plan will come back to the board in December.

**DIRECTOR'S REPORT**

Recreation Division: Division Director Mark Benishek said there is a huge demand for Tai Chi classes; work is underway on the winter/spring catalog; holiday lights will go up at Waterfront Park the end of this month; a joint Park District/BHS water safety instructor class was held recently and could lead to new instructors; the BI Swim club hosted a swim meet at the Aquatic Center this past weekend with over 500 athletes attending. He thanked everyone who helped with the Haunted Hayride. Division Superintendent Bryan Garoutte said two new gymnastics instructors have been hired; sailing season is done for the season with hiking now in full swing; soccer ended last weekend; a chess and games festival was held recently; a middle school dance was held recently with lots of sixth graders attending.

Park Services Division: Division Director Dan Hamlin said he will be meeting with COBI staff member Mark Epstein to go over the new trails map that is being developed and will be used to help prioritize trail work and create long term connections. Staff just installed a new pirate ship playground at Fay Bainbridge Park that was donated by a family in memory of a family member who loved Bainbridge Island and wanted to move here after he retired.

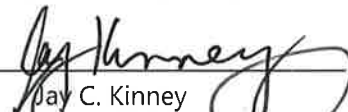
Administrative Division: Executive Director Terry Lande said he met with the City Manager yesterday.

**BOARD MEMBER ITEMS:**

- Commissioner DeWitt said he attended a recent BI Parks Foundation board meeting.
- Commissioner Janow said she helped carve pumpkins and attended the Haunted Hayride which she said was very well organized.
- Commissioner Janow said she met with Executive Director Lande and Administrative Division Director Amy Swenson to discuss the budget and found it very helpful.

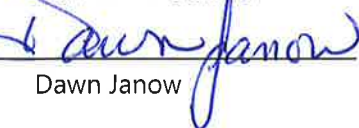
**MEETING ADJOURNED** at 7:50 pm.

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