

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING MAY 19, 2011
 STRAWBERRY HILL CENTER**

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

BOARD MEMBERS PRESENT: Paul Bang-Knudsen, Lee Cross, Ken DeWitt, Kirk Robinson, and Tom Swolgaard.

ADJUSTMENTS TO AGENDA: Unfinished Business: add Aquatics Center Emergency Purchase; postpone Art in Parks Policy. Add executive session for personnel.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the May 5, 2011 regular board meeting, Chair Robinson stated the minutes stand approved as corrected: P. 1, correct spelling of "Barrett"; insert "Asha Rehnberg" after "BI Land Trust Executive Director". P. 3, change "Women's League of Voters" to "League of Women Voters".

APPROVAL OF PAYMENTS: MSC: Swolgaard/DeWitt: 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:

<u>Fund Name</u>	<u>Fund No.</u>	<u>Batch No.</u>	<u>Batch Date</u>	<u>Amount</u>	<u>Pre-Approv by Exec.</u>
General Fund	94952		May Payroll	243,851.98	
General Fund	94952	390549	5/9/11	30,647.72	4/27/11
General Fund	94952	390555	5/9/11	5,158.50	4/27/11
General Fund	94952	390965	5/16/11	9,355.08	5/4/11
General Fund	94952	390957	5/16/11	23,991.09	5/4/11
General Fund	94952	391658	5/31/11	10,547.48	---
Capital Imprv Fund	94955	390576	5/9/11	3,491.14	4/27/11
Capital Imprv Fund	94955	390575	5/9/11	260.78	4/27/11
Capital Imprv Fund	94955	390963	5/16/11	1,129.44	5/4/11
Capital Imprv Fund	94955	390962	5/16/11	1,533.65	5/4/11
Capital Imprv Fund	94955	391668	5/29/11	100.07	---
Capital Imprv Fund	94955	391728	5/31/11	64,734.98	---
Bond Redempti Fund	94957	391053	5/16/11	301.75	5/4/11
Land Acquisitio Fund	94956	391098	5/15/11	10,000.00	5/16/11
Land Acquisitio Fund	94956	390155	5/16/11	7,292.86	5/4/11

UNFINISHED BUSINESS

2011 DISTRICT GOALS REVIEW: Chair Robinson reviewed one by one the 2011 goals for District staff adopted by the Board at the 2/3/11 board meeting. Most items are moving along well with more effort requested in the following areas: communications plan; volunteer recognition program.

2011 BUDGET UPDATE: Finance Manager Amy Swenson provided an update on the 2011 General Fund Budget. Her projections indicate a possible reserve of \$1.5 million at the end of 2011 which is 23% of the projected revenue. She said the District's policy specifies a reserve of 5-8% (approximately \$530,000) which she does not think is an

appropriate amount for the District. Following research and projections, staff will recommend a change to the District's policy on how the amount in reserves is determined. Several Commissioners noted that prior to adopting the current policy, a reserve amount of \$875,000 had been specified, and asked if this amount was still reasonable. Amy Swenson mentioned one reason for the reserve fund is to have sufficient funds on hand so a credit line is not needed to pay District expenses until tax revenues come in. The \$875,000 amount would be just short of accomplishing this. Executive Director Lande said a board work session will be held in June before or after a board meeting to focus on next year's budget, at which time staff will present long range projections that will give the Board an indication of the amount of reserves needed in the coming years. Amy Swenson continued with her review of the 2011 budget indicating that both revenues and expenses are in line for what would be expected at this time of year. She also said she received a call from the County asking if the Park District could begin auditing its own invoices right away. She noted plans are already underway to take on accounts payable functions in 2012 that the County currently does for the District. Auditing the invoices is a first step towards this, and will assist the County as it addresses budget reductions in staff and work hours. The County will continue cutting the District's checks until 2012 when the District has budgeted for the necessary software purchase. A resolution authorizing the District to audit its own invoices will be brought to the Board next month. She said the State Auditor supports this move, and that plans are underway by staff to accommodate this change. The County will continue to collect the District's property taxes.

ART IN PARKS POLICY: (postponed to future board meeting)

2011 BOARD GOALS: Chair Robinson presented the 2011 Board Goals revised with input from the last board meeting. Commissioner Bang-Knudsen introduced information about the SMART goal setting model that he had sent in an email to the Chair but which was not received by Commissioner Robinson. In this model goals are evaluated on whether they are specific, measurable, attainable, relevant, and time based. He questioned the effectiveness of goals that ask and expect an answer from someone else, and said he prefers to set goals that are attainable by his own actions. Board Members discussed the goals slated for adoption this evening, noting that some of them were intended to provide focus rather than actual achievement. Interest was expressed in the model presented by Commissioner Bang-Knudsen and aspects of it may be incorporated into future goal setting. **MSC: DeWitt/Cross: That the 2011 Board Goals dated 5/19/11 be adopted.**

STORM WATER MANAGEMENT FEES LETTER TO COBI: Following a brief discussion of the draft letter presented by Chair Robinson at the last board meeting, the Board made the following motion. **MSC: Swolgaard/Cross: That the draft letter to COBI regarding storm water management fees be tabled until a later date.**

HILLTOP UPDATE: Senior Planner Perry Barrett said he is still waiting to receive the review appraisal confirming the property's value. The survey is scheduled to go forward, but is pending the outcome of grant funds since this will determine how much the District can purchase. A decision by the legislature is anticipated in approximately ten days.

AQUATICS CENTER EMERGENCY PURCHASE: Recreation Services Director John DeMeyer reported an emergency breakdown at the Aquatics Center today, saying the two boilers at the Nakata Pool slated for replacement next year are no longer working. Without heat, the pool will have to be shut down after this weekend and programs will be dramatically affected. The day was spent getting bids and considering options, one which includes going from two boilers to one boiler. Installation of the new equipment is anticipated in the next few weeks with additional time needed to heat the water back up. John DeMeyer hopes the pool will be up and running by the time school is out. **MSC: Swolgaard/DeWitt: That an emergency purchase be declared and funds from reserves up to \$50,000 be authorized for the purchase and installation of a new boiler at the Nakata Pool.**

DIRECTOR'S REPORT

Recreation Services: John DeMeyer: Construction of the Show Mobile is underway with shipping scheduled in June; the climbing wall at the Transmitter Building is being installed; a June 9 tour of community recreation centers is being organized for people interested in researching the feasibility of having a facility of this nature on the island.

Senior Planner: Perry Barrett: Interviews for the Hidden Cove Dock design consultant are completed; a meeting with the Suquamish Tribe and Park District staff was held recently to explore ways the two organizations can work with each other and build a relationship.

Executive Director: Terry Lande recently met with Paul Brainerd to discuss the direction of Blakely Harbor Park. They had a good conversation during which Paul Brainerd expressed his support of the Park District. The new stage will be used during the July 4th celebrations with the Park District trading its use with the Chamber of Commerce in exchange for advertisement in the Chamber's all island map. There was a head injury at the skate park yesterday when a 13 year old fell as he was skating without a helmet. He was taken to Harborview Hospital by the medics. Terry Lande displayed a new interpretative sign that will be posted on the shoreline of the Gazzam Close property.

Administrative Manger: Elizabeth Shepherd: a records grant application has been submitted to WA State Archives. If awarded, the grant funds would be used to convert Park District minutes and resolutions to digital format accessible to the public through a link from the District website to the WA State Archives website.

UPCOMING MEETINGS & EVENTS: May 26: Public Meeting Rotary Park Improvements; June 9: Tour of community recreation centers.

BOARD MEMBER ITEMS:

- Commissioner Cross said she and Perry Barrett are attending the Shoreline Master Plan work group meetings. She is concerned with a draft map that has changed the designation of parks to "island conservancies" and believes leaving "recreation" out of the name to be misleading. She commented on the need to differentiate publically owned from privately owned shoreline due to responsibilities related to grant requirements, regulatory restrictions, and recreational needs. It's been suggested the Park District draft a paragraph with proposed wording.
- Commissioner Cross attended a Senior Center meeting today. The Non-Profit is concerned with contributing \$400,000 towards a building they hold no equity in even though it is in exchange for 40 years of no rent.
- Commissioner Cross said the City's Historical Commission is giving an award to the Park District and Team Yeomalt on May 26.
- Commissioner Cross addressed concerns she has related to the trail and the short plat process underway at the original John Nelson Park site. Following discussion, it was determined that the Park District should meet with Bill Carruthers in the near future to begin the planning process for getting the trail on the ground.
- Commissioner DeWitt said a good meeting was held on May 9 to discuss storm water management fees. It was attended by representatives of the Fire District, School District, Park District, Sewer District #7, and City Council. The City is considering a revamp of the SWM guidelines and its relationship to their budget. Questions discussed at the meeting include: what are SWM fees supposed to accomplish; what is the cost to do this; how should they be allocated; what must happen to make sure clean water goes back to the sound.


BOARD MEMBER COMMITTEE REPORTS

GOVERNANCE: Commissioner Robinson reported the following on an IGWG meeting held last Monday night. A good tone has been established under the leadership of School District. A fifty year celebration of the library will be held next year. A community survey on library hours is underway. The street dance won't be happening on July 3. The Fire District is working up an emergency plan for the island. The School District will be opening bids this week for the Wilkes school project. No personal fireworks will be allowed on the island this year. The City is getting its tax model up and running again.

MEETING ADJOURNED TO EXECUTIVE SESSION at 9:00 pm for discussion of personnel, with announced time to reconvene at 9:20 pm. **MEETING RECONVENED** at 9:20 pm and **ADJOURNED** at 9:22 pm.

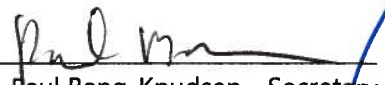
Elizabeth R. Shepherd
Terry M. Lande
BAINBRIDGE ISLAND METROPOLITAN
PARK & RECREATION DISTRICT

BY: 
Kirk B. Robinson

BY: 
Kenneth R. DeWitt

BY: 
John Thomas Swolgaard

BY: _____
Lee Cross

ATTEST: 
Paul Bang-Knudsen - Secretary