

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING AUGUST 2, 2018  
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:** Lee Cross, Ken DeWitt, Jay Kinney, Michael Pollock, Tom Swolgaard.

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

Edie Hartmann, an island resident spoke to say that she wanted to share her interest in the lack of court space for basketball in this community. After a lot of conversation with Engineering Project Manager Mark Epstein at the City of Bainbridge Island, she learned that when the City redesigned Waterfront Park they took out the basketball hoop on the east end. He told her after the redesign was complete and the dock was built they could revisit the issue. Dave Shorett donated the basketball hoop years ago and it is now sitting in storage. Management with the City has told her there is no place for the basketball hoop in Waterfront Park, which she believes is an ideal place. She wants the board of commissioners to know that there is a basketball hoop looking for a home and is concerned that in the inner core of this fast-growing city there is virtually nowhere for teenagers to gather.

**BOARD CONSENT**

**APPROVAL OF MINUTES:** Upon hearing there were no corrections to the minutes of the July 19, 2018 regular board meeting, Chair Kinney stated the minutes stand approved as submitted.

**APPROVAL OF PAYMENTS: MSC: Pollock/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:

| Batch Date | Fund Number & Name                               | Warrant Numbers      | Total Batch Amount | Pre-Approved |
|------------|--------------------------------------------------|----------------------|--------------------|--------------|
| 7/24/18    | 001 General Fund<br>300 Capital Improvement Fund | 16925-16963          | 60,672.61          | 7/23/18      |
| 7/31/18    | 001 General Fund<br>300 Capital Improvement Fund | 16964-17003          | 74,570.09          | 7/30/18      |
| 7/31/18    | 001 General Fund (payroll)                       | EFT (direct deposit) | 433,341.70         |              |

**UNFINISHED BUSINESS**

**2018 BUDGET VS ACTUAL – 6 MONTHS:**

Administrative Services Director Amy Swenson summarized the general fund cash summary and revenue. She noted that camping revenue is doing really well, and that July and August are the months when the recreation department takes in the most revenue. Expenses were reviewed, and it was mentioned that payroll is biggest in July and August. All operational costs are in line with what is expected this time of year. 82% of the IT line item has been spent because all new computers are bought at the beginning of the year and the two major upgrades planned for the year have already happened. Executive Director Terry Lande said that operationally we are on track with revenues looking good.

**2019 BUDGET TIMELINE:**

Administrative Services Director Amy Swenson passed out a draft of the proposed 2019 Budget Timeline. According to this draft: on October 4 budget goals would be reviewed with the board, October 18 would be the work session, November 1

would be the first budget reading and the second budget reading would be November 15. Executive Director Terry Lande highlighted that information on approximate tax revenues from the county will come in at the end of September.

#### **PARK SERVICES INTERN REPORTS:**

Park Services Director Dan Hamlin introduced Intern Bailey Barrett from Cave Creek, Arizona a Northern Arizona University student. She has prepared a Trails Condition Assessment Report and an Off-Leash Dog Report for tonight's meeting. A revised copy of the Off-Leash Dog Report was distributed.

Bailey Barrett introduced her first project, the Trails Condition Assessment Report which covers each trail and trail system maintained by the Park District. The assessment includes trail condition, and an inventory of man-built structures on the trails as well as their condition. Total maintained trail mileage for the Park District was reported at nearly 36 miles as of this month, up from 33 miles in 2014. The purposes of the report were to provide a record of structures along trails and the condition assessment of the trails to help determine seasonal work needs as well as information for long-term planning. She physically walked all the trails and noted observations in two categories: maintenance and rehabilitation. From a starting score of 100 points trails were given deductions which were determined by how often maintenance and rehabilitation issues occurred. Trails fell into one of four categories: excellent, good, fair or poor. She found the majority of Park District trails fell in the excellent and good categories. Five trails fell into the fair condition category and none into the poor condition category. She concluded and recommended that priority for seasonal work should be given to the trails with the most maintenance conditions, and that repair and rehabilitation needs should be addressed in capital improvement planning. Furthermore, built structures on trails should be routinely assessed and as new trails are added the inventory should be updated.

Commissioner DeWitt mentioned that the weather has been exceptionally dry during her assessment period and noted that during the rainy season there are problem areas with water collecting in trails, particularly in Grand Forest East and West. He also noted that the trail on the west side of Miller Road south of Tolo Road was not on the assessment; nor was the south boundary trail that crosses Issei Creek at the south end of the Grand Forest off of Mandus Olson Road which Dan Hamlin noted is no longer on the Park District inventory. Commissioner Pollock asked if the Park District has a GPS database of the trails in the inventory, Dan Hamlin replied yes, and the trails are all in the GIS system and have been provided to the City for their database. Commissioner Swolgaard thanked Bailey Barrett for her comprehensive and easy to read report.

Bailey Barrett's second research report on off-Leash dogs was conducted to identify potential off-leash dog solutions for Bainbridge Island. Areas selected for study were either brought to the Park District's attention or had interesting off-leash dog programs in place. The purpose of the research was three-fold: to determine if off-leash dog trails are common practice across the nation, what elements are common in other agencies' off-leash dog programs and how do they compare to what Bainbridge Island is doing, and to create recommendations for the island based on off-leash dog management best practices that have worked for other agencies.

Bailey Barrett found off-leash dog trails are not common in any of the areas studied; areas studied that had trails that permit off-leash dog use were trails found in designated off-leash dog areas. Common elements in off-leash dog programs found during her study were: success of off-leash dog areas was heavily dependent on community support and off-leash dog areas designated with the help or partnership of a non-profit or volunteer-based group from the community proved to be most successful, opposed to areas designated by the agency alone. Designated off-leash dog areas were found to be more common and accepted than shared time and shared use areas. Off-leash dog programs studied had multi-agency support, and most had animal control as their enforcement agency. Many locations had multiple programs pertaining to dogs and dog waste. All researched areas had similar rules pertaining to off-leash dog areas, which proved to be consistent with the rules here at the Park District.

In regard to national standings for people per off-leash dog area, Bainbridge Island came in fourth in her study. Most areas studied had designated both no-dog areas as well as off-leash dog areas. Currently within the Park District there are two official off-leash dog areas and the island has one additional unofficial off-leash dog area. There are properties owned by other agencies on the island that have the potential to provide off-leash dog opportunities as well as multiple off-leash dog opportunities within a 30-minute drive from the island. Community committees dedicated to off-leash dog opportunities include the Park District's Dog Advisory Committee which works on programs for dogs and dog waste and the non-profit B!Barks which is focused on developing Pritchard Park off-leash dog opportunities. The Kitsap Humane Society has contracts with both the Park District and the City for animal control. Her research concluded that established City code and Park District rules are consistent with national standards.

In conclusion, recommendations in the report include: designating an off-leash dog area at Pritchard Park, to support potential non-profit or other agency development of off-leash dog areas, to seek and collaborate with volunteer or non-profit groups to gather community support, to continue and potentially improve educational enforcement efforts with KHS, consider a dog waste or educational program and to educate people on responsible dog ownership principles. At this time, it is not recommended to designate any no-dog areas.

Commissioner Pollock inquired about the dog waste composting program and Dan Hamlin said there is interest in this kind of program in Kitsap County. Edie Hartmann inquired about the citizen request for a reactive dog park. Dan Hamlin explained that reactive dogs need a space without other dogs, a reactive dog park would be a place to work legally with these dogs off leash and it is being considered. Commissioner Pollock asked if Bailey Barrett saw any dog obstacle courses in her research which she answered were relatively common in small dog parks. Commissioner Pollock asked about swimming opportunities and Bailey Barrett said each city studied had at least one off-leash dog area with water access. Commissioner Cross asked if she found any places where working with non-profit groups on development of off-leash dog areas had worked. Bailey Barrett replied that in Edmonds, WA a volunteer group that became a non-profit successfully built an off-leash dog park.

Dan Hamlin said Bailey Barrett was an outstanding intern who was able to accomplish much more than was expected. In addition to completing the two reports, in her last three weeks Bailey Barrett has been leading the trails crew. Extensive trail work has been done at Pritchard Park. They put in a switchback trail in the Waypoint Woods and blazed the trail between Shepard Way and Wyatt Way.

#### **DIRECTOR'S REPORT**

Recreation: Recreation Division Director Mark Benishek said staff is in the height of summer programming. The gymnastics department's Ninja Warrior and Parkour camps have been very successful. One of their participants was a contestant on the kids' American Ninja Warrior TV program. Gymnastics is going through a transition, with six staff members leaving they are bringing new staff on board to train. Both the Men's Recreational softball league and the Senior softball league are going well. This summer Sports Program Manager Julie Miller has doubled the number of volunteers in her programs. Aquatics has been keeping busy with the swim lesson program. A Masters swim team member and the coach just flew to the Pan Am games in Orlando. Bainbridge Island Swim Club is going into the championship portion of their season. Diving Team just returned from diving championships at Georgia Tech. Float & Float Movie Night this month will be a Frozen sing-along and is expected to sell out. Aquatic Program Manager Megan Pleli recently finished teaching her first Lifeguard Instructor course, it was the first one offered in the Pacific Northwest. Youth & Teen Program numbers are up, and Program Manager Shannon Buxton has hired some extra staff to help out. Program Manager Ashley Miller's all-day camps have been very successful, and the concert series is going well. Executive Director Terry Lande interjected that the concert last night was probably the best he has attended in 15 years. Mark Benishek gave the recreation staff kudos, they are not only juggling the

busy summer season but also working on the fall catalog at the same time. Terry Lande stated that this summer's recreation staff has been outstanding, and glitches have been handled as professionally and appropriately as could be expected.

**Park Services:** Park Services Division Director Dan Hamlin said Senior Park Manager David Harry's crew has been out at the Fort Ward Community Hall doing some preliminary work. Tina Gilbert is the FWCH project lead with the Sewer District and will be leading the contractor work. Student Conservation Corps wrapped up their second session; in total almost 1800 hours were put into invasive plant removal in eight parks, 772 trees were cleared of ivy, and 23 yards of invasive plants were removed from the eight parks. Volunteer Coordinator Emily Helgeson was commended for doing a great job and will be giving a report to the board on both the trails crew and SCoCo. The existing boardwalk is currently being rebuilt at Hawley Cove Park and permitting and material acquisition are on track for building the new boardwalk trails. Intern Jack Kinney has been working with the mechanic shop doing some major engine repair work. He organized the auto parts in stock at the shop and saved the Park District \$7,000 in returned products for vehicles no longer owned by the Park District.

**Administration:** Senior Planner Perry Barrett stated that Eric Schmidt will be taking on the site plan pro bono for Williams-Olson Park working with staff and the committee. The Fort Ward Community Hall lease has been recorded. He is working on Recreation and Conservation Office grants, specifically endorsement letters. In regard to Hawley Cove Park proposed mitigation as part of that permit is finishing up. The RFQ for Sakai Park is currently being looked at with interviews being scheduled. The quitclaim deed for Soutter has been recorded, the Park District will follow up in the fall with a separate agreement with the Bainbridge Island Land Trust. Administrative Services Director Amy Swenson said her staff has been working hard getting bills and employees paid during the busy summer season. Executive Director Terry Lande said the Pritchard Park transfer agreement was signed by the City, and approval from NOAA is pending. City Manager Doug Schulze hasn't resigned but Terry Lande wishes him the best if he does leave. The dedication of art at Owen's Playground last Saturday went really well, it was very touching and personal to people.

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

- Commissioner DeWitt had a nice conversation with off-leash dog advocate Chris Neal, he likes the way things are going with the processes and understands the issues the Park District is dealing with. He sent a follow up email asking if there is anything that can be done about the parking situation at the end of Springridge Road.
- Commissioner Pollock asked about connecting people who are interested in pickleball with the group, Dan Hamlin offered to put them in touch with Bill Walker. In regard to the City's critical areas ordinance he did a GIS analysis of the open space versus impervious surface on properties owned by public agencies on the island. According to his rough calculations these properties are about 70% open space. He also looked at the City's non-motorized plan that is going to a vote and how much more impervious surface would be created. To off-set the new impervious surface that could be created and maintain the 70% open space ratio, 136 acres of open space would need to be acquired by public agencies. He suggested this information could be used to influence opinion for subsequent bonds to be for open space, to compensate for impervious surface created if the non-motorized plan does get approved by voters.
- Commissioner Swolgaard mentioned that he took eight grandkids to check out and compare the pump tracks in Poulsbo and Bainbridge Island. The grandkids voted 6-2 that the Poulsbo pump track was better, they specifically liked the jumps at the Poulsbo track. He said that after listening to Bailey Barrett's trails report, he thinks it would be interesting to do a report on how much encroachment there is from neighbors onto Park District property. He asked what the Blakely Harbor Park restroom cost and Dan Hamlin said it was \$14,000-\$17,000. At the softball game on Wednesday night he witnessed the conversation between Sports Program Manager Julie Miller and the coach of the team that had to forfeit a game, she remained calm and did an outstanding job dealing with the upset coach. At the Fort Ward Parade Grounds, he witnessed staff waving to park patrons while mowing the field, the same day at Fort Ward Park another staff member was waving while mowing and he asked Dan Hamlin to let staff know he

thought that was outstanding. Today he took his grandkids to play at Owen's Playground and all ten grandkids enjoyed the water feature. His son got rid of a pick-up truck that had been sitting on his sports court for the last 13 years yesterday, and today the pickleball court net is already back up.

- Commissioner Kinney said that kids at the Hidden Cove Park dock were thrilled that someone from the Park District asked them for their opinions. Terry Lande said the kids were very receptive and they had a great conversation, they asked for another picnic table which has been delivered.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 7:35 pm for discussion of real estate and personnel, with announced time to reconvene at 7:50 pm.

**MEETING RECONVENED** at 8:04 pm and **ADJOURNED** at 8:05 pm.

Helen M. Stone  
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