

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING FEBRUARY 6, 2020
STRAWBERRY HILL CENTER**

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

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

ADJUSTMENTS TO AGENDA: Move Resolutions 2020-01 and 2020-05 to the beginning of the meeting.

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Edie Hartmann, island resident, inquired into the number of applicants who had applied for the current board vacancy. Commissioner DeWitt said the closing date was yesterday and 18 applications were submitted. Edie Hartmann asked about the status of ownership for the Cave property along Ferncliff. Commissioner DeWitt said the Park District now owns the property outright but will not take possession of it until the contractor's work is done.

BOARD CONSENT

APPROVAL OF MINUTES: Upon hearing there were no corrections to the minutes of the January 9, 2020 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: Janow/DeWitt: 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
01/23/20	001 General Fund 300 Capital Improvement Fund	19448-19514	88,630.38	01/16/20
01/23/20	001 General Fund 300 Capital Improvement Fund	19515-19537	75,877.75	01/22/20
01/24/20	001 General Fund	19538-19548	51,763.22	01/27/20
02/4/20	001 General Fund 300 Capital Improvement Fund	19572-19588	29,336.69	02/06/20
	001 General Fund (November Payroll)	EFT & 2453-2461	417,370.14	
	001 General Fund (December Payroll)	EFT & 2462-2471	399,725.14	
	001 General Fund (January payroll)	EFT & 2472-2481	399,639.80	

UNFINISHED BUSINESS

INTERN PRESENTATION - 2019 ANNUAL REVIEW: Recreation Division Superintendent Bryan Garoutte introduced the chair of the Park District's Intern Committee Bryan Peterson. Prior to the presentation, the District's newest intern was introduced, Deleine Chavez, who is here from Long Beach, California for an internship with the Active Adults Department. Program Manager Sue Barrington said she is delighted to have her here. Bryan Peterson said one of the highlights of his job is working with the Intern Committee. A goal of the intern program is to attract diverse and highly qualified candidates and in 2019 marketing tools were expanded and interview questions were revised. This past year, the Park District had 29 applicants, four interns from colleges throughout the country, and three high school interns through a partnership with Bainbridge Youth Services. Interns were provided well-rounded experiences that included the development of mutually-beneficial curricula, professional development workshops, increased exposure to the field through a split-supervisor model, mentorship opportunities with professionals in the local community, and

personal support. The 2019 interns worked in sports, sports field management, marketing, special events, general recreation, active adult, and youth and teen programs. The gratitude they expressed points to the success of the program. Board members commented on the excellent presentation and were pleased to see how the Intern Program has taken off.

GENERAL BUSINESS

RESOLUTION 2020-01: HONORING COMMISSIONER MICHAEL POLLOCK: Administrative Manager Elizabeth Shepherd read aloud the resolution honoring Commissioner Michael Pollock for his service to the Park District. Michael Pollock expressed appreciation to all and offered to be of help while serving on the City Council. Board members conveyed thanks and said they will look forward to working with him in his new capacity as a member of the City Council. **MSC: DeWitt/Janow: That Resolution 2020-01, honoring Michael Pollock for his years of service to the Park District, be adopted.**

RESOLUTION 2020-02: PETTY CASH FUND: Administrative Division Director Amy Swenson said this resolution is needed to update the Petty Cash Fund custodians following the retirement of Julie McGinty. **MSC: DeWitt/Janow: That Resolution 2020-02, revising the Park Districts Petty Cash Funds, be revised.**

RESOLUTION 2020-03: PAYROLL SIGNERS & FUND TRANSFERS: Administrative Division Director Amy Swenson said this resolution is needed to update the authorized signers on the payroll checking account and those who are authorized to make payroll fund transfers. **MSC: Janow/Kinney: That Resolution 2020-03, revising signers on the payroll checking account and those who can request payroll fund transfers, be adopted.**

RESOLUTION 2020-04: RCO GRANT REPRESENTATIVE/AGENT: Senior Planner Perry Barrett introduced this resolution pertaining to the RCO grant awarded to the Park District for Sakai Park and amending the authorized signer. He noted that the initial amount awarded in grant funds was \$399,000 and that RCO has now informed him that the amount is going to increase to \$750,000. When asked by the board why there was such a significant increase, he speculated that another agency may not have been able to come up with the required match in funds. Commissioner DeWitt commended staff for building up a solid reserve fund over the years so the Park District can come up with matching grant funds when needed. **MSC: Janow/DeWitt: That Resolution 2020-04, revising the grant representative/agent for the Sakai RCO grant, be adopted.**

RESOLUTION 2020-05: HONORING JEFF OZIMEK: Administrative Manager Elizabeth Shepherd read aloud the resolution honoring Outdoor Programs Manager Jeff Ozimek who has served in this position for almost ten years and is now leaving the Park District to pursue another career opportunity. Jeff Ozimek conveyed thanks to the Park District for providing him with an incredible opportunity to serve the community. The board expressed thanks to him for all he has done to build such a successful outdoors program. Former commissioner Kirk Robinson said he was on the board when Jeff Ozimek first arrived and that the impact he has made in the community is significant. **MSC: Janow/Kinney: That Resolution 2020-05, honoring Outdoor Programs Manager Jeff Ozimek for his years of service to the Park District, be adopted.**

DIRECTOR'S REPORT

Park Services Division: Division Director Dan Hamlin said he and Mark Epstein presented the joint trails map to the City Council and it was well received; the pickleball courts at Battle Point Park have been put out to bid again due to the change in the project scope; the paddle boat storage at Blakely Harbor Park has been removed temporarily and will be launched again in March when other sites will also be available; work on the bakery building at Fort Ward is

continuing and will possibly be done by April; the KidsUp Playground is under renovation and people can pick up the tiles and slats they purchased as part of the original playground's fundraising effort.

Recreation Services Division: Division Director Mark Benishek said the aquatic center will be closed this weekend while the BI Swim Club hosts a meet; swim lessons are at capacity with wait lists; the week of 2/17 the aquatic center will be hosting for the fourth time the American Red Cross Instructor Trainer Academy for the Pacific NW; the BI Dive Club is back in operation with a new instructor hired by the parent's group; the Active Adult Program in partnership with the Senior Center recently hosted the seminar "A Fresh Look At Death" with approximately 80 participants and great responses; work on the summer program catalog is underway with a small flyer planned for later this spring; the WRPA Risk Management School was co-chaired this year by Mark Benishek and Jeff Ozimek with great feedback received. Division Superintendent Bryan Garoutte said after school programs are being held again at Blakely Elementary School as construction comes to an end; Shannon Buxton will be taking on the all-day explorer camps as Ashley Miller leaves the Park District to pursue new opportunities; the recent pottery sale brought in over \$1000; a recent bike mechanics class was a great success; gymnastics training for the Special Olympics is starting up with 6-7 participants anticipated; the gymnastics Cheer program has taken off; the School District campus will be closed due to construction during spring break and some park programs may have to be cancelled; 92 kids attended a recent teen dance at Island Center Hall.

Administrative Division: Senior Planner Perry Barrett said he just returned from Lobby Day in Olympia where he met with WA State Senator Christine Rolfes and learned WA State Representative Sherry Appleton will be retiring at the end of her term; coming up on March 10, the Dept of Ecology will be hosting a meeting at Strawberry Hill Center on the State's clean-up efforts at Blakely Harbor Park.

UPCOMING MEETINGS & EVENTS: 2/27/20: Special Board Meeting

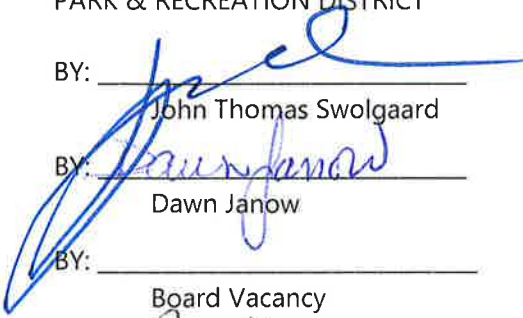
BOARD MEMBER ITEMS:

- Commissioner DeWitt said the application period for the board vacancy closed yesterday, and that he and Commissioner Kinney as members of the Personnel Committee will review the applications and bring their recommendation for finalists to the 2/20 board meeting. The finalists will be interviewed by the full board in open session at a special board meeting on 2/27, and it is anticipated a decision will be made that evening. The new commissioner will be sworn in on the 3/5 board meeting.
- Commissioner Janow spoke recently at the Senior Center and it was so successful she plans to go back every few months. She said about 15-20 seniors attended with some mentioning a need for help with the trails so they don't get lost, possibly more signage or walking the trails with staff. Dan Hamlin suggested providing education on the use of trail maps and markers that are currently in place.
- Commissioner Janow attended the recent City Council meeting when the joint trails map was presented and commended Dan Hamlin for a great presentation.
- Commissioner Janow said she and Commissioner Kinney have attended several meetings with the BI Land Trust to address some challenges that have come up between the Land Trust and Park District. Commissioner Kinney said the conflict has been around the interpretation of conservation easements, and that the two entities are working to create a better definition so everyone is on the same page. Commissioner Janow said the Land Trust is very interested in transportation corridors and would like to be a participant in this effort.
- Commissioner Swolgaard asked for an update on obtaining permitting for the Sakai Park trail. Dan Hamlin reviewed the permitting process to date and noted that while almost everything is completed, the final step is taking some time since the City is short staffed. It has taken two years for the permit to come this far.

- Commissioner Janow asked about the status of several items and was informed by staff that the Eagledale Pottery Studio is open again and that the KidsUp Playground will be closed until this fall when Phase 1 of the renovation is expected to be done.

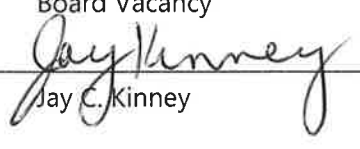
MEETING ADJOURNED at 7:27 pm.

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

BY: 
John Thomas Swolgaard

BY: 
Dawn Janow

BY: _____
Board Vacancy

BY: 
Jay C. Kinney

ATTEST: 
Kenneth R. DeWitt