

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING MARCH 5, 2020
STRAWBERRY HILL CENTER**

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

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

ADJUSTMENTS TO AGENDA: Add to Unfinished Business: Signatories for Bank Accounts

BOARD CONSENT

APPROVAL OF MINUTES:

Upon making the following revisions to the minutes of the February 20, 2020 regular board meeting, Vice-Chair Janow stated the minutes stand approved as corrected: p. 3: Change DeWitt to Janow.

Upon hearing there were no corrections to the minutes of the February 27, 2020 special board meeting, Vice-Chair Janow stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: There were no vouchers to approve since the Park District's accounting system is down.

UNFINISHED BUSINESS

OATH OF OFFICE: District Notary Elizabeth Shepherd administered the Oath of Office to Kristine Cox who was appointed to the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District following the resignation of Commissioner Michael Pollock. She was given a warm welcome by the board.

SIGNATORIES FOR BANK ACCOUNTS: Administrative Division Director Amy Swenson said there is need to revise the authorized signatories on the Park District's bank accounts due to the retirement of several employees.

MSC: Kinney/DeWitt: That the following individuals be authorized as signers on the following three Park District bank accounts: 1) Imprest account: Terry Bugas, Terry Lande, Mark Benishek; 2) Payroll account: Terry Lande, Dan Hamlin, Mark Benishek; and 3) Accounts payable account: Terry Lande, Amy Swenson, Mark Benishek, Dan Hamlin.

GENERAL BUSINESS

RESOLUTION 2020-07: 2020 COMPREHENSIVE PLAN: Senior Planner Perry Barrett said the board accepted the 2020 update of the Park District's Comprehensive Plan on December 19, 2019 subject to SEPA review (Resolution 2019-14). He said no comments were submitted and noted the SEPA review/process has been satisfactorily completed. The 2020 Comprehensive Plan is before the board this evening for adoption. **MSC: DeWitt/Kinney: That the 2020 update of the Park District's Comprehensive Plan, be adopted.** The board commended staff for their work on this extensive project with Perry Barrett and Elizabeth Shepherd particularly noted for their efforts.

DIRECTORS REPORT

Administrative Division: Division Director Amy Swenson reviewed what the Park District is doing in response to the coronavirus that is circulating in the region. Information sheets have been posted in all facilities with hand sanitizer available, facility cleaning operations are more extensive, and staff have been asked to stay home if feeling sick. Recreation Division Director Mark Benishek said large Park District gatherings and events will likely be postponed or canceled. Executive Director Terry Lande said a meeting with local agencies was held yesterday to in part ensure County and State notifications are being received by everyone. He said staff is meeting daily to assess the situation. Amy Swenson said the accounting system is still offline. Mark Benishek provided an update on the cyberattack from

several weeks ago saying all the data from the aquatic server has been fully retrieved. Data from the two servers at Strawberry Hill Park is still in the process of being restored. The Park District's insurance company Enduris has hired forensic and legal specialists. Completion of the forensic investigation will determine what data was taken. Whoever launched the attack had access to the network for only 24 hours before the cyberattack was detected. Senior Planner Perry Barrett said the permitting and SEPA process has begun for the construction of pickleball courts at Battle Point Park. Terry Lande said several staff openings have been posted in house. Helen Stone has just been hired with Elizabeth Shepherd retiring from her position at the end this month. Three additional openings include the outdoor programs position previously held by Jeff Ozimek, the community events position held by Ashly Miller who is leaving the Park District at the end of March, and the publicity position recently held by Helen Stone. He said there are good candidates for each position. Terry Lande said notices have just gone out pertaining to the formation of two advisory committees, one for Sakai Park and one for the Ray Williamson Pool Replacement. Five to seven community members are being recruited for each committee. Two board and several staff members will also serve on each committee. The March 10 meeting pertaining to the Blakely Harbor Park clean-up and scheduled by the Dept. of Ecology at Strawberry Hill Center has been changed to a webinar.

Recreation Division: Division Director Mark Benishek said confirmation has been received that the Poulsbo and Bangor pools are down which explains why there are such long waits lists at the Aquatic Center; plans are underway to line up CPR and first aid classes with COBI and its emergency efforts. Recreation Superintendent Bryan Garoutte said the ski program and canine classes are going well and after school soccer is booming; gymnastics training for the Special Olympics began last week with six participants confirmed; the summer catalog will be viewable online on Monday.

Park Services Division: Division Director Dan Hamlin said work is underway on the new Cave Family Heritage Park; the Sakai Park trails permit is close to being done; ball field preparations are underway. The March 15 environmental conference has been postponed.

BOARD MEMBER ITEMS:

- Commissioner Kinney commented on the need to have a good plan in place for dealing with the coronavirus which is likely to spread to the island and could last for some time. Staff agreed and commented more on what the Park District is doing to disinfect its facilities including the Aquatic Center. It was noted the Park District is closely tied in with the schools and will be watching to see what measures the School District takes.
- Commissioner Cox said she is excited to be here. She attended the Walk with Commissioners last weekend.
- Commissioner DeWitt mentioned former planner Peter Best is back with the City of Bainbridge Island. He also commented on how great the Fort Ward bakery building looks and commended staff for their work to restore the building.
- Commissioner Janow said she received a recent call from an equestrian group and is pleased to hear new jumps at Manzanita Park are going in to replace the ones that are getting old. She also attended the Walk with Commissioners last weekend.
- Commissioner Kinney said he remembers what a steep learning curve it was when he first became a board member, and told Commissioner Cox that while it can be a bit daunting, no one expects her to be up to full speed. He told her to feel free to ask questions.
- Commissioner Janow thanked Kristine Cox for joining the board.

MEETING ADJOURNED at 6:54 pm.

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

BY: _____

John Thomas Swolgaard

BY: _____

Dawn Janow

BY: _____

Kristine Cox

BY: _____

Jay C. Kinney

ATTEST: _____

Kenneth R. DeWitt