

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING MARCH 19, 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: Kristine Cox, Ken DeWitt, Dawn Janow, Jay Kinney, Tom Swolgaard.

ADJUSTMENTS TO AGENDA:

Add Emergency Declaration and Vehicle Lease to the agenda.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon making the following revisions to the minutes of the March 5, 2020 regular board meeting, Chair Swolgaard stated the minutes stand approved as corrected: Commissioner Swolgaard was not present.

UNFINISHED BUSINESS

EMERGENCY EXCEPTION TO SICK LEAVE POLICY: A COVID-19 Paid Time Off Leave Bank Temporary Policy for use during the COVID-19 pandemic was presented to the board. It would allow for full time or regular part time employees to donate their sick leave to employees who cannot or may not be able to work for a variety of reasons directly associated with COVID-19. This temporary policy is an attempt to address the COVID-19 situation and as the situation develops it may need to be updated. Additional measures were discussed as the temporary policy may not do enough to address the emerging situation. **MSC: Kinney/Janow: Provide an additional fifteen days of paid leave to Full Time and Regular Part Time staff for illness associated with COVID-19. Same "applies to" rules as in the COVID-19 Paid Time Off Leave Bank Temporary Policy will apply. Policy must be consistent with state and federal guidelines and may be amended by the board as conditions warrant. MSC: Kinney/Janow: Create a COVID-19 Paid Time Off Leave Bank Temporary Policy as drafted by the Executive Director. In the "applies to" change punctuation from periods to semi colons and add "or" between items. Must be consistent with state and federal policies and may be amended by the board as conditions warrant.**

EMERGENCY DECLARATION: A declaration of emergency may give the Park District leeway should it need to be used. Ensuring that the public would have access to any virtual or call in meeting was discussed. More research is needed into how to meet the rules set forth in the Open Public Meetings Act in this scenario, but a contingency plan should be in place. **MSC: Janow/Kinney: Declare a state of emergency for Bainbridge Island Metro Park & Recreation District based on the COVID-19 emergency situation. MSC: Janow/Swolgaard: Board meetings may be held virtually or call in as long as the COVID-19 emergency situation remains and that the meetings meet the requirements of the Open Public Meetings Act.** It was noted that board meetings could also be canceled.

VEHICLE LEASE: A letter is needed from the Board of Commissioners by the leasing agency to move forward with the lease of two Rav 4 vehicles by the Park District. The vehicles will be used by staff to attend trainings or run errands. These vehicles will cut down on Park District mileage expense reimbursement costs incurred by employee use of personal vehicles. **MSC: Janow/Kinney: Authorize Chair Tom Swolgaard to serve in the Board's capacity and sign the letter authorizing the lease of vehicles.**

DISTRICT UPDATE ON CORONAVIRUS: Executive Director Terry Lande said that the Park District will most likely lengthen the current program and facility closure to last until April 27. Summer registration will be postponed. Both

the Sakai Park Advisory Committee and Ray Williamson Replacement Pool Advisory Committee deadlines will be postponed.

UPCOMING MEETINGS & EVENTS: The next regular board meeting is scheduled for April 2.

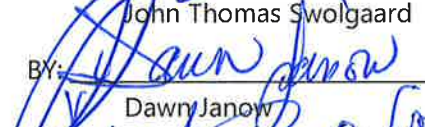
BOARD MEMBER ITEMS:

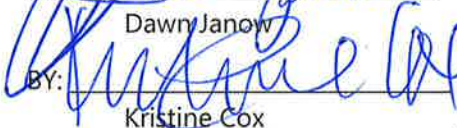
- Commissioner Janow said that the Park District should be prepared to be asked to close parks. Executive Director Terry Lande said staff is monitoring the situation daily. Signs will be placed on playgrounds and restrooms telling people to use at their own risk, as staff is not able to clean consistently all day. Signs are also being posted in parks to reinforce social distancing guidelines.
- Commissioner Janow suggested this time as an opportunity to look at long term risk management for the Park District.

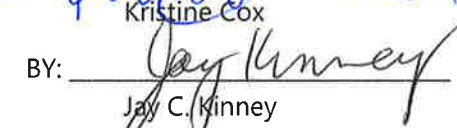
MEETING ADJOURNED at 6:55 pm.

Helen M. Stone
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