

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
SPECIAL BOARD MEETING MAY 26, 2021
ZOOM VIRTUAL MEETING**

CALL TO ORDER: A quorum being present, the meeting was called to order at 6:01 pm by Chair Janow.

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

ADJUSTMENTS TO AGENDA: There will be no executive session.

MISSION STATEMENT: Commissioner Janow read the Park District's mission statement: The mission of the Bainbridge Island Metropolitan Park & Recreation District is to build a healthy community through effective, sustainable stewardship of the District's parks and open space, and through the development and delivery of innovative cultural and recreation opportunities.

PUBLIC COMMENTS ON AGENDA ITEMS

Pamela Walker asked if there would be a list of things that would be necessary to apply for the Park District board vacancy. Commissioner Janow said that is what the meeting tonight is about.

Kirk Robinson asked if the board could address tonight whether a person serving on a Park District advisory committee or who has applied for an advisory committee for which members may be selected during the time that the appointed commissioner would be serving, would have to give up their advisory committee position if they are chosen to be appointed to fill the board vacancy.

UNFINISHED BUSINESS

Commissioner Janow said that she and Commissioner Kinney have decided not to submit a letter to the editor on behalf of the board regarding the mountain bike proposal process, as was discussed at the May 20 regular board meeting, as they do not want to overuse that privilege. Commissioner Swolgaard and Commissioner DeWitt agreed to the conclusion reached to not make a public statement at this time.

GENERAL BUSINESS

BOARD VACANCY PROCESS: Commissioner Janow said that since Kristine Cox has resigned from the board, it is the board's duty and responsibility to appoint someone to fill the position within 90 days. It is a unique position as it is just an interim position which will last approximately five and a half months. As two candidates have filed to run for the commissioner five position in the general election this fall, in her opinion, neither of them should be appointed to this position. Commissioner Janow shared a proposed timeline for applying for the board vacancy. In the proposed timeline the vacant position would be formally publicized June 1-15. At the June 17 regular board meeting, a list of candidates and the information they submit would be given to the board to review. The Personnel Committee, which consists of Commissioner Janow and Commissioner Swolgaard, will narrow down the list of applicants to several finalists for full board consideration. The July 1 regular board meeting would have an agenda item to announce the finalists and on July 8 there would be a special board meeting to interview the finalists and make a selection. At the July 15 regular board meeting, the oath of office would be administered. There were no objections to the timeline.

Commissioner Janow said it will be important to advertise that it is a short-term position and proposed adding some specific questions to be addressed in the letter of interest. After some discussion, it was decided that candidates will be asked to address the following in their letter of interest:

1. Why are you interested in this position? (200 words max)
2. Describe your experience with the Park District (as a user, user group, volunteer, program participant, special interest, etc.). (200 words max)

3. What unique quality can you bring to this short-term position? (200 words max)
4. Please describe community and or volunteer service experience. (200 words max)
5. What is your favorite park, program, or special event and why? (50 words max)
6. Can you commit to 6:00 pm meetings on the 1st and 3rd Thursdays of each month?

Commissioner DeWitt said at this point it has not been decided when the effective date for the commissioner who is elected in November to fill the position will be. He said it will need to be decided whether interviews will be held via Zoom or face-to-face. Commissioner Kinney said his preference would be to hold the interviews face-to-face, if possible, even if the meeting must be held outside, because body language and facial expressions are important. Commissioner DeWitt said it works both ways, the finalists will also get a better feel for the board members face-to-face as well. Commissioner Janow said the board will plan to meet in person, if possible, under the restrictions in place by the Governor's office at that time.

MSC: DeWitt/Swolgaard: Adopt the timeline and questions suggested by Commissioner Janow this evening.

Commissioner Swolgaard asked if the board will still need to put together questions for the interviews. Commissioner DeWitt said in the past board members have asked questions as they see fit. Commissioner Janow said once the candidates are narrowed down a list of potential questions will be given to them for the interview process.

Executive Director Terry Lande asked about Kirk Robinson's question about serving on an advisory committee being a potential conflict with being appointed to the vacant board position. He said currently the two advisory committees which could cause a conflict would be the Parkland Acquisition Committee and the Trails Advisory Committee, as two board members already serve on those committees and a third member would make a quorum. A leave of absence from the advisory committees would need to be taken if an advisory committee member is appointed to serve as a commissioner. Commissioner DeWitt noted that while you cannot have three commissioners together outside of a published board meeting, that board members serve as ex-officio members of the advisory committees. The board agreed that if any of the finalists for the position are on an advisory committee, they will be notified at that time that they would need to take a leave of absence from the advisory committee during the term of their appointment.

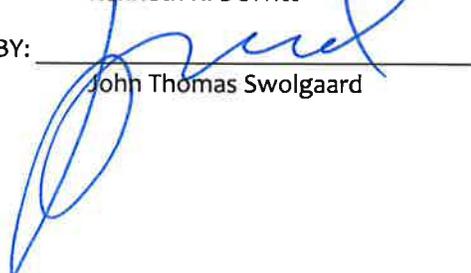
MEETING ADJOURNED at 6:29 pm.

Helen M. Stone
 Terry M. Lande
 BAINBRIDGE ISLAND METROPOLITAN
 PARK & RECREATION DISTRICT

BY: 
 Dawn Janow

BY: _____
 Board Vacancy

BY: 
 Kenneth R. DeWitt

BY: 
 John Thomas Swolgaard

ATTEST: 
 Jay C. Kinney