

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING December 19, 2024
 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, Tom Goodlin, Dawn Janow, Jay Kinney, Tom Swolgaard.

MISSION STATEMENT: Chair Swolgaard 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

LoAnne Harmeling mentioned the USDA awarded the District \$25,000 towards construction of tennis courts at Sakai Park.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the December 5, 2024 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: DeWitt/Janow: 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 Amt	Pre-Approved
12/10/24	001 General Fund 300 Capital Improvement Fund	29099-29139	98,855.80	12/10/24
12/18/24	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	29140-29177	245,406.59	12/18/24
	300 Capital Improvement Fund	Pre-approval	58,742.12	
	300 Capital Improvement Fund	Pre-approval	583,454.89	
	300 Capital Improvement Fund	Pre-approval	384,673.03	

Assistant Executive Director Amy Swenson stated that the larger two expenditures needing approval are for the Ray Williamson pool renovation. The payment of \$58,742.12 is reimbursement to the Bainbridge Island Parks & Trails Foundation for costs associated with property and trail easements that are being transferred to the Park District.

GENERAL BUSINESS

BOARD POLICIES: Executive Director Dan Hamlin presented a draft of the revised Board of Commissioner Policies. The Commissioners are to compare the draft policies document with the existing policies and provide suggestions and edits at the next board meeting. Dan Hamlin said in rewriting the policies, other metropolitan district board policies were reviewed. Commissioner Janow said RCW language was used as much as possible in drafting the policies, dovetailing these policies with additional staff policies found in the operational policy manual and updating outdated items in the current policies.

RESOLUTION 2024-23: AMENDED 2024 GENERAL FUND BUDGET: Assistant Executive Director Amy Swenson stated that changes in the amended 2024 General Fund Budget affected Administration, Interfund Transfers, and Park Services. There were no changes in the Recreation amended budget. The Interfund Transfers budget increased due to projects carried

forward from 2023 into 2024 and cost increases to the Ray Williamson pool renovation. The Administration budget increased \$100,000 for property and liability insurance, expenses related to the stolen vehicle, and the additional executive director's salary for several months. Changes to the Park Services budget included propane and electricity costs, professional fees, unexpected stormwater permits, and a slight increase in janitorial costs. **MSC: DeWitt/Janow: Move to adopt Resolution 2024-23 adopting an amended General Fund Budget for the fiscal year 2024.** Executive Director Dan Hamlin said most changes to the budget are handled through reserves for expenses that are out of staff's control, such as utility costs, or changes in capital projects from either carryover from 2023 or preplanned work for future years with the Ray Williamson pool renovation happening this year.

ADA TRANSITION PLAN CONSULTANT: Senior Planner Matthew Keough presented the Agreement for Services contact with Bureau Veritas for the BIMPRD ADA Transition Plan. Bureau Veritas are property management experts and will provide guidance on bringing properties into ADA compliance with a focus on state and federal regulations and guidelines. The process involves working with the public and site visits. Site visits at 44 Park District locations will be potentially conducted in January 2025 and last 3 to 4 days. The ADA Transition Plan document is estimated to be completed in July 2025. Commissioner DeWitt commented that the middle of winter is ideal to notice issues with parking areas, trails, lighting. Matthew Keough mentioned staff will receive guidelines from Bureau Veritas which can be applied in many different areas, they will not be providing only site-specific assessments. Policy recommendations will also come out of the ADA Transition Plan. **MSC: Janow/DeWitt: Motion to approve the contract for the ADA Transition Plan Phase I provided by Bureau Veritas.** Commissioner Janow asked when Phase II would begin. Matthew Keough responded that a date has not been set. Executive Director Dan Hamlin commented Phase II has not been funded yet.

STAFF REPORT

Park Services Division: Park Services Superintendent David Harry said staff are wrapping up work on the administration building with the move anticipated to occur December 31. David Harry said IT Manager Skye Carlson is doing a great job getting internet setup at the administration building. Staff from the state Department of Natural Resources are working on a creosote removal project on Bainbridge Island and in the District's parks. Creosote removal work began at Fay Bainbridge Park this week and work will continue into next week. Park staff will gather creosote pieces found in the District's parks and DNR will dispose of the collected items. This is a two-week project that will most likely extend into a third week. David Harry said he is meeting with staff from the City of Bainbridge Island tomorrow or early next week to look at the entrance to Sakai Park and for a long-term plan for that. The septic design for the bathroom at Battle Point Park was resubmitted to Kitsap County Public Health District. Work on the batting cage at Strawberry Hill Park is scheduled for January. After the holidays, David Harry said he will prepare a project schedule and get projects lined up for next year.

Commissioner Janow requested that staff put up signs or cones at Sakai Park entrance for safety. David Harry mentioned the Madison Avenue renovation project contractor is still parking equipment at Sakai Park. Commissioner Janow observed that kids are climbing on construction vehicles parked there which is a safety concern as the vehicles are situated on District property.

Senior Planner Matthew Keough provided an update on selecting a firm to produce the comprehensive plan update. Three firms have been reviewed. The goal is to complete the comprehensive plan update within a year's time with a draft delivered to the Board in November 2025. The draft is anticipated to go to the state for review before the end of 2025 and be finalized in February 2026. The comprehensive plan is a 6-year document.

Recreation Division: Recreation Division Director Madison Collins said winter/spring registration went well and it is projected to bring in more revenue than last year with three weeks left before programs start. Recreation staff is inundated with Active Net software implementation. The new art & enrichment program manager starts January 2.

Aquatics Program Administrator Jenette Reneau stated the pool is busy. The communication plan for the Ray Williamson pool closure continues to move forward. Tomorrow an email will go out to all the major user groups (BISC, BAM, water polo) with their closure schedule and what offsite locations will be utilized. The master pool schedule will be presented at the next board meeting for review and the schedule will be released to the public the following day. Parent and user group meetings have been scheduled for the first two weeks in January. A public meeting probably will be scheduled after the pool schedule is released.

Administrative Division: Assistant Executive Director Amy Swenson said staff is in the middle of the audit. One change requested by the auditor has already been enacted, which is mentioning the applicable RCW before the Board goes into executive session.

Executive Director Dan Hamlin was impressed with how Senior Planner Matthew Keough set up interviews with the three comprehensive plan firms. Dan Hamlin said the holiday party was fun, and Community Outreach Manager Emily Swift did an amazing job setting up the venue. The administration office move in date of December 31 was accelerated due to the moving company's availability. Dan Hamlin said he is off work December 24 through the end of year. There is a meeting tomorrow with a group of pool users led by Rod Stevens regarding the communication plan and website information regarding the Ray Williamson pool renovation project.

UPCOMING MEETINGS:

Commissioners DeWitt and Goodlin will not be at the January 16 board meeting

Commissioner Janow will not be at the February 6 board meeting.

BOARD MEMBER REMARKS:

- Commissioner Janow said she attended the audit intake meeting. Commissioner Janow said she attended the 8 Acre Woods dedication December 12 and stated it is a wonderful park, and the opening was well attended. Commissioner Janow mentioned Natural Resources Manager Morgan Houk spoke at the opening and in response to public questions Morgan Houk said there will be no major changes to the site, indicating it will be a passive use park. Commissioner Janow said she attended the holiday party; it was very festive. Commissioner Janow thanked Senior Planner Matthew Keough for putting together a wonderful day meeting with the comprehensive plan consultants. Commissioner Janow wished everyone happy holidays.
- Commissioner Goodlin said he attended the 8 Acre Woods dedication. He said he wanted to express his thanks to the Bainbridge Island Parks & Trails foundation for their efforts in acquiring and transferring the property to the Park District. He said it was nice to see many people attend the opening and show their enthusiasm. Commissioner Goodlin said he attended the holiday party.
- Commissioner Kinney commented on the needed tree thinning located closest to the softball right field fence for the bike park at Strawberry Hill Park. Those trees are big and may have some monetary value. Executive Director Dan Hamlin said he would mention this to Park Services Superintendent Lydia Roush. Commissioner Kinney commented on whether the cell tower located at Strawberry Hill Park can be removed as it doesn't belong in a park. Commissioner Swolgaard said it is a benefit to the community in that area. Dan Hamlin said he would like staff to assess whether the cell tower is needed at Strawberry Hill Park, how much revenue it could generate and how to

make it safer. Commission Kinney mentioned naming the Bainbridge Island Recreation Center after retired Executive Director Terry Lande and asked to add a resolution to this effect to the next Board meeting agenda.

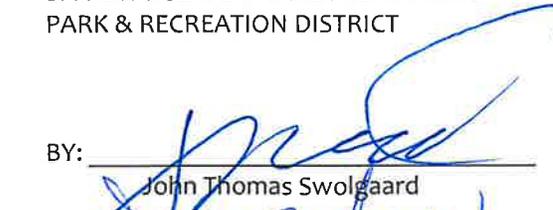
- Commissioner DeWitt said he noticed a fellow walking around on the old volleyball court at Strawberry Hill Park with a locater device. Park Superintendent David Harry said that the individual is doing metal detecting and has permission to do so. If significant items are found, the individual works with the Bainbridge Island Museum of Art to possibly curate the items. Commissioner DeWitt said he is impressed that the District is going ahead with the ADA Transition Plan contract. He said this will give the District a good opportunity to provide the public with a larger perspective, taking a broader view to make sure the District serves everyone. Commissioner DeWitt said he was impressed with the ADA Transition Plan consultants and the amount of public involvement the firm includes in their planning.
- Commissioner Swolgaard asked when work will begin on the bike park at Strawberry Hill Park. Executive Director Dan Hamlin replied that the bid will go out in the first part of 2025. Commissioner Swolgaard said he received an email regarding leaf blowing. Executive Director Dan Hamlin said he will discuss this with Park Superintendent Lydia Roush who will reply to the email. Dan Hamlin responded that staff must remove duff down to mineral soil for proper trail construction, and trail grade is important for proper water runoff. The major concern was the use of a gas power blower which staff stopped using on trails long ago. Only the use of electric blowers is allowed on trails.

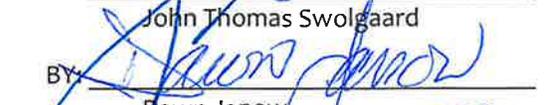
MEETING ADJOURNED to a 5-minute recess at 6:59 pm with announced time to reconvene at 7:04 pm. **MEETING RECONVENED** at 7:04 pm.

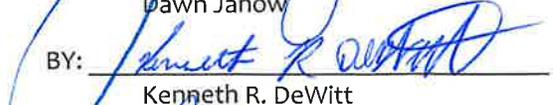
MEETING ADJOURNED TO EXECUTIVE SESSION at 7:04 pm for discussion regarding consideration of site selection or acquisition of real estate if likelihood that disclosure would increase price per RCW 42.30.110(1)(b) with announced time to reconvene at 7:24 pm.

MEETING RECONVENED at 7:24 pm and **ADJOURNED** at 7:24 pm.

Betty Mirkovich
Dan Hamlin
BAINBRIDGE ISLAND METROPOLITAN
PARK & RECREATION DISTRICT

BY: 
John Thomas Swolgaard

BY: 
Dawn Janow

BY: 
Kenneth R. DeWitt

BY: 
Jay C. Kinney

ATTEST:


Tom Goodlin