

## AGENDA

**Bainbridge Island Metropolitan Park & Recreation District  
Regular Board Meeting 6:00 pm  
Thursday – February 3, 2022**

**Zoom Virtual Meeting**

<https://zoom.us/>

**1 253 215 8782**

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/86212891472?pwd=dDZqZnlQRHUyZGpzWHNobmRSWXg0QT09>

**Webinar ID: 862 1289 1472**

**Passcode: 286998**

**10. CALL TO ORDER**

- 10.1 Roll Call
- 10.2 Adjustments to the Agenda
- 10.3 Conflict of Interest Disclosure
- 10.4 Mission Statement

**20. PUBLIC COMMENTS (Oral Communications from Audience)**

- 20.1 Public comments on topics not itemized elsewhere on the agenda. Please sign-in on the chat to speak and state your full name at the beginning of your comment.  
**Action:** Information only.
- 20.2 Public comments on agenda topics. Please sign-in on the chat to speak and state your full name at the beginning of your comment.  
**Action:** Information only.

**30. BOARD CONSENT**

- 30.1 Minutes: Regular Board Meeting of January 20, 2022
- 30.2 Financial: Approval of vouchers and payroll.

**40. UNFINISHED BUSINESS – none**

**50. GENERAL BUSINESS**

- 50.1 Open Government Training: Public Records Act Basics  
**Action:** View Attorney General's Office training video. Stone (35 min)
- 50.2 Property Acquisition Process  
**Action:** Information only. Hamlin (15 min)
- 50.3 Board Retreat Planning  
**Action:** Information only. DeWitt (15 min)
- 50.4 Resolution 2022-03:  
Support for Naming Pickleball Official Washington  
State Sport DeWitt (10 min)  
**Action:** Motion to approve.

**60. DIRECTOR'S REPORT**

- 60.1 Director's Report
- 60.2 Upcoming Meetings/Work Sessions/Events

02/17/22	Regular Board Meeting	6 pm
03/03/22	Regular Board Meeting	6 pm

03/17/22	Regular Board Meeting	6 pm
04/07/22	Regular Board Meeting	6 pm
04/21/22	Regular Board Meeting	6 pm

**70. BOARD MEMBER ITEMS**

- 70.1 Remarks from Board Members
- 70.2 Board Member Committee Reports

**80. WRITTEN COMMUNICATIONS**

**90. ADJOURNMENT**

**100. ADJOURN TO EXECUTIVE SESSION IF NEEDED**

**110. EXECUTIVE SESSION** – Legal, per RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

**120. RECONVENE TO REGULAR SESSION**

**130. ADJOURNMENT**

**Board Committees**

Governance  
 Capital Facilities Program  
 Budget & Finance  
 Personnel  
 Ad Hoc Committee: Forest Management  
 Ad Hoc Committee: Sakai Site Planning

**2022 Board Representatives**

DeWitt/Kinney  
 Janow/Kinney  
 Janow  
 DeWitt/Goodlin  
 Janow/DeWitt  
 Swolgaard/DeWitt  
 Goodlin/Swolgaard

**Board Liaisons**

Park District Committees:  
 Trails Advisory Committee  
 Dog Advisory Committee

Swolgaard/DeWitt  
 Kinney/Janow

Community/Public Agencies:  
 Bainbridge Island Parks Foundation  
 Intergovernmental Work Group (IGWG)  
 Bainbridge Island School District  
 City of Bainbridge Island

Janow/Kinney  
 DeWitt/Kinney  
 Kinney/Goodlin  
 Janow/DeWitt

***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.*

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
 REGULAR BOARD MEETING JANUARY 20, 2022  
 ZOOM VIRTUAL MEETING**

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

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

**MISSION STATEMENT:** Commissioner DeWitt 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.

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon making the following revisions to the minutes of the January 6, 2022 regular board meeting, Chair DeWitt stated the minutes stand approved as corrected: On page 7, last bullet, line two, change “District” to “Center” and on page 7, first line, change “quite” to “quiet.”

**APPROVAL OF PAYMENTS: MSC: Goodlin/Swolgaard: 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
12/14/21	001 General Fund 300 Capital Improvement Fund	22157-22207	349,494.26	12/14/21
12/21/21	001 General Fund 002 Imprest Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	22208-22244	102,505.69	12/21/21
01/05/22	001 General Fund	22245-22281	41,144.37	01/05/22

**GENERAL BUSINESS**

**OPEN GOVERNMENT TRAINING: OPEN PUBLIC MEETINGS ACT:** Executive Services Manager Helen Stone said that this is the first of three required Open Government training sessions and will be followed at subsequent board meetings by Public Records Act Basics and Records Retention and Management Basics. Open Government training is required for Commissioner Goodlin as a newly elected official within 90 days of taking office. Training is also required at intervals of no more than four years thereafter, and this will serve as a refresher course for the rest of the board members. Helen Stone played the Open Public Meetings Act training video from the website of the Washington State Attorney General’s Office.

**BAINBRIDGE ISLAND RECREATION CENTER 2021 BUDGET VS ACTUAL:** Executive Director Terry Lande said that this agenda item is for the purpose of updating the board on the Bainbridge Island Recreation Center’s financials during the first four months of Park District ownership. The 2021 BIRC budget was put together in August of 2021 before the Park District had ownership of BIRC or knew what the revenue or expenses were going to be. Actual revenue was below projected revenue by about \$160,000. Actual revenue was lower than projected because only three of the four months of 2021 dues were able to be collected in 2021 due to the billing cycle. Expenses include the one-time costs associated with moving administration office staff from Strawberry Hill Park to BIRC and renovating areas of BIRC for staff. Commissioner Janow asked what line item the staff moving expenses came out of. Staff answered that the expenses for the professional moving company came out of professional fees. Commissioner DeWitt asked about revenue line items for equipment rentals and short-term

rentals. Recreation Division Director Mark Benishek said short term rentals refer to facility rentals and equipment rentals consist of tennis ball machine rentals. Regarding expenses, insurance for the facility came in higher than projected and the existing phone system was not sufficient or able to be upgraded resulting in a one-time cost for a new phone system. Commissioner DeWitt said that considering that the Park District was not provided with a lot of the operating information that staff did a pretty good job of putting together the 2021 BIRC budget. Terry Lande said the 2022 budget will probably have to be amended based on the actuals for 2021. Commissioner Goodlin said that presumably if the Park District had been able to collect the fees from the fourth month of 2021 in 2021 that the revenues and expenses would have been about even. Mark Benishek said that without all the one-time expenses incurred in 2021 and if staff was able to collect the fourth month's dues in 2021 that the BIRC budget would have had more revenue than expenses. Commissioner Goodlin asked if things track the way they currently are if the Park District expects to be in positive territory in 2022. Mark Benishek replied that yes, that is what staff is projecting.

**RESOLUTION 2022-01: 2022 SALARY SCALE UPDATE:** Executive Director Terry Lande said that an amended 2022 salary scale is needed due to restructuring of some Park District positions. The amended salary scale reflects absorbing the Bainbridge Island Recreation Center and adding new positions for Facility Manager, IT Manager, and Natural Resources Manager. After some research, these positions are being hired for at a higher level than originally budgeted for. The structure of the agency needed to be evaluated and a new level was created on the salary scale to attract viable candidates. The new IT Manager will report directly to Terry Lande as will Douglas Slingerland as the new Marketing Manager for the agency. In recreation, Sports Program Manager Julie Miller will be promoted to the level of Administrator for BIRC, and a new Sports Coordinator position will be added that will report to her. The new Natural Resources Manager will report to Park Services Division Director Dan Hamlin and have Volunteer Manager Morgan Houk, Trails Coordinator Sean Smith Sell, and a new Trails Technician reporting to them. Aquatic Maintenance Manager Mike Omans will be promoted to the Facility Manager position and oversee all facilities and facilities staff. A new Maintenance Technician position for BIRC will be added. Commissioner Janow asked if there is a need for additional help at BIRC considering there are two maintenance positions for the Aquatic Center. Terry Lande said the difference is that there is a custodial contract at BIRC, but that staff will continue to monitor staffing needs. Commissioner Swolgaard asked about the difference between the terms structures and facilities as referred to on the organizational chart. Park Services Division Director Dan Hamlin said that the term structures refers to construction and maintenance in parks while the term facilities refers to indoor facilities. Commissioner Swolgaard suggested that the term structures be replaced with something else. Terry Lande said staff will investigate an alternative for using the term structures. Commissioner DeWitt said one of the things that has always impressed him is that every time a position comes open Terry Lande and staff take time to evaluate the position to see if it needs to be replaced, if a new position needs to be created, or if the duties need to be reassigned to a different position. That is what is going on here and he thinks it is appropriate that with bringing on BIRC that everything had to be reassessed in the Park District. This is an ongoing process and things are going to change again. Terry Lande said what the board weighs in on tonight is whether staff can hire the two new positions for a Sports Coordinator and a Maintenance Technician. He has suggested to Administrative Division Director Amy Swenson that the new Accounting Coordinator position which was to be hired be adjusted to be a human resources backup and assistant. Commissioner Goodlin asked about the steps on the salary scale. Terry Lande said there is policy regarding how far up on the salary scale an employee can be hired into the agency at. Employees are eligible for a merit increase every year until they reach the top of the salary scale. A salary scale update was completed a couple of years ago. **MSC: Janow/Swolgaard: Approve Resolution 2022-01 regarding the amended Salary Scale for personnel for Bainbridge Island Metro Park & Recreation District.** Commissioner Janow thanked staff for their work on the reorganization and said that with the addition of BIRC, new trails, and new park land in 2021 this is a forward-thinking step. She wanted to acknowledge that and say thank you and said that the 2021 levy lid lift has enabled the Park

District to do this which is what was promised to the community. It is a work in progress, but she thinks it is awesome. She told Terry Lande to not be shy and to let the board know if additional positions are necessary.

**RESOLUTION 2022-02: AMENDED 2022 GENERAL FUND BUDGET:** Executive Director Terry Lande said the amended General Fund budget reflects what it will cost to staff the new positions discussed in the previous agenda item. It reduces the projected ending fund balance of about 3.8 million dollars by about \$350,000. Terry Lande said there is still \$350,000-\$400,000 from the 2021 levy lid lift not being spent in this amended 2022 General Fund budget. **MSC: Swolgaard/Janow:**  
**Move to approve Resolution 2022-02.**

#### **DIRECTOR'S REPORT**

**Recreation Division:** Recreation Superintendent Bryan Garoutte said Bainbridge Island Recreation Center now has 1,330 monthly user accounts. There are 150 kids currently involved in the youth tennis program. Five Pilates classes are currently underway. Hyla Middle School students visited BIRC last week to use the fitness area. Volleyball has 33 kids signed up and starts at BIRC this week. The ski bus went to Stevens Pass last weekend and only 9 out of 77 trails were open. There have been a lot of snowshoe rentals. Youth Chess Club has a record high of 100 kids registered. Hyla Middle School students will be having a class at the Eagledale Pottery Studio starting this week. Gymnastics classes started this week and staff was able to open some new classes to accommodate people originally placed on waitlists. Hyla Middle School students visited the Teen Center. Recreation Division Director Mark Benishek said Active Adult Program Manager Sue Barrington will be partnering with Bainbridge Island Museum of Art for a cultural movie series. There will be a new stories in the park program this year called a walkabout. Four new art instructors have been hired recently. Staff is finalizing the slate of performers for the Sounds of Summer concert series. Staff recently wrapped up a lifeguard and swim instructor training class and some of the new instructors will work for the Park District. Head Coach April Cheadle continues to do an amazing job coordinating efforts to get Bainbridge Aquatic Masters swimmers in the water. Head Coach Kyle Harris has been working to integrate himself into the Bainbridge Island Swim Club. Marketing Coordinator Allie Smith has been assisting with putting together spring and summer marketing campaigns for part-time and seasonal positions in order to attract candidates.

**Park Services Division:** Park Services Division Director Dan Hamlin said crews have been assessing damage from the rain including potholes on gravel drives. The skate park subcommittee will be getting together tomorrow for consultant interviews to determine a finalist. The bike park request for qualifications is complete and ready to be posted. Work on the new cabins continues at Fay Bainbridge Park. The entire lower part of Fay Bainbridge Park was flooded during recent rains. Dan Hamlin has been focusing on getting new staff positions ready to be posted. The Dog Advisory Committee will be posting for new members soon as it is losing a member and decided to expand the committee to seven people. The committee will be updating educational flyers, working on the Strawberry Hill Park dog park expansion, and working on developing something at Pritchard Park.

Executive Director Terry Lande said that eight full-time positions are currently being hired for as well as that many critical part-time positions. There are 14 employees who have opted to be unvaccinated for COVID-19 and instead get tested every week. With the Omicron variant spreading like crazy some staff have been out due to quarantines.

#### **UPCOMING MEETINGS & EVENTS:**

Commissioner DeWitt said that he would like to talk about scheduling a board retreat at the next regular board meeting.

#### **BOARD MEMBER ITEMS:**

- Commissioner Janow said that she attended her first Dog Advisory Committee meeting which was enlightening and interesting. She had a lot of questions after the meeting which she talked to Executive Director Terry Lande, Park Services Division Director Dan Hamlin, and Commissioner DeWitt about. Her questions brought a nice

confirmation and understanding of how valuable advisory committees are. Advisory committees inform staff and offer a window into the community while giving community members the opportunity to volunteer and share their knowledge. She thanked Terry Lande and Dan Hamlin for helping her learn how it all works.

- Commissioner Janow said the Park District had anticipated hearing from the Bainbridge Island School District about adding additional lighted artificial turf fields at Bainbridge High School in December. Due to bad weather and COVID-19 the School District has not been able to get a consultant out to look at their fields. The work will still be done, but the timeline has been pushed back. Communication is ongoing with respect to what the cost and feasibility will be for installing additional lighted artificial turf fields at BHS.
- Commissioner Janow said that she always likes revisiting what commissioners do and how board meetings operate. Former commissioner Asaph Glosser had brought up the idea of dedicated cell phones for commissioners in order to keep personal and public information separate and she wanted to share that again.
- Commissioner Goodlin said he heard from a neighbor who reported graffiti on a sign at Blakely Harbor Park to City of Bainbridge Island staff who forwarded the message to Park Services Division Director Dan Hamlin. The neighbor reported that upon returning to the park that the graffiti was already cleaned up. He said it was nice to hear that and that the small details matter.
- Commissioner Kinney said regarding the recent Dog Advisory Committee meeting that there seems to be an uptick in off leash dog behavior going on. The situation is being monitored and more information will be forthcoming about what will be done to control this behavior.
- Commissioner Swolgaard said that he was driving up Miller Road the other day and saw some car corrals at the Grand Forest and asked who put them up. Park Services Division Director Dan Hamlin said the City of Bainbridge Island is paying for the materials and Park District staff is doing the labor.
- Commissioner DeWitt said that the former Soutter parcel, which is a ten-acre parcel adjacent to the Grand Forest West, has been sold. The Park District worked with the Bainbridge Island Land Trust to acquire that parcel about four years ago and there was a condition on the parcel that the Park District could not do anything with it for five years unless the owner sold it. BILT has now transferred it to the Park District and the Park District has an active easement coming off the east/west section of Mandus Olson Road and a new ten-acre parcel that will be added to the Grand Forest. The easement does not have a trail yet, but he is very excited about it. It is a beautiful piece of property with wetlands that drain down to Issei Creek. He looks forward to doing more with it and said it would be a good idea to look at resurveying the parcel so boundary markers can be moved.

**MEETING ADJOURNED** at 7:32 pm.

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

BY: \_\_\_\_\_  
Kenneth R. DeWitt

BY: \_\_\_\_\_  
Jay C. Kinney

BY: \_\_\_\_\_  
Tom Goodlin

BY: \_\_\_\_\_  
Dawn Janow

ATTEST: \_\_\_\_\_  
John Thomas Swolgaard

DRAFT



## Memorandum

Date: 1/25/2022

To: BIMPRD Board of Commissioners

From: Dan Hamlin, Park Services Director  
Bainbridge Island Metropolitan Park & Recreation District

Subject: Recommended Parkland Acquisition Process

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### **Background:**

In December 2008, the Board of Commissioners passed resolution 2008-33 relating to the creation of a Parkland Acquisition Committee in connection with the expenditure of voter approved property tax revenues.

The Parkland Acquisition Committee solicited property nominations for consideration and created an extensive list of priority, available, properties for consideration of purchase, donation, or partial donation.

The Committee conducted site assessments based on a property matrix scoring the properties based on specific criteria that provided a framework of prioritization of the list of properties.

The criteria used to create the priority matrix was as follows:

- 1 Winslow area properties
- 2 Shoreline properties
- 3 Neighborhood service centers
- 4 Expansion of District properties
- 5 Trails

Many of the identified properties were visited and negotiated with varying degrees of success in acquiring the properties.

In January 2013, due to insufficient revenues, resolution 2008-33 the Board of Commissioners passed resolution 2013-01, replacing resolution 2008-33 to allow for temporary changes to Parkland Acquisition Committee (PAC) member terms as follows:

*Section 3. (b) Temporary Changes to Committee Member Terms.* If the total amount of uncommitted lid lift revenue drops to a level that the Board determines is insufficient to acquire parcel(s) of land and no additional lid lift revenue is anticipated in the next budget year, the Board of Commissions may, at its discretion, temporarily appoint Committee members to serve terms as short as 1 year. Further, if all lid lift revenues have been committed and no additional lid lift revenues are anticipated in the next budget year, the Board may suspend or dissolve the Committee, pending the receipt of new lid lift revenue.

It was further discussed and decided that when minimal funds are available to acquire parcels that the PAC would focus their efforts on locating trail connections by seeking ways to secure trail easements until anticipated revenues increased back to a level great enough for property acquisition consideration.

Since the last levy lid lift in 2008, the District's costs to operate and maintain its facilities, to build new trails and improve public access, and to provide the programs and recreational opportunities demanded by the community grew faster than the 1% increase per year permitted under the 2008 levy lid. It was determined that over the next several years, existing revenues would not provide sufficient resources to support the District's maintenance, repair, and renovation needs, and to operate, provide programming, and facilitate public access to District properties at the levels desired by the community.

In April 2021 the Board of Commissioners passed resolution 2021-01 authorizing the District to submit to the qualified voters of the District, at a special election, to restore the levy rate originally authorized when the District was created. In August 2021 the qualified voters of the District passed the levy lid lift, replacing the 2008 levy lid lift. That action ended the Parkland Acquisition Committee's role in making recommendations on the acquisition and initial development opportunities of specific properties.

### **Recommended Property Acquisition Process**

Over the years the District has acquired many properties, many of which were originally identified by the Parkland Acquisition Committee (PAC) members. Many of those properties came into District ownership by sources other than PAC efforts such as key partnerships (BIPF, BILT, COBI), full donations, agency grants, and neighborhood fundraising efforts.

Though the PAC served a valuable purpose, the other sources remain viable options today. Often the opportunities arise suddenly, and action must be taken quickly due to the current climate of real estate sales.

Going forward, the PAC criteria from the 2008 formation of the committee remains relevant today. Properties with one, or multiple, characteristics on the list of criteria should be

seriously evaluated for District acquisition. However other factors should be seriously considered as well, such as:

- 1 Impacts on District resources to manage and maintain the site
- 2 Revenue opportunities associated with this specific site acquisition
- 3 Other more appropriate potential landowners with resources to manage the property
- 4 Funding resources available and/or sufficient terms to secure acquisition
- 5 Challenges with park site creation for the intended category of use
- 6 Environmental concerns that might burden the site.

In the event an updated priority list of available properties is determined to be necessary the Board could convene an Adhoc Committee to solicit nominations, evaluate the properties and submit prioritized recommendations for future acquisition and expansion opportunities.

# Property Acquisition Summary

2008 to 2022



Park	PAC Criteria					Acquisition type
	Winslow	Shoreline	NSC	Expansion	Trails	
Cave Family Heritage	x		x			Donation (Developer)
Fay Bainbridge		x	x			Transferred (State)
Ft Ward		x			x	Transferred (State)
Gazzam Lake				x	x	Grants/LAC funds
Grand Forest				x	x	BILT
Hilltop				x	x	Grants/LAC funds
Lumpkin	x	x			x	Transferred (COBI)
Manitou		x	x			Transferred (COBI)
Meigs				x	x	Transferred (COBI)
Moritani	x		x		x	Donation (Private)
Nutes Pond			x		x	Transferred (COBI)
Pritchard		x			x	Transferred (COBI)
Red Pine	x		x			Donation (Private)
Sakai	x		x		x	Bond
Schel Chelb		x	x		x	Transferred (State)
Strawberry Hill				x	x	Donation (Private/BIPF)
Ted Oslon				x	x	LAC funds/Donation (BIPF/BILT)
Williams Olson		x	x		x	Grants/Transferred (COBI)
Many trail easements	x	x	x	x	x	Various (incl LAC funds, BIPF)

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**RESOLUTION 2022-03**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, SUPPORTING THE NAMING OF PICKLEBALL AS THE OFFICIAL WASHINGTON STATE SPORT.**

**WHEREAS**, Washington State Senate Bill 5615 proposes designating Pickleball as the official Washington State sport; and

**WHEREAS**, Pickleball is an easy to learn paddle sport that is appropriate for players of all ages and skill levels; and

**WHEREAS**, Pickleball has grown in popularity both nationally and internationally with over four million people playing Pickleball in the United States alone; and

**WHEREAS**, Pickleball was invented on Bainbridge Island in 1965 by Joel Pritchard, Bill Bell, and Barney McCallum,

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the Bainbridge Island Metropolitan Park & Recreation District is in support of naming Pickleball the official Washington State sport.

**PASSED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 3rd day of February, 2022 the undersigned commissioners being present.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

BY: \_\_\_\_\_  
Kenneth R. DeWitt

BY: \_\_\_\_\_  
Jay C. Kinney

BY: \_\_\_\_\_  
Tom Goodlin

BY: \_\_\_\_\_  
Dawn Janow

ATTEST: \_\_\_\_\_  
John Thomas Swolgaard