

## AGENDA

**Bainbridge Island Metropolitan Park & Recreation District  
Regular Board Meeting 6:00 pm  
Thursday – March 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/85186155472?pwd=Uk1YNkEyamJ6R2hhZjJoMnJuMlloUT09>

**Webinar ID: 851 8615 5472**

**Passcode: 460845**

**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 February 17, 2022
- 30.2 Financial: Approval of vouchers and payroll.

**40. UNFINISHED BUSINESS – none**

**50. GENERAL BUSINESS**

- 50.1 Resolution 2022-05:  
Petty Cash Swenson (10 min)  
**Action:** Motion to approve.
- 50.2 Board Retreat Agenda DeWitt (15 min)  
**Action:** Information only.

**60. DIRECTOR'S REPORT**

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

03/10/22	Board Retreat	6 pm
03/17/22	Regular Board Meeting	6 pm
03/24/22	Board Retreat	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
- 120. RECONVENE TO REGULAR SESSION
- 130. ADJOURNMENT

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**Board Committees**

**2022 Board Representatives**

Governance	DeWitt/Kinney
Capital Facilities Program	Janow/Kinney
Budget & Finance	Janow
Personnel	DeWitt/Goodlin
Ad Hoc Committee: Forest Management	Janow/DeWitt
Ad Hoc Committee: Sakai Site Planning	Swolgaard/DeWitt
	Goodlin/Swolgaard

**Board Liaisons**

Park District Committees:	
Trails Advisory Committee	Swolgaard/DeWitt
Dog Advisory Committee	Kinney/Janow
Community/Public Agencies:	
Bainbridge Island Parks Foundation	Janow/Kinney
Intergovernmental Work Group (IGWG)	DeWitt/Kinney
Bainbridge Island School District	Kinney/Goodlin
City of Bainbridge Island	Janow/DeWitt

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***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 FEBRUARY 17, 2022  
 ZOOM VIRTUAL MEETING**

**CALL TO ORDER:** A quorum being present, the meeting was called to order at 6:00 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 February 3, 2022 regular board meeting, Chair DeWitt stated the minutes stand approved as corrected: On page 2, last paragraph, line 5, add the word “was” after the first word “she” in the sentence that starts on that line.

**APPROVAL OF PAYMENTS: MSC: Goodlin/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
02/01/22	001 General Fund 002 Imprest Fund	22455-22492	99,868.13	02/01/22
02/02/22	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	22493-22516	55,749.57	02/02/22
02/14/22	001 General Fund	22517	34,842.34	02/14/22
02/15/22	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	22518-22556	66,776.38	02/15/22

**GENERAL BUSINESS**

**OPEN GOVERNMENT TRAINING: RECORDS MANAGEMENT AND RETENTION BASICS:** Executive Services Manager Helen Stone said this is the last of the three required Open Government trainings for public officials and played the training video from the Washington State Archives regarding records management and retention basics. Commissioner DeWitt said one of the things he does is that if he gets a text that is pertinent to public business he will email it to himself and he suggests that other commissioners do the same as text messages are subject to public records requests. Commissioner Kinney said there were very few specifics in the training video and asked for a better definition of what records are relevant to keep and which are trivial. He said the video is not kidding about the lawsuits filed over public records and said some of the people who are requesting public records are not acting in good faith and they would love to win money in a lawsuit. You cannot count on people acting in good faith if they think a record should have been retained and it was not. He knows that Executive Director Terry Lande and the staff take this seriously, but it bears repeating that it could be very costly. Commissioner Swolgaard asked if he can delete old emails from his Park District email account. Helen Stone said not to because even if a disposition authority number allows a record to be deleted it must be logged in a disposition log for reference. Commissioner DeWitt clarified that unsolicited advertising and information can be deleted as it is not related to

Park District business. Commissioner Kinney asked if there is an email to him and he deletes it, if it is deleted off the Park District server. Helen Stone said if he logs into his account through office.com and deletes an email it gets deleted off the cloud where it is stored. Commissioner Janow asked about records that are old and if there is a way for the Park District to store those records somewhere other than an email account so that inboxes are current. Administrative Division Director Amy Swenson said that is a good question and that it is one of the reasons why the Park District recently hired an IT Manager. Commissioner Janow said she thinks it is relevant, and to the point made in the video tonight, a lot of the records being stored may not be necessary to save. However, someone needs to go through that data and save the important stuff and dispose of the rest. Terry Lande said the challenge is who has the time to go through all the records and asked if it is not easier to just leave emails on accounts until a commissioner leaves the Park District at which time staff can deal with that data. Commissioner Goodlin asked if a text about making an appointment to speak at a future time is a public record. Helen Stone said that it is a public record. Commissioner DeWitt reiterated his method for copying all substantial texts to an email that he sends to his Park District email account. Commissioner Janow said she thinks this is a topic for the upcoming board retreat, she wants to talk about how the board will handle this moving forward, such as commissioners having separate cell phones for agency business.

**MEETING ADJOURNED** to a five-minute recess at 7:02 pm with announced time to reconvene at 7:07 pm. **MEETING RECONVENED** at 7:08 pm.

**RESOLUTION 2022-04: AMEND RESOLUTION 2021-08 REGARDING EMPLOYEE AND VOLUNTEER COVID-19 POLICY:** Park Services Division Director Dan Hamlin said the purpose of Resolution 2022-04 is to amend Resolution 2021-08 to differentiate between indoor and outdoor volunteer activities. Commissioner Janow said what this does is adhere to what the state is putting forth with Governor Inslee lifting outdoor mask requirements and with most indoor mask requirements being lifted as of March 21. As she understands this document it keeps the Park District current with state requirements.

**MSC: Janow/Kinney: Approve Resolution 2022-04.**

**BOARD RETREAT AGENDA:** Commissioner DeWitt said the draft agenda being discussed tonight is subject to change. The retreat will take place over two Thursday nights, March 10 and March 24. The first session will focus on board philosophy and will not include any staff presentations. Commissioner Janow said she thinks there are some overlapping topics that could be consolidated. She suggested consolidating the topics surrounding Strawberry Hill Park, Bainbridge Island School District, and how the Park District meets the needs of the demographic groups it serves and how to measure that.

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

**Recreation Division:** Recreation Superintendent Bryan Garoutte said that recreation staff is currently working on classes and programs for the summer recreation catalog. The summer catalog will be available online on March 28 and registration will begin April 20. Bainbridge Island Recreation Center now has 1,416 monthly user accounts. Facility check-ins are up with almost 10,000 check-ins in the month of January. Additional front desk staff for BIRC is being hired and trained. Personal training appointments are growing in popularity. Staff has been in the interview process for hiring the new Sports Coordinator position. Basketball league is going well. The last ski bus trip to Stevens Pass was last weekend and the Crystal Mountain ski bus will begin in March. All-Day Explorer Camp will be held next week during mid-winter break. Egleddale Pottery Studio firing workshops are going well, and more are being planned for in the future. The girls' gymnastics team will be donating any winnings from an upcoming meet to Helpline House. There are 178 Bainbridge Aquatic Masters swimmers and 40 people are on the waitlist. Some BAM swimmers are heading to Texas for nationals. Active Adult Program Manager Sue Barrington is gathering information about upcoming grants available through the Bainbridge Community Foundation.

**Administrative Division:** Administrative Division Director Amy Swenson said she has been sitting in on a lot of interviews recently. It is exciting and there are some great folks coming on board.

Park Services Division: Park Services Division Director Dan Hamlin said interviews for the Horticulture Program Manager position and the Natural Resources Manager positions have been going well. The finalist for the Horticulture Program Manager position will be starting work in March. Construction on cabin four at Fay Bainbridge Park continues. Earth Corps has been working at Pritchard Park all week through a grant received by the Bainbridge Island Parks Foundation. The request for qualifications for Strawberry Hill Park has been drafted. A request for qualifications for the Sound to Olympics trail through Sakai Park, which may turn into a master plan for the entire STO route, is being worked on. The pirate statue at the playground in Fay Bainbridge Park was vandalized and work is being done to replace the statue. Progress was made on the Sands Ballfield irrigation issue and staff is working to make the field playable. Senior Planner Perry Barrett said he had a pre-application meeting with City of Bainbridge Island staff regarding the next phase of the Bainbridge Island Japanese American Exclusion Memorial which is the visitors center and the meeting room. The request for qualifications for the mountain bike park is out and the due date is February 23. He is awaiting a proposal from the top candidate for the skate park redesign. Dan Hamlin gave kudos to the City and Public Works Director Chris Wierzbicki for his willingness to help and his assistance on that issue. Park District Attorney Hayes Gori is finishing up work on the sail float replacement lease area which staff hopes will be considered by the City in the next month. He met the new Recreation and Conservation Office project manager he will be working with and has invited him to tour the island in March.

Executive Director Terry Lande said the new IT Manager, Skye Carlson, is starting work tomorrow. Changes were recently announced to the Washington State outdoor mask requirements and upcoming changes to indoor mask requirements have also been announced. All 3<sup>rd</sup> and 4<sup>th</sup> of July celebrations on the island are being planned for this year. He proposed that the board move to hybrid Zoom and in-person or in-person board meetings in April after the indoor mask mandate is repealed by the state. He brought up the idea of rescheduling the board retreats so that they can be held in an in-person format if allowed by state regulations. Commissioner DeWitt suggested that they talk in person about this idea and asked that fellow commissioners let him know what their availability is in April. Commissioner Janow said she would prefer to do the retreats in-person. Terry Lande said the recent in-house promotions have been very successful and staff is excited about the changes. He attended a meeting with the City of Bainbridge Island, Bainbridge Island Fire Department, and Bainbridge Island School District and the City announced it is switching to all electric hand tools. The intent is to purchase the electric hand tools and try them out for six months. There is talk of the City Council eventually creating an ordinance to make the use of gas- or diesel-powered hand tools illegal on the island. The Park District already uses mostly electric hand tools, but there are instances where more power is needed, and gas-powered hand tools are used at those times.

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

Board Retreats currently scheduled for March 10 and 24 are subject to change.

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

- Commissioner Swolgaard asked who pays the storm water management fees for the Bainbridge Island Japanese American Exclusion Memorial. Senior Planner Perry Barrett said the Park District pays those fees. Park Services Division Director Dan Hamlin said staff is talking to the National Park Service about storm water management fees. NPS has agreed to put the Memorial infrastructure into their system for major reconstruction and replacement.
- Commissioner Goodlin said he was looking at the minutes from the last meeting and it reminded him of the success of winter/spring registration. The swim lessons filled up quickly and while it is good that those resources are being used he thinks the Park District needs to look ahead and find ways to expand those services. After talking to Executive Director Terry Lande this week, he understands that efforts are being made by staff to find more swim instructors and set aside pool time for swim lessons. This issue is important to him, he swims all the time, and not only is it enjoyable but it is a public safety issue. He knows staff is working hard on this issue and said that if there is

anything the board can do to help to let them know. Even though emphasis is already being placed on this, he thinks it is important to put all efforts into this area.

- Commissioner Goodlin asked if staff has investigated using security cameras in parks. Park Services Division Director Dan Hamlin said it has been considered. There are cameras at Meigs Park, Strawberry Hill Park, and Battle Point Park. One issue currently with cameras is the quality of the video footage, although staff has used video cameras with success at times there have also been times where incidents were not caught at the correct angle or video footage was too blurry. This will be something staff will ask the new IT Manager to assist with. Executive Director Terry Lande said that furthermore when a perpetrator was caught doing about \$2,500 in damage to Battle Point Park, the prosecuting attorney decided not to prosecute which is disheartening. The Park District will be going after that individual in civil court. It is frustrating that the prosecutor is not interested in prosecuting this type of crime. Commissioner Janow said the Bainbridge Island School District is seeing an increase in hate crimes. Terry Lande said one challenge is having the cameras in the right location at the right time.
- Commissioner Swolgaard asked if the gate is closed at night at Fay Bainbridge Park. Executive Director Terry Lande said no. Commissioner Swolgaard said that at a lot of campgrounds they do close the gates at night.
- Commissioner Janow asked for an update on the Fort Ward Community Hall. Park Services Division Director Dan Hamlin said that staff is working to get it active in the rental system and that there has been a lot of interest.
- Commissioner DeWitt said that the City of Bainbridge Island sign that was put up a few weeks ago for the Fort Ward Community Hall was designed by Mark Anderson who also designed many of the other park signs that the City has put up on the island.
- Commissioner DeWitt said Public Disclosure Commission filings for board members are due by April 15.
- Commissioner DeWitt attended a recent Trails Advisory Committee meeting. The group is recommending breaking the trails list into two parts, trails proposed to be on Park District land and trails proposed as easements or on other properties.

**MEETING ADJOURNED** at 8:01 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

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**RESOLUTION 2022-05**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, REVISING THE DISTRICT'S PETTY CASH AND CHANGE FUNDS**

**WHEREAS** the petty cash and change funds for the Bainbridge Island Metropolitan Park & Recreation District were established in Resolution 2007-02 on April 12, 2007, and have been updated periodically since then with the most recent update occurring on September 2, 2021 at which time Resolution 2021-05 was adopted; and

**WHEREAS** there is need now to change the drawer at Bainbridge Island Recreation Center to a petty cash and change fund and reduce the amount, due to the fact that cash is no longer accepted at Bainbridge Island Recreation Center,

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the petty cash and change funds be revised and updated as follows:

<u>Petty Cash and Change Fund Name:</u>	<u>Amount:</u>	<u>Custodian:</u>	<u>Last Time Revised:</u>
Administrative Front Office	235.00	Terry Bugas	Res 2020-02
Open Gym Gymnastics	100.00	Bryan Garoutte	Res 2017-07
Open Gym Sports	20.00	Julie Miller	Res 2007-02
Aquatic Center Cash Box	450.00	Marjorie LeMaster	Res 2019-01
Aquatic Center Drawer 1	57.50	Marjorie LeMaster	Res 2008-05
Aquatic Center Drawer 2	57.50	Marjorie LeMaster	Res 2008-05
Open Playtime Gymnastics Transmitter Building	100.00	Bryan Garoutte	Res 2017-07
Special Events	200.00	Emily Swift	Res 2021-05
Teen Center	200.00	Bryan Garoutte	Res 2019-01
Bainbridge Island Recreation Center	150.00	Cheryl Harmon	Res 2022-05

This Resolution 2022-05 dated March 3, 2022 is authorized to replace and supersede Resolution 2021-05 dated September 2, 2021, and all prior resolutions pertaining to petty cash and change funds.

**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 March, 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