

## AGENDA

**Bainbridge Island Metropolitan Park & Recreation District  
Regular Board Meeting 6:00 pm  
Thursday – March 17, 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/84600044440?pwd=SXpBR3VpUUwwT2l1cVA0VzhaL0YwUT09>

**Webinar ID: 846 0004 4440**

**Passcode: 354452**

**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 March 3, 2022
- 30.2 Financial: Approval of vouchers and payroll.

**40. UNFINISHED BUSINESS – none**

**50. GENERAL BUSINESS**

- 50.1 2021 Capital Improvement Fund Year End Swenson (10 min)  
**Action:** Information only.
- 50.2 Mountain Bike Park Request for Qualifications Update Hamlin (15 min)  
**Action:** Information only.

**60. DIRECTOR'S REPORT**

- 60.1 Director's Report
- 60.2 Upcoming Meetings/Work Sessions/Events — All the meetings below will follow a hybrid format (in-person at Bainbridge Island Recreation Center and on Zoom).
  - 03/31/22 Board Retreat 6 pm
  - 04/07/22 Regular Board Meeting 6 pm
  - 04/14/22 Board Retreat 6 pm
  - 04/21/22 Regular Board Meeting 6 pm
  - 05/05/22 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 MARCH 3, 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 hearing there were no corrections to the minutes of the February 17, 2022 regular board meeting, Chair DeWitt stated the minutes stand approved as submitted.

**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
02/24/22	001 General Fund 300 Capital Improvement Fund	22586-22615	44,364.71	2/24/22
	001 General Fund (Feb. Payroll)	EFT & 2938-2947	481,793.10	

**GENERAL BUSINESS**

**RESOLUTION 2022-05: PETTY CASH:** Administrative Division Director Amy Swenson said that this resolution reduces the amount of petty cash at Bainbridge Island Recreation Center from \$450 to \$150. BIRC no longer accepts cash and therefore the front desk staff does not need to make change for patrons anymore. Commissioner DeWitt asked if there have been any reactions from patrons regarding BIRC no longer accepting cash. Recreation Superintendent Bryan Garoutte said there have been no negative reactions. **MSC: Janow/Swolgaard: Move to approve Resolution 2022-05 regarding Park District petty cash and change funds.**

**BOARD RETREAT AGENDA:** Commissioner DeWitt said he provided fellow board members with the latest revision of the draft agenda. The retreat dates have changed to March 31 and April 14. There have only been minor changes to the draft agenda since the last board meeting. Executive Director Terry Lande said that the 2022 budget is done and clarified that the board is not expecting staff to complete additional capital improvement projects in 2022. Commissioner DeWitt said the intent is to get a status update and get a feel for what the Park District will be able to finish in 2022. Terry Lande said staff is very busy and he is not sure they will have time to prepare reports on issues as indicated is a possibility in the draft agenda. Commissioner DeWitt said that he understands it might be fall before the board hears back about some of the items. Commissioner Janow said the capital improvement project for the Ray Williamson pool renovation may already be out to bid. Terry Lande said it is in the works to put a request for qualifications together to hire a consultant. Commissioner Janow said staff is keeping the board updated on the status of various projects and suggested the board think about what items on the retreat agenda can be covered in a regular board meeting. Commissioner DeWitt said that while some of the retreat agenda items may seem redundant, this is the opportunity that the board has to have discussion and ask the questions that may need to be asked. As an example, a seasonal cover for the Bainbridge Island Recreation Center pool may not be

feasible, but that is the type of discussion the board needs to have. Commissioner Goodlin said not having been through this process before, he was considering the upcoming retreat as a long-range planning session and asked if the intent was planning for next year and beyond. Commissioner DeWitt said yes and that the retreat is to discuss what is going on in the Park District and to make sure that board members are on the same page.

## **DIRECTOR'S REPORT**

**Administrative Division:** Administrative Division Director Amy Swenson said the administrative staff is working hard to keep up with the support needs of the recreation and park services divisions.

**Recreation Division:** Recreation Division Director Mark Benishek said staff is busy working on the first draft of the summer recreation catalog. Active Adult Program Manager Sue Barrington has been working on the funding for the Washington Recreation & Park Association grant that was awarded to the Park District. Aquatic Program Manager Marjorie LeMaster is doing a great job managing swim lessons. Bainbridge Aquatic Masters Head Coach April Cheadle is looking to hire an assistant coach due to a retirement. BAM membership is at its highest level ever with interest continuing to grow. Bainbridge Island Swim Club is headed into the championship portion of their season. The Aquatic Center hosted a sailing certification class for candidates from across the Puget Sound region. Recreation Superintendent Bryan Garoutte said that Youth & Teen Program Manager Shannon Buxton has 102 chess players registered this session. Mid-winter break All-Day Explorer Camp had a record high number of enrollments. Outdoor Program Manager Nick Prevo is going to Islandwood on Monday to host a demonstration of the all-terrain wheelchairs in the Gear Bank. He is in the process of hiring a new Paddling Coordinator. All the snowshoes in the Gear Bank were rented out this past weekend. Dog training program coordinator and teacher, Mary-Lou Vibrans, is retiring. Gymnastics teams are in the middle of competition season. Bainbridge Island Recreation Center Facility Administrator Julie Miller has 168 kids enrolled in the winter soccer program. She is looking into offering a street hockey program for adults. There may be a spring session for the basketball leagues due to high interest. A new Sports Coordinator has been hired and they will start work March 14. Bainbridge Island Recreation Center now has 1,435 members. BIRC emergency action plans are under development and should be finished by the end of the month. A new session of United States Tennis Association programming with weekday and weekend competitions is underway. Fitness Coordinator Marie Figgins has been hosting a lot of orientations for new members. Bryan Garoutte said he thinks the board is going to be impressed with all the program offerings being put together for the summer recreation catalog.

**Park Services Division:** Park Services Division Director Dan Hamlin said the mountain bike park committee met last night to discuss the process for scoring the proposals and there will be interviews with the top scoring firms. The Horticulture Manager position has been offered to Dave Davis who will start work on Monday. The Natural Resources Manager position has been filled by Lydia Rousch who is moving here from Iowa. The Ray Williamson pool renovation request for qualifications is going out this week. The Strawberry Hill Park request for qualifications will be posted soon. There was some vandalism at Sands Ballfield and the police were provided with video footage of the perpetrators and are following up. The new Trails Technician, Maintenance Technician, and Construction Program Manager positions are all posted currently. Construction projects are being hindered by supply chain issues. Senior Planner Perry Barrett said that the skate park committee had a good meeting today with the project consultant. He met with Henry Smith, the Park District's new Recreation & Conservation Office Project Manager, who has experience with acquisitions and development.

Executive Director Terry Lande said staff is meeting next week with City of Bainbridge Island staff to talk about the permitting process. Two public record requests are being wrapped up this week, one from a former employee and one from David Knight related to the Bainbridge Island Recreation Center acquisition. Most of the content responsive to David Knight's request had to be redacted and will be accompanied by a redaction log. Commissioner Kinney asked for an

approximation of the cost of complying with David Knight's public record request. Terry Lande said he would not be surprised if that request costs the Park District \$10,000-\$20,000. A new public records request was received today regarding the city of residence for all enrolled and waitlisted youth program participants since 2020. Commissioner DeWitt said there may be a need to redact last names. Terry Lande said public record requests have become a way to slow things down and cost the Park District a lot of money. Commissioner Goodlin said that there is an opportunity to seek clarification on a public records request. Terry Lande said if a requestor is willing to tell staff what they are looking for sometimes staff can simplify the process to get them to the information they are seeking. Terry Lande introduced new IT Manager Skye Carlson. Skye Carlson said he has been working in IT for over twenty years. He described himself as a problem solver and as tenacious. Terry Lande said the Park District is very fortunate to have him on staff. Douglas Slingerland has moved over to Bainbridge Island Recreation Center from Park Services to manage marketing and special events. The mEGGa Hunt has been cancelled for this year. The Governor has said that the state is lifting the mask mandate for all types of facilities that the Park District operates as of March 12. Per policy, which follows state and federal guidelines, the Park District will not be enforcing a mask mandate as of March 12. Commissioner Kinney said some patrons may be uncomfortable with the lifting of the mask mandate and the Park District may receive some feedback. Terry Lande said staff is working to remind participants that they do not have to take their masks off if they do not feel comfortable. Commissioner Goodlin said it would be helpful that for those who want to continue to wear masks that it be communicated that it is a mask friendly environment, however a mask will not be required. Commissioner DeWitt said that is specifically addressed by Governor Inslee's directive which encourages those who want to wear a mask to continue to wear one.

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

The March 17 board meeting will be the last board meeting that is exclusively held on Zoom. After the March 17 board meeting, board meetings will follow a hybrid format with in-person and virtual components. The board retreat dates have been changed to March 31 and April 14. At the April 21 regular board meeting there will be presentations from both the supporters of and opponents to the proposed lighting of the artificial turf fields at Battle Point Park.

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

- Commissioner Swolgaard asked who takes care of the garden beds at Red Pine Park. Executive Director Terry Lande said they are assigned to community members and there is a long waiting list.
- Commissioner Janow thanked staff for all their work. It amazes her how much is being juggled at one time.
- Commissioner Janow encouraged everyone to listen to the podcasts about the Park District. The stories shared by staff members are miraculous and everyone can learn a lot.
- Commissioner Goodlin asked where the in-person component of hybrid board meetings will be held. Recreation Division Director Mark Benishek said the in-person component will generally be held in the large exercise room at Bainbridge Island Recreation Center. When a large crowd is expected the meetings can be moved to the BIRC gym.
- Commissioner Goodlin said he saw an announcement that Park District volunteer activities are being scheduled again. He saw that an Earth Day celebration is being planned and asked if the board is involved with it. Park Services Division Director Dan Hamlin said it is being put together by staff. Commissioner Goodlin said he would like to participate.
- Commissioner Kinney got a call from Greg Millerd who brought up that the Comcast property next door to Strawberry Hill Park is going up for sale. Executive Director Terry Lande said it is the property east of the park fronting High School Road and is just over 9 acres total. Three houses could be built on the property. The top end of the price range Comcast would like to receive for the property is about 1.75-1.8 million dollars. The property that

was bought and donated to the Park District last year, adjacent to the west side of the park and of a similar size, cost about 1 million dollars. Commissioner Janow asked if there is a drain field on the Comcast property. Terry Lande said it would have septic and a well as City of Bainbridge Island sewer and water stop at the corner of Sands Avenue and High School Road. Commissioner Janow said this is interesting and that the Park District should keep an eye on the property. Commissioner DeWitt said any commercial use on the property would have to have a conditional use permit. Terry Lande said the property is zoned residential.

- Commissioner Kinney said gas prices have gone up and asked how that will affect the budget. Executive Director Terry Lande said the budget will have to be amended.
- Commissioner DeWitt said that about three weeks ago he met with the president and vice-president of the Bainbridge Island Land Trust, and they had a very pleasant conversation. They did not talk about specifics, but he is working to keep communication open and to see what projects the Park District could work with BILT on.
- Commissioner DeWitt said he, Park Services Division Director Dan Hamlin, and Executive Director Terry Lande had a great meeting with City of Bainbridge Island Mayor Joe Deets and City Manager Blair King. The discussion surrounded the City's permitting process and some issues the Park District is having with it. Some of the issues may take years to address but the door has been opened for communication. Blair King was very receptive and positive. Commissioner DeWitt said he was glad to hear Terry Lande report this evening that more meetings between staff are being set up. The City is seriously looking at banning outdoor gas-powered handheld equipment at some point and they would like to partner with the Park District when putting those policies together. While the Park District has mostly moved to using electric handheld equipment, two things the Park District needs to think about are the ongoing need for gas-powered chain saws and leaf blowers. There are some good opportunities to find things the agencies can work together on and build that relationship.
- Commissioner DeWitt said last night he attended the City of Bainbridge Island's zoom presentation on their water management plan. They are looking to make some major changes with water on the island, some of which he thinks will be controversial. He asked Park Services Division Director Dan Hamlin if the City is monitoring any of the Park District's wells currently. Dan Hamlin said they are currently monitoring wells at Battle Point Park and Egleddale Park. Commissioner DeWitt said the Park District should expect the City to be monitoring all Park District wells in the future.
- Commissioner DeWitt said the Bainbridge Island Parks Foundation is hosting a planning event for Waypoint Woods this Sunday at the rowing center from 2:00-4:00 pm and encouraged everyone to attend. BIPF Executive Director Mary Meier said there will be a representative from the design firm with some design story boards to present. The intent is to engage the community and gather ideas.
- Commissioner DeWitt said he has been reading about Washington State Department of Transportation plans for the roundabout where Seabold Road and West Port Madison Road meet Highway 305. He wonders how it will impact Rotary Centennial Park. Park Services Division Director Dan Hamlin said the roundabout will impact the park. Commissioner DeWitt said that while the park sits on DOT land and they can encroach on it, it would be nice to learn more about it at a future board meeting.

**MEETING ADJOURNED** at 7:06 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

**BAINBRIDGE ISLAND METRO  
PARK AND RECREATION  
DISTRICT  
CAPITAL IMPROVEMENT FUND  
2021**

	Budget 01/2021 -12/2021	Actual 01/2021 -12/2021	Difference \$	Difference % REMAINNG
<i>BEGINNING CASH BALANCE</i>	332,300.00	332,500.00	(200.00)	(0.00)
<b><u>Revenue</u></b>				
Tax Revenue From General Fund	196,500.00	196,500.00	-	-
Tax Revenue from Lid Lift Funds	347,114.00	347,114.00	-	-
Donations and Grants	547,479.00	672,120.00	(124,641.00)	(0.23)
Interest		632.92	(632.92)	
<b>Total Revenue</b>	<b>1,091,093.00</b>	<b>1,216,366.92</b>	<b>(125,273.92)</b>	<b>(0.11)</b>
<b><u>Expenses</u></b>				
Tax funded projects	673,030.11	512,805.89	160,224.22	0.24
Other funded projects	547,479.00	481,124.55	66,354.45	0.12
<b>Total Expenses</b>	<b>1,220,509.11</b>	<b>993,930.44</b>	<b>226,578.67</b>	<b>0.19</b>
<b>Excess or (Deficiency) of Revenue over Expenditures</b>	<b>(129,416.11)</b>	<b>222,436.48</b>	<b>(351,852.59)</b>	<b>2.72</b>
<i>ENDING CASH BALANCE</i>	<i>202,883.89</i>	<i>554,936.48</i>	<i>(352,052.59)</i>	<i>(1.74)</i>

Bainbridge Island Metro Park and Recreation District  
 Capital Improvement and Deferred Maint. Plan

2021 Capital Improvement Fund Budget

Projects	Funding	FY21	FY21	FY21
		Amended	Actual	Difference
1 Administrative Office A&E, Planning	General Fund/Lid Lift	100,000		100,000
2 Aquatics Nakata (Seimens) Electrical Panel Upgrade	General Fund/Lid Lift	35,000		35,000
3 Aquatics Ray Electrical Panel Upgrade	General Fund/Lid Lift		9,574	(9,574)
4 Battle Point Obser. Restroom	General Fund/Lid Lift	9,500	8,801	699
5 Battle Point Pond	General Fund/Lid Lift	200,000	193,249	6,751
6 Battle Point Shop Roof	General Fund/Lid Lift	51,000	50,926	74
7 Drinking Fountain-Parks	General Fund/Lid Lift	9,930	9,110	820
8 Eagle Harbor Sail Float	General Fund/Lid Lift	38,000		38,000
9 Fay Cabin #4	General Fund/Lid Lift	10,100	7,354	2,746
10 Fay Cabin #5	General Fund/Lid Lift	0	28,051	(28,051)
11 Kids Up Renovation	General Fund/Lid Lift	100,000	98,268	1,732
12 PickleBall courts	General Fund/Lid Lift	30,000	30,020	(20)
13 Roof Cleaning	General Fund/Lid Lift	8,500	7,919	581
14 Sakai Trail and Parking Construction	General Fund/Lid Lift	35,000	16,667	18,333

Projects	Funding	FY21	FY21	FY21
		Amended	Actual	Difference
15 Trail upgrades and renovation	General Fund/Lid Lift	10,000	17,209	(7,209)
16 Tennis Court Resurface	General Fund/Lid Lift	36,000	35,698	303
17 TOTAL GENERAL AND LID LIFT FUNDING		673,030	512,845	160,185
18				
19 Battle Point Obser. Restroom	donations	8,000	8,000	0
20 Blakely Phase 2 Total	donations	9,000	53,198	(44,198)
21 Kids Up Renovation	Grant/Donations/BI Parks Foundation	400,000	400,000	0
22 Moritani Habitat	Grant/Donations/BI Parks Foundation	10,000	9,665	335
23 Bainbridge Japanese Memorial Exclusion	Grant			
24 Hill Top	Donations	479	479	0
25 Williams	Grant/Donations/BI Parks Foundation	120,000	9,783	110,217
26 TOTAL OTHER FUNDING		547,479	481,125	66,354
27				
28 TOTAL ALL PROJECTS		1,220,509	993,969	226,540

Projects	Funding	FY21	FY21	FY21
		Amended	Actual	Difference

General Fund Funding	196,500.00			
Lid Lift Funding	347,114.00			
Donations/Other	547,479.00			
Total	<hr/> 1,092,114.00			