

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – April 7, 2022

Hybrid Meeting

In-person Option

Bainbridge Island Recreation Center
(Large Exercise Room)
11700 Meadowmeer Circle NE
Bainbridge Is, WA 98110
206-842-5661

Zoom Option

Please click [here](#) to join the meeting,
or use the following information:

[https://zoom.us/
1-253-215-8782](https://zoom.us/j/12532158782)

Webinar ID: 899 8508 9803
Passcode: 578455

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.
Action: Information only.
- 20.2 Public comments on agenda topics.
Action: Information only.

30. BOARD CONSENT

- 30.1 Minutes: Regular Board Meeting of March 17, 2022
Special Board Meeting of March 23, 2022
- 30.2 Financial: Approval of vouchers and payroll.

40. UNFINISHED BUSINESS – none

50. GENERAL BUSINESS

- 50.1 Skate Park Renovation Update Slingerland (15 min)
Action: Information only.
- 50.2 Sail Float Replacement Update Hamlin (15 min)
Action: Information only.
- 50.3 Department of Social and Health Services/Individual and Family Services Financial Assistance Changes Benishek (15 min)
Action: Possible motion to approve.

60. DIRECTOR'S REPORT

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

04/14/22	Board Retreat	6 pm	Hybrid Meeting
04/21/22	Regular Board Meeting	6 pm	Hybrid Meeting
05/05/22	Regular Board Meeting	6 pm	Hybrid Meeting
05/19/22	Regular Board Meeting	6 pm	Hybrid Meeting

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

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

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 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.

ADJUSTMENTS TO AGENDA: Add an Executive Session for real estate for 30 minutes.

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 March 3, 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
03/02/22	001 General Fund 002 Imprest Fund 300 Capital Improvement Fund	22616-22684	115,533.98	03/02/22
03/09/22	001 General Fund 300 Capital Improvement Fund	22685-22713	54,020.13	03/09/22
03/15/22	001 General Fund 300 Capital Improvement Fund	22714	37,141.07	03/15/22

GENERAL BUSINESS

2021 CAPITAL IMPROVEMENT FUND YEAR END: Administrative Division Director Amy Swenson said 2021 started with \$332,500 in the Capital Improvement Fund. The revenue that came into the fund was \$196,500 from the General Fund, \$347,114 from lid lift funds, and \$672,120 was received from donations and grants. Commissioner Janow asked about the difference between the budget and actual for donations and grants. Amy Swenson said the Park District received some donations and grants for prior year projects. Tax revenue funded projects were budgeted for at \$673,030.11 and \$512,805.89 was spent. For grants and donations, \$547,479 was budgeted and \$481,124.55 was spent. Commissioner Janow noted that the KidsUp! Playground renovation project came in under budget. Amy Swenson said that is because the Bainbridge Island Parks Foundation did an amazing job with fundraising and raised more money than was expected. Expenses for the new cabins at Fay Bainbridge Park went over budget due to the high cost of construction supplies. Executive Director Terry Lande added that when staff ordered materials for cabin 4 they also ordered materials for cabin 5 because material prices were going up so quickly. Terry Lande said in hindsight staff would have preferred to merge the two cabins into one line item. Commissioner Goodlin asked if roof cleaning is a capital expense or a maintenance expense. Dan Hamlin said roof cleaning is deferred maintenance. In the Capital Improvement Fund, money transferred from the General Fund is spent on deferred maintenance and lid lift money pays for new projects. Commissioner Goodlin asked about the cost to build the Sakai Park trail, which came in under budget. Dan Hamlin said when the budget was put together the plan included building

a parking lot. The purchase of the Bainbridge Island Recreation Center has changed the trajectory for Sakai Park. Commissioner Janow asked staff to explain the line item for Williams-Olson Park. Dan Hamlin said that it is a bucket of money for the development of Williams-Olson Park. Staff has been waiting on permits from the City of Bainbridge Island for about a year and a half to be able to move forward with that work.

MOUNTAIN BIKE PARK REQUEST FOR QUALIFICATIONS UPDATE: Park Services Division Director Dan Hamlin introduced John Benjes, the chair of the Strawberry Hill Bike Park Committee. John Benjes said he is the president of the Bainbridge Island Mountain Biking Club and a Gear Grinders coach. There are seven citizens on the committee which also has representatives from the Park District and the Bainbridge Island Parks Foundation. The committee's role is to advise the Park District in selecting a firm to design and build the bike park, and to work with BIPF to fundraise for the project. The request for qualifications generated six responses from very qualified firms. The firms are currently being ranked by the committee. The committee is looking forward to doing everything they can to help Bainbridge Island have a remarkable place for kids and families to mountain bike. Dan Hamlin said next steps include scoring firms and deciding if there will be interviews. Commissioner Janow asked if construction would be able to start in the fall. Dan Hamlin said that it will depend on permitting requirements and added that there is quite a bit of forestry work that needs to be done for safety. John Benjes said if things go well the committee may be ready to begin building next year at this time. Commissioner Kinney said he knows the forest management aspect of this project goes hand in hand with the mountain bike trails, but it is also separate, and he asked what it is going to take as far as permits to thin the trees. Dan Hamlin said money has been budgeted for the new Natural Resources Manager to develop a management plan for that area and to conduct some of the work this year. Commissioner Kinney asked if staff needs a permit to cut trees down. Dan Hamlin said it depends on the size and the health conditions of the tree. Staff will work with the City of Bainbridge Island to make sure they are informed so they do not try to shut the project down. John Benjes said it is a beautiful forest which is ideally suited for mountain biking, but there are way too many trees for a healthy forest and a lot of sick and dead trees. The committee looks forward to turning the area into a beautiful and healthy forest. Commissioner Goodlin said he appreciates John Benjes and the committee and asked who is ultimately responsible for making decisions on this project. Dan Hamlin said the committee will work with the consultant to come up with design ideas that will be presented at board meetings. There will be at least two, possibly three presentations to the board where the board and the public can weigh in before the plan is approved. Public participation will also be achieved in other ways such as through check-ins with user groups and stakeholders as well as surveys. Terry Lande said the board is the ultimate authority on approving the plan. Commissioner Janow said she is really excited about this project and about how the forest management aspect can be integrated. John Benjes said that the committee hopes to show that mountain biking is great for healthy forests. Commissioner Janow said on this particular property that can really be highlighted and she is looking forward to what the committee brings forth.

DIRECTOR'S REPORT

Administrative Division: Administrative Division Director Amy Swenson said that a new employee has been hired in the accounting department who will serve as a backup for human resources functions.

Recreation Division: Recreation Division Director Mark Benishek said the transition to the updated masking guidance for the State of Washington, which makes wearing a mask optional, has gone smoothly. Patrons are being respectful of individual choices to continue to wear a mask or go without. Staff continues to work on the summer recreation catalog. Active Adult Program Manager Sue Barrington is working to make sure the Park District utilizes all the Washington Recreation & Park Association grant funds which were awarded. Aquatic Program Administrator Megan Pleli is wrapping up a lifeguard training class and is hoping to hire several candidates to work at the Aquatic Center. She has also been reaching out to staff who left the Aquatic Center to go to college to see if they want to work this summer. Bainbridge Island Swim Club took first

place at the 2022 Daffodil Championship Classic. With the state's COVID-19 guidance being eased, staff has been able to add additional kids to swim lessons. Recreation Superintendent Bryan Garoutte said currently there are just under 1,478 Bainbridge Island Recreation Center memberships. The tennis program is planning some social events at BIRC. Audree Gormanson is the new Sports Program Coordinator. The gymnastics cheer class is very popular. The first ski bus trip to Crystal Mountain went well. An Agents of Discovery mission has been completed for Battle Point Park. Agents of Discovery is a cell phone application where you can solve mysteries to learn about science, technology, culture, and history. Four new chess classes have been opened due to high demand. Spring break All-Day Explorer Camp is almost full. Commissioner Goodlin asked if gymnastics classes are still held at Bainbridge High School and the Transmitter Building and Bryan Garoutte said yes. Commissioner Goodlin asked if there are plans in place yet for the BIRC pool for the summer. Bryan Garoutte said staff is working on a schedule and staffing.

Park Services Division: Park Services Division Director Dan Hamlin said staff will be bringing forward a request from the City of Bainbridge Island asking the Park District for Sound to Olympics trail funding for the design through Sakai Park. Originally the Park District was going to work with the Bainbridge Island Parks Foundation on this. However, the agencies have been advised by Steve Durant to look at the entire STO route from ferry to bridge. The City is now leaning towards developing a master plan for the entire route through Bainbridge Island and as part of that process developing a 30% design for the Sakai Park to Madison Avenue section of the STO. The BIPF is going to contribute \$50,000 and the Park District is being asked to contribute \$25,000 while the City will spend approximately \$125,000. Commissioner Goodlin asked if the Park District is focusing on getting the portion of the STO trail through Sakai Park to go between the pond and highway, or if it is still undetermined. Dan Hamlin said it is still undetermined, but the preferred route is over the pond. Staff does not want the trees along Highway 305 removed. Commissioner Janow asked if there would be an interlocal agreement for this project. Dan Hamlin said there would be conditions with the money to control the route of the STO through Sakai Park. The new Natural Resources Manager starts work on Monday. The Trails Technician and the Maintenance Technician positions have been filled. The Strawberry Hill Park request for qualifications has been finalized and will be posted soon. Staff is getting ready to implement the Cartegraph software to track maintenance and equipment. Senior Planner Perry Barrett said he is looking at the different grant categories available through the Recreation & Conservation Office to determine which one would be best to apply for regarding the sail float replacement project. The Strawberry Hill Skate Park Committee has been launched and is soliciting design ideas from the community.

Executive Director Terry Lande and Park Services Division Director Dan Hamlin have a meeting planned with City of Bainbridge Island City Manager Blair King, Public Works Director Chris Wierzbicki and Interim Planning Director Mark Hoffman to talk about a number of issues including the sail float replacement and permitting. It has the potential to be a very positive meeting. There is a new public records request from a different person named Mark Hoffman. Executive Services Manager Helen Stone said the requestor wants to see all records that mention the name "Gazzam Lake Park and Wildlife Preserve" or "Gazzam Lake Park Wildlife Preserve." After some communication, the requestor said what he wants to know is when the name of the park changed from having the words "wildlife preserve" in it to the current name which is Gazzam Lake Nature Preserve. Helen Stone researched the matter and could not find any indication that the park was ever officially named. There are some suggestions for what to name the park in the minutes from 1996. Terry Lande said the good news is that staff now understands what the requestor is seeking and knows that the park was never officially named.

UPCOMING MEETINGS & EVENTS:

The Board Retreat on March 31 will be a hybrid in-person and Zoom meeting.

BOARD MEMBER ITEMS:

- Commissioner Kinney said that he is going to assume that sometime in the next 20-25 years that Executive Director Terry Lande may retire. He hopes that Terry Lande will record some of the Park District history he has acquired. Commissioner DeWitt and Commissioner Swolgaard also know a lot about Park District history and could do the same thing. Terry Lande said that Jerry Elfendahl knows twice as much about the history of the island and should get included as part of the podcast series. Commissioner Janow said Park Services Superintendent David Harry has done an incredible job putting together Park District historical information. She said the history of the island and the Park District is incredibly rich.
- Commissioner Kinney said the Battle Point Park water tower looks like it needs a paint job. He thinks it would be really cool to use the Ukrainian flag colors, which are also very close to the Bainbridge High School colors, to repaint it.
- Commissioner Swolgaard said he attended the recent Trails Advisory Committee meeting, and that Trails Coordinator Sean Smith Sell is doing a phenomenal job of running it. The TAC is currently prioritizing which trails to work on and develop.
- Commissioner Janow recognized that this is the anniversary of the tragic accident where three teenagers were killed in a car crash on Bainbridge Island.
- Commissioner Janow said the Bainbridge Island Parks Foundation is looking globally at their organization and determining how they will position themselves moving forward. They are working with consultants to gather information on their role in the community. She met with their consultants today and it was informative.
- Commissioner Goodlin said that when he was reviewing the financials he noticed there was an invoice for storm water engineering at Williams-Olson Park. He does not know what the right forum is, but he would like to learn more about the storm water planning requirements and how they affect Park District projects. Park Services Division Director Dan Hamlin said that there is information on the City of Bainbridge Island's website about storm water management. Commissioner Goodlin will contact Dan Hamlin to discuss the issue once he has read the information on the City's website.
- Commissioner DeWitt said that he understands the Vincent Road transfer station trail has storm water issues. Park Services Division Director Dan Hamlin said projects are looked at for their impervious footprint. Since the trail area is considered impermeable, trails can add up to quite a bit of square footage. The amount of square footage activates different thresholds which do not differentiate between building trails and building a parking lot. Therefore, stringent storm water plans are required to keep all storm water on site. The Park District recently paid \$5,000-\$6,000 for an update to the trails storm water plan template to tell the City what the plan is to handle storm water on a four-foot-wide natural surface trail. Because this trail is an easement, the water cannot be dispersed over a wide area and must be contained somehow. The current plan includes requirements for hundreds of feet of 2-3-foot-wide ditches through the forest alongside the trail and six rain gardens. It is one of the topics staff will be discussing next week with City of Bainbridge Island staff.
- Commissioner DeWitt said the Bainbridge Island Parks Foundation has rescheduled the Waypoint Woods open house and walk through for March 20. Bainbridge Island Parks Foundation Executive Director Mary Meier said it is an opportunity to engage people early in the design process and get feedback.
- Commissioner DeWitt said he had a Zoom meeting with the Bainbridge Island Parks Foundation consultant, and he appreciated that consideration.

- Commissioner DeWitt said Washington State Senate Bill 5615, to name pickleball the official Washington State sport, was approved by both the house and senate. On March 28 Governor Inslee will sign the bill at a private residence on Bainbridge Island and there will be a reception at Battle Point Park afterwards.

MEETING ADJOURNED to a six-minute recess at 7:24 pm with announced time to reconvene at 7:30 pm. **MEETING RECONVENED** at 7:30 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:30 pm for discussion of real estate with announced time to reconvene at 8:00 pm.

MEETING RECONVENED at 8:00 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:00 pm for continued discussion of the above item, with announced time to reconvene at 8:30 pm.

MEETING RECONVENED at 8:30 pm and **ADJOURNED** at 8:30 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
SPECIAL BOARD MEETING MARCH 23, 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.

MEETING ADJOURNED TO EXECUTIVE SESSION at 6:02 pm for discussion of real estate with announced time to reconvene at 6:45 pm.

MEETING RECONVENED at 6:45 pm and **ADJOURNED TO EXECUTIVE SESSION** at 6:45 pm for continued discussion of the above item, with announced time to reconvene at 6:50 pm.

MEETING RECONVENED at 6:50 pm and **ADJOURNED** at 6:51 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

Memo

To: Terry Lande, Executive Director, and Board Commissioners
Dan Hamlin, Director of Park Services

From: T. Perry Barrett, Sr. Planner

Date: April 1, 2022

RE: Alternative 2 Dock Extension, Sail float Replacement

This is to update Commissioners and staff related to the sail float replacement and is follow up from our last presentation earlier this winter.

ILA Park District and City of Bainbridge:

We are engaging with the City on related items through an ILA, similar to other joint actions between the two agencies. This will allow the Park District and City of Bainbridge Island to provide for the dock extension and update the sublease to DNR. This ILA is underway and will provide for approval of the Alternative 2 recommendation.

Sublease DNR – COBI:

DNR supports recreational uses on State Aquatic Lands. Although not specifically stated, there are less regulatory obstacles to connecting to the existing dock from questions raised pertaining to conservation values and the adjoining estuary. DNR representatives look favorably to the dock extension, all things being equal. An updated DNR lease would conclude after permitting.

Authorization – RCO:

I met with RCO's Recreation and Conservation Manager and our Project Manager to discuss granting categories as well related issues pertaining to authorization.

The Board favored Alternative 2 subject to RCO advisement:

From our previous check-in on the Sail float replacement project there was a general board preference for Alternative 2 and to connect to the dock.

RCO guidance:

The stand-alone float would not likely compete well according to RCO officials reviewing the immediate past history of awards. Only one float has successfully won funding over the last few biennia in the targeted non-motorized category.

A second issue is use authorization. The City needs to provide the authorization of allowable use. This needs authorizing by the City and acceptance by RCO because of prior boating grant covenants attached to the dock. I understand RCO is reaching out to COBI officials and seeking the necessary authorization. A presentation to RCO will occur on the topic for decision this month before our board meeting on April 21.

The primary grant authorization is from the Park District to RCO with regard to seeking grant assistance. We will have this resolution before Commissioners at the April 21 board meeting designating that we are eligible to apply to RCO and that we will seek a funding match up to 50% from the agency.

Separately, there is a related Growth Management authorization by the City of Bainbridge Island which the City's endorsement letter can provide. Acknowledgement is also necessary showing consistency with Puget Sound restoration efforts to provide State plan consistency which we will provide .

Plan Recommendation- Alternative 2 – Connect to Dock- Funding Elements:

From our earlier presentation, the following items are included for both alternatives that we will seek grant funding for, as they are constant between the two new float alternatives: • New aluminum-framed 80'x30' sail float with polytub floatation • Fiberglass grated decking throughout • Storage building and covered meeting area identical in dimension to existing, with translucent roofing • Rubber nosing around perimeter top corner to protect float and boats being hoisted out • Boat dollies with winches to ensure easy removal and storage elevated above grated decking • Cleats for mooring existing BIMPRD auxiliary floats and motorized launch tie-up • Cabinet for fuel storage • Dry chemical fire extinguishers

Also, for Alternate 2, the City Dock extension, only, as they do not apply to Alternative 1: • New aluminum-framed 8'x70' approach float with polytub floatation • Access control gate at end of approach float • Four steel piles to hold floats in place • AC tie-in to City Dock electrical supply for storage lights and charging outlets • Water system tie-in to City Dock for potable water supply and hose bibbs

Permitting and Dive Survey Completed:

To date we have concluded project boiler plate permitting for Alternative 2. From our December meeting in terms of permitting topics and studies (Shoreline SSDP-JARPA, Department of Ecology, Corps of Engineers) and tasks to date.

- Agent Authorization authorizing PND as BIMPRD's agent complete
- Dive survey and marine habitat report completed by MSA
- Biological Assessment drafted
- JARPA drafted, except for detailed project description and construction methodology

With the outcome of City of Bainbridge Island and RCO compliance issues, see below, we will complete project description and applications and prepare final permit drawings.

RCO and City- Compliance:

The City of Bainbridge Island is providing to RCO compliance remedy on a previous grant conversion that was undertaken at Waterfront Park. We understand that there was a deed of right for RCO recreation purposes that has yet to be applied by Cobi to a site. The City and RCO are directly working together on this item to resolve. From what RCO officials have stated to me, we will know the outcome of progress before our April 21 meeting and before we authorize grant assistance.

Consistent with grant deadlines in May, presentations and defenses will follow this summer.