

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – April 21, 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: 890 5811 9697
Passcode: 488105

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: Board Retreat of March 31, 2022
Regular Board Meeting of April 7, 2022
- 30.2 Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1 Sail Float Agreement with City of Bainbridge Island Hamlin (15 min)
Action: Motion to approve.
- 40.2 Resolution 2022-06 Barrett (10 min)
Recreation and Conservation Office Grant for Sail Float
Action: Motion to approve.
- 40.3 Sakai Park/Sound to Olympics Trail Planning Hamlin (15 min)
Action: Motion to approve.

50. DIRECTOR'S REPORT

- 50.1 Director's Report
- 50.2 Upcoming Meetings/Work Sessions/Events

05/05/22	Regular Board Meeting	6 pm	Hybrid Meeting
05/19/22	Regular Board Meeting	6 pm	Hybrid Meeting
06/02/22	Regular Board Meeting	6 pm	Hybrid Meeting
06/16/22	Regular Board Meeting	6 pm	Hybrid Meeting
07/07/22	Regular Board Meeting	6 pm	Hybrid Meeting

- 60. **BOARD MEMBER ITEMS**
 - 60.1 Remarks from Board Members
 - 60.2 Board Member Committee Reports
- 70. **WRITTEN COMMUNICATIONS**
- 80. **ADJOURNMENT**
- 90. **ADJOURN TO EXECUTIVE SESSION IF NEEDED**
- 100. **EXECUTIVE SESSION**
- 110. **RECONVENE TO REGULAR SESSION**
- 120. **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
BOARD RETREAT MARCH 31, 2022
HYBRID 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 POLICIES AND VISION: Commissioner DeWitt said he would like to hear from fellow board members about what they would like parks and programs to look like at the end of this year and in five years from now. Commissioner Swolgaard said the Park District needs to get back to where it was before the pandemic. Commissioner Janow said she would like parks and programs to look pretty similar to how they do now. She would like to continue to expand and enhance the ranges of ages, abilities, and types of participants; but she thinks the Park District is headed in the right direction. Commissioner Goodlin said that the way he looks at the Park District there are three areas. One area is operations and maintenance, which from what he can tell is well run and he would like to see that continue. Another area is recreation which offers a bounty of programming. While he would like to see recreation continue to grow, the main challenge is finding staff. The third area is capital projects and there are some areas that need attention: 1) additional trails and trail connections; 2) Ray Williamson replacement pool should be worked on so that maybe in five years there will be a solution even if it is not yet constructed; 3) sports groups have demonstrated a need for additional lighted artificial turf fields; 4) tennis constituents have been vocal about the need for more tennis courts and improved maintenance of tennis courts; 5) gymnastics struggles to have adequate facilities; 6) additional pickleball courts may be needed. The Park District needs to listen to constituents, look at the need and demographics, and respond to the best of its ability. Commissioner Kinney said the Capital Improvement Fund projects for the next 3-5 years are already lined up and prioritized. What should be prioritized is adding additional land to Strawberry Hill Park, as opportunities to do so are rare. The Park District is currently working toward a lighted artificial turf field. Pickleball courts were built recently, and the pools are being improved so that they last longer. Trails have been added and more will be added. There probably is a need for an additional tennis court or two. Park District finances took a turn for the better with the passage of the 2021 levy lid lift. Bainbridge Island Recreation Center seems to be paying for itself and it might turn a profit, which could help the rest of the Park District. A Natural Resources Manager has been hired to look at the health of the Park District's forested lands, which is a big deal particularly with climate change. The Park District may have to do something with waterfront parks due to shoreline loss. Specifically, the barracks at Fort Ward Park, as the bank is crumbling and receding closer to the barracks. The plan for the next 3-5 years is solid, and staff cannot handle much more than has been laid on them. Commissioner DeWitt said the way the Park District is heading with Strawberry Hill Park is that it will be a mini Battle Point Park. Commissioner Janow said she thinks it is awesome, she cannot think of a better additional campus, as it is close to downtown. There is a point where adding more amenities to Battle Point Park will require additional infrastructure such as parking and restrooms. Commissioner Goodlin said developing Strawberry Hill Park makes sense and he looks forward to seeing it. Battle Point Park has been the go-to park for various facilities. However, people in the neighborhood are concerned about the amount of traffic and not increasing it would be good for them.

Commissioner DeWitt said the City of Bainbridge Island's sustainable transportation plan does not clearly address improving access to parks. There is room on the side of Battle Point Drive and Arrow Point Drive, next to Battle Point Park, to put in paths off of the road. He asked if the Park District should be doing that or if it should be pushing the City to do that.

Commissioner Janow said that she thinks that if the Park District got involved that would be overstepping. However, the board can lend influence and ideas. Commissioner DeWitt said there is a lot of traffic around the Battle Point Park entrance and that is the type of thing he would like to have the board think about and talk to staff about in the future. Commissioner Goodlin said in general the Park District ought to do what it can to get non-motorized traffic off the road. The Park District can assist where it has property and can encourage the City to evaluate and put in paths. Commissioner Swolgaard said for years the Park District has been trying to stitch all the parks together with trails, and with the help of the Bainbridge Island Parks Foundation is doing a tremendous job, that should be continued. Commissioner DeWitt said the Park District has taken the stance that the City is responsible for transportation options and the Park District is responsible for recreation trails, but sometimes the two intersect. Commissioner Goodlin said there is a lot of conversation right now about non-motorized access and paths and getting people off the roads, he thinks the Park District should do what it can to support that.

Commissioner DeWitt asked if the Park District is meeting the needs of all demographic groups, and how this can be measured. Commissioner Janow said the two things that come to mind, and they are already being addressed, are more tennis courts and lighted artificial turf fields. She would like to encourage volunteers in the 20–40-year-old range. She would also like to see the Park District develop a cell phone application. Commissioner DeWitt asked how the Park District is meeting the needs of the handicapped and disabled community. Commissioner Kinney said the Park District now has two accessible playgrounds. Commissioner Goodlin asked if there are ADA accessible trails. Park Services Division Director Dan Hamlin said some trails do meet the ADA standard and some are considered rollable. Recreation Division Director Mark Benishek said the Park District has two all-terrain wheelchairs and an adaptive kayak seat and paddle. Executive Director Terry Lande said youth and adult programming for people with disabilities is an area that has been identified by staff as in need of additional programming and there is a plan in place to hire a staff person to address this. It used to be common, but now it is passé to keep people with disabilities separated. Mark Benishek said the Park District currently has a rec companion program for children and young adults, so they can participate in mainstream programming with an accommodation. A rec companion is a staff member who is matched with an individual participant to integrate them into mainstream programming. Staff has seen a large amount of growth in that area of programming as more patrons learn about it and see the benefits. Terry Lande said that the new staff member would also be a proponent for accessibility in parks and facilities. Commissioner DeWitt asked about the needs of the senior community and said the Senior Center is struggling right now. Terry Lande said Park District staff is careful not to step on the toes of the Senior Center or compete with them. Commissioner Goodlin said the Aquatic Center is heavily used by seniors and there was a complaint today about there not being enough lap swim lanes. Terry Lande said seniors are involved in a lot of Park District programming and the Park District provides a lot of opportunities around what the Senior Center provides.

Commissioner DeWitt said the Park District is doing a lot of things that are green. One of the big things is looking to see if there is a way to provide alternative power to facilities. Commissioner Swolgaard said it may be time to look at the Aquatic Center again to see if solar panels are now light enough to put on the roof. Commissioner DeWitt said last time it was investigated, the roof would not support that kind of weight, but they are lighter now. Commissioner Goodlin said there will be an opportunity when the Ray Williamson replacement pool is built to incorporate those sorts of things. There are ways to invest a little bit more in the way things are built to lower operational costs and have less energy consumption. Dan Hamlin said staff is currently working with the City's emergency response folks to assess facilities for alternative energy sources and energy storage. Commissioner Goodlin asked about fleet vehicles. Terry Lande said it will take several years to get to where the Park District can afford to purchase electric trucks. Commissioner DeWitt said as a board member he does not want to buy something just because it is the popular thing to do. Electric car batteries for instance are not recyclable right now. He wants to look at the true environmental cost for some of the things being done. Commissioner Goodlin said

he thinks staff is on track to make changes as they make sense. One thing the board can do is help reduce vehicle trips and the length of vehicle trips. For example, an additional lighted artificial turf field on the island cuts down on the number of times parents must drive to Bremerton. A trip to activities at Strawberry Hill Park could be combined with errands downtown. Developing central destinations for activities makes sense.

Commissioner Kinney said that one of the purposes of tonight's meeting is to look more than five years into the future. Acquiring BIRC did not solve all the office needs for the Park District. There is still a necessity to identify what is needed for long-term office space. Commissioner Janow asked staff to think about what an optimal situation for staff offices would be. Commissioner DeWitt said if offices could be moved from BIRC, there would be more room for programming, which would bring in more revenue.

ROLE OF BOARD VS. STAFF: Commissioner DeWitt asked at what point a Capital Improvement Fund project should require board involvement. Commissioner Swolgaard said the board relies heavily on staff to let the board know when something needs work. Executive Director Terry Lande said the board has an opportunity to weigh in every budget cycle. The biggest problem with CIF projects is that, due to the state of the construction industry, the Park District cannot hire contractors or staff, or even get businesses to take on projects of the size needed. The CIF budget has been increased but staffing levels have not increased yet. Park Services Division Director Dan Hamlin said staff is also dealing with supply chain issues.

Commissioner Goodlin said building a replacement pool is not a priority, much to his frustration. He thinks the Park District should get started on it because it will take a while to accomplish. He would be in favor of starting an ad hoc committee to begin the process. Commissioner DeWitt said one of the things that has been looked at is the viability of going up against the Bainbridge Island School District for a bond. Commissioner Janow said there are a lot of projects that get explored by the board. From her perspective she does not see a replacement pool as a viable project in the next five years.

Commissioner Kinney asked how long the Ray Williamson pool can be preserved before it becomes too likely to fail. Terry Lande said staff currently has a request for qualifications posted to hire a consultant to evaluate the Ray Williamson pool to address that question. Commissioner Kinney said it would be unrealistic to think the Ray Williamson pool will last forever, at some point it will need to be replaced. He said maybe it is time to start working with the School District so that a replacement pool can eventually be built. Terry Lande said the Park District may want to put a survey out in a few years to see what the average voter will support regarding a replacement pool.

Commissioner DeWitt asked how the board feels about the process through which the CIF projects are being handled currently. The board indicated that they are comfortable with the way CIF projects are handled. Commissioner Goodlin said members of the public were upset about how far the Bainbridge Island Recreation Center acquisition process got before it went public. He said there does need to be a balance; he does not know how to achieve that but thinks the Park District ought to be aware of it. Commissioner Kinney said if the acquisition was more public the Park District would not have gotten BIRC. Commissioner Goodlin said he is not complaining, but it was a common sentiment that he heard, and some members of the public would say the process was not good.

Commissioner Janow said before Asaph Glosser left the board he brought up the idea of having dedicated Park District cell phones for commissioners to use. Terry Lande said if any commissioners are not comfortable with using their personal devices the Park District will provide a dedicated cell phone.

INTERGOVERNMENTAL/NGO: Commissioner DeWitt said the Park District is currently working to get programmatic permits from the City of Bainbridge Island. City and Park District staff are talking to each other, and progress is being made. Executive Director Terry Lande said after 20 years with the agency he would say the comradery and the information exchange between the Park District and all the public agencies on the island is better today than ever before. The relationship between the Park District and the Bainbridge Island Land Trust needs work. Commissioner DeWitt said there

are still a lot of challenges with the Park District's relationship with BILT, but the discussion has opened up. The Park District's relationship with the Bainbridge Island Parks Foundation is good.

TRAILS: Commissioner DeWitt asked if the board wants staff to be looking at roller-friendly trails to see, for example, if there is an appropriate number of accessible trails. Commissioner Swolgaard said roller-friendly trails should be added where it is appropriate for the terrain. Executive Director Terry Lande suggested that if the board is going to have a policy in this area that it be that staff be aware of ADA and other accessibility issues when developing trails. Commissioner DeWitt said his thought on it is to do an inventory of trails and decide what trails are appropriate for what type of accessibility. Commissioner Goodlin said some elderly folks who walk the trails are concerned about bikes going too fast. He knows in some communities they designate different types of trail usage by the day. He asked if as the trail system grows there is a way to post such a schedule for trail use. Park Services Division Director Dan Hamlin said what staff has heard from the board over the years is that trails are to be multiuse. Restrictions on trails are not generally supported, mainly because it cannot be enforced. The Trails Advisory Committee has talked about user conflicts and how to handle them. The use of e-bikes needs to be addressed. State law requires that it be posted if e-bikes are allowed, therefore they are not allowed currently, although people are using them. If the board wants to switch to single use trail sites staff would need to hear clear direction on that. Commissioner Kinney asked if staff feels that any policies are needed regarding trails. Dan Hamlin said staff is operating on the multiuse trail standard and that should be discussed to make sure the board thinks that is the right direction. Commissioner Janow said it would be interesting to learn more about single use trails and have a discussion. Commissioner DeWitt asked if the board wants to give direction to staff at this time regarding roller-friendly trails. Commissioner Kinney said the topic should be deferred until the bike park at Strawberry Hill Park is complete to see what impact that has on multiuse trails. Commissioner Goodlin said at some point more feedback would be appreciated regarding what is being considered on the subject of trails. Dan Hamlin said there will be a presentation from the TAC soon regarding what they have been working on.

The City of Bainbridge Island is asking for the Park District's support concerning moving the priority for the Sound to Olympics trail from the Sakai Park to Sportsman Club Road section, to prioritize the Sportsman Club Road to Koura Road section. The reason behind this is that the state is going to replace the Murden Creek culvert under SR 305 with a bridge, which can be built an extra 40 feet wide to accommodate the STO. The City wants to apply for a 3.1 million dollar federal grant and have Park District support for it. There was consensus from the board to support moving the priority north to the Sportsman Club Road to Koura Road section of the STO.

MAJOR ITEMS ON PARK DISTRICT AGENDA FOR 2022: Commissioner Goodlin said he would like to know more about how to go about evaluating the planning for various parks. Commissioner Janow said at this point the board needs to wait for staff to give presentations on the planning for the many projects already in progress. Commissioner DeWitt asked if the Park District wants to talk with the Bainbridge Island Parks Foundation about getting an easement to connect Sands Field to Strawberry Hill Park. Commissioner Goodlin said the general answer would be yes, but he does not know what it will take. Commissioner DeWitt said it would require one or two easements. Executive Director Terry Lande said he would not want to ask BIPF to investigate that connection right now as they are very busy. Commissioner Janow said that is something that she and Commissioner Kinney, as the board liaisons to BIPF, can talk about with BIPF in the future.

MEETING ADJOURNED at 8:27 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 METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING APRIL 7, 2022
HYBRID MEETING**

CALL TO ORDER: A quorum being present, the meeting was called to order at 6:00 pm by Vice Chair Kinney.

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

ADJUSTMENTS TO AGENDA: Add item 50.05 for staff introductions and 50.4 for Sakai Park/Sound to Olympics trail update. Add an executive session for real estate for 30 minutes.

MISSION STATEMENT: Commissioner Kinney read the Park District’s mission statement: The mission of the Bainbridge Island Metropolitan Park & Recreation District is to build a healthy community through effective, sustainable stewardship of the District’s parks and open space, and through the development and delivery of innovative cultural and recreation opportunities.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Dave Johnson said he wants to share with the board a concept for building a field house through his family foundation on the island for youth sports. The field house could be used for indoor soccer, lacrosse, flag football, and ultimate frisbee. It would be a little larger than a football field. If clearance cannot be obtained for the height necessary to play games, it could be built as a practice facility with a slightly lower ceiling. He would like to get this proposal on a board meeting agenda to talk about in detail. Commissioner Kinney said this topic will be put on the agenda soon.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the March 17, 2022 regular board meeting, Vice Chair Kinney stated the minutes stand approved as submitted.

Upon hearing there were no corrections to the minutes of the March 23, 2022 special board meeting, Vice Chair Kinney stated the minutes stand approved as submitted.

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
03/18/22	001 General Fund 300 Capital Improvement Fund	22715-22750	65,660.75	03/18/22
03/21/22	001 General Fund	22751-22758	65,261.13	03/21/22
03/23/22	001 General Fund 300 Capital Improvement Fund	22759-22792	50,810.27	03/23/22
03/25/22	001 General Fund	22793-22824	46,377.67	03/25/22
03/30/22	001 General Fund	22825-22852	18,614.77	03/30/22
04/01/22	001 General Fund	22853-22854	2,550.79	04/01/22
04/05/22	001 General Fund 300 Capital Improvement Fund	22855-22868	71,852.71	04/05/22
	001 General Fund (March Payroll)	EFT & 2948-2959	489,671.63	

GENERAL BUSINESS

STAFF INTRODUCTIONS: Park Services Division Director Dan Hamlin introduced Dave Davis who is the new Horticulture Manager. He is from California and has a master's degree in horticulture. Lydia Roush is the new Natural Resources Manager. She is from Iowa and earned an undergraduate degree in biology and a master's degree in environmental studies. Recreation Program Administrator Julie Miller introduced Audree Gormanson who is the new Sports Program Coordinator. She is from Kitsap County originally and has a bachelor's degree in sports and recreation management.

SKATE PARK RENOVATION UPDATE: Marketing Manager Douglas Slingerland said he is the Park District liaison to the committee for the skate park renovation. Following a lot of community interest in expanding the skate park, in November of 2021 the Park District established an agreement for this project with the Bainbridge Island Parks Foundation. Park District staff started gathering a list of interested community members, created a request for proposals, and developed a scoring sheet for the responsive firms. Five well qualified firms responded to the request for proposals. Park District and BIPF staff narrowed the field down to two finalists. A committee comprised of seven community members was created. The committee selected Grindline to work with on the renovation; they are a local firm and the firm that helped build the original skate bowl. Grindline is now working with the committee to create a survey for the community. There will be a meeting on April 19 at Strawberry Hill Center to present ideas and gather community input. Commissioner Goodlin asked what the timeline for this project is. Douglas Slingerland said the timeline depends on how quickly fundraising happens. Commissioner Goodlin asked what the fundraising goal is. Park Services Division Director Dan Hamlin said the committee is working on deciding what components to include in the skate park, which will determine the fundraising goal.

MEETING ADJOURNED to a four-minute recess at 6:21 pm with announced time to reconvene at 6:25 pm. **MEETING RECONVENED** at 6:25 pm.

SAIL FLOAT REPLACEMENT UPDATE: Senior Planner Perry Barrett said staff is working with Park District Attorney Hayes Gori on an interlocal agreement with the City of Bainbridge Island regarding the sail float. The ILA would allow for attaching the Park District's new sail float to the City dock. The alternative is to have a sail float which is accessible by boat. Staff understands the board's preference is the extension off of the City dock. The City has an aquatic lease with the Department of Natural Resources and the Park District would have a sublease. DNR is receptive to this idea and their support is needed regarding regulatory involvement and for a Recreation and Conservation Office grant. Staff will ask the board for formal permission to move forward with the RCO grant related to this proposal at the next board meeting. RCO guidance on this project is to pursue a grant in the aquatic lands category. The City is technically out of compliance with RCO currently. They must be compliant with RCO for the Park District to be awarded the grant. RCO has advised Park District staff to move forward with the grant while the City works on their compliance issue with RCO. Commissioner Janow asked if the ILA is in jeopardy if the City is non-compliant when the ILA is signed. Perry Barrett said the ILA would not be in jeopardy, but the City has obligations to rectify. Commissioner Swolgaard asked what the City is out of compliance with RCO regarding. Executive Director Terry Lande said the compliance issue is related to some paperwork for John Nelson Park. Commissioner Goodlin asked when the RCO project rankings would come out. Perry Barrett said the grant would compete at the end of August and rankings are official in October. PND Engineers is the firm working with staff on permitting. PND Engineers has completed the dive survey and the habitat analysis and is currently working on a biological assessment for the Joint Aquatic Resources Permit Application. The project requires various levels of federal and state authorization as well as tribal input.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES/INDIVIDUAL AND FAMILY SERVICES FINANCIAL ASSISTANCE CHANGES: Recreation Division Director Mark Benishek said that in 2019 two families asked the Park District to accept Individual and Family Services waivers issued by the Department of Social and Health Services. DSHS issues IFS waivers to provide funds to families of individuals with disabilities. Over the past three years a total of 16 individuals from 9 families have participated in the program through the Park District. Of those participants there were 9 residents and 7 nonresidents, 14 youth and 2

adults. The program has provided a great resource for the participants. However, there have also been challenges and currently the contract with the state is expired. DSHS issues funds as a reimbursement which is based upon attendance, so if a participant misses a class there is no payment. Many details make it difficult to track the reimbursements and there are also challenges from the accounting side for this program. The administrative time used to deal with this program is significant. In 2022 DSHS has only reimbursed about 50% of the cost of the programs participants were registered for. What staff is proposing to the board is to fund this program internally with an allocated amount of dollars dedicated only to those individuals who qualify for IFS waivers. Participants would need to prove that they are qualified for the IFS program to qualify to use these funds. It would consolidate the amount of administrative work required while continuing to meet the needs of these participants. Staff's recommendation is to grandfather in the seven nonresident participants, even though the Park District's regular financial aid program administered by Helpline House is only available to residents. It would simplify the process yet still meet the needs of participants. Commissioner Janow asked if participants would be evaluated annually. Mark Benishek said yes, DSHS would determine how much funding participants qualify for. The Park District would get that information, generated by IFS, via a Person-Centered Service Plan. Commissioner Janow asked how many agencies accept IFS waivers in Kitsap County. Mark Benishek said he does not know, but he knows the number has decreased due to the challenges covered this evening. Commissioner Janow asked if the allocated funds are not used for island residents if they can be made available for nonresidents so that the Park District can help as many families as possible. Mark Benishek said staff is open to that. Executive Director Terry Lande said nonresident participants in this program will be fully subsidized by island tax dollars. Commissioner Kinney said for anyone qualified for the IFS waiver, the Park District should cover the cost of participation. It would look cruel to turn people down for the kind of money being spent through this program. If it becomes a major financial drain the program can be reevaluated. Commissioner Goodlin said maybe the nonresident participants could be limited to no more than the resident participants. He asked how much the program costs a year. Mark Benishek said a single individual could be approved for up to \$1,200 worth of funding, although they may choose to spend it through multiple providers. **MSC: Janow/Swolgaard: Do not renew the DSHS contract. Move forward with creating a Park District procedure for funding the program like the Helpline House program is funded. The program would be for any qualified participant, for whom the parent/guardian must submit a copy of their Person-Centered Service Plan from DSHS. Participants will qualify for the amount stated in the PCSP as long as Park District funding is available, and the parent/guardian requests the funds available through the Park District. This can be reevaluated at the end of the calendar year. The funding is not to exceed \$10,000 in 2022.**

SAKAI PARK/SOUND TO OLYMPICS TRAIL UPDATE: Park Services Division Director Dan Hamlin said City of Bainbridge Island staff is currently seeking permission and support from the City Council to create a master plan for the entire Sound to Olympics trail route and a 30% design from the end of the STO up to Madison Avenue or Sportsman Club Road. In pursuit of this effort the City is asking for \$25,000 from the Park District and for the Park District to participate in the planning of the STO through Sakai Park. Staff will be coming back to the board at the next regular board meeting to ask for approval of that funding. Commissioner Janow asked if the STO will be crossing any other Park District land. Commissioner Swolgaard said the STO will cross Meigs Park and Rotary Centennial Park. Executive Director Terry Lande said the Meigs Park section has Bainbridge Island Land Trust easements and therefore the route for where the STO can go is pretty set. Dan Hamlin said staff could put in the initial agreement with the City that the Park District needs to have control over those sections of the STO as well. Commissioner Swolgaard asked how the STO handles storm water. The Park District is trying to get a trail built on a piece of property the City owns on Vincent Road, where the City gave the Park District an easement, and they are requiring storm water management. Dan Hamlin said staff has presented a storm water management plan to the City for the Vincent Road trail with hundreds of feet of ditches and six rain gardens and it was met at the City with the same amount of disgust that Park District staff had for it. Staff is currently waiting to hear back from the City's Public Works Director,

Chris Wierzbicki, who has reviewed the Park District's Trails Management Plan to see if the Park District can get a programmatic permit in place to establish storm water measures for trail construction. Commissioner Swolgaard said if the City is willing to work with the Park District he is willing to go along with this. Dan Hamlin said Chris Wierzbicki is a problem solver and has been great to work with. Commissioner Goodlin said he thinks that having a master plan for the entire route is the right thing to do. Commissioner Kinney asked about the 30% design. Dan Hamlin said a 30% design is a technical term for what is being provided. It is a concept plan from which one can estimate construction costs so that funding can be looked at. Dan Hamlin said to do the 30% design plan for Sakai Park alone would probably cost \$35,000-\$40,000. The \$25,000 being requested will give the Park District control over the design through Sakai Park.

DIRECTOR'S REPORT

Administrative Division: Administrative Division Director Amy Swenson said there are a lot of staff vacations coming up and asked Commissioner Swolgaard to be available to sign checks.

Recreation Division: Recreation Division Director Mark Benishek said gymnastics teams are finishing the championship portion of their season. All-Day Explorer Camp has 12 participants for spring break. Eagledale Pottery Studio had a clay throwing marathon. The Aquatic Center is hosting the American Red Cross Instructor Training Academy this week for the Pacific Northwest region. Zoe Riggs has accepted a Head Guard position. There are two upcoming lifeguard certification classes. Lisa Claesson-Gordon is now working as an assistant coach for Bainbridge Aquatic Masters. Kate Meyers has returned to the pool deck as an assistant coach for BAM. A Bainbridge Island Swim Club swimmer is attending a national clinic and the opportunity has been extended to the head coach to travel and train with her. Bainbridge Island Recreation Center staff is preparing for the gymnasium closure while the floor is refinished. Staff is working to accommodate programs in smaller spaces during that time. Sports Program Manager Audree Gormanson is launching the spring soccer program with 183 kids registered. Outdoor Program Manager Nick Prevo and his staff are working on boat repairs for the sailing program. The Springer dock and house negotiations have been returned in the form of a three-year lease. The Department of Natural Resources has said that Seattle Yacht Club must replace all the creosote pilings beneath the dock and the building by 2028, so they are concerned about guaranteeing a longer lease. Commissioner Janow asked when the BIRC pool will be open. Mark Benishek said staff is planning for May, but it will be weather dependent. Commissioner Janow asked if the Park District is doing any special events this spring in lieu of mEGGa Hunt, which was canceled. Mark Benishek said the geocache egg hunt has been expanded and focus has been put on the Earth Day event.

Park Services Division: Park Services Division Director Dan Hamlin said the main Battle Point Park bathroom has been shut down by the Kitsap County Health District until there is an acceptable repair, a contractor has been out to look at what needs to be done. The horticulture crew is working on a spring clean-up for Fay Bainbridge Park. The fourth cabin at Fay Bainbridge Park is nearing completion. Some areas of the split rail fence at Battle Point Park have been replaced. The bike park request for qualifications process is entering the interview stage. The horticulture crew is working hard just trying to keep up with mowing the fast-growing spring grass. Trails Coordinator Sean Smith Sell went to the Professional Trail Builders Association conference and got a firsthand look at construction techniques and equipment. Ben Dunscombe has been hired as a Trails Technician. There will be interviews next week for two Park Maintenance Coordinator positions in construction. Interviews have started for applicants for the Dog Advisory Committee. A prefabricated restroom company has quoted the Park District \$82,000 for a single occupant restroom. Staff continues to familiarize themselves with the new Cartegraph software. Senior Planner Perry Barrett said staff is finishing up the request for qualifications for Strawberry Hill Park. Dan Hamlin has reached out to Field Turf to schedule a preliminary meeting to determine what an artificial turf field at Strawberry Hill Park would cost.

Executive Director Terry Lande said this afternoon there was a meeting with Mark Hoffman and Paul Kuntz to talk about the trail from Lost Valley to Gazzam Lake Nature Preserve, to which they are opposed. Dan Hamlin will be on vacation April 25-May 3. Amy Swenson will be on vacation April 18-May 3. Terry Lande will be on vacation April 20-May 23.

UPCOMING MEETINGS & EVENTS:

The April 14 board retreat has been canceled.

BOARD MEMBER ITEMS:

- Commissioner Swolgaard said he was at Safeway and ran into former mayor Dwight Sutton, who was spry as could be, and he wanted to know all about how the Park District is doing.
- Commissioner Swolgaard said that Bainbridge Island Swim Club Head Coach Kyle Harris ran into Alex Nowjack, who grew up on the island and is a swim coach in Tacoma, and the two have become friends.
- Commissioner Swolgaard is working on a project off Walden Lane. It is fun to work outside and hear the crack of bats at Sands Field.
- Commissioner Goodlin said he has made some progress on understanding storm water fees. He is surprised on the amount of money spent on engineering for storm water management. It is shocking that the Park District pays \$65,000 a year to the City of Bainbridge Island for storm water fees. He would support ways to minimize storm water fees.
- Commissioner Kinney said the ceremony at Battle Point Park designating pickleball as the official Washington State sport was fun.
- Commissioner Kinney went to the Bainbridge Island Parks Foundation meeting this week. Dave Shorett was there, and he was gushing about the Bainbridge Island Recreation Center and what a good deal it was.

MEETING ADJOURNED to a five-minute recess at 7:41 pm with announced time to reconvene at 7:46 pm. **MEETING RECONVENED** at 7:46 pm

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:46 pm for discussion of real estate with announced time to reconvene at 8:16 pm.

MEETING RECONVENED at 8:16 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:16 pm for continued discussion of the above items, 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

DRAFT



Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office

Approved as to form Brian Tallen 2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.