

## AGENDA

### **Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – July 21, 2022**

**Bainbridge Island Recreation Center**  
11700 Meadowmeer Circle NE  
Bainbridge Is, WA 98110  
206-842-5661

#### **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 July 7, 2022
- 30.2 Financial: Approval of vouchers and payroll.

#### **40. GENERAL BUSINESS**

- 40.1 Fort Ward Playground Hamlin (20 min)  
**Action:** Possible motion to approve.
- 40.2 Resolution 2022-08 amended COVID-19 Policy Swenson (5 min)  
for Employees and Volunteers  
**Action:** Motion to approve.
- 40.3 Budget Schedule Swenson (10 min)  
**Action:** Information only.

#### **50. DIRECTOR'S REPORT**

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

08/04/22	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
08/18/22	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
09/01/22	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
09/15/22	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
10/06/22	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center

#### **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

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**Board Committees**

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

**2022 Board Representatives**

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

**Board Liaisons**

Park District Committees:  
 Trails Advisory Committee  
 Dog Advisory Committee

Swolgaard/DeWitt  
 Kinney/Janow

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

Janow/Kinney  
 DeWitt/Kinney  
 Kinney/Goodlin  
 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 JULY 7, 2022  
BAINBRIDGE ISLAND RECREATION CENTER**

**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:** Remove item 100, the executive session.

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

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon making the following revisions to the minutes of the June 16, 2022 regular board meeting, Chair DeWitt stated the minutes stand approved as corrected: On page four, line 8, replace "then" with "than."

**GENERAL BUSINESS**

**REVISION OF RESOLUTION 2022-04 THE COVID-19 POLICY FOR EMPLOYEES AND VOLUNTEERS:** Executive Director Terry Lande said a board member asked if this policy should be reviewed, and so it is being brought back before the board tonight. Commissioner Janow said that she thinks it is time to simplify the policy and that the weekly COVID-19 testing currently required for staff who are not vaccinated for COVID-19 could be discontinued at this time. She asked if a lot of employees test positive for COVID-19 during the weekly testing. Recreation Division Director Mark Benishek said there have been some positive tests, but the vast majority are negative. Commissioner Kinney said there has been an uptick in the number of people contracting COVID-19 recently and the current variant is very contagious. Commissioner DeWitt said that he talked to some hospital nurses and what they told him is that they are seeing a small uptick of people coming in with COVID-19, but people who are sick are not going into the intensive care unit and most are sent home to recuperate. Conditions are not as dire as they were even three to five months ago. He asked how many employees are currently having to test weekly for COVID-19. Staff replied that there are 8-10 employees getting tested weekly. Commissioner Janow said she was the commissioner who wanted to revisit the policy because she was asked by a staff member how long the testing will continue. Terry Lande said the testing does not solve the problem, because just as many employees who are vaccinated for COVID-19 are contracting it as are those who are unvaccinated. Commissioner Goodlin asked if there is any guidance from the Kitsap Public Health District or the state on this issue. Terry Lande said he thinks the state has stayed on the same course, which is that their staff is required to be vaccinated. Commissioner Goodlin said King County stopped the vaccine requirement for restaurants and bars. Commissioner Janow asked if there is still a mandate for the Park District that new hires be vaccinated for COVID-19. Terry Lande replied yes, to be hired into the agency at this time a person must be vaccinated. Commissioner DeWitt asked for clarification on who pays for the weekly testing. Administrative Division Director Amy Swenson said that if an employee has an exemption from the vaccine requirement the Park District pays for the cost of testing. Commissioner Kinney said if those who are vaccinated and boosted against COVID-19 have the same chance of becoming sick with the virus as those who are unvaccinated, then there is no reason to have just the unvaccinated employees tested. Either all employees should be tested or none. Commissioner Swolgaard said COVID-19 is not as severe for those who have been vaccinated and Commissioner DeWitt said the numbers are showing that is true. Terry Lande said that whether a person has been vaccinated or not, they are susceptible to catching COVID-19.

Commissioner Janow said whether you are vaccinated or not you can still be contagious, so testing just the unvaccinated employees is not solving anything. Commissioner Goodlin asked if there are problems with the current policy. Terry Lande said the reason it came up is because employees who are unvaccinated are not happy that they are still getting tested.

**MSC: Kinney/Janow: Modify Resolution 2022-04, section 5 regarding testing, strike it to not require tests of any employees effective immediately.**

Commissioner DeWitt said Terry Lande brought up a situation regarding whether a part-time employee who is unvaccinated for COVID-19 is eligible to transfer into a full-time position. To him, that is an operations decision not a board decision. Terry Lande said the way staff has interpreted the policy is that an unvaccinated part-time employee can be promoted to a full-time position because their status as an employee was in place prior to the policy. Commissioner DeWitt said he thinks that amending this would complicate the issue. Amy Swenson said the current masking policy is to follow the CDC guidelines. Commissioner DeWitt said nothing needs to be changed related to masking. Terry Lande asked if the vaccine mandate for new employees should remain. No commissioners objected.

Commissioner DeWitt asked if the board wants to keep section two in the policy regarding time off for employees to get vaccinated. Commissioner Swolgaard said the policy does not include time off for booster shots. Commissioner Kinney said the board should think about giving time off for booster shots and mandating booster shots. Commissioner Goodlin said he thinks in principle mandating booster shots is a good idea, but he has not heard of anyone doing that in practice.

Commissioner DeWitt said what could be done is granting time off for booster shots as well as for the original vaccination.

**MSC: Kinney/Swolgaard: Amend section two, Cost and Time Off for Vaccination, to read, "A Worker who requests time off to get vaccinated and/or boosted shall be granted a paid half-day off for each required dose, and, if need be, up to two paid days off to recover from adverse effects of the vaccination and/or booster, which time off shall not reduce any accrued sick or vacation leave."**

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

Park Services Division: Park Services Division Director Dan Hamlin said cabin five at Fay Bainbridge Park is under construction. Park Services lost a maintenance coordinator this week, so there are multiple open positions currently posted. Park Services is struggling to hire seasonal staff. The first session of Student Conservation Corps is underway. Trails crew is finishing up at the Bolero trail easement and will be moving to work on the farm trail next week. Park Maintenance I Nino Dosono will be retiring in November. Staff with Evergreen Mountain Bike Alliance will be on site the week of July 17 to layout routes in the bike park area at Strawberry Hill Park to share with the bike park committee. Park Services has a new mower.

Executive Director Terry Lande said there is a lot going on at Strawberry Hill Park and this would be a good time to review that if the board has any questions. Commissioner Goodlin asked if construction for the bike park will start next fall. Dan Hamlin said it will start no earlier than next spring. The skate park committee will be finishing up their design soon at which time it will be brought to a public meeting. The Strawberry Hill Park request for qualifications should be wrapped up around the end of the year. Fencing for the dog park renovation should start before the end of the year. Construction on an artificial turf field would start no earlier than next spring. Commissioner Janow asked if the stakeholders for Strawberry Hill Park have been brought together yet. Dan Hamlin said staff has not yet had a meeting with all the stakeholders, but all the groups are aware of all the other work going on. The biggest impact will be between the dog park and the bike park. Terry Lande said that while the plans may be completed for different areas of Strawberry Hill Park at the same time, what is constructed first will depend heavily on which groups have completed fundraising. Commissioner Kinney asked about the plan for two new tennis courts in the park, one of which was to be paid for out of the Capital Improvement Fund budget.

Dan Hamlin said the tennis community reported that their fundraising goal for the second tennis court has almost been met.

Commissioner DeWitt said the Hayashida property sold, so there are new property owners adjacent to Strawberry Hill Park. Commissioner Swolgaard asked if the new owners are aware that the Park District has an easement across that property. Commissioner DeWitt said it is in the deed. Commissioner Janow asked if anything has been done to address the horse waste problem in the Grand Forest. Dan Hamlin said he will reach out to the equestrian community and let them know about the concern. Commissioner Janow asked if garbage cans can be placed at all trail heads, as people are currently leaving bags of dog waste along the trails. Terry Lande said that people will put their household trash in the garbage cans. Dan Hamlin said Park Services is still short staffed. Commissioner Janow asked that the issue be brought to the Dog Advisory Committee. Commissioner DeWitt said it is an issue with people's behavior. Dan Hamlin said just putting a garbage can in is not a solution, a public education campaign is needed. Commissioner Janow said she thinks there could be some funny and effective signage. Terry Lande said he will guarantee that if this conversation is had in forty years there will still be these same issues with horse and dog waste. Commissioner Swolgaard said he has noticed that the manure forks in the Grand Forest are missing. Dan Hamlin said they need to be replaced and he will bring that up with the equestrian community as well. Commissioner Swolgaard said the issue should be brought up at the next Trails Advisory Committee meeting. Commissioner Goodlin said he brought up discussing trail use designations as a board a few months ago. He would still like to have that conversation and said it would be worth considering this year.

Administrative Division: Administrative Division Director Amy Swenson handed out a draft budget schedule so staff can verify that there will be a quorum for the board meetings during the budget process.

Recreation Division: Recreation Superintendent Bryan Garoutte said staff is finishing the fall catalog which will be viewable online July 18 and in mailboxes around July 25. Summer social paddles started last night. The first girls only mountain bike camp starts next week. Bainbridge Island Recreation Center has two new stairmills and two new elliptical machines. There are new basketball hoops in the BIRC gym. The summer session of Walks with the Commissioners starts this Sunday. BIRC membership numbers are increasing. Summer soccer league starts this Saturday. Due to demand, staff is planning to offer private lessons for volleyball and basketball this fall and winter. Parkour and ninja camps went well and were full, as are the ones in August. Youth & Teen Program Manager Shannon Buxton's summer camps are experiencing record participation. Bryan Garoutte said he is thankful for an incredible staff. There will be a Teen Night at BIRC tomorrow night. Recreation Division Director Mark Benishek said fall registration will begin Saturday, August 13 at 9:30 am. Residents will have exclusive access to register for the first 24 hours. Commissioner Janow thanked staff for having registration on a Saturday, which addresses some of the concerns she has. All eight of Active Adult Program Manager Sue Barrington's programs that kicked off this week are completely full. The Ray Williamson pool closure has been extended until next Wednesday due to unanticipated issues being encountered.

Executive Services Manager Helen Stone said there have been three new public records requests in the last week from Paul Bang-Knudsen, mostly having to do with the investigation regarding Bainbridge Island Swim Club Head Coach Kyle Harris. The first two requests are extensive and are requiring input from Park District Attorney Hayes Gori. Commissioner Goodlin asked if there is a time requirement in which the Park District needs to respond to these requests or if it is as expeditiously as one reasonably can. Helen Stone said there is no specific requirement. Executive Director Terry Lande said one issue is that a requestor's idea of a reasonable timeline is hugely different than staff's idea of a reasonable timeline. Today Paul Bang-Knudsen sent in a third request for all public records requests released in the last six months as well as related correspondence. The records responsive to the requests received from Jennifer Solseng and Jonathan Baas will be released tomorrow. The next installment for Mark Hoffman's request will be released July 22. Next steps will be taken soon

regarding the request from American Transparency. Terry Lande said some of these requests are taking months to fulfill and everyone wants the records they request immediately, even though at times staff is required to do third party notice and redactions when there are exemptions. Commissioner Janow asked what these requests cost the agency including staff time. Administrative Division Director Amy Swenson said staff is going to do a better job at tracking that, including attorney fees, because it is getting expensive. Commissioner Janow said unfortunately she does not think this is going to ease up at all. Terry Lande said when people are mad they go after the agency this way. Commissioner Janow said people are mad and it would be interesting to be able to share information about what public records requests cost the agency. Terry Lande said some people are looking for information and requests can vary from reasonable to extreme. Then there are the requestors who are just trying to punish the agency.

Executive Director Terry Lande said last night was the first Sounds of Summer concert at Battle Point Park and there were at least 1,200 people in attendance.

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

- Commissioner Janow said the Walks with the Commissioners program resumes on Sunday.
- Commissioner Janow said that the music at the Sounds of Summer concert last night was great, and staff did a fantastic job. She said the whole park was busy if you go to Battle Point Park you cannot help but smile and be amazed.
- Commissioner Janow said she and Commissioner DeWitt met with Bainbridge Island Land Trust President Sally Hewett and Vice President Jenny Lange to continue the positive communication between the two agencies. They communicated to BILT that any further conversations about the Rockaway Bluff property will be with the board's Capital Facilities Committee.
- Commissioner Goodlin said that while he missed the last board meeting, after reading the minutes for that meeting he reflected that the focus on natural resources is a great addition to the Park District. He said that discussions, such as the one had at that board meeting, are important.
- Commissioner Goodlin said he recently spent a Saturday morning with staff at the Park District's booth at the Farmers' Market. He handed out trail maps and said that people dropped by with some frequency to say what a good job the Park District does maintaining trails. One person stopped by the booth to say that the Ray Williamson pool at the Aquatic Center really needs to be replaced.
- Commissioner Goodlin said he has been approached by parents on both sides of the issue of the investigation regarding Bainbridge Island Swim Team Head Coach Kyle Harris. He spoke with Executive Director Terry Lande and feels confident that the investigation was both quick and in depth. He appreciated that this issue got the highest level of attention from staff and said it is important to maintain trust and confidence from people who are participating in programming with the Park District.
- Commissioner Goodlin said he was at the 4<sup>th</sup> of July parade and staff did a fantastic job. Marketing and Communications Manager Douglas Slingerland did a great job with the tree he made for the parade float. After the parade he encouraged Douglas Slingerland to put the tree on display somewhere to help promote the healthy forests campaign. He also liked that seed packets were handed out to spectators along the parade route.
- Commissioner Kinney thoroughly enjoyed the 4<sup>th</sup> of July parade and said that the Park District float and the seed packets that were handed out were great.
- Commissioner Swolgaard said it was fun during the 4<sup>th</sup> of July parade when the Park District float went by the announcer's booth, and he thanked staff for their contributions.

- Commissioner Swolgaard said he understands that the North Kitsap School District has closed their pool to the public and asked if that has had any impact on the Park District’s pools. His understanding is the City of Poulsbo is planning to build a new recreation facility by Home Depot. Recreation Division Director Mark Benishek said there is no pool included in the plan for that facility. Aquatic Program Administrator Megan Pleli said the North Kitsap pool closure does have an impact on the Park District’s pools. Commissioner DeWitt said that sources have told him they are slowly opening the North Kitsap pool back up to the public.
- Commissioner DeWitt complimented staff on the first Sounds of Summer concert last night at Battle Point Park and said it was amazing.
- Commissioner DeWitt said the 4<sup>th</sup> of July parade was a blast. He thinks the celebration was even bigger than at the last parade which was three years ago.
- Commissioner DeWitt said Pete Saloutos has volunteered to allow the Park District to use of a bunch of his photography portfolios.

**WRITTEN COMMUNICATIONS**

Commissioner DeWitt said an email was received from the president of the High School Water Polo Club who wants to talk about pool rental fees again. Water polo is a club sport, meaning it is not sponsored by the Bainbridge Island School District and must therefore be treated like any other group renting a Park District facility. Commissioner Kinney said that the president of the High School Water Polo Club wants to go over the issue individually with commissioners. His opinion is that the club has been given plenty of notice, and the board has already decided on this issue, so he will not be meeting with her. Commissioner Janow said she agrees with Commissioner Kinney that the board has listened and given the club plenty of notice. Executive Director Terry Lande said the club has been given one more year of reduced rental rates three or four times.

**MEETING ADJOURNED** at 7:31 pm.

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

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

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

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

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

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

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**RESOLUTION 2022-08**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, AMENDING RESOLUTION 2022-04 REGARDING THE EMPLOYEE AND VOLUNTEER COVID-19 POLICY.**

**WHEREAS**, on December 2, 2021 the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District adopted Resolution 2021-08 regarding a COVID-19 policy for employees and volunteers; and

**WHEREAS**, on February 17, 2022 the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District adopted Resolution 2022-04 amending the original COVID-19 policy for employees and volunteers; and

**WHEREAS**, there is now a need to strike the section regarding COVID-19 testing; and

**WHEREAS**, there is now a need to amend section two so that time off applies to both primary vaccination and booster shots; and

**WHEREAS**, the coronavirus disease 2019 (COVID-19) is caused by a virus that spreads easily from person to person and can result in serious illness or death, and has been classified by the World Health Organization as a worldwide pandemic; and

**WHEREAS**, on February 29, 2020, Governor Inslee issued Proclamation 20-05, proclaiming a state of emergency as a result of COVID-19; and

**WHEREAS**, on March 13, 2020, the President of the United States issued a proclamation declaring COVID-19 a national emergency; and

**WHEREAS**, on March 19, 2020, the District declared a state of emergency; and

**WHEREAS**, COVID-19 vaccines are effective in reducing infection and serious disease, and widespread vaccination is the primary means to protect everyone, including persons who cannot be vaccinated for medical reasons, youth who are not eligible to receive a vaccine, immunocompromised individuals, and other vulnerable persons; and

**WHEREAS**, COVID-19 vaccines have been available in Kitsap County from December 2020 to the present, and since April 15, 2021, all Washingtonians over the age of 16 have been eligible to receive COVID-19 vaccines for free; and

**WHEREAS**, COVID-19 vaccines were evaluated and found to be safe and effective in clinical trials involving tens of thousands of participants and met the U.S. Food & Drug Administration's rigorous scientific standards for safety, effectiveness, and manufacturing quality needed to support Emergency Use Authorization; and, to date, more than 599 million doses of COVID-19 vaccines have been given in the United States with approximately 508,000 of those doses administered in Kitsap County, and serious safety problems and long-term side effects are rare; and

**WHEREAS**, the Pfizer-BioNTech vaccine was granted full approval by the FDA effective August 23, 2021, for individuals 16 years of age and older; and

**WHEREAS**, the Pfizer-BioNTech vaccine has been granted Emergency Use Authorization by the FDA effective May 10, 2021, for individuals 12-15 years of age; and

**WHEREAS**, the Pfizer-BioNTech vaccine has been granted Emergency Use Authorization by the FDA effective October 29, 2021, for individuals 5-11 years of age; and

**WHEREAS**, the Board believes it is the duty of every employer to protect the health and safety of its employees and volunteers by establishing and maintaining a healthy and safe work environment and by requiring all employees and volunteers to comply with health and safety measures; and

**WHEREAS**, on July 6, 2021, the Office of Legal Counsel of the United State Department of Justice issued a legal opinion stating that governments were not prohibited by federal law from imposing vaccine mandates, including vaccines authorized under FDA Emergency Use Authorizations; and

**WHEREAS**, COVID-19 continues to spread, threatening the life and health of persons in Kitsap County and the City of Bainbridge Island, in particular those who remain unvaccinated; and

**WHEREAS**, this Resolution 2022-08 dated July 21, 2022 is authorized to replace and supersede Resolution 2022-04 dated February 17, 2022 which replaced and superseded Resolution 2021-08 dated December 2, 2021,

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, based on the foregoing recitals and the continued existence of a state of emergency as declared via motion at the March 19, 2020 regular Board meeting, as follows:

1. Vaccine Mandate. No employee or volunteer of the Bainbridge Island Metro Park & Recreation District ("District") (each a "Worker" and collectively "Workers") may engage in any work for the District after December 20, 2021, if the Worker has not, on or before that date, (i) been fully vaccinated against COVID-19 with a vaccine that is approved, on an emergency or full basis, by the FDA and (ii) provided proof thereof to the District. Any Worker who has not satisfied both (i) and (ii) above by December 21, 2021, will be suspended without pay, terminated from employment, or otherwise released from service unless the Worker is granted an exemption as provided in Section 4 below. Any applicant who has not provided proof that they have been fully vaccinated, who has not received an exemption from the Vaccine Mandate shall not be eligible for hire or service as volunteer. A Worker will be deemed fully vaccinated fourteen or more days after completion of the primary series of an FDA-authorized COVID-19 vaccine.
2. Costs and Time Off for Vaccination and/or Booster. If a Worker is charged for administration of the vaccine, they may submit a request to the Human Resources Division for reimbursement. A Worker who requests time off to get vaccinated and/or boosted shall be granted a paid half-day off for each required dose, and, if need be, up to two paid days off to recover from adverse effects of the vaccination and/or booster, which time off shall not reduce any accrued sick or vacation leave.
3. Proof of Vaccination. Acceptable proof of vaccination against COVID-19 includes the following: (i) a copy of the CDC COVID-19 Vaccination Record Card or clearly legible photo of the card; (ii) documentation of vaccination from a healthcare provider or electronic health record; (iii) public health, tribal or state immunization information system record; or (iv) a copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s). The District retains the right, in its sole discretion, to determine which form of proof of vaccination is acceptable to the District. Personal attestation is not acceptable proof of vaccination.
4. Exemptions from Vaccine Mandate.
  - a. A Worker is temporarily exempt from the Vaccine Mandate if medical necessity requires a delay in vaccination. The Worker must provide the District with written verification of such

medical necessity, which shall include an estimate of when the medical necessity will end, signed by a licensed healthcare provider.

- b. A Worker is exempt from the Vaccine Mandate if all FDA-authorized COVID-19 vaccines are medically contraindicated for the Worker. The Worker must provide the District with written verification of such contraindication signed by a licensed healthcare provider.
  - c. A Worker is exempt from the Vaccine Mandate if they are entitled, under the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Washington Law against Discrimination, and/or any other applicable law, to a disability-related or a sincerely-held-religious-belief accommodation. To request a disability-related accommodation, and to enable the District to evaluate the request, a Worker must, on or before December 13, 2021, (i) fill out and submit a request form provided by the District setting forth certain information related to the disability and accommodation and (ii) if requested by the District and to the extent permitted by law, submit a form provided by the District that is filled out and signed by a licensed healthcare provider. To request a sincerely-held-religious-belief accommodation, and to enable the District to evaluate the request, a Worker must, on or before December 13, 2021, fill out and submit a request form provided by the District setting forth certain information related to the religious belief and accommodation. The medical and request forms for disability-related and sincerely-held-religious-belief accommodations shall be made available to Workers by posting the forms on the District's website and by having hard copies in the Human Resources Division. Each request for accommodation shall be reviewed by a committee comprised of the Administrative Division Director, Parks Services Division Director, and Recreation Division Director ("Review Committee"). The Review Committee shall evaluate the request and make a written recommendation to the District's Executive Director, who will review the Review Committee's recommendation and issue a written decision, which shall not be grievable.
5. Face Coverings. Workers will at a minimum follow current federal and/or state guidelines regarding face coverings.
  6. Diagnosis or Positive Test. Workers must promptly notify the District if they receive positive COVID-19 test results or are diagnosed with COVID-19 by a licensed healthcare provider. Regardless of vaccination status, if a Worker receives positive COVID-19 test results or is diagnosed with COVID-19 by a licensed healthcare provider, the Worker will immediately be removed from the workplace until the Worker: (i) receives negative results on a COVID-19 nucleic acid amplification test (NAAT) following positive results on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; (ii) meets the return to work criteria in CDC's "Isolation Guidance"; or (iii) receives a recommendation to return to work from a licensed healthcare provider.
  7. Record Keeping. The District shall maintain a record of each Worker's vaccination status and must preserve acceptable proof of vaccination for each Worker. The District shall maintain a roster of each Worker's vaccination status. These records and roster are considered to be Worker medical records and shall be maintained as such in accordance with applicable laws and regulations.
  8. Resolution Not Applicable to Certain Volunteers. This Resolution is not applicable to individuals who provide volunteer services for the District entirely outdoors on a short-term basis ("Outdoor Volunteers"). Examples of such volunteer opportunities include, without limitation, work parties, short-term service projects, and special events. Outdoor Volunteers do not have to provide proof of vaccination. Outdoor Volunteers will at a minimum follow current federal and/or state guidelines regarding face coverings. The District will not maintain any records or rosters of COVID-19-related information for Outdoor Volunteers.
  9. Severability. Each provision of this Resolution is severable and does not apply to the extent that compliance therewith would violate (i) any U.S. or Washington constitutional provision; (ii) federal laws or regulations; (iii) any conditions that apply to receipt of federal funding; (iv) state or local laws or regulations; or (v) applicable orders from any court of competent jurisdiction.

**PASSED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 21 day of July, 2022, the undersigned commissioners being present.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

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

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

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

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

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

## 2023 Budget Schedule

Task	Due By
Budget Forecast review with Leadership/Goal setting	august
Leadership CIP review with Leadership to establish 2023 CIP projects	august
Decisions on COLA recommendations to board etc.	8/1/22
Skye reviews recommended IT budget with Leadership	8/18/22
Detailed information of projected revenue and expenses turned into Division Directors for review	8/25/22
Budget request for additional funds or one time purchases due to Amy	8/29/22
CIP review with Leadership to establish 2023 CIP projects	8/30/22
Bryan/Dan/Mark review recommended vehicle replacement plan with leadership	8/30/22
Division Directors turn in all budget information to Amy	9/7/22
Leadership review initial budget based on DD information	9/8/22
information on tax revenue from county-approximately	9/15/22
<b>Review and finalize budget goals with board</b>	<b>10/6/22</b>
Terry -follow up from Goals meeting. Make changes or updates as necessary	10/7/22
Packet to Helen for Board work session	9/29/22
Health ins./Liability Ins. Estimates	mid sept
<b>Work Session - After Board Meeting</b>	<b>10/20/22</b>
Follow up from Work session make changes as necessary-Amy	10/21/22
Packet to Helen for Board First reading	10/28/22
<b>1st Reading bd meeting</b>	<b>11/3/22</b>
All Staff Meeting (benefit review)	November
Packet to Helen for Board Final Reading	11/11/22
<b>2nd reading bd meeting</b>	<b>11/17/22</b>
Budget to County	11/30/22