

## AGENDA

**Bainbridge Island Metropolitan Park & Recreation District  
Regular Board Meeting 6:00 pm  
Board Work Session 7:00 pm  
Thursday – October 20, 2022**

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

**6:00 pm:** Regular Board Meeting (agenda below)

**7:00 pm:** Board Work Session: Topic – 2023 Budgets

**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 September 15, 2022  
Special Board Meeting of September 29, 2022
- 30.2 Financial: Approval of vouchers and payroll.

**40. GENERAL BUSINESS**

- 40.1 Resolution 2022-12:  
Petty Cash Swenson (10 min)  
**Action:** Motion to approve.

**50. DIRECTOR'S REPORT**

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

11/03/22	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
11/17/22	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
12/01/22	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
12/15/22	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
01/05/23	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 September 15, 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.

**ADJUSTMENTS TO AGENDA:** Items 40.3 and 40.4 regarding the amended 2022 General Fund and Capital Improvement Fund budgets were removed from the agenda.

**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.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Mary Dombrowski said the Fort Ward Neighborhood Association paid for three benches on Park District property in the Fort Ward area. Two of those benches have shrubbery growing close to them and she requested that it be trimmed back. Commissioner DeWitt suggested that Mary Dombrowski contact Park Services Division Director Dan Hamlin as that is an operational issue.

Mary Meier, Executive Director of the Bainbridge Island Parks & Trails Foundation, thanked the Park District for support on two recent events BIPTF hosted.

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon hearing there were no corrections to the minutes of the September 1, 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
09/09/22	001 General Fund 300 Capital Improvement Fund	23601-23659	192,620.14	09/09/22

**GENERAL BUSINESS**

**FORT WARD PLAYGROUND:** Park Services Division Director Dan Hamlin said the last time this topic was on a board meeting agenda the board asked the Fort Ward community to get together to discuss what they wanted. The Fort Ward community has done so, and community members are going to speak tonight regarding results of a survey and a community meeting.

Caitlin Lombardi spoke about how word was spread around the community via flyers on doors and on the Fort Ward community Facebook page for the neighborhood survey. 140 responses were received from 108 households. When asked if they support the idea of a community playground in Fort Ward, 76.5% of respondents answered positively and 12.1% of respondents answered negatively. When respondents were asked if they would use a community playground in Fort Ward, 60.7% of responses were positive and 28.6% were negative. There are more people who agree with the idea to have a playground than there are people who would use it. Regarding location preference, the survey responses indicated the Fort Ward Parade Grounds as the preferred location for a playground. The point of the survey was to let everyone have a voice,

and she hopes the survey results convey those voices. As a person who lives directly on the Fort Ward Parade Grounds, Caitlin Lombardi pushed back against the idea that it is anyone's backyard, it is public land.

JD Sumsky said the Fort Ward neighborhood held a meeting to discuss the potential playground on September 11 and approximately 30 neighbors were in attendance. The consensus at the meeting was that there is broad support in the neighborhood for a playground but there was no consensus on a location.

Commissioner Janow thanked the Fort Ward community members for being engaging and said it is the best first step.

Mary Dombrowski said she is in favor of a playground on the Fort Ward Parade Grounds. She is against the idea of a playground in the upper area of Fort Ward Park due to danger from wild animals.

Jessica Malouf said she is passionate about having a playground in Fort Ward where meaningful connections with neighbors could be made. She thinks the Fort Ward Parade Grounds is the ideal location for the playground.

Jim Brumley said at the Fort Ward community meeting that most people wanted the playground to be built in upper Fort Ward Park. He said that wild animals are everywhere in the neighborhood, not just in the upper Fort Ward Park area.

Karen Brumley said she thinks there is a civic responsibility to both provide play places for children and to protect and preserve history. The Fort Ward Parade Grounds is historical, and she would like it to be preserved. The noise from a playground on or adjacent to the Fort Ward Parade Grounds would be very impactful on those who live nearby to the playground. She said no playground is worth breaking a community.

Heather Berse said it hurts her heart that the unanimous support for a playground at the upper Fort Ward Park site at the Fort Ward community meeting is not being conveyed. She proposed two additional potential playground sites in Fort Ward Park. She said if there is anyway to reduce the feeling that the community is being split she is in favor of that.

John Ley said he was informed after the Fort Ward community meeting, that he did not attend, that there was a consensus on the upper Fort Ward Park site. He said to put a playground on or adjacent to the Fort Ward Parade Grounds will degrade the area, which is historical. He said this issue is not about children, it is about the convenience of adults. He said that a playground will devalue the adjacent properties. He is in support of the upper Fort Ward Park site.

Thomas Dildine said he was at the Fort Ward community meeting and echoed the comments that there was a consensus at the meeting for the upper Fort Ward Park site. He has heard concerns about wildlife at the upper Fort Ward Park site but asserts that wild animals are all over the neighborhood, including the Fort Ward Parade Grounds. He is concerned about the historical value of the area which he says will complicate permitting. He works from home and is concerned that a playground near his home will compromise both his and his wife's ability to make a living.

Grant Morgan said conversations around playgrounds should be positive. There was close to a consensus at the Fort Ward community meeting for the upper Fort Ward Park site. If that site was chosen he would encourage traffic calming measures for safety. He is concerned about keeping the playground project moving forward quickly and preserving community harmony.

Mike Sumsky is in support of a playground but does not want it to divide the community. He has concerns with traffic for the upper Fort Ward Park site.

Charlie Olson said he is in support of a playground on the Fort Ward Parade Grounds. He thinks the upper Fort Ward Park site is a dangerous spot to put a playground due to the amount of people, wildlife, and falling trees. In the last year he happened upon a potential homeless camp in Fort Ward Park, and he does not want to put kids in an area like that.

Jess Morgan said it is important to be clear that there was a lot of support for the upper Fort Ward Park site at the Fort Ward community meeting. She emphasized that there were only 20-30 people at the meeting which represents about 1/5 of the people who responded to the survey. She said consensus does not mean that everyone is going to be happy, and that should not stop the process from moving forward. They are willing to accept a decision from the board for the safest, most visible, and most respectful location.

Laura Hemphill said the upper Fort Ward Park site should be added to an additional survey. In terms of the upper Fort Ward Park site, she thinks it is very dangerous. She supports a playground on the Fort Ward Parade Grounds. She said the lots in the Fort Ward neighborhood are very small and that if you moved into the community expecting a quite life that is unrealistic.

Caitlin Lombardi said that she would encourage the people who are concerned about noise or traffic to visit the other tot lots on the island. Her kids are already on the Fort Ward Parade Grounds every day screaming. Right now, the Fort Ward Parade Grounds are being used as an off-leash dog park and a place where kids share and leave toys; she thinks if there was a vote today no one would say this is what they wanted for the space. The Fort Ward Parade Grounds does not only have military history, but it also has indigenous history.

JD Sumsky said that there was not a consensus at the Fort Ward community meeting on the upper Fort Ward Park site. From her perspective the decision should be made on serving the whole community and the greater good. She hopes the board will conclude that the Fort Ward Parade Grounds is the best location.

Thomas Dildine said there would be disproportionate impacts to himself, and other people close by if a playground were to be built on the parcel adjacent to the Fort Ward Parade Grounds. He does not mind current use of the Fort Ward Parade Grounds but putting a playground ten feet from his home would concentrate the noise.

Loanne Harmeling said she lives right next to the Madison Tot Lot, and she enjoys hearing kids playing. While she is sympathetic, she thinks that having kids playing next door is a non-issue.

Commissioner DeWitt thanked everyone for their comments and said there will be further deliberation on the subject and that no decision will be made tonight.

**MEETING ADJOURNED** to a five-minute recess at 7:11 pm with announced time to reconvene at 7:16 pm. **MEETING RECONVENED** at 7:16 pm.

Commissioner DeWitt suggested the board direct staff to come back to a future board meeting with updates and a possible recommendation for a location. Commissioner Goodlin said that his priority to the staff would be to avoid being too close or too far away from houses. Commissioner Janow said that staff should come back to the board with a list of pros and cons for the different site options. Commissioner Kinney suggested that the next time this topic is on the agenda that it be an action item rather than for discussion only.

**WASHINGTON RECREATION & PARK ASSOCIATION SEEK GRANT PRESENTATION:** Active Adult Program Manager Sue Barrington said she is here to talk about the SEEK grant for 2022 received by the Park District. The SEEK grant is a reimbursable grant for agencies providing summer experiences and enrichment for kids. Due to the diversity of programming at the Park District there were three separate requests for funding. The first request was for teen programming including Student Conservation Corps and Trails Crew. The second request was for outdoor programming and included funding for special events. The third request was to support youth programming. Three videos about the three request areas were shared at the meeting. Sue Barrington said the funding that initiated the SEEK program was from COVID-19 relief funds from federal sources. The SEEK grant program facilitators are going to try to secure ongoing funding for the program through the Washington State legislature. To help their cause, they requested all agencies receiving funds

this year document where the funds are going, which is why the videos were created. Through Work Ready Bainbridge, a Bainbridge High School student was able to work on these videos with the help of a professional videographer hired by the Park District. Commissioner Janow thanked them for making the videos which reflect the agency in such a positive, warm, and loving way. Sue Barrington said the final reports are due September 30 and once those are submitted and accepted the \$500,000 grant will be received by the end of October. It has been a real honor to champion the work of the Park District and the work of her colleagues who do amazing things every day and are unsung heroes. Commissioner DeWitt thanked Sue Barrington for her work on this and her dedication and service to the Park District. Recreation Division Director Mark Benishek thanked Sue Barrington for her dedication to this project.

### **DIRECTOR'S REPORT**

Park Services Division: Park Services Division Director Dan Hamlin said that the Hillside Shelter was reroofed, and work continues on cabin 5 at Fay Bainbridge Park. There was a meeting for the user groups regarding the artificial turf field proposal at Strawberry Hill Park. Ballfield work will begin soon, permission was received from the board to spray this fall. Senior Planner Perry Barrett said the permitting has been submitted to the City of Bainbridge Island for Williams-Olson Park. He had a walk through with the consultants doing the Department of Ecology site clean-up at Blakely Harbor Park.

Recreation Division: Recreation Division Director Mark Benishek said that the Aquatic Center is busy with fall programming launching. Staff is continuing to develop the winter/spring catalog. Recreation Superintendent Bryan Garoutte said this month is the first anniversary of the opening of Bainbridge Island Recreation Center. There is an open house coming up with opportunities for the public to engage and tour BIRC. Almost all fall gymnastics classes are full. Post summer camp clean-up and organization is underway. The Teen Center is experiencing solid participation.

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

September 29 there will be a special board meeting. There will be a board work session on October 20.

### **BOARD MEMBER ITEMS:**

- Commissioner Janow said she attended the recent Bainbridge Island Parks & Trails Foundation meeting.
- Commissioner Janow attended a Bainbridge Island Parks & Trails Foundation fundraiser last Saturday.
- Commissioner Goodlin asked fellow board members to approve an agenda item for the next board meeting regarding the board considering making a project for Aquatic Center improvements. His aspiration is to have a replacement pool built for the competition pool, and while there is no specific project yet, it would be a general improvements fund including for a new pool. He said if a project is created the Bainbridge Island Parks & Trails Foundation could start to accept donations for it. Commissioner Kinney asked how far along a project must be before that can be done. Commissioner Janow said without a location or any viable situation for a new pool to be built she thinks it is unfair to start accepting money. Commissioner Goodlin said in 2017 or 2018 the board decided to investigate replacing the Ray Williamson pool and had a study done, this has been a long process. He has had several people approach him about how to donate. He thinks this would be a quiet start for something that will need a lot of fundraising. There are people willing to start contributing and he thinks it would just need to be made clear to the donors that donations are for future improvements or a new pool. Executive Director Terry Lande said one of the things that would have to happen would be a conversation with the BIPTF to see if it is a project they want to take on. Commissioner Janow said it sounds more like a fund with a use to be determined rather than a project on which there is board consensus. Terry Lande said he thinks the question becomes whether the board will accept a new project to be fundraised for. Commissioner DeWitt said if there is a general fund for the Aquatic Center and the donors' money does not get used for a new pool, donors could potentially get upset. He thinks it

would have to be made very clear that the money could go to something other than a new pool. Commissioner Goodlin said there would have to be clarity, so the donors are aware of the parameters of the fund. Because it is a big lift to fundraise that much, and people are willing to donate, there is a benefit to beginning. BIPTF Executive Director Mary Meier said generally BIPTF does not like to start fundraising until there is a clear scope of work and budget established. She asked that the Park District come to BIPTF with a defined ask so a decision can be made. Commissioner Kinney said there is pool maintenance, pool improvements, and the possibility for a future new pool. How much money should go towards improvements will depend on how long the Ray Williamson pool is going to last, which is being evaluated currently. He thinks that the board should wait until the Park District has that report. Commissioner Janow said fundraising does not have to go through the BIPTF, another non-profit could fundraise. Commissioner Goodlin said the process for a replacement pool has stagnated and he does not know how to get it started unless first steps are taken. Terry Lande said that three project choices were developed, 25-meter, 33-meter, and 50-meter pools and the board decided they did not want to go out for a bond for the next several years. The project has not stagnated, it was deliberately tabled by the board until the board decides to go out for a bond measure or there are donors willing to fund it. Commissioner DeWitt said that the Bainbridge School District has told the Park District that they will not consider a new pool until their master plan is complete. Commissioner Goodlin said there is need for a competition pool and if it cannot happen at the Aquatic Center then it is time to start looking at other options. Terry Lande said not only is there the cost to build a new pool, but the cost to operate it that must be addressed before a new pool is built. Commissioner DeWitt said another thing to keep in mind is the appetite of Bainbridge Island citizens for a bond measure. Commissioner Goodlin said this is a good initial discussion.

- Commissioner Goodlin said that there is a handicapped person who uses the Don Nakata pool frequently. When the Don Nakata pool was closed for maintenance this individual came to use the pool at Bainbridge Island Recreation Center and he was not satisfied with the facilities. Recreation Division Director Mark Benishek said staff has followed up with the individual.
- Commissioner Goodlin said that an email was received from Paul Bang-Knudsen about his public records request. He thinks Paul Bang-Knudsen had a good point that the Park District needs to respect that someone has good intentions when they place a public records request with the agency. He thinks the Park District should advocate for scaling back requests which is appropriate and should be done as often as possible. Executive Director Terry Lande said he does not think that anybody has disrespected the process. Terry Lande said he thinks Paul Bang-Knudsen was offended by something he said at a board meeting, which he stands by, which is that there are several reasons that people will place a public records request. Some people have sincere and rational requests, the other extreme is irrational requests aimed at getting even with the agency. He has had requestors tell him orally that they will punish the agency by placing a public records request. He never said that is what Paul Bang-Knudsen was doing. Commissioner Goodlin said that sounds right, all he wants to do is point out that the agency should be respectful. Commissioner DeWitt said he did not see anything disrespectful in the email that was sent to Paul Bang-Knudsen.
- Commissioner Goodlin said he spoke with Bainbridge Island Parks & Trails Foundation Board President Sara Tifft.
- Commissioner DeWitt said that while he was not able to attend the dedication ceremony for the new artwork at the Bainbridge Island Japanese American Exclusion Memorial, he did go down and look at it. He encourages everyone to go see it if they have not already. What impressed him the most was the transition piece onto the deck.

- Commissioner DeWitt said he attended the Bainbridge Island City Council meeting this week. The City Council voted to prepare a resolution to rename the Waterfront Trail the Charles Schmid Waterfront Trail.
- Commissioner Kinney asked if the Fort Ward Parade Grounds is a more complicated site to build a playground than the other site options. Park services Division Director Dan Hamlin said not in his opinion.

**MEETING ADJOURNED** at 8:43 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 September 29, 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:** Approval of minutes from the September 15, 2022 regular board meeting will be postponed until the October 20, 2022 regular board meeting.

**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.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Bonnie Harris lives in the Fort Ward neighborhood, near the Fort Ward Parade Grounds. She is at the board meeting on behalf of herself and many other Fort Ward residents. She asked the board to table the current proposal to put a playground on the Fort Ward Parade Grounds. She would like the help of Park District staff to facilitate a fair process that allows Fort Ward residents and neighbors to participate in the decision-making process. She feels the neighborhood has not been afforded a fair and inclusive process, causing recent discord and growing animosity in the Fort Ward community. She said there appears to be a nominal Fort Ward Neighborhood Association; however, it has not involved the whole neighborhood for at least the past ten years. She stated the Fort Ward Neighborhood Association currently does not have a neighborhood consensus to present to the board. Ms. Harris said that as far as can be determined, the Fort Ward Neighborhood Association has only two members, one of which is advocating for a playground on the Fort Ward Parade Grounds. She and her neighbors would like to be involved in the Fort Ward Neighborhood Association. Ms. Harris is not against a playground; she believes it is a great idea but not necessarily on the Fort Ward Parade Grounds and not without sufficient time for neighborhood discussion. There was a recent meeting at the Fort Ward Community Hall, however no notice was given of the meeting, but some neighbors heard about it via word of mouth. Ms. Harris was at this meeting and stated there was a majority consensus in favor of a playground but there was not a consensus on where to locate the playground. She asked the Park District board to allow time to work together with the Fort Ward Neighborhood Association and find consensus, so the neighborhood does not irreparably break apart.

John Lay thought that at a July board meeting the Park District board voted on the question of the playground on the Fort Ward Parade Grounds without an opportunity for citizens to be heard. He was upset but now understand the process better and thanked the board for their time and for helping to solve the playground problem.

Sarah Lee lives in the Fort Ward neighborhood. She personally would prefer the playground structure not be placed on the Fort Ward Parade Grounds. She provided a brief history of the Fort Ward area. Ms. Lee's concern is the historic nature of the Fort Ward Parade Grounds. It is the only military facility on Bainbridge Island on the National Register of Historic Places because of what occurred there, not just the physical structures located there. When Ms. Lee donated land to Fort Ward Parade Grounds, she hoped the property would be honored. She quoted someone who once said the fabric of public memory is very fragile. She feels it is important to preserve certain memories.

Tom Dildine is a Fort Ward resident and stated his concerns about the proposed playground on the Fort Ward Parade Grounds. He said one of the proposed playground sites has quite a bit of stormwater infrastructure. A playground on this site would impact the stormwater infrastructure which would trigger a review by the City of Bainbridge Island Historic

Preservation Commission. There are three sites under consideration for the Fort Ward playground. Two of the proposed sites occur on or adjacent to the Fort Ward Parade Grounds. All three sites occur within a National Historic District. Mr. Dildine has concerns about how stormwater runoff will be mitigated at one of the proposed sites. He also believes there would be additional cost to the Park District if stormwater infrastructure is impacted.

**BOARD CONSENT**

**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
09/12/22	001 General Fund 300 Capital Improvement Fund	23660-23679	50,918.92	09/12/22
09/21/22	001 General Fund	23680-23695	13,411.76	09/21/22

**GENERAL BUSINESS**

**RESOLUTION 2022-10: AMENDED 2022 GENERAL FUND BUDGET:** Administrative Division Director Amy Swenson shared a presentation of the 2022 amended General Fund budget. An overview of the presentation included changes to revenue: \$300,000 more than expected from the Washington Recreation & Park Association SEEK grant; increased recreation program fees across various departments; a \$30,000 increase in campground revenue, and a \$40,000 decrease in short-term rentals. Changes to expenses include: \$166,000 increase in utility and fuel costs; \$94,000 increase in insurance costs; the additional \$300,000 SEEK grant provided funding for the purchase of additional recreation equipment, supplies and part-time staff, and added Student Conservation Corps and Trails Crew sessions. Two full-time staff members were hired mid-year. The Park District is expected to have an estimated cash balance of \$3,600,000 at year-end. **MSC: Kinney/Janow: Approve Resolution 2022-10 regarding the adopted and amended General Fund budget for fiscal year 2022.**

**RESOLUTION 2022-11: AMENDED 2022 CAPITAL IMPROVEMENT FUND BUDGET:** Administrative Division Director Amy Swenson said the Capital Improvement Fund budget is accounted for by fund and by year. Two 2021 budgeted projects, the Battle Point Park pond and KidsUp! playground, were invoiced in 2022. Projects added in 2022 included the Strawberry Hill Park plan and artificial turf field design. Construction costs for Fay Bainbridge Park cabins were over budget. New tennis courts and improvements to Pritchard Park have been moved to another year. **MSC: Janow/Kinney: Approve Resolution 2022-11 to amend the Capital Improvement Fund budget for the fiscal year 2022.**

**2023 BUDGET GOALS:** Administrative Division Director Amy Swenson reviewed the Park District’s financial reserve policy. The current policy states 5% to 8% of annual revenues are to be kept in reserve. Park District management recommends at least three months of expenses be kept in reserve. Commissioner DeWitt stated setting higher reserve levels allowed the Park District to continue providing services during the last economic downturn. Amy Swenson reviewed challenges facing the Park District. The biggest challenge is the labor shortage. Several positions have not been filled and there is a lack of applicants. Youth, teen, and college age individuals are not applying for jobs as they were prior to the COVID-19 pandemic. Amy Swenson said additional challenges include the increased cost of supplies; vendors charging more; delays in delivery of equipment and supplies; increasing public records requests; high and unstable energy prices; new local and national regulations fostered by climate change; and increased community demand on the Aquatic Center, facilities, and all other program areas. Goals to address the labor shortage faced by the Park District include possibly increasing the employee health benefits subsidy to attract new full-time hires; maintain competitive wages; maintain the Cost-Of-Living Adjustment (COLA) close to the Consumer Price Index so wages are not eroded by inflation; maintain proper staffing levels; and provide work/life balance. Options under consideration to retain and attract staff include tuition assistance; professional

development and training; reduction of Park District fees for individuals who participate on Park District teams. Commissioner Kinney said the Park District might consider a transportation/fuel subsidy as an employment perk to draw off-island residents. Commissioner Janow stated she is in favor of a COLA and a livable wage for Park District employees. Commissioner Kinney said staff retention is important and with inflation over 8% anything less than a 7-8% COLA increase in pay amounts to a pay cut. Amy Swenson said to address climate change the Park District could hire a forester and continue efforts to conserve and reduce energy usage. Community member Bonnie Harris suggested providing electric bicycles to Park District employees. Commissioner Goodlin asked if there is interest in providing electric vehicle charging stations at Park District locations. Executive Director Terry Lande said currently no research has been done on the cost of a vehicle charging station, but it will be researched in the future. Amy Swenson said the goal for public records requests is to make the process as smooth as possible. Park District staff is looking into records management software, a better record storage facility, and assigning a back-up staff member to fill in for vacation or illness. To reduce energy costs the Park District may research solar options and heat pumps to conserve fuel/energy as much as possible. To address the increased community demand on Park District services, options include increased staffing, managing activity/class waitlist differently, increasing class sizes safely, and utilizing existing facility space differently or finding additional facility space. 2023 Park District Capital Improvement Fund projects include Ray Williamson pool renovations; Strawberry Hill Park bike, skate, and dog park and artificial turf field plans; Eagle Harbor sail float replacement; address pickleball and tennis court demand; restroom maintenance/repair at Fay Bainbridge Park and Battle Point Park; and deferred maintenance.

Commissioner DeWitt asked the commissioners to state their wish list items for the 2023 budget. Commissioner Janow would like to see the projects mentioned come to fruition. Commissioner Goodlin said some island residents would like to see an asphalt apron installed at the transition from gravel parking lot to street pavement at Pritchard Park and Hidden Cove Park to keep gravel from spilling onto the road, which can be a hazard to bicyclists. Commissioner Swolgaard would like to see restrooms repaired or replaced at Gazzam Lake Nature Preserve and the Grand Forest west trail system and increased parking at Grand Forest west. Park Services Division Director Dan Hamlin said two restrooms have been ordered. The Grand Forest west parking area will be surveyed prior to submitting a permit for additional parking to the City of Bainbridge Island. Commissioner Kinney said he has no additional items to add so as not to overburden the staff. Commissioner DeWitt would like to see trail improvements to the main trails in Grand Forest west making the trails safer for people with mobility impairments or using a wheeled conveyance. Commissioner Goodlin suggested pulling the Sakai Park plan and reproposing the plan with the City of Bainbridge Island. He imagines a small development at Sakai Park such as tennis and/or pickleball courts, a play area, and picnic shelter. Executive Director Terry Lande said Park District staff will be notifying the City of Bainbridge Island to withdraw the Sakai Park plan.

## **DIRECTOR'S REPORT**

Recreation Division: Recreation Division Director Mark Benishek recognized the recreation staff for their work on fall programming. Staff is finishing up the first draft of the winter/spring catalog. Active Adult Program Manager Sue Barrington is finalizing the report for the Washington Recreation & Park Association SEEK grant. Sue Barrington is retiring September 30, 2022. The Aquatic Center's Bainbridge Island Swim Club youth swim team had an intrasquad meet last weekend. Preparations are moving forward for the BAMfest swim meet October 9. Recreation Superintendent Bryan Garoutte said the Bainbridge Island Recreation Center is running well. Tennis Coordinator Dayna Guizzetti is trying to get more people interested in the new high tech tennis ball machine. Gymnastics classes are going strong. After school clubs and pottery classes are doing well. The chess club has 132 young members. Angela Winks was recently hired as a Senior Recreation Instructor for Fitness and Exercise. A second round of interviews will be held next week for the Outdoor Recreation Program Manager position. Teen night at BIRC is October 14.

Park Services Division: Park Services Division Director Dan Hamlin said the Park District staff is gearing up for the Haunted Hayride event in late October. The Park District has been loaned a broadcast herbicide sprayer for turf application which will result in a quicker and safer treatment at all ballfields. Once the herbicide application is completed the remaining fall ballfield preparations will occur including aerating, top dressing, seeding, and fertilizing. Dan Hamlin said the City of Bainbridge Island informed him that they need to do a wetland study and permit on the farm trail. Park District work on the farm trail will be delayed by months. Senior Planner Perry Barrett said a shoreline and building permit was submitted as directed by the City of Bainbridge Island for Williams-Olson Park. This includes the landscape plan, geotechnical plan, vegetation plan, site plan, and FEMA report. Perry Barrett provided a letter of support for the Bainbridge Island Parks & Trails Foundation which has requested a Lodging Tax Advisory Committee (LTAC) grant for trail mapping and their annual fundraiser. The remaining condition of the Bainbridge Island Japanese American Exclusion Memorial capital grant that the Park District hosts is a records retention requirement.

**UPCOMING MEETINGS & EVENTS:** No regular board meeting on October 6, 2022. On October 20, 2022 there will be a regular board meeting followed by a work session related to the 2023 budget.

**BOARD MEMBER ITEMS:**

- Commissioner Kinney stated that it is worth considering a fuel subsidy for Park District staff to pay \$0.25 per mile for a staff member's commute from their residence to their worksite.
- Commissioner Janow attended the Farmers' Market two weeks ago and received positive comments about the new Park District trails map. She went to the recent open house at Bainbridge Island Recreation Center which was well attended. The final Walk with the Commissioners was cancelled but it will resume in the spring.
- Commissioner Goodlin has a meeting scheduled with Mark Emerson of the Bainbridge Island School District board in a couple of weeks.
- Commissioner DeWitt said the Waterfront Trail is now officially the Charles Schmid Waterfront Trail. The Bainbridge Island City Council approved the resolution renaming the trail the night before last.
- Commissioner DeWitt expressed his and the board's appreciation of the hard work retiring Active Adult Program Manager Sue Barrington has done.

**MEETING ADJOURNED** at 7:30 pm.

Betty Mirkovich  
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 2022-12**

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

**WHEREAS** the petty cash and change funds for the Bainbridge Island Metropolitan Park & Recreation District were established in Resolution 2007-02 on April 12, 2007, and have been updated periodically since then with the most recent update occurring on March 3, 2022 at which time Resolution 2022-05 was adopted; and

**WHEREAS** there is need now to close the petty cash and change funds for the Bainbridge Island Recreation Center, Administrative Front Office, and Special Events; and

**WHEREAS** there is need now to change the custodian for the petty cash and change funds for Open Gym Gymnastics and Open Playtime Gymnastics Transmitter Building to Gymnastics Program Manager Jason Balangué;

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

<u>Petty Cash and Change Fund Name:</u>	<u>Amount:</u>	<u>Custodian:</u>	<u>Last Time Revised:</u>
Open Gym Gymnastics	100.00	Jason Balangué	Res 2022-12
Open Gym Sports	20.00	Julie Miller	Res 2007-02
Aquatic Center Cash Box	450.00	Marjorie LeMaster	Res 2019-01
Aquatic Center Drawer 1	57.50	Marjorie LeMaster	Res 2008-05
Aquatic Center Drawer 2	57.50	Marjorie LeMaster	Res 2008-05
Open Playtime Gymnastics Transmitter Building	100.00	Jason Balangué	Res 2022-12
Teen Center	200.00	Bryan Garoutte	Res 2019-01

This Resolution 2022-12 dated October 20, 2022 is authorized to replace and supersede Resolution 2022-05 dated March 3, 2022, and all prior resolutions pertaining to petty cash and change funds.

**PASSED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of October, 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 Proposed Budget

### GENERAL FUND

### INCOME AND EXPENSE

	Amended Budget 2022	Proposed Budget 2023	Difference
<b>Beginning Cash Balance</b>	3,467,000.00	3,619,912.00	152,912.00
<b><u>Revenue</u></b>			
Tax Revenue Operations	7,699,826.00	8,565,469.00	865,643.00
Administration	87,506.00	87,506.00	-
Park Services	586,285.00	498,000.00	(88,285.00)
Recreation	5,422,087.00	5,917,030.00	494,943.00
<b>Total Revenue</b>	<b>13,795,704.00</b>	<b>15,068,005.00</b>	<b>1,272,301.00</b>
<b><u>Expenses</u></b>			
Administration	2,992,049.00	3,103,950.00	111,901.00
Interfund Transfers	1,180,000.00	2,680,000.00	1,500,000.00
Park Services	3,094,676.00	3,156,130.00	61,454.00
Recreation	6,376,067.00	6,924,545.00	548,478.00
<b>Total Expenses</b>	<b>13,642,792.00</b>	<b>15,864,625.00</b>	<b>2,221,833.00</b>
<b>Excess or (Deficiency) of</b>			
<b>Revenue over Expenditures</b>	152,912.00	(796,620.00)	(949,532.00)
<b>Estimated Ending Cash</b>	3,619,912.00	2,823,292.00	(796,620.00)

# Bainbridge Island Metro Park and Recreation District Capital Improvement

2023 Proposed Capital Improvement  
Fund Budget



Projects	Funding	Capital or Deferred Maint	FY23	FY24	FY25	FY26
1 Asphalt Improvements	General Fund	Capital	100,000			
Aquatic Ray Replacement Pool						
2 Upgrades	General Fund	Capital	300,000	500,000	300,000	
Aquatic Nakata steel truss re-						
3 coating	General Fund	Deferred Maint				40,000
4 Battle Point large picnic shelter	General Fund	Capital		75,000		
5 Battle Point Turf Field	General Fund	Capital				1,000,000
6 Maintenance Area Plan	General Fund	Capital				
7 BPP Bathrooms	General Fund	Capital	500,000			
Battle Point Transmitter		Large				
8 membrane roof	General Fund	Maintenance		50,000		
9 Cave Property Improvements	General Fund	Capital			200,000	

Projects	Funding	Capital or Deferred Maint	FY23	FY24	FY25	FY26
10 Eagledale shelter renovation	General Fund	Capital	20,000			
11 Eagle Dale Roof	General Fund	Capital				
12 Eagle Harbor Sail Float	General Fund	Capital		1,000,000		
13 Fay Bathroom/shower	General Fund	Capital			500,000	
14 Ft Ward Shelter	General Fund	Capital				50,000
15 Grand Forest Parking Expansion	General Fund	Capital	25,000	50,000		
16 Hidden Cove Shelter	General Fund	Capital				
17 Island Center Hall Heat	General Fund	Capital		25,000		
18 Island Center Hall Septic	General Fund	Capital		25,000		
19 Meigs trails corridor trail construction	General Fund	Capital		85,000		
20 Gideon Playground Improvements	General Fund	Capital				50,000
21 Pt White Pier	General Fund	Capital			250,000	
22 Pritchard Park improvements	General Fund	Capital				
23 Sakai Improvements	General Fund	Capital				200,000
24 Seabold Playground	General Fund	Capital		20,000		
25 Seabold Roof Replacement	General Fund	Capital				40,000

Projects	Funding	Capital or Deferred Maint	FY23	FY24	FY25	FY26
26 Seabold Foundation	General Fund	Capital		25,000		
27 Strawberry Hill Skate Park Improvements	General Fund	Capital	25,000			
28 Strawberry Bike area	General Fund	Capital	25,000			
29 Strawberry Hill Turf Field	General Fund	Capital	1,500,000			50,000
30 Tennis Court	General Fund	Capital	200,000			
31 SH Skate bowl Painting	General Fund	Capital Large Maintenance		25,000		
32 SH Snack Shack roof	General Fund	Capital Large Maintenance				25,000
33 Tennis Court Resurface	General Fund	Capital			60,000	
34 Williams Shelter	General Fund	Capital	20,000		10,000	
35 TOTAL GENERAL AND LID LIFT FUNDING			2,715,000	1,880,000	1,320,000	1,455,000
36						
37 Aquatic - Nakata Liner	Settlement	Capital	250,000			
38 Battle Point Turf Field	Grant	Capital				500,000
39 Fort Ward Play Ground	Grant	Capital	50,000			
40 Moritani Habitat	Grant/Donations /BI Parks	Capital	10,000	10,000	10,000	10,000

Projects	Funding	Capital or Deferred Maint	FY23	FY24	FY25	FY26
41 Point White Pier	Donations	Capital			250,000	
42 RCO Grant Park Improvements (Skate Park or Eagle Harbor)	Grant	Capital		500,000		
43 Strawberry Bike area	General Fund	Capital	500,000			
44 Strawberry Hill Snack Shack	General Fund	Capital				
45 Strawberry Hill Skate Park Improvements	General Fund	Capital	500,000			
46 Strawberry Hill Turf Field	General Fund	Capital	500,000			50,000
47 Tennis courts	donation	Capital	200,000			
48 Williams	Grant/Donations /BI Parks	Capital	130,000			
49 TOTAL OTHER FUNDING			2,140,000	510,000	260,000	560,000
50						
51 TOTAL ALL PROJECTS			4,855,000	2,390,000	1,580,000	2,015,000.00