

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – January 5, 2023

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 December 15, 2022
- 30.2 Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1 Board Officers DeWitt (10 min)
Action: Motion to approve 2023 board officers.
- 40.2 Board Committees and Liaisons DeWitt (10 min)
Action: Motion to approve 2023 board committee members and liaisons.
- 40.3 Resolution 2023-01: Electronic Bidding Swenson (10 min)
Action: Motion to approve.

50. DIRECTOR'S REPORT

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

| | | | |
|----------|-----------------------|------|-------------------------------------|
| 01/19/23 | Regular Board Meeting | 6 pm | Bainbridge Island Recreation Center |
| 02/02/23 | Regular Board Meeting | 6 pm | Bainbridge Island Recreation Center |
| 02/16/23 | Regular Board Meeting | 6 pm | Bainbridge Island Recreation Center |
| 03/02/23 | Regular Board Meeting | 6 pm | Bainbridge Island Recreation Center |
| 03/16/23 | 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** – real estate, per RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- 110. **RECONVENE TO REGULAR SESSION**
- 120. **ADJOURNMENT**

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

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 December 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, 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.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Paul Sullivan spoke in support of outdoor tennis courts on Bainbridge Island.

Loanne Harmeling spoke in support of outdoor tennis courts on Bainbridge Island.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the December 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 |
|-------------------|--|------------------------|------------------------|---------------------|
| 12/01/22 | 001 General Fund 300 Capital Improvement Fund | 24051-24122 | 85,430.49 | 12/01/22 |
| 12/07/22 | 001 General Fund 300 Capital Improvement Fund | 24123-24174 | 100,314.38 | 12/07/22 |
| 12/14/22 | 001 General Fund 300 Capital Improvement Fund | 24175-24220 | 75,860.17 | 12/14/22 |

GENERAL BUSINESS

BIKE PARK PRESENTATION: Natural Resources Manager Lydia Roush said staff has been working with Evergreen Mountain Bike Alliance to design the mountain bike park. The bike park committee consists of the following members: John Benjes, David Maron, Kristen Lobisser, Jim Phillips, Peter Spiro, Kelly Muldrow, and Matt Cummings. Lydia Roush thanked the committee members for their work. The committee has hosted two community walk throughs of the area where the bike park will be and one more is planned. They will also be working with the Bainbridge Island Parks & Trails Foundation to fundraise. The bike park will be located on the ten-acre parcel of land to the west of Strawberry Hill Park which was donated to accommodate a bike park and to enlarge the existing dog park. The creation of the bike park will be paired with a revitalization of the forest which is degraded and in need of thinning and vegetation enhancement to restore ecological functions. Interpretive signage and Japanese architectural elements are planned to pay homage to the Hayashida family who used to own the property and farm strawberries there. Trail Project Manager Brian Tustison and Trail Builder Matt Blossom with Evergreen were introduced to speak about the project. The site has great topography for a bike park which is being designed as a family-oriented community bike park. The design is a modified stacked loop system. Features were discussed such as a start ramp and skill building features. Trail overpasses are planned for intersections. The design includes

risk mitigation through clear sightlines, fall zones, and optional features. This bike park will prepare people for riding at more advanced bike parks. Trail construction is focused on multiple things including sustainability, drainage, sight lines, and speed control. The estimated cost for building the bike park is approximately \$415,000.

Commissioner Janow asked how long the bike park will take to construct. Brian Tustison replied six to nine months, depending on volunteer support and structure design. Commissioner Janow asked how you keep people out during construction or if they are encouraged to ride during the build. Brian Tustison said the goal is to keep people out. Commissioner Goodlin asked if there will be a storm water permitting requirement. Park Services Division Director Dan Hamlin said yes. Commissioner Janow asked about the order in which things will happen. Brian Tustison said fundraising can be done concurrently with forest restoration, preliminary planning, and permitting. Commissioner Janow asked Bainbridge Island Parks & Trails Foundation Executive Director Mary Meier how long fundraising will take. Mary Meier said the bike park has a very active user group and BIPTF will be applying for grants. Dan Hamlin said the plan is to share the design with the community then bring it back to a board meeting in January for board approval. Committee member David Maron said the bike park plan is great as it addresses a wide range of user levels which will keep users coming back. The idea of creating artistically designed overpasses is very important to making it feel like a special place.

ACCEPTANCE OF TRAIL EASEMENTS: Senior Planner Perry Barrett said two trail segments consisting of three easements are being presented this evening for transfer from the Bainbridge Island Parks & Trails Foundation. The first one is the O'Donald easement adjacent to Blakely Harbor Park which goes to Tani Creek Road. The second two easements relate to the Vincent Road trail connection on the east side of Gazzam Lake Nature Preserve and the connection over to Kojima Avenue. There are transfer fees involved for the second two easements.

BIPTF Executive Director Mary Meier said that it is important to create walkable routes to public lands, and they are proud to do this work. BIPTF Projects Director Barb Trafton said that regarding the Vincent Road easement connection, one easement is the corridor trail, and one easement allows the trail to be widened to weave around trees.

Mark Hoffman spoke in support of delaying the transfer of trail easements near Gazzam Lake Nature Preserve.

Lisa Macchio said she does not support trail connections to Gazzam Lake Nature Preserve.

Dale Spoor spoke about the importance of maintaining Gazzam Lake Nature Preserve as a nature preserve.

Commissioner DeWitt said that the O'Donald easement is the finalization of a plat easement, and this puts together another piece of the trail that was promised back in 2004. His understanding of the easements presented tonight near Gazzam Lake Nature Preserve is that they do not connect into Gazzam Lake Nature Preserve. Barb Trafton said they could eventually connect to the existing Opal Ridge trail which goes into Gazzam Lake Nature Preserve. Dan Hamlin said they connect to the Vincent Road easement that was received from the City of Bainbridge Island. Commissioner Kinney said this is just a transfer of existing easements from BIPTF to the Park District and they will not yet connect a trail into Gazzam Lake Nature Preserve. Rather, they will connect to the Vincent Road easement. **MSC: Janow/Swolgaard: Move to accept the O'Donald property trail easement. MSC: Swolgaard/Goodlin: Motion to accept the two Vincent Road easements.**

DIRECTOR'S REPORT

Administrative Division: Administrative Division Director Amy Swenson said the 2020-2021 audit is underway.

Recreation Division: Recreation Division Director Mark Benishek said that winter/spring registration begins Saturday, January 7. Water fitness classes are returning to pre COVID-19 pandemic attendance levels. Holiday open swims will be held this year for the first time since 2019. The Don Nakata pool will be closed the week before New Year's for maintenance. Eagledale Pottery Studio now has a pug mill which allows staff and participants to recycle clay. All-Day Explorer Camp will

be held over winter break. Recreation Superintendent Bryan Garoutte said compliments have been received from Bainbridge Island Recreation Center members regarding the front desk staff. Ski bus staff and chaperones have been confirmed.

Park Services Division: Park Services Division Director Dan Hamlin said there was a meeting with the Bainbridge Island Land Trust this week regarding the Meigs Park trail plan. Three staff members have obtained pesticide applicator licenses. The new trucks that were ordered in 2021 have arrived. There will be a meeting with City of Bainbridge Island staff regarding the Strawberry Hill Park artificial turf field prior to the preapplication meeting. Grants received from Bainbridge Island Parks & Trails Foundation this year total about \$100,000. The consultant's report regarding the Ray Williamson pool is expected to be completed in January. Senior Planner Perry Barrett said that staff has given notice to the public regarding work planned at Williams-Olson Park.

Executive Director Terry Lande said last Saturday the Jingle Mingle event was held at Bainbridge Island Recreation Center. This Saturday will be the Frosty Paws event at the Strawberry Hill Park dog park. Staff has been working on the 2023 lineup for the Sounds of Summer concert series. Executive Services Manager Helen Stone is currently working on six public records requests.

BOARD MEMBER ITEMS:

- Commissioner Janow said that she was at the Dog Advisory Committee meeting on Tuesday, and they are working on the dog park expansion.
- Commissioner Janow attended the Bainbridge Island Parks & Trails Foundation meeting last week.
- Commissioner Janow said she went to the Eagledale Pottery Studio pottery sale.
- Commissioner Janow wished everyone happy holidays and a great New Year.
- Commissioner Kinney said last week was a difficult week regarding Bainbridge Island Swim Club. There was a meeting last Wednesday and the depiction of both his behavior and staff's behavior conveyed in the letter that was circulated after the meeting was incorrect. The BISC booster board had a meeting last night with 57 people in attendance, 55 people voted to keep the BISC booster board and two people did not vote. Executive Director Terry Lande said the two people who recently resigned from the BISC booster board are going to continue to run swim meets for BISC. In a meeting Tuesday night for BISC parents and Park District staff, BISC parents were supportive of Head Coach Kyle Harris and positive about BISC.
- Commissioner Swolgaard said he attended a Trails Advisory Committee meeting this week.
- Commissioner Swolgaard said the staff holiday party was wonderful.
- Commissioner Janow said there may be a resurgence of adult roller hockey on Bainbridge Island.
- Commissioner DeWitt asked if there has been news from the City of Bainbridge Island regarding whether they are going to require a permit for the playground on the Fort Ward Parade Grounds. Park Services Division Director Dan Hamlin said COBI is going to require a permit. Commissioner Swolgaard said that Park District's attorney should be involved as that is not in the code and the Park District has never had to get a permit for a playground before. Dan Hamlin said COBI is tying the permit to accessibility and if COBI continues down this path it may be the end of custom playgrounds.
- Commissioner DeWitt stopped by Fay Bainbridge Park and got a tour of cabin five. He said the view is incredible.
- Commissioner DeWitt complimented staff for a tree that was planted recently at Cave Family Heritage Park in memory of Tyler Peterson.

- Commissioner DeWitt asked when the preliminary report regarding the planning for the entirety of Strawberry Hill Park will be done. Park Services Division Director Dan Hamlin said he will follow up on that.

MEETING ADJOURNED to a five-minute recess at 8:16 pm with announced time to reconvene at 8:21 pm. **MEETING RECONVENED** at 8:21 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 8:21 pm for discussion of personnel with announced time to reconvene at 8:51 pm.

MEETING RECONVENED at 9:01 pm. **MSC: Swolgaard/Kinney: Approve Executive Director Terry Lande's review.**

MEETING ADJOURNED at 9:03 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 2023-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING ELECTRONIC BIDDING

WHEREAS, the evolution of law and technology now makes possible the secure use of electronic signatures and document submittal; and

WHEREAS, the passing of the Uniform Electronic Transactions Act by the 2020 Washington State Legislature more clearly makes electronic execution legally binding; and

WHEREAS, current process of personal or regular mail delivery of proposal documents has become burdensome and sometimes hinders the operation of business; and

WHEREAS, District staff anticipates that accepting electronic bids, proposal, and contract documents will significantly reduce the cost and complexity for District staff and potential bidders; and

WHEREAS, the District will utilize Municipal Research and Services Center's electronic bidding system,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that electronic bidding be adopted by the District.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 5th day of January, 2023, 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