

AGENDA

**Bainbridge Island Metropolitan Park & Recreation District
Regular Board Meeting 6:00 pm
Thursday – June 15, 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: 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.

20. PUBLIC COMMENTS

30. BOARD CONSENT

- 30.1 Minutes: Regular Board Meeting of June 1, 2023
- 30.2 Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1 Presentation Regarding Tennis and Pickleball Court Locations
Action: Possible motion to authorize Executive Director to decide locations. Lande (60 min)
- 40.2 Stemper Architecture Collaborative Update on Ray Williamson Pool Renovation
Action: Information only. Harry (15 min)
- 40.3 Contract with Stemper Architecture Collaborative
Action: Motion to approve. Keough (10 min)
- 40.4 Resolution 2023-05: Repealing Resolution 2022-08 Regarding COVID-19 Policy for Employees and Volunteers
Action: Motion to approve. Lande (10 min)
- 40.5 Executive Director Terry Lande's Vacation Leave
Action: Possible motion to reinstate vacation leave. Kinney (5 min)

50. STAFF REPORT

60. UPCOMING MEETINGS

07/20/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
08/03/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
08/17/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
09/07/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
09/21/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center

70. BOARD MEMBER REMARKS

- 80. ADJOURNMENT
- 90. ADJOURN TO EXECUTIVE SESSION IF NEEDED
- 100. EXECUTIVE SESSION
- 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

2023 Board Representatives

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

Board Liaisons

Park District Committees:
 Trails Advisory Committee
 Dog Advisory Committee

Goodlin/DeWitt
 Kinney/Janow

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

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

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING June 1, 2023
 BAINBRIDGE ISLAND RECREATION CENTER**

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

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

ADJUSTMENTS TO AGENDA: Add an executive session topic for personnel.

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

BOARD CONSENT

APPROVAL OF MINUTES:

Upon making the following revisions to the minutes of the May 18, 2023 regular board meeting, Chair Kinney stated the minutes stand approved as corrected: On page five, first paragraph, change sentence that starts on the ninth line from the bottom to read, “Commissioner Goodlin said that the Park District will need to be thoughtful about what is presented in the survey and careful that accurate costs are presented and not just an estimated cost of 90 million dollars.”

Upon making the following revisions to the minutes of the May 19, 2023 special board meeting, Chair Kinney stated the minutes stand approved as corrected: Under public comment insert last name “Fiander” after “Sabrina.”

APPROVAL OF PAYMENTS: MSC: Janow/Swolgaard: I have reviewed the following vouchers, warrants and electronic payments and move that they be approved for payment.

Batch Date	Fund Number & Name	Warrant Numbers	Total Batch Amt	Pre-Approved
04/27/23	001 General Fund	25461	380.00	04/27/23
05/02/23	001 General Fund	25462-25517	57,951.93	05/02/23
05/05/23	001 General Fund	25518	48,702.48	05/05/23
05/08/23	001 General Fund	25519-25529	17,919.54	05/08/23
05/16/23	001 General Fund	25530-25603	70,180.70	05/16/23
	001 General Fund (May Payroll)	EFT & 3120-3127	599,749.63	

GENERAL BUSINESS

SURVEY UPDATE: Senior Planner Matthew Keough said staff is taking the direction to do a community survey very seriously. Staff will be looking for a firm with experience in the pacific northwest. He said he would be happy to engage individually with board members about criteria for the scope of work. Staff will be looking for a firm that has a grounding in accurate pricing for potential projects. A strong ability to communicate the dynamic nature of funding is also needed, including the maintenance and operation of facilities. Outreach will be multi-modal to ensure all taxpayers hear about the survey and have an opportunity to participate. The firm will be relied on to advise the Park District on how to get statistically valid results. The staff needs to hear the expertise of a third party to ensure there is no bias in the survey. The Park District will encourage taxpayers to take the survey but ultimately it is the community’s survey.

COMMITTEE USE: After some discussion it was decided that the board would assess the status of current committees and the need for new committees at the first regular board meeting in January when board committee assignments are typically on the agenda.

BOARD MEETING ZOOM PROPOSAL: IT Manager Skye Carlson said starting on June 15 the Park District will broadcast board meetings online via Zoom. Meetings will be broadcast live but there will be no interaction via the online platform and the videos will not be recorded. Board meeting audio will continue to be recorded and retained by staff.

STAFF REPORT

Park Services Division: Park Services Division Director Dan Hamlin said that Monday night will be the first Fort Ward Parade Grounds playground committee meeting. There has been a fair amount of graffiti in parks and the Bainbridge Island Police Department has been responding. The Student Conservation Corps has 25 applicants for all three sessions and 18 spots will be filled per session. The Pritchard Park bench project is going well. A new maintenance coordinator for the horticulture crew has been hired.

Recreation Division: Recreation Superintendent Bryan Garoutte said recreation staff is working on the fall catalog. Fall registration will begin on Saturday, August 12. Bainbridge Island Recreation Center pool attendance has been picking up and the schedule is expanding. A new Pilates reformer instructor has been hired. The Teen Center hosted a middle school dance recently with 140 participants. The Eagledale Pottery Studio just received 6,000 pounds of clay for summer programming.

IT Manager Skye Carlson said there is a new ISP at the Aquatic Center and new cameras. Network capabilities have been increased at Fay Bainbridge Park.

BOARD MEMBER REMARKS:

- Commissioner Swolgaard asked about the status of the sail float replacement in Eagle Harbor. Senior Planner Matthew Keough said the project must get permission from the Department of Natural Resources and the City of Bainbridge Island as they are the site owners. Staff have been working with them to show their commitment to the project so the Recreation and Conservation Office grant can be secured.
- Commissioner Swolgaard said he went to his grandson's wedding in Mesa, Arizona and they had a party in a yard with not one but two pickleball courts.
- Commissioner DeWitt wished the Park District, which turned 58 on May 25, a happy belated 58th birthday.
- Commissioner DeWitt said it would be nice to have an update on solar energy opportunities at a future board meeting.
- Commissioner DeWitt said he would like to have an update on the trail status at Gazzam Lake Nature Preserve at a future board meeting.
- Commissioner DeWitt said he would be curious to know how many gymnasts there are in Park District programs that are high school aged.
- Commissioner Janow said that in the 98110 newspaper there is an article on public records requests, and she wants to recognize how much work they are and how much they cost the Park District. A good public records request makes sense, but blanket fishing expeditions are harmful on a lot of levels.
- Commissioner Janow said the Kindred Spirit mailbox is magnificent and it connects us to nature and community in such an amazing way.
- Commissioner Janow said August 4 is the Bainbridge Island Parks & Trails Foundation fundraiser.

- Commissioner Goodlin said that the board has been hearing quite a bit about pickleball and tennis at Battle Point Park. It would be nice to hear from staff at some point if there is any update on how the shared courts are going to be handled in the future. Commissioner Kinney said it will be on the agenda for the next board meeting.
- Commissioner DeWitt said the Bainbridge Island Review recently had an article saying the City of Bainbridge Island spent over \$100,000 on public record requests last year.

MEETING ADJOURNED to a three-minute recess at 7:27 pm with announced time to reconvene at 7:30 pm. **MEETING RECONVENED** at 7:30 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:30 pm for discussion of real estate, legal, and personnel with announced time to reconvene at 7:45 pm.

MEETING RECONVENED at 7:45 pm and **ADJOURNED** at 7:45 pm.

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

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

BY: _____
Dawn Janow

BY: _____
Kenneth R. DeWitt

ATTEST: _____
Tom Goodlin

RAY WILLIAMSON POOL RENOVATION: PRIORITIZED TASKS AND CONSTRUCTION SCHEDULE
 FOR THE PURPOSE OF EXTENDING BUILDING LIFE CYCLE 20+ YEARS

NO.	TASK	DURATION	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12
			IDEAL MONTHS TO DRAIN POOL ARE AUGUST AND SEPTEMBER. DO NOT DRAIN POOL FROM NOVEMBER - MAY											
			PREFERRED TIME FOR POOL CLOSURE IS LATE SPRING - FALL (outdoor pool available from May - September)											
1	MOBILIZATION	3 DAYS	█											
2	DEMOLITION AND REPLACEMENT OF ELECTRICAL PANELS	4 WKS	█	█										
3	LED LIGHTING AND CONTROLS, CABELING SUPPORT	2 WKS		█										
4	POOL DECK REPAIR, GLU LAM BEAM REPAIR, FILTER ROOM REPAIR	10 WKS			█	█	█	█	█					
5	EXTERIOR BRICK POINTING AND REPAIR, CONCRETE RAMP AND WALK REPAIRS	6 WKS		█	█									
6	DEMOLITION OF LOCKER ROOM AREA	14 DAYS			█									
7	FIRE SPRINKLER RECOATING (ALL AREAS)	2 WKS				█								
8	CLERESTORY WINDOW REPLACEMENT	4 WKS				█	█							
9	DEMOLITION OF ROOF AREA	10 DAYS					█							
10	ROOF REPLACEMENT WORK	6 WKS					█	█						
11	POOL FILTRATION SYSTEM REPLACEMENT	4 WKS					█	█						
12	POOL PIPING LINING, NEW LINER (drain pool)	4 WKS						█	█					
13	POOL CHEMICAL TREATMENT UPGRADE	3 WKS							█					
14	DEMOLITION AND REPLACEMENT OF HV SYSTEM	6 WKS							█	█	█			
15	STOREFRONT WINDOW AND DOOR REPLACEMENT (can be phased)	6 WKS						█	█					
16	LOCKER ROOM REHABILITATION (infrastructure, new construction)	10 WKS							█	█	█	█		

█ CLOSURE OF RAY WILLIAMSON POOL REQUIRED
 █ CLOSURE OF BOTH RAY WILLIAMSON AND NAKATA POOL REQUIRED

Second Amendment to Professional Services Agreement

This Second Amendment to Professional Services Agreement ("Amendment") is made on this day of June 2023, by and between BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT, a Washington special purpose district (the "District") and Stemper Architectural Collaborative, PLCC ("Contractor"). This Amendment modifies that certain Professional Services Agreement ("Agreement") between the District and Contractor dated August 4, 2022.

The District and Contractor hereby agree that the Agreement is modified as follows:

Section 1. of the Agreement is replaced in its entirety by the following:

Contractor shall provide the professional services as defined in this Agreement and as necessary to accomplish the Scope of Services attached as Attachment A dated August 4, 2022 and Attachment B dated June 15, 2023 and incorporated by this reference. Contractor shall furnish all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

Section 2.A) of this Agreement is replaced in its entirety by the following:

(X) Fixed sum: a total amount not to exceed \$591,397

Section 4.A) of the Agreement is replaced in its entirety by the following:

This Agreement shall become effective upon execution by both parties and shall continue in full force until March 1, 2026, unless sooner terminated pursuant to Section 4(B) below.

Except as modified by the First and this Second Amendment, the Agreement remains in full force and effect. If there is a conflict between the Agreement and these Amendments, collectively being the "the Addendum," the Addendum shall control.

This Addendum may be executed in counterparts, and signatures transmitted electronically shall be deemed the equivalent of original signatures for all purposes.

District

Contractor

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Attachment B (per Second Amendment)

June 15, 2023

Ray Williamson Pool Renovation - Schematic Design to Closeout Architectural and Engineering Service Contract, Second Amendment

This agreement and its attachments represent Professional Services for Schematic Design through Construction Closeout. Permitting and Bidding phases, project schedule, code review, and milestone cost estimates are included in the Scope of Work.

The fee for these Basic Services is based on the State of Washington OFM Fee Proposal Guidelines for a lump sum type contract using a Schedule B fee percentage of 11.29 plus 3% (Existing Building Renovation) = 14.29%.

- MACC \$3,160,325 x 14.29% = \$451,610

Additional Services

- Building Envelope Construction Monitoring and Inspection (pending approval) \$22,995

Direct/Reimbursable Expenses

- Travel Reimbursement (Ferry Service) \$3,000
- Courier/Reprographic Services \$2,000

This amendment indicates total amount of work performed by Stemper AC and the A/E Team.

The total fee **add service** is: **\$479,606**

Existing contract amount for Study into Schematic: \$111,791

The amount of work performed by Stemper AC and the A/E Team, now contacted for: **\$591,397**

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, REPEALING RESOLUTION 2022-08 REGARDING THE EMPLOYEE AND VOLUNTEER COVID-19 POLICY.

WHEREAS, the state of emergency declared by the State of Washington regarding the COVID-19 pandemic expired on October 31, 2022; and

WHEREAS, on November 3, 2022 the District lifted the state of emergency declared March 19, 2020 regarding COVID-19; and

WHEREAS, the Public Health Emergency regarding COVID-19 declared by the federal Department of Health and Human Services expired on May 11, 2023; and

WHEREAS, this Resolution 2023-05 dated June 15, 2023 is authorized to repeal Resolution 2022-08 dated July 21, 2022 which was authorized to replace and supersede Resolution 2022-04 dated February 17, 2022 which was authorized to replace and supersede 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 that Resolution 2022-08 be repealed effective on June 15, 2023.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 15 day of June, 2023, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

BY: _____
Dawn Janow

BY: _____
Kenneth R. DeWitt

ATTEST: _____
Tom Goodlin