

## AGENDA

**Bainbridge Island Metropolitan Park & Recreation District  
Regular Board Meeting 6:00 pm  
Thursday – September 7, 2023**

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

Remote access options for board meetings available at [www.biparks.org](http://www.biparks.org).

**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 August 3, 2023
- 30.2** Financial: Approval of vouchers and payroll.

**40. GENERAL BUSINESS**

- 40.1** Resolution 2023-06: RCO Maintenance Grant Keough (10 min)  
**Action:** Possible motion to approve.
- 40.2** Survey Regarding Major Capital Expenses Kinney (10 min)  
**Action:** Possible motion.

**50. STAFF REPORT**

**60. UPCOMING MEETINGS**

09/21/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
09/28/23	Special Board Meeting	6 pm	Bainbridge Island Recreation Center
10/05/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
10/19/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
10/19/23	Work Session	7 pm	Bainbridge Island Recreation Center

**70. BOARD MEMBER REMARKS**

**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

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**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 August 3, 2023  
 BAINBRIDGE ISLAND RECREATION CENTER**

**CALL TO ORDER:** A quorum being present, the meeting was called to order at 6:01 pm by Chair Kinney.

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

**ADJUSTMENTS TO AGENDA:** Add an executive session for litigation for twenty minutes.

**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 hearing there were no corrections to the minutes of the July 20, 2023 regular board meeting, Chair Kinney stated the minutes stand approved as submitted.

**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
06/02/23	001 General Fund 300 Capital Improvement Fund	25760-25832	89,765.42	06/02/23
06/06/23	001 General Fund	25833	44,090.24	06/06/23
06/09/23	001 General Fund 300 Capital Improvement Fund	25834-25863	91,567.41	06/09/23
06/14/23	001 General Fund	25864-25898	30,548.16	06/14/23
06/16/23	001 General Fund 300 Capital Improvement Fund	25899-25923	69,093.82	06/16/23
06/21/23	001 General Fund	25924-25960	32,087.55	06/21/23
06/28/23	001 General Fund 300 Capital Improvement Fund	25961-26016	143,900.03	06/28/23
06/30/23	001 General Fund	26017-26021	837.04	06/30/23
	001 General Fund (June Payroll)	EFT & 3128-3139	673,818.53	

**GENERAL BUSINESS**

**GAZZAM LAKE NATURE PRESERVE TO VINCENT ROAD TRAIL STATUS:** Park Services Division Director Dan Hamlin said the Park District has obtained easements through the efforts of the Bainbridge Island Parks & Trails Foundation and through the City of Bainbridge Island to connect Gazzam Lake Nature Preserve through Vincent Road to the end of Kojima Avenue. Kojima Avenue is where the trails that come out of Lost Valley connect. The Vincent Road to Gazzam Lake Nature Preserve trail connection is a key portion of the Gazzam Lake Nature Preserve to Winslow trail. Most of the Vincent Road trail connection is not within Gazzam Lake Nature Preserve. There are about 200 feet of new trail that would be within Gazzam Lake Nature Preserve to connect to the Opal Ridge trail. In the 1995 conservation easement on Gazzam Lake Nature Preserve there is language about reserved rights which include trails and viewpoints. The 1996 master plan public process

included a 22-member committee which met 17 times between December 1995 and July 1996. A SEPA was filed on the master plan. The master plan mission statement and the goals and objectives reflect a desire to make sure there was appropriate public use of the site. The Opal Ridge trail was included in the Gazzam Lake Nature Preserve master plan as an existing trail. The committee's notes recommend the Opal Ridge trail extend to connect to the landfill property, which is now referred to as Vincent Road. The wildlife review of the master plan said the proposal provided an appropriate balance between conservation and recreation. The Park District received a grant for the purchase of Gazzam Lake Nature Preserve through IAC, now known as the Recreation and Conservation Office. The grant application included the possibility of a trail connection from the Opal Ridge trail to Vincent Road. Gazzam Lake Nature Preserve has grown significantly since 1995 and the property additions add to the conservation value of the property. The Bainbridge Island Land Trust agrees that the Park District is working within the bounds of the conservation easement and has the right to build this trail. A wildlife study was done on this trail connection plan and there was no evidence the trail would increase adverse effects to wildlife. The trail connection would not violate either grant or conservation easement restrictions.

Commissioner Janow said the proposed trail connection within Gazzam Lake Nature Preserve to the Opal Ridge trail seems to be as short as possible. Dan Hamlin said yes. Potential future actions include a master plan update and formal approval. Multi agency education campaigns are underway for off-leash dog education and responsible recreation. Tonight, staff are seeking approval to move forward with permitting the Vincent Road to Gazzam Lake Nature Preserve connection. Commissioner Kinney asked how this trail connects to the trail to Winslow. Dan Hamlin said it connects to Kojima Avenue which connects down to Fletcher Bay Road, and then into Lost Valley, and up to the Charles Schmid Waterfront Trail. Commissioner Janow asked if more than 200 feet of social trails are being closed in Gazzam Lake Nature Preserve. Dan Hamlin said yes. Commissioner Swolgaard said having people on this trail will get people off the roads, so it is good for the public. Commissioner DeWitt asked if Gazzam Lake Nature Preserve was ever officially named. Dan Hamlin said it was not officially named. Commissioner DeWitt said that the opponents to this trail connection have said that it violates the conservation easement. Dan Hamlin said the Land Trust has acknowledged that the trail does not violate the conservation easement.

Mary Meier, executive director of the Bainbridge Island Parks & Trails Foundation spoke on behalf of BIPTF to support the trail connection.

Steve Matthews spoke in support of the Vincent Road to Gazzam Lake Nature Preserve trail connection.

Dave Shorett spoke in support of the Vincent Road to Gazzam Lake Nature Preserve trail connection.

**MSC: Janow/Swolgaard: Motion to direct staff to apply for all permits necessary for the Vincent Road to Gazzam Lake Nature Preserve trail.** Commissioner Janow said this trail connection has been in the works for more than thirty years. Many people have been working diligently to provide this opportunity to the community. It has been a long-standing goal for multiple generations on the island. She thanked the Bainbridge Island Parks & Trails Foundation for helping to make this happen. Commissioner Kinney thanked everyone for their hard work.

**MEETING ADJOURNED** to a five-minute recess at 6:38 pm with announced time to reconvene at 6:43 pm. **MEETING RECONVENED** at 6:43 pm.

**BUDGET PROCESS TIMELINE:** Administrative Division Director Amy Swenson said the budget process timeline was included in the board packet and asked if there would be quorums for the upcoming board meetings dealing with the budget. After some discussion, the board decided to hold a special board meeting on September 28 for budget goals.

## **STAFF REPORT**

Park Services Division: Park Services Division Director Dan Hamlin said Student Conservation Corps wrapped up their second session and will start their third and last session soon. Trails crew rerouted the Hawley Cove Park trail and constructed the Island School trail. Fay Bainbridge Park campground has been full. The donor of the Pritchard Park memorial bench was blown away by the craftsmanship, which is a testament to Park District staff. Staff continue to work on obtaining various permits from the City of Bainbridge Island. Staff are looking to start construction of the Fort Ward Parade Grounds playground in the next couple of weeks.

Executive Director Terry Lande said that since the last board meeting an email has been received from Bainbridge Community Tennis Association stating:

“BCTA board met this weekend to discuss the outcome of the joint pickleball/tennis parks committee meeting on 7/19. We have decided given the clear choice of either sharing the courts at Battle Point Park or building new dedicated tennis courts at Sakai Park that it is in the best interest of the organization that we build new courts at Sakai Park. We understand from Terry’s statement that the Bainbridge parks will continue to support the shared use of the Battle Point Park multi-use courts by both the tennis and the pickleball communities until the courts at Sakai Park are constructed. We believe that this is essential for those members of our community that rely on those courts.”

Terry Lande said that Aquatic Program Administrator Jenette Reneau is in the process of hiring a swim coach for Bainbridge Island Swim Club. The open recreation division director position has been posted for a month and there have been two in-person interviews. Bainbridge Island Recreation Center had 1,661 members at the end of July. Last night was probably the largest crowd ever at a Sounds of Summer concert.

#### **UPCOMING MEETINGS:**

A special board meeting is scheduled for September 28.

#### **BOARD MEMBER REMARKS:**

- Commissioner Swolgaard said he was approached by a friend who asked why there is no restroom at Pritchard Park.
- Commissioner DeWitt said the Recreation and Conservation Office recently put out a report of survey results for outdoor recreation. Non-motorized access is the number one priority mentioned by people in Washington State. He thinks the Park District is on the right path approving the Gazzam Lake Nature Preserve to Vincent Road trail connection.
- Commissioner DeWitt said he was at the Park District booth at the Farmers’ Market last week.
- Commissioner DeWitt said the Sounds of Summer concert last night was amazing. People were having a great time. As he was leaving, he saw Governor Inslee walk by.
- Commissioner Janow said she attended the Bainbridge Island Parks & Trails Foundation’s meeting last week.
- Commissioner Janow said she loves the new pictures by Pete Saloutos at Bainbridge Island Recreation Center.
- Commissioner Janow said the Park District is the site partner in bringing the troll to Bainbridge Island. The installation is happening in the next couple of weeks and there should be a troll on the island by the end of the month, if not sooner. The Chamber of Commerce will be sending out a ribbon cutting ceremony invitation.
- Commissioner Kinney said that he heard there is a possibility of a private organization building a fieldhouse and maybe a pool on the island. It is great news. Having extra recreation facilities on the island would be wonderful.

- Commissioner Kinney said next week is the Founders Tournament. There are about 435 people signed up to play pickleball and Battle Point Park is going to be busy as a result. The Park District should keep an eye on this, as pickleball may be outgrowing Battle Point Park. He has thought for a while that at some point pickleball may need to move to Strawberry Hill Park because there is too big of an impact at Battle Point Park. He is curious to see how the summer goes both for this tournament and in general.

**MEETING ADJOURNED** to a two-minute recess at 7:03 pm with announced time to reconvene at 7:05 pm. **MEETING RECONVENED** at 7:05 pm.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 7:05 pm for discussion of litigation with announced time to reconvene at 7:25 pm.

**MEETING RECONVENED** at 7:25 pm and **ADJOURNED TO EXECUTIVE SESSION** at 7:25 pm for continued discussion of the above item, with announced time to reconvene at 7:40 pm.

**MEETING RECONVENED** at 7:40 pm and **ADJOURNED** at 7:40 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



## Applicant Resolution/Authorization

Organization Name (sponsor) \_\_\_\_\_

Resolution No. or Document Name \_\_\_\_\_

Project(s) Number(s), and Name(s) \_\_\_\_\_

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

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

NOW, THEREFORE, BE IT RESOLVED that:

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

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

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

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

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

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

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

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

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

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Washington State Attorney General's Office

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

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