

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – January 4, 2024

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.

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. 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.

— legal, per RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

30. RECONVENE TO REGULAR SESSION

40. PUBLIC COMMENTS

50. BOARD CONSENT

- 50.1** Minutes: Regular Board Meeting of December 7, 2023
- 50.2** Financial: Approval of vouchers and payroll.

60. GENERAL BUSINESS

- 60.1** Oath of Office Stone (5 min)
Action: Administer Oath of Office to Commissioner Goodlin.
- 60.2** Board Officers Kinney (10 min)
Action: Motion to approve 2024 board officers.
- 60.3** Board Committees and Liaisons Kinney (10 min)
Action: Motion to approve 2024 board committee members and liaisons.
- 60.4** Board Meeting Schedule Kinney (10 min)
Action: Motion to approve 2024 board meeting schedule.
- 60.5** Resolution 2024-01: Holiday Pay Policy Swenson (15 min)

Action: Motion to approve.

60.6 Operational Transition Plan Lande (20 min)
Action: Motion to approve.

70. STAFF REPORT

80. UPCOMING MEETINGS

01/18/24	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
02/01/24	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
02/15/24	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
03/07/24	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
03/21/24	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center

90. BOARD MEMBER REMARKS

100. 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 December 7, 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 agenda item 40.5 for Resolution 2023-17 an amended 2023 Land Acquisition Fund budget. Add executive session topics for real estate and legal. There could be action taken after the executive session.

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.

PUBLIC COMMENTS

Mary Meier, the executive director of the Bainbridge Island Parks & Trails Foundation said in 2023 BIPTF is granting the Park District over 1 million dollars. She reviewed the various projects which BIPTF has either funded or assisted with funding on. They are proud and privileged to do this work with the Park District thanks to the incredibly generous community and citizens who love the parks.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the November 16, 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
11/15/23	001 General Fund 300 Capital Improvement Fund	26890-26947	31,977.37	11/15/23
11/21/23	001 General Fund 300 Capital Improvement Fund	26948-27014	232,577.10	11/21/23
11/30/23	001 General Fund 300 Capital Improvement Fund	27015-27045	67,869.25	11/30/23
12/06/23	001 General Fund	27046-27105	57,011.29	12/06/23
	001 General Fund (Nov. Payroll)	EFT & 3230-3239	646,328.43	
12/07/23	310 Land Acquisition Fund	Pre-approval	850,000	

GENERAL BUSINESS

DISCUSSION OF BOARD COMMITTEE AND LIAISON ASSIGNMENTS: Commissioner Janow said at the start of each year the board votes for the slate of board committees and liaisons. The last time the board policies were evaluated was in 2017. She proposed that the board update and approve the board policies by the end of the first quarter of 2024. Tonight, she wants to focus on what is necessary to be voted on in January and postpone everything else until the policies have been reviewed. She asked if the two ad hoc committees, which were established in 2019, should be sunsetted. Since the Ad Hoc Forest Management Committee was created, the Park District hired Natural Resources Manager Lydia Roush, therefore she is not

sure there is still a need for the ad hoc committee. Since that time the Ad Hoc Sakai Site Planning Committee was established, active recreation use has been approved by the board at Sakai Park in the form of tennis courts. The Sound to Olympics trail connection has been established as well as a network of trails, signage, and parking. Therefore, she thinks the Ad Hoc Sakai Site Planning Committee can also be sunsetted. If there is a need for a committee in the future it can be created. Board liaison positions exist for two Park District advisory committees, the Trails Advisory Committee, and the Dog Advisory Committee. Advisory committees are staff lead, ongoing, and include staff and community members as well as board members. These are active and viable committees, and no change is needed. Community and public agency liaison positions exist for Bainbridge Island Parks & Trails Foundation, Intergovernmental Work Group, Bainbridge Island School District, and the City of Bainbridge Island. The liaison position for BIPTF is current and ongoing. IGWG is nonactive, having not met for many years. She does not think there needs to be a liaison assignment for the School District or COBI.

Commissioner Goodlin said that the one community liaison position that is active is with BIPTF, which he would keep and maybe add to the board policies. Commissioner Janow suggested that the Program Committee and Capital Facilities Committee positions be left open until the policies get reviewed. Commissioner DeWitt said that if there were major program changes a Program Committee would be useful, but if needed an ad hoc committee can always be appointed.

MSC: Janow/Swolgaard: Motion that for the 2024 January 4 board meeting the board leave open the board committees of capital facilities and programs and leave open the community/public agency board liaisons for the School District and the City of Bainbridge Island and sunset IGWG. Commissioner Kinney said his only concern is regarding the Capital Facilities Committee. He thinks that is one of the most likely places to have issues in future years. Commissioner Goodlin asked if there are definitions for these committees. Commissioner Janow said she thinks that is part of a longer process of reviewing and updating the board policies which she thinks should be done every five years. Commissioner Swolgaard said it is a good idea to go through the board policies.

Commissioner Goodlin said he foresees a lot to consider in the coming year for the Aquatic Center. Some engagement may be needed with Stemper Architecture Collaborative, the firm that is leading the Ray Williamson pool renovation. Also, there is a committee of citizens looking into building a private pool. He can keep track of these things as a single board member, but it would be nice to have another board member participating. The following motion was made by Commissioner Goodlin and seconded by Commissioner Swolgaard: *Propose that we establish an Aquatic Center Committee.* The motion failed to pass a vote by the board with Commissioner Goodlin and Commissioner Swolgaard voting in favor of the motion.

Commissioner Goodlin said he thinks it would be challenging for the private pool group to build and operate a pool. He said Executive Director Terry Lande pointed out at the last board meeting that the private pool would be going into competition with the Aquatic Center. Commissioner Goodlin said he does not think the island can support two pools so maybe the Park District wants to be working together with the private group to figure out what happens, whether they build or if it is something the Park District could consider. There have been a lot of questions regarding the cost of a new pool. The private pool group may be able to give the Park District information on cost as well as what is the right pool size and what the island would support. This is not something that is going to happen in the near term with the focus on the refurbishment of the Ray Williamson pool, but he thinks it is still useful. The board would have to make it clear that there is no promise that the board is pursuing a replacement pool. Commissioner Janow said for her it is not something that needs to happen now. She does not think it is the board's job to be involved in private projects. Commissioner DeWitt said one of his major concerns is that it might be putting the cart before the horse because anything the Park District does would be subject to the Bainbridge Island School District's approval. The School District must figure out what their master plan for the property is going to be. Commissioner Swolgaard said that is if a new pool is co-located with the Aquatic Center. Commissioner DeWitt said as of right now there is nowhere else for the Park District to build a pool.

Commissioner Kinney recapped that on March 2, the board passed a motion to: Direct staff to focus their energy and time on renovating the Ray Williamson pool and upon completion of that renovation look at pool replacement. He thinks the board needs to follow through with finishing the Ray Williamson pool renovation. At that point if the competitive swimming community wants to make a pitch to the public that they need something bigger they can do that. If the Park District creates a committee it is going to end up involving staff and being time-consuming. The problem is that a new pool is expensive, and he thinks a bond would be unlikely to pass, especially after the renovation. The swimming community has organized their own private pool group, and he thinks the Park District should step back and let them explore. When they finish, and if they come up with something concrete, maybe there can be conversation. He does not think the Park District should be trying to build a new pool at this point. Commissioner Goodlin said he has a different opinion, and the board was not precluded in March from working on a replacement pool. He does not want to conclude without looking at it in greater detail that a new pool is impossible. He said the private pool group has someone who owns private property and has agreed to co-locate a pool there, but the private group would still have to pay for the pool. He does not sense that there is much support, but he can continue to learn about these issues and share them with the board. Commissioner Swolgaard said someday the Park District is going to have to replace the Ray Williamson pool.

Terry Lande said the property offered to the private pool group is adjacent to Murden Cove Creek, a salmon bearing creek, meaning the permitting process could involve the Corps of Engineers and the Suquamish Tribe. He is not opposed to the board being aware of the project, but he does have a fundamental problem with a board member attending their meetings, participating, and reporting back as it will add another point of contact. A private pool is a dream, a more practical approach would be to approach the board about adding two lanes to Ray Williamson, which is an idea that came up this week. Commissioner Goodlin said interested citizens were encouraged by the board to explore possibilities for a new pool. Terry Lande said his worry is that planning for a dream will make them miss the opportunity that exists today, which is working with the Park District to rebuild the Ray Williamson pool.

KITSAP PUBLIC FACILITIES DISTRICT INTERLOCAL AGREEMENT WITH PARK DISTRICT FOR BAINBRIDGE ISLAND JAPANESE AMERICAN EXCLUSION MEMORIAL ASSOCIATION: Senior Planner Matthew Keough said the Park District owns the property at Pritchard Park which is the site of the Bainbridge Island Japanese American Exclusion Memorial and co-manages it with several agencies. Bainbridge Island Japanese American Exclusion Memorial Association is committed to bringing forward the visitor center which is going to be affiliated with the National Park Service. As part of that effort BIJAEMA has been exploring fundraising to put in a waterline. BIJAEMA went in front of the Kitsap Public Facilities District board and asked for a \$500,000 contribution. As these are public funds, KPFD needs to work with a public agency such as the Park District rather than a nonprofit. That is the start of a conversation that will be in the shape of an interlocal agreement. The City of Bainbridge Island could be a third member of the ILA. Roles and responsibilities are not yet defined. Commissioner Goodlin asked if the waterline is part of the visitor center being planned for. Executive Director Terry Lande said they need to make sure they can get water from a wellhead on a COBI owned easement over to the visitor center. Park Services Division Director Dan Hamlin said they cannot have a visitor center without water. Commissioner DeWitt asked how much staff time will be put into this ILA. Dan Hamlin said Park District Attorney Hayes Gori is working on it.

RESOLUTION 2023-15: AMENDED 2023 GENERAL FUND BUDGET: Administrative Division Director Amy Swenson said the budgeted appropriations of government entities are legally binding, meaning the Park District cannot spend more than the board has authorized. Per Park District policy the General Fund is split into three divisions: recreation, parks, and administration while the Capital Improvement Fund is divided by project. The General Fund must be amended due to legal fees and insurance costs being higher than expected for administration. Park Services costs have also risen for fuel, bathroom pumping service, vehicles that were backordered in 2022, and inflation. Recreation had challenges with classes not filling up, staffing, and there was turnover of key staff. For 2023 the General Fund deficit will be less than previously

anticipated, but the budget still requires an amendment. For the Capital Improvement Fund an amendment is needed due to inflation. The Land Acquisition Fund amendment is because of the donation for the Comcast Property. **MSC: Janow/DeWitt: Approve Resolution 2023-15.**

RESOLUTION 2023-16: AMENDED 2023 CAPITAL IMPROVEMENT FUND BUDGET: MSC: DeWitt/Swolgaard: Move to approve Resolution 2023-16 adopting the amended Capital Improvement Fund for fiscal year 2023.

RESOLUTION 2023-17: AMENDED 2023 LAND ACQUISITION FUND BUDGET: MSC: Janow/Swolgaard: Motion to pass Resolution 2023-17 to adopt and amend the Land Acquisition budget for 2023.

STAFF REPORT

Administrative Division: Administrative Division Director Amy Swenson said that the Park District is being randomly audited by the Department of Retirement Systems. It is interesting because the Park District also got randomly audited by the Department of Revenue.

Park Services Division: Park Services Division Director Dan Hamlin said the crew has had a lot of people out sick with colds and the flu. With the recent heavy rain staff have been dealing with drains as well as wrapping up year-end stuff and getting ready for cold weather.

Recreation Division: Recreation Division Director Madison Collins said programs are wrapping up for the year and she is spending time making sure redundancies are reduced in programs and systems. She is also focusing on summer programming. Winter/spring program registration begins January 6.

BOARD MEMBER REMARKS:

- Commissioner DeWitt said that he attended the Bainbridge Island Parks & Trails Foundation's annual reception for major donors, and it was a great time. He noted that Chuck Field, former Park District director and one of the founders of the BIPTF, passed away.
- Commissioner DeWitt said that on December 14 the Bainbridge Island School District is going to be starting their discussion on school reorganization. He is unable to attend but encouraged fellow board members to attend if able as what the School District does affects the Park District.
- Commissioner DeWitt said that yesterday he walked the trails in the Grand Forest with Trails Program Manager Noah Etheridge.
- Commissioner DeWitt said that people may hear about the federal Fish and Wildlife Service putting together a proposal to put controls on barred owls which are decimating the spotted owl population.
- Commissioner Goodlin said that if anyone is interested there is a public poll regarding Bainbridge Island School District issues.
- Commissioner Goodlin said he attended a Bainbridge Island Parks & Trails Foundation meeting.
- Commissioner Goodlin said that he has done some environmental due diligence site visits with the Bainbridge Island Land Trust.
- Commissioner Goodlin said for the record the Sakai Park bond will run through 2034.
- Commissioner Janow said that she attended the Bainbridge Island Parks & Trails Foundation meeting.
- Commissioner Janow said happy holidays and happy new year.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:17 pm for discussion of personnel, real estate, and legal with announced time to reconvene at 7:47 pm.

MEETING RECONVENED at 7:47 pm and **ADJOURNED TO EXECUTIVE SESSION** at 7:47 pm for continued discussion of the above items, with announced time to reconvene at 8:07 pm.

MEETING RECONVENED at 8:07 pm. **MSC: DeWitt/Janow: Authorize a 4.5% COLA increase over its 2023 level to Executive Director Lande’s base pay and maintain all other benefits at their 2023 levels.**

MEETING ADJOURNED at 8:08 pm.

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

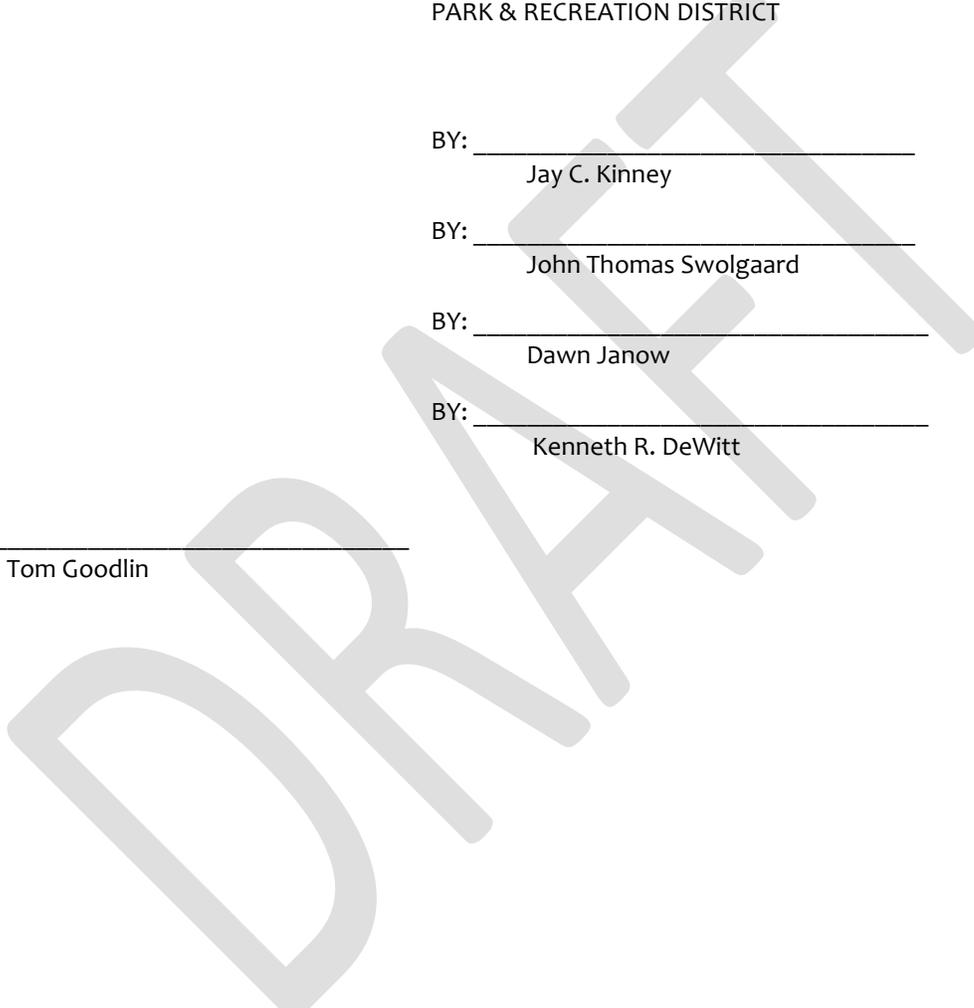
BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

BY: _____
Dawn Janow

BY: _____
Kenneth R. DeWitt

ATTEST: _____
Tom Goodlin



2024

Calendar

January

01

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

02

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

03

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

04

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

05

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

06

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

07

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

08

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

09

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

10

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

11

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

12

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				