

AGENDA

**Bainbridge Island Metropolitan Park & Recreation District
Regular Board Meeting 6:00 pm
Thursday – December 5, 2024**

Strawberry Hill Center
7666 High School Road 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. PUBLIC COMMENTS

30. BOARD CONSENT

- 30.1** Minutes: Regular Board Meeting of November 21, 2024
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1** Ray Williamson Pool Renovation Update Harry (10 min)
Action: Information only.
- 40.2** Department of Commerce Grant for Bainbridge Island Japanese American Exclusion Memorial Association Keough (10 min)
Action: Information only.
- 40.3** Resolution 2024-22: Amended 2024 Land Acquisition Fund Budget Swenson (5 min)
Action: Motion to adopt.

50. STAFF REPORT

60. UPCOMING MEETINGS

12/19/24	Regular Board Meeting	6 pm	Strawberry Hill Center
01/02/25	Regular Board Meeting	6 pm	Strawberry Hill Center
01/16/25	Regular Board Meeting	6 pm	Strawberry Hill Center
02/06/25	Regular Board Meeting	6 pm	Strawberry Hill Center
02/20/25	Regular Board Meeting	6 pm	Strawberry Hill 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

2024 Board Representatives

Swolgaard/Janow

Janow/DeWitt
Kinney/Swolgaard

Board Liaisons

Park District Committees:
Trails Advisory Committee
Dog Advisory Committee

Community/Public Agencies:
Bainbridge Island Parks & Trails Foundation
Bainbridge Island School District
City of Bainbridge Island

Goodlin/DeWitt
Kinney/Janow

Goodlin/Janow

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING November 21, 2024
 STRAWBERRY HILL CENTER**

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

BOARD MEMBERS PRESENT: Ken DeWitt, Tom Goodlin, Tom Swolgaard.

ADJUSTMENTS TO THE AGENDA: Add an executive session for real estate.

MISSION STATEMENT: Chair Swolgaard 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 November 7, 2024 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: DeWitt/Goodlin: 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
11/01/24	001 General Fund 300 Capital Improvement Fund	28924-28963	456,978.32	11/01/24
11/06/24	001 General Fund 300 Capital Improvement Fund	28964-28984	96,350.56	11/06/24
11/14/24	001 General Fund 300 Capital Improvement Fund	28985-29015	92,185.14	11/14/24
11/19/24	001 General Fund 300 Capital Improvement Fund	29030-29042	70,976.28	11/19/24

GENERAL BUSINESS

FLETCHER BAY PROPERTY DONATION: Park Services Division Director Lydia Roush said the 2008 levy lid lift dedicated a portion of taxes collected to acquisition and led to the formation of the Parkland Acquisition Committee which identified and prioritized properties for acquisition. By 2013 there was not sufficient funding from the lid lift to acquire property, so the Park District shifted to acquiring easements. The 2021 levy lid lift ended the acquisition requirement but has helped to fund the Land Acquisition Fund.

The Fletcher Bay Property is being donated by an anonymous donor. It is 0.4 acre with existing trails. The Park District will reimburse the Bainbridge Island Parks & Trails Foundation for appraisal fees which may total up to \$2,500. Staff intends to do trail maintenance and invasive plant species control on the property and possibly construct a view platform above the ravine. The property will be a neighborhood park and continue to support the neighborhood trail connections that currently exist there. Restrictions on the property limit use to trails and other passive uses. This property accomplishes two of the PAC prioritization criteria: 1) neighborhood service centers, and 2) trails. **MSC: DeWitt/Goodlin: Move to approve the donation of the Fletcher Bay Property from the Bainbridge Island Parks & Trails Foundation and authorize the executive director to sign the agreement.**

WEST PORT MADISON TO DOLPHIN DRIVE AND SUNNY HILL TO NUTE'S TRAIL EASEMENT TRANSFERS FROM BAINBRIDGE ISLAND PARKS & TRAILS FOUNDATION: Park Services Division Director Lydia Roush said the name for the West Port Madison to Dolphin Drive trail will be Arbor Trail. The Park District will reimburse the Bainbridge Island Parks & Trails Foundation for the survey, permits, and fencing costs for a total of \$33,286.72. The Sunny Hill to Nute's trail crosses three parcels. The Park District will reimburse the BIPTF for acquisition and permit costs in the amount of \$57,650.11. Both acquisitions are indicated as priorities in the Trails Vision Plan, one in the category of potential corridors and the other in the category of potential corridor expansions. **MSC: Goodlin/DeWitt: Move to approve the easement transfer for the West Port Madison to Dolphin Drive trail (Arbor Trail) and pay the associated fees from the Land Acquisition Fund and authorize the executive director to sign. MSC: Goodlin/DeWitt: Move to approve the easement transfers for Sunny Hill to Nute's trail and pay the associated fees from the Land Acquisition Fund and authorize the executive director to sign.** Executive Director Dan Hamlin thanked BIPTF for the work that has been done to achieve these easements.

FINCH GREEN PROPERTY OPTION: Park Services Division Director Lydia Roush said the Finch Green property option is a potential donation of about half an acre located at the corner of Sportsman Club Road and Finch Road. There are existing trails on the property including an easement for a City of Bainbridge Island non-motorized transportation trail. The property will also house the stormwater ponds for the affordable housing community owned by Housing Resources Bainbridge to the north. The stormwater ponds would require quite a bit of maintenance from the Park District. If the Park District did accept the property, it would require multiple easements, memorandums of understanding, and interlocal agreements for trails and the stormwater ponds. Commissioner DeWitt asked what the public benefit would be if the Park District accepted this property. Executive Director Dan Hamlin said it serves as a trail hub that is used in the transportation corridor, as a recreational site it is hard to find a lot of value. Commissioner Swolgaard indicated that he would not want the Park District to be responsible for maintaining HRB's stormwater. Dan Hamlin asked if there is interest from the board in pursuing this opportunity. The board indicated no interest as the property would require added maintenance with no benefit and additional liability.

EXECUTIVE DIRECTOR JOB DESCRIPTION: Commissioner Swolgaard said the Personnel Committee met and reviewed the job description for the executive director position. Updates have been made with input from all the board members. Executive Director Dan Hamlin has also reviewed the job description, and it is ready for approval. Commissioner DeWitt said the fifth bullet should be edited to read: Oversee all ongoing maintenance and upkeep of park inventory including park properties, facilities, and equipment. Dan Hamlin said that the word "are" should be removed from the first bullet. **MSC: DeWitt/Goodlin: Move that with the suggested change in bullet five and the striking of the word "are" in bullet one that the board approve the job description for the executive director.**

RESOLUTION 2024-13: 2025 GENERAL FUND BUDGET: Assistant Executive Director Amy Swenson said the exhibit attached to the resolution has been updated from what was sent out in the board packet to include the additional \$20,000 for records management that was approved at the last board meeting. **MSC: DeWitt/Goodlin: Move to approve Resolution 2024-13 adopting General Fund budget for 2025.**

RESOLUTION 2024-14: 2025 CAPITAL IMPROVEMENT FUND BUDGET: MSC: Goodlin/DeWitt: Move to approve Resolution 2024-14 as presented.

RESOLUTION 2024-15: 2025 LAND ACQUISITION FUND BUDGET: MSC: DeWitt/Goodlin: Move to approve Resolution 2024-15 the Land Acquisition Fund for 2025.

RESOLUTION 2024-16: 2025 TURF FIELD REPLACEMENT FUND BUDGET: MSC: Goodlin/DeWitt: Move to approve Resolution 2024-16 as presented.

RESOLUTION 2024-17: 2025 BOND REDEMPTION FUND BUDGET: MSC: DeWitt/Goodlin: Move to approve Resolution 2024-17 the 2025 Bond Redemption Fund budget as presented.

RESOLUTION 2024-18: 2025 SALARY SCALE: MSC: Goodlin/DeWitt: Move to approve Resolution 2024-18 as presented.

RESOLUTION 2024-19: 2025 REGULAR PROPERTY TAX LEVY ASSESSMENT: Assistant Executive Director Amy Swenson said this resolution is necessary for the county to levy the taxes. **MSC: DeWitt/Goodlin: Move to approve Resolution 2024-19 the 2025 regular property tax levy.**

RESOLUTION 2024-20: 2025 BOND LEVY TAX ASSESSMENT: Assistant Executive Director Amy Swenson said this resolution allows the Park District to levy the taxes to make payment on the bond for Sakai Park. **MSC: Goodlin/DeWitt: Move to pass Resolution 2024-20 as presented.**

RESOLUTION 2024-21: PAYROLL POLICY: Assistant Executive Director Amy Swenson said this is the payroll policy that was reviewed at the last board meeting. There have been no substantive changes to the policy, but it has been edited and formatted. **MSC: DeWitt/Goodlin: Move to approve Resolution 2024-21 payroll policy.**

STAFF REPORT

Park Services Division: Park Services Division Director Lydia Roush said staff are wrapping up the planning stages for the trail at Meigs Park and the bike park at Strawberry Hill Park. Kitsap Public Utility District will start work on the Deerpath Lane parking lot at Gazzam Lake Nature Preserve tomorrow per the agreement regarding recent work done in their easement. Staff have been busy with clean-up from the windstorm. Park Services Superintendent David Harry said staff are still working on the remodeling of the new administration building. Work on the batting cage at Strawberry Hill Park is progressing. He has been reviewing design drawings for phase II of the Ray Williamson pool renovation. The parking lot lighting at Strawberry Hill Center has been improved.

Recreation Division: Recreation Division Director Madison Collins said the windstorm caused minimal facility closures. The interview process for a new art and enrichment program manager is underway. Work has begun for the software transition from RecTrac to Active Net which is happening in 2025 and will be used for program registration, memberships, passes, facility rentals, and campground reservations.

Administrative Division: Assistant Executive Director Amy Swenson said tomorrow the initial meeting with the Office of the Washington State Auditor is being held for the 2022-2023 audit.

Executive Director Dan Hamlin said that because of a recent complaint containing interpretation of City of Bainbridge Island code regarding bicycles on trails staff are working on a resolution with COBI.

BOARD MEMBER REMARKS:

- Commissioner Goodlin said he met with Steve Letson with Friends of the New Bainbridge Pool who asked about board support for a new pool and Commissioner Goodlin told him there is none, the board put their efforts into the bond measure to expand the Ray Williamson pool which was on the ballot in August.
- Commissioner Goodlin said he got a preview of the Sunny Hill to Nute's trail and spoke in support of more trail easements.
- Commissioner DeWitt said he attended the Chamber of Commerce after hours event in October and said it is a great opportunity to mingle with business owners and supporters. He encouraged other board members to attend these events.

- Commissioner Swolgaard said he is impressed by all the land that has been preserved on the island as parks, trails, and open space. He appreciates all the work the Bainbridge Island Parks & Trails Foundation and the Bainbridge Island Land Trust have done to conserve land on Bainbridge Island.
- Commissioner Swolgaard said he attended Recreation Program Manger Shannon Buxton’s retirement party, and it was a good time.

MEETING ADJOURNED to a five-minute recess at 6:49 pm with announced time to reconvene at 6:54 pm. **MEETING RECONVENED** at 6:54 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 6:54 pm for discussion regarding consideration of site selection or acquisition of real estate purchase or lease if likelihood that disclosure would increase price per RCW 42.30.110(1)(b) with announced time to reconvene at 7:04 pm.

MEETING RECONVENED at 7:04 pm and **ADJOURNED TO EXECUTIVE SESSION** at 7:04 pm for continued discussion of the above item, with announced time to reconvene at 7:07 pm.

MEETING RECONVENED at 7:07 pm and **ADJOURNED** at 7:07 pm.

Helen Stone
 Dan Hamlin
 BAINBRIDGE ISLAND METROPOLITAN
 PARK & RECREATION DISTRICT

BY: _____
 John Thomas Swolgaard

BY: _____
 Dawn Janow

BY: _____
 Kenneth R. DeWitt

BY: _____
 Jay C. Kinney

ATTEST: _____
 Tom Goodlin

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2024-22

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING AN AMENDED LAND ACQUISITION FUND BUDGET FOR THE FISCAL YEAR 2024.

WHEREAS, the Commissioners of the Bainbridge Island Metropolitan Park & Recreation District adopted the Land Acquisition Fund budget for fiscal year 2024 in Resolution 2023-09 on November 16, 2023; and

WHEREAS, the aforementioned 2024 Land Acquisition Fund budget must now be revised due to costs associated with property acquisitions, including trail easements; and

WHEREAS, this revision is included in the attached amended 2024 Land Acquisition Fund budget,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the Land Acquisition Fund budget for the fiscal year 2024 be amended as indicated above, and that this amended budget is attached hereto as Exhibit "A", and incorporated by reference in its entirety, be and the same are hereby adopted and ratified.

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 December, 2024 the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
John Thomas Swolgaard

BY: _____
Dawn Janow

BY: _____
Kenneth R. DeWitt

BY: _____
Jay C. Kinney

ATTEST: _____
Tom Goodlin

LAND AQUITION FUND

Title	2024	
	Budget	Amended
Investment Interest	\$ 120.00	\$ 120.00
Total Income	<u>\$ 120.00</u>	<u>\$ 120.00</u>
Park Facilities - Trail Easements	\$ 50,000.00	\$ 150,000.00
Park Facilities - Land	\$ 217,240.00	\$ 217,240.00
Total Expenses	<u>\$ 267,240.00</u>	<u>\$ 367,240.00</u>