

## AGENDA

**Bainbridge Island Metropolitan Park & Recreation District  
Regular Board Meeting 6:00 pm  
Thursday – January 16, 2025**

**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](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 January 2, 2025
- 30.2** Financial: Approval of vouchers and payroll.

**40. GENERAL BUSINESS**

- 40.1** Aquatic Center Scheduling During the Ray Williamson Pool Renovation Closure  
**Action:** Information only. Reneau (10 min)
- 40.2** Board Committees and Liaisons  
**Action:** Motion to finalize 2025 board committees and liaisons. Janow (5 min)
- 40.3** Resolution 2025-01: Claims Agent  
**Action:** Motion to adopt. Hamlin (5 min)
- 40.4** Resolution 2025-02: Board Policies  
**Action:** Motion to adopt. Hamlin (5 min)
- 40.5** Citizen Advisory Committee Policy Discussion  
**Action:** Information only. Hamlin (10 min)
- 40.6** Grant Opportunity from Washington State Archives  
**Action:** Motion to approve. Stone (5 min)

**50. STAFF REPORT**

**60. UPCOMING MEETINGS**

02/06/25	Regular Board Meeting	6 pm	Strawberry Hill Center
02/20/25	Regular Board Meeting	6 pm	Strawberry Hill Center
03/06/25	Regular Board Meeting	6 pm	Strawberry Hill Center
03/20/25	Regular Board Meeting	6 pm	Strawberry Hill Center
04/03/25	Regular Board Meeting	6 pm	Strawberry Hill Center

- 70. **BOARD MEMBER REMARKS**
- 80. **ADJOURNMENT**
- 90. **ADJOURN TO EXECUTIVE SESSION IF NEEDED**
- 100. **EXECUTIVE SESSION** — 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: Comprehensive Plan  
 Ad Hoc Committee: Forest Management  
 Ad Hoc Committee: Sakai Site Planning

**2025 Board Representatives**

Goodlin/Janow  
  
 Kinney/DeWitt  
 Goodlin/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

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING January 2, 2025  
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, Dawn Janow, Jay Kinney, Tom Swolgaard.

**ADJUSTMENTS TO AGENDA:** Move item 40.4 to the beginning of general business.

**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 December 19, 2024 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

**GENERAL BUSINESS**

**RESOLUTION 2025-01: RENAMING THE BAINBRIDGE ISLAND RECREATION CENTER IN HONOR OF TERRY LANDE:**

Commissioner Kinney said this topic was on the agenda last fall and very little public comment was received. It has now been picked up again and public comment has been received asking for additional community involvement. The point of the effort is to honor Terry Lande, this is not a situation where there is a problem with the current name of the building. **MSC: Kinney/DeWitt: Move to table the resolution and direct the executive director to appoint a committee to evaluate possible ways to honor Terry Lande including but not limited to possibly naming a facility such as the BIRC after him and that the committee be directed to report back to the board at the conclusion of its evaluation and if at that time the first option is to name a park, trail, or park facility after Terry Lande that at that time the committee is given further direction in keeping with policy 3100 before bringing a resolution to the board for action.** Commissioner Kinney noted that members of the public have suggested that the Park District adopt the City of Bainbridge Island's naming policy, but the Park District has its own which he finds to be just as good. Commissioner Goodlin said that he supported a committee being formed to evaluate the naming the first time it was brought up. Commissioner Janow said she is in favor of adopting the COBI policy. Commissioner DeWitt said that maybe the Naming Parks and Park Facilities policy should be reviewed but this process should move forward on a separate track.

Lisa Lewis spoke against renaming the BIRC.

Lisa Macchio said she is pleased with the direction the board is now taking and spoke about community outreach.

Ron Peltier spoke in support of a renaming process.

Kevin Knight spoke against renaming the BIRC.

Lisa Neal spoke to say the Park District should look into whether it is allowed to have policies, resolutions, guidelines, or laws that conflict with what the City of Bainbridge Island does.

Mike Schwank said that Bainbridge Island has multiple taxing agencies which can make it difficult for the public to keep track of what is going on.

Theresa Starkman spoke against renaming the BIRC.

Commissioner Goodlin asked when criterion six in the naming policy, which indicates that the use of names of living persons is not preferred, will be addressed. Commissioner Kinney said the policy says it is not preferred, not that it is banned. Commissioner Kinney added that he thinks if you are going to honor someone it is nice to do it while they are still alive to receive the gratitude and enjoy it. Executive Director Dan Hamlin said part of this process will include sharing with the community why this ever became a topic. Terry Lande is an incredible human being and did an incredible job developing the Park District into what it is today.

**MEETING ADJOURNED** to a two-minute recess at 6:36 pm with announced time to reconvene at 6:38 pm. **MEETING RECONVENED** at 6:38 pm.

**BOARD OFFICERS:**

**MSC: Kinney/DeWitt: Nominate Commissioner Goodlin as Chair.**

**MSC: DeWitt/Kinney: Nominate Commissioner Janow for Vice-Chair.**

**MSC: Goodlin/Kinney: Nominate Commissioner DeWitt as Secretary.**

**MSC: DeWitt/Goodlin: Commissioner Kinney for Treasurer.**

**MSC: Kinney/Goodlin: Commissioner Swolgaard for At-Large board member.**

**BOARD COMMITTEES AND LIAISONS:**

**MSC: DeWitt/Kinney: Move that Tom Goodlin and Dawn Janow be the Governance Committee, that Jay Kinney and Ken DeWitt be the Budget and Finance Committee, and that Tom Goodlin and Tom Swolgaard be the Personnel Committee.**

**MSC: DeWitt/Kinney: Move to create an ad hoc committee for the comprehensive plan update.**

**BOARD MEETING SCHEDULE:**

**MSC: DeWitt/Janow: Move to amend the board meeting schedule to eliminate the July 3 meeting and move the June 19 meeting to June 26.**

**BOARD POLICIES DISCUSSION:** Executive Director Dan Hamlin said a draft version of updated board policies was provided to the commissioners. After discussion and input from the board, Dan Hamlin said he would incorporate it all into a final version. The policies will be brought back for approval at the next board meeting.

**STAFF REPORT**

**Administrative Division:** Assistant Executive Director Amy Swenson said the administration staff has moved to the new administration building in Strawberry Hill Park.

**Recreation Division:** Recreation Division Director Madison Collins said winter recreation programs start Monday. Betsy Schairer, who was recently hired for the position of Recreation Program Manager – Art and Enrichment, started work today. So far there are 136 people registered for the first annual indoor pickleball tournament being held in March at Bainbridge Island Recreation Center.

**BOARD MEMBER REMARKS:**

- Commissioner Janow said that she visited the new administration office at Strawberry Hill Park today.
- Commissioner Janow said she is concerned about the new wide entrance to Sakai Park and Executive Director Dan Hamlin said staff will look into it.

- Commissioner Goodlin noted that at the top entrance to Fort Ward Park there are a lot of cut trees that have been laying there for a while and on the bluff trail there are some blackened ferns that may be diseased. Executive Director Dan Hamlin said he will have staff look into it.
- Commissioner Kinney said he thinks the board should form a committee to investigate possible new names for Strawberry Hill Park. Commissioner Janow asked about updating the Park District’s Naming Parks and Park Facilities policy before moving forward and Commissioner Kinney said that is a good idea. Commissioner Janow volunteered to work with Executive Director Dan Hamlin to update that policy prior to review by the board. Commissioner Kinney said most of the comments from the public regarding renaming the Bainbridge Island Recreation Center in honor of Terry Lande were asking for more process. Dan Hamlin said staff think very highly of Terry Lande and what he did for the Park District which was above and beyond. He is not opposed to the process that is moving forward, but Terry Lande’s legacy needs to be protected and aggressively defended throughout this process because it is significant. Some of the public comments that have been made are uninformed and flat out mean. Commissioner DeWitt agreed that some comments were not just mean but full of falsehoods and that bothers him because he is aware of what really happened in those instances which were misrepresented. Without Terry Lande’s leadership during the purchase of the BIRC it might have stayed a private club, instead it is available for the community to access and is now a key hub for the island’s emergency plan.
- Commissioner Swolgaard asked about the status of the Vincent to Gazzam trail. Senior Planner Matthew Keough said a permit packet is in for review.
- Commissioner Swolgaard said one thing that came up tonight is perception of the Park District. People still do not understand that the Park District is not part of the City of Bainbridge Island. There was some discussion about regular communications to everyone in the Park District’s database. Executive Director Dan Hamlin said staff are always looking for ways to improve and can do more but noted that nothing is going to cure all the complaints when the Park District does something that someone does not like.
- Commissioner Swolgaard thanked everyone for their support during the last year as he served as chair.

**MEETING ADJOURNED** to a five-minute recess at 7:46 pm with announced time to reconvene at 7:51 pm. **MEETING RECONVENED** at 7:51 pm.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 7:51 pm for discussion regarding consideration of site selection or acquisition of real estate if likelihood that disclosure would increase price per RCW 42.30.110(1)(b) with announced time to reconvene at 8:01 pm.

**MEETING RECONVENED** at 8:01 pm and **ADJOURNED** at 8:01 pm.

Helen Stone  
 Dan Hamlin  
 BAINBRIDGE ISLAND METROPOLITAN  
 PARK & RECREATION DISTRICT

BY: \_\_\_\_\_  
 Tom Goodlin

BY: \_\_\_\_\_  
 Dawn Janow

BY: \_\_\_\_\_

Jay C. Kinney

BY: \_\_\_\_\_  
John Thomas Swolgaard

ATTEST: \_\_\_\_\_  
Kenneth R. DeWitt

DRAFT

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**RESOLUTION 2025-01**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, UPDATING THE RESOLUTION ON FILE WITH KITSAP COUNTY REGARDING CLAIMS FOR DAMAGES.**

**WHEREAS**, RCW 4.96.020 requires that local governmental entities appoint an agent to receive claims for damages and specify the address where the agent can be reached during the governmental entity's normal business hours; and

**WHEREAS**, RCW 4.96.020 further requires that the above information be recorded with the auditor of the county in which the entity is located; and

**WHEREAS**, the Park District's current Resolution 2014-28 that is recorded with Kitsap County and appoints an agent to receive claims for damages must be updated with the Park District's current executive director,

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that:

1) The Executive Director, Dan Hamlin, be appointed as the Park District's agent to receive any claim for damages made under Chapter 4.96 RCW, and that such claims may be filed with the Executive Director, Dan Hamlin, during normal Park District business hours at the office of the Bainbridge Island Metropolitan Park & Recreation District, located at 7686 NE High School Road, Bainbridge Island, Washington 98110, with such address also being the mailing address of the Bainbridge Island Metropolitan Park & Recreation District; and

2) This Resolution 2025-01 dated January 16, 2025 be authorized to replace and supersede Resolution 2014-28 dated December 18, 2014; and

3) Pursuant to RCW 4.96.020(2), a copy of this resolution will be recorded with the Kitsap County Auditor.

**PASSED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 16th day of January, 2025, the undersigned commissioners being present.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

BY: \_\_\_\_\_  
Tom Goodlin

BY: \_\_\_\_\_  
Dawn Janow

BY: \_\_\_\_\_  
Jay C. Kinney

BY: \_\_\_\_\_  
John Thomas Swolgaard

ATTEST: \_\_\_\_\_  
Kenneth R. DeWitt

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**RESOLUTION 2025-02**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING REVISED BOARD POLICIES FOR THE DISTRICT'S POLICY MANUAL**

**WHEREAS**, the Bainbridge Island Metropolitan Park & Recreation District has in place a District Policy Manual that includes board, operational, and personnel policies that the Board of Commissioners adopts by resolution when new policies are needed or current policies require revision; and

**WHEREAS**, this Resolution 2025-02 pertains to the revision of the District's board policies adopted by Resolution 2017-25 on December 21, 2017; and

**WHEREAS**, it has been deemed necessary by board members to revise these board policies; and

**WHEREAS**, the board has reviewed and discussed proposed policy revisions at the March 7, 2024 board meeting, and again at the January 2, 2025 board meeting,

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the board policies, a copy of which is attached hereto as Exhibit "A", be adopted and included in the District's Policy Manual.

**PASSED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 16th day of January, 2025, the undersigned commissioners being present.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

BY: \_\_\_\_\_  
Tom Goodlin

BY: \_\_\_\_\_  
Dawn Janow

BY: \_\_\_\_\_  
Jay C. Kinney

BY: \_\_\_\_\_  
John Thomas Swolgaard

ATTEST: \_\_\_\_\_  
Kenneth R. DeWitt

**Policy Name:** Board of Commissioner Policies  
**Section:** 2000 Board  
**Policy Number:** 2100-2610

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**Purpose:** To establish standards under which the Board of Commissioners operate in their role as the governing body of the Park District.

**Reference:** Applicable RCW's are cited in the paragraphs which follow.

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## Policy:

### 2100 Election of Commissioners

The five (5) commissioners of the Bainbridge Island Metropolitan Park & Recreation District shall be elected in accordance with RCW 35.61.050 *Composition of board*. Commissioners are not employees of the District.

#### 2110 Term of Office

All Commissioners shall be elected to serve a term of six (6) years per RCW 35.61.050, except elections to fill unexpired terms as set forth in Section 2130. The terms of office of Commissioners shall begin on the first day of January following their respective elections.

#### 2120 Qualifications

In order to be eligible to hold office on the Board of Commissioners, a person must be a citizen of the United States and the State of Washington and be an elector of Bainbridge Island Metropolitan Park & Recreation District.

Current employees of the District are precluded from serving on the Board of Commissioners.

#### 2130 Vacancies

Vacancies on the Board will be filled in accordance with RCW 42.12.

#### 2140 Public Disclosure Law

Each Commissioner or candidate must comply with the provisions of RCW 42.17.240 *Elected and appointed officials, candidates and appointees--Reports of financial affairs and gifts* for public disclosure of financial affairs. Appropriate forms and detailed instructions may be found at the Washington State Public Disclosure Commission web site, [www.pdc.wa.gov](http://www.pdc.wa.gov). The forms may be filed electronically, by mail, or personally.

#### 2150 Reimbursement

Although RCW 35.61.150 *Park Commissioners--Compensation* allows compensation to be paid to Commissioners for time devoted to business of the District, the Commissioners of the Bainbridge Island Metropolitan Park & Recreation District shall not receive compensation for their services to the District, but they may be reimbursed for necessary expenses while attending meetings of the Board or when otherwise engaged on District business.

#### 2160 Statutory Duties of the Board of Commissioners

The Board shall operate under the provisions of RCW 35.61 *Metropolitan park districts*. As a part of the operation it shall also:

1. Elect its officers including a President, Vice-President, Clerk, Treasurer, At-Large. These titles are referred to as Chair, Vice-Chair, Secretary, Treasurer, and At-Large as they were prior to the transition to a Metropolitan Park District. The Board shall elect such other officers as it may determine it requires.
2. Hold regular meetings at least monthly.
3. Adopt policies governing transaction of Board business, keeping of records, resolutions, transactions, findings and determinations, which shall be of public record.
4. Through the Executive Director, initiate, direct, and administer the District's park and recreation activities, and select and employ such properly qualified employees, as it may deem necessary.
5. Compile and execute a budget on an annual basis.
6. Election of Officers - The Board of Commissioners, at its first January meeting following the beginning of each year, shall elect from among its members a President, Vice-President, Clerk, and Treasurer. The Treasurer shall serve as ex officio Assistant Clerk. Elections shall be conducted by motion, second, and vote of no less than a quorum of the Board. All terms of office shall run for one year beginning when elected and until the election of a successor. Vacancies in an office arising from any cause may be filled at any regular or special meeting of the Board. The Treasurer of Kitsap County is designated by RCW 35.61.180 *Designation of district treasurer* as the ex officio Treasurer of the metropolitan park district. The duties of the Board Treasurer shall not conflict with the County Treasurer.

## **2200 Officers**

### **2210 Duties of Officers**

The President (Chair) shall preside at all public meetings of the Board of Commissioners and shall sign resolutions, contracts, and other instruments on behalf of the Board as authorized unless delegation of such approval authority shall be authorized by the Board. The President (Chair) works closely with other commissioners and the Executive Director to identify and prioritize agenda topics.

The Vice-President (Vice-Chair) shall, during the absence or disability of the President (Chair), exercise all the functions of the President (Chair). In addition, the Vice-President (Vice-Chair) shall have such powers and discharge such duties as may be assigned from time to time by the Board of Commissioners.

The Clerk (Secretary) is responsible for ensuring the board's compliance with legal, regulatory, and organizational requirements related to documentation and recordkeeping. While the Executive Director may assign staff to prepare meeting agendas, minutes, resolutions, and other records, the Clerk (Secretary) retains ultimate oversight and accountability for the accuracy, integrity, and safekeeping of these documents. See section 2418 – Minutes and Records of Minutes for more on documentation and recordkeeping.

The Treasurer shall have primary responsibility for reviewing and submitting to the Commissioners for approval all payroll and other expense vouchers submitted by the Executive Director. The Treasurer shall perform such further duties as are incident to the office and as are properly required by the Board.

## **2300 Committees**

The Board may establish standing, ad hoc, and staff led citizen advisory committees for the purpose of assisting the Board of Commissioners in carrying out its responsibilities.

### **2310 Standing Board Committees**

Standing committees as established by the Board are listed below. All standing committees shall have two (2) members. Board members shall be assigned to a committee for staggered two-year terms. It shall be the responsibility of the President (Chair) to ensure that the proper rotation of members is maintained. Each committee shall determine annually who shall be its chair. Meetings shall be held as deemed necessary by the

committee members and reports made to the Board at appropriate intervals. Notice of meetings will be given through normal channels when feasible. In addition to those duties outlined below, a committee may be assigned other duties and responsibilities as directed by the Board and the District's policies.

1. Budget and Finance Committee - Shall have oversight of budget development and perform a regular review of the status of the budget, reporting thereon to the Board. The current and past Treasurer will comprise this committee.
2. Capital Facilities Committee - Shall review proposals for significant changes/additions to the District facilities (e.g., buildings, fields, trails, etc.) and make recommendations for appropriate action to the Board. The Board will nominate and vote on members to comprise this committee. This committee will be activated at the discretion of the Board on an as needed basis.
3. Governance - Shall review Board policies annually with attention to any applicable legislative changes and shall coordinate District activities with other governmental agencies. The current President (Chair) and Vice-President (Vice-Chair) shall be the members of this committee.
4. Personnel - Shall establish annual performance goals with the Executive Director, conduct a regular review of his/her performance, and make recommendations to the Board regarding the Executive Director's compensation package. Shall serve as a resource to the Executive Director regarding personnel issues. The current President (Chair) and past President (Chair) will comprise this committee.
5. Program - Shall review proposals for significant changes/additions to the District programs and make recommendations for appropriate action to the Board. The Board will nominate and vote on members to comprise this committee. This committee will be activated at the discretion of the Board on an as needed basis.

#### 2315 Ad Hoc Board Committees

The Board may appoint, by vote of the board, an ad hoc committee which is a temporary committee with an established start and end date to address specific policies, issues, projects, or topics. All ad hoc committees shall have at least two (2) Board members, or can be a committee of the whole Board, with the committee chair appointed by a vote of the Board. An ad hoc committee may be paused, or dissolved through a vote of the Board, or by a sunset provision.

#### **2400 Board of Commissioners Meetings**

All regular and special meetings of the Board shall be open to the public and news media, and public notice of meetings provided, as required by RCW 42.30 *Open public meetings act*.

#### 2410 Types of Meetings

##### 2411 Regular Meetings

Regular meetings of the Board shall be conducted per RCW 42.30. Regular meetings may be held twice a month on dates as determined by the Board. Both meetings shall be business meetings at which Commissioners may take official action.

Meetings may provide for Board members and key staff to participate virtually when circumstances require their attendance, and they are unable to attend in person.

Remote access may be available to the public in a view-only format and in certain situations remote access with an option for participation by the public may be available.

Per RCW 42.30.240 upon request for individuals who will have difficulty attending a meeting by reason of disability, limited mobility, or for any other reason that makes physical attendance difficult, the Board shall, when

feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comments for other members of the public will be accepted at the meeting.

#### 2412 Special Meetings and Work Sessions

A special meeting may be called at any time by the President (Chair) or by a majority of the Board. A written notice may be delivered personally, by email, or by mail to each member of the Board, to the City of Bainbridge Island's designated newspaper of record and posted on the District's website at least twenty-four (24) hours in advance of the meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. All other conditions of RCW 42.30.080 *Special meetings* shall pertain.

A work session may be called at any time by the President (Chair) or by a majority of the Board. A work session shall be limited to discussion of the announced topic, and unlike a special board meeting, no action will be taken. A written notice may be delivered personally, by email, or by mail to each member of the Board, to the City of Bainbridge Island's designated newspaper of record and posted on the District's website at least twenty-four (24) hours in advance of the meeting. The call and notice shall specify the time and place of the work session and the topic.

#### 2413 Executive Session

The Board, in either a regular or a special meeting, in accordance with the provisions of RCW 42.30.080 *Special meetings* and RCW 42.30.110 *Executive sessions*, may hold an executive session to consider matters as defined in RCW 42.30.110 (1). The President (Chair) shall announce the purpose and time of the session as prescribed in RCW 42.30.110 (2).

#### 2414 Agenda

All regular and special meetings shall be conducted from a written agenda.

The agenda will be prepared by the Executive Director in consultation with the Board President (Chair).

Board members who desire to place any item on the agenda should supply the topic and any backup material to either the Executive Director or the President (Chair) in time to be included with other meeting materials being mailed or delivered to Board members.

Urgent or emergency matters may be placed on the agenda by the President (Chair) or the Executive Director, waiving the requirement of advance notice.

Each Commissioner is expected to study agenda materials in advance of meetings so that discussion and board actions may proceed expeditiously.

#### 2415 Quorum

All meetings require at least three (3) Commissioners present throughout the meeting to constitute a quorum.

#### 2416 Rules of Order

All meetings shall follow the stated agenda unless altered by the President (Chair).

Robert's Rules of Order, Revised shall be utilized for the conduct of all regular and special meetings of the Board unless superseded by rules set forth in these policies or the RCW's governing conduct of the Board.

Board decisions shall be determined by voice vote. The President (Chair) may call for the vote by roll call if any uncertainty is present. The President (Chair) may vote, unless wishing to abstain, as may any member.

Board decisions involving major issues require three (3) positive votes. Major issues are defined as policy adoption, filling a vacant position on the board, personnel actions regarding the Executive Director, and budget resolutions.

#### 2417 Order of Business

Business of a regular meeting shall be conducted in accordance with a published agenda. This agenda shall consist of not less than the following:

Call to Order  
Establishment of a Quorum  
Conflict of Interest Disclosure  
Reading of Mission Statement  
Public Comments (per RCW 42.30)  
Approval of Minutes  
Approval of Vouchers and Payroll  
General Business  
Staff Report  
Board Member Items  
Unfinished Business, Committee Reports, Written Communications, Executive Session, and Business from Legal Counsel may also be agenda items as appropriate.

Agenda items requiring resolutions of a policy nature will be placed on the agenda at least twice, once for information only and then again at a subsequent meeting for adoption. Exceptions to this rule are resolutions of an urgent or emergency nature and those of a housekeeping or non-policy nature.

#### 2418 Minutes and Records of Minutes

The Board Clerk (Secretary) shall be responsible for the accurate recording of the proceedings of all regular and special meetings. The performance of this function may be delegated by the Board to the Executive Director. Confidential minutes or notes of executive sessions shall be prepared at the discretion of the President (Chair).

Copies of the previous meeting's draft minutes shall be distributed to the Commissioners in advance of the next meeting.

Meetings may be recorded and if so, those recordings will be retained in accordance with RCW 40.14.

#### **2500 Relationships of the Board**

The very nature of the Bainbridge Island Metropolitan Park & Recreation District, as an elected Board of Commissioners for a municipal corporation, necessitates that there be a variety of relationships established among itself, its professional Executive Director of staff and operations, its staff, related community organizations and agencies, interest groups, and other citizens of the Island. The following gives some specific guidelines as to how to ensure that these relationships can be developed and maintained.

The Board has the legal authority to delegate day-to-day administration of the District to its Executive Director, while retaining responsibility for the actions of the Executive Director performed within the scope of his/her authority.

The formulation and adoption of written policies shall constitute a basic method by which the Board shall exercise its leadership in the operation of the District. The development of such policies is recognized as being a primary function of the Board. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the District. Should an existing policy be determined to be in conflict with newly enacted laws or regulations, including interpretations of law or regulation by a court, the Executive Director will have the authority to suspend enforcement of the policy until the Board has had the opportunity to either modify or repeal the policy. The

Executive Director will promptly notify the Board of any actions the Executive Director has taken to suspend a policy.

#### 2505 Conflict of Interest and Appearance of Fairness

Commissioners have a duty to the people they serve to demonstrate high moral and ethical behavior. *See, for example, RCW Title 42 Public officers and agencies, Sections 42.23 Code of ethics for municipal officers - conflict of interest, - and Section 42.52 - Ethics in public services.*

#### 2510 Relationship of Individual Commissioners to the Whole Board

Individually, Commissioners have no legal authority except as they contribute to any action by the entire Board or a legal quorum thereof, which consists of three (3) members. Individual Board members are often contacted by citizens with problems, issues, or suggestions. These should be brought before the entire Board or to the attention of the Executive Director of the District.

#### 2520 Relationship with the Executive Director

Recognizing the need to establish and delineate the responsibilities of the Board and its appointed Executive Director and their staff, the Board acknowledges that:

1. The Executive Director will be solely responsible to the Board for the administration of all units of the District. Except for the purpose of seeking clarification of information provided by a staff member or for inquiry of a general nature, the Board and its members will deal with the administrative officers and employees under the jurisdiction of the Executive Director solely through the Executive Director in order to provide for efficient and effective administration of the District.
2. The Executive Director will supervise and be responsible for the administrative and managerial affairs of the District. They will give general direction regarding personnel matters and will be ultimately responsible for the proper execution of policies and directions set by the Board and for the enforcement of local, state, and federal laws and regulations impacting the District. The Executive Director will keep the Board informed of the conditions and needs of the District and will make reports and recommendations including the modification or deletion of existing policies or the adoption of new policies regarding personnel as the Executive Director may deem desirable or as may be requested by the Board.

#### 2530 Relationship with Park District Staff

Neither the Board nor any member of the Board will give orders to the Executive Director's subordinates or otherwise interfere with the managerial functions through such means as directing or requesting the interviewing, appointment, or removal of any of the Executive Director's subordinates, the making of particular purchases from or contracts with any specific individual or organization, or the granting or denying of any benefit or opportunity not made available to the general public.

#### 2540 General Relationships

It is the policy of the Board to create recreation opportunities that promote community engagement, inclusivity, and active lifestyles. The District's programming will focus on recreational activities to encourage participation, skill building, and enjoyment for all ages and abilities. Programs will emphasize community well-being, social interaction, and lifelong engagement in physical and creative activities rather than competitive outcomes. The District will work collaboratively with local organizations, businesses, and other stakeholders to enhance recreational offerings. The District shall cultivate partnerships to create complementary opportunities that expand access to recreational and educational resources, fostering a stronger sense of community.

#### 2550 Relationship with Other Agencies

It shall be the policy of the Board to work cooperatively with other public agencies to the mutual benefit of the District, the other agencies, and, foremost, the citizens of Bainbridge Island. The Board may appoint Board member liaison(s) to work with outside agencies at the first meeting in January of each year.

### **2600 District Policies**

All policies of the District shall be available on the District's website or upon request may be viewed in the District office. This is the ultimate responsibility of the Clerk (Secretary) but may be delegated to the Executive Director as appropriate. All District policies shall be adopted by resolution of the Board. The definition of "policy statement" shall be that given in RCW 34.05.010 *Administrative law*.

### **2610 Administrative Rules**

The Executive Director shall issue administrative rules and operating procedures for the day-to-day operation of the District.

Policy Name: Citizen Advisory Committees  
Section: 3000 Operational Policies  
Policy Number: 0000

The Executive Director, citizens, or Board members may recommend to the Board the formation of a citizen advisory committee for a specific purpose. A committee shall be established at the discretion of the Board, by motion of the Board, which shall include the nature (standing or ad hoc), number of members, and purpose, and which may, but need not, include the duration, expected deliverable(s) (report, recommendation, etc.) and any other pertinent guidance and parameters.

The Executive Director shall solicit committee members and recommend members and a Chair to the Board for approval. The Board has discretion to designate up to two Board members as liaisons of the committee.

The committee, through its Chair, shall report to the Executive Director, who shall provide direction to the committee consistent with the Board's establishing motion, and who shall provide the Board with periodic updates on the committee's work. If a policy matter arises, the Executive Director shall bring it to the attention of the Board.

The committee may be extended by motion of the Board. The committee shall terminate in accordance with the Board's establishing motion or a subsequent motion of the Board.



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## **Local Records Grants: About the Local Records Grant Program**

**Purpose:** Provide guidance to local governments on Washington State Archives' Local Records Grant Program ([RCW 40.14.026](#)).

### **What is the purpose of the grants?**

To help local governments' use of technology to improve their records retention, management and disclosure of public records.

### **How is the program funded?**

Grants are funded by the proceeds of a surcharge when documents are recorded with county auditors.

### **Who can apply?**

Any local government agency/entity such as counties, cities, towns, fire districts, school districts, hospital districts, port districts, public utility districts, transit authorities, other special purpose districts, etc.

Different departments and business units within counties and cities can apply separately in the same grant cycle. However, Washington State Archives encourages agencies to consider if a better solution could be found by working more cooperatively across the entire agency.

Preference for grant awards will be given to smaller local government agencies, but will also be based upon the applicant agency's need. Preference will also be given to information technology designed to improve the retention, management, and disclosure of public records.

Even though other government entities (such as state agencies, higher education, tribes, etc.) are not eligible for these grants, the Archives is still available to provide other records management assistance.

### **Who decides which projects will be funded?**

The Secretary of State will award grants based on recommendations from the Archives Advisory Committee, a committee of county auditors, county clerks and representatives from other sectors of local government.

### **For more information:**

<https://www.sos.wa.gov/archives/RecordsManagement/Local-Records-Grant-Program.aspx>

**Additional advice regarding the management of public records is available from  
Washington State Archives:**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**