

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING FEBRUARY 7, 2019
STRAWBERRY HILL CENTER**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:02 pm by Chair Cross.

BOARD MEMBERS PRESENT: Lee Cross, Ken DeWitt, Jay Kinney, Michael Pollock (arrived late), Tom Swolgaard.

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Kirk Robinson, former park commissioner, said he had the pleasure of serving alongside Commissioner Lee Cross for approximately nine years while he was on the board. He found out she will be retiring and wanted to thank her for her fine service, saying she is a very hard-working commissioner. He also said what a pleasure it was working with everyone here at the Park District during the fourteen years he was on the board. He said it made up one of the finest working groups he was ever part of during his professional and volunteer career. He thanked Commissioner Cross again for her service to the community.

Laura Hanson, said she is on the City's Climate Change Advisory Committee, runs a non-profit on the island called EcoAdapt, and was invited here by Commissioner Pollock. She works on climate change adaptation which is how the impacts of climate change are recognized and have already been seen based on the amount of greenhouse gases in the atmosphere. Their efforts help people make better plans so uninformed decisions are not made with capital invested into things that will not produce good long-term outcomes. Towards this end, two years ago, she with a partner created the BI Climate Impact Assessment which assessed the impact climate change will have on the island in fifty years and was used by the City of Bainbridge Island to update their comprehensive plan. The other resource she's worked to develop is a Climate Change Adaptation Certification Tool that can be used to evaluate decisions and their impact on climate change. If the board is interested, she'd be happy to return someday to make a formal presentation. She is hoping to create a task force on the island to develop a collective plan with all island municipalities.

PUBLIC COMMENTS ON AGENDA ITEMS:

Edie Hartmann, island resident, commented on how amazing both the park commissioners and park staff are. She said while her comments tonight are not intended for those that are here, she would feel better saying them. She said it seems in today's age, people are not aware of what a responsibility is all about. She noted the tremendous commitment needed to serve six-year terms and attend two board meetings a month yet does not think people are aware of how comprehensive the responsibilities of a park commissioner are. She said we live in an age where we have single issue candidates who have an agenda before they ever get to filling their responsibilities. She encouraged the board to consider when filling the board vacancy, whether the applicants have ever attended a board meeting, and whether they are aware of the huge responsibility commissioners must bear, as well as the significant decisions they must make in areas of finance, programming, and meeting public needs.

BOARD CONSENT

APPROVAL OF MINUTES: Upon making the following revisions to the minutes of the January 17, 2019 regular board meeting, Chair Cross stated the minutes stand approved as corrected: p. Add "subsidy" after "operational" in two places.

APPROVAL OF PAYMENTS: MSC: DeWitt/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 Amount	Pre-Approved
1/29/19	001 General Fund 300 Capital Improvement Fund	17816-17838	26,567.62	1/28/19
2/6/19	001 General Fund 300 Capital Improvement Fund	17839-17872	68,670.63	2/1/19
1/29/19	001 General Fund (Dec payroll)	EFT & 2343-2349	314,847.90	

UNFINISHED BUSINESS

REVIEW PROCESS FOR FILLING BOARD VACANCY: This agenda item is a follow-up to the January 17, 2019 board meeting at which time Commissioner Cross said she will be resigning from the board once a replacement for her has been found, and at which time the Board will appoint someone to fill the remainder of her term which is through 2019. Executive Director Terry Lande said 14-16 applications were received for the board vacancy and there are many impressive candidates. He noted the vacancy was publicized with two paid ads in the Bainbridge Review, and was also sent to the Kitsap Sun, posted on the Park District's website and emailed to thousands of island households using the Park District's registration distribution group. There were two articles in the Review and a story in the Sun. He then reviewed the draft timeline with the board, saying the next step is to turn the applications over to the board's Personnel Committee to narrow down the candidates and recommend two to three finalists to the board. He said revisions to the initial timeline were made following input received about the Open Public Meetings Act. It's been learned that while the qualifications of candidates can be discussed in executive session, any interviews or decisions must be done in open session. Discussion followed. Several commissioners were interested in knowing who applied and seeing all the applications. Commissioner DeWitt noted that in the past it has been the function of the Personnel Committee to narrow down the applicants. It was indicated by staff that the board per policy has standing committees set up with two commissioners appointed to each at the beginning of every year. The role of the Personnel Committee is to address personnel issues that come up during the year as needed and to bring recommendations to the board. In discussing this process with the Municipal Research & Services Center prior to the board meeting, it was indicated by MRSC that a mechanism is in place with an expectation that narrowing down the candidates to several finalists would be a task handled by the Personnel Committee. Per MRSC, changing the committee's responsibilities would require a motion. Executive Director Lande noted that timing is a concern, in that anyone appointed who wants to continue beyond this year as a board member must file by mid-May to run in the election this fall. Filling the position sooner than later will give the appointed commissioner more experience on the board so they can better assess if they want to run for a six-year term. It was noted that anyone appointed to the board vacancy can serve only in 2019, unless elected this fall by island residents to serve a full six-year term. Commissioner Pollock asked that there be public input on the candidates. Commissioner Cross noted that because an election is coming up so soon, the public will have the opportunity to vote on the appointed commissioner if the new board member decides to run in this fall's election. She also expressed concern over timing, saying one reason she agreed to stay on the board until a replacement could be found is due to her concern that if she resigned immediately there may not be a quorum at board meetings given one board member's decision to not attend the second board meeting of every month. She said there is a lot of work to be done this year and expressed confidence in the ability of those on the Personnel Committee to narrow down the applicants. The board agreed to go ahead with having the Personnel Committee bring their recommendation of two to three finalists to the board at the February 21 board meeting. If the board approves their recommendation by motion, these candidates will be interviewed in open session by the full board at a subsequent special board meeting on February 28. In addition, the full board will be provided the applications of all the candidates to assess if anyone else should be interviewed in addition to the candidates recommended by the Personnel Committee. It was agreed that

adding additional names to be interviewed would require board approval by a motion in open session. It was also agreed that other than the two members of the Personnel Committee, to avoid forming a quorum there will be no discussion among board members about the candidates unless during a board meeting. The board asked that while the Personnel Committee is reviewing the candidates next week, additional research be done by staff on whether applications for public office are subject to public disclosure and to ensure that the above agreed process complies with state regulations as stipulated in the Open Public Meetings Act and the Public Records Act.

2019 BOARD CHAIR: Chair Cross noted that since she is resigning from the board it seems appropriate to select a new board chair for 2019. **MSC: Swolgaard/DeWitt: To nominate Jay Kinney to be board chair for the remainder of the year.** Commissioner Kinney accepted the nomination. **MSC: Pollock/Swolgaard: To approve Jay Kinney as board chair effective February 21.**

REVISE 2019 COMMITTEE ASSIGNMENTS: Chair Cross said with Commissioner Kinney as the new board chair several committee assignments need to be revised. It was agreed that Commissioner Kinney would take her place on the Governance and Personnel Committees since these positions are filled by the board chair. Regarding the Board Liaison positions, Commissioner Cross said she'd like to continue as liaison to the Parkland Acquisition Committee, the Trails Advisory Committee, and Intergovernmental Work Group until she is no longer on the board. The board agreed to this. It was noted that the IGWG liaison is the board chair, and with next week's IGWG meeting likely to be cancelled due to snow, there may not be another IGWG meeting for her to attend since it is likely it would be after February 21 when Commissioner Kinney will become chair.

2019 PARKLAND ACQUISITION COMMITTEE MEMBERS: Park Services Director Dan Hamlin followed up on a memo included in the board packet providing background on the Parkland Acquisition Committee, the status of Land Acquisition Fund funds which are below the level needed to acquire land, and next steps for 2019. He recommended that the current members on the Parkland Acquisition Committee stay in place for 2019 to continue their work from last year related to trail easements. All have extensive knowledge and experience with trails and are well qualified to serve. He noted that the committee only meets a few times a year since there is not a lot of work to be done. The committee is called upon as needed to look at new trail connections or assess trail-related costs such as surveys, wetland studies, and the acquisition/purchase of easements. The committee brings recommendations to the board on whether to pursue an easement and spend funds related to its acquisition. Commissioner Pollock questioned the process for determining the committee members. Board discussion followed. Commissioner Cross said there was extensive public process when the committee was first formed and funds were available for park land acquisition. Because funds have diminished and there is little for the committee to do, repeating this process has not been considered necessary. **MSC: Swolgaard/Kinney: That the following be appointed to the Parkland Acquisition Committee for 2019: Dave Shorett, Frank Stowell, Rick Gordon, Jim Kondek, Kirk Robinson.**

2019 BOARD MEETING HOLIDAY SCHEDULE: Executive Director Terry Lande said the Fourth of July this year falls on a regularly scheduled board meeting and recommended that a board meeting not be held on this date. There is no conflict with board meetings and the other holidays in 2019. **Swolgaard/Pollock: To approve the 2019 board holiday schedule which omits a board meeting on July 4, 2019.**

GENERAL BUSINESS

RESOLUTION 2019-92: CLOSING DEPOSIT FUND 94954 (631): Administrative Division Director Amy Swenson said this fund was set up years ago to hold caretaker deposits. With the minimal amount in it of approximately \$1440, the state auditor has recommended that it be closed and its funds rolled into the General Fund. **MSC: DeWitt/Pollock: That Resolution 2019-02, closing Deposit Fund 94954 (631), be adopted.**

DIRECTOR'S REPORT

Park Services Division: Division Director Dan Hamlin said work is continuing on the Bakery Building; the Dog Advisory Committee has met and after exhausting possible locations for new dog parks is considering other options; there was an incident at Battle Point Park where a toilet was blown up; due to snow, Fay Bainbridge Park is being closed.

Recreation Division: Division Superintendent Bryan Garoutte said planning is underway for summer programs with the catalog coming out in March; two new instructors have been hired for the Eagledale Pottery Studio; the tennis program is growing; many new outdoor programs are being added; people are using Gearbank to rent outdoor equipment; the middle school dance hosted by the Teen Center was a great success. Division Director Mark Benishek said the swim meet for this weekend at the Aquatic Center has been cancelled due to snow forecasts; starter blocks donated by the swim team are in place; free lectures are being held leading up to the Dynamic Aging conference that will be held in March.

Administrative Division: Division Director Amy Swenson said the audit is finished and the financial statements have been posted on the Park District website. Senior Planner Perry Barrett said staff met with Jones & Jones to discuss program functions for Sakai Park; work is beginning on the comprehensive plan; work is still underway with the City of BI to obtain park zoning. Executive Director Terry Lande met recently with BI Land Trust Executive Director Jane Stone and they had a good conversation about where things are headed. A lunch was hosted yesterday at the Aquatic Center to thank members of the Huney Committee, part of the Rotary Club of Bainbridge Island. Due to approximately \$50,000 in funds provided by the Huney Committee, the front lobby of the Aquatic Center has been remodeled. He met recently with Jeff Horn, the interim police chief, and had a good conversation discussing expectations. Park/Recreation Division Directors Dan Hamlin and Mark Benishek will serve as liaisons between the Park District and Police Department and will meet periodically with them. Due to snow and ice conditions, the Park District was closed this past Monday and until noon on Tuesday. Due to heavy snow forecasts, the Park District will close at 1pm tomorrow. Whether District closures are needed for this coming Monday will be assessed on Sunday.

UPCOMING MEETINGS & EVENTS: The 2/21/19 board meeting will begin at 4:30 pm and will be held at the Aquatic Center. A special board meeting on 2/28/19 to interview board vacancy finalists will begin at 7:00 pm and will be held at the Strawberry Hill Center.

BOARD MEMBER ITEMS:

- Commissioner Pollock expressed interest in serving as a park board liaison to the City's Climate Change Advisory Committee. It was suggested that this be addressed as an agenda item at an upcoming board meeting.
- Commissioner Swolgaard attended the recent Bainbridge Island Land Trust annual meeting.
- Commissioner DeWitt wished Executive Director Terry Lande a happy birthday coming up this weekend.
- Commissioner Cross attended the auditor's exit interview and said the Park District had a clean audit. She mentioned the auditor said it is a pleasure to do the Park District's audit since things are in such good shape here. The Park District is close to the \$10,000,000 threshold in revenue which will then trigger an annual audit.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:55 pm for discussion of real estate and potential litigation, with announced time to reconvene at 8:15 pm. **MEETING RECONVENED** at 8:15 pm and **ADJOURNED** at 8:16 pm.

Elizabeth R. Shepherd
Terry M. Lande

BAINBRIDGE ISLAND METROPOLITAN
PARK & RECREATION DISTRICT

BY: _____
Lee Cross

BY: _____
John Thomas Swolgaard

BY: _____
Kenneth R. DeWitt

BY: _____
Jay C. Kinney

ATTEST: _____
Michael Pollock