

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING MAY 7, 2020  
ZOOM VIRTUAL MEETING**

**CALL TO ORDER** A quorum being present, the meeting was called to order at 6:03 pm by Chair Swolgaard.

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

**BOARD CONSENT**

**APPROVAL OF PAYMENTS: MSC: Janow/Kinney: I have reviewed the following vouchers, warrants and electronic payments and move that they be approved for payment.**

<b>Batch Date</b>	<b>Fund Number &amp; Name</b>	<b>Warrant Numbers</b>	<b>Total Batch Amt</b>	<b>Pre-Approved</b>
03/17/20	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	19715-19882	172,959.86	03/17/20
03/24/20	001 General Fund 300 Capital Improvement Fund	19883-19913	97,503.95	03/24/20
04/02/20	001 General Fund 300 Capital Improvement Fund	19914-19945	63,476.11	04/02/20
04/07/20	001 General Fund	19946	6,444.22	04/07/20
04/14/20	001 General Fund 300 Capital Improvement Fund	19947-20090	44,111.18	04/14/20
04/28/20	001 General Fund	20091-20105	71,038.21	04/28/20
	001 General Fund (February Payroll)	EFT & 2479-2692	291,485.86	
	001 General Fund (March Payroll)	EFT & 2693-2711	368,789.51	
	001 General Fund (April Payroll)	EFT & 2516-2718	494,090.39	

**UNFINISHED BUSINESS**

**Park District Update on the Coronavirus:** Executive Director Terry Lande said staff has prepared a power point presentation for how Governor Inslee’s four phase approach to reopening Washington State aligns with Park District services. This presentation has been prepared based on the most optimistic timeline possible, the minimum of three weeks per phase and is a draft that will be adjusted as the situation develops.

Park Services Superintendent David Harry talked the group through the four phased approach as it applies to Park Services. Discussion followed regarding how to limit use of sports courts during Phase II, including ideas for limiting pickleball net availability and adding signage encouraging patrons to share the courts by limiting their use to one hour. Park Services Division Director Dan Hamlin will connect with the pickleball group directly about the restrictions on sports courts opening in Phase II for <5 people.

Recreation Division Director Mark Benishek went through the four phases as they apply to the recreation department. If survey results during Phase I reflect that gymnastics and swim team members are not willing to pay or are willing to pay in part for coaching services, options for staff members whose salaries are paid by these user fees include: furlough and partial furlough. The Student Conservation Corps program has been canceled for this summer due to the social nature of the program and the fact that the Maintenance Coordinator position that oversees this program has

not yet been hired. Fall recreation programming for youth could be arranged very differently if the School District arranges students' schedules in a new way.

Commissioner Kinney said that as an employer, making sure the staff is safe is of utmost importance and that there is a significant difference between the risks in indoor versus outdoor recreation opportunities and that he is especially concerned about the Aquatic Center. Recreation Division Director Mark Benishek said he and Aquatic Center staff have been working on how to safely reinstate programming at the Aquatic Center and continually evaluate options. Tentative plans for reopening keep in mind safety for both staff and patrons as well as finances. Commissioner Kinney stated that the board wants to minimize risk; and made it clear to staff that there is no pressure from the board to reopen before it can be done safely. It was noted by staff that new standards of limited use will be instituted to make sure everyone is safe and when the Aquatic Center does reopen it will at first be only to staggered and controlled activities. Commissioner Swolgaard said that staff should not be in the position to defend this stance of risk minimization to the public and encouraged any comments be sent to the commissioners to be dealt with. Staff is making efforts to be prepared for when the time comes to open the doors, but it was noted that plans are being adjusted daily and are all subject to change as the situation is evolving. Staff will adjust language in the presentation for the next board meeting to indicate a partial reopening of the Aquatic Center in Phase III. Executive Director Terry Lande and Recreation Services Director Mark Benishek thanked the board for expressing their support to staff.

When the administrative office at Strawberry Hill Park does reopen in Phases II and III staff will stagger their attendance.

### **GENERAL BUSINESS**

**Furlough Policy:** Administrative Division Director Amy Swenson said she has been working with Park District Attorney Hayes Gori on updates in sections 4003 and 4005 of the Park District's personnel policy manual. In section 4003 a new sub-section about hours of work reduction gives the Executive Director the right to modify hours of work. A sub-section was added about furloughs to give the Executive Director the ability to furlough employees. In section 4005 language was added to the existing wage freeze sub-section to keep it consistent with the language authorizing the Executive Director to make decisions in the new wage reduction sub-section. The policy changes need to be approved by motion given the current situation, and a resolution will be brought to a future board meeting. **MSC:**

**Janow/Kinney: Approve the amended personnel policy sections 4003 and 4005 as outlined by Administrative Services Director Amy Swenson today.**

### **DIRECTOR'S REPORT**

**Park Services Division:** Park Services Division Director Dan Hamlin said that the Park District has been experiencing some vandalism with broken locks on sports courts and porta potties being tipped over. Park Services staff will be changing their hours to 7:00 am-3:30 pm next week. Special Events Coordinator Emily Helgeson who formerly worked as a Maintenance Coordinator for Park Services is currently working with Park Services to develop a shared work program to facilitate recreation staff with work hours. The shared work program has been successful, and staff will share the model with other agencies. Construction crews are finishing work at Cave Family Heritage Park and Fort Ward Community Hall. Next they will work on the new paddle craft storage program that has been developed for five sites before launching into the KidsUp! Playground and pickleball court projects. Senior Planner Perry Barrett stated that the City of Bainbridge Island is currently processing permits. The City has asked for additional info on the pickleball court permit and it is anticipated that it will be signed off on in next couple of days. The trails permit for Sakai Park is moving forward as well as the Blakely Harbor Park clearing permit and permits for Fay Bainbridge Park cabins, Rotary Park picnic shelter and Hawley Cove Park. An appraisal update is happening for Recreation and

Conservation Office grant funding for Sakai Park, values are being updated and there is survey activity for the deed. Appraisal activity is also going on regarding a new property under potential future negotiation.

Recreation Division: The Active Adult department is having success with virtual offerings with enrollment in Spanish classes on the rise. A community coloring competition has received submissions from participants ages 5-105 years old. Recreation Superintendent Bryan Garoutte said a summer recreation survey was sent out yesterday, and 600 people have responded so far. Initial results indicate interest throughout the summer in in-person programming while following social distancing guidelines. Staff will use information gathered to guide decisions on what summer programs to offer to the community. Staff had a positive meeting with the School District to discuss facility use for summer and fall.

Administrative Division: Administrative Division Director Amy Swenson said her staff is looking into an onboarding system for new employees that would facilitate all hiring and associated paperwork to be done online. The Park District was accepted into the Washington State Employment Security Office shared work program.

Executive Director Terry Lande said the Farmers' Market is opening this Saturday. Grow Avenue will be shut down to through traffic allowing only residents and deliveries for the next several days. Third of July celebrations have been canceled by the Downtown Association and it is probable that Fourth of July celebrations will be as well. Brian Kelly, the editor of the Bainbridge Review, has resigned his position. An email was sent today to applicants informing them the process has been put on hold for the Sakai Park and Ray Williamson Pool Replacement Advisory Committees.

#### **UPCOMING MEETINGS & EVENTS:**

Next Regular Board Meeting on May 21 via Zoom. It is anticipated that board meetings will continue to be held via Zoom until at least July.

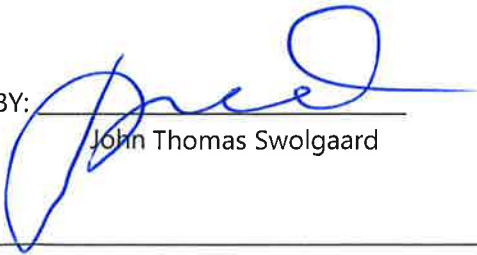
#### **BOARD MEMBER ITEMS:**

- Commissioner Cox said she appreciates the work everyone is doing and thanked staff for the presentation tonight.
- Commissioner DeWitt said that today the Food and Drug Administration decertified five Chinese manufacturers of personal protective equipment and is recalling 750,000 N95 masks. He advised everyone to be aware of who the manufacturer is when buying personal protective equipment.
- Commissioner Janow thanked everyone for their work and said she participated in the summer recreation survey.
- Commissioner Janow said that Christy Carr has been selected for the open city council position at the City of Bainbridge Island.


**MEETING ADJOURNED** at 7:30 pm.

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

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

  
John Thomas Swolgaard

BY:   
Dawn Janow  
BY:   
Kristine Cox  
BY:   
Jay C. Kinney

ATTEST:   
Kenneth R. DeWitt