

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING JUNE 4, 2020  
ZOOM VIRTUAL MEETING**

**CALL TO ORDER** A quorum being present, the meeting was called to order at 6:04 pm by Chair Swolgaard.

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

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon hearing there were no corrections to the minutes of the May 21, 2020 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

**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>
05/12/20	001 General Fund 300 Capital Improvement Fund	20142-20159	8,194.31	05/12/20
05/19/20	001 General Fund 300 Capital Improvement Fund	20160-20176	15,595.89	05/19/20
05/26/20	001 General Fund	20177-20190	5,849.75	05/26/20

**UNFINISHED BUSINESS**

**PARK DISTRICT UPDATE ON CORONAVIRUS:** Administrative Division Director Amy Swenson said staff is working on procedures regarding coronavirus for participants, volunteers, employees and interns. At the next board meeting staff will make a recommendation for an addendum to the Park District personnel policy that gives the Executive Director the authority to formulate procedures relating to an emergency health situation such as the coronavirus. If authority is given to the Executive Director to set procedures, changes can be made more quickly to keep up with a developing situation. Administrative Division Director Amy Swenson is working on a procedure for employees and interns, based on the different stages of reopening as outlined in Governor Inslee's Safe Start program. Recreation Division Director Mark Benishek and Recreation Superintendent Bryan Garoutte are putting together procedures for recreation program participants. Volunteer procedures will also be addressed.

Office Assistant Jeanni Lunde is currently working two days a week for the shared work program with Park Services; and will be increasing to three days a week for the next few months.

Park Services Division Director Dan Hamlin said staff participating in the shared work program have been doing a phenomenal job. Park Services has been collaborating with recreation staff to prepare facilities and supplies as the phased reopening of recreation programs is being planned for. Protective shields have been installed at customer service counters. Tennis courts are open and user groups are following the Governor's orders for Phase II. There have been some issues with unauthorized use of fields by organized groups; communication with local field user groups has been good. Park Services staff is doing a great job with following health guidelines instituted by the Park District such as social distancing.

Recreation Division Director Mark Benishek said recreation staff that has been participating in the shared work program are transitioning back to their regular duties as they gear up for the relaunch of summer registration on June 10. A few recreation departments will have limited program offerings during Phase II of the Safe Start gradual

reopening plan. Guidance from state government regarding the phased reopening is changing almost daily and staff is doing a great job of staying flexible and adjusting to an evolving situation. The Park District remains on track for the phased reopening projection as presented at the May 7 board meeting. The Park District website has been updated to include Phase II guidelines. Recreation Superintendent Bryan Garoutte said staff has been working on reopening plans specific to each department and facility for phases II and III and is looking forward to getting started.

Executive Director Terry Lande said that everyone in the agency has been doing an incredible job and working hard throughout the coronavirus pandemic.

Commissioner Swolgaard asked when Kitsap County is eligible for Phase III. Commissioner DeWitt said he read in the newspaper that Kitsap County could apply for Phase III as early as June 18.

Commissioner Janow asked how reopening the campground at Fay Bainbridge Park is going. Staff replied that people are camping, and reservations are on the rise.

## **GENERAL BUSINESS**

**BOARD TREASURER:** Commissioner Swolgaard said that it is customary that new commissioners take the position of treasurer, as it is an opportunity to learn about how the Park District functions.

**MSC: Kinney/Janow: Motion to appoint Commissioner Cox as board treasurer.**

Commissioner Cox said she is excited to take on this role and learn more about how the Park District operates.

## **DIRECTOR'S REPORT**

Recreation Division: Recreation Division Director Mark Benishek said that Active Adult Program Manager Sue Barrington who also manages Art & Cultural programming has had success launching programs virtually, including adding additional sections of an online art class. She has also been working with Humanities Washington to develop a guest lecture series that will intersect with the free Art Zone event that she has planned. Recreation Division Director Mark Benishek gave Active Adult Program Manager Sue Barrington kudos for adapting to online programming with strength and courage. Aquatic Program Administrator Megan Pleli and her staff are busy prepping the Aquatic Center for reopening in Phase III. The Aquatic Center front desk is now staffed Monday through Friday from 6:00 am to 6:00 pm to answer phone calls and emails. Office Supervisor Marjorie LeMaster is working at the front desk full-time and recreation coordinators and managers are filling in to cover hours until part-time staff can be brought back.

Commissioner Swolgaard asked if there are any repair or maintenance projects currently underway at the Aquatic Center. Recreation Division Director Mark Benishek said that staff has been painting, completing repairs to finishing edging in the hot tub and in shallow areas of the Nakata pool, performing heavy cleaning, and taking care of repairs and patch work in locker rooms. Sports Program Manger Julie Miller, Recreation Specialist Katie Rochon and Outdoor Program Manager Nick Prevo have been preparing for summer programming and participating in the shared work program. Youth & Teen Program Manger Shannon Buxton has been preparing facilities to reopen as well as putting together eight different options for "camp in a bag" which consists of various themed activities that kids can do from home. A Teen Center reopening plan is being worked on with a target reopening date of July 7. Recreation Superintendent Bryan Garoutte said a power point presentation has been created for employee training on coronavirus.

Administrative Division: Administrative Division Director Amy Swenson said Accounting Coordinator Stephanie Balangue is working to set up an online paperwork program for new hires. Staff is looking into an applicant tracking

system to help streamline the hiring process. Financial statements for 2019 have been filed with the Office of the Washington State Auditor.

Park Services Division: Park Services Division Director Dan Hamlin said the new paddle craft storage areas will be at Point White Dock, Fort Ward Park, Manitou Beach, Blakely Harbor Park and Fay Bainbridge Park. There has been a lot of interest in the paddle craft program and there will be about 70 storage spaces between all the sites. Woodchips for the playground are being delivered to Cave Family Heritage Park; work on the grass areas will be delayed until this fall. An ADA accessible ramp is being built for the house at Cave Family Heritage Park and rails are being added to the porch. The Fort Ward Community Hall project is almost complete, staff will return to finish a few tasks after a sub-contractor finishes cabinet work. Coronavirus budget impacts meant that Park Services was not able to hire as many seasonal employees as usual. Due to the reduction in seasonal staff hiring this year, staff has been working extra hard to try to keep up with mowing of the parks. Park Services is grateful to have help from recreation and administration staff who have participated in the shared work program. The pickleball court project is progressing with the pouring of concrete tomorrow; tall poles will be installed to hold netting and cypress will be planted between the pickleball and hockey courts. The Bainbridge Island Parks Foundation approved additional funding for the trails crew due to the cancelation of the Student Conservation Corps; the trails crew will now have five staff members this summer. Staff had a good meeting with Peter Best and Dave Greetham from the City of Bainbridge Island's planning department. Senior Planner Perry Barrett said the Park District is still waiting for several permits, including one for trails at Sakai Park. The City of Bainbridge Island planning department is reorganizing the way they handle permits. The planning department has been heavily impacted by the coronavirus situation, they are currently down two positions and have been inundated with permits. The Park District received notice today of acknowledgement regarding the agreed order with Washington State Department of Ecology for Blakely Harbor Park. Grant work for the Springer Property and Albers Property is underway. The connector trail in Sakai Park to the Sound to Olympics Trail is in the permitting process, the City of Bainbridge Island is lead agency on this. Park Services Division Director Dan Hamlin said that work is being done on standard operating procedures and they will be presented at a board meeting in July.

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

June 18 board meeting will be held on Zoom.

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

- Commissioner Janow said she was out at Battle Point Park; the pickleball court project looks great and she is excited about the progress.
- Commissioner Janow brought up the Walks with the Commissioners program. Commissioners agreed to resume the program in Phase III. Recreation Superintendent Bryan Garoutte will work with Commissioner Janow to communicate the Park District recreation program protocols.
- Commissioner DeWitt said he attended a Zoom meeting with the Bainbridge Island Parks Foundation.
- Commissioner Cox said that from the point of view of a participant, the communication from both Bainbridge Island Aquatic Masters and Bainbridge Island Swim Club has been great. Her kids have been enjoying the dryland program that Bainbridge Island Swim Club Coach Carolyn Ackerley has put together. The feeling of connectedness from staying involved with teams has kept spirits high at her house.
- Commissioner Swolgaard said he would like to thank staff for all their hard work during the coronavirus pandemic.

**MEETING ADJOURNED** at 6:57 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