

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING JULY 2, 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.

ADJUSTMENTS TO AGENDA: Introduction of Intern will be added directly after adjustments to agenda.

INTRODUCTION OF INTERN: Park Service Division Director Dan Hamlin introduced Intern Emily Offer who has graduated from Texas A&M University with a major in urban planning. She gave a brief overview of her background and the board welcomed her to the Park District.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the June 18, 2020 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: Cox/Janow: 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
06/09/20	001 General Fund 300 Capital Improvement Fund	20219-20240	15,595.47	06/09/20
06/18/20	001 General Fund 300 Capital Improvement Fund	20241-20277	31,945.66	06/18/20
06/23/20	001 General Fund 300 Capital Improvement Fund	20278-20295	142,811.20	06/23/20
07/02/20	300 Capital Improvement Fund	Pre-approval	147,766.57	

UNFINISHED BUSINESS

PARK DISTRICT UPDATE ON CORONAVIRUS: Executive Director Terry Lande explained that while staff had anticipated moving to Phase III, the state has put a hold on Kitsap County's application. Recreation Division Director Mark Benishek shared some breaking news from the Governor's office that all Safe Start applications are now on hold until July 16.

Recreation Division Director Mark Benishek said that since Kitsap County did not advance to Phase III as expected, program managers have been adjusting or canceling programming to fit into Phase II requirements. Both pools at the Aquatic Center are operational and there has been a soft opening for Bainbridge Island Swim Club, water polo and diving team members in small groups during controlled time slots. The soft opening has been successful, patrons felt safe and are thankful to be back in the water. Staff has been meeting with other Aquatic Center user groups and they have been very understanding of the new guidelines and are excited to get back in the water. Commissioner Janow asked how many users have been affected by the delay in moving to Phase III. Recreation Division Director Mark Benishek said he doesn't have any figures at this point; but that while some classes were canceled, more classes were adapted to lower enrollment numbers to fit into Phase II requirements.

Park Services Division Director Dan Hamlin said that there has been tension between patrons in the parks, some of whom want everything open while others want strict control and adherence to guidelines. Commissioner Janow asked if there is a consensus about how to manage mask wearing on Park District trails. Park Services Division Director Dan Hamlin said a mask is required if you are within six feet of someone in a public place.

Administrative Division Director Amy Swenson is working on CARES Act reimbursements for expenses related to coronavirus through the City of Bainbridge Island, as Park District's do not have the ability to apply for the grant funding individually. She is also working on an insurance claim for lost revenue caused by the coronavirus pandemic. The Park District may receive a reprieve on payroll tax since the board granted 120 hours of coronavirus related leave time to every full-time and regular part-time employee.

Commissioner Janow expressed concern about keeping part-time programming staff employed who were expecting to work in Phase III. Administrative Division Director Amy Swenson said the good news for part-time staff is that until the end of July they are still receiving the extra \$600 per week if they are on unemployment. Recreation Division Director Mark Benishek explained that staying in Phase II in some cases requires more staff as classes are being adapted and broken up into pods of five people or less.

RESOLUTION 2020-09 EMERGENCY AUTHORITY POLICY IN OPERATIONAL POLICY MANUAL: Administrative Division Director Amy Swenson said that this and the following resolution are to follow up on the policy addition to both the operational and personnel policy manuals that the board authorized via motion at the June 18 board meeting. **MSC: DeWitt/Kinney: Move to approve Resolution 2020-09.**

RESOLUTION 2020-10 EMERGENCY AUTHORITY POLICY IN PERSONNEL POLICY MANUAL: MSC: DeWitt/Kinney: Move to approve Resolution 2020-10.

GENERAL BUSINESS

RESOLUTION 2020-11 HIDDEN COVE II (SPRINGER): Senior Planner Perry Barrett said this resolution allows the Park District to submit a grant application to the Washington State Recreation and Conservation Office in the pursuit to acquire the Springer Property. This property would provide 150 feet of linear shoreline, a dock and fulfill a specific desire to have a small craft center. The estimated value of the grant could be as much as \$742,000 that would be matched with about \$240,000 of funding. Some of the building areas may need to be exempted out of the grant. **MSC: Janow/Kinney: Adopt Resolution 2020-11 for Hidden Cove II (Springer Property).**

VEGETATIVE MANAGEMENT PLAN STANDARD OPERATING PROCEDURES: Park Services Division Director Dan Hamlin said that the goal tonight is to formally document current and standardized practices of vegetation management for the Park District. There is one main document, the Vegetative Management Plan and two supporting documents the Natural Area Restoration Management Plan and the Tree Maintenance and Management Methodology Plan. Approved standard operating procedures will help the Park District when working with the City of Bainbridge Island to procure permits. There is little recognition of the staff's professional training and no park zone category to differentiate Park District permits from commercial and residential projects. The City of Bainbridge Island's Shoreline Master Program has language that allows for approved standard operating procedure manuals. Park Services Division Director Dan Hamlin commended former commissioner Lee Cross for her work to have the Park District recognized in the Shoreline Master Program. The standard operating procedures formally document what the Park District is currently doing. Safe public access is addressed while properly caring for and enhancing parks and natural areas. Commissioner Janow asked how the standard operating procedures intersect with the City of Bainbridge Island's tree ordinance. Park Services Division Director Dan Hamlin said they go hand in hand and the City's ordinance

was used to write this plan. Commissioner Janow said she would like to see climate change addressed in the plan. Park Services Division Director Dan Hamlin said adding language about planting flexibility to the vegetative management plan is a good idea. The Park District is currently working on its first programmatic permit for Blakely Harbor Park that will remain open in perpetuity with a condition for check-ins about every five years. The Park District is drafting and developing sample planting plans, the final plans will be posted on the website for the public to be able to access and use. Commissioner DeWitt said he appreciates that Dana Coggon, Kitsap County's Noxious Weed Coordinator, is given credit for her work on the Natural Area Restoration Management Plan. Commissioner DeWitt said that the plan does not mention managing vegetation to prevent fires. Park Services Division Director Dan Hamlin will draft a separate standard operating procedure to address fire danger. **MSC: Janow/DeWitt: Move to approve Vegetative Management Plan Standard Operating Procedures including the Natural Area Restoration Management Plan and the Tree Maintenance and Management Methodology Plan.**

CYBER ATTACK EMERGENCY: Recreation Division Director Mark Benishek said that an investigation was concluded by forensic specialists and the law firm McDonald Hopkins has reviewed the information and the legal obligations. No personal identifiable information was accessed or lost. Therefore, there is no need to issue any public notification of breach in response to the cyber attack. Data was fully restored and recommendations for security improvements have already been put in place. **MSC: DeWitt/Janow: Move to conclude cyber attack emergency that the Board declared at the regular board meeting of March 5, 2020.**

RESOLUTION 2020-12 CONCLUDE EMERGENCY FUNDS: After the cyber attack the imprest account was needed to cover expenses, as the emergency has come to an end, staff recommends reverting to pre-emergency restrictions for the imprest account. **MSC: Janow/Kinney: Motion to conclude the emergency funds based on Resolution 2020-12.**

DIRECTOR'S REPORT

Recreation Division: Recreation Division Director Mark Benishek said that Active Adult Program Manager Sue Barrington's online sketch booking class has been very successful and is expanding. With the delay of transitioning from Phase II to Phase III, lifeguard staff is taking advantage of this time to continue to refine lifesaving skills under the new guidelines. Aquatic Center staff is looking to include Bainbridge Aquatic Masters on the schedule for the current soft opening of the pools. With the conclusion of the previous swim season, the state issued coach of the year awards on three different levels; Bainbridge Island Swim Club coaching staff won the awards on all three levels. Kate Carr received Developmental Coach of the Year, Leilani Thompson received Age Group Coach of the Year and Carolyn Ackerley received Senior Level Coach of the Year. Commissioner Cox said that a sweep of these awards is unprecedented, and this shows that for a small-town Bainbridge Island Swim Club is an elite team. Recreation Superintendent Bryan Garoutte said the Teen Center will be reopening with a five teen to one supervisor ratio. All-Day Explorer Camp has begun. The popularity of the camp in a bag kits is increasing. Recreation Superintendent Bryan Garoutte gave kudos to Accounting Coordinator Stephanie Balangue for getting all the summer hiring paperwork processed. Youth & Teen Program Manger Shannon Buxton had summer camp shirts made that say "2020 a New Way to Play." Staff is looking forward to starting camps at the Springer Property and will be scheduling private sailing lessons as well. About 90% of the competitive gymnastics team members are back in the gym practicing under the Phase II guidelines.

Park Services Division: Senior Planner Perry Barrett said he is working on finishing up the access license agreement for Blakely Harbor Park with Port Blakely Tree Farms. He is also working with the Bainbridge Island Parks Foundation regarding trails north of Blakely Harbor Park. A Memorandum of Understanding is being created with the Japanese

American Exclusion Memorial Committee; which will be followed with a license. Interpretation panels at Blakley Harbor Park are moving forward, they will be installed on either side of the bridge. There has been progress with the National Oceanic and Atmospheric Administration on the Pritchard Park transfer to the Park District. Park Services Division Director Dan Hamlin said that the contractor for the pickleball courts has left the site and all that is left is coating of the courts and fencing. KidsUp! Playground renovation work is underway. Pruning work has been done at Williams-Olson Park to improve the view corridor. Park Services Superintendent David Harry has been working to graft fruit trees from various parks for eventual replacement of some trees. Trails crew is going well, and staff will have a preconstruction meeting for trails at Sakai Park soon. Signs indicating no fireworks allowed have been posted at parks in preparation for the holiday weekend. At Fort Ward Park an alder tree fell on a patron's vehicle.

Executive Director Terry Lande said that City Manager Morgan Smith's contract is up at the end of the year and she will be leaving the City of Bainbridge Island. He said that of the many City Managers he has worked with on Bainbridge Island, Morgan Smith would be at the top of the list.

Commissioner Janow asked how an executive session could be handled with the current Phase II restrictions. It was decided that, if needed, Executive Director Terry Lande could meet with the commissioners in an outdoor space.

UPCOMING MEETINGS & EVENTS:

The next board meeting on July 16 will be on Zoom.

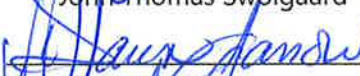
BOARD MEMBER ITEMS:

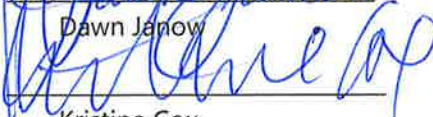
- Commissioner DeWitt asked if the Kitsap County application to move to Phase III will receive priority once Governor Inslee's office begins to review applications again. Executive Director Terry Lande said he believes they take the applications in the order they were received and following that logic, Kitsap County would be next.
- Commissioner Janow asked when trail work parties will resume. Park Services Division Director Dan Hamlin said they will resume in Phase III.
- Commissioner Janow asked about childcare for the 2020-2021 school year in anticipation of a modified school schedule. Recreation Division Director Mark Benishek said he has been in communication with the School District about schedules and facility access to help determine what programming the Park District will be offering.
- Commissioner Cox said her kids had a great time at the Aquatic Center yesterday and said that the elite caliber of the Bainbridge Island Swim Club is a testament to the Park District.
- Commissioner Kinney said that the parking at Grand Forest West is becoming a problem which will need to be dealt with at some point. Park Services Division Director Dan Hamlin said that the Park District acknowledges that more parking is needed. Addressing the parking at Grand Forest West was scheduled to be a Capital Improvement Project in 2020 until the coronavirus pandemic brought about budget restrictions.
- Commissioner Swolgaard said he recently had family in town and the whole family went for several hikes on Park District trails.

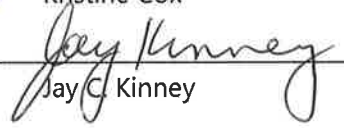
MEETING ADJOURNED at 7:49 pm.


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