

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING AUGUST 6, 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.

**ADJUSTMENTS TO AGENDA:** Addition of agenda item 50.3, Bridge Maintenance Fund.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Dave Shorett, Bainbridge Island Parks Foundation Board Member, said that the connection of the John Nelson Trail to the Sound to Olympics Trail will be a great addition and was remarkable in that it happened as quickly as it did.

**PUBLIC COMMENTS ON AGENDA ITEMS**

Dave Shorett, Bainbridge Island Parks Foundation Board Member, said there is an agreement from the owners of the Blakely Hill trail easement which will be transferred from the Bainbridge Island Parks Foundation to the Park District. It is a tremendous gift by two very generous people to the citizens of Bainbridge Island.

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon making the following revisions to the minutes of the July 16, 2020 regular board meeting, Chair Swolgaard stated the minutes stand approved as corrected: Under General Business, Standard Operating Procedure for Trail Management, correct use of the word "electronic" to "electric" in two places.

**APPROVAL OF PAYMENTS: MSC: Cox/Janow: 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>
07/14/20	001 General Fund 300 Capital Improvement Fund	20354-20374	29,306.07	07/14/20
07/21/20	001 General Fund 300 Capital Improvement Fund	20375-20413	85,135.62	07/21/20
07/28/20	001 General Fund 300 Capital Improvement Fund	20414-20440	37,979.66	07/28/20

**UNFINISHED BUSINESS**

**PARK DISTRICT UPDATE ON THE CORONAVIRUS:** Recreation Division Director Mark Benishek said that while new guidance from Governor Inslee's office came out that would have closed a lot of programming; after reaching out to the Governor's office, exemptions were received to allow the Park District to keep providing services. Gymnastics Program Manager Jason Balangue and Aquatic Program Administrator Megan Pleli were instrumental in getting the exemptions from the Governor's office. It seems likely that Kitsap County will remain in Phase II for a while. Staff is working with the School District to offer programming for the upcoming school year and access to School District facilities has been granted.

Park Services Division Director Dan Hamlin said that park signage is being updated to encourage people to have a mask with them in parks for times when they cannot stay six feet away from other patrons. The Park District has also put up some signs that the City of Bainbridge Island put together with messaging that encourages wearing masks.

Staff is observing more people wearing masks in parks, but not everyone is wearing them. Park use continues to be high with large volumes of people observed in parks. A complaint was received by the Kitsap County Health District about youth gathering at Hidden Cove Dock without social distancing or wearing masks. Staff is working with the police to monitor Hidden Cove Park dock as well as Point White Pier. Commissioner Kinney suggested that staff not close the dock before running it past the board for anything beyond a short-term basis. Park Services Division Director Dan Hamlin said that at this time staff is not suggesting closing the dock; but if it becomes viewed as necessary staff will bring it to the board to decide. Commissioner Kinney said that if people are going to gather, they will find somewhere to do it and that trespassing people is an option that could be discussed. Commissioner Janow said that beaches are also packed, and that the Park District must be careful about singling out a certain population.

Administrative Division Director Amy Swenson said that the only option the Park District has available for coronavirus related reimbursement of expenses is through the City of Bainbridge Island, which received money from the CARES Act. The Park District is asking for \$90,000 which must be authorized by the City Council, to cover expenses and estimated expenses directly related to the coronavirus. Staff may make a presentation at an upcoming City Council meeting regarding CARES Act reimbursement funding.

**GENERAL BUSINESS**

**REVISE 2020 BOARD COMMITTEE AND LIAISON ASSIGNMENTS:**

Committee Assignments:

Governance:	Swolgaard/Janow	<i>(incoming Chair and Vice-Chair)</i>
Capital Facilities:	DeWitt/Kinney	
Program:	Janow/Cox	
Budget & Finance:	Janow/Cox	<i>(Treasurer serves on this committee)</i>
Personnel:	Swolgaard/Kinney	<i>(outgoing and incoming Chairs)</i>
Sakai Site Planning:	DeWitt/Swolgaard	<i>(ad hoc committee established at 11/3/16 board meeting)</i>

Board Liaison Positions:

Park District Parkland Acquisition Cmtte	Swolgaard/Janow
Park District Trails Advisory Cmtte:	Swolgaard/Janow
Park District Dog Advisory Cmtte	Kinney/Cox
BI Parks Foundation:	DeWitt/Kinney
Intergovernmental Work Group (IGWG)	Janow/Swolgaard
School District	Kinney/Janow

**MSC: Janow/Kinney: Move to add Commissioner Cox to the Program Committee, Budget & Finance Committee and Park District Dog Advisory Committee liaison position and remove Commissioner DeWitt from the Budget & Finance Committee.**

**TWO TRAILS BY BLAKELY HARBOR PARK:** Senior Planner Perry Barrett said the transfer easement agreement contains two easements. One is not ready to move forward currently. Tonight, just the Blakely Hill easement is being considered. Senior Planner Perry Barrett said subsequently to the board packet being mailed out, the final transfer document has been received. The Blakely Hill easement was a gift to the Bainbridge Island Parks Foundation of approximately 1.7 miles of trail which will be transferred to the Park District. Senior Planner Perry Barrett said the Park District is very appreciative of the donors and the Bainbridge Island Parks Foundation for facilitating the transfer. The Blakely Cemetery Trail is included in this gift, which was never finalized as an easement agreement with the Park

District. Barb Trafton, Executive Director for the Bainbridge Island Parks Foundation, said they are excited to help facilitate the transfer and make these trails permanently public with the services of the Park District to maintain and improve the trail system. Dave Shorett, Board Member for the Bainbridge Island Parks Foundation said that everyone he has talked to is excited for another place to walk, and he is happy to be able to help facilitate. **MSC:**

**DeWitt/Janow: Move that we accept the Blakely Hill trail easement from the Bainbridge Island Parks Foundation and authorize the Executive Director to sign the agreement.** Commissioner Janow thanked the Bainbridge Island Parks Foundation for their hard work and ability to put this transfer together so quickly.

Commissioner Swolgaard also thanked the Bainbridge Island Parks Foundation and asked them to pass along a thank you to the donors for being outstanding citizens of Bainbridge Island and for all they have done for our community.

**BRIDGE MAINTENANCE FUND:** Administrative Division Director Amy Swenson said the Park District entered into an agreement with Bill Carlson to build a bridge over an easement. Per the agreement, every year the Park District sets aside \$900 and Bill Carlson sets aside \$100 for the bridge maintenance fund for large maintenance or replacement.

Staff needs a motion from the board in order to open an account for this fund at the bank. **MSC: DeWitt/Janow: Approve that the District open a savings or CD account to deposit funds, pertaining to the bridge fund agreement dated 10/19/2007. Said agreement was mutually signed and is for the purpose of completing major repairs or replacing the bridge on the Carlson easement across what is known as Memois Creek.**

#### **DIRECTOR'S REPORT**

Park Services Division: Park Services Division Director Dan Hamlin said that Sakai Park trail work is underway, and work on bridges and boardwalks will begin next week. There have been some challenges on the pickleball courts project with getting painting done and some puddles that appeared in the recent rain. A potential inter local agreement is being worked on with Engineering Project Manager Mark Epstein with the City of Bainbridge Island on trail maintenance and construction. Concerns have been received regarding Red Pine Park and in response crews spent time there this week; budget cuts caused by the coronavirus have left Park Services short staffed. The connection between John Nelson Trail and the Sound to Olympics Trail is mostly complete with touch up work still to be done there. Work has been finished by the trails crew to reopen Meigs Park trails. The next project for the trails crew is potentially the Blakely Hills easements approved this evening. Bainbridge Island Parks Foundation has offered the possibility to fund a few extra weeks of the trails crew program, staff is checking with trails crew staff on their availability. Work on the KidsUp! Playground is progressing. Senior Planner Perry Barrett said that the Blakely Harbor Park access agreement has been cleared by attorney review. A memorandum of understanding with Bainbridge Island Japanese American Memorial Association will require additional investigation regarding wording and insurance. The Recreation and Conservation Office has communicated that the Sakai Park grant award has been raised to one million dollars and an appraisal update and deed classification are underway. A review appraisal and archeology update will be done for the Sakai Park grant award process.

Administrative Division: Administrative Division Director Amy Swenson said that one of the front office staff members has resigned and at this time the position will not be filled. The new online invoicing system is now live, and staff is currently working through a few bugs.

Recreation Division: Recreation Division Director Mark Benishek said the Aquatic Center has been busy. Swim coaches have settled into the new routine and have been doing a tremendous job adapting to the new coaching challenges. Since the last board meeting, lap swimming and independent use of lanes has been reopened to the public. More and more swimmers have returned to the Aquatic Center and people are grateful to be back in the water. Socially distanced swim lessons are filling up. Recreation Division Director Mark Benishek gave kudos to the Aquatic Center

and front desk staff for keeping up with the surge of activity. Some of Active Adult Program Manager Sue Barrington's in-person programming just wrapped up and the participants had a wonderful time in the in-person class. Virtual sketch booking classes and a virtual social art working cocktail party have also been successful. The first drive-in movie at Battle Point Park is tomorrow night and is sold out. Marketing Coordinator Allie Smith is in the final stages of work on the fall catalog and marketing insert as well as keeping up with her regular duties. Recreation Superintendent Bryan Garoutte said that the recreation staff has been doing an incredible job keeping up with the changes to guidelines as they are released from the Governor's office. Outdoor Program Manager Nick Prevo wanted to acknowledge his staff for being patient and flexible throughout the coronavirus pandemic; he has received lots of positive feedback from parents of participants about all outdoor camps and camp leaders. Gymnastics camps are going well. Sports and Fitness Manager Julie Miller has adjusted fall soccer to fit within Phase II protocols.

Executive Director Terry Lande said that Park District staff is working closely with staff at the City of Bainbridge Island on the CARES Act reimbursement request. He encouraged any commissioners who know any city council members to convey that it was money the Park District spent with the belief that there would be reimbursement. The Park District is working closely with the School District to figure out how the Park District can be of assistance with childcare issues during the upcoming school year.

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

Next board meeting will be on August 20 on Zoom.

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

- Commissioner DeWitt congratulated the trails crew for doing phenomenal work and looks forward to seeing the Sakai Park trail completed.
- Commissioner DeWitt said the John Nelson Trail connection looks great and recommends walking it.
- Commissioner DeWitt asked if the high net at the pickleball courts is going to go across both courts including the walkway. Park Services Division Director Dan Hamlin replied that yes, it will.
- Commissioner DeWitt congratulated staff for how far they have come with the KidsUp! Playground renovation.
- Commissioner Cox said that all the camps and activities offered by the Park District have been fantastic this summer, parents are happy, and kids are enjoying the sense of normalcy.
- Commissioner Janow thanked the trails crew for their work on the John Nelson Trail connection.
- Commissioner Janow said the playground at Cave Family Heritage Park looks nice.
- Commissioner Janow said she attended the Bainbridge Island Land Trust's summer celebration online and was very impressed.
- Commissioner Janow said that the Walks with the Commissioners program is on hold until Phase III.
- Commissioner Janow asked about putting pull outs on trails to facilitate user's ability to pass each other while maintaining social distance. Park Services Division Director Dan Hamlin said due to the impact on vegetation it is better to have people step off the trail as needed than to create wider areas.
- Commissioner Kinney said that he has been incredibly impressed for years with everything staff has done, but he has never been as impressed as he is right now. The tremendous amount of thoughtful effort is great to see and is appreciated.

- Commissioner DeWitt attended a Bainbridge Island Parks Foundation meeting and they are \$131,000 away from the final fundraising goal which includes the ferry boat play feature. The pickleball group will be approaching the board of commissioners with a request to sell the first official games on the pickleball courts as a fundraiser.
- Commissioner Swolgaard asked about the status of Fort Ward Community Hall. Park Services Division Director Dan Hamlin said the building project is currently on hold while some work is completed by Douglas Crist and that the parking lot still needs to be done.

**MEETING ADJOURNED** at 7:15 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