

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING SEPTEMBER 3, 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: There will be no approval of payments under board consent.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon making the following revisions to the minutes of the August 20, 2020 regular board meeting, Chair Swolgaard stated the minutes stand approved as corrected: Page three first full paragraph correct the spelling of the word "curious." On page three eliminate title in two places after the first mention of Emily Swift.

UNFINISHED BUSINESS

PARK DISTRICT UPDATE ON CORONAVIRUS: Recreation Division Director Mark Benishek said staff is fitting fall programming into the current Phase II guidelines. Governor Inslee's office is currently reviewing the phased structure as it applies to recreation and Park District staff has been involved in making recommendations with statewide recreation interest groups.

Park Services Division Director Dan Hamlin said that Kitsap County contacted the Park District regarding posting consistent signage across the county that encourages wearing masks and social distancing. Staff will post signs, which will be provided by Kitsap County, in some of the larger parks.

Executive Director Terry Lande said that not much is changing regarding the coronavirus for the Park District right now. Bainbridge Island has 36 cases of the coronavirus to date.

Commissioner Kinney asked for an update on the recreation programs that are being offered in school buildings during the school day. Mark Benishek said enrollment was very low across the age groups and therefore the first week of programming was canceled. Staff is looking at the program on a week by week basis to determine if there is enough interest from the community to run the program. Commissioner Janow asked if the Park District has had any communications from the public regarding these programs, other than what is circulating on social media. Mark Benishek said he received one email on which School District Superintendent Peter Bang-Knudsen was copied, which mainly questioned the School District on why the Park District was offering programs in school buildings.

Commissioner Janow said that she still has kids in the school system and has lots of friends with kids in the school system. She believes that in general families are appreciative of what the Park District and the School District are trying to do, they are just struggling in their own way and trying to get through it.

GENERAL BUSINESS

AMENDED 2020 BUDGET: Administrative Division Director Amy Swenson presented the amended 2020 budget. This amended budget does not include the CARES Act reimbursement money, nor does it reflect changes in the Capital Improvement Fund or the Land Acquisition Fund. The amended budget indicates an additional deficit of \$213,000 in 2020. Amy Swenson went through the amended budget changes for each division. Furloughs have saved the Park District \$34,000, and all but one of the staff members who were furloughed are back at work. There is a hold on rehiring for the two vacated benefited positions. Commissioner Janow asked about the impact of not replacing the two positions and if the work load the remaining staff has picked up is reasonable. Amy Swenson said that the

vacated position in her department is not having too much of an impact on workload due to changes in workflow. Park Services Division Director Dan Hamlin said that not filling the position does have an impact but that he has communicated with his staff that we are going through an unprecedented time; he understands that staff is getting done as much as they reasonably can and reported that staff is comfortable with the situation.

There will be changes in the Capital Improvement Fund budget as there are projects that will not be able to be completed this year due to the shutdown caused by the coronavirus, reduced staffing caused by various staff health issues and a reduction in part-time staff. Staff was simply not available to do projects when the projects were planned to be done. The Park District was also precluded from starting contracted work unless the contract had been signed before the beginning of the coronavirus pandemic. Dan Hamlin went through the list of projects that staff identified as best able to be moved to the 2021 Capital Improvement Fund budget for various reasons. None of the projects identified are from lid lift money, lid lift money must be used on development or acquisition. Commissioner Janow said that the Grand Forest West parking lot improvements are important to her, and that the parking situation there needs to be addressed. Staff agreed that both the Grand Forest West and the Gazzam Lake Nature Preserve parking lots need to be addressed.

Reductions covered at this meeting in Capital Improvement Fund projects for 2020 will bridge the \$213,000 additional deficit. The Park District also received about \$90,000 in CARES Act reimbursement money. Options for bridging deficit in the future include reducing Capital Improvement Fund spending, reducing land purchases, increasing prices, additional furloughs, and layoffs. Recreation Division Director Mark Benishek said the amended budget was forecasted based on Kitsap County remaining in Phase II through the end of the year. The amended 2020 budget will be on the next board meeting agenda for approval.

NEW INVOICE SYSTEM: Administrative Division Director Amy Swenson said that the new online invoice system is important because accounts payable is one of only a handful of ways money leaves the Park District. With the new invoice system the Board Treasurer will receive a list of invoices ready for board approval and will then be able to look up individual invoices, while in the old system they were given a paper stack consisting of all the invoices in the batch. The new invoice system does have a learning curve for some users, has some issues that will have to be worked through and requires an internet connection. However, it saves staff time, saves paper, reduces the need for file storage, allows people to work remotely and is easier for the auditor to access.

DIRECTOR'S REPORT

Park Services Division: Park Services Division Director Dan Hamlin said that the soft opening for the pickleball courts was a success. Work on the second phase of the pickleball courts project is beginning, including a pathway and some interpretive panels. Work is underway with the Fire Department and Police Department on creating and installing signage to indicate fireworks are prohibited in accordance with the new City of Bainbridge Island ordinance going into effect in October. Work on the Sakai Park trail is going well. Interpretive signage work at Blakely Harbor Park is progressing. KidsUp! Playground work continues with drainage now hooked up and water lines put in. Paperwork is being submitted to the City of Bainbridge Island for the Kojima Trail right of way permit to connect to Fletcher Bay Road. The Bainbridge Island Parks Foundation is going to continue to fund the three remaining members of the trails crew to work through the end of September. Staff is going to be bringing an interlocal agreement with the City of Bainbridge Island regarding billing the City for work done by the Park District to the board for review. Senior Planner Perry Barrett said that there is a survey from the City of Bainbridge Island's Sustainable Transportation Committee which he has emailed to board members. Puget Sound Energy is asking for a 15-foot powerline easement at Fay Bainbridge Park in exchange for about \$4,100. The appraisal update for Sakai Park will be coming in next week. Survey

work will be initiated mid-September at Blakley Harbor Park in accordance with the access agreement with Port Blakely Tree Farms; notice will be placed on the kiosks as well as on the website. City of Bainbridge Island Senior Planner Peter Best has indicated that the City is initiating an update to the Shoreline Management Plan and he has offered to attend a board meeting to update board members when that process begins. Commissioner DeWitt said it will be important to assign a couple of board members as an ad hoc committee to work on the Shoreline Management Plan when the time comes.

Recreation Division: Recreation Division Director Mark Benishek said fall registration was last week and numbers were positive, with a lot of classes filling and waitlists being created. Staff is currently trying to address waitlists by expanding programs where possible in order to meet the demand. Swim lessons were very popular during fall registration and lap swim registrations are also going well. Bainbridge Island Swim Club has a growing waitlist. Mark Benishek gave kudos to Marketing Coordinator Allie Smith who has been doing a tremendous job in her first year with the Park District. Recreation Superintendent Bryan Garoutte said that staff has done incredible work programming and the recent fall registration numbers reflect the community's trust in the Park District. Ragna Blanco is stepping in to coordinate the Teen Center program. Sports Program Manager Julie Miller has been working with tennis staff to cover private and semi-private tennis lessons, which have been popular. Outdoor Program Manager Nick Prevo helped to submit a proposal to the City of Bainbridge Island for small boat concessions at Waterfront Park Dock. Enrollment for the high school sailing class is the highest it has ever been. The Eagledale Pottery Studio's limited summer schedule was well received.

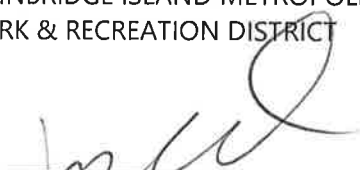
BOARD MEMBER ITEMS:

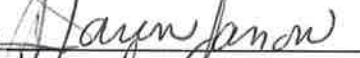
- Commissioner Cox said she received the recent newsletter from the Park District, called Parker's Post, and it looks good.
- Commissioner DeWitt attended the soft opening for the pickleball courts last Saturday and said it was exciting to see.
- Commissioner Kinney said he appreciated the chance to sit down with Executive Director Terry Lande this week. Given the economy and the coronavirus pandemic it is less likely that the Park District will be able to get any bonds through for either the Ray Williamson Pool replacement or Sakai Park and that the board will need to develop several contingency plans for the 2021 budget. He believes that the administration office building at Strawberry Hill Park, which is a relic from World War II, is well past its useful life. While part of the Sakai Park plan was to move the administration building there, it is unlikely at this time that a bond for that project would pass. He suggests that when the board works on the budget this fall, they set aside a substantial increase in funds to replace the administration building. If money can be set aside over the next five to ten years then even if no bond is passed for building at Sakai Park, the administration building can be replaced.
- Commissioner Janow said that she attended the City of Bainbridge Island's council meeting on August 25 where the money from the CARES Act was secured. The majority of the council members had positive comments regarding the Park District. Overall, she felt the council was very supportive of the Park District and thanked staff for their work on the CARES Act reimbursement request.
- Commissioner Janow said that she attended the soft opening for the pickleball courts.
- Commissioner Janow said that she would like to have more coordination with the School District through the commissioners assigned as liaisons with the School District in order to maintain consistent messaging for the public.

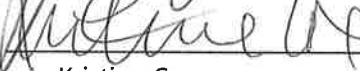
- Commissioner Swolgaard said that he is thrilled with the Kojima Trail and that it is getting a lot of use.
- Commissioner Swolgaard said there is an article in the Parks & Recreation Magazine this month that he recommends about revisiting minimum wage increases, it may be helpful during 2021 budget discussions.

MEETING ADJOURNED at 7:24 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