

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING SEPTEMBER 17, 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: Removal of agenda item 50.2 regarding the MOU for the Bainbridge Island Japanese American Exclusion Memorial.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the September 3, 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
08/21/20	001 General Fund 300 Capital Improvement Fund	20492-20516	25,558.47	08/21/20
09/01/20	001 General Fund 300 Capital Improvement Fund	20517-20540, EFT & 2751-2752	330,922.01	09/01/20
09/08/20	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	20541-20563	43,286.73	09/08/20
09/15/20	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	20564-20593	33,243.56	09/15/20
09/17/20	300 Capital Improvement Fund	Pre-approval	77,873.12	

UNFINISHED BUSINESS

PARK DISTRICT UPDATE ON CORONAVIRUS: Recreation Division Director Mark Benishek said that due to coronavirus restrictions limiting class sizes, waitlists were created during fall registration for some programs and program managers are working to add sections to accommodate these patrons. Park Services Division Director Dan Hamlin said that new fogger machines that sanitize surfaces have been acquired by the Park District. Commissioner Swolgaard asked if anyone had an update regarding when Kitsap County could move to Phase III in Governor Inslee’s Safe Start plan. Mark Benishek said Kitsap County hasn’t yet met the parameters required for moving to Phase III. Furthermore, Governor Inslee currently has a hold on any movement between phases in the Safe Start plan.

GENERAL BUSINESS

AMENDED 2020 BUDGET: Administrative Division Director Amy Swenson asked if there were any questions regarding the 2020 amended general fund budget as presented at the previous board meeting. Commissioner Janow asked about setting aside money to pay for the replacement of the administration office, as it is an important topic and she doesn’t want it to get dropped. Amy Swenson said that the board has set money aside in the Capital Improvement Fund for 2020 and the best time to talk about it moving forward will be when going over the 2021

budget. Commissioner Kinney asked how the 2020 budget will be affected by the Capital Improvement Fund changes, possible additional furloughs in the recreation department and the CARES Act reimbursement. Amy Swenson said at the end of the year these changes will reflect favorably on the deficit. Commissioner Swolgaard said it is important to complete the projects being bumped from the 2020 Capital Improvement Fund. Executive Director Terry Lande said the Capital Improvement Fund projects bumped from 2020 will be high priority in 2021. Projects in the Capital Improvement Fund budget will be affected for the next two to three years as projects are pushed out to accommodate the rollover from 2020. **MSC: Kinney/Janow: Adopt Resolution 2020-13 adopting an amended General Fund budget for fiscal year 2020.**

DIRECTOR'S REPORT

Recreation Division: Special Events Coordinator Emily Swift is beginning preparations for this year's drive-through style Haunted Hayride event. Managers are kicking off fall programming this week and beginning to prepare for the winter/spring catalog. Air quality concerns due to smoke from fires on the west coast have caused cancellations and rescheduling of outdoor programs this week. Aquatic Center fall swim lessons have begun, and staff is working to fit additional lessons into the schedule. Aquatics Maintenance Manager Mike Omans was commended for getting the HVAC filters changed out and purchasing additional fans prior to the beginning of the bad air quality caused by smoke. Staff has kept outside doors closed and air quality has been quite good inside the Aquatic Center. Lap swim time slots are sold out for the remainder of September. Youth & Teen Program Manager Shannon Buxton and Outdoor Program Manager Nick Prevo are collaborating to design and offer a nature based after-school program. The Park District is waiting to hear back from the City of Bainbridge Island regarding a small boat concession bid for the Waterfront Park Dock. There has been overwhelming interest in a youth mountain bike class and Nick Prevo is working to add another section to accommodate the waitlist. The gymnastics department is also adding extra sections to classes to accommodate waitlists. Staff is working on entrance and exit plans for facilities in consideration of the changing fall weather; tents will be purchased in which coronavirus screening can take place before entrance to buildings is granted. Staff is also testing out a new wall mounted thermometer which facilitates staff to maintain social distancing while taking temperatures. Shannon Buxton has been working with Bainbridge Prepares on an emergency preparedness video. Recreation programs that were being offered during the day in School District buildings will be discontinued due to lack of interest from the community. Eagledale Pottery Studio classes have been very popular, and staff is working to accommodate waitlists. Bainbridge Island School District informed the Park District that staff cannot program any classes at Wilkes Elementary School at least through the fall; staff will follow up with the School District as to why programming is not allowed. There has been a great response for pickleball, badminton and kickball classes. Fall soccer classes are set to begin this weekend, dependent on the air quality improving.

Park Services Division: Park Services Division Director Dan Hamlin said the crew is putting finishing touches on Fort Ward Community Hall and that the parking lot still needs to be constructed. Park Services Superintendent David Harry is working to set up the occupancy inspection for Fort Ward Community Hall with the City of Bainbridge Island. Work on the KidsUp! Playground is progressing. Crews worked on drainage for the pickleball courts for final inspection and completion of phase one for that project. Phase two of the pickleball courts project has kicked off, crews poured a cement pad for the shed, chairs and umbrellas have been ordered and work is being done on a connection to the parking lot. The Bainbridge Island Parks Foundation was thanked for extending funding for the three remaining trails crew members through October.

Staff has reached out to the Fire Department and the City of Bainbridge Island about sitting down to develop an actionable plan regarding fires and forest management. There is funding available in California for these types of plans and staff thinks that funding will be available in our area soon; having an actionable plan when funding does

become available will help to advance the process. Commissioner Janow said that this must be a priority and thanked staff for taking a proactive stance. Commissioner Kinney inquired after what general methods can be used to reduce fire danger to neighborhoods. Dan Hamlin said there are several methods and that he is currently looking at the Firewise type programs, which include building a safe environment by removing dead and dying trees and debris within 100 feet of structures. The Park District participated in a Firewise type program a few years back at the Hilltop Property by cleaning up around structures with grant money in conjunction with the Kitsap County Conservation District. These programs tend to be a collaboration with public and private properties cleaning up at the same time. Other methods include planting specific vegetation and using goats to clean up by grazing to remove ladder fuels in order to prevent fire from getting to the crown of the trees. Commissioner Janow brought up a concern relating to overall forest health because when she was walking in the Grand Forest East last week a tree fell. Dan Hamlin said sometimes trees or branches falling is predictable, and sometimes it isn't. While it can be tough to predict when a tree could fall, looking for underlying conditions such as root rot pockets can assist. Commissioner Swolgaard said the Grand Forest has a lot of dead trees, particularly along Miller Road. Dan Hamlin said that is true, especially in the spot west of Miller Road where an arborist is coming out to assess the situation next week and that this may be a good place to start working on forest management. Executive Director Terry Lande said that beyond educating the board it is important to educate the public to avoid upset when a tree is removed, and it is also important to get good cost estimates as removing trees is expensive. Commissioner DeWitt said the Park District will need to get the City and the City Council on board with the effort as some of the codes discourage clearing borders and several properties have no-cut, no-touch buffers. Dan Hamlin said staff is aware that it will be an issue and it is going to take involvement from the City to ease conditions or help develop a programmatic permit for this type of work. Terry Lande said with the increase in fire activity both regionally and locally this is a good time to address this issue as there is a sense of urgency. Commissioner Swolgaard said that is true, the recent half acre fire on Fletcher Bay Road was very scary for him and his neighbors and a lot of people are seriously concerned.

Senior Planner Perry Barrett said that the final phase of the Pritchard Park transfer has been signed by the Executive Director. A six-month extension has been secured for the Hawley Cove Park project reimbursement grant, which has been held up by a permit extension. The review appraisal for Sakai Park is being finished as part of a reimbursement grant from the Recreation and Conservation Office. Visuals are being developed for the Recreation and Conservation Office grant presentation for Hidden Cove II. A ranking for this grant opportunity will be available in about a month but the funding will not be determined until next summer. Work is being done to record several trail easements that the board has recently signed off on.

Executive Director Terry Lande said he met with the developer regarding the property at the corner of Madison Avenue and Wyatt Way around the Madison Avenue Tot Lot and their current plan is to replace the loop driveway into the tot lot with a two-way driveway; drawings will be shared with the board once they are available. He also met with Bainbridge Island Land Trust staff to discuss a couple of properties. Regarding the Albers Property, the Park District has budgeted money from this year's, next year's and the following year's budgets in the total amount of \$500,000. Once the property is purchased by the Land Trust it will be transferred to the Park District with no Land Trust easements but there will be an agreement regarding allowed uses. There is also work being done on the acquisition of two lots that could be additions to the Ted Olson Nature Preserve. These lots would have the same easements as the rest of the Ted Olson Nature Preserve.

UPCOMING MEETINGS & EVENTS:

October board meetings will be on Zoom.

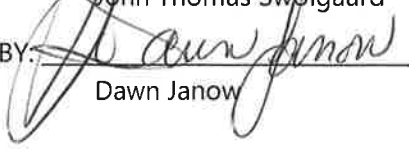
BOARD MEMBER ITEMS:

- Commissioner Janow said that she has been hearing a lot of reports about horse poop in the Grand Forest East and asked what if anything can be done to help equine users keep trails clean. Park Services Division Director Dan Hamlin said he will reach out to equine user groups regarding compliance with keeping the trails clean for all users, as these are shared use trails.
- Commissioner Janow said the Wild Fish Conservatory has reached out to raise awareness regarding the prevention of farming fish in Rich Passage. If Cooke Aquaculture does not get their lease renewed there may be an opportunity to turn the current fish farm area near Fort Ward Park into a park area. Commissioner Janow will give a ten-minute presentation at the next board meeting on Aquaculture in Puget Sound.
- Commissioner Cox said she is glad that staff is working on educating and being prepared on the topic of fires and forest management. She grew up in the Willamette Valley where there never used to be fires and there are now and believes that could happen here as well.
- Commissioner Cox said that April Cheadle the Bainbridge Aquatic Masters Head Coach is fantastic and is doing an amazing job.
- Commissioner DeWitt commended staff for getting the ball rolling with the Fire Department and City of Bainbridge Island regarding forest management, as it has been a concern of his for a long time.
- Commissioner DeWitt asked about the City of Bainbridge Island Shoreline Master Plan update. Senior Planner Perry Barrett said that the initial schedule has been delayed.
- Commissioner DeWitt said he is concerned about parking along Miller Road in front of the service access road north of Tolo Road in the Grand Forest. There are often cars parked blocking the access road and it is a real concern if an emergency or service vehicle were to need access. He encouraged staff to post signage indicating no parking in this area.
- Commissioner Kinney suggested that a Forest Management Committee should be a standing board committee. **MSC: Kinney/Janow: Move that the board add a Forest Management Committee to the list of standing board committees.** Staff will put it on the agenda for an upcoming board meeting so that commissioners can be appointed to the new committee.
- Commissioner Swolgaard asked about the status of Aquatic Center passes for patrons who have not been able to use them due to the coronavirus. Recreation Division Director Mark Benishek said that existing value on passes can either be refunded to the customer or applied to a new pass, the funds are not lost to the customer.

MEETING ADJOURNED at 7:12 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