

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING OCTOBER 1, 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: Add an Executive Session for 15 minutes regarding personnel.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the September 17, 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
09/22/20	001 General Fund 300 Capital Improvement Fund	20594-20617	110,241.60	09/22/20

GENERAL BUSINESS

2020 BUDGET VS ACTUAL REVIEW: Administrative Division Director Amy Swenson said that there have been no surprises with tax revenue and no issues are anticipated with collecting it. Program revenue is currently at 68% of what was projected in the amended 2020 budget and it is anticipated that there will be no problems collecting the rest. Under donations, the Park District probably will not receive the \$400,000 Recreation and Conservation Office grant for Sakai Park in 2020 but will receive it in 2021 and it is now projected to be for a higher amount. Payroll is 45% of the expenses in the general fund and no overages are expected although it may be under because of some possible additional voluntary furloughs and the fact that vacated positions are not being hired for at this time. Interfund transfers are about 20% of the budget and some of those will not happen in 2020 as some of the planned land purchases probably will not happen in 2020, so they will carry over to 2021. Of the budgeted \$840,000 deficit spending only about \$200,000 is due to coronavirus economic repercussions, the majority was from planned spending of reserves for land purchases and big projects. Amy Swenson said that considering what has been happening in the economy the 2020 budget looks good. Commissioner Janow asked why the \$90,000 from the CARES Act reimbursement funding is not included in this budget. Amy Swenson said that while the billing is being worked on currently, she doesn't know if the money will be received in 2020. At the time the amended budget was put together the City Council had not yet approved the CARES Act funding, so it was not included in the budget.

2021 BUDGET GOALS: Administrative Division Director Amy Swenson said these goals are based on what the leadership team has put together with input from the managers and staff as recommendations for the board. Assumptions being made in projecting the 2021 budget include the 11% increase in minimum wage, and in order to avoid compaction, an adjustment to a new salary scale for all positions. The scale will go up by 11%, but when staff is placed onto the new salary scale most employees will receive a 1.5% increase in pay. Those employees who have been at the Park District for less than a year will have a larger increase because they are at the bottom of the scale. There will be no merit increases in 2021. Healthcare insurance is anticipated to increase by 3.5% in 2021. No additional costs are anticipated for the Public Employees' Retirement System. Facility and park goals for 2021 include: 1) planning for a

new administration building; 2) completion of Fort Ward Community Hall; 3) completion of the KidsUp! Playground renovation; 4) addressing the Sakai Park planning process; 5) addressing the Aquatic Center expansion; 6) start permitting and building trails at Meigs Park; 6) address parking at various trailheads; 7) work with the Department of Ecology and Port Blakely Tree Farm regarding Blakley Harbor Park; 8) receive Pritchard Park. Programmatic goals include: 1) park zoning/programmatic permitting; 2) creating a fire management plan in collaboration with the Bainbridge Island Fire Department; 3) pursue boating program facility and work on float in front of Waterfront Park; 4) adjust and respond to coronavirus changes as determined by the state and county. The 2021 budget timeline was reviewed as follows: 10/15 budget work session; 11/5 first budget reading; 11/19 final budget reading. The budget must be approved by November 30; therefore, all changes must be made by November 5 so the budget can be approved at the November 19 board meeting.

AQUACULTURE PRESENTATION: Commissioner Janow said that this presentation is just informational, and she is not advocating for anything. Commissioner Janow presented to the group the history and current status of aquaculture in Puget Sound specifically relating to both Cooke Aquaculture and the Wild Fish Conservancy and how they relate to the leased area in Rich Passage. The Bainbridge Island City Council is currently considering a draft resolution in support of the Wild Fish Conservancy which has submitted for a lease for conservancy purposes of the same water that Cooke Aquaculture currently leases in order to operate off Bainbridge Island in Rich Passage. The location of the leased area on Rich Passage is just south of Fort Ward Park, where Cooke Aquaculture owns a parcel of land which is used as an access point. Commissioner Janow asked how we can work to preserve and conserve our waterfront, the waters that surround the place we live and to protect the people that live here. She is not sure if the Park District has a role in this but thinks it is important that there is an understanding regarding what is currently happening with local aquaculture.

FOREST MANAGEMENT COMMITTEE: Commissioner Swolgaard said that this is a follow up to a previous board meeting where the board established a Forest Management Committee to discuss fire concerns and management of land.

Park Services Division Director Dan Hamlin, Senior Planner Perry Barrett and Park Services Superintendent David Harry had a Zoom meeting with Bainbridge Island Fire Department's Chief Teran and Deputy Chief Moravec as well as Nick Snyder the Arborist with the City of Bainbridge Island regarding the Fire Department's take on forest management in regard to fires and how permitting would be with the City for any work that is decided upon. Dan Hamlin went over what the Park District goals would be including how to protect Park District properties from fire coming from a private property or another public agency's property as well as protecting Park District neighbors from a fire coming from Park District property. The Park District needs to assess properties to see where there is risk and what the conditions are to develop a priority list for where it would be best to start addressing forest management. There was a consensus that the biggest fire risk is not from natural causes but rather from people interacting with the environment. The key will be how to mitigate the danger of people interacting with the environment such as lit cigarettes, back yard fires, and vehicles near vegetation. The Fire Department is very open to working with the Park District on a long-term plan in order to be able to save structures and forest should there be a fire situation in the future. The Fire Department suggested utilizing Firewise principals in a strategic way when developing a forest management plan. Looking for and targeting places where humans interact with the environment will be a priority such as cleaning up around parking lots, looking at park boarder areas with nearby structures either on Park District property or on neighboring property. Having a management plan that is being implemented and funded and educating the neighbors and community will all be important factors. The Fire Department is in full support of the Park District developing and implementing a fire management plan and their staff is willing to come talk to the board regarding the subject. Nick Snyder is working on

including language in the City code that will allow the Park District to develop a plan and standard operating procedure in order to be able to get programmatic permits, which will make permitting easier and allow for a ten-year forest management permit based on a forest management plan. It would not include critical areas or shoreline, but work is being done to add similar language for those areas. A ten-year permit would be great for the Park District as it would essentially allow for a whole landscape renovation in a targeted area. For mitigation it will be important to identify where access points and water supplies are and where they can be improved, have knowledge of where the built environment is in parks and on neighboring properties, and to use a vegetative management plan.

Commissioner DeWitt said he appreciates the work that has been done so far and he would like the Trails Advisory Committee to be involved at some point as some trails could be used as access points for key areas. Commissioner Janow said that when the Park District looks at improving parking around parks, emergency access can be part of the discussion. Commissioner Swolgaard said he envisioned a committee very similar to the Trails Advisory Committee that works on the health and well-being of forest lands. Commissioner DeWitt concurred with Commissioner Swolgaard and said that it is important, because this is mainly an operations issue, to have staff working with staff from other island jurisdictions without too much involvement from elected officials in order to keep from mixing policy with operations. Commissioner Kinney asked what the commissioners' role would be on the committee, specifically whether it would be monitoring, helping as needed and reporting to the board. Commissioner Swolgaard said that is the way he sees it since staff has the expertise. Commissioner DeWitt said involvement without intrusion into operations is important for the policy makers as this will be controversial. Commissioner Cox said she concurs with Commissioner DeWitt that while commissioners are not the experts, that it will be good to have them involved as it will be very controversial for citizens. Commissioner Janow asked Dan Hamlin what he was envisioning for the committee, and he said a couple of board members working with staff and that at this time he has not considered citizen involvement, but rather working with a consultant and presenting progress reports to the full board on a regular basis. Commissioner DeWitt said that at this point it is probably best to have the committee be a commissioner or two working with staff and that at some point in the future citizens could be added to the committee if deemed appropriate once plans are under development. **MSC: Janow/Kinney: Motion to appoint two Park District commissioners to sit on the Forest Management Committee. MSC: Janow/Cox: Move to appoint Commissioner Kinney and Commissioner DeWitt to the Forest Management Committee.**

DIRECTOR'S REPORT

Recreation Division: Recreation Division Director Mark Benishek said that the recreation staff has done a tremendous job not only dealing with coronavirus but dealing with smoke, winds, power outages and internet outages during the last two weeks and commended them for their efforts. Aquatic Center open lap swim is sold out for October and staff is working to open additional spots. Bainbridge Island Swim Club Head Coach Carolyn Ackerley achieved the level 4 American Swimming Coaches Association coaching certification which is quite an accomplishment. Bainbridge Island Swim Club team members got to race at the Aquatic Center for the first time underneath the coronavirus conditions. Marketing Coordinator Allie Smith has done a great job of adapting to the changing needs of the Park District. Special Events Coordinator Emily Swift continues to prepare for the Haunted Hayride event and there is an upcoming staff pumpkin carving party for that event. There are still a limited number of spots available for registration for Haunted Hayride. Emily Swift is beginning to prepare for the Holiday at Fay event by inventorying supplies. Recreation Superintendent Bryan Garoutte said that Outdoor Program Manager Nick Prevo is working on planning weekend getaways to offer next summer. George Gerds, an instructor who offered birding classes through the Park District has retired. Staff was disappointed to hear that the Park District did not win the small craft concession bid for the Waterfront Park dock from the City of Bainbridge Island. Eagledale Pottery Studio students have been buying a lot of

clay and working from home. Youth & Teen Program Manager Shannon Buxton and Instructor Eryn Cohen will be attending an eSports seminar. The gymnastics department is looking to expand popular classes and team practices are going well. The gymnastics team will resume virtual practices for athletes who have not returned to in person training. Tents are now set up outside the High School gym room doors for health screenings before entering and for exiting the facility. The first day of fall soccer which was held last week after being postponed a few weeks due to bad air quality went well.

Administrative Division: Administrative Division Director Amy Swenson was contacted by state auditor and the next audit will start mid-November.

Park Services Division: Park Services Division Director Dan Hamlin said crews are working on pouring concrete at KidsUp! Playground and for phase II of the pickleball courts project. Trails Crew is currently working at Sakai Park and will be moving to Blakely Heights soon. The EarthCorps will be coming to work for a few days at Blakely Heights and Blakely Harbor Park. The Fort Ward Community Hall looks phenomenal and is going to be an incredible facility, Dan Hamlin encouraged any board members who have not yet seen it to take a tour. Signage has been posted for the forest thinning work to be done to improve the forest health at the Moritani Preserve which will begin later in the month. The horticulture crew is dealing with repercussions from the rains last week. Permanent signs indicating no fireworks allowed are going up in parks in accordance with the new city ordinance completely prohibiting fireworks on Bainbridge Island in order to educate the public. Staff had a meeting with the Bainbridge Island Land Trust to work on a management plan for the Albers Property using the Vegetative Management Plan and the Trails Management Plan passed by the board in July. They were impressed with plans and will be using them to create their own plan and will be working with the City of Bainbridge Island on programmatic permitting. Senior Planner Perry Barrett said that he presented the Hidden Cove II grant proposal to the Recreation and Conservation Office. The scoring will be known in a couple of weeks, but the funding will not be decided until next spring. The review appraisal for the Recreation and Conservation Office Sakai Park grant is still underway as communication with them has been intermittent due to the coronavirus shutdown and furloughs. The City planning commission is understood to be supportive of revising code to include language to allow for programmatic permits with approved standard operating procedures.

Executive Director Terry Lande said that what is important about the meeting with the Land Trust is that using a management plan based on both the Vegetative Management Plan and Trails Management Plan will be able to replace having an easement placed on property transferred to the Park District. It is a huge compliment to the board that the plans that were passed are making such huge headway with the City and the Land Trust. Terry Lande has been attending a partners meeting since the beginning of the coronavirus pandemic with leaders from the Bainbridge Island Fire Department, Bainbridge Island School District, City of Bainbridge Island and Bainbridge Island Police Department every other week and it has worked out wonderfully; meetings may even continue when the pandemic is over as it is a great way to coordinate important information. The School District will possibly be opening school for the youngest grades in November. The City is working with Kitsap County to open a coronavirus testing site on Bainbridge Island and it is a tribute to the staff and the council who have organized this testing site together. Park and recreation directors in Bremerton, Poulsbo and Kitsap County are beginning a discussion regarding a county wide ballot measure to pass a 1/10 of 1 cent tax increase to make up for decreases in revenue. Other areas of Kitsap County have been hit much harder with revenue shortfalls as a result of the coronavirus pandemic than Bainbridge Island. Commissioner Janow asked if there had been any discussion about proportioning funding to the places that need it the most. Terry Lande said sales tax would stay in the community where it was collected with unincorporated areas going to Kitsap County. Commissioner DeWitt said that he would be concerned if the money generated on Bainbridge Island was put into a general pot for distribution, he would like to see it go back proportionately to the area where it

was spent. Commissioner Kinney said that the amount of sales tax spent in Silverdale will be a much larger chunk than what is spent on Bainbridge Island. Terry Lande said he will continue to monitor the issue and keep the board posted. When he was out at Battle Point Park looking at the KidsUp! Playground renovation work this morning there were 16 pickleball players on the new courts and staff said it was the slowest day of the week.

BOARD MEMBER ITEMS:

- Commissioner Kinney said that there was an enormous story September 20 on pickleball in the Northwest Magazine in the Seattle Times.
- Commissioner Kinney saw a story about the high school baseball team and how good they are and said that the swim team is also doing great. He commended Park District staff for providing high quality opportunities such as ballfields and pools that kids can utilize to develop these talents on the island, and he is happy to be a part of the process.
- Commissioner Kinney said he is excited about the forest management opportunity and possible ten-year permit.
- Commissioner Janow said she was happy to hear about the joint meeting between the Park District and the School District.
- Commissioner Janow said she was also out at the pickleball courts this week and they were full at that time as well.
- Commissioner Janow asked if there is any diversity training within the Park District and said she would be in support of it. Administrative Services Director Amy Swenson said the Park District has done both in person and online diversity training and the leadership team has talked about additional training.
- Commissioner DeWitt said that the Moritani Preserve forest thinning project is a great opportunity for positive public relations regarding forest management and advocated for taking advantage of the opportunity.
- Commissioner DeWitt said he sat in on Bainbridge Island City Council's September 22 meeting regarding the Shoreline Master Plan and Critical Areas Ordinance. The City Council voted to shrink their moratorium on building to the Winslow area, where it has been extended for six months. This moratorium does not apply to government agencies. Interest was expressed by a person making a public comment in being allowed to farm oysters and shellfish along Crystal Springs on the Veterane Property.
- Commissioner DeWitt inquired after the status of the Sakai Park trail work, which has been severely impacted by the recent rain. Park Services Director Dan Hamlin said staff is waiting on materials, and work is ongoing. Commissioner DeWitt said the trail is already getting a significant amount of use. Dan Hamlin said the upper loop will be constructed with an engineered wood fiber material which is considered accessible, though it can still be limiting.
- Commissioner Swolgaard asked if Administrative Division Director Amy Swenson wants board members to be involved with the audit. Amy Swenson said that there would be an introductory and end of audit meeting with board members. It was decided that the Finance Committee, consisting of Commissioner Cox and Commissioner Janow, will attend these meetings.
- Commissioner Swolgaard said he was contacted by Executive Services Manager Helen Stone about signing minutes, resolutions and voucher cover sheets. He said he already came into the office to sign the documents and encouraged any board members who haven't yet to go ahead and do so.


MEETING ADJOURNED TO EXECUTIVE SESSION at 7:38 pm for discussion of personnel with announced time to reconvene at 7:53 pm.

MEETING RECONVENED at 7:53 pm and **ADJOURNED** at 7:53 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