

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING NOVEMBER 5, 2020  
ZOOM VIRTUAL MEETING**

**CALL TO ORDER** A quorum being present, the meeting was called to order at 6:00 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.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Mike Derzon, an island resident, thanked staff for their service to the Park District. He said he is in attendance tonight as a representative from the Kallgren neighborhood and the Friends of Ted Olson. They noticed that two parcels are for sale adjacent to Ted Olson Nature Preserve and with the help of Bainbridge Island Land Trust they have organized to protect the acreage. His understanding is that there is already an agreement between the Park District and Bainbridge Island Land Trust. He said money is currently being raised and that residents recognize Ted Olson Nature Preserve as an important park for their neighborhood. Tonight, he is here to talk about money for this acquisition of park land and asked if the Park District could help contribute financially to preserve the parcels. He thinks it is a great opportunity to expand the park and said he is available to answer any questions the board has, now or in the future. Commissioner Janow asked if he had talked with the Bainbridge Island Parks Foundation and recommended that he reach out to them. Commissioner DeWitt encouraged Mike Derzon to reach out to the Bainbridge Island Parks Foundation soon, as they are currently working on their 2021 budget.

Loanne Harmeling, an island resident, said that the proposed Ted Olson Nature Preserve expansion is something she supports. She is using one of the new paddle craft storage areas and appreciates the opportunities provided by the Park District to store paddle craft securely in the parks. She is also a swimmer and is grateful that the Aquatic Center reopened. Recently she walked the Sakai Park trail and she hopes that the last part of the trail between the pond and the highway will be completed. Park Services Division Director Dan Hamlin said that the City of Bainbridge Island is responsible for the connection to the Sound to Olympics trail and that it is in the permitting process. Loanne Harmeling said that unless there is money put into the budget process now, the Park District will be another year out from making any progress towards new tennis courts on the island. She would like to see tennis courts on the agenda for Sakai Park. She said the tennis community has previously sent proposals saying they are willing to be a funding partner for new tennis courts. She asks that the tennis community have a place at the table and said that the Park District's planning documents indicate the Park District is well below a recommended number of outdoor public tennis courts based on population. Commissioner Swolgaard said there is money in the 2021 budget for tennis court resurfacing and refencing. Executive Director Terry Lande said planning for both Sakai Park and the Ray Williamson Replacement Pool has been put on hold due to the coronavirus pandemic; and that the conceptual plan for Sakai Park includes a multipurpose court. Loanne Harmeling said that while she understands that there is a multipurpose court indicated in the plan, she thinks there needs to be equity on the island for the tennis community and would like to move forward. Terry Lande said the board would need to direct staff to do that, as there could be other interest groups for that multipurpose court as well. Loanne Harmeling said that she would like to see a commitment from the board. She believes that while most development at Sakai Park would require a bond; tennis courts could be a public/private partnership. Commissioner Swolgaard said that the board hears her request. Terry Lande said there must be a demonstrated need for tennis courts based on what they are competing against. Commissioner Kinney said there has been no commitment to build tennis courts at Sakai Park and that it would be ill advised to do anything at Sakai Park before there is a public planning process. The Park District will continue the planning process with the public and he asked her to be patient while the Park District works with all interest groups.

## **BOARD CONSENT**

### **APPROVAL OF MINUTES:**

Upon hearing there were no corrections to the minutes of the October 15, 2020 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

Upon hearing there were no corrections to the minutes of the October 15, 2020 board work session, 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.**

<b>Batch Date</b>	<b>Fund Number &amp; Name</b>	<b>Warrant Numbers</b>	<b>Total Batch Amt</b>	<b>Pre-Approved</b>
10/20/20	001 General Fund 300 Capital Improvement Fund	20693-20729	65,937.49	10/20/20
10/29/20	001 General Fund 300 Capital Improvement Fund	20730-20731	6,016.70	10/29/20

### **2021 BUDGETS FIRST READING:**

General Fund Budget: Administrative Division Director Amy Swenson said the Park District's beginning net position for 2021 is proposed to be roughly 2.4 million. In the proposed budget for 2021, total revenue is proposed to be about 8.7 million as there is a \$129,000 increase in tax revenue. Program revenue is down due to impacts from the coronavirus pandemic. The levy rate is down to 59 cents per dollar which is just slightly over where the Park District was in 2008 when the Park District went out for a lid lift. It was noted that the Park District always budgets for \$60,000 above what Kitsap County projects the Park District will collect to account for unknown revenue. If this unknown revenue is not included in the budget the Park District is unable to collect it. Commissioner DeWitt asked about the impact on revenue of the loss of the use of School District facilities. Executive Director Terry Lande said staff is currently working with the School District and he not sure at this point if the Park District will be able to use these facilities or not. Included in the 2021 budget is the assumption that there will be no short-term facility rental revenue, while camping revenue is accounted for. A reduction in payroll and benefit expenses is projected as well as a reduction in transfers to the Capital Improvement Fund and the Land Acquisition Fund. It was mentioned that when general fund money is collected, some of that is lid lift revenue of which a portion must be used for land acquisition or development and it is accounted for in this proposed budget. Changes in expenses includes personnel, there are three benefited positions that are not being rehired at this point and part-time positions are not being filled. It is proposed that there will be no merit increases for staff in 2021, but most staff will receive a 1.5% pay increase due to the transition to the new salary scale to avoid compaction resulting from the minimum wage increases. The proposed budget contains estimated beginning reserves of 2.4 million and estimated ending reserves of 3.1 million. Staff recommends keeping \$750,000 from a 1-million-dollar grant that should be received in 2021 in reserves for land acquisition and possible future financial repercussions from the coronavirus pandemic. Commissioner Janow asked that the 2021 budget be revisited at the end of the first quarter.

Capital Improvement Fund Budget: Administrative Division Director Amy Swenson said this budget is made up of transfers from the general fund including the lid lift as well as grants and donations. Park Services Division Director Dan Hamlin said many of the projects are roll overs from 2020 due to impacts from the coronavirus pandemic. Commissioner DeWitt said he wants to see a Grand Forest West restroom planned for in a future Capital Improvement Fund budget.

Turf Field Replacement Fund Budget: Administrative Division Director Amy Swenson said that money is put aside every year to eventually replace and to do annual maintenance on the turf fields at Battle Point Park. All rental revenue received for use of the turf fields goes into this fund. Executive Director Terry Lande said performing annual maintenance has probably doubled the useful lifetime of the turf fields.

Land Acquisition Fund Budget: Administrative Division Director Amy Swenson said in 2021 the Park District is hoping to receive a grant for a recreation facility.

Bond Status: Administrative Division Director Amy Swenson said this is a debt incurred for the purchase of Sakai Park through a bond. This tax revenue is collected outside of that for the general fund. She will check into the interest rate on the bond to see if a better rate can be obtained.

Budget Timeline: Administrative Division Director Amy Swenson said the board needs to approve the budget at the 11/19 board meeting in order to get resolutions both approved and signed by the commissioners to the county by November 30.

## **DIRECTOR'S REPORT**

Recreation Division: Recreation Division Director Mark Benishek said that Community Outreach Coordinator Emily Swift's first major event, the Haunted Hayride, was a tremendous success. She is now busy preparing for the new special event coming up in December called Holiday at Fay. Marketing Coordinator Allie Smith is working on the winter/spring catalog and is updating the Park District's photo library. Active Adult online art classes have been successful as well as limited in person painting classes for pods of five participants. Aqua Fit classes have been relaunched by the Aquatic Center staff. Lap swim times for the month of November were very popular and all additional spots were sold out under the new guidelines allowing two people per lane. Aquatic Center Administrator Megan Pleli cohosted a national speaking event about how to safely reopen an aquatic center during the coronavirus pandemic. A notice was received that there was a coronavirus contact trace related to a Bainbridge Island Swim Club swimmer. After consulting with the Kitsap County Health District, the swimmers in the affected pod as well as the coaches have been cleared to return to the Aquatic Center. Recreation Superintendent Bryan Garoutte said a new session of mountain bike classes has been very popular with an additional class added for people who got on the waitlist. Fall high school sailing was so popular and there may be an additional spring session. An instructor from the Eagledale Pottery Studio is going to Russia on a personal trip and will be videotaping the pottery studio before she leaves in order to share what she is doing here in America. The gymnastics department is working to accommodate people on the waitlists for classes and has been contacted by Bainbridge Island Montessori for private classes starting in January. Gymnastics teams are starting to prepare for a virtual competition season. The last day of fall soccer was last weekend and the kids were invited to wear their costumes to class. Walking classes are going well, and new ones may be added. Tennis classes had to be canceled due to the closure of School District facilities to Park District programs and alternative locations are being explored.

Administrative Division: Administrative Division Director Amy Swenson said the 2018-2019 audit has officially started.

Park Services Division: Park Services Division Director Dan Hamlin said last week the crew performed the Moritani Preserve forest thinning. EarthCorps has done work at both Meigs Park and Blakely Heights. Crews are dealing with fall leaves and other weather-related trail issues. Dan Hamlin and Senior Planner Perry Barrett attended the National Recreation and Park Association's virtual conference. Hawley Cove Park permitting is now complete and the crew is working to clear an area to connect the board walk to the parking lot to make it accessible. The trails crew continues work at Sakai Park and next they will be focusing on Blakely Heights. Dan Hamlin has been contacted by several

individuals regarding skate park improvements and he will be meeting with one of them next week. He has also been contacted by an individual interested in installing some street skating elements.

Executive Director Terry Lande said he got a phone call from a representative for both tackle football and youth soccer. They asked for permission to turn on the lights at the Strawberry Hill Park fields this winter and spring. These groups are not able to play on the high school field until very late at night due to scheduling impacts caused by the coronavirus pandemic. Terry Lande explained to the representative that a conditional use permit from the City of Bainbridge Island only allows football to use the lights and only until a certain date. The representative asked about the process for changing the conditional use permit and he warned them that it could take up to several years to change. The board directed that staff should not pursue allowing additional lighting at the Strawberry Hill Park fields.

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

- Commissioner Janow inquired after the protocols regarding when a member of the public addresses a board member. Commissioner DeWitt said that if something has been sent to the entire board the board chair responds on behalf of the board or the board member who has the most expertise in that area responds when assigned by the board chair. Commissioner Kinney said when you get into an issue that is operational the matter should be dealt with by Executive Director Terry Lande whereas if it addresses general policy it is for the board to respond. When a correspondence does involve policy, it is best to forward the information to the entire board and required that discussion happen only during a public meeting. It is ok to share a personal opinion with a member of the public but not to represent the whole board or a Park District position unless a board member is 100% sure everyone is on the same page. Terry Lande said that it is best for board members to contact him regarding any operational issue rather than other staff members. He also said that it is important for board members to know that staff always views a commissioner as a board member. Even when a commissioner is dealing with something as a member of the public, it is impossible for staff to separate them from their position on the board.
- Commissioner Kinney said, in response to Loanne Harmeling's earlier public comment, that the Park District is going to treat all user groups fairly. He said in order to convince him personally there needs to be more tennis courts on the island there must be a demonstrated need, including documentation of use of the current tennis courts. If the tennis court interest group could gather data and have a plan for private contributions it would be helpful for a future discussion. He proposed that tennis courts be addressed as an agenda item in the spring.
- Commissioner DeWitt asked for updates on the City of Bainbridge Island's sustainable transportation plan and its effects on the Park District. Staff in attendance at the meeting had no update.
- Commissioner DeWitt said that he thinks a discussion regarding the Ted Olson Nature Preserve should be added to the next agenda.
- Commissioner DeWitt inquired after an update on the status of the Sound to Olympics trail. Park Services Division Director Dan Hamlin said that he has no update at this time.
- Commissioner DeWitt brought up the City of Bainbridge Island's proposed tree ordinance update and asked how it will affect the Park District. Park Services Division Director Dan Hamlin said the updated ordinance will create a path for a Park District forest management plan that will allow for a ten-year permit.
- Commissioner DeWitt asked about the status of the Blakely Heights trail easement transfer. Park Services Division Director Dan Hamlin said the issue related to the transfer has been cleared up.

- Commissioner DeWitt said the Park District should send a copy of the 2021 Capital Improvement Fund budget to the Bainbridge Island Parks Foundation once it is approved.
- Commissioner DeWitt said that he has been contacted by a few members of the public who have had trouble logging into the online registration system to register for using the Aquatic Center; he told them to contact the Park District. Aquatic Program Administrator Megan Pleli said that the customer service team is happy to help people in need of assistance with registration including resetting passwords and usernames associated with online registration.
- Commissioner Janow said that she commends Park Services Division Director Dan Hamlin for keeping the Trails Committee apprised of what is going on recently as they have not been meeting due to the coronavirus pandemic. She is excited about a possible inter local agreement with the City of Bainbridge Island and said that EarthCorps trail work at Lost Valley and Day Road would be a great addition to the island's trail system.
- Commissioner Janow commended Administrative Division Director Amy Swenson for her flexibility and work with the budget despite the challenges of the coronavirus pandemic.
- Commissioner Janow said that she would like to have a discussion regarding reinstating the Ray Williamson Replacement Pool and Sakai Park committees.
- Commissioner Cox commended Aquatic Program Administrator Megan Pleli and Recreation Division Director Mark Benishek for their work handling the coronavirus contact trace situation at the Aquatic Center. She said that while her child was part of the affected Bainbridge Island Swim Club pod of swimmers, she was not worried because there are so many safety measures in place at the Aquatic Center.
- Commissioner Swolgaard said that an individual interested in the proposed skate park cover would like to make a presentation at the December 3 board meeting and asked that it be placed on the agenda.
- Commissioner Swolgaard asked if the Trails Committee could start meeting monthly via Zoom. Park Services Division Director Dan Hamlin said that he will set up a Zoom meeting for next month and that this is an appropriate time to reassume discussions.
- Commissioner Swolgaard asked if the Park District has offered to build the City of Bainbridge Island's portion of the Sound to Olympics trail connecting the Sakai Park trail to High School Road. Park Services Division Director Dan Hamlin said that he heard that portion of the trail will be paved but that once the inter local agreement is in place the Park District could assist in the building of it if it is a soft surface gravel trail. Commissioner Swolgaard asked if the Park District is planning in the near future to build a trail around the north side of the pond and back to the right of way. Dan Hamlin said the Park District is waiting to hear from the City of Bainbridge Island regarding what they will be doing with the Sound to Olympics trail, and that he has communicated to them that the Park District wants to be involved in that discussion.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 8:26 pm for discussion of personnel with announced time to reconvene at 8:41 pm.

**MEETING RECONVENED** at 8:41 pm and **ADJOURNED** at 8:41 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