

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING FEBRUARY 4, 2021
 ZOOM VIRTUAL MEETING**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:00 pm by Chair Janow.

BOARD MEMBERS PRESENT: Ken DeWitt, Dawn Janow, Jay Kinney, Tom Swolgaard.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the January 21, 2021 regular board meeting, Chair Janow stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: DeWitt/Swolgaard: 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
01/07/21	001 General Fund 300 Capital Improvement Fund	20932-20941	36,171.71	01/07/21
01/16/21	001 General Fund 300 Capital Improvement Fund	20942-20943	2,693.56	01/16/21
01/23/21	001 General Fund 300 Capital Improvement Fund	20944-20959	9,971.43	01/23/21
	001 General Fund (Jan. Payroll)	EFT & 20960 & 2782- 2789	380,564.49	

UNFINISHED BUSINESS

STATE AUDITOR: To facilitate the Entrance Conference for the Park District’s 2018-2019 audit, in attendance tonight are Audit Lead Amanda Robinson and Audit Manager Carol Ehlinger with the Office of the Washington State Auditor. Both an accountability audit and a financial statement audit are being performed. An accountability audit determines whether the Park District has complied with all applicable laws, contracts, brand agreements, policies, and procedures and ensures that proper procedures are in place to protect public funds. The auditor’s office takes a risk-based approach and examines the following areas during the accountability audit: procurement, payroll, general disbursements, and financial condition. Amanda Robinson said the accountability audit for the financial condition of the Park District has already been completed and there are no concerns as the Park District is above the recommended 60 days of cash on hand, which is great to see. The financial statement audit is done to determine if financial statements are presented correctly and appropriately and that they are free of errors. The financial statement audit will also look at internal controls over financial statement preparation to confirm they are in place to ensure all financial activity is recorded and there are no weaknesses in the system. For the financial statement audit the Park District will be receiving an opinion on the regulatory or state-wide basis of accounting which is cash basis as well as an adverse opinion for Generally Accepted Accounting Principles, there are no concerns as cash basis accounting is allowed in Washington State. The presentation also included information regarding the audit process and available resources.

KITSAP PUBLIC UTILITY DISTRICT WORK IN EXISTING EASEMENT AT GAZZAM LAKE NATURE PRESERVE: Park Services Division Director Dan Hamlin said that work on a draft memorandum of understanding between the Park District and the Kitsap Public Utility District is underway. The memorandum of understanding was discussed today

with the Bainbridge Island Land Trust to make sure that concerns regarding their conservation easement on the property are incorporated in the document. The purpose of cooperation between the Park District and KPUD is to benefit the citizens of Bainbridge Island; everything in the agreement should either benefit public use of the site or address environmental impacts. Items being addressed in the memorandum of understanding include: moving of the trail, removing spoils from well drilling, restoring any disturbances, expanding the parking lot, fencing options, painting the water tank, providing a connection to the new well, assuring that the well will not impact Gazzam Lake, granting of permission to use the KPUD utility easement on Sullivan Road and removing waterline infrastructure. Commissioner Swolgaard said that KPUD needs to be solely responsible for removing the waterline infrastructure as well as the valve and its structure and that it needs to be investigated as to whether there is an easement for that waterline. Dan Hamlin said that staff investigated it and found that there is an easement in place for that waterline and that he will incorporate Commissioner Swolgaard's direction for the item addressing removal of infrastructure. KPUD's right to do work in their easement predates both the Park District's ownership of the land and BILT's conservation easement on the land. The purpose of the memorandum of understanding is to mitigate the impact of the work that will be performed. **MSC: Swolgaard/DeWitt: I move to direct staff to negotiate an MOU with KPUD, as the current owner and operator of the public water system on the south end of the Island, to mitigate the temporary and permanent impacts on the surrounding site of the activities proposed by KPUD: replacement of one water storage tank; and drilling of an exploratory well which, if viable, will be placed into production. The terms of the MOU shall recognize and be consistent with all applicable title documents of record, including without limitation the 1984 statutory warranty deed recorded under AFN 8403070057.** Commissioner Swolgaard brought up the required 100-foot protected radius around the well that will extend outside of KPUD's easement. Dan Hamlin said the Park District and any other landowners within that radius would have to sign a covenant not to do certain things within the radius. BILT Executive Director Jane Stone thanked the board for including them in the process.

COVID-19 LEAVE UPDATE: Administrative Division Director Amy Swenson said the proposed 2021 COVID-19 Emergency Leave Policy applies to full-time and regular part-time employees with: a COVID-19 diagnosis or exposure, a household member of an employee with a COVID-19 diagnosis or exposure and the need for an employee to miss work due to the loss of a dependent's childcare related to daycare or school closures. If an employee can work from home, they are expected to do so. The first option for an employee who needs leave in one of these situations is for the employee to use their personal leave accruals. The second option is for the employee to use available state and federal programs. The third option for the employee is to request up to two weeks of paid leave from the emergency leave fund. Amy Swenson explained that the emergency leave fund is designed as a safety net for employees who fall through the cracks. **MSC: DeWitt/Kinney: Approve the 2021 COVID-19 Emergency Leave Policy effective February 5 through December 31, 2021.**

GENERAL BUSINESS

2020 BUDGET VS. ACTUAL: Administrative Division Director Amy Swenson said that the information being presented tonight is from the amended 2020 General Fund budget. In the budget, revenues exceeded expenses by \$138,769. Reserves were at approximately 2.5 million dollars at the end of 2020. A grant for \$399,000 was not received in 2020 but it has been increased to 1 million dollars and will be received in 2021. Transfers to the Capital Improvement Fund and the Land Acquisition Fund were substantially down due to delayed land purchases and projects. Camping revenue exceeded expectations by \$18,000. Payroll expenses were down by about \$150,000 due to furloughs and positions not being rehired for after people left employment. Professional fee expenses were down, mostly due to canceled contracted instructor classes. Utility costs were down on account of the closure of both pools as well as other facilities.

Recreation program revenues were down about \$290,000 however, expenses were down about \$374,000. The amended 2020 Capital Improvement Fund budget was reviewed briefly. Executive Director Terry Lande said it is a real credit to staff that adjustments made to the budget, even while furloughs meant there was less staff, resulted in the bottom line being in good shape during a pandemic. Staff truly cares about the Park District and everyone in the agency is watching every dollar and doing the best they can. Amy Swenson, Park Services Division Director Dan Hamlin, and Recreation Division Director Mark Benishek do a great job of providing information to keep everyone up to date on the budget. He appreciates the way both the board and the staff have handled a difficult situation. Commissioner Janow thanked Terry Lande for his words and said that she believes the commissioners all echo those sentiments.

2021 BUDGET/REINSTATE 2021 MERIT PROGRAM: Administrative Division Director Amy Swenson said that because the amended 2020 General Fund budget's bottom line was better than expected, leadership staff is proposing the reintroduction of the merit program in 2021 for all employees. The merit program provides for 3% step increases for eligible employees and will cost the Park District about \$89,000. Commissioner Kinney said that when the merit increases were originally discussed for the 2021 budget that leadership staff waived the merit program due to budget concerns. Amy Swenson said that while it was an unknown at the time the budget was proposed, recreation programming has had a lot of participation even with the higher fees the Park District has had to charge. Commissioner Kinney asked Amy Swenson to remind the board what the cost of living increase was for 2021. Amy Swenson replied that the average cost of living increase was 1.49% and that merit increases are different and awarded on an employee's anniversary date if the employee's performance is satisfactory and they are not already at the top of their pay scale. Commissioner Janow asked if any employees who were due a merit increase between January 1 and now would be included. Amy Swenson said there would be no retro active compensation for employees, but that they would be made eligible for their merit increase as soon as possible if the program is reestablished. **MSC:**

Kinney/DeWitt: Move to amend the budget to include a 3% step or merit increase for employees in 2021 starting February 5, 2021 for those that meet the requirements. Commissioner Janow said that she is very excited to be able to do this and that it is very important to her to reward all the hard work that everyone does. Commissioner Kinney said that he appreciates that staff was willing to forego merit increases when it looked like the Park District would not be able to afford them; now that it looks like the Park District can afford them, it is just that merit increases be provided as usual.

2021 BUDGET/HIRE PARK SERVICES COORDINATOR POSITION: Park Services Division Director Dan Hamlin said that due to the status of the amended 2020 General Fund budget staff would like to hire for a vacant position in Park Services at this time. The vacant Park Services position's duties include the coordination of volunteers, Student Conservation Corps, "friends of" groups, volunteer events and scout projects as well as working with the Bainbridge Island Land Trust and Bainbridge Island Parks Foundation committees. Dan Hamlin said this position is important and staff would like to hire for it as soon as possible. **MSC: Kinney/DeWitt: Move to amend the 2021 budget to allow funds to hire for the vacant Park Services position with an estimated cost of \$80,000 including benefits and payroll taxes.** Commissioner Swolgaard asked if staff would be hiring for the position inhouse. Dan Hamlin said that there are several employees who are interested in applying. Commissioner Janow said it is a very important position and now is a good time to fill it, as the Park District is already inundated with work.

3-5 YEAR PLANNING RETREAT DATE: Commissioner Janow said she believes it would be beneficial for the board to have a planning retreat. Topics would include a potential levy lid lift and projects that would require a bond, among other subjects that would help give direction for the next 3-5 years. It would be nice to meet in person but that will depend on which phase of the Healthy Washington Plan the region is in; even if the meeting can be held in person

the retreat will simultaneously be held on Zoom to maximize the public's ability to attend. Commissioner DeWitt said the retreat is a good idea as decisions need to be made about Sakai Park and the Aquatic Center; furthermore the board needs to address the fact that operations costs will exceed revenues before too long as well as the need to address deferred maintenance. **MSC: DeWitt/Swolgaard: Move to have a 3-5-year planning retreat on March 6 with details regarding the retreat forthcoming in accordance with state rules.** Commissioner Janow said that a proposed optimum level of staffing would be helpful information to have on hand for the retreat. Executive Director Terry Lande said if there are other requests for information that commissioners would like to see either the day of or before the retreat, to contact him and he will direct staff to gather information. Commissioner Kinney said that at the next board meeting the board can work to finalize an agenda for the retreat; there will be no official action taken by the board at the retreat. The retreat will be held from 10:00am-1:00pm.

DIRECTOR'S REPORT

Recreation Division: Recreation Division Director Mark Benishek said the Bainbridge Island Swim Club recently held a time trial and members appreciated the opportunity to participate. High school swimming and diving teams are tentatively scheduled to begin practices next week and the Aquatic Center schedule has been adjusted accordingly. One of the head lifeguards at the Aquatic Center is leaving and a job opening has been posted to refill this crucial position. The new water exercise class that was launched has been very successful. Active Adult Program Manager Sue Barrington is working on summer programming including collaborating on a Storybook Walk in the Park program in partnership with the library. Commissioner DeWitt suggested the idea of creating an audio tour for the program if it is successful. Mark Benishek said that is a tremendous idea and he will forward the idea on to the staff collaborating on the program. Community Outreach Coordinator Emily Swift is working to finalize summer events including six drive-in movies. The dates for the summer concert series have been adjusted to later in the summer in hopes that they will be allowed under the restrictions in place at that time. Marketing Coordinator Allie Smith is gearing up for production of the summer catalog for which first drafts are due in a couple of weeks. Sports Program Manager Julie Miller had the opportunity to lead walking programs this week and hear directly from participants how grateful they are to be able to participate in not only those programs, but for other opportunities provided by the Park District. A facility use request was submitted to and approved by the Bainbridge Island School District for outdoor covered areas at Ordway Elementary School and one other school. Julie Miller is working to offer new street skate and GlideFit programs. Outdoor Program Manager Nick Prevo is providing for an employee to attend marine science courses so that she is better able to inform participants about marine life during paddling programs. The outdoor all-terrain wheelchairs have arrived and been assembled and will soon be available as part of the gear bank for public use. A new session of gymnastics classes began this week and participants are very excited to be back in the gym. Work has begun on planning for movement to Phase II in the Healthy Washington Plan, which will allow for more people in the gymnastics facilities at one time. Gymnastics team members recently reviewed their goals and were pleasantly surprised by all the goals they accomplished despite the challenge of reduced gym time during the last year. Youth & Teen Program Manager Shannon Buxton is collaborating on the Storybook Walk in the Park program and looking to hire a new All-Day Camp Coordinator. Recreation Superintendent Bryan Garoutte said that both he and Shannon Buxton want to express how thankful they are to the board for their support throughout the coronavirus pandemic. The Teen Center opened on Monday and there have been a few kids participating each day, attendance is expected to increase when the high school reopens. Four applications have been received so far for summer internships and the application deadline has been extended.

Park Services Division: Park Services Division Director Dan Hamlin said that Maintenance Coordinator Chris Andre met with Environmental Protection Agency staff handling the Wycoff site clean-up at Pritchard Park. The interlocal

agreement for trails has been approved by the City of Bainbridge Island and will be on the agenda for approval by the Park District at the next board meeting. A great working relationship has been developed between Park District staff and City Engineering Project Manager Mark Epstein and Public Works Director Chris Wierzbicki. Recently City staff reached out and asked for access through Fort Ward Park to be opened for residents blocked into their neighborhood by a landslide over the roadway accessing their neighborhood. The Park District granted the request so local traffic could get out of the neighborhood. This incident led to a request for the City to reconsider waiving the stormwater fees assessed on the roadway through the park. The City approved the request and the savings to the Park District will be \$1,700 per year. The Park District's request to waive the stormwater fees was not contingent on allowing access for this incident or any future incident. The City was assured they would be allowed to utilize the park as temporary emergency access when needed, regardless of their decision on whether to waive the stormwater fees. The estimated cost of the engineering work for the north pond at Battle Point Park is about \$11,000 and includes the design, engineered estimate for construction costs and construction ready drawings. It is projected that the engineering work will be complete in about a month. Washington State Department of Ecology has provided the specifications needed for them to approve the plans for work at the north pond. Work has begun on the road approach for the trail connecting Fletcher Bay Road to Kojima Avenue and signage will be added once it is complete. The vehicle lift in the maintenance shop is being replaced. There was some flooding in the Fort Ward Community Hall after the recent rains and staff has identified the source of the water. Replacement of about 300 square feet of flooring will be necessary due to water damage. Douglas Christ with the Friends of Fort Ward sent Dan Hamlin an email praising the Park Services crew for their work going above and beyond to identify the problem. The Ray Williamson Pool electrical panel was replaced, and the pool will be operational tomorrow as was originally planned. There is a Trails Advisory Committee meeting on Monday. Senior Planner Perry Barrett said that the survey for the trail from Marshall Suites to Sakai Park was initiated, as was a survey for the trail boundary at Gazzam Lake Nature Preserve and the Vincent Road easement. Perry Barrett is coordinating with Administrative Division Director Amy Swenson and the Bainbridge Island Land Trust regarding the \$50,000 of Park District funding approved by the board for the purchase of two parcels on Kallgren Road that will be incorporated into the Ted Olson Nature Preserve. The Washington Wildlife and Recreation Coalition lobby group is looking for the Washington Wildlife and Recreation Program to increase their grant funding to 100 million dollars, this is the family of grants in which the Park District competes and when successful receives money from. Perry Barrett, Commissioner Cox, and Dan Hamlin recently went on a tour of the Rockaway Bluff Preserve. The City's Sustainable Transportation Task Force and its education sessions continue.

Executive Director Terry Lande said that the Park District is still moving full speed ahead despite the pandemic; it is amazing to him what is getting accomplished and he is honored to work for the Park District.

UPCOMING MEETINGS & EVENTS:

February 18 and March 4: regular board meetings. March 6: board retreat.

BOARD MEMBER ITEMS:

- Commissioner Kinney said that it is interesting what is going on with the cougar on the island.
- Commissioner Kinney said he is happy with how great things are going for the Park District. He is looking forward to the retreat and discussing how the Park District will move forward with the Sakai Park planning process including what the priorities are and how they will be funded as well as reinitiating public involvement.
- Commissioner DeWitt said a trail easement for a major trail connection has been secured by the Bainbridge Island Parks Foundation between Fort Ward Park and Nutes Pond.

- Commissioner DeWitt said that now is the time to decide if there should be any plans to restore the north pond at Battle Point Park. If remedial action needs to be taken this would be the time to do it.
- Commissioner DeWitt asked about the status of the split rail fence at Chel Shelb Park. Park Services Division Director Dan Hamlin said that a permit is needed because the proposed site for the fence is in the right of way. There was a miscommunication with the City of Bainbridge Island regarding the permit which was clarified this afternoon.
- Commissioner DeWitt inquired after the work Puget Sound Energy is doing on the east boundary of Grand Forest East and if they will be allowing a public access trail there. Executive Director Terry Lande said staff has made PSE aware of the Park District's interest in trails in that area, but no response has been received.
- Commissioner DeWitt said the sale of the property at the corner of Hidden Cove Road and Henderson Road has closed and the Bainbridge Island Parks Foundation will be contacting the new owners to find out what their intentions are. Executive Director Terry Lande said there is a meeting on Saturday with the neighborhood and up to two commissioners are welcome to attend.
- Commissioner DeWitt said the upcoming Bainbridge Island Environmental Conference will emphasize the importance of forest health and include participation from the Park District. Park Services Division Director Dan Hamlin will be presenting with the Bainbridge Island Fire Department regarding fire management in the Grand Forest, among other things. Commissioner Kinney or Commissioner DeWitt will participate in a question and answer session regarding the Moritani Preserve.
- Commissioner Swolgaard said that one thing was prioritized for Sakai Park and that was the trail.
- Commissioner Swolgaard inquired after the status of fundraising for KidsUp! Playground. Executive Director Terry Lande said the Bainbridge Island Parks Foundation is still working to raise \$50,000 to meet the fundraising goal. The ferry boat element that is part of the final phase of construction has been ordered. Commissioner Swolgaard asked for verification that the fundraising is not holding up the project. Terry Lande said that work is not being held up and staff is currently moving forward with construction. Commissioner Swolgaard said the board may want to consider addressing the shortfall.
- Commissioner Swolgaard said that if the 100-foot protected radius around the well does extend from the Kitsap Public Utility District's easement into any property neighboring the Gazzam Lake Nature Preserve that KPUD will need to address that directly with the landowners.
- Commissioner Janow said that she is looking forward to the Bainbridge Island Environmental Conference. One of the things she is personally interested in is the union of the natural environment with art and creative aspects. She thinks the Storybook Walk in a Park program that staff mentioned tonight is a nice integration of that. During the third week of the conference there is a talk for which she is particularly excited about regarding art in the forest.
- Commissioner Janow attended the Trails Advisory Committee meeting and said it was fantastic to hear that the City of Bainbridge Island has approved the interlocal agreement for trails. Road shoulders being taken over by parking near various trails was discussed at the meeting, including talking to the City about how to handle it. There was also conversation about installing bicycle racks at trailheads. She said that the work that Park Services Division Director Dan Hamlin and the TAC is doing is quite extensive. When the interlocal agreement for trails goes through it will create a lot of additional trail connections and that will come with some challenges.

- Commissioner Janow asked if the signage for the Madison Tot Lot has been resolved. Executive Director Terry Lande said that it has been resolved and access to the two parking spots, including one accessible one, will be available throughout construction of the development surrounding the tot lot.
- Commissioner Janow proposed that the board figure out a way to pass on information when there is a change in which board members are on which committees, to support continuity and provide for access to historical information.
- Commissioner Janow said she heard that some parents of Bainbridge High School seniors are thinking about potentially using Battle Point Park for the graduation ceremony.

MEETING ADJOURNED at 7:49 pm.

Helen M. Stone
 Terry M. Lande
 BAINBRIDGE ISLAND METROPOLITAN
 PARK & RECREATION DISTRICT

BY: _____
 Dawn Janow

BY: _____
 Kristine Cox

BY: _____
 Kenneth R. DeWitt

BY: _____
 John Thomas Swolgaard

ATTEST: _____
 Jay C. Kinney