

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING DECEMBER 17, 2020
 ZOOM VIRTUAL MEETING**

CALL TO ORDER A quorum being present, the meeting was called to order at 6:02 pm by Chair Swolgaard.

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

ADJUSTMENTS TO AGENDA: Removal of item 50.5 the Amended 2020 General Fund Budget. Add item 50.7 Public Pedestrian Access Easement Agreement with City of Bainbridge Island regarding Vincent Road. Add an executive session topic for real estate.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mike Derzon, neighbor to the Ted Olson Nature Preserve, updated the board on the status of donations for the proposed Ted Olson Nature Preserve property additions. So far 300 donors have raised \$260,000 towards the \$350,000 goal. He and other neighbors are working hard to achieve the goal, and he asked if the board would contribute \$25,000-\$50,000 to the cause to expand the Ted Olson Nature Preserve.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the December 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
12/08/20	001 General Fund 300 Capital Improvement Fund	20845-20861	23,038.20	12/08/20
12/15/20	001 General Fund 300 Capital Improvement Fund	20862-20896	41,003.30	12/15/20
	001 General Fund (Sept. Payroll)	EFT & 2751-2762	379,946.51	
	001 General Fund (Oct. Payroll)	EFT & 2763-2768	362,781.12	

GENERAL BUSINESS

KITSAP PUBLIC UTILITY DISTRICT GAZZAM LAKE NATURE PRESERVE TEST WELL PROPOSAL: Park Services Division Director Dan Hamlin acknowledged that representatives from the Bainbridge Island Land Trust are in the audience this evening including Executive Director Jane Stone, Stewardship Coordinator Andrew Fraser and board members Ray Victorine, Ed Gilbert and Greg Geehan. Dan Hamlin then introduced Executive Director Bob Hunter and Groundwater Resource Manager Joel Purdy with the Kitsap Public Utility District. Dan Hamlin said the proposal includes: replacing the water tanks to meet the demands for water on the south end of Bainbridge Island, enlarging the easement to accommodate larger tanks, fencing the easement and drilling a test well for redundancy or failure in the system. This topic was last discussed by the board on June 6, 2019. Bob Hunter thanked the Park District and the Land Trust for the opportunity to meet tonight as there have been a lot of updates to the project. Bob Hunter said KPUD's need to drill the well as quickly as possible has only grown due to demand for water by people who currently live on the south end of Bainbridge Island. Joel Purdy gave a presentation covering water systems on the south end of the island and an overview of the proposal for work on the site including: drilling a test well, fencing the site and the requested easement expansion of 50' by 100' to accommodate larger

metal water tanks one of which would be built now and one in about twenty years. Diversification of groundwater sources and increases in both reliability and emergency capacity for fire flow are being sought. Bob Hunter said this proposal is about better managing groundwater sources and expressed an interest in working with the Park District and Land Trust in the best interest of the community. KPUD's goal is to have an answer on whether they can move forward with the project by drilling the test well by the January 21 regular board meeting. Commissioner Swolgaard asked what the capacity is of the two existing water tanks. Bob Hunter did not know the existing water tank capacity is but said the new tanks would be both larger in diameter and eight feet higher. Executive Director Terry Lande said that because someone is sure to ask him, he wanted to be prepared to answer how granting this expanded easement would benefit the Park District. Bob Hunter said he believes that citizens expect public agencies and non-profits to work together to best serve their communities. Commissioner Cox asked if the entire area would need to be fenced and why it needs to be fenced. Bob Hunter said the whole area would need to be fenced due to liability. Commissioner Janow said that as she understands this it is about mitigating potential problems and tying systems together towards a more sustainable, global approach to water on the south end and eventually all of Bainbridge Island. Bob Hunter said that is a great observation and that the south end of Bainbridge Island uses more water per capita than any other of the over 100 systems KPUD has and at some point in the future water conservation will have to happen as the price of water will ultimately drive the issue. Commissioner Swolgaard asked if the larger water tank will be removed and replaced first and if the test well would be inside the existing easement. Bob Hunter confirmed that replacing the larger water tank first is the plan and that the proposed test well is in the existing easement area. Dan Hamlin said that parking additions and improvements have been discussed with KPUD as well as rerouting of the current trail in conjunction with the Land Trust. Jane Stone said that the conservation easement that the Land Trust holds on the property would require an amendment for the project to move forward. Conservation easement amendments require that the Land Trust has no net loss of conservation value and preferably a net gain and cautioned that the process will take time. She said the KPUD easement has been in place a long time and understanding the original intent of the easement agreement is important. Bob Hunter said that KPUD is not here to fight with anyone, and he cannot speak to the original intent of the easement that came with the system. He said that KPUD wants to be a partner in the community and a net environmental benefit is what everyone should be trying to achieve. However, if it will be a lengthy process it may be in the best interest of the citizens for KPUD to look elsewhere.

AGREEMENT WITH BAINBRIDGE ISLAND LAND TRUST FOR ROCKAWAY BLUFF PRESERVE: Executive Director Terry Lande said this topic is no longer time driven as the money originally earmarked for contribution in 2020 has been moved to the 2021 budget, with a final payment to be made in 2022. Bainbridge Island Land Trust Executive Director Jane Stone thanked the board for their willingness to contribute \$500,000 for the purchase of the Rockaway Bluff Preserve and said that fundraising is still underway. Work has been done on a funding support agreement that will be brought before the Park District board saying the Land Trust and Park District will work together in good faith to transfer the property and that the money will be returned if the property is not transferred to the Park District.

AGREEMENT WITH BAINBRIDGE ISLAND LAND TRUST FOR TED OLSON NATURE PRESERVE: Senior Planner Perry Barrett said this agenda item is for consideration and approval of the addition of two properties to the Ted Olson Nature Preserve and involves incorporating them into the existing conservation easement on the park. The Bainbridge Island Land Trust is currently working on executing the purchase agreement with the sellers. Land Trust Executive Director Jane Stone acknowledged the Friends of Ted Olson for their hard work on fundraising. **MSC: DeWitt/Janow: Approve agreement with Bainbridge Island Land Trust for Ted Olson Nature Preserve and authorize the Executive Director to sign.** The following motion was made by Commissioner Janow and seconded by Commissioner Swolgaard: *Approve between \$35,000-\$50,000 towards the purchase of the additional parcels for the Ted Olson Nature Preserve.* Commissioner Kinney said he believes the board will need to have a comprehensive discussion about the 2021 budget and all priorities and projects in need of funding before moving forward on any funding decisions. Executive Director Terry Lande said staff could either do a brief update

now or make it an agenda item in the future. Commissioner DeWitt stated his preference for it to be an agenda item. Jane Stone said that the fundraising status needs to be known soon, as the current purchase agreement expires at the end of January. Terry Lande said staff will put it on the January 7 board meeting agenda. Commissioner Janow withdrew her motion with the understanding that there will be an agenda item at the January 7 board meeting and Commissioner Swolgaard withdrew his second. Commissioner DeWitt said that while he is generally in favor of helping with this purchase he wants to see where the money is coming from and how it will impact the budget. Commissioners Swolgaard and Cox concurred with that approach.

RESOLUTION 2020-22: AMENDED 2020 CAPITAL IMPROVEMENT FUND BUDGET: Administrative Division Director Amy Swenson said the changes to the 2020 Capital Improvement Fund budget are due to the rollover of projects from 2019. These projects were either finished or billed for in 2020. Amy Swenson said staff is working towards doing a continuing appropriation budget for the Capital Improvement Fund in the future to simplify the budget process. Park Services Division Director Dan Hamlin said the board typically does an amendment to the Capital Improvement Fund budget in the first quarter of the year, but it was delayed this year due to COVID-19. **MSC: DeWitt/Kinney: Approve Resolution 2020-22 for the amended 2020 Capital Improvement Fund budget.**

COVID-19 LEAVE UPDATE FOR 2020/2021: Administrative Division Director Amy Swenson said in the spring the board approved 120 hours of COVID-19 leave for employees with COVID-19 related issues or an associated lack of work. The leave is set to expire at the end of the calendar year. Most of the employees who have used the leave were those who were unable to work at home during the initial shutdown. There is no recommendation from Park District staff on whether to extend the leave or let it expire. Commissioner Janow said if it has not been abused, she is not opposed to approving it for one more year as a safety net. Executive Director Terry Lande said that if an employee or someone in their household has contracted COVID-19, that would be the time to grant leave as opposed to granting leave to employees who are not able or are afraid to work as it is hard to manage such a broad mandate. Amy Swenson pointed out that there are other safety net programs available to employees including Washington State Family and Medical Leave and the CARES Act. Commissioner DeWitt agreed with the approach of tightening up the parameters for granting COVID-19 leave so that leave is used specifically for COVID-19 related issues. Amy Swenson said one thing to consider is which safety net should be used first, Park District granted leave or one of the options provided for by the state or federal government. Although these other programs do not pay an employee's full wages, health insurance continues to be paid by the employer. **MSC: Janow/DeWitt: Motion to approve extension of the Park District's current COVID-19 leave through January 31 for further discussion to tighten it up in January.** Commissioner Swolgaard asked how much money was spent on COVID-19 leave in 2020. Amy Swenson said that while she does not have that information tonight, she will compile it for the discussion in January.

PUBLIC PEDESTRIAN ACCESS EASEMENT AGREEMENT WITH CITY OF BAINBRIDGE ISLAND REGARDING VINCENT ROAD: Park Services Division Director Dan Hamlin said the Vincent Road easement from the City of Bainbridge Island that was reviewed at the last board meeting meeting has now been approved by the City Council. **MSC: DeWitt/Janow: Motion to have the Executive Director sign and accept the easement.**

DIRECTOR'S REPORT

Administrative Division: Administrative Division Director Amy Swenson said she wants to bring to the board's attention a comment from the auditor working on the 2018-2019 audit which is currently underway. After review of the board meeting minutes the auditor noticed that in some instances the board has gone into executive session and then reconvened to regular session later than announced, or come out of executive session early and reconvened the regular session before the previously announced time. The board needs to return from executive session by the announced time and then reconvene

to executive session if more time is needed. If the board comes out early from executive session it needs to not restart the regular meeting until the time originally announced.

Recreation Division: Recreation Superintendent Bryan Garoutte said that the special event Holiday at Fay began last weekend; an additional 72 registration spots were added last weekend and 180 have been added for the coming weekend. Sports Program Manager Julie Miller recently finished her last “camp in a bag” which included directions for making nature ornaments. Demand is high and many requests have already been received for field use in 2021. Gymnastics teams continue to work out on Zoom with 95% of team members participating and they will have some upcoming outdoor practice opportunities. Outdoor Program Manager Nick Prevo will be hiring an additional leader for mountain bike classes due to the continued popularity of the program. The application materials for special use permits have been received for 2021 program use of the Olympic National Park. The Aquatic Center will close at 3:00 pm on December 24 and will be closed December 25-27 with limited hours the following week on Monday, Wednesday and Thursday from 8:00 am to 10:00 am. During the closure Facility Maintenance Technician Mike Omans will be working on a tile project. Registration for January lap swim and water exercise was very popular, and participants are appreciative of the opportunities. The final session of fall swim lessons wrapped up last week and lifeguard trainings have been completed. Youth & Teen Program Manager Shannon Buxton finished up ukulele and eSports programs this past week and is looking forward to some new Dungeons and Dragons programming opportunities.

Park Services Division: Park Services Division Director Dan Hamlin said the recent Trails Advisory Committee meeting went well and had good attendance. At Blakely Harbor Park the steps to the water near the paddle craft storage area were redone by the trails crew recently and a handrail will be added; this project was funded by the Bainbridge Island Parks Foundation. Work is being done at the Yukio Lane trail easement on grinding stumps and removing vegetation, this is the connection from Koura Road to Penny Place. The City of Bainbridge Island reached out regarding a future discussion on parking at the Vincent Road easement. Regarding next steps with the Kitsap Public Utility District’s proposal, Dan Hamlin will set up a Zoom meeting with Commissioner Swolgaard, Commissioner DeWitt and the Bainbridge Island Land Trust for further discussion. Senior Planner Perry Barrett said that the National Oceanic and Atmospheric Administration has signed off on the Pritchard Park transfer agreement which is now contingent on the City of Bainbridge Island and Park District signatures which should be completed by the end of the year. Authorization has been received from the Recreation and Conservation Office regarding the Sakai Park grant funding amendment increasing the award to one million dollars.

Executive Director Terry Lande said that Morgan Smith, former City Manager with the City of Bainbridge Island, left him a voicemail that was incredibly complimentary of the Park District and the Park District staff. He said that he never thought he would see the positive change in the working relationship between the two agencies that he has and said it is due to staff put in place by Morgan Smith and is a direct reflection of her leadership. He sat in on interviews for the new city manager this week.

BOARD MEMBER ITEMS:

- Commissioner DeWitt said that he got an email from the Bainbridge Island Chamber of Commerce that they have selected a new Executive Director.
- Commissioner DeWitt attended a recent Bainbridge Island Parks Foundation committee meeting regarding trails.
- Commissioner Janow said it was great to have the recent Trails Advisory Committee meeting and commented that the members all bring a lot to the table.
- Commissioner Janow asked about the status of the split rail fence at Schel Chelb Park. Park Services Division Director Dan Hamlin said staff is in the process of submitting permit documentation to the City of Bainbridge Island.

- Commissioner Janow said she is excited about the Recreation and Conservation Office increasing the grant funding for Sakai Park and what that might mean for the discussion about the funding of other properties.
- Commissioner Janow wished everyone a Merry Christmas, Happy Holidays and Happy New Year. She said she enjoys working with everyone and encouraged everyone to enjoy their families.
- Commissioner Kinney said that he missed being able to have the Park District's annual holiday party this year.
- Commissioner Kinney said while he understands that everyone is getting COVID-19 fatigue, the case numbers are going up and he advised everyone to be careful.
- Commissioner Kinney wished everyone a Merry Christmas, Happy Holidays and a Happy New Year and said that he hopes to be able to see everyone in person next year.
- Commissioner Swolgaard said it was great to get together with the Trails Advisory Committee and he appreciates the group.

WRITTEN COMMUNICATIONS

A communication was received from a citizen concerned with people putting up memorials on trails. Commissioner DeWitt said if it is getting out of hand it will need to be addressed. Park Services Division Director Dan Hamlin said the trails are monitored and installations are removed if they are deemed inappropriate. He said people are a part of nature and especially during these last nine months, parks and trails have been crucial to people. Dan Hamlin said he walked the Grand Forest trails in response to this communication and did not find anything other than the well-known cairn rock. If the citizen has specific locations or items to investigate staff is willing to do that. Commissioner Swolgaard will respond to the communication.

A second communication was received from a citizen about swimming lessons, lighting for playgrounds and the KidsUp! Playground. Commissioner DeWitt said that getting in touch with Bainbridge Island Parks Foundation and donating money as a good way to get involved with the KidsUp! Playground. Concern was expressed in the communication regarding the desire for the Park District to return to regular swim lessons, rather than having socially distanced swim lessons where the parent or guardian is in the water with the child. Aquatic Program Administrator Megan Pleli said neither she nor the instructors feel comfortable resuming regular swim lessons at this time. Commissioner Swolgaard will compose and send a response.

MEETING ADJOURNED TO EXECUTIVE SESSION at 8:11 pm for discussion of personnel and real estate with announced time to reconvene at 8:31 pm. **MEETING RECONVENED** at 8:31 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:31 pm for continued discussion of the above items, with announced time to reconvene at 8:56 pm. **MEETING RECONVENED** at 8:57 pm. **MSC: Kinney/Janow: Increase for 2021 Executive Director Terry Lande's monthly payment to the 457 plan from \$1,000 per month to \$1,250 per month; increase the amount going to "staff enhancement fund" to 3.00% of his salary; remove the lid on the amount of unused vacation days/pay that can be carried over from year-to-year.** **MEETING ADJOURNED** at 9:01 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

Commissioner Cox's signature not included due to her resignation.