

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – January 20, 2022

Zoom Virtual Meeting

<https://zoom.us/>

1 253 215 8782

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/87559725384?pwd=Mk95amhybm1GdjFqT3dvdWpCc1pxZz09>

Webinar ID: 875 5972 5384

Passcode: 004630

10. CALL TO ORDER

- 10.1** Roll Call
- 10.2** Adjustments to the Agenda
- 10.3** Conflict of Interest Disclosure
- 10.4** Mission Statement

20. PUBLIC COMMENTS (Oral Communications from Audience)

- 20.1** Public comments on topics not itemized elsewhere on the agenda. Please sign-in on the chat to speak and state your full name at the beginning of your comment.
Action: Information only.
- 20.2** Public comments on agenda topics. Please sign-in on the chat to speak and state your full name at the beginning of your comment.
Action: Information only.

30. BOARD CONSENT

- 30.1** Minutes: Regular Board Meeting of January 6, 2022
- 30.2** Financial: Approval of vouchers and payroll.

40. UNFINISHED BUSINESS – none

50. GENERAL BUSINESS

- 50.1** Open Government Training: Open Public Meetings Act
Action: View Attorney General's Office training video. Stone (20 min)
- 50.2** Bainbridge Island Recreation Center 2021 Budget vs Actual
Action: Information only. Swenson (15 min)
- 50.3** Resolution 2022-01:
2022 Salary Scale Update
Action: Motion to approve. Swenson (15 min)
- 50.4** Resolution 2022-02:
Amended 2022 General Fund Budget
Action: Motion to approve. Lande (15 min)

60. DIRECTOR'S REPORT

- 60.1** Director's Report
- 60.2** Upcoming Meetings/Work Sessions/Events
 - 02/03/22 Regular Board Meeting 6 pm
 - 02/17/22 Regular Board Meeting 6 pm

03/03/22	Regular Board Meeting	6 pm
03/17/22	Regular Board Meeting	6 pm
04/07/22	Regular Board Meeting	6 pm

70. BOARD MEMBER ITEMS

- 70.1** Remarks from Board Members
- 70.2** Board Member Committee Reports

80. WRITTEN COMMUNICATIONS

90. ADJOURNMENT

100. ADJOURN TO EXECUTIVE SESSION IF NEEDED

110. EXECUTIVE SESSION

120. RECONVENE TO REGULAR SESSION

130. ADJOURNMENT

Board Committees

Governance
 Capital Facilities
 Program
 Budget & Finance
 Personnel
 Ad Hoc Committee: Forest Management
 Ad Hoc Committee: Sakai Site Planning

2022 Board Representatives

DeWitt/Kinney
 Janow/Kinney
 Janow
 DeWitt/Goodlin
 Janow/DeWitt
 Swolgaard/DeWitt
 Goodlin/Swolgaard

Board Liaisons

Park District Committees:
 Trails Advisory Committee
 Dog Advisory Committee

Swolgaard/DeWitt
 Kinney/Janow

Community/Public Agencies:
 Bainbridge Island Parks Foundation
 Intergovernmental Work Group (IGWG)
 Bainbridge Island School District
 City of Bainbridge Island

Janow/Kinney
 DeWitt/Kinney
 Kinney/Goodlin
 Janow/DeWitt

Mission Statement

The mission of the Bainbridge Island Metropolitan Park & Recreation District is to build a healthy community through effective, sustainable stewardship of the District's parks and open space, and through the development and delivery of innovative cultural and recreation opportunities.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING JANUARY 6, 2022
ZOOM VIRTUAL MEETING**

CALL TO ORDER: A quorum being present, the meeting was called to order at 6:03 pm by Chair Janow.

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

ADJUSTMENTS TO AGENDA: Add item 50.5 for Hybrid Meeting Update.

MISSION STATEMENT: Commissioner Janow read the Park District's mission statement: The mission of the Bainbridge Island Metropolitan Park & Recreation District is to build a healthy community through effective, sustainable stewardship of the District's parks and open space, and through the development and delivery of innovative cultural and recreation opportunities.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Caty Kehs said she understands the predicament and challenges related to staffing shortages but there is a critical need for kids to have swim lessons. She has noticed that since many of the COVID-19 restrictions were lifted at the beginning of the summer that the Aquatic Center has not returned to offering even half of the swim classes it used to offer. With so few lessons being offered, many kids are going without swim lessons for a long period of time. It is a health and safety issue that kids are not learning basic water safety skills, especially on an island which makes it seem that much more critical. She is concerned and said that whatever we can do as a community to find ways to make some of the critical instructor positions more attractive and retain staff is in the best interest of the kids. It seems to her that more pool time has been pulled away from swim lessons during the pandemic for other activities such as club teams. This was understandable for a time, however there will be no one to fill these teams in the future if kids do not learn swimming skills today. She thinks parents on the island are desperate and frustrated with how fast swim lessons fill up. Parents must sign up for swim lessons through May not even knowing what level their child will be in at that time. The current system has issues and has not been sustainable, and the pandemic has made it worse. As a community surrounded by water there needs to be a way to mitigate this situation. It may mean a different pay structure for some critical swim instructor positions to attract and retain staff that are willing and capable. She knows finding staff is even harder than it was pre-pandemic. Out of the box thinking is needed.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the December 16, 2021 regular board meeting, Chair Janow stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: DeWitt/Kinney: 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
	001 General Fund (Dec. Payroll)	EFT & 2902-2921	456,215.93	

GENERAL BUSINESS

OATH OF OFFICE: Accounting Coordinator and Park District Notary Terry Bugas administered the oath of office for Commissioner Goodlin. (Commissioner Goodlin was elected in November of 2021 to fulfill the remaining two years of the term to which Michael Pollock was originally elected in November of 2017 to serve from 2018-2023. Michael Pollock resigned

in December of 2019 and Kristine Cox was appointed in March of 2020. Kristine Cox resigned in April of 2021 and Asaph Glosser was appointed to serve for the remainder of 2021 in July of 2021.)

PARK BOARD OFFICERS:

MSC: Kinney/Swolgaard: That Commissioner DeWitt be appointed as Chair.

MSC: Swolgaard/DeWitt: That Commissioner Kinney be appointed as Vice Chair.

MSC: DeWitt/Swolgaard: That Commissioner Goodlin be appointed as Treasurer.

MSC: Kinney/DeWitt: That Commissioner Swolgaard be appointed as Secretary.

MSC: Kinney/DeWitt: That Commissioner Janow be appointed as Member at Large.

Commissioner DeWitt said he has asked Commissioner Janow to run the entire meeting tonight for continuity. The officer positions will begin at midnight.

PARK BOARD COMMITTEES AND LIAISONS:

2022 Board Committee Assignments:

Governance:	DeWitt/Kinney	(incoming Chair and Vice-Chair)
Capital Facilities:	Janow/Kinney	
Program:	Janow	
Budget & Finance:	DeWitt/Goodlin	(current and past Treasurer serve on this committee)
Personnel:	Janow/DeWitt	(outgoing and incoming Chairs)
Forest Management:	Swolgaard/DeWitt	(ad hoc committee established at 9/17/20 board meeting)
Sakai Site Planning:	Goodlin/Swolgaard	(ad hoc committee established at 11/3/16 board meeting)

MSC: DeWitt/Kinney: Approve board committee representatives as shown on the screen.

2022 Board Liaison Positions:

Park District Trails Advisory Committee:	Swolgaard/DeWitt	
Park District Dog Advisory Committee:	Kinney/Janow	
Bainbridge Island Parks Foundation:	Janow/Kinney	
Intergovernmental Work Group (IGWG):	DeWitt/Kinney	(incoming Chair and Vice-Chair)
Bainbridge Island School District:	Kinney/Goodlin	
City of Bainbridge Island:	Janow/DeWitt	

MSC: Kinney/DeWitt: Move that the board approves the following board liaison positions for 2022: Park District Trails Advisory Committee with Commissioner DeWitt and Commissioner Swolgaard; Park District Dog Advisory Committee with Commissioner Kinney and Commissioner Janow; Bainbridge Island Parks Foundation with Commissioner Janow and Commissioner Kinney; IGWG with Commissioner DeWitt and Commissioner Kinney; Bainbridge Island School District with Commissioner Kinney and Commissioner Goodlin; City of Bainbridge Island with Commissioner Janow and Commissioner DeWitt.

EMERGENCY EXCEPTION TO SICK LEAVE POLICY: Administrative Division Director Amy Swenson said the Emergency Exception to Sick Leave policy is being proposed to help deal with a few different problems. The recent rise in COVID-19 cases has meant that more people are having exposures to or contracting COVID-19. With the recent addition of the Bainbridge Island Recreation Center, some of the newer employees do not have much sick leave accrued. Management wants to encourage employees to be honest about COVID-19 diagnosis and exposure without having to worry about their finances. In the policy, if an employee's accrued sick leave is under 40 hours there would be an emergency exception to give

them additional sick leave during quarantine or while they get tested. In the proposed policy included in the board packet the policy stated it would be effective until 12/31/22; at this time staff would like to add, “or rescinded by the board” in case the situation changes. In the proposed policy, section 1, subsection A, staff would like to revise it to say, “Employees with over 40 hours of accrued sick leave are not eligible to use this leave.” Staff has proposed that the policy be retroactive to 12/16/21, as the current pay period is 12/16/21-1/15/22. There are currently a couple of employees who have disclosed a COVID-19 exposure and do not have enough sick leave to cover their absence and management would like to be able to help them out retroactively. Commissioner Goodlin said he understands the concept in general and asked why it is a benefit only for those employees who do not have enough accrued sick leave. Amy Swenson clarified that sick leave and vacation leave are different categories for Park District staff and that only an employee’s sick leave is being looked at to determine if this policy applies. Commissioner Goodlin asked how the Executive Director issuing up to two additional weeks of leave is managed and asked if an employee must take a COVID-19 test before returning to work. Amy Swenson said if someone is exposed to COVID-19 they must quarantine and get a negative test result before returning to work. The allowance for up to two weeks of emergency sick leave was determined so that it would be enough to cover an employee who contracts COVID-19. An employee would not automatically receive the entire two weeks of emergency sick leave, the amount they receive will be determined on a case-by-case basis. Commissioner Janow asked if someone has been a long-term employee with a larger amount of accrued sick leave why they would not be granted the same consideration as a new hire. Amy Swenson gave an example that if she leaves employment with the Park District tomorrow, she will not get paid out for her sick leave, she will only get 173 hours or 25%, whichever is less. There is a point at which accruing sick leave does not benefit an employee, and there is a sick leave share program available if an employee becomes severely ill. Commissioner Janow said this becomes important with the employees onboarded recently and she appreciates the attention to meeting the needs of these folks. After some discussion the board decided to remove the effective until date from the policy. **MSC: Kinney/Swolgaard: Move to amend the Employee Sick Leave Exception policy as printed and distributed by staff with the amendment that effective until 12/31/22 is stricken and that in section 1, subsection A, the policy read, “Employees with over 40 hours of sick leave are not eligible to use this leave.”**

HYBRID BOARD MEETING UPDATE: Executive Director Terry Lande said that he recommends continuing with virtual board meetings into February with the recent increase in COVID-19 cases caused by the Omicron variant and that the situation be evaluated as it unfolds. Commissioner Swolgaard said virtual meetings should continue through February. Commissioner Janow said she is in support of delaying hybrid board meetings and that the Omicron variant is everywhere. She agrees that the Park District board should continue with virtual board meetings through February at least and until it is safe to meet in person.

Recreation Division Director Mark Benishek said that the primary location for the in-person component of hybrid board meetings when the board does decide to move forward is going to be the large group exercise room at Bainbridge Island Recreation Center. The seating capacity includes space for up to 35 members of the public in addition to staff and commissioners. When larger crowds are expected, meetings can be moved to the BIRC gymnasium. For the in-person component of hybrid board meetings commissioners and staff would each have a computer in front of them, but external microphones would be used. Commissioner Goodlin said he is wondering if there is an option for commissioners to attend hybrid board meetings remotely if there is a need to isolate or travel. Mark Benishek said the hybrid model does permit commissioners and staff to attend remotely whether they need to isolate or are traveling.

MEETING ADJOURNED to a seven-minute recess at 7:17 pm with announced time to reconvene at 7:24 pm. **MEETING RECONVENED** at 7:24 pm

DIRECTOR’S REPORT

Park Services Division: Park Services Division Director Dan Hamlin said last week during the snow staff kept Bainbridge Island Recreation Center and the Aquatic Center operational as much as possible. Meadowmeer Golf & Country Club cleared the BIRC parking lot of snow. Staff will research getting snowplows for trucks. Staff met with the City of Bainbridge Island's planning department today. The mountain bike trail committee is working to revamp their request for qualifications by the end of January and hopes to be reviewing vendors by the end of February. The skate park committee has selected a subcommittee and that subcommittee will be holding interviews of the top two consultant firms the week of January 17th, then meeting with the entire committee the week of January 24th to share which one is selected. Bainbridge Island School District staff is going to share their gymnasium maintenance vendors with Park District staff. A staff report regarding tennis court options and the pros and cons of each option is being planned for the second regular board meeting in February. Senior Planner Perry Barrett said the Park District's attorney and the City's attorney are discussing the aquatic lease for the sail float replacement.

Recreation Division: Recreation Division Director Mark Benishek said yesterday was the first day of winter/spring registration. The number of registrations received during the first hour of registration was historic, with numbers doubling from 2019 levels. Staff appreciates the support and trust from the community and has a large task ahead of them to expand programs and recruit additional staff in order to try to meet the demand. An email will go out tomorrow to let the public know about the historic numbers and how staff is addressing the issue. Every department is doing their best to rebuild staffing to pre-pandemic levels and staff is monitoring for changes in COVID-19 operating regulations. Most winter programs will begin after Martin Luther King Jr Day and registrants will be notified if there are adjustments to programs due to changes in COVID-19 operating regulations. Park District staff want to provide the highest level of service while keeping staff and participants safe. The Bainbridge Island Senior Center has postponed all programming leading to an influx of seniors participating at Bainbridge Island Recreation Center and staff is working to meet the growing demand. Announcement of the recipients of the Washington Recreation & Parks Association grant, which the Park District applied for, has been postponed until January 28. Aquatic Program Administrator Megan Pleli is wrapping up a lifeguard certification class and hopes that 3-4 of the participants will be joining the Aquatic Center staff. Bainbridge Aquatic Masters returned to practice this week after a break. Bainbridge Island Swim Club continued to practice over the winter holiday and additional athletes have qualified for the Junior Nationals. Commissioner Goodlin asked how many open positions staff is trying to fill. Mark Benishek said he does not have a specific number, but every single department is looking for additional staff right now. Recreation Superintendent Bryan Garoutte thanked Park Services for their help keeping BIRC open throughout the recent snowy weather. BIRC now has 1,275 monthly users, not including employees. The senior population accounts for 467 of the BIRC monthly user accounts. The Winter Classic tennis tournament held at BIRC last week went well despite the snowy weather. Pilates and pickleball have started at BIRC. Basketball leagues kicked off this past week, but games are delayed until February due to COVID-19 concerns. Ski bus is starting this weekend. Outdoor Program Manager Nick Prevo is applying for 2022 hiking permits for programming. The Eagledale Pottery Studio was closed for reorganizing and cleaning. Hyla Middle School is interested in holding a winter elective class at the Eagledale Pottery Studio. The girls' gymnastics team is going to Bellevue for a competition next weekend and the boys' team will be going to Vancouver. The Teen Center is open, and a new Teen Center Coordinator has been hired.

Executive Director Terry Lande said the historic registration numbers are what success looks like in recreation. It is a wonderful problem to have, and staff is working to expand programming and fit various programming needs into existing facilities. It was a yeoman effort to get the facilities open in one of the more difficult holiday periods he has seen due to the snow. Commissioner Janow asked how the board can continue to support staff with the incredible growth in demand. Terry Lande said this success did not happen just because of staff; the board's leadership has been incredibly supportive. He asked that the board continue to support staff and continue to allow staff to think outside the box and be creative.

UPCOMING MEETINGS & EVENTS:

Commissioner Janow said she would like to see a board retreat scheduled for this year.

BOARD MEMBER ITEMS:

- Commissioner Kinney said he will miss the February 3 board meeting for the happy occasion of his dad's 90th birthday party.
- Commissioner Kinney recently spoke with Executive Director Terry Lande and said it was encouraging to hear how well Bainbridge Island Recreation Center is running. The tennis program is full, the place is being well run, and people are happy and that is good to hear.
- Commissioner Swolgaard said this morning he saw the bridge at Blakely Harbor Park which looked like it was floating due to the king tide rising over the jetty.
- Commissioner Swolgaard asked if the Trails Advisory Committee will be meeting Monday night. Park Services Division Director Dan Hamlin replied that it will.
- Commissioner Goodlin said he is excited to begin his service to the community. He never wanted to campaign but in doing so he met a lot of community members and got a deeper understanding of Park District issues on the island and new ones were brought to his attention. He met with his opponent, David Maron, and got his insights. He said people really like the Park District for the most part but the one issue he heard a lot is concern over a lack of transparency for new projects under development. There is a feeling in the community that projects are sprung upon the public after being well baked. One example is the proposed lighting of the artificial turf fields at Battle Point Park and another one is the formerly proposed mountain bike trails in the Grand Forest North. He knows that these are public meetings, and the information is brought to the board and discussed but he thinks there is something more the Park District needs to do to involve the public in these discussions. He proposed that an opportunity for the public to voice concerns, including having early input on some of these issues, would lead to better outcomes. He does not have answers but has a few ideas. He does not know what the current staff situation is, but he would encourage a dedicated staff member to do outreach and communications including pamphlets, announcements, website, social media, emails, and advertising. That staff member could be in the position to broadcast potential developments being considered. He knows staff considers a lot of projects that never come to fruition. However, he suggested looking at the timing of when issues are brought forward to the public and said that maybe some of that should happen sooner than it currently does. The Park District could have public scoping sessions for the development of ideas. One example for the proposed artificial turf field lighting might be including a presentation of all the possible locations. He thinks an increased awareness regarding if there is something of great interest would be beneficial so that the Park District could reach out to community partners and community members. He does not have answers but thinks how the Park District can improve should be discussed and figured out.
- Commissioner DeWitt said he sat through the Washington State Ferries' virtual town hall last night. One thing that was interesting is the number of employees they have that are eligible to retire in the next five years, including 74% of captains. It makes him appreciate what the Park District is dealing with in terms of staffing issues. He gets a bit concerned about what the transportation system is going to look like in the next five years.
- Commissioner DeWitt said that Issei Creek has an amazing amount of water flowing through it. He was surprised that there was not more standing water on the trails in the Grand Forest West and said the trails are in amazingly good shape for the amount of rain and snow there has been lately.

- Commissioner DeWitt said he read in the Battle Point Astronomical Association newsletter that they have an agreement with the Bainbridge Amateur Radio Club to put an antenna on the observatory building and asked if it has been run by the Park District. Park Services Division Director Dan Hamlin said staff is aware and that it is being done as part of the emergency response team effort by the City of Bainbridge Island and Bainbridge Prepares. Commissioner DeWitt said the thing that concerned him was that BPAA mentioned that they have a corroded oil tank. Dan Hamlin said it has been removed and that they are putting in a new tank outside. Commissioner DeWitt said he is glad staff is on top of it and said to keep up the good work.
- Commissioner Janow said that there is currently a concerted effort to bring a media/public relations staff person into the agency. There is recognition and awareness that the Park District's media presence needs to be addressed.
- Commissioner Janow said she has been exploring the trails around the Port Blakely Cemetery and that they are beautiful. She is in awe of how the Park District has made that area accessible to the community. Everywhere she goes she is continually in awe of what the island has to offer.
- Commissioner DeWitt thanked Commissioner Janow for her work as chair of the board and said Commissioner Janow had six major issues to deal with during her term as chair.
- Commissioner DeWitt said that Noxious Weed Control Coordinator Dana Coggon is leaving her position with Kitsap County. He really appreciates all the work she has done over the years; she has been an amazing help to the Park District.
- Commissioner Swolgaard thanked Commissioner Janow for the great job she did as chair of the board in 2021.
- Commissioner Kinney said that Commissioner Janow did an extraordinary job as chair of the board and everyone from fellow commissioners to staff and the public are in awe of what she was able to pull off in 2021. She put in a lot of work for a volunteer position and should get citizen of the year.
- Commissioner Kinney said that Commissioner Goodlin brought up that people who were involved with the proposed mountain bike trails in the Grand Forest North, and people who are involved with the proposed lighting of the artificial turf fields at Battle Point Park, say the Park District is not acting transparently. He said if someone says something and you do not respond then sometimes people will take that as agreement, and he could not disagree more. There is always going to be user groups bringing proposals to staff. The board heard about the proposed mountain bike trails in the Grand Forest North at the same time the public did. The board has always had as many hearings as it had to have to make sure everyone is fully heard. Then there is a public discussion and public vote in accordance with the Open Public Meetings Act. If people say the commissioners are meeting illegally in violation of the OPMA that could not be further from the truth. If they want to imply that decisions are being made behind closed doors or before the meetings that is not what is happening, and it has never happened. If they want to argue that the Park District does not give people a chance to be heard that cannot be further from the truth. It sounds like people are aggrieved that they do not hear about issues until they come to a public meeting, and he does not know how to solve that. He would not call that transparency, there are a lot of ideas that come to the board that never go anywhere. A lot of times it is how you define the issue, and he really dislikes the charge that somehow the Park District is not transparent. While he is sure that Commissioner Goodlin did hear about transparency from some people, his comment is not directed at Commissioner Goodlin. Some people said that the three proposed mountain bike trails in the Grand Forest North were going to destroy the aquifer when there is a golf course and housing developments in that area. He heard some pretty remarkable things during that discussion. As far as the proposed lighting of the artificial turf fields at Battle Point Park, he heard about that the same time everyone else did and a real proposal has not even been heard yet. There is no basis to someone saying

the Park District is not transparent, there has not even been a public meeting yet on that topic, let alone a decision. At the last meeting some ideas were kicked around, in public, about alternate locations for lighted artificial turf fields. Everything is done above board and is transparent. Nothing is being done behind closed doors. He is sensitive to this because during the four-hour board meeting where the public commented on the proposed mountain bike trails in the Grand Forest North some people made outrageous comments and the board did not respond. He decided that when something like that comes up, he is not going to be quite because he thinks if you are somehow people think you are agreeing with them.

- Commissioner Goodlin said it is easy to get defensive about this but that is not his point. Nobody is saying anything is illegal or below the table. The idea that there is a lack of transparency is not limited to the two examples he brought up. It is a widespread feeling, and he does not know why that is. His point is the Park District needs to do better at making people aware of things that are coming up. The Park District needs to reach out to community groups and pull them in when appropriate. He thinks that will lead to better outcomes and less arguments. The four-hour meeting about the proposed mountain bike trails in the Grand Forest North might have been avoided.
- Commissioner Janow said if Commissioner Goodlin spends a little bit of time learning about the culture of what goes on at the Park District and if he had come to some of those board meetings, he might not necessarily be listening to people who did not attend those board meetings. If one is paying attention to the communications and reading the minutes, there can be no doubt that the Park District is as transparent as it can possibly be. She is sorry that he has not participated in a way the board might have looked forward to someone participating but she is hoping that moving forward he will learn and see how the Park District operates.
- Commissioner Goodlin said that he is not complaining about the process of the board meetings or minutes. There are certain topics that come up, which might be recognizable, that the public might react to. The Park District could do better at foreshadowing what is being discussed, so people feel more involved, and input is received sooner to avoid some of these conflicts. He brought this up because the issue with transparency did not just come from people involved in hot button issues, it was widespread.
- Commissioner Janow said she is hoping that Commissioner Goodlin has come to the board with an open mind. She hopes he understands that the Park District is a completely transparent agency and everything one wants to learn they can learn if they engage themselves. The Park District is looking at ways to continue to engage with the public and provide the public as much information as possible. The idea that the Park District is not transparent, or forthcoming is just untrue.
- Commissioner Janow welcomed Commissioner Goodlin and said she thinks there will be some spirited discussion and that will be great.
- Commissioner Janow said she is thankful for the last year and looking forward to 2022. 2021 saw exponential growth in the Park District and she is thankful for that. The Bainbridge Island Recreation District transition has exceeded her expectations and staff has done a remarkable job of not only integrating the existing staff but making them feel welcome and proud to be part of the Park District.

MEETING ADJOURNED at 8:20 pm.

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

BY: _____
Kenneth R. DeWitt

BY: _____
Jay C. Kinney

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

ATTEST: _____
John Thomas Swolgaard

DRAFT



To: Park District Board of Commissioners and Executive Director Terry Lande

From: Helen Stone, Executive Services Manager

Date: January 14, 2022

RE: Open Government Training

In order to fulfill Open Government Training Act requirements for public officials the Park District will begin with the first of three training sessions at next week's regular board meeting. This series of training sessions will meet Commissioner Goodlin's training requirement as a newly elected official and serve as a refresher course, as is required at least every four years, for the rest of the board members.

Included in this board packet is a general introductory overview of the required training. It provides general background information on open government laws.

Overview of Open Government in Washington State: **Open Public Records and Open Public Meetings**



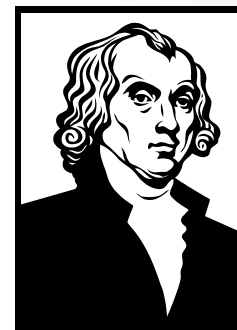
Prepared by Washington State Attorney General's Office

Last revised: October 2016



Historical Open Government Principles

"A popular Government without popular information, or the means of acquiring it, is but a prologue to a farce or a tragedy; or, perhaps both. Knowledge will forever govern ignorance...." ~ *James Madison*



"...a nation that is afraid to let its people judge the truth and falsehood in an open market is afraid of its people." ~ *John F. Kennedy*



"It has been said time and again in our history by political and other observers that an informed and active electorate is an essential ingredient, if not the *sine qua non** in regard to a socially effective and desirable continuation of our democratic form of representative government."

~ *Washington State Supreme Court*

**indispensable action*

Open Government Laws are often called “Transparency Laws” or “Sunshine Laws”



This is because they “shine light” on government. U.S. Supreme Court Justice Louis Brandeis once famously said, “*Sunlight is the best disinfectant.*”



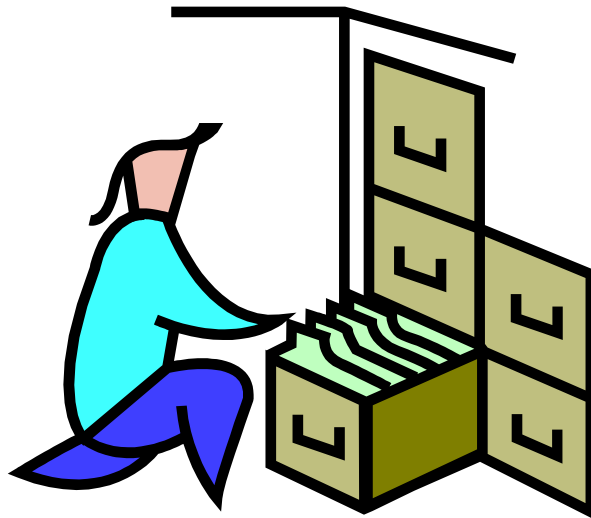
Transparency builds public confidence in government.

Washington - Two Different Statutes

Open Public Records

RCW 42.56

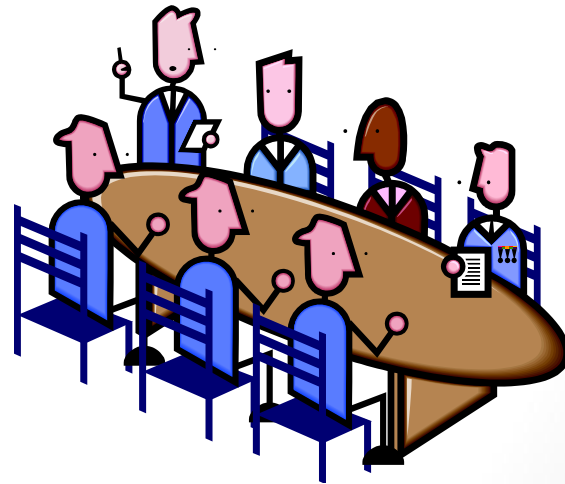
Public Records Act
(PRA)



Open Public Meetings

RCW 42.30

Open Public Meetings Act
(OPMA)



Intent



Open Public Records

- “The people of this state do not yield their sovereignty to the agencies that serve them.”
- “The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know.”
- “The people insist on remaining informed so that they may maintain control over the instruments that they have created.”
- The “free and open examination of public records is in the public interest, even though such examination may cause inconvenience or embarrassment to public officials or others.”

Open Public Meetings

- “The people of this state do not yield their sovereignty to the agencies which serve them.”
- “The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know.”
- “The people insist on remaining informed so that they may retain control over the instruments they have created.”



History

Open Public Records

- PRA passed via Initiative 276 in 1972. Formerly in RCW 42.17 – now RCW 42.56.
- Applies to all public agencies, state and local.
- Does not apply to courts.
- Limited application to Legislature.
- Applies to “public records” which are defined to include “writings.”
- Records are open unless there is an exemption authorized by law.



Open Public Meetings

- OPMA passed in 1971. RCW 42.30. Minutes requirement in another law - RCW 42.32.
- Applies to all multimember public agency boards and commission governing bodies, and their committees.
- Does not apply to courts.
- Does not apply to Legislature.
- Requires meetings of governing body to be open gavel-to-gavel, unless there is an exception authorized by law.



Touchstone:



Open Public Records

- Records of public agencies are presumed open.
- PRA is to be liberally construed.
- Records or information in records can be withheld only by law (e.g. exemption in law).

Open Public Meetings

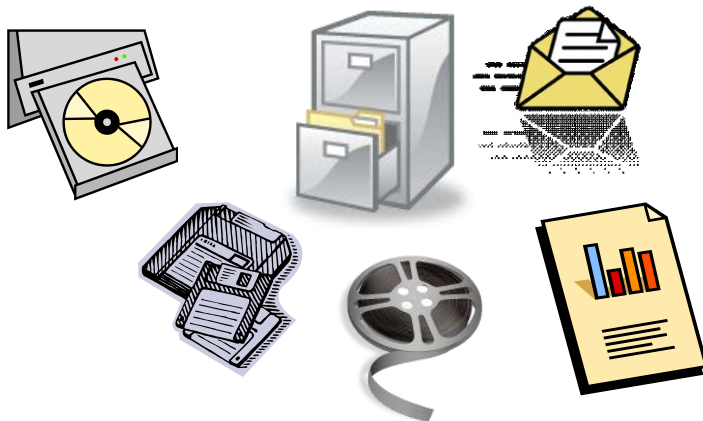
- Meetings of agencies subject to the OPMA are presumed open.
- OPMA is to be liberally construed.
- Meetings or parts of meetings can be closed only by law (e.g. executive sessions).

Scope

Open Public Records

PRA applies to “any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.”

- Includes paper records, electronic records, emails, overheads, photographs, CDs, microfiche, etc.



Open Public Meetings

OPMA applies to **multi-member public state and local agencies**, as follows:

- Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature.
- Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of Washington.
- Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies.
- Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency.



Withholding Records or Closing Meetings



Open Public Records

- Withholding a public record or some information in a public record must be authorized by law.
- Only the exempt information can be withheld.
- Agency must cite basis and give brief explanation.
- Exemptions from disclosure must be narrowly construed.

Open Public Meetings

- Closing a meeting or part of a meeting subject to OPMA must be authorized by law – e.g., for listed purposes in OPMA.
- Agency must provide reason where required, e.g., announce reason for going into executive session.

Enforcement & Penalties



Open Public Records

- PRA enforced by courts, for claims listed in PRA.
- RCW 42.56.550, .565
 - Court can impose statutory penalties to be awarded to requester.
 - Court will order payment of requester's attorneys fees & costs.
 - Court can also order disclosure of all or part of withheld record, or non-disclosure of part or all of record.

Open Public Meetings

- OPMA enforced by courts, for claims listed in OPMA.
- RCW 42.30.120, .130.
 - Court can impose a \$500 civil penalty against each member; \$1000 for repeat violation.
 - Court will award costs and attorney fees to a successful party seeking the remedy.
 - Action taken at an improperly closed meeting can be declared null and void.

Risk Management Tips



Open Public Records

Agencies should:

- Establish a culture of compliance with the PRA, beginning with agency leadership and support.
- Review their PRA procedures.
- Review available resources; institute best practices.
- Keep updated on current developments in PRA; correctly apply law.
- Consult with agency's legal counsel.
- Train appropriate staff and officials about the PRA's requirements.
 - > Legislature enacted training requirements in 2014. RCW 42.56.150 - .152
 - > State Supreme Court said evidence of PRA training for agency staff can reduce penalties, & lack of training can increase penalties.

Open Public Meetings

*Agencies subject to
OPMA should:*

- Establish a culture of compliance with the OPMA, beginning with agency leadership and support.
- Review their OPMA procedures.
- Review available resources; institute best practices.
- Keep updated on current developments in OPMA; correctly apply law.
- Consult with agency's legal counsel.
- Train members subject to the OPMA about the law's requirements.
 - > Legislature enacted training requirements in 2014. RCW 42.30.205.

Information



Open Public Records

- Attorney General's Office has appointed Assistant Attorney General for Open Government to provide information about the PRA.
- AGO has issued Model Rules.
- AGO may provide technical assistance and training.
- AGO has an online *Open Government Resource Manual* and other materials and resources on its website, including training resources.
- AGO can review exemption from disclosure cited in state agency records, and issue informal opinion.
- AGO can issue formal opinions (for qualified requesters).

Open Public Meetings

- Attorney General's Office has appointed Assistant Attorney General for Open Government to provide information about the OPMA.
- AGO may provide technical assistance and training.
- AGO has an online *Open Government Resource Manual* and other materials and resources on its website, including training resources.
- AGO can issue formal opinions (for qualified requesters).



Bainbridge Island Metro Park and Recreation District
Bainbridge Island Recreation Center (BIRC)
2021 Budget versus Actual

	BUDGET	ACTUAL	DIFFERENCE
Concession Proceeds	9,800.00	6,699.69	3,100.31
Program and Activity Fees	557,380.00	398,575.69	158,804.31
Misc. Program Revenue	-	1,234.97	(1,234.97)
Event Revenue	200.00	445.72	(245.72)
Equipment Rental	-	3,306.00	(3,306.00)
Short Term Rental	10,000.00	2,228.59	7,771.41
Misc. Revenue	-	1,382.93	(1,382.93)
Gift Cards	-	139.36	(139.36)
TOTAL REVENUE	577,380.00	414,012.95	163,367.05
FT Wages	64,212.00	48,625.96	15,586.04
RPT Wages	27,000.00	45,105.21	(18,105.21)
PT Wages	93,366.67	67,102.09	26,264.58
Payroll Tax	27,271.67	13,777.22	13,494.45
PERS	11,835.00	9,282.63	2,552.37
Health Insurance	17,560.00	17,406.56	153.44
Life And Disability Ins	1,200.00	275.18	924.82
Advertisement	1,400.00	4,119.81	(2,719.81)
Cell Phone	500.00	119.81	380.19
Chemicals	2,000.00	28.28	1,971.72
Computer Equipment	-	539.59	(539.59)
Computer Software	1,425.00	3,709.96	(2,284.96)
Copier	-	530.86	(530.86)
Credit Card Fees	5,000.00	-	5,000.00
Dues And Subscription	800.00	6,213.13	(5,413.13)
Empl Background Chks	1,119.00	1,544.25	(425.25)
Fuel For Facility	5,000.00	2,105.82	2,894.18
Insurance	20,000.00	40,333.00	(20,333.00)
Interest on Long Term Debt	79,506.00	79,506.00	-
Items For Resale	900.00	3,297.12	(2,397.12)
Janitorial Supplies	3,333.33	6,355.97	(3,022.64)
Leases and Rentals	1,666.67	3,110.79	(1,444.12)
Maintenance Supplies	5,000.00	49,982.05	(44,982.05)
Mileage	550.00	-	550.00
Misc.	-	20.00	(20.00)
Office Or Class Supplies	2,725.00	28,062.25	(25,337.25)
Postage	-	2,251.62	(2,251.62)
Printing And Binding	100.00	-	100.00
Prof Fees - Other	27,000.00	46,617.65	(19,617.65)
Registration and Tuition	-	105.00	(105.00)

Bainbridge Island Metro Park and Recreation District
Bainbridge Island Recreation Center (BIRC)
2021 Budget versus Actual

	BUDGET	ACTUAL	DIFFERENCE
Repair & Maint Building	3,333.33	-	3,333.33
Repair & Maint Equipment	1,800.00	4,365.45	(2,565.45)
Small Tools And Equipment	8,933.33	9,360.51	(427.18)
Telephone And Communication	252.00	10,248.05	(9,996.05)
Travel Other Mileage	534.00	-	534.00
Utilities - Electricity	14,666.00	7,895.73	6,770.27
Utilities - Waste Disposal	600.00	563.75	36.25
Utilities-Water And/or Sewer	2,000.00	-	2,000.00
TOTAL EXPENSES	432,589.00	512,561.30	(79,972.30)
 DIFFERENCE	 144,791.00	 (98,548.35)	 243,339.35

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, AUTHORIZING AN AMENDED 2022 SALARY SCALE FOR PERSONNEL OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT.

WHEREAS, the 2022 Salary Scale for personnel of the Bainbridge Island Metropolitan Park & Recreation District was adopted by the Board of Commissioners in Resolution 2021-13 on November 18, 2021; and

WHEREAS, it is now necessary to amend the 2022 Salary Scale to reflect a new level on the salary scale between manager and administrator,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the attached Amended 2022 Salary Scale dated January 20, 2022, be adopted, and authorized to replace and supercede the 2022 Salary Scale adopted on November 18, 2021 in Resolution 2021-13.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of January, 2022, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Kenneth R. DeWitt

BY: _____
Jay C. Kinney

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

ATTEST: _____
John Thomas Swolgaard

BAINBRIDGE ISLAND METROPOLITAN PARK RECREATION DISTRICT

2022 Salary Scale

Exhibit A

FULL TIME SALARY SCALE (40 hours equivalent)

POSITION	Hourly/Salary	2021	2022	B Step	C Step	D Step	E Step	F Step	G Step	H Step	I Step	J Step	K Step	L Step
		A Step	A Step											
Office Specialist	Hourly	22.20	23.09	23.78	24.49	25.23	25.99	26.77	27.57	28.40	29.25	30.12	31.03	31.96
	Monthly Equiv.	3,466	3,994	4,114	4,237	4,365	4,496	4,630	4,769	4,912	5,060	5,212	5,368	5,529
	Annual Equiv.	41,597	47,931	49,369	50,850	52,375	53,946	55,565	57,232	58,949	60,717	62,539	64,415	66,347
Maintenance Tech	Hourly	23.31	24.24	24.97	25.72	26.49	27.29	28.10	28.95	29.82	30.71	31.63	32.58	33.56
	Monthly Equiv.	4,040	4,202	4,328	4,458	4,592	4,729	4,871	5,017	5,168	5,323	5,483	5,647	5,816
	Annual Equiv.	48,481	50,423	51,936	53,494	55,099	56,752	58,454	60,208	62,014	63,875	65,791	67,765	69,798
Rec Prog Specialist	Hourly	24.42	25.40	26.16	26.94	27.75	28.58	29.44	30.33	31.23	32.17	33.14	34.13	35.16
	Monthly Equiv.	4,232	4,402	4,534	4,670	4,810	4,955	5,103	5,256	5,414	5,576	5,744	5,916	6,093
	Annual Equiv.	50,790	52,824	54,409	56,041	57,723	59,454	61,238	63,075	64,967	66,916	68,924	70,991	73,121
Senior Office Specialist	Hourly	24.42	25.40	26.16	26.94	27.75	28.58	29.44	30.33	31.23	32.17	33.14	34.13	35.16
	Monthly Equiv.	4,232	4,402	4,534	4,670	4,810	4,955	5,103	5,256	5,414	5,576	5,744	5,916	6,093
	Annual Equiv.	50,790	52,824	54,409	56,041	57,723	59,454	61,238	63,075	64,967	66,916	68,924	70,991	73,121
Accounting Coordinator	Hourly	27.75	28.86	29.73	30.62	31.54	32.48	33.46	34.46	35.49	36.56	37.66	38.79	39.95
	Monthly Equiv.	4,810	5,002	5,152	5,307	5,466	5,630	5,799	5,973	6,152	6,337	6,527	6,723	6,924
	Annual Equiv.	57,716	60,028	61,828	63,683	65,594	67,562	69,588	71,676	73,826	76,041	78,322	80,672	83,092
Recreation Program Coord	Hourly	27.75	28.86	29.73	30.62	31.54	32.48	33.46	34.46	35.49	36.56	37.66	38.79	39.95
	Monthly Equiv.	4,810	5,002	5,152	5,307	5,466	5,630	5,799	5,973	6,152	6,337	6,527	6,723	6,924
	Annual Equiv.	57,716	60,028	61,828	63,683	65,594	67,562	69,588	71,676	73,826	76,041	78,322	80,672	83,092
Maintenance Coordinator Rec Program Coordinator	Hourly	27.75	28.86	29.73	30.62	31.54	32.48	33.46	34.46	35.49	36.56	37.66	38.79	39.95
	Monthly Equiv.	4,810	5,002	5,152	5,307	5,466	5,630	5,799	5,973	6,152	6,337	6,527	6,723	6,924
	Annual Equiv.	57,716	60,028	61,828	63,683	65,594	67,562	69,588	71,676	73,826	76,041	78,322	80,672	83,092
Office Supervisor	Hourly	27.75	28.86	29.73	30.62	31.54	32.48	33.46	34.46	35.49	36.56	37.66	38.79	39.95
	Monthly Equiv.	4,810	5,002	5,152	5,307	5,466	5,630	5,799	5,973	6,152	6,337	6,527	6,723	6,924
	Annual Equiv.	57,716	60,028	61,828	63,683	65,594	67,562	69,588	71,676	73,826	76,041	78,322	80,672	83,092

BAINBRIDGE ISLAND METROPOLITAN PARK RECREATION DISTRICT

2022 Salary Scale

POSITION	Hourly/Salary	2021	2022											
		A Step	A Step	B Step	C Step	D Step	E Step	F Step	G Step	H Step	I Step	J Step	K Step	L Step
Head Swim Coach	Monthly Annual	4,810 57,716	5,002 60,024	5,152 61,825	5,307 63,680	5,466 65,590	5,630 67,558	5,799 69,584	5,973 71,672	6,152 73,822	6,336 76,037	6,526 78,318	6,722 80,667	6,924 83,088
IT Manager	Monthly Annual		5,753 69,036	5,926 71,107	6,103 73,240	6,286 75,438	6,475 77,701	6,669 80,032	6,869 82,433	7,075 84,906	7,288 87,453	7,506 90,076	7,732 92,779	7,963 95,562
Facility Maint Manager	Monthly Annual		5,753 69,036	5,926 71,107	6,103 73,240	6,286 75,438	6,475 77,701	6,669 80,032	6,869 82,433	7,075 84,906	7,288 87,453	7,506 90,076	7,732 92,779	7,963 95,562
Natural Resource Manager	Monthly Annual		5,753 69,036	5,926 71,107	6,103 73,240	6,286 75,438	6,475 77,701	6,669 80,032	6,869 82,433	7,075 84,906	7,288 87,453	7,506 90,076	7,732 92,779	7,963 95,562
Parks Program Manager	Monthly Annual	5,099 61,186	5,303 63,633	5,462 65,542	5,626 67,508	5,794 69,533	5,968 71,619	6,147 73,768	6,332 75,981	6,522 78,261	6,717 80,608	6,919 83,027	7,126 85,517	7,340 88,083
Rec Prog Manager	Monthly Annual	5,099 61,186	5,303 63,633	5,462 65,542	5,626 67,508	5,794 69,533	5,968 71,619	6,147 73,768	6,332 75,981	6,522 78,261	6,717 80,608	6,919 83,027	7,126 85,517	7,340 88,083
Exec Services Manager	Monthly Annual	5,099 61,186	5,303 63,633	5,462 65,542	5,626 67,508	5,795 69,533	5,969 71,620	6,148 73,768	6,332 75,981	6,522 78,261	6,718 80,608	6,919 83,027	7,127 85,517	7,341 88,083
Program Administrator	Monthly Annual	5,965 71,576	6,203 74,439	6,389 76,672	6,581 78,972	6,778 81,341	6,982 83,781	7,191 86,295	7,407 88,884	7,629 91,550	7,858 94,297	8,094 97,125	8,337 100,039	8,587 103,040
Parks/Recreation Superintendent	Monthly Annual	6,927 83,120	7,204 86,445	7,420 89,038	7,642 91,709	7,872 94,461	8,108 97,294	8,351 100,213	8,602 103,220	8,860 106,316	9,125 109,506	9,399 112,791	9,681 116,175	9,972 119,660
Senior Planner	Monthly Annual	6,927 83,120	7,204 86,445	7,420 89,038	7,642 91,709	7,872 94,461	8,108 97,294	8,351 100,213	8,602 103,220	8,860 106,316	9,125 109,506	9,399 112,791	9,681 116,175	9,972 119,660
Division Director	Monthly Annual	7,504 90,047	7,804 93,649	8,038 96,458	8,279 99,352	8,528 102,332	8,784 105,402	9,047 108,564	9,318 111,821	9,598 115,176	9,886 118,631	10,183 122,190	10,488 125,856	10,803 129,631

BAINBRIDGE ISLAND METROPOLITAN PARK RECREATION DISTRICT

2022 Salary Scale

PART-TIME SALARY SCALE FOR 2021 - ALL HOURLY

	2021		2022										
POSITION	A step	A step	B Step	C Step	D Step	E Step	F Step	G Step	H Step	I Step	J Step	K Step	L Step
Student Conservation Corp and Trails Crew	\$ 15.00	\$ 15.59	16.06	16.54	17.04	17.55	18.08	18.62	19.18	19.76	20.35	20.96	21.59
Park Aide	\$ 15.00	\$ 15.59	16.06	16.54	17.04	17.55	18.08	18.62	19.18	19.76	20.35	20.96	21.59
Camp Counselor	\$ 15.00	\$ 15.59	16.06	16.54	17.04	17.55	18.08	18.62	19.18	19.76	20.35	20.96	21.59
Recreation Assistant	\$ 15.00	\$ 15.59	16.06	16.54	17.04	17.55	18.08	18.62	19.18	19.76	20.35	20.96	21.59
Front Desk Clerk	\$ 16.10	\$ 16.74	17.24	17.76	18.29	18.84	19.40	19.99	20.59	21.20	21.84	22.50	23.17
Senior Recreation Assistant	\$ 16.10	\$ 16.74	17.24	17.76	18.29	18.84	19.40	19.99	20.59	21.20	21.84	22.50	23.17
Lifeguard	\$ 16.65	\$ 17.32	17.84	18.37	18.92	19.49	20.07	20.68	21.30	21.94	22.59	23.27	23.97
Recreation Instructor	\$ 16.65	\$ 17.32	17.84	18.37	18.92	19.49	20.07	20.68	21.30	21.94	22.59	23.27	23.97
Aquatics Instructor	\$ 17.76	\$ 18.47	19.02	19.60	20.18	20.79	21.41	22.05	22.72	23.40	24.10	24.82	25.57
Recreation Program Leader	\$ 17.76	\$ 18.47	19.02	19.60	20.18	20.79	21.41	22.05	22.72	23.40	24.10	24.82	25.57
Senior Lifeguard	\$ 18.87	\$ 19.62	20.21	20.82	21.44	22.09	22.75	23.43	24.14	24.86	25.61	26.37	27.17
Camp Program Supervisor	\$ 18.87	\$ 19.62	20.21	20.82	21.44	22.09	22.75	23.43	24.14	24.86	25.61	26.37	27.17
Recreation Specialist	\$ 18.87	\$ 19.62	20.21	20.82	21.44	22.09	22.75	23.43	24.14	24.86	25.61	26.37	27.17
Teen Center Program Supervisor	\$ 18.87	\$ 19.62	20.21	20.82	21.44	22.09	22.75	23.43	24.14	24.86	25.61	26.37	27.17
Senior Student Conservation Corp	\$ 18.87	\$ 19.62	20.21	20.82	21.44	22.09	22.75	23.43	24.14	24.86	25.61	26.37	27.17
Office Assistant	\$ 19.98	\$ 20.78	21.40	22.04	22.71	23.39	24.09	24.81	25.56	26.32	27.11	27.93	28.76
Event Assistant	\$ 19.98	\$ 20.78	21.40	22.04	22.71	23.39	24.09	24.81	25.56	26.32	27.11	27.93	28.76
Recreation Program Coordinator	\$ 21.09	\$ 21.93	22.59	23.27	23.97	24.69	25.43	26.19	26.98	27.78	28.62	29.48	30.36
Assistant Swim Coach	\$ 21.09	\$ 21.93	22.59	23.27	23.97	24.69	25.43	26.19	26.98	27.78	28.62	29.48	30.36
Senior Recreation Instructor	\$ 21.09	\$ 21.93	22.59	23.27	23.97	24.69	25.43	26.19	26.98	27.78	28.62	29.48	30.36
Swim Coach - Assistant	\$ 21.09	\$ 21.93	22.59	23.27	23.97	24.69	25.43	26.19	26.98	27.78	28.62	29.48	30.36
Student Conservation/Trails Crew Coordinator	\$ 21.09	\$ 21.93	22.59	23.27	23.97	24.69	25.43	26.19	26.98	27.78	28.62	29.48	30.36
Office Specialist	\$ 22.20	\$ 23.09	23.78	24.49	25.23	25.99	26.77	27.57	28.40	29.25	30.12	31.03	31.96
Maintenance Tech	\$ 23.31	\$ 24.24	24.97	25.72	26.49	27.29	28.10	28.95	29.82	30.71	31.63	32.58	33.56
CDL Driver	\$ 27.20	\$ 28.28	29.13	30.01	30.91	31.83	32.79	33.77	34.78	35.83	36.90	38.01	39.15

Step Scale from A to L is 3%

Executive Director has authority to negotiate hourly pay rates for short term, highly specialized, part-time employees.

BAINBRIDGE ISLAND METROPOLITAN PARK RECREATION DISTRICT

2022 Salary Scale

REGULAR PART-TIME SALARY SCALE FOR 2021 - ALL HOURLY

	2021	2022											
POSITION	A Step	A Step	B Step	C Step	D Step	E Step	F Step	G Step	H Step	I Step	J Step	K Step	L Step
Office Assistant	19.98	20.78	21.40	22.04	22.71	23.39	24.09	24.81	25.56	26.32	27.11	27.93	28.76
Head Lifeguard	21.09	21.93	22.59	23.27	23.97	24.69	25.43	26.19	26.98	27.78	28.62	29.48	30.36
Office Specialist	22.20	23.09	23.78	24.49	25.23	25.99	26.77	27.57	28.40	29.25	30.12	31.03	31.96
Maintenance Tech	23.31	24.24	24.97	25.72	26.49	27.29	28.10	28.95	29.82	30.71	31.63	32.58	33.56
Rec. Program Specialist	24.42	25.40	26.16	26.94	27.75	28.58	29.44	30.33	31.23	32.17	33.14	34.13	35.16
Maintenance Coordinator	27.75	28.86	29.73	30.62	31.54	32.48	33.46	34.46	35.49	36.56	37.66	38.79	39.95

Step Scale from A to L is 3%

Executive Director has authority to negotiate hourly pay rates for short term, highly specialized, part-time employees.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2022-02

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT,
KITSAP COUNTY, WASHINGTON, ADOPTING AN AMENDED GENERAL
FUND BUDGET FOR THE FISCAL YEAR 2022.**

WHEREAS, the Commissioners of the Bainbridge Island Metropolitan Park & Recreation District adopted the General Fund Budget for fiscal year 2022 in Resolution 2021-09 on November 18, 2021; and

WHEREAS, the aforementioned 2022 General Fund Budget must now be revised due to evaluation of agency needs resulting in staffing changes; and

WHEREAS, these revisions are included in the attached Amended 2022 General Fund Budget,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the General Fund Budget for the fiscal year 2022 be amended as indicated above, and that this amended budget is attached hereto as Exhibit "A", and incorporated by reference in its entirety, be and the same are hereby adopted and ratified.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of January, 2022 the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Kenneth R. DeWitt

BY: _____
Jay C. Kinney

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

ATTEST: _____
John Thomas Swolgaard

2022 Budget
GENERAL FUND
INCOME AND EXPENSE

Exhibit A

Amended Budget
01/2022 -12/2022

Beginning Cash Balance	3,467,000.00
<u>Revenue</u>	
Tax Revenue Operations	7,699,826.00
Administration	137,506.00
Park Services	366,400.00
Recreation	5,047,586.00
Total Revenue	13,251,318.00
<u>Expenses</u>	
Administration	2,914,349.00
Interfund Transfers	1,180,000.00
Park Services	2,842,624.00
Recreation	5,963,861.00
Total Expenses	12,900,834.00
Excess or (Deficiency) of	
Revenue over Expenditures	350,484.00
Estimated Ending Cash	3,817,484.00