

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING NOVEMBER 4, 2021
 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, Asaph Glosser, Dawn Janow, Jay Kinney, Tom Swolgaard.

ADJUSTMENTS TO AGENDA: Item 20, Public Comment, will be moved after Board Consent. There will be an Executive Session for real estate for five minutes at the end of the meeting.

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.

BOARD CONSENT

APPROVAL OF MINUTES:

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

Upon hearing there were no corrections to the minutes of the October 21, 2021 board work session, 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
10/26/21	001 General Fund	21999-22003	2,365.39	10/26/21
11/02/21	001 General Fund 300 Capital Improvement Fund	22004-22016	157,608.37	11/02/21
	001 General Fund (October Payroll)	EFT & 2877-2888	468,922.40	

GENERAL BUSINESS

RESOLUTION 2021-08: COVID-19 VACCINATIONS FOR EMPLOYEES: Executive Director Terry Lande said that today the Occupational Safety and Health Administration issued an emergency temporary standard (ETS) which as of January 4 will apply to all businesses with over 100 employees, including public agencies. The ETS mandates that most employees are either vaccinated for COVID-19 or tested for COVID-19 once a week. The board has several options such as accepting the ETS, adopting Resolution 2021-08 as presented, or postponing the discussion to the next board meeting while staff gathers more information about the ETS. The board can adopt a stricter policy such as the one presented in Resolution 2021-08, but the OSHA standard is a mandate and at a minimum the Park District will have to comply with the ETS. Commissioner DeWitt asked about what would be covered by medical exemptions, specifically if having already had COVID-19 would count as a medical exemption. Terry Lande said that is something staff would have to research. Commissioner Glosser asked what questions about the ETS would be answered at the next board meeting. Terry Lande said topics that need to be researched include: 1) who pays for the COVID-19 testing option, 2) will there be new COVID-19 testing sites set up to accommodate the need, 3) how staff will administer the COVID-19 testing option, 5) is it a Labor and Industries claim if an employee catches COVID-19 at work. Park District Attorney Hayes Gori said that another topic in need of research is the types of COVID-19 tests that would be allowed under the ETS weekly testing option. He said that the addition of the COVID-19 weekly testing

option, which is not part of the resolution before the board tonight, adds complexity to the topic. Commissioner Kinney said that regarding OSHA and L&I, the Park District must follow the most restrictive policy set forth. Regarding L&I, if an employee can prove that they got COVID-19 at work they would be covered under L&I. However, if the employee happens to then spread COVID-19 to someone who is not an employee that person would not be covered. He is interested to know why OSHA decided to allow for the option for employees to get tested weekly for COVID-19. Commissioner DeWitt recommended that the decision be put off until the next regular board meeting because there are administrative costs associated with the ETS that may need to be included in the 2022 budget. Commissioner Glosser said it will be important to understand the answers to the questions brought up tonight as well as what amendments would be needed to the resolution presented tonight to ensure it is compliant with OSHA. The choice before the board will be the ETS or a policy that aligns more with the Washington State mandate yet also conforms with the ETS. Terry Lande said the board can also choose to not take any action which will mean by default the Park District will comply with the ETS. Commissioner Glosser said it will be essential for the next discussion to have a clear understanding of the OSHA policy and its implications. It will also be important to have two clear options, one that allows for COVID-19 testing as an alternative to COVID-19 vaccination and one that does not. He said he feels that the resolution presented tonight is appropriate, but if he is the only one it may be a moot point. Commissioner Kinney said he would like to postpone the conversation and compare the ETS to the resolution presented tonight at the next regular board meeting. Commissioner Janow said the board will push this agenda item to the next board meeting by which time many of the questions will be answered and the board can compare the two options.

2022 BUDGETS: Administrative Division Director Amy Swenson said tonight is the first reading of the 2022 budgets. In the General Fund for 2022 staff is expecting a beginning cash balance of about 3.4 million dollars, revenue of about 13 million dollars and expenses of about 12 million dollars which will mean a surplus of about \$582,000 and an ending cash balance of a little over 4 million dollars. Commissioner DeWitt asked about the addition of \$10,000 to the records management cost center for professional fees. Amy Swenson said it is for a consultant to assist with assessing the Park District's records management needs. Commissioner Glosser asked if the amount budgeted for legal fees is a typical amount or if something specific is being budgeted for. He understands that the amount spent on legal fees in 2021 was larger than usual due to the acquisition of the Bainbridge Island Recreation Center. Amy Swenson said that staff has found it necessary to increase the amount budgeted for legal fees as the Park District has needed more legal assistance in general. Most of the legal fees associated with the acquisition of BIRC were paid for out of the general obligation bond used to purchase BIRC and therefore not all the legal expenses related to BIRC are reflected in the General Fund for 2021. Commissioner Glosser said it looks like health care costs in 2022 are substantially higher and that they look to be proportionately higher than the cost of other benefits. Amy Swenson said that healthcare costs went up 4% and there are additional benefited staff positions being added in 2022. Park Services Division Director Dan Hamlin explained that for 2022 the amount budgeted for the vehicle replacement plan is higher than other future years due to the need for vehicles for additional staff members and the acquisition of a large mower. After 2022 the annual vehicle replacement budget will go down to \$155,000 annually. Although vehicle prices will continue to rise, the plan was designed to fund replacement of all vehicles every ten years. It was noted that electric vehicles will become available for purchase on state contracts in the future and staff will be evaluating when to begin to shift the Park District fleet to electric vehicles. Commissioner DeWitt said that the vehicle replacement plan is well thought out and noted that currently the Park District's fleet includes at least one vehicle from 1990. Recreation Superintendent Bryan Garoutte talked about the BIRC equipment replacement plan which is based on the recommendations of a professional equipment evaluation.

For the Capital Improvement Fund Dan Hamlin said two bathrooms have been added to the list of projects for 2022 after the discussion at the budget work session. One bathroom is to be built at the Marshall Road entrance to Gazzam Lake Nature Preserve and one in Grand Forest West. Staff has budgeted \$50,000 for each bathroom to contract out the

construction as staff will not have the time in 2022 to complete these projects in-house. Commissioner Glosser asked if it is more cost efficient for staff to build the bathrooms if they had the time. Dan Hamlin said staff could build the bathrooms for less money than it will cost to contract out the work as is exemplified by the \$18,000 budgeted for the additional bathroom at Fay Bainbridge Park that will be built by staff. Commissioner DeWitt said the Gazzam Lake Nature Preserve bathroom will be complicated as the Bainbridge Island Land Trust holds a conservation easement on the property. Dan Hamlin said that staff does anticipate that an agreement will be worked out with BILT for building a bathroom there and said that due to the size of the structure permitting will not be an issue for this project. Park Services Superintendent David Harry said the list of Capital Improvement Fund projects is staff's best guess as to how much work can be completed in one year. Staff will do their best to accomplish the goals, but as usual some projects may have to be postponed to a subsequent year. Terry Lande emphasized that the only way staff was able to add the construction of two additional bathrooms in the 2022 Capital Improvement Fund with existing resources was by contracting out the construction.

Barb Trafton, Projects Director for Bainbridge Island Parks Foundation, said she does not see any money for Williams-Olson Park or Waypoint Woods in the Capital Improvement Fund budget for 2022. Dan Hamlin said that not including Williams-Olson Park funding was an oversight and money will be allocated in 2022. Park District staff is not budgeting money for Waypoint Woods currently but will work with BIPF to add this in a subsequent year's budget as needed.

Keith Israel said that he supports funding for additional outdoor tennis courts including covering outdoor tennis courts. Executive Director Terry Lande said there is a \$200,000 commitment from the Park District for tennis courts with a \$200,000 match expected from the tennis community in the 2022 Capital Improvement Fund budget. The first phase could be building the tennis courts and they could then be covered in a subsequent year.

Commissioner Glosser asked what the funding in the Capital Improvement Fund for the Cave House at Cave Family Heritage Park is for specifically. He noted that while \$50,000 is budgeted for in 2022, there are much larger expenditures in the out-years. David Harry said that staff is planning on a phased rehabilitation of the 120-year-old building with an estimated total cost of about \$400,000. So far, the siding and the façade have been repaired and the exterior has been painted. In 2022 staff has budgeted \$50,000 to address the foundation. The out-year funding is to look at and bring up to code the wastewater and electrical systems while being sensitive to the historical aspects of the home. Commissioner Janow asked what the Cave House will eventually be used for. Dan Hamlin said that while staff has several ideas in mind, that decision will ultimately be made with input from the board, and nothing has been decided at this time. Terry Lande said that when the Park District received Cave Family Heritage Park from the previous owners, they were planning to tear the Cave House down. He did not want it to be torn down as it had the potential to be a publicly owned 1890's home with obvious historical value.

Commissioner Kinney said that a couple months ago a constituent complained that the Capital Improvement Fund budget was misleading because the out-year budgets are placeholders for future projects rather than approved budget numbers. He suggested that language be included in the document for the out-years that the line items and budget numbers are a preliminary plan and not yet committed as they have not been approved for funding by the board. Terry Lande agreed that is a good idea as the years 2023-2027 are placeholders for the future and do not represent committed funding. The budget is approved on a year-by-year basis although a plan for the out-years is required to apply for grants in identified project areas.

Commissioner DeWitt asked if staff has recently investigated putting solar panels on the Transmitter Building roof. Dan Hamlin said that has not recently been investigated although solar panels are something staff is considering for BIRC. Commissioner Janow asked that Capital Improvement Fund money to be put in one of the out-year budgets for work on the labyrinth at Eagledale Park. Terry Lande said staff will add the labyrinth to one of the out-year budgets. Commissioner

Glosser said it strikes him as potentially valuable to communicate to the public about the large amounts of money being budgeted for the Ray Williamson pool renovation in 2022 and the out-years in a way that is not on a spreadsheet. Recreation Division Director Mark Benishek said that staff will reassess and update as needed the Ray pool study that was done a couple of years ago. Once the plan is refined staff is planning to publicize it.

MEETING ADJOURNED to a five-minute recess at 7:22 pm with announced time to reconvene at 7:27 pm. **MEETING RECONVENED** at 7:28 pm.

IN-PERSON BOARD MEETINGS: Executive Director Terry Lande asked if the board is ready to resume in-person board meetings in December or January. In-person board meetings would be held at Bainbridge Island Recreation Center. Commissioner Janow asked about hybrid options for board meetings so that those who want to meet in person can and those who want to continue to use Zoom still have that option. Recreation Division Director Mark Benishek said that hybrid board meetings are an option, but that staff will have to know well in advance to schedule a contractor to handle the technical logistics. Commissioner Glosser said there are two issues at play. The first one is whether the commissioners are attending remotely and the second is whether the public is attending remotely. Terry Lande said that the goal could be that board members and staff meet in person and that if a member of the public would like to attend, they would have the option to attend either in person or virtually via Zoom. Commissioner Janow said she would like it to be an option for board members and staff to attend virtually if they are out of town. Terry Lande said he does not see that as a problem. Commissioner Kinney said that he thinks having the hybrid option will help the public to attend meetings and stay informed. Commissioner Glosser said that creating opportunities for people to attend in a way that they feel safe is important. Having clear expectations about masking guidelines that comply with the existing facility rules will be important. Mark Benishek recommended that if the board decides to go with hybrid meetings that the transition be scheduled for January to give staff time to secure a contractor. Commissioner Janow said having capacity limits for the in-person option would be important to her. Commissioner Janow asked that Terry Lande bring this topic back to the board with more information about how hybrid meetings would work.

DIRECTOR'S REPORT

Park Services Division: Park Services Division Director Dan Hamlin said work is moving forward to finalize permitting and documentation for the Battle Point Park pond dam repair. Construction of the staff offices at Bainbridge Island Recreation Center is almost complete. Dan Hamlin presented the Strawberry Hill Park concept plan as shown at the last board meeting to the Bainbridge Island Parks Foundation. There will be a public meeting November 15 for Lost Valley. Regarding Strawberry Hill Park, Senior Planner Perry Barrett said the request for proposals for the mountain bike park and the request for qualifications for the skate park have been posted.

Recreation Division: Recreation Division Director Mark Benishek thanked the Park Services crew for their work on the staff offices at Bainbridge Island Recreation Center. Active Adult Program Manager Sue Barrington is working on the 2022 Washington Recreation & Parks Association SEEK grant application. Bainbridge Island Swim Club Head Coach Carolyn Ackerley's last day before retirement is tomorrow. New BISC Head Coach Kyle Harris will start work next week. Community Outreach Coordinator Emily Swift is working on preparations for the Holiday at Fay event. Recreation Superintendent Bryan Garoutte said there are now 998 monthly user accounts at BIRC, and the front desk staff is doing an incredible job. Tennis Program Coordinator Dayna Guizzetti is working on logistics for upcoming tennis matches. Silver Sneakers and Silver & Fit classes are growing in popularity. Outdoor Program Manager Nick Prevo is preparing for ski bus season. Gymnastics teams are training for competition season. Youth fall soccer leagues ended last week with a dress-up day for Halloween. Youth & Teen Program Manager Shannon Buxton has been organizing the Kids Club at BIRC.

Executive Director Terry Lande gave kudos to staff for being on target with the projected BIRC monthly user levels for the 2022 budget. Agenda topics regarding both the opposition and the support for the proposed lighting of the artificial turf fields at Battle Point Park have been postponed until January so that the newly elected commissioner can hear both presentations as a board member. Commissioner Janow said there is a proposal from the Bainbridge Island School District to turf and light the back fields at Bainbridge High School. There will be a meeting with School District representatives to gain clarity on what they are proposing, funding sources, and the timeline. Terry Lande said it is very exciting that multiple public agencies are coming together to solve an island-wide issue and he is optimistic. He thanked Commissioner Janow for organizing the meeting. Commissioner Janow said she is looking forward to integrating with the School District with community needs in mind and to finding solutions to very real problems. Commissioner Swolgaard said something to think about is the impact on parking at the Aquatic Center of additional lighted fields at the high school.

BOARD MEMBER ITEMS:

- Commissioner Kinney gave kudos to the whole staff and to Administrative Division Director Amy Swenson in particular for putting together the 2022 budgets. The well-planned Capital Improvement Fund budget is both ambitious and doable.
- Commissioner Glosser said Park Services Division Director Dan Hamlin's presentation at the recent Bainbridge Island Parks Foundation meeting regarding the Strawberry Hill Park concept plan was well received. He is very excited about the future for Strawberry Hill Park as it is centrally located and will be meeting a wide range of user needs.
- Commissioner Glosser said that the City Manager's report last Friday discussed the City of Bainbridge Island's use of small electric equipment versus small gas-powered equipment. Park Services Division Director Dan Hamlin said that the technology for small electric equipment improved about five years ago to a point where the Park District started purchasing it. There is still a need and a use for some small gas-powered pieces of equipment as they are still more powerful, however electric options are used more often.
- Commissioner DeWitt congratulated Tom Goodlin on his election to Position 5 on the Park District's Board of Commissioners. He encouraged him to meet with Executive Director Terry Lande to familiarize himself with the budget.
- Commissioner DeWitt said he attended the recent Bainbridge Island Parks Foundation meeting. There will be a new outdoor chess table at Battle Point Park which is being built as an Eagle Scout project.
- Commissioner DeWitt suggested adding an agenda item at the beginning of board meeting agendas for board members to disclose any potential conflicts of interest they may have.
- Commissioner Janow invited Tom Goodlin, who was recently elected to Position 5 on the Board of Commissioners and is in attendance tonight, to introduce himself. Tom Goodlin said he is a swimmer who is at the Aquatic Center all the time and he is excited to be joining the board.
- Commissioner Swolgaard asked if the Williams-Olson Park picnic shelter has been delayed. Park Services Division Director Dan Hamlin said that there has been no delay and that permitting is in process. Work at Williams-Olson Park is in the 2021 Capital Improvement Fund budget which will be amended to move unfinished projects into the 2022 budget year.
- Commissioner Janow said the grand opening of the new section of the Sound to Olympics trail was a wonderful event and Park Maintenance Coordinator Sean Smith-Sell, who built the connection between the Sound to Olympics trail and Sakai Park trails, did a wonderful job.

- Commissioner Janow said that representatives from the Bainbridge Island School District, Bainbridge Island Land Trust, Helpline House, Bainbridge Community Foundation, Chamber of Commerce, Bainbridge Island Parks Foundation, and Housing Resources Bainbridge met to discuss affordable housing. It is the beginning of a conversation where agencies can be integrated and share resources.
- Commissioner Janow said that the Park District website could be better attended to as it is very important for the community. She knows there is a new position being hired for in the 2022 budget to assist in this effort and she hopes it becomes a higher priority.
- Commissioner Janow said that she is very comfortable outsourcing the building of bathrooms at Grand Forest West and the Marshall Road entrance to Gazzam Lake Nature Preserve as discussed this evening as part of the Capital Improvement Fund budget for 2022.

WRITTEN COMMUNICATIONS

Executive Director Terry Lande said that Bainbridge Island Water Polo Club President Ruth Baydo sent the board an email asking for clarification on the Park District's position on user fees for their high school water polo teams which are not sanctioned by the Bainbridge Island School District. He was directed by Commissioner Janow to write a letter that clarifies his understanding of the issue and the board can choose to use that letter or respond separately. The School District wrote a letter to BIWPC, and it clearly states that BIWPC's high school teams are not sanctioned by the School District and that BIWPC is responsible for associated user fees. Terry Lande said his letter states that due to the unsanctioned status of the water polo teams, BIWPC is responsible for Aquatic Center user fees as they are not covered by the use agreement between the Park District and the School District.

Raelene Rossert said that BIWPC is not disputing what Terry Lande has said tonight, however they do believe it is a policy issue. The problem for them is that even though they are not sanctioned by the School District they are acknowledged by the School District as an interscholastic Bainbridge High School sport. In the spirit of the use agreement between the two districts, they believe they are a Bainbridge High School team.

Ruth Baydo said BIWPC was hoping that the Park District would use the letter from the School District as a path to justify waiving user fees for their high school teams under the use agreement between the two districts.

Commissioner Kinney said that BIWPC has put the Park District in a hard spot. There is a policy and BIWPC is asking for an exception to be made. If the board decides to make one exception it is opening the door to other requests for exceptions. Part of the issue is dealing with BIWPC's specific request for user fees to be waived, but that cannot be done unless the board also has a conversation about adhering to policy.

Raelene Rossert said she is asking for the Park District to interpret the policy differently, not to change it or make an exception to it.

MEETING ADJOURNED to a two-minute recess at 8:30 pm with announced time to reconvene at 8:32 pm. **MEETING RECONVENED** at 8:32 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 8:32 pm for discussion of real estate with announced time to reconvene at 8:37 pm.


MEETING RECONVENED at 8:37 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:37 pm for continued discussion of the above item, with announced time to reconvene at 8:42 pm.

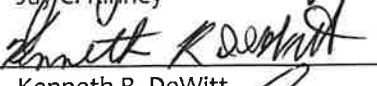
MEETING RECONVENED at 8:42 pm and **ADJOURNED** at 8:42 pm.

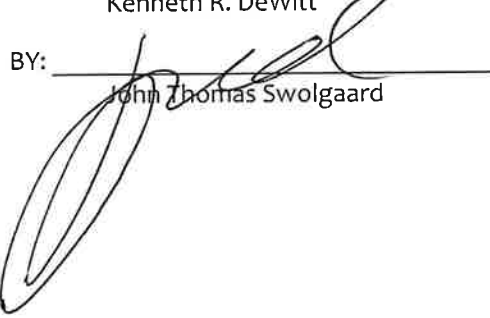
Helen M. Stone
Terry M. Lande
BAINBRIDGE ISLAND METROPOLITAN

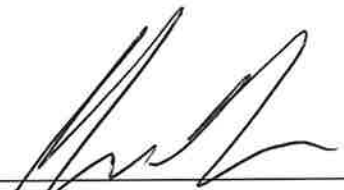
PARK & RECREATION DISTRICT

BY: 
Dawn Janow

BY: 
Jay C. Kirney

BY: 
Kenneth R. DeWitt

BY: 
John Thomas Swolgaard

ATTEST: 
Asaph Glosser