

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING FEBRUARY 3, 2022
ZOOM VIRTUAL MEETING**

CALL TO ORDER: A quorum being present, the meeting was called to order at 6:01 pm by Chair DeWitt.

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

ADJUSTMENTS TO AGENDA: Move item 50.4 for Resolution 2022-03 to the beginning of General Business before item 50.1 for Open Government Training and remove the Executive Session.

MISSION STATEMENT: Commissioner DeWitt 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 January 20, 2022 regular board meeting, Chair DeWitt stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: Goodlin/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
01/20/22	001 General Fund	22288-22305	21,960.15	01/20/22
01/26/22	001 General Fund 300 Capital Improvement Fund	22403-22454	68,704.50	01/26/22
	001 General Fund (Jan. Payroll)	EFT & 2922-2937	498,133.57	

GENERAL BUSINESS

RESOLUTION 2022-03: SUPPORT FOR NAMING PICKLEBALL OFFICIAL WASHINGTON STATE SPORT: Commissioner DeWitt said as of yesterday the Washington State Senate has passed Bill 5615 to name pickleball the official Washington State sport and it has moved on to the House of Representatives. **MSC: Swolgaard/Janow: Move to approve Resolution 2022-03.** Commissioner Swolgaard said this is awesome. Commissioner DeWitt said he thinks this is great and he is glad to see that Senator Rolfes is a cosponsor of the bill and he hopes that the local members of the House of Representatives will support the bill as well. Commissioner Janow said this is another feather in the cap of this community and she is in full support.

OPEN GOVERNMENT TRAINING: PUBLIC RECORDS ACT BASICS: Executive Services Manager Helen Stone said this is the second of the three required Open Government training sessions for public officials. Since Commissioner Kinney is absent tonight he will complete this training on his own. The training video from the website of the Washington State Attorney General's Office about the Public Records Act was watched by everyone present. Commissioner Janow suggested that at the board retreat the issue of dedicated cell phones for commissioners be discussed. She asked if the Park District might want to create a spot on the website where public records requests could be made available. Commissioner DeWitt said that occasionally a member of the public will contact him through his personal email regarding Park District business. If that happens he always forwards the email to his Park District email account and replies from there. That way the record is captured and accessible to staff if there is a public records request to which it is responsive. Commissioner Swolgaard said hats off to Helen Stone for the work she does keeping up with the public records requests. Commissioner Goodlin asked

how many public records requests the Park District typically gets in a year. Helen Stone said she has been in this role since 2020 and would estimate that the Park District receives between 20 and 25 public records requests a year. Commissioner DeWitt said a lot depends on what topics are on board agendas as things that are more controversial tend to generate more public records requests. Commissioner Janow said it is important to speak to the scope of the requests as some are narrow and some are broad. Commissioner Goodlin asked if the board is involved when there is a public records request or if it is handled by staff. Helen Stone said public records requests are handled by staff. Executive Director Terry Lande said that if a public records request necessitates checking commissioner email accounts that staff may send an email to board members regarding the search and asking if there are any responsive records on personal accounts.

PROPERTY ACQUISITION PROCESS: Park Services Division Director Dan Hamlin said this item is on the agenda in response to a request from the board when it was learned that the 2021 lid lift replaced the 2008 lid lift and the Parkland Acquisition Committee was sunsetted. PAC was formed under the 2008 lid lift as a committee of citizens to help figure out how to acquire property for the Park District with funds designated by the 2008 lid lift. The board appointed members of the community to serve with staff and board liaisons to review existing potential properties, find a way to prioritize them, and to build criteria to determine which properties should be pursued for acquisition. PAC developed a list of five criteria: 1) Winslow area properties, 2) shoreline properties, 3) neighborhood service centers, 4) expansion of Park District properties, and 5) trails and trail connections. PAC identified a large list of properties and helped secure many of them. However, very few of the properties were secured through PAC funds because the economic recession of 2008 made an impact on the amount of funds available. The properties identified by PAC and added to the list of potential properties over time did recognize some key properties that were pursued and ultimately acquired by the Park District through other means. In 2013 the Park District realized there would not be enough funding to procure any major properties and the board changed the focus of the PAC to trail easements.

It was determined by the board in April of 2021, since the cost to operate and maintain Park District properties and programs was growing faster than the 1% increase in taxes a year permitted under the 2008 lid lift, that a new lid lift should be put before the voters. In August of 2021 the current lid lift was passed by voters. Part of the reason operation and maintenance costs went up was due to the acquisition of many of the properties identified and pursued by the PAC. The staff recommendation is that the five criteria developed by the PAC are still relevant today as is adding the following impact criteria to assess potential properties: 1) impacts on Park District resources to manage and maintain the site, 2) revenue opportunities associated with this specific site acquisition, 3) other more appropriate potential landowners with resources to manage the property, 4) funding resources available and/or sufficient terms to secure acquisition, 5) challenges with the park site creation for the intended category of use, and 6) environmental concerns that might burden the site. There is still a need to continually look at what the potential properties are. The board could decide to develop an ad hoc committee to help freshen the list of properties identified for potential acquisition and review the PAC criteria and the impact criteria. A list of the properties acquired since 2008 was presented. Every one of the properties acquired met at least two of the PAC criteria.

Commissioner Swolgaard said he thinks that members of the PAC committee have not been officially notified that the committee has sunsetted. Dan Hamlin said members were told at the last PAC meeting and he will send an email out tomorrow. Commissioner Janow said this is an important issue. She recently attended a Bainbridge Island Parks Foundation meeting, and the fact that there is no longer a required designated amount of money to fund acquisition like there was with the 2008 lid lift came up. She was asked how agencies can be assured that the Park District can still provide funding for acquisition. She acknowledged the priority for the 2021 lid lift was to operate and manage the properties already owned by the Park District. She is in support of and thinks it would be beneficial to stick with the lists of criteria presented tonight to evaluate potential properties. It is important for the public to know the Park District does have funds available for land

acquisition and trail easements. Commissioner Goodlin asked if there is a land acquisition if the funds would come from the General Fund. Commissioner Janow said the funds sometimes come from the General Fund and sometimes from the Capital Improvement Fund. As an example, when the recent property addition for the Ted Olson Nature Preserve came available, and the neighborhood began working with the Bainbridge Island Land Trust to raise funds, the Park District was able to designate \$50,000 to help make that acquisition possible. The board can do similar projects if they meet a community need. Commissioner DeWitt said that under the 2008 lid lift 75% of the funds were required to go to acquisition while under the 2021 lid lift none of the lid lift money can go towards acquisition as it is designated for operations and maintenance. However, the remainder of the money in the General Fund is not restricted so the Park District can move things around as necessary. Commissioner Janow said the BIPF is now encouraging donors to go from restricted donations to unrestricted donations so that funds are available as things come up. Administrative Division Director Amy Swenson said that there is currently money budgeted for trail easements. Commissioner DeWitt said that with the General Fund the Park District can designate money as desired whereas the 2021 lid lift funds are restricted to operations and maintenance.

Commissioner Swolgaard asked if staff would evaluate potential properties and make recommendations or if there should be a committee. Commissioner DeWitt said he thinks any board action on a potential acquisition should go through the Capital Facilities Committee which can meet with staff to evaluate properties as necessary. Dan Hamlin said in the last couple of years properties have been moving so fast that there has not even been time to pull the PAC together. Commissioner Goodlin asked how Dan Hamlin's recommendation would accelerate the process. Dan Hamlin said it would not accelerate the process, but it would reflect how things have been handled for the last couple of years. There were times when a PAC meeting was called but by the time it was able to meet the decision had already been made due to someone else purchasing the property or the need to move more quickly. Commissioner DeWitt said there was a situation last year where a property near Seabold Hall became available but someone else was able to move faster than the Park District. Commissioner Janow said it would be nice for the community to know how the Park District approaches land acquisition and asked how that information can be made available to the public. Dan Hamlin said staff will discuss how that can be accomplished and report back to the board. Commissioner Swolgaard asked if the Park District will be relying on BIPF to be looking for trail easements and properties to acquire. Dan Hamlin said the BIPF is doing a tremendous job of that right now and if that does not change he would recommend that. Commissioner DeWitt said there have also been times when a potential acquisition has been brought to the attention of the Park District and it has been turned over to the BIPF because they can move on things with more discretion sometimes. Commissioner Goodlin said other local groups can move faster as well and work as partners. Commissioner DeWitt said BIPF has been a very effective partner for the Park District. Commissioner Swolgaard agreed and said he was just asking for clarification.

BOARD RETREAT PLANNING: Commissioner DeWitt said tonight he would like to toss around some ideas for the board retreat agenda and decide when it will be held. The retreat can be held on one Saturday or be split up between two Thursday nights. Commissioner Swolgaard asked if it will be held on Zoom or in-person. Commissioner DeWitt said it would be great to have it as a hybrid Zoom and in-person meeting and asked if there will be information from staff on that tonight. Recreation Division Director Mark Benishek said no update regarding hybrid board meetings was planned for tonight. After some discussion it was decided that the retreat would be held over two Thursday nights. The board picked the evenings of March 10 and 24 from 6:00-8:00 pm. Commissioner DeWitt shared a draft retreat agenda to start the discussion on topics that may be covered at the board retreat. One topic he would like to cover is relationships with other governmental entities and nonprofits in order to work on board-to-board relationships.

Commissioner DeWitt brought up planning for future facilities including Strawberry Hill Park. Executive Director Terry Lande said that the scope has changed on the Strawberry Hill Park project with the addition of the idea to possibly install artificial turf fields there. Adding artificial turf fields will trigger a bunch of things such as storm water management, restrooms,

septic, and water issues. He thinks it would be best to do concept plans for Battle Point Park, Sakai Park, and Strawberry Hill Park concurrently. Commissioner Janow said she is in support and in order to do this justice she would like to give staff the opportunity to present the board with a broad vision. Commissioner DeWitt said this is exactly why he wants to have a board retreat and that he thinks it is best to look at all three properties holistically rather than separately. Commissioner Goodlin said that he thinks everyone recognizes that the artificial turf fields are an important issue this year and said that it should be a standalone topic for the retreat. He suggested that staff make a pros and cons list for potential properties for artificial turf fields on the island. Terry Lande said staff already has that information and can share it with the board. Commissioner DeWitt agreed that making artificial turf fields a standalone topic is a good idea. Park Services Division Director Dan Hamlin said it can be a standalone topic, but it impacts what is being done at Strawberry Hill Park. Commissioner DeWitt asked if the board members wanted to expand the request for qualifications for a Strawberry Hill Park concept plan to include planning for Sakai Park and Battle Point Park. Commissioner Janow said her feeling now is that that staff should focus their energies on Strawberry Hill Park. The idea would be to not hold everything up in eight months of requests for qualifications for multiple parks. She said board members and staff have a broad enough sense of the needs of the community and what each park can sustain. The consensus of the board was to move forward with just the request for qualifications for a Strawberry Hill Park concept plan.

Commissioner DeWitt brought up planning for Sands Field, which is owned by the Bainbridge Island School District and operated by the Park District, and the need for a new maintenance facility at Battle Point Park. Terry Lande suggested talking about a new restroom for Battle Point Park as well. The renovated KidsUp! Playground has been a huge success and is attracting a lot of people, and the bathrooms are being overrun even in January. Commissioner DeWitt said maintenance backlogs and priorities, and capital needs for 2022 are two more potential retreat topics. Subtopics for a 2022 capital needs discussion could include: 1) Ray Williamson pool repairs, 2) restrooms, 3) cover for the Bainbridge Island Recreation Center pool to allow multi-season use, and 4) parking at Grand Forest West. Regarding trails, Commissioner DeWitt would like to talk about reducing barriers on main trails to increase accessibility. Commissioner Janow has brought up having dedicated cell phones for commissioner business separate from personal cell phones and that can be a topic for the retreat. Commissioner Janow said she thinks that the list of topics reviewed tonight is great and that there is a lot to cover. Commissioner DeWitt said he knows it is an ambitious list to cover in four hours, but it is a step in the direction of providing a better Park District. The retreat agenda is a work in progress and the board will continue to refine it prior to the retreat.

DIRECTOR'S REPORT

Administrative Division: Administrative Division Director Amy Swenson said that the Park District is doing a lot of hiring currently and getting some impressive candidates which is exciting.

Recreation Division: Recreation Division Director Mark Benishek said that the Park District won a reimbursement grant from the Washington Recreation & Park Association for \$500,000 in three programming areas: 1) teen programs, 2) outdoor recreation, and 3) youth summer camp. Mark Benishek gave kudos to Active Adult Program Manager Sue Barrington who put the grant request together for the Park District. A new class teaching basket weaving with bark has filled up. This will be stained glass and fused glass instructor Julie Hews-Everett's last season teaching for the Park District as she is retiring. Bainbridge Island Swim Club Assistant Coach Kate Carr is out temporarily, former BISC Head Coach Carolyn Ackerley has stepped up to help the team in the interim. Bainbridge Aquatic Masters Head Coach April Cheadle is looking to hire a new Assistant Coach soon. Recreation Superintendent Bryan Garoutte said that there are now 1,362 monthly user accounts at Bainbridge Island Recreation Center. New front desk staff is being hired and trained. Staff got good feedback on the BIRC mid-month newsletter. Aerial yoga demonstrations went so well that classes filled up. A few of the BIRC fitness instructors will be training at the Aquatic Center so they can offer Aqua Fit classes when the BIRC pool opens for the season. Sports Program Manager Julie Miller has hired a new Pickleball Coordinator. The circuit training class at the Strawberry Hill Mini

Gym has eleven participants which is the highest enrollment that class has ever had. Outdoor Program Manager Nick Prevo has hired a new mountain bike leader. Nick Prevo will be meeting with Kris Goodfellow of Poulsbo's Parks and Recreation Department to discuss the Park District's summer sailing program. Mid-winter break camps are two weeks away and some are already filling up. Valentine's Day cooking classes are full. Some athletes received a special award from the judges at the girls' gymnastics meet last weekend. There has been increased interest in the gymnastics program from high school aged boys and staff is excited that teens are getting more involved.

Park Services Division: Park Services Division Director Dan Hamlin said that news was received this morning that there are about five years left in the life of the drain field at Battle Point Park. It handles more use than it was designed for, and summer is coming so porta potties will be added to the site. The construction of the new Fay Bainbridge Park cabins is progressing. The Horticulture Manager and Natural Resources Manager positions have been posted. The Trails Advisory Committee is scheduled to meet on February 14 and the Dog Advisory Committee is scheduled to meet on February 15. The horticulture crew has been helping clear leaves from trails and has started pruning fruit trees. Senior Planner Perry Barrett said the mountain bike park request for qualifications site visit is on Wednesday, February 9. Staff will be entering negotiations next week with the top scoring firm from the request for qualifications for the skate park project. The Bainbridge Island Parks Foundation is working on trail easements, and it is exciting to see how their commitment to that has grown. He has been meeting with the Williams-Olson Park designer regarding storm water.

Executive Director Terry Lande said that an offer has been made and accepted for the IT Manager position.

BOARD MEMBER ITEMS:

- Commissioner Goodlin said that he was at a trail easement last weekend where he attended a work party last fall. It is a beautiful area near the corner of Country Club Road and Toe Jam Hill Road and the goal is to extend the trail all the way up to Nutes Pond.
- Commissioner Goodlin said that he is gaining some insights as the board treasurer and today he learned that the Kitsap Humane Society is under contract to help the Park District enforce leash rules for dogs in parks.
- Commissioner Janow said that she was fortunate to attend the Bainbridge Island Parks Foundation meeting this week. She said there are so many caring people who live on this island, and she is grateful for the relationship the Park District has with the BIPF folks. The BIPF accomplished a lot in 2021 and has ambitious goals for 2022 as well.
- Commissioner Janow brought up the Walks with Commissioners program and encouraged her fellow commissioners to join her one Sunday morning every month to participate. It is a great opportunity to connect with community members on an individual basis.
- Commissioner Janow asked about the status of the sail float replacement project. Senior Planner Perry Barrett said that the lawyers for the Park District and the City of Bainbridge Island are currently negotiating regarding this topic.
- Commissioner Janow gave a gold star to Active Adult Program Manager Sue Barrington and the whole team for the Washington Recreation & Park Association reimbursement grant which was won by the Park District.
- Commissioner DeWitt said that Active Adult Program Manager Sue Barrington being responsible for the Washington Recreation & Park Association grant is a classic example of Park District personnel working together as a team. None of the program areas for the grant are her key areas of responsibility. It shows the kind of teamwork in the Park District.
- Commissioner DeWitt said he and Commissioner Swolgaard attended the Trails Advisory Committee meeting and that Trails Coordinator Sean Smith Sell did well leading the meeting on his own.
- Commissioner DeWitt said more than one member of the public has asked if there is a way for board meeting attendees to see the other attendees. With the current Zoom platform commissioners and staff are considered

panelists while members of the public are designated as attendees. As he understands it the Zoom platform being used by the Park District currently is also used by the City of Bainbridge Island and the Bainbridge Island School District. He asked what the other board members would like to see happen. Commissioner Swolgaard said he enjoys seeing everyone who is participating in the meeting. Commissioner Goodlin said it seems like a reasonable request, but he does not know what it takes to accomplish it. Commissioner Janow said that she does not mind having it the way it is where she can view a list of the attendees. This format keeps the commissioners and staff front and center and she appreciates that speaking from the experience of being board chair last year. Her choice would be to keep what is established and hope that board meetings move to a hybrid format soon. Commissioner DeWitt asked staff to investigate the issue to see if there is a way to allow attendees to be able to see other attendees in a list format on this Zoom platform the way panelists can. Commissioner Goodlin said that one work around could be to read the list of attendees aloud.

- Commissioner Janow encouraged everyone to listen to the two podcasts that Commissioner DeWitt has participated in, which are both posted on the Park District website.

MEETING ADJOURNED at 8:21 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