

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**  
**BOARD WORK SESSION October 20, 2022**  
**BAINBRIDGE ISLAND RECREATION CENTER**

**WORK SESSION TOPIC: 2023 BUDGETS**

**CALL TO ORDER:** A quorum being present, the meeting was called to order at 7:00 pm by vice-Chair Kinney.

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

General Fund Budget: Administrative Division Director Amy Swenson went through major revenue increases or changes in revenue expenses for 2023: the Park District is expecting an \$840,000 increase in property tax revenue, campground revenue is expected to go up \$15,000, recreation program revenue is projecting a \$300,000 increase, and Bainbridge Island Recreation Center is expecting a \$500,000 increase in revenue.

300,000  
JK  
RA

Recreation Division Director Mark Benishek said that both staffing and program growth have been challenges that have been considered with budget forecasting. Recreation Superintendent Bryan Garoutte introduced new Outdoor Program Manager Stacey Stoner who started part-time with the Park District in 2019 by offering affordable fitness programs. She has been a lifelong outdoor enthusiast. Bryan Garoutte said in 2023 the outdoor program plans to: continue to recruit staff to lead programs, focus on staff training, expand kayaking and paddling programs, expand winter programs, and inventory the gear bank and purchase more equipment as needed. Commissioner Janow asked how turnover of items past their useful life happens with the gear bank. Bryan Garoutte said that most items are just now reaching the end of their useful life which is why they want to do an inventory and see what is still usable. Mark Benishek said that some smaller items in the gear bank have been replaced from general line-item funds. Commissioner Kinney said there is a projected \$300,000 increase in recreation program revenue and \$500,000 in BIRC revenue and asked how that compares to previous years. Mark Benishek said increases are based on the service demand that the Park District has seen with historic registration numbers. BIRC revenue increases are projected to come from memberships and additional programming. Recreation Program Administrator Julie Miller spoke about BIRC which is looking to continue to recruit and retain quality part-time staff throughout the year and focus on staff training. There are plans to double the size of summer camp offerings at BIRC and to expand leagues and add additional sports classes. Staff is proposing more fitness member engagement challenges. The tennis program is planning to offer summer tennis passes, additional tournaments, and a way for non-members to reserve tennis courts from their phones. Commissioner Janow said the theme she is hearing is staffing and she asked how the Park District is going to handle that challenge. Mark Benishek said that the recreation staff has a retreat tomorrow and they will be discussing that. Sports Program Coordinator Audree Gormanson said allowing all field users equal opportunity to use fields has been an ongoing challenge. She said for next year the sports department plans to have more training sessions for part-time camp staff, expand summer camps and classes to get people off the waitlists, add new sports options such as flag football to get more people involved, and offer more private lessons and open gyms. More part-time staff will be needed as offerings increase. Commissioner Janow asked if putting in an artificial turf field at Strawberry Hill Park will help address the challenges of field scheduling. Audree Gormanson said it will help. Commissioner Janow said that it sounds like there will be an offset from user groups for the expense to build the artificial turf field. Commissioner Kinney asked if staff has an estimate for what the unmet demand for artificial turf field time is. Julie Miller said that because the Park District is working with Bainbridge Island Football Club as well as running more soccer programs in-house that other user groups lose out on field time. Commissioner Kinney asked if a new artificial turf field is built if it would be fully scheduled. Julie Miller said it would be used by both the Park District programming and other user groups. Audree Gormanson said with the lights, the artificial turf field use can be extended. Youth & Teen Program Manager Shannon Buxton said she plans to expand programming for preschool age kids, teens, and special needs kids. She also has plans to streamline onboarding and staff training. For the Eagle Dale Pottery Studio staff is looking to recruit pottery staff, hold a surplus equipment sale,

and to increase opportunities for youth on non-school days and for working adults on evenings and weekends. For adult programming, trips and outdoor art opportunities are planned. Staff also plans to improve programming opportunities for new parents, recent residents, and adults with special needs. Leasing a vehicle for field trips next year will allow expansion of the All-Day Explorer Camp which is held in the summer and on non-school days. Gymnastics Program Manager Jason Balangue said that the plan for next year is to increase staffing, offer more summer camp and clinic opportunities, and hopefully bring back birthday parties. Aquatic Program Administrator Megan Pleli said that goals for 2023 include hiring and training staff including senior lifeguards and increasing swim lessons to get kids off waitlists.

Park Services Division Director Dan Hamlin said that for 2023 the natural resources department is planning for three sessions of Student Conservation Corps, a park steward program, creating 3–5-year plans for major maintenance on trail systems, and continuing to work on trails through the interlocal agreement with the City of Bainbridge Island. Other priorities include field maintenance, improving the Battle Point Park bathroom, and planning and implementing multiple projects at Strawberry Hill Park. Major training endeavors are underway with Natural Resources Manager Lydia Roush and Volunteer Manager Morgan Houk pursuing forestry master certificates. Other staff will be getting their pesticide applicators licenses, playground safety inspectors' certifications, taking forestry courses, and attending trail building trainings. Staff plans to do an ADA transition plan with a consultant so staff can start to budget for how to make accessibility improvements. Senior Planner Perry Barrett spoke about finishing permitting for the proposed sail float replacement which is a dock extension on the Waterfront Park dock. Work with the consultant for Strawberry Hill Park design continues and will require additional studies including for storm water which will require a utilities assessment.

Creative Services Manager Douglas Slingerland said that for 2023 marketing will continue with website refinements including for speed and efficiency as well as work towards a new website design. They are also investigating the possibility of migrating to a paperless catalog, both updating and reprinting the fold-out trail map, increasing social media presence, developing creative marketing plans for BIRC and recreation programming, and an added emphasis on promoting park services. Community outreach will be working to increase visibility with an eye towards nurturing partnerships, expand the Earth Day event, increase sponsorships particularly for the Sounds of Summer concert series, come up with new ideas for Haunted Hayride, and start a new winter holiday event. Commissioner Swolgaard said he thinks he can speak for the other commissioners when he said they really enjoyed staffing the booth at the Farmers' Market and they would love to do more of that. Commissioner Janow said she is excited about the upgrades for the website. IT Manager Skye Carlson said that in 2023 he will be updating some internet service providers as well as upgrading firewalls, security systems, hardware, and software. Executive Services Manager Helen Stone said that in 2023 to goal is to continue work towards implementing an electronic content management system. Amy Swenson said that staff will be moving to an online onboarding and application system and to a different accounting system.

Commissioner Kinney thanked everyone for coming and talking about plans for 2023. Every time he talks to the public people tell him how much they appreciate everything the Park District staff does. He said the board is proud to be associated with the Park District staff and thanked everyone for their hard work. Commissioner Janow said this is her favorite meeting of the year, when she gets to see all the staff and hear about the work that they do. She said their support, love, and care for this island shines through. Commissioner Swolgaard said he loves the electricity that is in the room. Commissioner Kinney said the board hears that staff makes people's lives better. Commissioner Swolgaard said staff makes Bainbridge Island a better island. Executive Director Terry Lande said it is neat to see and hear how the budget translates to people.

Amy Swenson said staff is proposing a 7% cost of living adjustment; the consumer price index for the year is currently 8.5%. The minimum wage is going up about 8.5%. Staff proposes increasing health insurance benefits with two additional levels of insurance for people with families to recruit career staff. There would also be an increase in the employer contribution for

dependents from \$150 to \$600 with an estimated cost to the Park District of \$100,000. Terry Lande said this will help with retention and recruitment of staff. Amy Swenson said new software in 2023 will include the new accounting software and systems to integrate both the BIRC software and the campground software with the RecTrac software. The proposed vehicle replacement plan for 2023 totals \$155,000 due to revenues from surplus sailing boats, donations, and there is a possibility for grants. A BIRC improvement plan is being developed for major items and for 2023 this will include: expansion of the gym cage, an elevator back-up battery, moving the pool bathroom door, a new chemical feeder for the pool, a contingency fund, HVAC replacement, gutter replacement, IT room cooling to preserve life of equipment, and a secondary boiler. Commissioner Goodlin asked if any of the systems are being replaced with more energy efficient units. Mark Benishek said yes, and staff may be pursuing Puget Sound Energy grants for the HVAC and boiler. With all the items discussed so far there would be a revenue excess of \$800,000 in the General Fund. However, to do all the planned Capital Improvement Fund projects it will cost that much and then some on top of the million dollars transferred from the General Fund to the Capital Improvement Fund every year.

Capital Improvement Fund Budget: Administrative Division Director Amy Swenson said three projects in the Capital Improvement Fund are not being funded with tax dollars: Moritani Preserve habitat, Don Nakata pool liner, and Fort Ward playground. Dan Hamlin went through the projects in the 2023 Capital Improvement Fund: asphalt improvements, Ray Williamson pool upgrades, Battle Point Park bathrooms, Eagledale Park picnic shelter, Grand Forest parking lot expansion, Williams-Olson Park picnic shelter, as well as the bike area, skate park, artificial turf field, and tennis court at Strawberry Hill Park. Commissioner Goodlin said the board may need to discuss if there is enough money to fund the artificial turf field at Strawberry Hill Park without donations. To move ahead with all these projects staff would need to increase the transfer from the General Fund by 1.6 million leaving approximately a \$700,000 deficit in the General Fund in 2023. One million dollars being spent through the Capital Improvement Fund is coming from the one-million-dollar grant received in 2021 from the Recreation and Conservation Office for Sakai Park. The other \$600,000 is coming from operation reserves. The Park District would start 2023 with 3.6 million in reserves in the General Fund and end with 2.8 million in cash reserves. Commissioner Goodlin asked about the RCO grant for Sakai Park. Perry Barrett said the grant was for the acquisition of Sakai Park but is completely unencumbered. Terry Lande said to be clear the word deficit refers to a revenue less expenses, the Park District is not having to borrow funds to cover this proposed budget. Amy Swenson said that in government budgeting cash on hand is considered a resource, and the resources are available. Commissioner Swolgaard said 2.5 million is what the Park District needs to operate for the first three months of the year before tax revenues are collected. Commissioner Goodlin asked how a plan for the BIRC principal payments is being addressed. Amy said principal payments come due in 2026 and staff is working to build up membership and take care of large projects before the principal payments come due. This year the BIRC budget had a \$400,000 surplus. Planned projects for the 2024 Capital Improvement Fund include: Battle Point Park picnic shelter, Meigs Park trail corridor construction, Ray Williamson pool upgrades, and the Eagle Harbor sail float. 2025 Capital Improvement Fund projects include: the house at Cave Family Heritage Park, Point White Pier, Ray Williamson pool upgrades, and the Fay Bainbridge Park bathroom and shower. 2026 Capital Improvement Fund projects include: Ray Williamson pool improvements, Sakai Park improvements, and Battle Point Park artificial turf field carpet installation. Terry Lande said the numbers and projects in 2024-2026 for the Capital Improvement Fund budget are not set in stone and every year projects are revised for the out years. Terry Lande said the board has options, while a Strawberry Hill Park artificial turf field is an alternative to lighting the artificial turf fields at Battle Point Park, lights at Battle Point Park could be considered. Alternatively, the board could choose not to address the issue of lighted artificial turf field availability. Commissioner Janow said that she is in favor of moving forward by adding the artificial turf field at Strawberry Hill Park to meet the needs of the island.

Land Acquisition Fund Budget: Administrative Division Director Amy Swenson said \$500,000 was budgeted for park land in 2022 however it will not all be spent and there will be \$300,000 in the Land Acquisition Fund budget at the end of the 2022. In 2023 staff is budgeting to spend \$50,000 on trail transfers.

Turf Field Replacement Fund: 2022 estimated ending cash for the Turf Field Replacement Fund is \$17,120, and the estimated ending cash for 2023 is \$22,240.

Long Term Debt: Bonds for both Sakai Park and BIRC will be paid off in 2034.

Commissioner Janow said she thinks the budget looks great. Commissioner Goodlin said he is worried about ways to get grants and fundraise for some of the bigger projects. Commissioner Janow spoke of the importance of the internship program and Amy Swenson said it has been budgeted for in 2023. Commissioner Kinney said he appreciates staff putting the budget together. One thing to think about with buying BIRC is that in the long run it will pay off as well as be a benefit to the community. Terry Lande said BIRC also addressed the need for staff office space. Commissioner Kinney said he thinks it is right to install an artificial turf field at Strawberry Hill Park.

**MEETING ADJOURNED** at 8:34 pm.

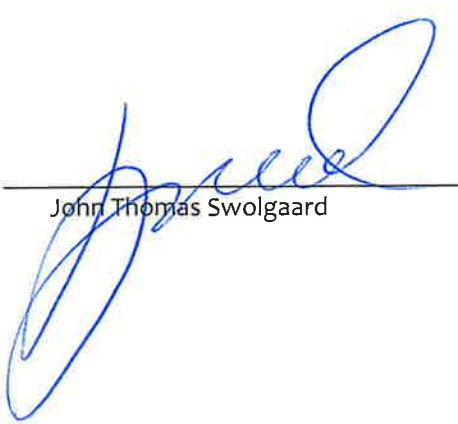
Helen M. Stone  
Terry M. Lande  
BAINBRIDGE ISLAND METROPOLITAN  
PARK & RECREATION DISTRICT

BY:   
Kenneth R. DeWitt

BY:   
Jay C. Kinney

BY:   
Tom Goodlin

BY:   
Dawn Janow

ATTEST:   
John Thomas Swolgaard