

AGENDA

**Bainbridge Island Metropolitan Park & Recreation District
Regular Board Meeting 6:00 pm
Board Work Session 6:30 pm
Thursday – October 19, 2023**

Bainbridge Island Recreation Center
11700 Meadowmeer Circle NE
Bainbridge Is, WA 98110
206-842-5661

Remote access options for board meetings available at www.biparks.org.

6:00 pm: Regular Board Meeting (agenda below)

6:30 pm: Board Work Session: Topic – 2024 Budgets

10. CALL TO ORDER

- 10.1 Roll Call
- 10.2 Adjustments to the Agenda
- 10.3 Conflict of Interest Disclosure
- 10.4 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.

20. PUBLIC COMMENTS

30. BOARD CONSENT

- 30.1 Minutes: Special Board Meeting of September 28, 2023
Regular Board Meeting of October 5, 2023
- 30.2 Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS – None

50. STAFF REPORT

60. UPCOMING MEETINGS

11/02/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
11/16/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
12/07/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
12/21/23	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
01/04/24	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center

70. BOARD MEMBER REMARKS

80. ADJOURNMENT

90. ADJOURN TO EXECUTIVE SESSION IF NEEDED

100. EXECUTIVE SESSION

110. RECONVENE TO REGULAR SESSION

120. ADJOURNMENT

Board Committees

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

2023 Board Representatives

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

Board Liaisons

Park District Committees:
Trails Advisory Committee
Dog Advisory Committee

Goodlin/DeWitt
Kinney/Janow

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

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

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
SPECIAL BOARD MEETING September 28, 2023
BAINBRIDGE ISLAND RECREATION CENTER**

CALL TO ORDER: A quorum being present, the meeting was called to order at 6:00 pm by Vice Chair Swolgaard.

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

MISSION STATEMENT: Vice Chair Swolgaard 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.

GENERAL BUSINESS

2024 BUDGET GOALS: Administrative Division Director Amy Swenson said that 2023 successes include: 1) moving forward with the Ray Williamson pool renovations, 2) settling the Don Nakata pool lining lawsuit, 3) the ADA transition plan is moving forward with more accessibility added for concerts, 4) the minimum suggested reserves are still being met, 5) natural resources program has expanded, 6) Student Conservation Corps has expanded, 7) Bainbridge Island Recreation Center has seen record levels of participation, and 8) the Comcast Property acquisition is moving forward. Commissioner Goodlin asked about the ADA transition plan. Park Services Division Director Dan Hamlin said that although a few items have been addressed in 2023, the ADA transition plan will be focused on next year. Staff have been working on the plan internally and the board will get a chance to weigh in on it. All Park District properties and facilities will be assessed for accessibility and then prioritized for future Capital Improvement Fund projects. Challenges dealt with in 2023 include: 1) the recall, 2) the cost of utilities and fuel, 3) substantial class cancellations as compared to other years, 4) Bainbridge Island Swim Club issues, and 5) key staff positions needed to be filled. Commissioner Janow asked if there was a particular group of classes that were canceled. Amy Swenson said it was a lot of niche camps. Staff think there are too many camps overlapping and competing and perhaps people are more interested in a generalized recreation experience. Cancellations create a huge amount of administrative work. Commissioner Janow asked about all the household balance refunds that were done this year. Amy Swenson said that part of the reason for all the refunds was changes in Washington State rules regarding holding other people's property. One of the things staff did that is helping was set up the recreation software to automatically pull payments from household credits. Commissioner Goodlin asked if it is true that overall recreation program participation is up. Amy Swenson said yes. Commissioner Goodlin asked if adult classes have had the same cancellation issues. Amy Swenson said other than art classes, adult recreation classes have not had strong participation for a while.

In 2024 Park District tax revenue is going to increase approximately \$441,215. Public Employee Retirement System rates went down by approximately \$30,000. Leadership is planning a 4.5% cost of living increase for full-time and regular part-time staff. Health insurance rates came in at 4.5% above last year.

Staff has numerous goals for 2024. Starting the renovations for the Ray Williamson pool is a priority. Permits are currently being worked on and planning for the shutdown is underway. Staff are researching a bubble for the BIRC pool and whether other pools could be rented to help accommodate programming needs. The Don Nakata pool liner replacement project will require a shutdown of the Don Nakata pool. Staff are currently planning for an adaptive recreation position and that person will assist in coordination of the ADA transition plan. Conversations have begun for a diversity, equity, and inclusion plan. Sustainability is a priority with plans for more electric equipment, environmental education programs, increased efficiency vehicles, and possibly a paperless recreation guide or a smaller version of the paper copy. Other goals include: 1) refine BIRC budget and efficiencies, 2) update the Sakai Park plan, and 3) Battle Point Park artificial turf field replacement. Amy

Swenson said Senior Planner Matthew Keough is researching a grant for the artificial field turf replacement. Commissioner Goodlin asked staff for an estimate of the cost of replacing the artificial turf fields. Dan Hamlin said the cost estimate is 1.2 million dollars. Work will also be done to streamline recreation programming to decrease cancellations and internal competition.

Major Capital Improvement Fund projects planned for 2024 include: 1) construction of Sakai Park tennis courts, 2) replacement of Battle Point Park bathrooms, 3) Eagle Harbor dock extension, 4) Fay Bainbridge Park bathroom/shower replacement, 5) Grand Forest West parking lot expansion, 6) Meigs Park trail construction, 7) Strawberry Hill Park bike area project, and 8) Strawberry Hill Park skate park improvements. Staff are pursuing grants in 2024 for the following projects: 1) Eagle Harbor dock extension, 2) deferred maintenance, 3) artificial turf field replacement, 4) solar energy and sustainability upgrades, 5) HVAC system, and 6) electric vehicle charging stations. An outdoor learning grant has already been received for 2024.

Commissioner Goodlin asked how staff arrived at the proposed 4.5% COLA. Amy Swenson said it is based on the Seattle-Bremerton consumer price index as of June. Commissioner Janow said it is important to her to make sure the Park District has enough infrastructure and people power to continue to serve the community well. Commissioner Goodlin said there has been talk about possible land acquisitions and asked if there is money in the budget for purchasing land. Amy Swenson said the plan is to continue to budget money for trail easement acquisitions. Dan Hamlin said if a land acquisition is decided upon the board can amend the budget. Commissioner Janow said every year she asks for 0.5% of revenue for art in the parks.

MEETING ADJOURNED at 6:43 pm.

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

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

BY: _____
Dawn Janow

BY: _____
Kenneth R. DeWitt

ATTEST: _____
Tom Goodlin

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING October 5, 2023
 BAINBRIDGE ISLAND RECREATION CENTER**

CALL TO ORDER: A quorum being present, the meeting was called to order at 6:00 pm by Chair Kinney.

BOARD MEMBERS PRESENT: Tom Goodlin, Jay Kinney, Tom Swolgaard.

ADJUSTMENTS TO AGENDA: An executive session scheduled for 6:30 pm for 30 minutes was announced for real estate and potential litigation.

MISSION STATEMENT: Chair Kinney 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 making the following revision to the minutes of the September 21, 2023 regular board meeting, Chair Kinney stated the minutes stand approved as corrected: on page 2, under Forest Management Plan Update, nine lines down, correct spelling from hazzard to hazard.

APPROVAL OF PAYMENTS: MSC: Goodlin/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
09/27/23	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	26561-26629	216,212.08	09/27/23
	001 General Fund (Sept. Payroll)	EFT & 3200-3217	678,322.02	
10/05/23	001 General Fund	Pre-approval	78,520.59	

GENERAL BUSINESS

NEW STAFF INTRODUCTIONS: Executive Director Terry Lande introduced Recreation Division Director Madison Collins, who has a recreation and facility management background.

DOCK EXTENSION INTERLOCAL AGREEMENT AND SUBLEASE WITH CITY OF BAINBRIDGE ISLAND: Senior Planner Matthew Keough said that the existing interlocal agreement with the City of Bainbridge Island has a time limit on it. When one of the replacement options is built, whether the sail float replacement or the dock extension, that interlocal agreement ends. Staff received word from the Recreation and Conservation Office that to receive the grant, more control and tenure was needed. The second interlocal agreement, before the board tonight, is to agree to extend the lease period with the Department of Natural Resources indefinitely. The commitment goes beyond 25 years which is what RCO was looking for. The sublease from COBI is for the land they lease from the DNR. If the Park District never receives a permit for the dock extension, the sublease also retains the Park District’s right to maintain activities and the existing sail float. There have been no significant changes to the agreement or sublease since the board packet went out. **MSC: Swolgaard/Goodlin: Motion to approve dock extension interlocal agreement with the City of Bainbridge Island.**

Haley Lhamon, sailing coordinator for the Park District, spoke in support of the dock extension.

MSC: Swolgaard/Goodlin: Motion to adopt dock extension sublease with the City of Bainbridge Island. Matthew Keough pointed out on the sublease that there is a fee for leasing aquatic lands from the DNR. COBI pays that fee and will be forwarding a portion of it to the Park District based on the size of the dock extension. It is estimated that the annual cost for the dock extension sublease will be about \$3,072.

STAFF REPORT

Park Services Division: Park Services Division Director Dan Hamlin said construction on the Fort Ward Parade Grounds playground continues with the goal of having the playground complete by the end of the month. Commissioner Kinney asked about the status of the neighborhood raising money for playground structures in addition to the donated one. Dan Hamlin said they already raised the money for those additional playground elements. Staff are preparing for the Haunted Hayride. Ballfield work and invasive species treatments in parks are underway. The trails program manager position has been offered to one of the candidates.

Recreation Division: Recreation Division Director Madison Collins said recreation staff are working to reduce program redundancies and fill programs. Staffing is an issue with part-time positions that need to be filled. Work on the winter/spring recreation program catalog is underway.

BOARD MEMBER REMARKS:

- Commissioner Goodlin said that an islander asked him about the former salmon farm pier, which has been purchased by a private owner, becoming public like Point White Pier.
- Commissioner Goodlin said a couple of people have asked him about the dilapidated buildings at Fort Ward Park and if there is any way to preserve them. Park Services Division Director Dan Hamlin said that a structural engineer assessed the buildings and found that there is nothing salvageable. There does need to be a discussion on what to do with that footprint. Commissioner Kinney said the barracks were found to be moldy with lots of rot; they were only built to last temporarily. Executive Director Terry Lande said that leaving the current buildings in place allows the Park district to preserve the building footprint.
- Commissioner Goodlin said that someone on Facebook threw out the idea of an adult ski bus and there seemed to be a fair amount of interest in it. Executive Director Terry Lande said he would talk to Outdoor Program Manager Stacey Stoner about it.
- Commissioner Goodlin said a community member suggested putting a trail through the Winslow ravine.
- Commissioner Goodlin said he heard that the signage by the troll about not climbing on it was confusing.

MEETING ADJOURNED to an eight-minute recess at 6:27 pm with announced time to reconvene at 6:35 pm. **MEETING RECONVENED** at 6:35 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 6:35 pm for discussion of real estate with announced time to reconvene at 7:05 pm.

MEETING RECONVENED at 7:05 pm and **ADJOURNED TO EXECUTIVE SESSION** at 7:05 pm for continued discussion of the above item, with announced time to reconvene at 7:15 pm.

MEETING RECONVENED at 7:15 pm and **ADJOURNED** at 7:15 pm.

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

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

BY: _____
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ATTEST: _____
Tom Goodlin

DRAFT