

AGENDA

**Bainbridge Island Metropolitan Park & Recreation District
Regular Board Meeting 6:00 pm
Thursday – November 2, 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.

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: Regular Board Meeting of October 19, 2023
Board Work Session of October 19, 2023
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1** Donor Agreement with Bainbridge Island Parks & Trails Foundation
Action: Motion to approve. Lande (10 min)
- 40.2** 2024 Budgets
Action: First reading. Swenson (30 min)

50. STAFF REPORT

60. UPCOMING MEETINGS

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
01/18/24	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
 REGULAR BOARD MEETING October 19, 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: Ken DeWitt, Tom Goodlin, Dawn Janow, Jay Kinney, Tom Swolgaard.

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 hearing there were no corrections to the minutes of the September 28, 2023 special board meeting, Chair Kinney stated the minutes stand approved as submitted.

Upon hearing there were no corrections to the minutes of the October 5, 2023 regular board meeting, Chair Kinney stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: Janow/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
10/05/23	001 General Fund 300 Capital Improvement Fund	26630-26653	204,647.40	10/05/23
10/11/23	001 General Fund 300 Capital Improvement Fund	26654-26731	100,090.41	10/11/23
10/17/23	001 General Fund 300 Capital Improvement Fund	26732-26749	25,100.56	10/17/23

STAFF REPORT

Park Services Division: Park Services Division Director Dan Hamlin said staff are busy working on the Haunted Hayride. The Fort Ward Parade Grounds playground is set to open by the end of the month. Interior components for the Cave House are being ordered and installed to get it ready to use as temporary housing for staff.

Recreation Division: Recreation Division Director Madison Collins said the new Bainbridge Island Swim Club head coach started on Monday. Full-time staff are working to bring on more part-time staff. Next year’s summer programs are being looked at for modifications as needed. She is learning the lay of the land and supporting the staff while learning curriculums and making sure robust programs are offered.

BOARD MEMBER REMARKS:

- Commissioner DeWitt said that his wife is a regular Aquatic Center user; over the last couple of months, she has noticed a more positive attitude from the staff.
- Commissioner DeWitt said he and his wife were on Maui for a couple weeks and spent a few days working in different relief programs. The devastation is beyond imagination. A lot of the people that they talked with told heartbreaking stories. There are lessons to learn, there are a lot of parallels that could happen here that happened in Lahaina. One of the big challenges they had there was that there was not any real coordination among the

emergency relief agencies. It is important that agencies here on the island work together. He is glad the Park District is a big part of what the relief efforts are going to be.

- Commissioner Goodlin said that he was at a BARN event recently and they are talking about expanding. He said BARN has tried to develop in a way that does not conflict with the Park District. Since they are expanding it may be worth a conversation to see what can be done to collaborate.
- Commissioner Goodlin said that he has asked for a prioritization by staff of what should be done first in the Ray Williamson pool renovation. Executive Director Terry Lande said that information will be presented soon by Stemper Architecture Collaborative. Commissioner Goodlin said it would be important to see that before approving a budget.
- Commissioner Goodlin said that he attended a Bainbridge Island Parks & Trails Foundation meeting.
- Commissioner Goodlin said that he carved pumpkins last week for the Haunted Hayride and worked the event on Tuesday. He was impressed by the staff, and it was a lot of fun.
- Commissioner Janow said that she has also been participating with Haunted Hayride and the staff does a great job.
- Commissioner Janow said she attended a Dog Advisory Committee meeting.
- Commissioner Kinney asked if there has been any progress with the Comcast Property and Executive Director Terry Lande said things are moving forward as expected. Commissioner Kinney said it is important to let the public know that soon that property will be added to Strawberry Hill Park.

MEETING ADJOURNED at 6:21 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
BOARD WORK SESSION October 19, 2023
BAINBRIDGE ISLAND RECREATION CENTER

WORK SESSION TOPIC: 2024 Budgets

CALL TO ORDER: A quorum being present, the meeting was called to order at 6:21 pm by Chair Kinney.

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

General Fund Budget Summary: Administrative Division Director Amy Swenson said the General Fund is estimated to have a beginning cash balance of about 7 million dollars in 2024. The entirety of the interfund transfers budgeted for in 2024 are for the Capital Improvement Fund. If everything budgeted for is spent in 2024, reserves will be reduced by about \$262,000.

General Fund Budget Substantial Changes: Due to the last levy lid lift that was passed by voters in 2021, property taxes will increase with the June number for the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for Seattle-Tacoma-Bellevue through 2027. For 2024 that means a 4.5% increase. Even though a 4.5% increase can be asked for, the collection of 75 cents per \$1,000 of assessed value maximum is still in place. The projected increase in property tax revenue for 2024 is \$442,000 which includes new construction. Program fees for Bainbridge Island Recreation Center are projected to increase by \$299,000. All other recreation budgets are projected to increase by a total of \$153,000. The cost-of-living adjustment is proposed to be 4.5%, which is based on the CPI-W. The Washington State minimum wage will increase to \$16.28 per hour in 2024, however all Park District positions start above the minimum wage. Changes in expenses include an additional \$122,000 subsidy for the new adaptive recreation department, with the objective of making recreation accessible and inclusive for all. Recreation Division Director Madison Collins said adaptive recreation opportunities are important for the wellness of not only individuals but families and communities. The new full-time staff person will focus on new and current programs for people with limitations as well as looking at facilities and trails with attention to accessibility. General personnel costs for 2024 include the proposed 4.5% COLA for full-time and regular part-time staff equaling about \$211,000. Health insurance was negotiated down to a 4.5% increase equaling about a \$49,000 increase. Other payroll changes will have a minimal effect on the budget. Changes in the 2024 budget expenses include an increase in legal fees and property and liability insurance fees.

Capital Improvement Fund Budget: Park Services Division Director Dan Hamlin read through the proposed Capital Improvement Fund projects for 2024. The other funding category for the Capital Improvement Fund includes grants and donations. Executive Director Terry Lande said he heard from Bainbridge Community Tennis Association that they have raised a considerable amount towards the new tennis courts at Sakai Park. Under grants and donations is a line item for renovating the tennis courts at Battle Point Park into pickleball courts with money raised by the pickleball community. There are several electric vehicle charging station grant opportunities that staff will be pursuing. The Strawberry Hill Park batting cage project will make softball more equitable with baseball as softball currently does not have a batting cage.

Land Acquisition Fund Budget: Amy Swenson said the money in this fund is from the levy lid lift in 2008 when the Park District was required to set aside a certain amount of money for development or acquisition. She proposed that instead of transferring money into the Land Acquisition Fund in 2024 let the balance get spent out that is restricted. That way future boards could move money out of this fund without restriction. Commissioner Janow said that was a good idea.

Departments: Amy Swenson said that the administration department includes accounting, human resources, planning, executive services, IT, and vehicles. There are no major changes other than an increase for both legal fees and insurance. Commissioner DeWitt asked if given the vast increase in public records requests that the Park District is having that are requiring attorneys if it is a realistic increase for legal fees. Terry Lande said that part of legal fees needs to be monitored closer next year so that staff has better data to work from. The budgets for all-day camp, the Teen Center, and adult art

programs are now being overseen by one staff member. The aquatic department subsidy has come down, but time is needed to build the program up. Madison Collins said the staff at the Aquatic Center is incredible, but one cannot put a number on risk management, so investments are being made in staff, training, and equipment. Amy Swenson mentioned that swim lessons did well in 2023. Commissioner Janow said she understands there were no waitlists for swimming lessons this year. Madison Collins said there were some, but they are trying to hire more staff to keep up with the demand. Bainbridge Island Recreation Center staff are thinking creatively, examining systems, and setting realistic goals. Membership levels are good, and staff are looking to increase them. Amy Swenson said staff are investigating a bubble for the BIRC pool for when the Ray Williamson pool is shut down for renovations and to be able to offer year-round swimming opportunities at BIRC. Commissioner Janow asked how the monthly memberships are thought about as opposed to day passes. Madison Collins said in 2023 they were lumped together in the budget, but staff are trying to do a better job on the back end to track that. Commissioner Kinney asked how the 2023 budget actuals compare to what was projected a year ago. Amy Swenson said that staff planned for a larger increase in revenue than was actualized. For the first five years of the bond repayment, the Park District is paying \$250,000 for interest only. After five years, the Park District must start to make the million-dollar principal payment. In 2024 staff are projecting a \$631,000 surplus plus the \$250,000 interest payment. In 2024 BIRC will be about \$150,000 short of making enough money to cover the principal payment two years before it must be done. Also, the Capital Improvement Fund budget has been designed so that big BIRC projects will be done in case money has to be pulled out for the principal payment. Commissioner Janow asked if the surplus from 2024 would be set aside. Terry Lande said it will go into reserves, which could also go towards any amount that has to be made up in the future on the principal payment. Commissioner Kinney asked when BIRC will be paid off. Amy Swenson said 2040 is the year BIRC will be paid off. Commissioner Goodlin asked if the surplus is going into reserves in addition to the three-month operating reserves and Terry Lande said yes. Commissioner Kinney said that when BIRC was purchased there was criticism that the Park District would lose money. When you buy a business, you must pay something for it. Even if the Park District runs a deficit on the BIRC for a period, once the loan is paid off the Park District will be making a lot of money. He appreciates that the staff is trying to make this work, but he does not think that staff should have anxiety about pulling money out of reserves to make the principal payment if that ever needs to happen. Commissioner Swolgaard said the Park District is not in this for profit, the Aquatic Center is subsidized. Terry Lande said the staff's job is to make sure the board is comfortable with the plan staff wants to execute. Once the bond is paid off the Park District will be able to take the BIRC profit and use it for other things like purchasing land or whatever is needed at the time. The BIRC is a great business model and purchasing it was a brilliant idea. Commissioner Kinney said also, the public loves it. Terry Lande said BIRC is serving every demographic on the island. Commissioner Janow said she understands that the price point is high to put a bubble over the BIRC pool but asked about the potential revenue generation. Terry Lande said staff are researching that. Commissioner DeWitt said what he sees for the bubble is lessons in the fall and winter particularly for younger kids. Terry Lande said the Silver Sneakers insurance program may be transferred to Peerfit which will increase revenue without having to add clientele. Commissioner Janow asked about the deferred maintenance repairs and equipment costs for BIRC. Dan Hamlin said deferred maintenance is being budgeted for and Madison Collins said money is set aside for equipment. Commissioner Swolgaard said that the Park District is not in the business of losing money either and commended staff for their hard work on the budget. The creative services department is planning for minimal increases mainly to cover COLAs. Terry Lande said that staff are looking into putting out an electronic recreation program guide. For the gymnastics department the difference in revenue projected is due to plans to reinstate birthday parties, implement more open play time, and teach more classes now that there are more staff available. Commissioner Goodlin asked where the main gym is for gymnastics. Recreation Superintendent Bryan Garoutte said there is one at the high school and the Transmitter Building. Commissioner DeWitt said all the equipment at the high school gymnastics room belongs to the Park District. Commissioner Swolgaard asked if the

high school facility is too small. Bryan Garoutte said the program could expand with a bigger facility. The outdoor department budget is standard, and staff are looking to increase class offerings. Park Services has an increase in subsidies, mostly for utility costs, gasoline, vehicle budget, and maintenance supplies. The recreation administration budget is basically the overhead for recreation division management, customer service, and the new adaptive recreation position. Commissioner Goodlin asked if there is a way to cut down on credit card fees. Madison Collins said it is on the list to talk about. Commissioner Swolgaard asked if the Park District spends the amount put aside for Helpline House vouchers every year and Amy Swenson said typically, but not during the COVID-19 pandemic. The sports department is projecting an increase in revenue due to more outdoor tennis and pickleball programs. Most of the changes in the youth and adult enrichment budget reflect pulling out all-day camp and the adult arts programs.

Commissioner Janow asked if staff has looked at on island resident vs off island resident fees so that the taxpayers can be rewarded. Madison Collins said she will be looking into it in the next year.

Commissioner Kinney said that the budget does not include 50-100 million dollars for a bond to build a field house and a pool. He asked for verification that it is the intention of the board to not go out for a bond for capital improvement projects in 2024. The board established that both of those items are intentionally not in the budget. Commissioner Kinney said that the board tabled the idea of doing a public opinion poll to see if there is support for a bond measure to fund one or two large capital improvement projects and asked if anyone wanted to bring that up again at this time to put it in the 2024 budget. No commissioners indicated support for that. Commissioner Goodlin said that if the dynamic changes it could be brought up again at a later point.

Commissioner Swolgaard asked if staff are trying to get grant funds for the Student Conservation Corps. Dan Hamlin said SCoCo was expanded to three sessions this past summer which is the maximum that can be handled by current staff. The staff is looking into expanding at other times of the year. Commissioner Swolgaard said his concern is that this last year there were kids that were not able to participate. Terry Lande said that although there were waitlists, all the kids that were hired got to participate for at least one session. Commissioner Swolgaard said it is such a great program and more kids need to be working and be outdoors to learn about the environment and he does not want to leave anyone out. Commissioner Janow said along those lines she was excited to see the Park District had a few interns this past summer and she would support any additional ways to incorporate interns. Madison Collins said she is excited to be taking on the Park District intern program in 2024.

MEETING ADJOURNED at 7:43 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

DRAFT

BAINBRIDGE ISLAND METRO PARK AND RECREATION DISTRICT
GENERAL FUND

	Proposed Budget 2024
Beginning Cash Balance	7,003,311.00
<u>Revenue</u>	
Tax Revenue Operations	9,007,587.00
Administration	90,181.00
Park Services	574,300.00
Recreation	6,477,700.00
Total Revenue	16,149,768.00
<u>Expenses</u>	
Administration	3,208,755.00
Interfund Transfers	2,751,000.00
Park Services	3,288,861.00
Recreation	7,204,729.00
Total Expenses	16,453,345.00
Excess or (Deficiency) of	
Revenue over Expenditures	(303,577.00)
Estimated Ending Cash	6,699,734.00

CIP PROPOSED BUDGET 2024

PROJECT	GENERAL FUND TAX FUNDING	OTHER FUNDING	TOTAL
AQ Nakata Boiler	\$ 100,000.00		\$ 100,000.00
AQ Nakata Pool Liner	\$ 30,000.00	300,000	\$ 330,000.00
Aquatic Ray Replacement Pool Upgrades	\$ 500,000.00		\$ 500,000.00
Battle Point large picnic shelter	\$ 50,000.00		\$ 50,000.00
BPP Bathrooms	\$ 220,000.00		\$ 220,000.00
Battle Point Transmitter membrane roof	\$ 50,000.00		\$ 50,000.00
Eagle Harbor Sail Float	\$ 1,000,000.00	\$ 500,000.00	\$ 1,500,000.00
Fay Bathroom/shower	\$ 350,000.00		\$ 350,000.00
Grand Forest Parking Expansion	\$ 50,000.00		\$ 50,000.00
Island Center Hall Heat	\$ 25,000.00		\$ 25,000.00
Meigs trails corridor trail construction	\$ 85,000.00		\$ 85,000.00
Hill Top septic	\$ 35,000.00		\$ 35,000.00
Strawberry Bike area	\$ 41,000.00	\$ 500,000.00	\$ 541,000.00
Strawberry Hill batting cage	\$ 15,000.00	\$ 35,000.00	\$ 50,000.00
Strawberry Hill Skate Park Improvements		\$ 500,000.00	\$ 500,000.00
SH Skate bowl Painting	\$ 30,000.00		\$ 30,000.00
Tennis courts	\$ 170,000.00	\$ 200,000.00	\$ 370,000.00
TOTAL	\$ 2,751,000.00	\$ 2,035,000.00	\$ 4,786,000.00

OTHER FUNDING		
BP Tennis/Pickleball improvements	\$	80,000.00
EV Station's	\$	50,000.00
Moritani Habitat	\$	10,000.00
Williams	\$	130,000.00
TOTAL OTHER FUNDING	\$	270,000.00

LAND AQUITION FUND

Title	2023 Budgeted	2024 Proposed	Notes
Estimated Beginning Balance	\$ 317,000.00	\$ 267,120.00	
Investment Interest	\$ 120.00	\$ 120.00	
Total Income	\$ 120.00	\$ 120.00	
Park Facilities - Trail Easements	\$ 50,000.00	\$ 50,000.00	
Park Facilities - Land	\$ -	\$ 217,240.00	
Total Expenses	\$ 50,000.00	\$ 267,240.00	
Estimated Ending Balance	<u>\$ 267,120.00</u>	<u>\$ -</u>	

2024 BUDGET TOTALS

Bainbridge Island Metro Park And Recreation

Time: 09:48:38 Date: 10/27/2023

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320 Turf Field Replacement Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 91 00 20 Estimated Beginning Balance 5,000.00

308 Beginning Balances 5,000.00

360 Misc Revenues

361 11 03 20 Investment Interest 120.00

360 Misc Revenues 120.00

397 Interfund Transfers

397 00 01 00 Transfer From CC 29 7,000.00

397 Interfund Transfers 7,000.00

Fund Revenues: 12,120.00

Excess/Deficit: 12,120.00

2024 BUDGET TOTALS

Bainbridge Island Metro Park And Recreation Distri

Time: 09:48:38 Date: 10/27/2023

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Fund	Revenues	Expenditures	Net
320 Turf Field Replacement Fund	12,120.00	0.00	12,120.00
	<u>12,120.00</u>	<u>0.00</u>	<u>12,120.00</u>

2024 BUDGET TOTALS

Bainbridge Island Metro Park And Recreation

Time: 10:03:17 Date: 10/27/2023

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200 Debt Service Fund

01/01/2024 To: 12/31/2024

REVENUES

330 State Generated Revenues

311 10 00 01	Property Tax Revenue	458,975.00
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	330 State Generated Revenues	458,975.00
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397 Interfund Transfers

397 00 00 20	Transfers In	255,558.00
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	397 Interfund Transfers	255,558.00
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Fund Revenues:	714,533.00
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EXPENDITURES

591 Debt Service

591 76 70 00	Red Of Long Term Debt - Debt Service: Principal	310,000.00
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592 76 80 00	Interest And Other Debt Service Costs - Debt Service: Interest And Related Costs	404,533.00
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	591 Debt Service	714,533.00
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Fund Expenditures:	714,533.00
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Excess/Deficit:	0.00
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2024 BUDGET TOTALS

Bainbridge Island Metro Park And Recreation Distri

Time: 10:03:17 Date: 10/27/2023

Page: 2

Fund	Revenues	Expenditures	Net
200 Debt Service Fund	714,533.00	714,533.00	0.00
	<u>714,533.00</u>	<u>714,533.00</u>	<u>0.00</u>