

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING November 2, 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 October 19, 2023 regular board meeting, Chair Kinney stated the minutes stand approved as submitted.

Upon making the following revisions to the minutes of the October 19, 2023 board work session, Chair Kinney stated the minutes stand approved as corrected: on page three, second to last paragraph, add to the end of the last sentence: and the budget modified.

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
10/24/23	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	26750-26777	74,335.86	10/24/23
10/30/23	001 General Fund	26778-26781	13,823.33	10/30/23
	001 General Fund (Oct. Payroll)	EFT & 3218-3229	625,357.73	

GENERAL BUSINESS

DONOR AGREEMENT WITH BAINBRIDGE ISLAND PARKS & TRAILS FOUNDATION: Commissioner Kinney said that this is for the Comcast Property which the Park District is buying. Executive Director Terry Lande said Park District Attorney Hayes Gori has reviewed and approved this agreement as have the attorneys with the Bainbridge Island Parks & Trails Foundation. BIPTF Executive Director Mary Meier said that this agreement will go before the BIPTF board next week and the BIPTF is excited to make this happen. **MSC: DeWitt/Swolgaard: Move to approve the donor agreement with Bainbridge Island Parks & Trails Foundation for the Comcast Property purchase and authorize the executive director to sign.** Commissioner Janow spoke to the generosity of the anonymous donor. Commissioner DeWitt said this is exciting. He was driving through Strawberry Hill Park this morning envisioning what the Park District will be able to do with that property and said it will be fun to paint that canvas. Commissioner Janow asked how big Strawberry Hill Park will be with this addition. Park Services Division Director Dan Hamlin said 37 acres. Commissioner Goodlin said he does not know if this transaction would be happening without the anonymous donor and that everyone is grateful for this opportunity. Commissioner Kinney asked Mary Meier to let the donor know about the Park District’s deep gratitude. Generations of islanders are going to enjoy that park. Commissioner Janow thanked BIPTF for their time and energy to make this happen.

2024 BUDGETS: Administrative Division Director Amy Swenson said tonight is the first reading of the 2024 budgets and November 16 will be the final reading. There have been some changes since the work session which she will go over.

Staff are estimating 7 million dollars in reserves in the General Fund at the beginning of 2024. Looking at revenue less expenses, the Park District will dip into reserves by about \$303,000 in 2024. That is mostly due to interfund transfers to the Capital Improvement Fund. Regarding property tax, the Park District is eligible to levy 4.5% due to the 2021 lid lift. The amount of the increase is about \$442,000 including new construction. Bainbridge Island Recreation Center program fees are projected to go up by \$299,000 and other recreation is projected to rise \$153,000. The new adaptive recreation department will increase subsidy by \$122,000. Recreation Division Director Madison Collins said the new position will focus on accessibility and inclusion across all the things the Park District does. Commissioner Goodlin asked for clarification that the subsidy amount mentioned does not include any physical changes to facilities like adding wheelchair ramps. Madison Collins said that is correct, that amount is just for programmatic funding. Park Services Division Director Dan Hamlin said this individual will participate in assessments for the ADA transition plan including identifying priorities for funding through the Capital Improvement Fund. Amy Swenson said the proposed 4.5% cost of living adjustment will equate to \$211,000 for full-time and regular part-time staff. Health insurance is going up 4.5%, which is about \$49,000. As a service organization, payroll and benefits are the Park District's biggest expenses. Other proposed changes to the budget include increases in legal fees and increases for liability and property insurance fees.

Changes to the General Fund since the board work session include an increase in transfer to the Capital Improvement Fund of \$15,800 for the softball batting cage at Strawberry Hill Park. There was an increase in both revenue and expenses in the Student Conservation Corps cost center due to a grant received for that program. The contract with the Kitsap Humane Society was taken out of the budget. There were also some small adjustments in the recreation division budgets. Employee discounts are now being handled differently, they will not be accounted for in the budget as an expense any longer, equaling a reduction in the budget of \$20,000. Hardware for phone system replacement at BIRC and the Aquatic Center equals an increase of \$20,000.

Regarding the Capital Improvement Fund, Dan Hamlin asked if there are any questions about any of the items which staff went over at the board work session. Commissioner Kinney said he got an inquiry from a constituent and wanted to confirm that tennis is moving out of Battle Point Park to Sakai Park where the new tennis courts are being built and that the pickleball group is paying the \$80,000 to renovate the current tennis courts at Battle Point Park into pickleball courts. Furthermore, the Park District is funding \$170,000 in 2024 towards tennis courts at Sakai Park and the renovation of the current tennis courts is not going to be done until the new tennis courts are built. Executive Director Terry Lande said that is correct and that the Park District is spending a total of \$200,000 on the Sakai Park tennis courts, with \$30,000 being spent in 2023. Commissioner Janow asked if the fencing cost is included in that amount and Dan Hamlin said yes. Commissioner Goodlin asked if the Park District has been approached about financially supporting the planned visitor center at the Bainbridge Island Japanese American Exclusion Memorial. Terry Lande said only peripherally by supporting grant applications. Regarding the other funding category in the Capital Improvement Fund, Commissioner Goodlin asked where the money is coming from for Moritani Preserve and Williams-Olson Park. Dan Hamlin said for the Moritani Preserve it is money raised by the Bainbridge Island Parks & Trails Foundation's committee for that site. The Williams-Olson Park money is being held by the BIPTF. Terry Lande said the BIPTF has been holding that money for a long time due to the permit process for Williams-Olson Park taking a long time. However, the permit is now in hand. Dan Hamlin said staff are looking into an electric vehicle charging station grant and have identified the probable locations as BIRC, the Aquatic Center, and Battle Point Park.

The Land Acquisition Fund will have about \$267,000 in it at the beginning of 2024. There are some potential land purchases and trail easements on the horizon which would theoretically spend the fund down to zero. Commissioner Goodlin asked about the current restrictions on that fund. Amy Swenson said it is money from the levy lid lift in 2008 which required 75% of lid lift funds to go towards land acquisition or development. Those funds were transferred into either the Capital

Improvement Fund or the Land Acquisition Fund. Commissioner Janow noted that the lid lift passed in 2021 does not have that restriction. Commissioner Goodlin asked about the 1-million-dollar Recreation and Conservation Office grant received for Sakai Park. Amy Swenson said it is in reserves in the General Fund. Commissioner Goodlin asked if it will be spent in 2024 and mentioned that he thought there was a timeline for it to be spent. Dan Hamlin said the grant is a reimbursement grant for purchasing the property and is unencumbered. The timeline is for the development of active recreation at Sakai Park which will be fulfilled by the tennis courts being built there. There was no requirement to spend a specific amount of money at Sakai Park, the requirement was for development in general. Terry Lande said the money is completely unencumbered; it goes to the bottom line.

Amy Swenson asked if there are any questions regarding the department budgets handed out at the board work session. Commissioner Janow asked if the BIRC bonds could be paid off early without penalty. Amy Swenson said she will investigate that. Commissioner Goodlin asked why revenue is down overall if the Park District is putting aside the estimated \$600,000 projected revenue from BIRC into reserves. Amy Swenson said there is a robust Capital Improvement Fund budget in 2024 which will cause the Park District to spend a bit out of reserves. The BIRC surplus will go into the General Fund. Terry Lande said staff will track how much BIRC makes in excess of expenses, but the money goes into the General Fund reserve amount. Amy Swenson said it is unencumbered money. Commissioner Janow said the Park District's estimated ending cash balance has gone up significantly in the time she has been on the board. Terry Lande said staff has been preparing for when the BIRC principal and interest payment comes due. Amy Swenson said getting the 2021 lid lift approved helped build up the amount in reserves. A big part of the plan for that money is for it to go towards the Ray Williamson pool renovation.

Commissioner Kinney reminded the board that any changes to the budgets must be made tonight so that the budgets can be approved at the November 16 regular board meeting. Terry Lande noted that the 2024 budgets will probably be amended throughout the course of the year so changes can be made later.

STAFF REPORT

Park Services Division: Park Services Division Director Dan Hamlin said the Fort Ward Parade Grounds playground celebration was a large event and gave kudos to staff. The police have not found any of the equipment that was stolen from the Battle Point Park maintenance yard. The police have all the video footage and staff have started processing an insurance claim. Terry Lande said the people who broke in and stole were casual, slow, methodical, professional type thieves. His guess is that the police will never find anything that was stolen. Commissioner Goodlin said maybe practices could be reviewed and Dan Hamlin said internal procedures are being reviewed. Commissioner Swolgaard asked about the value of the loss. Dan Hamlin said close to \$100,000. All positions in Park Services are currently filled. Staff met today with the contractor for the Strawberry Hill Park dog park fencing project who will start delivering materials next week and is targeting the end of the month for completion.

Recreation Division: Recreation Division Director Madison Collins said preparations are underway for winter/spring recreation programs and the catalog should be viewable online on December 4. The new Bainbridge Island Swim Club coach has added 10-12 new swimmers to the team. There is a middle school dance this Saturday. Recreation Superintendent Bryan Garoutte said staff are working to update the registration software landing page for customers. Staff have been cleaning out and purging unneeded supplies and equipment. There is going to be an adult ski bus on Tuesdays this winter.

Executive Director Terry Lande said today there was a farewell party for Marketing Coordinator Allie Smith who has resigned to take a job with the City of Seattle. The marketing coordinator position has been posted since Monday and there were already 14 applications as of noon today. The Haunted Hayride was a success and staff are already discussing how to improve the event for next year. A couple of months ago staff were informed that it was time to purge all facilities of

equipment and supplies that are no longer needed. Park Services staff will be picking up the unneeded stuff soon for disposal and/or donation as appropriate.

BOARD MEMBER REMARKS:

- Commissioner Janow said that she was at the Fort Ward Parade Grounds playground opening and it was joyful to see the families, kids, and community members who worked so hard to make it happen. It demonstrated the power of community.
- Commissioner Janow wished good luck to Marketing Coordinator Allie Smith at her new job and noted that Allie Smith started out as a Park District intern.
- Commissioner Goodlin said on October 21 he volunteered for trail work at Gazzam Lake Nature Preserve and worked to close social trails. It is a big effort. A couple walked down a social trail volunteers were trying to close and one of them was rather belligerent which gave him a flavor for that. It is going to be a lot of work to close the social trails.
- Commissioner Goodlin said he went on a walk with the Bainbridge Island Parks & Trails Foundation held at the Day Road farms.
- Commissioner Goodlin said he met with John Grinter to talk about trails and walked the City of Bainbridge Island right-of-way on Wardwell Road.
- Commissioner Goodlin said he has been approached again about the privately owned dock east of Fort Ward Park being turned into a public park.
- Commissioner Goodlin said he knows there is talk about putting a cover over the Bainbridge Island Recreation Center pool, but someone said to him the reason they really like the BIRC pool is because it is outside. Executive Director Terry Lande said staff are looking for something that can be taken down seasonally.
- Commissioner Swolgaard said that the coach for the club volleyball team got ahold of him to complain that the Park District reserves all the gym space on the island. Recreation Superintendent Bryan Garoutte said once the Park District makes their schedule, they release a lot of the gym time back to the School District for other programs to request.
- Commissioner Swolgaard said he read in the City of Bainbridge Island newsletter about emergency preparedness hubs and noted that a couple of them are in parks. He asked what was at Battle Point Park regarding emergency preparedness. Executive Director Terry Lande said it is a place to land a helicopter. Commissioner DeWitt said there is storage for supplies.
- Commissioner Swolgaard said Bainbridge Rentals is now out of business. That facility was part of the emergency plan for the island so it will need to be addressed.
- Commissioner Swolgaard said there was a letter in 98110 from Dale Spoor who is concerned about the new trail to Gazzam Lake Nature Preserve. One of the things Dale Spoor alleged was that the Park District has not engaged any wildlife experts and that the open space of the park will be invaded. Park Services Division Director Dan Hamlin said he has spoken with Dale Spoor and sent him the original wildlife study. Commissioner Goodlin said he got an email from Paul Kuntz and there were a lot of factual errors in it that also showed up in Dale Spoor's letter to the editor. Executive Director Terry Lande said staff have spent hours talking to them about this and some people are just going to believe what they want to believe.
- Commissioner DeWitt said that the importance of emergency hubs really hit home for him when he was in Maui. The work agencies are doing to coordinate efforts on Bainbridge Island for emergency preparedness is important.

- Commissioner DeWitt said the Fort Ward Parade Grounds playground opening was great and his takeaway was that it was a wonderful community building effort.
- Commissioner DeWitt said on Monday he and his wife were flying home from Washington DC on Alaska Airlines when a passenger overdosed. There was Narcan on the plane, but it was in IV form, luckily his wife who is a medical professional had some Narcan. He thinks it is important to have Narcan in your first aid kit and in your car because you never know when you are going to come across this situation.
- Commissioner Kinney said when the Park District gets the Comcast Property the building on the property will need to be assessed and it may need to have some money spent on it. He asked if funds for that should be in the 2024 budget. Executive Director Terry Lande said the budget can be amended for that after staff figures out what is needed.
- Commissioner Goodlin asked if it is part of the Park District mandate to participate in emergency preparedness. Executive Director Terry Lande said yes, the Park District is heavily involved. Park Services Superintendent David Harry is an experienced and active member of the operations team. There is emergency supply storage in the Transmitter Building and all the hubs have supplies for emergencies. Park Services Division Director Dan Hamlin said in the event of an emergency all equipment and every employee becomes a resource for emergency response. Terry Lande said the City of Bainbridge Island has a position dedicated to this work.

MEETING ADJOURNED at 7:14 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