

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – December 7, 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 November 16, 2023
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1** Discussion of Board Committee and Liaison Assignments Janow (20 min)
Action: Possible update to board policies.
- 40.2** Kitsap Public Facilities District Interlocal Agreement with Park District for Bainbridge Island Japanese American Exclusion Memorial Association Keough (10 min)
Action: Information only.
- 40.3** Resolution 2023-15: Amended 2023 General Fund Budget Swenson (10 min)
Action: Motion to approve.
- 40.4** Resolution 2023-16: Amended 2023 Capital Improvement Fund Budget Swenson (10 min)
Action: Motion to approve.

50. STAFF REPORT

60. UPCOMING MEETINGS

| | | | |
|----------|-----------------------|------|-------------------------------------|
| 01/04/24 | Regular Board Meeting | 6 pm | Bainbridge Island Recreation Center |
| 01/18/24 | Regular Board Meeting | 6 pm | Bainbridge Island Recreation Center |
| 02/01/24 | Regular Board Meeting | 6 pm | Bainbridge Island Recreation Center |
| 02/15/24 | Regular Board Meeting | 6 pm | Bainbridge Island Recreation Center |
| 03/07/24 | 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 – Personnel, per RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

110. RECONVENE TO REGULAR SESSION

120. ADJOURNMENT

Board Committees

2023 Board Representatives

| | |
|---------------------------------------|-------------------|
| Governance | Kinney/Swolgaard |
| Capital Facilities Program | Kinney/Janow |
| Budget & Finance | Janow/DeWitt |
| Personnel | Goodlin/Janow |
| Ad Hoc Committee: Forest Management | DeWitt/Kinney |
| Ad Hoc Committee: Sakai Site Planning | Swolgaard/DeWitt |
| | Goodlin/Swolgaard |

Board Liaisons

| | |
|---|------------------|
| Park District Committees: | |
| Trails Advisory Committee | Goodlin/DeWitt |
| Dog Advisory Committee | Kinney/Janow |
| Community/Public Agencies: | |
| Bainbridge Island Parks & Trails Foundation | Goodlin/Janow |
| Intergovernmental Work Group (IGWG) | Kinney/Swolgaard |
| Bainbridge Island School District | Goodlin/Kinney |
| City of Bainbridge Island | DeWitt/Janow |

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING November 16, 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.

ADJUSTMENTS TO AGENDA: Add an agenda item at the beginning of general business for a memorandum of understanding between Bainbridge Island Japanese American Exclusion Memorial Association and the Park District.

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 November 2, 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 |
|------------|---|-----------------|-----------------|--------------|
| 11/03/23 | 001 General Fund 300 Capital Improvement Fund | 26782-26807 | 79,114.10 | 11/03/23 |
| 11/07/23 | 001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund | 26808-26835 | 42,585.20 | 11/07/23 |
| 11/09/23 | 001 General Fund | 26836-26889 | 65,849.89 | 11/09/23 |

GENERAL BUSINESS

MEMORANDUM OF UNDERSTANDING BETWEEN BAINBRIDGE ISLAND JAPANESE AMERICAN EXCLUSION MEMORIAL ASSOCIATION AND THE PARK DISTRICT: Executive Director Terry Lande said the memorandum of understanding is regarding rights and responsibilities for a new grant for the Bainbridge Island Japanese American Exclusion Memorial Association. The only update from the previous agreement is the date which is required for the grant. **MSC:**

Janow/Swolgaard: Motion to authorize the executive director to accept the memorandum of understanding.

RESOLUTION 2023-07: 2024 GENERAL FUND BUDGET: Administrative Division Director Amy Swenson said there are no changes from the first reading. **MSC: DeWitt/Swolgaard: Move to approve resolution 2023-07 the 2024 General Fund Budget.**

RESOLUTION 2023-08: 2024 CAPITAL IMPROVEMENT FUND BUDGET: Administrative Division Director Amy Swenson said there are no changes from the first reading. **MSC: DeWitt/Swolgaard: Move to approve resolution 2023-08 the 2024 Capital Improvement Fund Budget.**

RESOLUTION 2023-09: 2024 LAND ACQUISITION FUND BUDGET: Administrative Division Director Amy Swenson said there have been no changes from the first reading. **MSC: Janow/Swolgaard: Move to approve resolution 2023-09 adopting the Land Acquisition Fund budget for 2024.**

RESOLUTION 2023-10: 2024 TURF FIELD REPLACEMENT FUND: Administrative Division Director Amy Swenson said there have been no changes from the last meeting. **MSC: Janow/Swolgaard: Move to pass resolution 2023-10 adopting the Turf Field Replacement Fund budget for 2024.** Commissioner Goodlin asked why this fund is so small and if it is just for what teams pay for the use of the fields. Amy Swenson said that is correct and some of the money is used for annual deep cleaning maintenance.

RESOLUTION 2023-11: 2024 BOND REDEMPTION FUND: Administrative Division Director Amy Swenson said this fund also has no changes since the last reading. **MSC: Swolgaard/DeWitt: Move to approve resolution 2023-11 the 2024 Bond Redemption Fund.**

RESOLUTION 2023-12: 2024 SALARY SCALE: Administrative Division Director Amy Swenson said this is based on a 4.5% cost of living adjustment as discussed and has been budgeted for. **MSC: Janow/Swolgaard: Pass resolution 2023-12 authorizing the 2024 salary scale for personnel of the Bainbridge Island Metropolitan Park & Recreation District.** Commissioner Goodlin said he is not used to organizations where the pool for wages is distributed evenly across all wage earners. In consulting, where he works, those at the top get less. It seems like it has never been done any differently and this is the expectation for the way it is done for public agencies. He asked if it is a standard across government agencies. Executive Director Terry Lande said that the agencies he has worked for have all done it this way. Amy Swenson said in certain years the Park District's upper management has taken a lower COLA compared to other employees. Staff also look at the salary scale every five or six years to compare responsibilities and make sure all the positions are where they should be on the scale. Commissioner Goodlin said the only reason he raises the question is that a 4.5% raise is different for the executive director versus someone at the lower end of the salary scale. Terry Lande said there are arguments for and against it. Commissioner DeWitt said for the record the executive director's compensation is not included in this resolution. Commissioner Swolgaard said the Park District has a phenomenal staff and he fully supports the 4.5% COLA as well as merit increases.

RESOLUTION 2023-13: 2024 REGULAR PROPERTY TAX LEVY ASSESSMENT: Administrative Division Director Amy Swenson said this is for the tax levy that was budgeted for. **MSC: DeWitt/Swolgaard: Move to approve resolution 2023-13 the 2024 regular property tax levy assessment.**

RESOLUTION 2023-14: 2024 BOND LEVY TAX ASSESSMENT: Administrative Division Director Amy Swenson said this is for the Sakai Park bond. **MSC: Janow/Swolgaard: Move to pass resolution 2023-14 authorizing and directing the county assessor to levy and extend upon the books of Kitsap County the sum of \$518,975 for collection in 2024 for the purpose of paying the interest and principal payments due on June 1, 2024, and December 1, 2024, on general obligation bond indebtedness of the District.** Commissioner Goodlin asked approximately how long it will take until this bond is paid off. Amy Swenson said it was approximately 10 years total and began in 2015.

STAFF REPORT

Recreation Division: Recreation Superintendent Bryan Garoutte said the main registration webpage has been updated. The winter/spring recreation catalog will be posted online December 4 with registration in January. Bainbridge Island Recreation Center is doing a food drive to benefit Helpline House. There are 285 kids signed up for the basketball league making 33 teams. The middle school dance that had to be cancelled due to a power outage has been rescheduled.

Park Services Division: Park Services Division Director Dan Hamlin said the Williams-Olson Park project is underway. Clearing leaves has been the big priority for horticulture and trails staff. The dog park fencing project has begun.

Administrative Division: Administrative Division Director Amy Swenson said staff are launching the conversion to the new accounting system.

Executive Director Terry Lande said interviews are happening this week for the marketing coordinator position. Executive Services Manager Helen Stone has been working on public record requests.

UPCOMING MEETINGS:

After some discussion the December 21 regular board meeting was canceled.

BOARD MEMBER REMARKS:

- Commissioner DeWitt said on November 4 his 5-year-old granddaughter gave her stamp of approval to the Fort Ward Parade Grounds playground.
- Commissioner DeWitt said he attended the Trails Advisory Committee meeting.
- Commissioner DeWitt said he attended the City of Bainbridge Island's dedication of the Ted Spearman Justice Center. It is something that was much needed and will serve COBI and the people of Bainbridge Island very well.
- Commissioner Goodlin said he attended the Trails Advisory Committee meeting.
- Commissioner Goodlin said last week he picked up his campaign signs from the recent election, in which he was re-elected to the board. He also met with Melissa Timme, his opponent in the recent election, to discuss her interests.
- Commissioner Goodlin said he met today with Paul Webber who is part of the group that is evaluating building a private pool on the island. Commissioner Goodlin also said he would still propose the idea of the Park District having an Aquatic Center committee to discuss these topics.
- Commissioner Goodlin said this can be addressed another time, but he was wondering about Park District facility usage, specifically for rentals.
- Commissioner Janow congratulated Commissioner Goodlin on his recent re-election to the Park District board.
- Commissioner Janow said she attended a Dog Advisory Committee meeting.
- Commissioner Janow said the updated registration webpage made her very happy.
- Commissioner Kinney asked if there is any news about the Comcast Property. Executive Director Terry Lande said that there has been no communication from Comcast.
- Commissioner Kinney asked if there is an update on the tennis courts at Sakai Park. Executive Director Terry Lande said staff are waiting for stormwater permits.

Executive Director Terry Lande said that he was impressed that Commissioner Goodlin picked up all his campaign signs promptly after election day. Also, he met with Steve Letson, who is part of the group interested in building a private pool. It was a pleasant meeting. He asked Steve Letson that if the private pool committee or their feasibility contractor have any questions for the Park District that they talk with him directly.

MEETING ADJOURNED at 6:51 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

Policy Name: Board of Commissioner Policies
Section: 2000 Board
Policy Number: 2100-2610

Purpose: To establish standards under which the Board of Commissioners operate in their role as the governing body of the Park District.

Reference: Applicable RCW's are cited in the paragraphs which follow.

Policy:

2100 Election of Commissioners

The five commissioners of the Bainbridge Island Metropolitan Park & Recreation District shall be elected in accordance with RCW 35.61.050 *Composition of board*.

2110 Term of Office

All Commissioners shall be elected to serve a term of six (6) years, except elections to fill unexpired terms as set forth in Section 2130. The terms of office of Commissioners shall begin on the first day of January following their respective elections.

2120 Qualifications

Residence within the Bainbridge Island Metropolitan Park & Recreation District shall qualify an elector for any position on the Board of Commissioners.

Employees of the District are precluded from serving on the Board of Commissioners.

2130 Vacancies

Vacancies on the Board of Commissioners shall be filled by a majority vote of the remaining Commissioners. The person selected to fill a vacancy shall serve until the next general election when Commissioners are normally elected, at which time the qualified voters of the District will elect a Commissioner to serve the remainder of the unexpired term. If more than one position is vacant, provisions of RCW 42.12.070 *Vacancies* will be followed to fill those vacancies.

2140 Public Disclosure Law

Each Commissioner or candidate must comply with the provisions of RCW 42.17.240 *Elected and appointed officials, candidates and appointees--Reports of financial affairs and gifts* for public disclosure of financial affairs. Appropriate forms and detailed instructions may be found at the Washington State Public Disclosure Commission web site, www.pdc.wa.gov. The forms may be filed electronically, by mail, or personally.

2150 Reimbursement

Although RCW 35.61.150 *Park Commissioners--Compensation* allows compensation to be paid to Commissioners for time devoted to business of the District, the Commissioners of the Bainbridge Island Metropolitan Park & Recreation District shall not receive compensation for their services to the District, but they may be reimbursed for necessary expenses while attending meetings of the Board or when otherwise engaged on District business.

2160 Statutory Duties of the Board of Commissioners

The Board shall operate under the provisions of RCW 35.61 *Metropolitan park districts*. As a part of the operation it shall also:

1. Elect its officers including a President, Vice-President, Clerk, and Treasurer. By tradition these titles carry the names of Chair, Vice-Chair, Secretary and Treasurer. Hereinafter, the titles President, Vice-President, Clerk, and Treasurer shall be referred to respectively as Chair, Vice-Chair, Secretary and Treasurer. The Board shall elect such other officers as it may determine it requires.
2. Hold regular meetings at least monthly.
3. Adopt policies governing transaction of Board business, keeping of records, resolutions, transactions, findings and determinations, which shall be of public record.
4. Initiate, direct and administer District park and recreation activities, and select and employ such properly qualified employees, as it may deem necessary.
5. Compile and execute a budget on an annual basis.
6. Election of Officers - The Board of Commissioners, at its first January meeting following the beginning of each year, shall elect from among its members a Chair, Vice-Chair, Secretary, and Treasurer. The Treasurer shall serve as ex-officio Assistant Secretary. All terms of office shall run for one year beginning when elected and until the election of a successor. Vacancies in an office arising from any cause may be filled at any regular or special meeting of the Board. The Treasurer of Kitsap County is designated by RCW 35.61.180 *Designation of district treasurer* as the ex officio Treasurer of the metropolitan park district. The duties of the Board Treasurer shall not conflict with the County Treasurer.

2200 Officers

2210 Duties of Officers

The Chair shall preside at all public meetings of the Board of Commissioners and shall sign all resolutions, contracts and other instruments on behalf of the Board as authorized unless delegation of such approval authority shall be authorized by the Board. The Chair may also appoint committees and shall perform all other such duties as are incident to the office or are properly required by the Board.

The Vice-Chair shall, during the absence or disability of the Chair, exercise all the functions of the Chair. In addition, the Vice-Chair shall have such powers and discharge such duties as may be assigned from time to time by the Board of Commissioners.

The Secretary shall attest all resolutions, minutes, and expenditures and authorize the issuance of notices for all meetings of the Board of Commissioners. The Secretary shall also be responsible for the minutes of all meetings, shall make and retain a record of all motions and resolutions adopted by the Board, and shall supervise the safekeeping of the seal and minute books, and shall otherwise perform such further duties as are incidental to the office and as are properly required by the Board. Although the Secretary is ultimately responsible, many of these duties may be delegated to members of the District Staff.

The Treasurer shall have primary responsibility for reviewing and submitting to the Commissioners for approval all payroll and other expense vouchers submitted by the Executive Director. The Treasurer shall perform such further duties as are incident to the office and as are properly required by the Board.

2300 Committees

The Board may establish standing, ad hoc and advisory committees for the purpose of assisting the Board of Commissioners in carrying out its responsibilities.

2310 Standing Board Committees

Standing committees as established by the Board are listed below. All standing committees shall have two members. Board members shall be assigned to a committee for staggered two year terms. It shall be the responsibility of the Chair to insure that the proper rotation of members is maintained. Each committee shall determine annually who shall be its chair. Meetings shall be held as deemed necessary by the committee members and reports made to the Board at appropriate intervals. Notice of meetings will be given through normal channels when feasible. In addition to those duties outlined below, a committee may be assigned other duties and responsibilities as directed by the Board and the District's policies.

1. Budget and Finance Committee - Shall have oversight of budget development and perform a regular review of the status of the budget, reporting thereon to the Board. The Treasurer will be a member of this committee.
2. Capital Facilities Committee - Shall review proposals for significant changes/additions to the District facilities (e.g., buildings, fields, trails, etc.) and make recommendations for appropriate action to the Board.
3. Governance - Shall review Board policies annually with attention to any applicable legislative changes and shall coordinate District activities with other governmental agencies. The Chair and Vice-Chair shall be the members of this committee.
4. Personnel - Shall establish annual performance goals with the Executive Director, conduct a regular review of his/her performance, and make recommendations to the Board regarding the Executive Director's compensation package. Shall serve as a resource to the Executive Director with regard to personnel issues.
5. Program - Shall review proposals for significant changes/additions to the District programs and make recommendations for appropriate action to the Board.

2315 Ad Hoc Board Committees

The Board may appoint, as needed, ad hoc Board committees to address specific policies, issues, or projects. All ad hoc Board committees shall have one or two members, or be a committee of the whole, with the Committee Chair appointed by the Board Chair. Direction to such committees shall include purpose, membership, duration and outcome. Membership may also include staff and/or citizens as appropriate.

2320 Citizens Advisory Committees

The Board may establish citizens advisory committees to carry out a defined purpose or study and/or to provide input and support to the District on a specific topic of current relevance to the District. A citizens advisory committee may be a standing committee established to provide ongoing advice, assistance and support to the District in a specific area, or an ad hoc committee designed to address a specific topic over a defined period of time.

The Executive Director, citizens, or Board members may recommend to the Board the formation of a citizens advisory committee for a specific purpose. Standing citizens advisory committees shall be established by resolution of the board. Ad hoc citizens advisory committees shall be established by motion of the Board.

The Executive Director shall solicit membership for these committees and shall recommend the committee membership and its chair to the Board for approval. Where appropriate, the Board shall designate a Board member as an ex officio member of the citizens advisory committee.

The citizens advisory committees shall report to the Executive Director or his/her designate. Committees reporting to the Executive Director shall provide the Board with timely updates on their work through the Executive Director, except that from time to time the Board may request that the committee provide an update directly to the Board. If policy matters arise, the Executive Director shall bring these matters to the attention of the Board.

Direction to such committees shall include purpose, membership, responsibilities, duties, duration and outcome expected.

A citizens advisory committee may be dissolved through a vote of the Board, or by a sunset provision within the direction provided to the committee.

2400 Board of Commissioners Meetings

All regular and special meetings of the Board shall be open to the public and news media, and public notice of meetings provided, as required by RCW 42.30 *Open public meetings act*.

2410 Types of Meetings

2411 Regular Meetings

Regular meetings of the Board shall be held twice a month on dates as determined by the Board. Both meetings shall be business meetings at which Commissioners may take official action.

2412 Special Meetings & Work Sessions

A special meeting may be called at any time by the Chair or by a majority of the Board. A written notice will be delivered personally or by mail to each member of the Board and to the City of Bainbridge Island designated newspaper of record at least twenty-four hours in advance of the meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. All other conditions of RCW 42.30.080 *Special meetings* shall pertain.

A work session may be called at any time by the Chair or by a majority of the Board. A written notice will be delivered personally or by mail to each member of the Board and to the City of Bainbridge Island designated newspaper of record at least twenty-four hours in advance of the meeting. The call and notice shall specify the time and place of the work session and the business to be transacted. A work session shall be limited to discussion of the announced topic, and unlike a special board meeting, no action will be taken.

2413 Executive Session

The Board, in either a regular or a special meeting, in accordance with the provisions of RCW 42.30.080 *Special meetings* and RCW 42.30.110 *Executive sessions*, may hold an executive session to consider matters as defined in RCW 42.30.110 (1). The Chair shall announce the purpose and time of the session as prescribed in RCW 42.30.110 (2).

2414 Agenda

All regular and special meetings shall be conducted from a written agenda.

The agenda will be prepared by the Executive Director in consultation with the Board Chair. The agenda and supportive material shall be mailed or delivered in advance to each Board member.

Board members who desire to place any item on the agenda should supply the topic and any backup material to either the Executive Director or the Chair in time to be included with other meeting materials being mailed or delivered to Board members.

Urgent or emergency matters may be placed on the agenda by the Chair or the Executive Director, waiving the requirement of advance notice.

Each Commissioner is expected to study agenda materials in advance of meetings so that discussion and board actions may proceed expeditiously.

2415 Quorum

All meetings require at least three Commissioners present throughout the meeting to constitute a quorum.

2416 Rules of Order

All meetings shall follow the stated agenda unless altered by the Chair.

Robert's Rules of Order, Revised shall be utilized for the conduct of all regular and special meetings of the Board unless superseded by rules set forth in these policies or the RCW's governing conduct of the Board.

Board decisions shall be determined by voice vote. The Chair may call for the vote by roll call if any uncertainty is present. The Chair may vote, unless wishing to abstain, as may any member.

Board decisions involving major issues require three positive votes. Major issues are defined as policy adoption, filling a vacant position on the board, personnel actions regarding the Executive Director, and budget resolutions.

2417 Order of Business

Business of a regular meeting shall be conducted in accordance with a published agenda. This agenda shall consist of not less than the following:

Call to Order

Establishment of a Quorum

Public Comments

Approval of Minutes

Financial

General Business

Executive Director's Report

Board Member Items

Unfinished Business, Committee Reports, Written Communications and Business from Legal Counsel may also be agenda items as appropriate.

Resolutions submitted for Board action shall be prepared and placed on the agenda for a first reading and then again at a subsequent regular meeting for a final reading and adoption. Exceptions to this rule are resolutions of an urgent or emergency nature and those of a housekeeping or non-policy nature.

2418 Minutes and Records of Minutes

The Board Secretary shall be responsible for the accurate recording of the proceedings of all regular and special meetings. The performance of this function may be delegated by the Board to the Executive Director. Confidential minutes or notes of executive sessions shall be prepared at the discretion of the Chair.

The District shall maintain in the District office, available for public inspection, a master file of all approved minutes and supporting documents.

Copies of the previous meeting's minutes shall be distributed to the Commissioners in advance of the next meeting.

Official voice or video recordings of Board meetings shall be retained for six years in accordance with the WA State Retention Schedule Disposition Authority Number GS50-05A-06.

2500 Relationships of the Board

The very nature of the Bainbridge Island Metropolitan Park & Recreation District, as an elected Board of Commissioners for a municipal corporation, necessitates that there be a variety of relationships established among itself, its professional Executive Director of staff and operations, its staff, related community organizations and agencies, interest groups, and other citizens of the Island. The following gives some specific guidelines as to how to ensure that these relationships can be developed and maintained.

The Board has the legal authority to delegate day to day administration of the District to its Executive Director, while retaining responsibility for the actions of the Executive Director performed within the scope of his/her authority.

The formulation and adoption of written policies shall constitute a basic method by which the Board shall exercise its leadership in the operation of the District. The development of such policies is recognized as being a primary function of the Board. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the District.

2505 Conflict of Interest and Appearance of Fairness

Commissioners have a duty to the people they serve to demonstrate high moral and ethical behavior. Their behavior is often scrutinized by the public and is therefore the subject of several laws designed to reduce or eliminate situations in which conflict or the appearance of conflict could occur between the interests of the public and that of individual Board members. RCW Title 42 *Public officers and agencies*; in particular, Sections 42.23 *Code of ethics for municipal officers - conflict of interest*, Section 42.36 - *Appearance of fairness doctrine - limitations*, and Section 42.52 - *Ethics in public services*; details these behaviors and is the definitive standard for them.

2510 Relationship of Individual Commissioners to the Whole Board

Individually, Commissioners have no legal authority except as they contribute to any action by the entire Board or a legal quorum thereof, which consists of three members. Individual Board members are often contacted by citizens with problems, issues, or suggestions. These should be brought before the entire Board or to the attention of the Executive Director of the District.

2520 Relationship with the Executive Director

The Board hires the Executive Director of the District, who serves at the pleasure of the Board. The Executive Director is regarded by the Board of Commissioners as the professional on matters of organization, administration, programs, and operations of the District. The Executive Director supervises and directs the staff in implementing Board policies and in the ongoing operation of the District. Commissioners are encouraged to meet with the Executive Director to discuss programs, facilities, plans, etc., at any time, not just at the time of the formal Board meetings.

2530 Relationship with Park District Staff

The Board shall officially interact with the staff through the District Executive Director. Individual Board members have no authority to direct or interfere with the work of any District employee. There are provisions in the Personnel Policies that provide for individual appeals of personnel actions to the Board.

2540 General Relationships

It shall be the policy of this Board to maintain an open, cooperative, working relationship with those interest groups that utilize the District facilities. It is further the policy of the Board that the District shall not, without due deliberation, develop or maintain sports, senior citizen, adult education, art or cultural programs that are duplicative of other interests on the Island, but will attempt to support others in their programming through providing appropriate facilities for these community activities. Where there are voids in the above areas, the District will investigate the need for such programs or facilities after the community has expressed sufficient interest.

2550 Relationship with Other Agencies

It shall be the policy of the Board to work cooperatively with other public agencies to the mutual benefit of the District, the other agencies, and, foremost, the citizens of Bainbridge Island.

2600 District Policies

All policies of the District shall be assembled in an indexed master file maintained in the District office, and shall be available for public inspection. This is the ultimate responsibility of the Secretary, but may be delegated to the Executive Director as appropriate. All District policies shall be adopted by resolution of the Board. The definition of "policy" shall be that given in RCW 34.05.010 *Administrative law*.

2610 Administrative Rules

The Executive Director shall issue administrative rules and operating procedures for the day to day operation of the District.

Board Committees

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

Representatives per Policy

Chair/Vice-Chair

Treasurer

Board Liaisons

Park District Committees:
Trails Advisory Committee
Dog Advisory Committee

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

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2023-15

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING AN AMENDED GENERAL FUND BUDGET FOR THE FISCAL YEAR 2023.

WHEREAS, the Commissioners of the Bainbridge Island Metropolitan Park & Recreation District adopted the General Fund Budget for fiscal year 2023 in Resolution 2022-13 on November 17, 2022; and

WHEREAS, the aforementioned amended 2023 General Fund Budget must now be revised due to summer programming costs, legal fees, a vehicle backordered from 2022, utility costs, and emergency project costs; and

WHEREAS, these revisions are included in the attached Amended 2023 General Fund Budget,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the General Fund Budget for the fiscal year 2023 be amended as indicated above, and that this amended budget is attached hereto as Exhibit "A", and incorporated by reference in its entirety, be and the same are hereby adopted and ratified.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a special meeting thereof held this 7th day of December, 2023 the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

BY: _____
Dawn Janow

BY: _____
Kenneth R. DeWitt

ATTEST: _____
Tom Goodlin

Exhibit A**2023 Budget
GENERAL FUND**

| | Amended Budget 2023 |
|----------------------------------|------------------------|
| Beginning Cash Balance | 5,800,000.00 |
| <u>Revenue</u> | |
| Tax Revenue Operations | 8,565,469.00 |
| Administration | 100,000.00 |
| Park Services | 542,000.00 |
| Recreation | 5,800,000.00 |
| Total Revenue | 15,007,469.00 |
| <u>Expenses</u> | |
| Administration | 3,441,950.00 |
| Interfund Transfers | 1,392,000.00 |
| Park Services | 3,356,130.00 |
| Recreation | 7,100,000.00 |
| Total Expenses | 15,290,080.00 |
| Excess or (Deficiency) of | |
| Revenue over Expenditures | (282,611.00) |
| Estimated Ending Cash | 5,517,389.00 |

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2023-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING AN AMENDED CAPITAL IMPROVEMENT FUND BUDGET FOR THE FISCAL YEAR 2023.

WHEREAS, the Commissioners of the Bainbridge Island Metropolitan Park & Recreation District adopted the Capital Improvement Fund Budget for fiscal year 2023 in Resolution 2022-14 on November 17, 2022; and

WHEREAS, the Commissioners of the Bainbridge Island Metropolitan Park & Recreation District adopted an amended Capital Improvement Fund Budget for fiscal year 2023 in Resolution 2023-04 on April 6, 2023; and

WHEREAS, the aforementioned 2023 Capital Improvement Fund Budget must now be revised due to changes to fiscal year 2023 including costs exceeding estimates on projects and donations which were received for projects that were unplanned; and

WHEREAS, these revisions are included in the attached amended 2023 Capital Improvement Fund Budget,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the Capital Improvement Fund Budget for the fiscal year 2023 be amended as indicated above, and that this amended budget is attached hereto as Exhibit "A", and incorporated by reference in its entirety, be and the same are hereby adopted and ratified.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a special meeting thereof held this 7th day of December, 2023 the undersigned commissioners being present.

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 Metro Park and Recreation District
 Capital Improvement

2023 Amended Capital Improvement
 Fund Budget



Exhibit A

| Projects | Funding | Capital or Deferred Maint | FY 23 2nd amendment | FY24 | FY25 | FY26 | FY27 | FY 28 |
|--|--------------|---------------------------|---------------------|---------|-----------|--------|---------|---------|
| AQ Nakata Boiler | General Fund | Capital | | 100,000 | | | | |
| AQ Nakata Pool Liner | General Fund | Capital | | 30,000 | | | | |
| Aquatic Door | General Fund | Capital | 55,000 | | | | | |
| Aquatic Ray Replacement Pool Upgrades | General Fund | Capital | 300,000 | 500,000 | 300,000 | | | 35,000 |
| Aquatic Nakata Control | General Fund | Capital | 65,000 | | | | | |
| Aquatic Nakata steel truss re-coating | General Fund | Deferred Maint | | | | 40,000 | | |
| Ashpalt Improvements | General Fund | Capital | 100,000 | | | | | |
| Battle Point large picnic shelter | General Fund | Capital | | 50,000 | | | | |
| Battle Point Turf Field | General Fund | Capital | | | 1,200,000 | | | |
| Maintenance Area Plan | General Fund | Capital | | | | | 200,000 | 500,000 |
| BPP Bathrooms | General Fund | Capital | 150,000 | 220,000 | | | | |
| Battle Point Transmitter membrane roof | General Fund | Large Maintenance | | 50,000 | | | | |
| Cave Property Improvements | General Fund | Capital | 70,000 | | 200,000 | | | |

| Projects | Funding | Capital or Deferred Maint | FY 23 2nd amendment | FY24 | FY25 | FY26 | FY27 | FY 28 |
|--|--------------|---------------------------|---------------------|-----------|---------|--------|---------|-------|
| Dog Park | General Fund | Capital | 140,000 | | | | | |
| Eagle Dale Roof | General Fund | Capital | | | | | 150,000 | |
| Eagle Dale Shelter Renovation | General Fund | Capital | 20,000 | | | | | |
| Eagle Harbor Sail Float | General Fund | Capital | | 1,000,000 | | | | |
| Fay Cabin | General Fund | Capital | 2,000 | | | | | |
| Fay Bathroom/shower | General Fund | Capital | | 350,000 | | | | |
| Fay Self Contained Bathroom | General Fund | Capital | 25,000 | | | | | |
| Ft Ward Shelter | General Fund | Capital | | | | 50,000 | | |
| Gazzam Marshal Bathroom | General Fund | Capital | 60,000 | | | | | |
| Grand Forest Parking Expansion | General Fund | Capital | 25,000 | 50,000 | | | | |
| Grand Forest Bathroom | General Fund | Capital | 60,000 | | | | | |
| Hidden Cove Shelter | General Fund | Capital | | | | | 50,000 | |
| Island Center Hall Heat | General Fund | Capital | | 25,000 | | | | |
| Island Center Hall Septic | General Fund | Capital | | | 25,000 | | | |
| Meigs trails corridor trail construction | General Fund | Capital | | 85,000 | | | | |
| Gideon Playground Improvements | General Fund | Capital | | | | 50,000 | | |
| Pt White Pier | General Fund | Capital | | | 250,000 | | | |
| Pritchard Park improvements | General Fund | Capital | | | | | 50,000 | |
| Hill Top septic | General Fund | Capital | | 35,000 | | | | |

| Projects | Funding | Capital or Deferred Maint | FY 23 2nd amendment | FY24 | FY25 | FY26 | FY27 | FY 28 |
|---|--------------|---------------------------|---------------------|------------------|------------------|----------------|----------------|----------------|
| Sakai Improvements | General Fund | Capital | | | | 200,000 | | |
| Seabold Playground | General Fund | Capital | | | 20,000 | | | |
| Seabold Roof Replacement | General Fund | Capital | | | | 40,000 | | |
| Seabold Foundation | General Fund | Capital | | | 25,000 | | | |
| Strawberry Hill Concept Plan | General Fund | Capital | 90,000 | | | | | |
| Strawberry Hill batting cage | General Fund | Capital | | 15,000 | | | | |
| Strawberry Bike area | General Fund | Capital | | 41,000 | | | | |
| Strawberry Hill Center Heat pump | General Fund | Capital | | | 25,000 | | | |
| Strawberry Hill Skate Park Improvements | General Fund | Capital | 25,000 | | | | | |
| Strawberry Hill Bike Park | General Fund | Capital | 35,000 | | | | | |
| Strawberry Hill Turf Field | General Fund | Capital | 120,000 | | | | | |
| Tennis Court | General Fund | Capital | | 170,000 | | | | |
| SH Skate bowl Painting | General Fund | Large Maintenance | | 30,000 | | | | |
| SH Snack Shack roof | General Fund | Large Maintenance | | | | 25,000 | | |
| Tennis Court Resurface | General Fund | Capital | 30,000 | | 60,000 | | | |
| Williams Shelter | General Fund | Capital | 20,000 | | 10,000 | | 10,000 | 10,000 |
| TOTAL GENERAL AND LID LIFT FUNDING | | | 1,392,000 | 2,751,000 | 2,115,000 | 405,000 | 460,000 | 545,000 |
| Aquatic - Nakata Liner | Settlement | Capital | 250,000 | 300,000 | | | | |

| Projects | Funding | Capital or Deferred Maint | FY 23 2nd amendment | FY24 | FY25 | FY26 | FY27 | FY 28 |
|--|-----------------------|---------------------------|---------------------|-----------|-----------|------------|------------|------------|
| Battle Point Turf Field | Grant | Capital | | | | 500,000 | | |
| Blakely Phase 2 | Donation | Capital | 8,100 | | | | | |
| BP Tennis/Pickleball improvements | donation | Capital | | 80,000 | | | | |
| EV Station's | Dept of Commerce | Capital | | 50,000 | | | | |
| Fort Ward Playground | donation | Capital | 50,000 | | | | | |
| Moritani Habitat | s/BI Parks Foundation | Capital | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Point White Pier | Donations | Capital | | | 250,000 | | | |
| Pritchard Memorial Bench | Donations | Capital | 50,000 | | | | | |
| RCO Grant Park Improvements (Eagle Harbor Float) | Grant | Capital | | 500,000 | | | | |
| Strawberry Bike area | Donation | Capital | | 500,000 | | | | |
| Strawberry Hill Snack Shack | Donation | Capital | | | | | | 50,000 |
| Strawberry Hill Skate Park Improvements | Donation | Capital | | 500,000 | | | | |
| Strawberry Hill batting cage | Donation | Capital | | 35,000 | | | | |
| Tennis courts | Donation | Capital | | 200,000 | | | | |
| Williams | s/BI Parks Foundation | Capital | | 130,000 | | | | |
| TOTAL OTHER FUNDING | | | 368,100 | 2,305,000 | 260,000 | 510,000 | 10,000 | 60,000 |
| TOTAL ALL PROJECTS | | | 1,760,100 | 5,056,000 | 2,375,000 | 915,000.00 | 470,000.00 | 605,000.00 |