

**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:

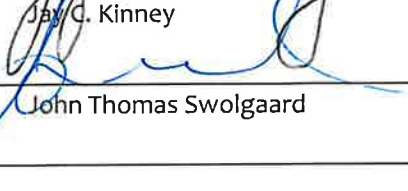
- Commissioner DeWitt said on November 4 his 5-year-old granddaughter gave her stamp of approval to the Fort Ward Parade Grounds playground.
- Commissioner DeWitt said he attended the Trails Advisory Committee meeting.
- Commissioner DeWitt said he attended the City of Bainbridge Island’s dedication 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