

AGENDA

**Bainbridge Island Metropolitan Park & Recreation District
Regular Board Meeting 6:00 pm
Thursday – January 18, 2024**

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 January 4, 2024
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1** Stemper Architecture Collaborative Update Regarding Ray Williamson Pool Renovation
Action: Information only. Keough (40 min)
- 40.2** Bainbridge Island Parks & Trails Foundation Trails List
Action: Possible motion to approve. Roush (10 min)
- 40.3** Resolution 2024-01: Holiday Pay Policy
Action: Motion to approve. Swenson (10 min)

50. STAFF REPORT

60. UPCOMING MEETINGS

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
03/21/24	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center
04/04/24	Regular Board Meeting	6 pm	Bainbridge Island Recreation Center

70. BOARD MEMBER REMARKS

80. ADJOURNMENT

90. ADJOURN TO EXECUTIVE SESSION IF NEEDED

100. EXECUTIVE SESSION

110. RECONVENE TO REGULAR SESSION

120. ADJOURNMENT

Board Committees

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

2024 Board Representatives

Swolgaard/Janow

Janow/DeWitt
Kinney/Swolgaard

Board Liaisons

Park District Committees:
Trails Advisory Committee
Dog Advisory Committee

Community/Public Agencies:
Bainbridge Island Parks & Trails Foundation
Bainbridge Island School District
City of Bainbridge Island

Goodlin/DeWitt
Kinney/Janow

Goodlin/Janow

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING January 4, 2024
 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: Move item 60.1, the oath of office for Commissioner Goodlin, to before the executive session.

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.

OATH OF OFFICE: Executive Services Manager and Notary Helen Stone administered the oath of office to Commissioner Goodlin who was elected in November 2023 to a six-year term beginning in 2024.

MEETING ADJOURNED TO EXECUTIVE SESSION at 6:03 pm for discussion of real estate and legal with announced time to reconvene at 6:23 pm.

MEETING RECONVENED at 6:23 pm and **ADJOURNED TO EXECUTIVE SESSION** at 6:23 pm for continued discussion of the above items, with announced time to reconvene at 6:38 pm.

MEETING RECONVENED at 6:38 pm and **ADJOURNED TO EXECUTIVE SESSION** at 6:38 pm for continued discussion of the above items, with announced time to reconvene at 6:48 pm.

MEETING RECONVENED at 6:48 pm and **ADJOURNED TO EXECUTIVE SESSION** at 6:48 pm for continued discussion of the above items, with announced time to reconvene at 6:58 pm.

MEETING RECONVENED at 6:58 pm.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon making the following revisions to the minutes of the December 7, 2023 regular board meeting, Chair Kinney stated the minutes stand approved as corrected:

On page three, second paragraph, after the third sentence, insert: Any change to the Ray Williamson renovation plan would have to be considered immediately as staff are meeting soon with Stemper Architecture Collaborative to make decisions. If Bainbridge Aquatic Masters and Bainbridge Island Swim Club left the Aquatic Center for a private pool the Aquatic Center could be filled with swim lessons, lap swim, and open swim.

Under Board Member Remarks, change the eighth bullet to read: Commissioner Goodlin stated for the record that the Sakai Park bond will run through 2034 to correct a statement in the November 16 regular board meeting minutes.

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
12/13/23	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	27110-27160	917,581.06	12/13/23
12/15/23	001 General Fund	27161-27164	23,135.89	12/15/23

12/20/23	001 General Fund 300 Capital Improvement Fund	27165-27218	106,250.82	12/20/23
12/21/23	001 General Fund	27219-27220	24,009.32	12/21/23
	001 General Fund (Dec. Payroll)	EFT & 3240-3250	616,006.41	

GENERAL BUSINESS

BOARD OFFICERS:

MSC: Janow/DeWitt: Motion to appoint Tom Swolgaard as chair for 2024.

MSC: DeWitt/Swolgaard: Nominate Dawn Janow for vice chair. Commissioner Goodlin abstained. Commissioner Goodlin asked about the order of things and said that he thinks he would be next in line for vice chair. There was a lengthy discussion regarding the fact that the rotation has been flexible historically.

MSC: Janow/DeWitt: Nominate Tom Goodlin for secretary.

MSC: Janow/Swolgaard: Nominate Commissioner DeWitt for treasurer.

MSC: Swolgaard/Janow: Nominate Jay Kinney for at large board member.

BOARD COMMITTEES AND LIAISONS:

2024 Board Committee Assignments:

- Governance: Swolgaard/Janow (incoming chair and vice-chair)
- Capital Facilities:
- Program:
- Budget & Finance: Janow/DeWitt (current and past treasurer serve on this committee)
- Personnel: Kinney/Swolgaard (outgoing and incoming chairs)
- Forest Management: (ad hoc committee established at 9/17/20 board meeting)
- Sakai Site Planning: (ad hoc committee established at 11/3/16 board meeting)

2024 Board Liaison Positions:

- Park District Trails Advisory Committee: DeWitt/Goodlin
- Park District Dog Advisory Committee: Janow/Kinney
- Bainbridge Island Parks & Trails Foundation: Janow/Goodlin
- Bainbridge Island School District:
- City of Bainbridge Island:

It was noted that the board is intentionally not filling the committee assignments for Capital Facilities, Program, Forest Management, and Sakai Site Planning. The board is also leaving vacant the board liaison positions for Bainbridge Island School District and the City of Bainbridge Island. The Intergovernmental Workgroup liaison positions were sunset as of this meeting per the motion passed at the December 7 regular board meeting. Commissioner Kinney read through the committee assignments for 2024 as recorded above. **MSC: Janow/Swolgaard: Motion to approve the board committees and board liaisons as enumerated by Commissioner Kinney.**

BOARD MEETING SCHEDULE: Commissioner Kinney said the regular board meeting schedule is the first and third Thursdays of the month. It was noted that July 4th is on the first Thursday of July in 2024. **MSC: Janow/DeWitt: Motion to schedule board meetings for 1st and 3rd Thursdays of each month except July 4th.**

HOLIDAY PAY POLICY: Administrative Division Director Amy Swenson said the policy is not quite done so tonight she will be presenting what staff will be asking for and it will be brought back in the form of a resolution. Staff would like a policy which allows hourly staff to be paid double the time if they work on a holiday that the Park District recognizes. This will mostly affect Bainbridge Island Recreation Center and the Aquatic Center. Commissioner Goodlin said it seems like a reasonable approach but asked for a rough estimate on how much that would cost. Amy Swenson said it would depend on the person's hourly wage, but about 76 hours at BIRC and about 80 at the Aquatic Center would be subject to double time each year.

OPERATIONAL TRANSITION PLAN: Executive Director Terry Lande said he proposes that Park Services Division Director Dan Hamlin be named acting executive director. Terry Lande plans to leave on an extended vacation no later than March 1. Administrative Division Director Amy Swenson will be promoted to assistant executive director. Natural Resources Manager Lydia Roush will be promoted to the level of superintendent. He also suggests that an accounting position be hired to oversee Capital Improvement Fund spending and purchasing. While he is on vacation he would work with Dan Hamlin, Amy Swenson, Recreation Division Director Madison Collins, Park District Attorney Hayes Gori, and the chair of the board. He emphasized that Dan Hamlin would be the acting executive director and both board and staff would go to him with issues. Commissioner Swolgaard asked how long Terry Lande's vacation will be. Terry Lande said through September or October.

MSC: Janow/DeWitt: Motion to appoint Dan Hamlin as the acting executive director starting March 1. Terry Lande said if either the board decides against naming Dan Hamlin executive director or if Dan Hamlin decides he does not want to continue as executive director, then Terry Lande would come back after his vacation for 90 days during the hiring process for a new executive director. Commissioner Janow thanked Terry Lande for thoughtfully thinking this through and being mindful of the transition process so that there is as little disruption as possible. She also thanked Dan Hamlin and Amy Swenson for stepping up. Commissioner Swolgaard said that he and Commissioner DeWitt were on the board when Terry Lande was hired, and he was hoping to never have to replace him, but he feels good about Dan Hamlin as acting executive director while Terry Lande is on vacation.

STAFF REPORT

Park Services Division: Park Services Division Director Dan Hamlin said the Strawberry Hill Park dog park main area is open while the detail work is being finished. It was decided to leave the existing small dog area until the skate park is expanded. Staff will meet with Stemper Architecture Collaborative tomorrow to discuss adding lanes to the Ray Williamson pool and associated costs. Staff had a meeting with the Department of Ecology regarding the Blakely Harbor Park clean-up project. Commissioner Goodlin asked if there are any Park District responsibilities regarding the clean-up and Dan Hamlin said so far it is all the responsibility of Port Blakely Tree Farms. Staff learned that adding the active use component at Sakai Park in the area exempted from the grant will keep the Park District in compliance with the grant conditions.

Recreation Division: Recreation Division Director Madison Collins said staff have rolled out a new Metro Park Premium Membership which provides access to both Bainbridge Island Recreation Center and the Aquatic Center that is only for residents. At BIRC the fee for student membership has been separated from senior membership. The student population uses the facility more than the senior population and a higher fee is needed to help maintain operations. Recreation Superintendent Bryan Garoutte said winter/spring registration is this Saturday for residents and Sunday for nonresidents. Basketball league games start next Saturday with 33 teams consisting of 350 kids. The middle school dance rescheduled to December was a success with 140 participants.

Administrative Division: Administrative Division Director Amy Swenson said she researched it and found out the Park District can make larger payments to pay the principal down on the Bainbridge Island Recreation Center bond.

BOARD MEMBER REMARKS:

- Commissioner Janow said she wanted to take a moment to talk about what the Bainbridge Island School District is facing with declining enrollment and how the Park District may or may not play a role in that. It seems to her the Park District is doing a great job of addressing the needs of the youth on the island, but she asked if the number of youths on the island is declining what that means for the Park District. She asked how the Park District can be supportive as the community moves through this pretty radical change. In terms of long-range planning, she suggested thinking of ways to work towards a more balanced population in terms of age and income brackets.
- Commissioner Goodlin said that he met with Sara Otepka about her plunge sauna idea.
- Commissioner Goodlin said after the last board meeting, he followed up with Executive Director Terry Lande and Park Services Division Director Dan Hamlin about the potential for increasing the lanes at the Ray Williamson pool. The three of them also met with the group interested in building a private pool.
- Commissioner DeWitt asked if anything has been heard regarding the status of the interlocal agreement with Kitsap Public Facilities District and the Bainbridge Island Japanese American Exclusion Memorial Association. Park Services Division Director Dan Hamlin said that the Park District is not the lead on this but will do what is needed to allow it to move forward when asked.
- Commissioner DeWitt said he got a nice note from the City of Bainbridge Island's city manager thanking him for representing the Park District at the open house and dedication for the new police and justice center.
- Commissioner Swolgaard said that it is amazing how popular Pia, the troll at Sakai Park, continues to be.
- Commissioner Swolgaard said that he ran into a Park District staff member at Safeway, and it makes him feel good that the Park District has such great staff members.
- Commissioner Kinney said that the Park District is in the process of buying the Comcast Property and will take position via eminent domain. There is a disagreement with Comcast about the value of the property so there is a trial set for February however it could be resolved before then. It will be a great addition to Strawberry Hill Park.
- Commissioner Kinney said that regarding the aging population of the island the Park District will continue to fulfill its mission regardless of what the population mix will be. Commissioner Janow noted that youth members of the community work as lifeguards and camp counselors and that it is an interconnected web. Commissioner Goodlin said the Park District can make the island attractive to families by being responsive to families and providing them ways to recreate and be active.

MEETING ADJOURNED at 8:08 pm.

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

BY: _____
John Thomas Swolgaard

BY: _____
Dawn Janow

BY: _____
Kenneth R. DeWitt

BY: _____
Jay C. Kinney

ATTEST: _____
Tom Goodlin

DRAFT



Memorandum

Date: 1/12/2024

To: BIMPRD Board of Commissioners

From: Dan Hamlin, Park Services Director
Bainbridge Island Metropolitan Park & Recreation District

Subject: Ray Pool Renovation Update

Background:

The following outline is meant to capture the timeline and topics of conversation the District has had in assessing the best solution for the Ray Pool replacement or renovation due to its age. The discussion has taken several turns due to the findings throughout the years.

1. In 2016 discussions began about a potential new pool to replace the Ray Williamson Pool for a number of reasons, including:
 - a. Aging infrastructure
 - b. Code and safety concerns
 - c. Desire for more, and better, pool space
2. During the initial Sakai planning process, also launched in 2016, a new 50 meter pool was identified by the community as one of several options for development of the Sakai Park property.
3. The Board of Commissioners later in Sept 2017 determined the Sakai site not to be suitable for a new pool due to the available space and cost of operation. Reasons included:
 - a. A new pool would utilize the entire buildable footprint
 - b. A new pool would require double the staffing and costs for operation due to the Nakata being left in place.
4. A study conducted by Aquatic Design Group and presented to the Board in August 2017 revealed a couple of options:
 - a. Renovate the Ray
 - b. Build a new pool (with 3 options)
 - c. This study was conducted with extensive community input, and concluded the

renovation of the Ray would not best serve the community, cost at least 1.4 million, and would likely produce nothing more than a “band aid” fix for the Ray. So, the Board, with the assumption that a new pool could cost as little as \$11 million launched a second study of what it would take to construct a new pool.

- d. This decision was based on the information known to the District at that time.
5. In 2018 Coates Design Architects conducted an extensive community input process on three new pool concepts, including a 25x25, 33x25, and a 50x25 pool options. This study concluded in fall of 2019. Costs were excessively higher than previously thought. The least costly option, 25x25, was estimated to cost approximately \$30 million. Also, at this time, KPFD was considering funding of a 50 meter pool only. That funding was ultimately denied after extensive District effort to apply for the grant that was available, leaving the full fund raising effort to the District and community. KPFD had no interest in the smaller two pools at all so the potential funding was not available for either of those two options. Much work was needed to negotiate a new pool footprint with BISD as well. The potential cost and realization that a bond would need to be passed caused the District to pause the planning until further information could be gathered.
6. This crossroads left the District with no immediate path forward for a new pool. Efforts then turned to ensuring the Ray didn't have an imminent failure requiring shut down. At this point the Covid 19 pandemic shut down discussions and investigations for an extended period of time.
 - a. During Covid many safety and code issues were resolved within the District's Capital budget in effort to avoid having to close the Ray Pool.
 - i. Decking
 - ii. Electrical and other system improvements
7. In late 2021, once Covid was beginning to have less of an impact on operations, staff suggested conducting yet another study on how to rehabilitate the Ray to determine up to date cost and feasibility of that project. It was also discovered through this process that this repair would provide a stable pool for at least a couple decades, however additional pool space and depth improvements were not being considered at that time.

Current status:

8. In December of 2021 the District contracted with Stemper Architecture Collaborative to perform a comprehensive assessment of the Ray complete with critical condition items to reassess the cost and determine if the Ray could be renovated within the District funding ability.
9. That effort has provided us with the 15 critical condition items and Stemper AC has been working on costs and permitting for completing that work which will be reviewed and updated at the Jan 18th Board meeting.
10. It's important to note that during this entire discussion dating back to 2016 there have been consistent priorities throughout the process:
 - a. Safety issues must be addressed as they are identified

- b. Keep the Ray operational
- c. Assess all options thoroughly
- d. Make the best decisions for the entire Island, weighing the cost vs benefit of all options carefully.

Additional Information:

- 11. It was suggested in December 2023 that additional lanes could be added to this project in order to increase pool space. The District directed Stemper to conduct a feasibility study and provide cost estimates on what that additional work would look like and what the additional costs would be. Being considered at this time is:
 - a. Adding two lanes consistent with existing lane width.
 - b. Creating an even depth of the pool across the entire area of up to 6.5 feet.
 - c. Spectator solutions if pool is widened reducing deck space
- 12. Important to note that this addition would create a new project and require much more robust permitting to occur.
- 13. It is also important to note that a decision regarding final design will need to be made soon to ensure our suggested timing of Phase 1 of the project can be met. Phase 1 will be presented at the Board meeting and includes the most critical items to avoid a shutdown due to failure of critical components such as the HVAC system.

Next Steps:

- 14. Stemper AC will attend the Jan 18, 2024 Board meeting to present an update on the project and information on potential costs, timing, and phasing of the project.



Memorandum

Date: 1/18/2024

To: BIMPRD Board of Commissioners

From: Lydia Roush, Parks Superintendent
Bainbridge Island Metropolitan Park & Recreation District

Subject: Bainbridge Island Parks & Trails Foundation Potential Trail Easement Zones

Background:

The Parks & Trails Foundation and the District work cooperatively to acquire trail easements from private landowners to increase connectivity between park land. The Foundation negotiates and secures trail easements that are transferred to the District. The District may provide monetary compensation to the Foundation for out-of-pocket expenses incurred by the Foundation while acquiring the easement(s).

Proposal:

District staff have reviewed the Parks & Trails Foundation's additions to the trail connections identified in the District's 2020 Comprehensive Plan and Trails Vision Plan, and agree that the new locations create meaningful connections between parks and other jurisdictional trail systems. These connections are a vital part of the District's Trails Vision Plan to create long distance connections.

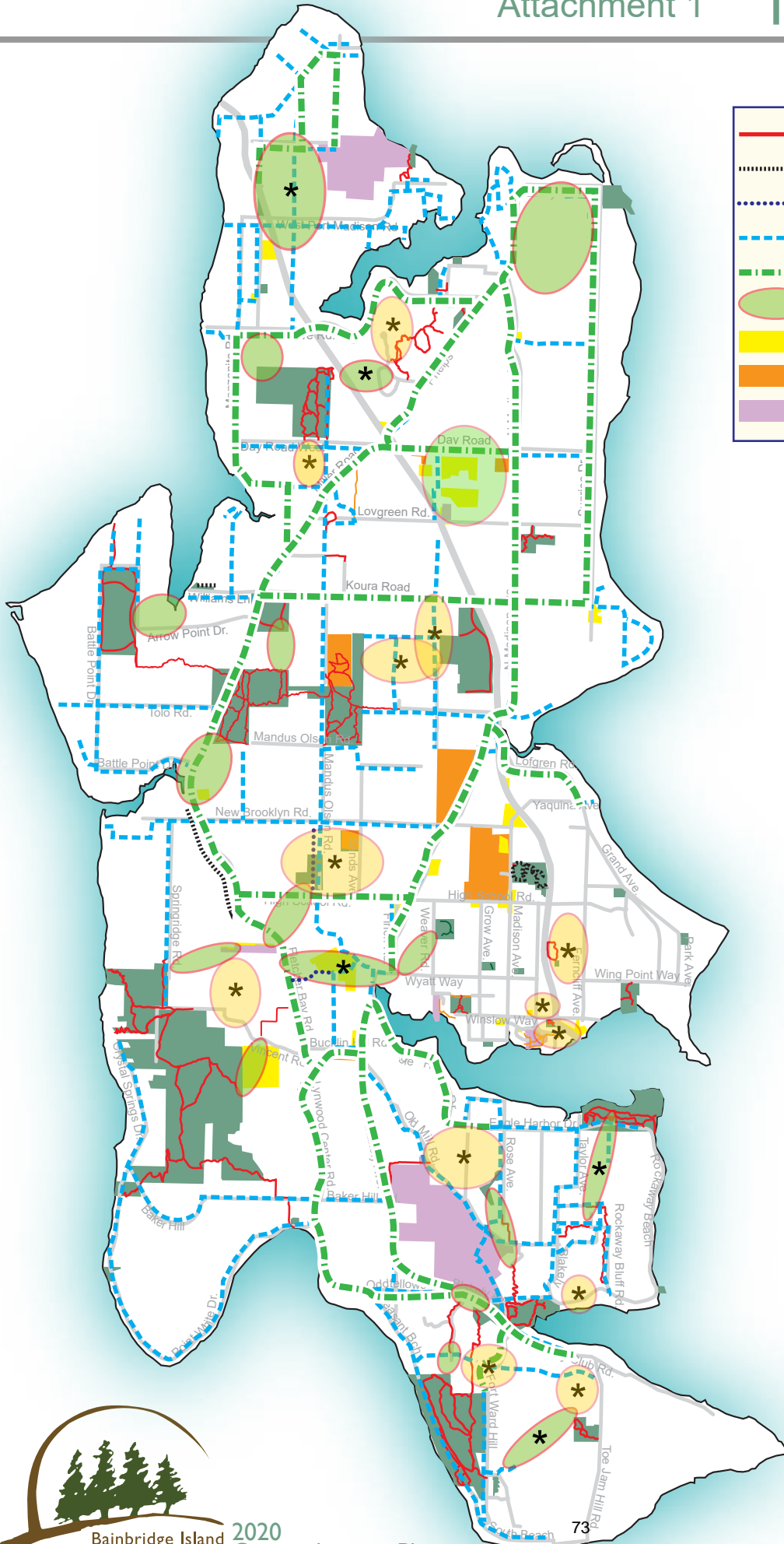
Staff recommends approval to allow the Parks and Trails Foundation to pursue easements in these areas that improve connectivity and enhance trail user experience.

Next Steps:

Motion to approve additional trail connection zones to the Foundation's approved work areas.

Legend

	BIMPRD Trails
	Planned BIMPRD Trails
	Future BIMPRD Trails
	COBI Non-motorized
	COBI Core 40
	Potential Corridors
	City Property
	School Property
	Other Open Space



BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING AN UPDATE TO THE PERSONNEL POLICIES FOR THE DISTRICT'S POLICY MANUAL

WHEREAS, the Bainbridge Island Metropolitan Park & Recreation District has in place a District Policy Manual that includes board, operational and personnel policies that the Board of Commissioners adopts by resolution when new policies are needed or current policies require revision; and

WHEREAS, this Resolution 2024-01 pertains to the District's personnel policies adopted by Resolution 2011-01 on January 20, 2011; and

WHEREAS, an update is needed to employee compensation in section 4004 of the personnel policy manual authorizing holiday pay; and

WHEREAS, the above update to the District's personnel policies has been prepared by staff, reviewed by the leadership team, and is now ready for adoption by the Board of Commissioners and inclusion in the District's Policy Manual,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the above personnel policy update, a copy of which is attached hereto as Exhibit "A", be adopted and included in the Park District's Policy Manual.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 18th day of January, 2024, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
John Thomas Swolgaard

BY: _____
Dawn Janow

BY: _____
Kenneth R. DeWitt

BY: _____
Jay C. Kinney

ATTEST: _____
Tom Goodlin

Section 4004

f. Holidays

Nonexempt employees will be paid double their hourly pay rate for time worked on a holiday, when required or requested to work. If an employee is already paid for the holiday as part of their benefit package, they will receive double their hourly pay rate but not triple the rate. In addition, there is no additional paid time off to compensate for working a holiday.

See section 4009 for a list of holidays that the District recognizes. Holidays that are not listed in section 4009 are not subject to extra pay.

Exempt employees do not receive additional pay or time off. Administrative leave is awarded to Exempt employees to compensate for overtime or holiday work.