

**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	27165-27218	106,250.82	12/20/23

	300 Capital Improvement Fund			
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.

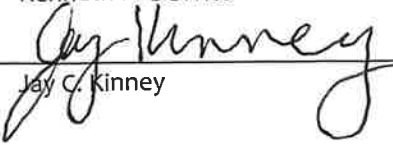
MEETING ADJOURNED at 8:08 pm.

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