

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
 REGULAR BOARD MEETING November 7, 2024  
 STRAWBERRY HILL CENTER**

**CALL TO ORDER:** A quorum being present, the meeting was called to order at 6:00 pm by Chair Swolgaard.

**BOARD MEMBERS PRESENT:** Tom Goodlin, Dawn Janow, Jay Kinney, Tom Swolgaard.

**MISSION STATEMENT:** Chair Swolgaard 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.

**PUBLIC COMMENT**

Loanne Harmeling spoke to say the parking for Strawberry Hill Center needs improvement.

Winston Williams is a Bainbridge Island Swim Club team member and thanked the board for their support of BISC.

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon hearing there were no corrections to the minutes of the October 17, 2024 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

**APPROVAL OF PAYMENTS: MSC: Janow/Kinney: I have reviewed the following vouchers, warrants and electronic payments and move that they be approved for payment. MSC: Janow/Kinney: Motion to approve \$53,925.58 for Ray pool planning. MSC: Janow/Kinney: Motion to pre-approve \$153,250.00 as progress payment on the Sakai Park tennis courts. MSC: Janow/Kinney: Motion to pre-approve \$191,721.71 for the progress payment on the Ray pool renovation.**

Batch Date	Fund Number & Name	Warrant Numbers	Total Batch Amt	Pre-Approved
10/18/24	001 General Fund 300 Capital Improvement Fund	28826	1,016.00	10/18/24
10/25/24	001 General Fund 300 Capital Improvement Fund	28875-28923	58,237.01	10/25/24
	001 General Fund (Oct. Payroll)	EFT & 3358-3360	402,098.99	
	001 General Fund (Oct. Payroll Benefits and Taxes)	EFT & 10034-10041	294,804.53	
	300 Capital Improvement Fund	pre-approval	53,925.58	
	300 Capital Improvement Fund	pre-approval	153,250.00	
	300 Capital Improvement Fund	pre-approval	191,721.71	

**GENERAL BUSINESS**

**RESOLUTION 2024-11: HONORING SHANNON BUXTON:** Recreation Superintendent Bryan Garoutte read Resolution 2024-11 honoring Recreation Program Manager Shannon Buxton for her service. He said Shannon Buxton will be missed and that she has made a difference in the lives of many young people on Bainbridge Island. **MSC: Janow/Kinney: Motion to approve Resolution 2024-11 honoring Shannon Buxton.** Board members thanked Shannon Buxton for her work, and she thanked the board for the opportunity.

**RESOLUTION 2024-12: SURPLUS PROPERTY:** Recreation Superintendent Bryan Garoutte said staff is asking the board to approve declaring a kiln surplus property. **MSC: Janow/Kinney: Motion to approve Resolution 2024-12 surplus our kiln.**

**INTERPRETIVE SERVICES FOR BAINBRIDGE ISLAND JAPANESE AMERICAN EXCLUSION MEMORIAL SITE:** Executive Director Dan Hamlin said the board has discussed an agreement with Bainbridge Island Japanese American Exclusion Memorial Association in the past to provide interpretive services for the site. The board has also seen the cooperative management agreement that would be in place with the National Park Service which would secure the funds to provide interpretive services. The agreement with BIJAEMA would provide them with the funds to do the interpretive services for the Park District. Recent changes made in the payment section of the document were reviewed. They clarify that the payment to BIJAEMA from the Park District for interpretive services is dependent on the available funding from NPS. BIJAEMA has agreed to the updated language. Staff are planning to bring this agreement back to the board soon for approval.

**PAYROLL POLICY:** Assistant Executive Director Amy Swenson said most of the information in the draft payroll policy reflects what staff currently do. The Office of the Washington State Auditor recommended the Park District have a payroll policy outside of the personnel policies. The main item that was important to document is that full-time employees get paid in advance for the last two weeks of the month. This is due to the impact from how Kitsap County was processing payroll for the Park District before staff took payroll processing in-house in 2012. It has caused confusion when people leave employment. Full-time employees will have to sign a form saying that they understand this. New full-time employees are being put on the same pay cycle as part-time staff.

**2024 BUDGET VS ACTUAL:** Assistant Executive Director Amy Swenson said the 2024 General Fund budget will need to be amended due to transfers to the Capital Improvement Fund, increases to liability insurance and legal fees, and the insurance reimbursement for and cost to replace a stolen vehicle. Campground revenue is strong and swim lesson revenue is up in the 2024 budget. Staff met with the Finance Committee to talk about the 2024 budget vs actual in detail and there were no concerns at that meeting.

**2025 BUDGETS:** Assistant Executive Director Amy Swenson said there have been changes to the salary scale for 2025. A part-time janitorial position and a front desk lead were added to the salary scale. The recreation program coordinator title on the part-time salary scale was changed to assistant recreation program coordinator. The salary scale reflects a 4% cost of living adjustment for all employees.

Major changes in the 2025 budget from the 2024 budget include: 1) a 4% cost of living adjustment, 2) \$80,000 for the comprehensive plan process, 3) a decrease in the cost of health insurance, 4) a new regular part-time position at the administration building, 5) an increase in liability insurance, and 6) the Ray Williamson pool renovation. Changes in the budget from the budget work session include: 1) an additional \$45,000 for a new website, 2) an additional \$50,000 for records management, 3) a \$180,000 decrease in healthcare cost, 4) changes to the Capital Improvement Fund, and 5) the board authorized use of income from the Turf Field Replacement Fund budget for ballfield improvements. Tonight, the staff are requesting an additional \$50,000 in the budget for human resources consulting to update job descriptions and personnel policies, \$20,000 of additional funding for records management, and \$20,000 of additional funding for the comprehensive plan process. The reserve forecast, based on current projections for the Capital Improvement Fund budget, is that there will be \$2,895,921 in reserves by the end of 2029 assuming no catastrophic issues or cost overruns. The decrease in reserves includes the assumption that a loan is taken out to help pay for the Ray Williamson pool renovation project. Park District debt was reviewed including that for Bainbridge Island Recreation Center, Sakai Park, and the value of employee leave accrual balances.

Procurement Manager Michelle Miller reviewed the 2025 Capital Improvement Fund budget. Amy Swenson said based on what staff believe will be spent this year there will be \$200,000 in the Land Acquisition Fund budget in 2025. It is estimated that just over \$20,000 will be transferred from the General Fund to the Turf Field Replacement Fund in 2025. The Bond Redemption Fund contains the Sakai Park and BIRC payments. Without the transfer to the Capital Improvement Fund

budget the General Fund budget would be projected to be in surplus of 2.2 million dollars in 2025. Due to the amount projected to be spent from the Capital Improvement Fund, with all the funds combined, staff are projecting about a 1.3-million-dollar deficit in 2025.

**STAFF REPORT**

**Administrative Division:** Assistant Executive Director Amy Swenson said last night staff made a budget presentation to the Bainbridge Island Parks & Trails Foundation.

**Recreation Division:** Recreation Superintendent Bryan Garoutte said the winter/spring recreation catalog is now posted online. There will be an indoor pickleball tournament at Bainbridge Island Recreation Center in March. There are 280 kids that have signed up for basketball leagues. Last Saturday staff hosted a middle school dance. Aquatic Program Administrator Jenette Reneau said staff have launched a communication plan for the Ray Williamson pool renovation. The Ray Williamson pool is currently scheduled to close for renovation work on February 14, 2025.

**Park Services Division:** Park Services Division Director Lydia Roush said staff have been working with the contractor for the development around the Madison Tot Lot to create a map to let park users know where they can access it. The Department of Natural Resources wants to partner with the Park District to remove creosote logs from park beaches. The Gideon Park pollinator garden renovation is progressing. Morgan Houk has been promoted from volunteer program manager to natural resources manager. Park Services Superintendent David Harry said staff have been working on the septic system design for the bathroom at Battle Point Park which has been complicated due to the soil conditions. Construction of the new entrance to Sakai Park is being coordinated with the project contractor and the contractor working on the current Madison Avenue renovation project for the City of Bainbridge Island.

Executive Director Dan Hamlin said Lydia Roush has been promoted to park services division director. The Park District holiday party will be December 13 at Camp Yeomalt. Recreation Program Manager Shannon Buxton’s retirement party will be on November 13.

**BOARD MEMBER REMARKS:**

- Commissioner Goodlin said he attended the Bainbridge Island Parks & Trails Foundation meeting last night.
- Commissioner Janow gave kudos to staff for keeping the trails so well maintained.

**MEETING ADJOURNED** to a five-minute recess at 7:29 pm with announced time to reconvene at 7:34 pm. **MEETING RECONVENED** at 7:34 pm.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 7:34 pm for discussion of real estate with announced time to reconvene at 7:49 pm.

**MEETING RECONVENED** at 7:49 pm and **ADJOURNED** at 7:49 pm.

Helen Stone  
Dan Hamlin  
BAINBRIDGE ISLAND METROPOLITAN  
PARK & RECREATION DISTRICT

BY: 

John Thomas Swolgaard

BY: 

Dawn Janow

BY:   
Kenneth R. DeWitt

BY: \_\_\_\_\_  
Jay C. Kinney

ATTEST:   
Tom Goodlin