

AGENDA

**Bainbridge Island Metropolitan Park & Recreation District
Regular Board Meeting 6:00 pm
Thursday – January 2, 2025**

Strawberry Hill Center
7666 High School Road 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 December 19, 2024
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1** Board Officers Swolgaard (10 min)
Action: Motion to approve 2025 board officers.
- 40.2** Board Committees and Liaisons Swolgaard (10 min)
Action: Motion to approve 2025 board committee members and liaisons.
- 40.3** Board Meeting Schedule Swolgaard (10 min)
Action: Motion to approve 2025 board meeting schedule.
- 40.4** Resolution 2025-01: Renaming the Bainbridge Island Recreation Center in Honor of Terry Lande Kinney (10 min)
Action: Possible motion to adopt.
- 40.5** Board Policies Discussion Hamlin (10 min)
Action: Information only.

50. STAFF REPORT

60. UPCOMING MEETINGS

01/16/25	Regular Board Meeting	6 pm	Strawberry Hill Center
02/06/25	Regular Board Meeting	6 pm	Strawberry Hill Center
02/20/25	Regular Board Meeting	6 pm	Strawberry Hill Center
03/06/25	Regular Board Meeting	6 pm	Strawberry Hill Center
03/20/25	Regular Board Meeting	6 pm	Strawberry Hill Center

70. BOARD MEMBER REMARKS

- 80. **ADJOURNMENT**
- 90. **ADJOURN TO EXECUTIVE SESSION IF NEEDED**
- 100. **EXECUTIVE SESSION** — real estate, per RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- 110. **RECONVENE TO REGULAR SESSION**
- 120. **ADJOURNMENT**

Board Committees

2024 Board Representatives

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

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
Bainbridge Island School District	
City of Bainbridge Island	

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING December 19, 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: Ken DeWitt, 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 COMMENTS

LoAnne Harmeling mentioned the USDA awarded the District \$25,000 towards construction of tennis courts at Sakai Park.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the December 5, 2024 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: DeWitt/Janow: 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
12/10/24	001 General Fund 300 Capital Improvement Fund	29099-29139	98,855.80	12/10/24
12/18/24	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	29140-29177	245,406.59	12/18/24
	300 Capital Improvement Fund	Pre-approval	58,742.12	
	300 Capital Improvement Fund	Pre-approval	583,454.89	
	300 Capital Improvement Fund	Pre-approval	384,673.03	

Assistant Executive Director Amy Swenson stated that the larger two expenditures needing approval are for the Ray Williamson pool renovation. The payment of \$58,742.12 is reimbursement to the Bainbridge Island Parks & Trails Foundation for costs associated with property and trail easements that are being transferred to the Park District.

GENERAL BUSINESS

BOARD POLICIES: Executive Director Dan Hamlin presented a draft of the revised Board of Commissioner Policies. The Commissioners are to compare the draft policies document with the existing policies and provide suggestions and edits at the next board meeting. Dan Hamlin said in rewriting the policies, other metropolitan district board policies were reviewed. Commissioner Janow said RCW language was used as much as possible in drafting the policies, dovetailing these policies with additional staff policies found in the operational policy manual and updating outdated items in the current policies.

RESOLUTION 2024-23: AMENDED 2024 GENERAL FUND BUDGET: Assistant Executive Director Amy Swenson stated that changes in the amended 2024 General Fund Budget affected Administration, Interfund Transfers, and Park Services. There were no changes in the Recreation amended budget. The Interfund Transfers budget increased due to projects carried

forward from 2023 into 2024 and cost increases to the Ray Williamson pool renovation. The Administration budget increased \$100,000 for property and liability insurance, expenses related to the stolen vehicle, and the additional executive director's salary for several months. Changes to the Park Services budget included propane and electricity costs, professional fees, unexpected stormwater permits, and a slight increase in janitorial costs. **MSC: DeWitt/Janow: Move to adopt Resolution 2024-23 adopting an amended General Fund Budget for the fiscal year 2024.** Executive Director Dan Hamlin said most changes to the budget are handled through reserves for expenses that are out of staff's control, such as utility costs, or changes in capital projects from either carryover from 2023 or preplanned work for future years with the Ray Williamson pool renovation happening this year.

ADA TRANSITION PLAN CONSULTANT: Senior Planner Matthew Keough presented the Agreement for Services contact with Bureau Veritas for the BIMPRD ADA Transition Plan. Bureau Veritas are property management experts and will provide guidance on bringing properties into ADA compliance with a focus on state and federal regulations and guidelines. The process involves working with the public and site visits. Site visits at 44 Park District locations will be potentially conducted in January 2025 and last 3 to 4 days. The ADA Transition Plan document is estimated to be completed in July 2025. Commissioner DeWitt commented that the middle of winter is ideal to notice issues with parking areas, trails, lighting. Matthew Keough mentioned staff will receive guidelines from Bureau Veritas which can be applied in many different areas, they will not be providing only site-specific assessments. Policy recommendations will also come out of the ADA Transition Plan. **MSC: Janow/DeWitt: Motion to approve the contract for the ADA Transition Plan Phase I provided by Bureau Veritas.** Commissioner Janow asked when Phase II would begin. Matthew Keough responded that a date has not been set. Executive Director Dan Hamlin commented Phase II has not been funded yet.

STAFF REPORT

Park Services Division: Park Services Superintendent David Harry said staff are wrapping up work on the administration building with the move anticipated to occur December 31. David Harry said IT Manager Skye Carlson is doing a great job getting internet setup at the administration building. Staff from the state Department of Natural Resources are working on a creosote removal project on Bainbridge Island and in the District's parks. Creosote removal work began at Fay Bainbridge Park this week and work will continue into next week. Park staff will gather creosote pieces found in the District's parks and DNR will dispose of the collected items. This is a two-week project that will most likely extend into a third week. David Harry said he is meeting with staff from the City of Bainbridge Island tomorrow or early next week to look at the entrance to Sakai Park and for a long-term plan for that. The septic design for the bathroom at Battle Point Park was resubmitted to Kitsap County Public Health District. Work on the batting cage at Strawberry Hill Park is scheduled for January. After the holidays, David Harry said he will prepare a project schedule and get projects lined up for next year.

Commissioner Janow requested that staff put up signs or cones at Sakai Park entrance for safety. David Harry mentioned the Madison Avenue renovation project contractor is still parking equipment at Sakai Park. Commissioner Janow observed that kids are climbing on construction vehicles parked there which is a safety concern as the vehicles are situated on District property.

Senior Planner Matthew Keough provided an update on selecting a firm to produce the comprehensive plan update. Three firms have been reviewed. The goal is to complete the comprehensive plan update within a year's time with a draft delivered to the Board in November 2025. The draft is anticipated to go to the state for review before the end of 2025 and be finalized in February 2026. The comprehensive plan is a 6-year document.

Recreation Division: Recreation Division Director Madison Collins said winter/spring registration went well and it is projected to bring in more revenue than last year with three weeks left before programs start. Recreation staff is inundated with Active Net software implementation. The new art & enrichment program manager starts January 2.

Aquatics Program Administrator Jenette Reneau stated the pool is busy. The communication plan for the Ray Williamson pool closure continues to move forward. Tomorrow an email will go out to all the major user groups (BISC, BAM, water polo) with their closure schedule and what offsite locations will be utilized. The master pool schedule will be presented at the next board meeting for review and the schedule will be released to the public the following day. Parent and user group meetings have been scheduled for the first two weeks in January. A public meeting probably will be scheduled after the pool schedule is released.

Administrative Division: Assistant Executive Director Amy Swenson said staff is in the middle of the audit. One change requested by the auditor has already been enacted, which is mentioning the applicable RCW before the Board goes into executive session.

Executive Director Dan Hamlin was impressed with how Senior Planner Matthew Keough set up interviews with the three comprehensive plan firms. Dan Hamlin said the holiday party was fun, and Community Outreach Manager Emily Swift did an amazing job setting up the venue. The administration office move in date of December 31 was accelerated due to the moving company's availability. Dan Hamlin said he is off work December 24 through the end of year. There is a meeting tomorrow with a group of pool users led by Rod Stevens regarding the communication plan and website information regarding the Ray Williamson pool renovation project.

UPCOMING MEETINGS:

Commissioners DeWitt and Goodlin will not be at the January 16 board meeting

Commissioner Janow will not be at the February 6 board meeting.

BOARD MEMBER REMARKS:

- Commissioner Janow said she attended the audit intake meeting. Commissioner Janow said she attended the 8 Acre Woods dedication December 12 and stated it is a wonderful park, and the opening was well attended. Commissioner Janow mentioned Natural Resources Manager Morgan Houk spoke at the opening and in response to public questions Morgan Houk said there will be no major changes to the site, indicating it will be a passive use park. Commissioner Janow said she attended the holiday party; it was very festive. Commissioner Janow thanked Senior Planner Matthew Keough for putting together a wonderful day meeting with the comprehensive plan consultants. Commissioner Janow wished everyone happy holidays.
- Commissioner Goodlin said he attended the 8 Acre Woods dedication. He said he wanted to express his thanks to the Bainbridge Island Parks & Trails foundation for their efforts in acquiring and transferring the property to the Park District. He said it was nice to see many people attend the opening and show their enthusiasm. Commissioner Goodlin said he attended the holiday party.
- Commissioner Kinney commented on the needed tree thinning located closest to the softball right field fence for the bike park at Strawberry Hill Park. Those trees are big and may have some monetary value. Executive Director Dan Hamlin said he would mention this to Park Services Superintendent Lydia Roush. Commissioner Kinney commented on whether the cell tower located at Strawberry Hill Park can be removed as it doesn't belong in a park. Commissioner Swolgaard said it is a benefit to the community in that area. Dan Hamlin said he would like staff to assess whether the cell tower is needed at Strawberry Hill Park, how much revenue it could generate and how to

make it safer. Commission Kinney mentioned naming the Bainbridge Island Recreation Center after retired Executive Director Terry Lande and asked to add a resolution to this effect to the next Board meeting agenda.

- Commissioner DeWitt said he noticed a fellow walking around on the old volleyball court at Strawberry Hill Park with a locater device. Park Superintendent David Harry said that the individual is doing metal detecting and has permission to do so. If significant items are found, the individual works with the Bainbridge Island Museum of Art to possibly curate the items. Commissioner DeWitt said he is impressed that the District is going ahead with the ADA Transition Plan contract. He said this will give the District a good opportunity to provide the public with a larger perspective, taking a broader view to make sure the District serves everyone. Commissioner DeWitt said he was impressed with the ADA Transition Plan consultants and the amount of public involvement the firm includes in their planning.
- Commissioner Swolgaard asked when work will begin on the bike park at Strawberry Hill Park. Executive Director Dan Hamlin replied that the bid will go out in the first part of 2025. Commissioner Swolgaard said he received an email regarding leaf blowing. Executive Director Dan Hamlin said he will discuss this with Park Superintendent Lydia Roush who will reply to the email. Dan Hamlin responded that staff must remove duff down to mineral soil for proper trail construction, and trail grade is important for proper water runoff. The major concern was the use of a gas power blower which staff stopped using on trails long ago. Only the use of electric blowers is allowed on trails.

MEETING ADJOURNED to a 5-minute recess at 6:59 pm with announced time to reconvene at 7:04 pm. **MEETING RECONVENED** at 7:04 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:04 pm for discussion regarding consideration of site selection or acquisition of real estate if likelihood that disclosure would increase price per RCW 42.30.110(1)(b) with announced time to reconvene at 7:24 pm.

MEETING RECONVENED at 7:24 pm and **ADJOURNED** at 7:24 pm.

Betty Mirkovich
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

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, RENAMING THE BAINBRIDGE ISLAND RECREATION CENTER THE TERRY LANDE RECREATION CENTER (T-REC) IN HONOR OF TERRY LANDE.

WHEREAS, Terry Lande rendered devoted and unwavering service as executive director of the Bainbridge Island Park & Recreation District and then the Bainbridge Island Metropolitan Park & Recreation District for 22 years from 2003 until his retirement in 2024; and

WHEREAS, in his capacity as executive director he led the transition to a metropolitan park district which was approved by voters in 2004 and created the District we have today with a sustainable funding mechanism; and

WHEREAS, during his tenure numerous significant property acquisitions were successfully secured and integrated including what is now to be known as the Terry Lande Recreation Center; and

WHEREAS, through his own example he established a standard of excellence for the District and not only inspired staff with unwavering dedication but equipped them with the tools and the vision for sustained future success; and

WHEREAS, he is universally esteemed, highly respected, and a timeless exemplar for present and future generations,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that to honor Terry Lande for his service to the citizens of Bainbridge Island and to its Park District: 1) the Bainbridge Island Recreation Center be renamed and henceforth known as the Terry Lande Recreation Center (T-REC), and in consideration of his 22 years of service 2) that Terry Lande, his wife Claudia Lande, and their daughter Michaela Lande be awarded lifelong free passes to both the T-REC and the Aquatic Center.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, WA, at a regular meeting thereof held this 2nd day of January, 2025, 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

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 (5) 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 per RCW 35.61.050, 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

In order to be eligible to hold office on the Board of Commissioners, a person must be a citizen of the United States and the State of Washington and be an elector of Bainbridge Island Metro Park & Recreation District.

Current employees of the District are precluded from serving on the Board of Commissioners.

2130 Vacancies

Vacancies on the Board will be filled in accordance with RCW 42.12.

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, Treasurer, and At-Large. 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. Through the Executive Director, initiate, direct, and administer the District's 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 President, Vice-President, Clerk, and Treasurer. The Treasurer shall serve as ex-officio Assistant Clerk. Elections shall be conducted by motion, second, and vote of no less than a quorum of the Board. 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 President shall preside at all public meetings of the Board of Commissioners and shall sign 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 President works closely with other commissioners and the Executive Director to identify and prioritize agenda topics.

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

The Clerk is responsible for ensuring the board's compliance with legal, regulatory, and organizational requirements related to documentation and recordkeeping. While the Executive Director may assign staff to prepare meeting agendas, minutes, resolutions, and other records, the Clerk retains ultimate oversight and accountability for the accuracy, integrity, and safekeeping of these documents. See section 2418 – Minutes and Records of Minutes for more on documentation and recordkeeping.

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 (2) members. Board members shall be assigned to a committee for staggered two-year terms. It shall be the responsibility of the President to ensure 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 current and past Treasurer will comprise 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. The Board will nominate and vote on members to comprise this committee.
3. Governance - Shall review Board policies annually with attention to any applicable legislative changes and shall coordinate District activities with other governmental agencies. The current President and Vice-President 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 regarding personnel issues. The current President and past President will comprise this committee.
5. Program - Shall review proposals for significant changes/additions to the District programs and make recommendations for appropriate action to the Board. The Board will nominate and vote on members to comprise this committee.

2315 Ad Hoc Board Committees

The Board may appoint, by vote of the board, an Ad Hoc Committee which is a temporary committee with an established start and end date to address specific policies, issues, projects, or topics. All Ad Hoc Committees shall have at least one (1) Board member, or can be a committee of the whole Board, with the committee chair appointed by a vote of the Board. Ad Hoc Committees shall have no more than seven (7), and no fewer than five (5) members, of which staff and/or citizens can be appointed as appropriate. An Ad Hoc Committee may be dissolved through a vote of the Board, or by a sunset provision within the direction provided to the committee. Committees are considered "inactive" until all open positions have been appointed.

2320 Advisory Committees

Advisory Committees shall be established according to operational policy.

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 conducted per RCW 42.30. Regular meetings may 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.

Meetings may provide for Board members and key staff to participate virtually when circumstances require their attendance, and they are unable to attend in person.

Public participation may include a virtual view-only option for the public.

Per RCW 42.30.240 upon request for individuals who will have difficulty attending a meeting by reason of disability, limited mobility, or for any other reason that makes physical attendance difficult, the Board shall, when

feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comments for other members of the public will be accepted at the meeting.

2412 Special Meetings & Work Sessions

A special meeting may be called at any time by the President or by a majority of the Board. A written notice may be delivered personally, by email, or by mail to each member of the Board, to the City of Bainbridge Island designated newspaper of record and posted on the District website 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 President or by a majority of the Board. A written notice will be delivered personally, by email, 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 President 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 President. 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 President 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 President 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 (3) Commissioners present throughout the meeting to constitute a quorum.

2416 Rules of Order

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

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 President may call for the vote by roll call if any uncertainty is present. The President may vote, unless wishing to abstain, as may any member.

Board decisions involving major issues require three (3) 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
Conflict of Interest Disclosure
Reading of Mission Statement
Public Comments (per RCW 42.30)
Approval of Minutes
Approval of Vouchers and Payroll
General Business
Staff Report
Board Member Items
Unfinished Business, Committee Reports, Written Communications, Executive Session, and Business from Legal Counsel may also be agenda items as appropriate.

Agenda items requiring resolutions of a policy nature will be placed on the agenda at least twice, once for information only and then again at a subsequent meeting for 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 Clerk 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 President.

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

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. Should an existing policy be determined to be in conflict with newly enacted laws or regulations, including interpretations of law or regulation by a court, the Executive Director will have the authority to suspend enforcement of the policy until the Board has had the opportunity to either modify or repeal the policy. The Executive Director will promptly notify the Board of any actions the Executive Director has taken to suspend a policy.

2505 Conflict of Interest and Appearance of Fairness

Commissioners have a duty to the people they serve to demonstrate high moral and ethical behavior. *See, for example, RCW Title 42 Public officers and agencies, Sections 42.23 Code of ethics for municipal officers - conflict of interest, - and Section 42.52 - Ethics in public services.*

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 (3) 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

Recognizing the need to establish and delineate the responsibilities of the Board and its appointed Executive Director and their staff, the Board acknowledges that:

1. The Executive Director will be solely responsible to the Board for the administration of all units of the District. Except for the purpose of seeking clarification of information provided by a staff member or for inquiry of a general nature, the Board and its members will deal with the administrative officers and employees under the jurisdiction of the Executive Director solely through the Executive Director in order to provide for efficient and effective administration of the District.
2. The Executive Director will supervise and be responsible for the administrative and managerial affairs of the District. They will give general direction regarding personnel matters and will be ultimately responsible for the proper execution of policies and directions set by the Board and for the enforcement of local, state, and federal laws and regulations impacting the District. The Executive Director will keep the Board informed of the conditions and needs of the District and will make reports and recommendations including the modification or deletion of existing policies or the adoption of new policies regarding personnel as the Executive Director may deem desirable or as may be requested by the Board.

2530 Relationship with Park District Staff

Neither the Board nor any member of the Board will give orders to the Executive Director's subordinates or otherwise interfere with the managerial functions through such means as directing or requesting the interviewing, appointment, or removal of any of the Executive Director's subordinates, the making of particular purchases from or contracts with any specific individual or organization, or the granting or denying of any benefit or opportunity not made available to the general public.

2540 General Relationships

It is the policy of the Board to create recreation opportunities that promote community engagement, inclusivity, and active lifestyles. The District's programming will focus on recreational activities to encourage participation, skill building, and enjoyment for all ages and abilities. Programs will emphasize community well-being, social interaction, and lifelong engagement in physical and creative activities rather than competitive outcomes. The District will work collaboratively with local organizations, businesses, and other stakeholders to enhance recreational offerings without duplicating existing community programs. The District shall cultivate partnerships to create complementary opportunities that expand access to recreational and educational resources, fostering a stronger sense of community.

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. The Board may appoint Board member liaison(s) to work with outside agencies at the first meeting in January of each year.

2600 District Policies

All policies of the District shall be available on the District website or upon request may be viewed in the District office. This is the ultimate responsibility of the Clerk 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 statement" 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.

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