

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

Remote access options for board meetings available at [www.biparks.org](http://www.biparks.org).

**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.

**30.1** Minutes: Regular Board Meeting of January 16, 2025  
**30.2** Financial: Approval of vouchers and payroll.

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
04/03/25	Regular Board Meeting	6 pm	Strawberry Hill Center
04/17/25	Regular Board Meeting	6 pm	Strawberry Hill Center

**110. RECONVENE TO REGULAR SESSION**

## 120. ADJOURNMENT

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### **Board Committees**

Governance  
Capital Facilities  
Program  
Budget & Finance  
Personnel  
Ad Hoc Committee: Comprehensive Plan

### **2025 Board Representatives**

Goodlin/Janow  
  
Kinney/DeWitt  
Goodlin/Swolgaard  
Janow/Kinney

### **Board Liaisons**

Park District Committees:  
Trails Advisory Committee

DeWitt/Swolgaard

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

Kinney/Swolgaard

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**  
**REGULAR BOARD MEETING January 16, 2025**  
**STRAWBERRY HILL CENTER**

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

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

**ADJUSTMENTS TO AGENDA:** There will be no executive session.

**MISSION STATEMENT:** Vice-Chair Janow 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**

Jerry Elfendahl spoke about development and use of the cement structure from the lumber mill that existed at what is now Blakely Harbor Park.

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon hearing there were no corrections to the minutes of the January 2, 2025 regular board meeting, Vice-Chair Janow stated the minutes stand approved as submitted.

**APPROVAL OF PAYMENTS: MSC: Kinney/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
12/23/24	001 General Fund	29188-29192	1,041,369.80	12/23/24
01/03/25	001 General Fund	29194-29223	62,382.42	01/03/25
	001 General Fund (Dec. Payroll)	EFT & 3407-3410	373,078.04	
	001 General Fund (Dec. Payroll Benefits and Taxes)	EFT & 10050-10056	202,000.11	
	300 Capital Improvement Fund	Pre-approval	54,261.48	
	300 Capital Improvement Fund	Pre-approval	179,818.78	

**GENERAL BUSINESS**

**AQUATIC CENTER SCHEDULING DURING THE RAY WILLIAMSON POOL RENOVATION CLOSURE:** Aquatic Program Administrator Jenette Reneau said the first day of the Ray Williamson pool closure is currently scheduled to be Monday, February 17. Before the holidays staff announced the schedules for Bainbridge Island Swim Club, Bainbridge Aquatic Masters, and Bainbridge Island Water Polo during the Ray Williamson pool closure and met with the groups to give them time to digest the changes. The schedule for the Don Nakata pool during the Ray Williamson pool closure is now posted for members of the public to view and plan for. There are two public meetings planned for February 6 and on February 10 Jenette Reneau will be on the pool deck to chat with members of the public about their needs. If people are flexible, considerate of others, and willing to share then everyone will get to swim but it will not look like it normally does. There are scheduled times for people with injuries, disabilities, and special needs to use the pool. However, their space needs can be very specific and may need to be addressed individually. Only family swim, open swim, water exercise, and swim lessons are

going to have the same amount of time on the schedule as they did on the pre-closure schedule. The plan is to open at 4:00 am but if enough users do not show up that early the opening time will be adjusted. There will be two mini lap lanes in the dive tank to augment the existing lap lanes. The temperature of the Don Nakata pool will not change, the Kitsap County Health District has strict rules about temperature for pools used by kids under 5 years old. Staff are aware that despite their best efforts not all users will be pleased with the schedule. The schedule will likely need to be adjusted, and staff are promoting the message of flexibility and collaboration. The schedule will also be adjusted for every season. At this time, staff believe it would be fiscally irresponsible to use the Bainbridge Island Recreation Center pool to augment the Don Nakata pool schedule during the closure due to heating and staffing costs.

**BOARD COMMITTEES AND LIAISONS:** Commissioner Janow said the board needs to pass a motion to finalize decisions made at the previous meeting regarding committees and liaisons. **MSC: Swolgaard/Kinney: Move that Jay Kinney and Tom Swolgaard be the Bainbridge Island Parks & Trails Foundation liaisons, that Ken DeWitt and Tom Swolgaard be the Trails Advisory Committee liaisons, that Dawn Janow and Jay Kinney be the Ad Hoc Comprehensive Plan Committee from January 16, 2025 to March 1, 2026, and that the Dog Advisory Committee, Ad Hoc Sakai Site Planning Committee, and the Ad Hoc Forest Management Committee be dissolved.**

**RESOLUTION 2025-01: CLAIMS AGENT:** Executive Director Dan Hamlin said this resolution appoints him as the claims agent for the Park District and updates the address to the Strawberry Hill Administration Office. **MSC: Kinney/Swolgaard: Move to adopt Resolution 2025-01 to change the claim agent for damages with Kitsap County.**

**RESOLUTION 2025-02: BOARD POLICIES:** Executive Director Dan Hamlin said staff made all the adjustments as requested by the board and the revised board policies are ready for adoption. **MSC: Kinney/Swolgaard: Adopt Resolution 2025-02 to revise the board policies for the District's policy manual.**

**CITIZEN ADVISORY COMMITTEE POLICY DISCUSSION:** Executive Director Dan Hamlin said some of these items used to be in the board policies. This document establishes citizen advisory committees in an operational policy as they report to staff who in turn report to the board, although board members may serve as liaisons to a citizen advisory committee. After some input and discussion, staff were directed to bring the policy back to the board for an additional review.

**GRANT OPPORTUNITY FROM WASHINGTON STATE ARCHIVES:** Executive Services Manager Helen Stone said staff would like to apply for a grant from Washington State Archives. The category of the local records grant program the Park District will be applying for is digital imaging. **MSC: Swolgaard/Kinney: Motion to authorize staff to apply for the Washington State Archives grant.**

## **STAFF REPORT**

**Recreation Division:** Recreation Division Director Madison Collins said after the recent move of administration staff to the Strawberry Hill Administration Office, staff offices at Bainbridge Island Recreation Center have been rearranged and there is additional activity space for members. Recreation staff are in conversation with the Battle Point Astronomical Association about programming opportunities. Recreation Superintendent Bryan Garoutte said the boys and girls gymnastics teams have started their competition seasons.

**Park Services Division:** Park Services Superintendent David Harry said he met recently with City of Bainbridge Island staff and their contractor regarding the new Sakai Park entrance, and there is a plan to improve it. Park Services Division Director Lydia Roush said the volunteer program manager position has been filled. Staff are having an arborist come out and getting a quote to work on the trees by ballfield three in Strawberry Hill Park so it can be extended. After investigation, staff suspect a patch of sword ferns in Fort Ward Park that appear ill have a fungus referred to as sword fern die-off. The cause of the fungus is unknown, but the occurrence has been reported to the state and shared with community partners. Over



12,000 pounds of creosote log material that had washed up on the beach were removed from Fay Bainbridge Park by the Department of Natural Resources. The bid to turn the tennis courts into pickleball courts at Battle Point Park is out and the bid for the bike park in Strawberry Hill Park is going out at the end of the month.

Executive Director Dan Hamlin said he is working with marketing staff on a regular newsletter for the public. The Strawberry Hill Administration Office hours will be established for 30 hours a week when the new position is hired as that person will be at the front desk. Staff are attempting to contact the organizer of the Dirty Chilly, which is an off-road version of the Chilly Hilly, because it impacts trails.

**BOARD MEMBER REMARKS:**

- Commissioner Kinney reported that he saw the trees that blew down in the part of Strawberry Hill Park where the bike park will be built, as staff expected would happen after the thinning project which was completed last year.
- Commissioner Kinney said he attended the pickleball group's recent meeting and what they want to see is covered courts. They understand it would be very difficult to get approval for covered courts at Battle Point Park. There was a conversation about the possibility of building covered courts at Strawberry Hill Park.
- Commissioner Swolgaard asked about the status of the Battle Point Park restroom replacement and Park Services Superintendent David Harry gave a brief update on the project.
- Commissioner Swolgaard said he attended the recent work party at Blakely Harbor Park.
- Commissioner Janow said after witnessing the wildfires in Los Angeles last week she has been thinking about how the Park District can prevent or mitigate a wildfire situation. Park Services Division Director Lydia Roush said staff have been in contact with Bainbridge Island Fire Department Fire Chief Jared Moravec and he approved of staff's plan to create fire breaks both laterally and vertically to reduce the fuel capacity around the edges of parks. Staff are also taking into account target areas where extra debris should be removed. The Park District has a lot of property and boundary lines, but staff are working to address this. Commissioner Janow suggested sharing that work with the public.

**MEETING ADJOURNED** at 7:10 pm.

Helen Stone  
Dan Hamlin  
BAINBRIDGE ISLAND METROPOLITAN  
PARK & RECREATION DISTRICT

BY: \_\_\_\_\_  
Tom Goodlin

BY: \_\_\_\_\_  
Dawn Janow

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

BY: \_\_\_\_\_  
John Thomas Swolgaard

ATTEST: \_\_\_\_\_  
Kenneth R. DeWitt

BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION

DISTRICT

AGREEMENT FOR SERVICES

This agreement is entered into the date below written between the BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT, a Washington special purpose district (the "District"), and Framework, referred to as "*Contractor*" for the project Comprehensive Plan Update

- 1) Services Rendered by *Contractor*: *Contractor* shall provide the professional services as defined in this Agreement and as necessary to accomplish the Scope of the Services attached as Attachment A and incorporated by this reference. *Contractor* shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this agreement.
- 2) Terms of Payment:
  - A) Payment. The District shall pay *Contractor* for cost reimbursable services: (check one)  
( ) Hourly, plus actual expenses, in accordance with Attachment A,  
(X) Fixed Sum: a total amount not to exceed \$112,264  
Other: per bid document.
  - B) Invoicing. *Contractor* shall submit monthly invoices for services performed in a previous calendar month in a format acceptable to the District. Each project and each task within a project shall be the subject of a separate invoice. *Contractor* shall maintain time and expense records according to industry standards and provide them to the District upon request.
  - C) Payments to *Contractor*. All invoices shall be paid by mailing a check within 60-days of receipt of a proper invoice and W-9 form. Checks will be mailed to address indicated on W-9 submitted by *Contractor*.
  - D) Final Payment. Final payment of any balances will be made upon completion of the Scope of Service and receipt of all deliverables and all project-related documents and data that are required under this Agreement. Provided, however, in accordance with RCW 39.08.010(3), on contracts of \$150,000 or less, if Contractor has so elected, the District may, in lieu of a payment and performance bond, retain 10% of the contract amount for the period of time specified in RCW 39.08.010(3).

- E) Satisfaction of Scope of Services. If the services rendered do not meet the requirements of this Agreement, *Contractor* shall timely correct or modify the work to comply with this Agreement. The District may withhold payment for such work until it meets the requirements of the Agreement. Satisfaction of services will be the degree of skill and diligence normally employed by professional engineers and consultants performing the same or similar services.

3) Discrimination and Compliance with Laws:

A) *Contractor* agrees not to discriminate against any employee or any other person in the performance of the Agreement because of race, creed, color, national origin, marital status, sex, age, veteran's status, disability, or other circumstances prohibited under federal state or local laws, except for a bona fide occupational qualification. Violation of this Section 3.A shall be a material breach of this Agreement and grounds for termination or suspension of this Agreement by the District.

B) *Contractor* shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under the Agreement. Violation of this Section 3.B shall be a material breach of this Agreement and grounds for termination or suspension of this Agreement by the District.

C) As a prerequisite to performing work under this Agreement, Contractor shall provide a sworn statement to the District certifying that it has not violated labor laws in the last three years. If Contractor is not able to provide said sworn statement, the District may terminate this Agreement.

D) As a prerequisite to performing work under this Agreement, Contractor shall provide the District with a signed statement certifying its compliance with established criteria to be considered a responsible bidder. If Contractor is not able to provide said statement, the District may terminate this Agreement.

4) Term and Termination of Agreement:

A) This Agreement shall become effective upon execution by both parties and shall continue in full force until, unless sooner terminated by either party pursuant to Section 4.B below.

B) This Agreement may be terminated by either party without cause upon 30 days' written notice, in which event all finished or unfinished documents, reports, data or other material or work pursuant to this Agreement shall be submitted to the District, and *Contractor* shall be entitled to compensation at the rate set forth in Section 2 above for any satisfactory work completed prior to the date of termination.

5) Work Made for Hire:

Any and all work or intellectual property developed in the course of the Scope of Services is a direct result of this Agreement, to the extent applicable shall be deemed a work made for hire, and the District shall be the sole and exclusive holder of any and all right, title and interest in and to said work or intellectual property.

6) General Administration:

A) District Authorization and its Designee. The Director of the District, or his designee, shall be the District's representative and shall oversee and approve all services to be performed, coordinate all communications and review and approve all invoices under this Agreement.

B) Independent Contractor. Contractor's relationship with District is that of an independent contractor. Contractor is free to engage in other independent contracting activities, provided that such activities do not conflict with or interfere with Contractor's duties hereunder. Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed. Contractor is in business for itself and is not economically dependent on District. Nothing in this Agreement, or in the business dealings or relationship between the parties, shall be construed to create the relationship of employee and employer, partners or joint ventures. Contractor warrants to District that it will pay all applicable taxes and withholdings, and will make all filings with governmental entities, as required as a result of execution of this Agreement and compensation received by it hereunder. Contractor agrees to defend, indemnify, and hold District harmless from and against any and all claims, actions, penalties, fees, assessments, liabilities and expenses (including reasonable attorney fees) arising out of or relating in way whatsoever to Contractor's breach of the warranty in this Section 6.B

C) Lower Tier Subcontracts. Contractor shall not sublet or assign any of the work covered by this Agreement, except with the prior written approval of the District and in strict compliance with the terms, provisions, and conditions of this Agreement. Contractor will bind in writing all Lower Tier Subcontractors to the provisions of this Agreement.

D) No Additional Relationship or Burden Implied. Neither this Agreement nor any Lower Tier subcontract will create any contractual relationship between any Lower Tier Subcontractor and the District, nor any liability on the part of the District from any Lower Tier Subcontractor.

E) Access to and Retention of Records. Contractor will maintain project and

accounting records for a minimum of six (6) years in accordance with RCW 40.14.070, and make them available for examination by the District upon request. Records will also be made available to the District to fulfill any public record request received by the District. See Section 9 below. If Contractor does not want to retain the project and accounting records for the six (6) year period, Contractor will turn the records over to the District, which will assume responsibility for retaining them for the required length of time.

F) Notice of Delay. The time schedule for the performance of services set forth under this Agreement is based on *Contractor's* anticipation of the orderly and continuous progress of the project. If *Contractor* is delayed in the performance of services by conditions that are beyond its control, *Contractor* shall notify the District in writing of the cause of the delay and the amount of the delay anticipated. Such notice shall be delivered to the District within five (5) days of the time *Contractor* is aware of the delay.

G) Permits, Licenses and Fees: *Contractor* will obtain and pay for all permits and licenses required by law that are associated with *Contractor's* performance of the Scope of Services and will give all necessary notices.

H) The GENERAL CONDITIONS FOR BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT PUBLIC WORKS PROJECTS ("General Conditions") are incorporated herein by this reference as if fully set forth herein. If there is a conflict between this Agreement and the General Conditions, the General Conditions control.

7) Insurance: *Contractor* will maintain throughout this Agreement the following insurance and, as a prerequisite to performing work under this Agreement, will submit certificates verifying such to the District:

A) Worker's compensation insurance as required by Washington State.

B) Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and damages to property of others arising from the use of motor vehicles, including onsite and offsite operations, and owned, or non-owned or hired vehicles, with \$2,000,000 combined single limits.

C) Comprehensive general liability insurance covering claims for injuries arising out of any negligent act or omission of *Contractor* or of any of its employees, agents, or subcontractors with \$2,000,000 per occurrence/\$4,000,000 aggregate.

If Contractor is not able to provide said insurance certificates, the District may terminate this Agreement.

D) All insurance certificates will state that the insurance carrier will give the District thirty (30) days' advance notice of any cancelation of the policies. Excepting the Worker's Compensation Insurance secured by the *Contractor*, the District will be named on all policies as an additional insured. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

8) Hold Harmless:

A) Contractor shall protect, defend, indemnify and save harmless the District, its officers, employees and agents from any and all costs, claims, judgments, awards of damages, and expenses (including reasonable attorney fees) arising out of or in any way resulting from (i) the negligent acts or omissions, or intentional misconduct, of Contractor, its officers, employees and agents in performing under this Agreement and/or (ii) material breach of this Agreement by Contractor.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability resulting from the concurrent negligence of Contractor and the District, Contractor shall be liable only to the extent of its negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

B) The District shall protect, defend, indemnify and save harmless Contractor, its officers, employees and agents from any and all costs, claims, judgments and awards of damages, and expenses (including reasonable attorney fees) arising out of or in any way resulting from (i) the grossly negligent acts or omissions, or intentional misconduct, of the District, its officers, employees or agents in performing under this Agreement and/or (ii) material breach of this Agreement by the District; provided, that the District shall be liable only to the extent of gross negligence and/or intentional misconduct.

9) Public Records Act

A) This Agreement and all public records associated with this Agreement shall be available for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "PRA"). To the extent that public records then in the custody of Contractor are needed for the District to respond to a request under the PRA, as determined by Park District in its sole and absolute discretion, Contractor agrees to make them promptly available to the District; provided, that Contractor shall have the right, under RCW 42.56.540, to seek a court order if it believes a record is exempt from disclosure.

B) The District has no obligation on behalf of Contractor to claim any exemption

from disclosure under the PRA. The District shall not be liable to Contractor for any records that the District releases in compliance with the PRA or an order of a court of competent jurisdiction.

10) General Provisions:

A) Waivers. No waiver by either party of any default by the other party in the performance of any provision of this Agreement will operate as, or be construed as, a waiver of any future default, whether like or different in character.

B) Force Majeure. Neither party to this Agreement will be liable to the other party for delays in performing the Scope of Services, or for the direct or indirect costs resulting from such delays, that may result from labor strikes, riots, war, acts of governmental catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

C) Authorization to Proceed. Execution of this Agreement by the District will be authorization for *Contractor* to proceed with the Scope of Services, subject to any other requirements or prerequisites under this Agreement.

D) No Third- Party Beneficiaries. This Agreement gives no rights or benefits to anyone other than *Contractor* and the District. There are no third-party beneficiaries.

E) Dispute Resolution. In the event of a dispute between the parties arising under or relating in any way whatsoever to this Agreement, the parties shall attempt to resolve it through good faith negotiation. If the dispute is not resolved through such negotiation, the parties shall attempt to resolve it through mediation in Kitsap County, Washington, with a neutral, third-party mediators mutually agreed upon by the parties, with the costs of mediation shared equally by the parties. If the dispute is not resolved through mediation, then upon written demand by one of the parties it shall be referred to an arbitrator mutually agreed upon by the parties. The arbitration process shall be conducted in accordance with RCW 7.04A, except as modified herein. The arbitration hearing shall be held in Kitsap County, Washington. All remedies, legal and equitable, available in court shall also be available in arbitration. The arbitrator's decision shall be final and binding, and judgment may be entered thereon in any court of competent jurisdiction. In any dispute arising out of this Agreement, including arbitration, the substantially prevailing party shall be entitled to recover its reasonable attorney fees and costs from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to conflict of law principles thereof. Venue of any dispute shall lie exclusively in Kitsap County.

F) Contractor may not assign its rights or obligations arising under this Agreement

without the prior written consent of the District.

G) If any provision of this Agreement shall be determined by a court of competent jurisdiction to be unenforceable, the remaining provisions of this Agreement are severable, and the unenforceability of any single provision herein shall not affect the remaining provisions of this Agreement.

H) Those provisions of this Agreement that have or could have effect after termination of this Agreement, which include, without limitation, dispute resolution and indemnification provisions, shall survive termination of this Agreement and be fully applicable and enforceable thereafter.

I) This Agreement represents the entire agreement between the parties, supersedes all prior agreements and understandings, and may be changed only by written amendment executed by both parties. This Agreement may be executed in counterparts, and facsimile and pdf signatures shall be deemed the equivalent of original signatures for all purposes.

11) Attachments and Schedules:

The following attachments and schedules are hereby made a part of this Agreement: Attachment A

Accepted for the Bainbridge Island Metropolitan Park and Recreation

District BY: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted for *CONTRACTOR*

BY: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_



## ATTACHMENT A

### Bainbridge Island Metro Park & Recreation District Comprehensive Plan Update

# Scope of Work

January 30, 2025



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## Overview

The Bainbridge Island Metro Park & Recreation District (BIMPRD) is performing an update to the Park Comprehensive Plan, which outlines how the District will meet growing demand for parks and recreation facilities. This plan is designed to comply with Recreation and Conservation Office (RCO) guidelines, its adoption resulting in the District's eligibility for state grant funding. This plan effort also serves to ascertain and reflect community priorities, serving as a vision framework for what matters to Bainbridge Island residents and how the parks system can meet their needs for recreation, gathering, and connection to nature.

## Project Phasing + Tasks

### Phase 0. Project Management

Phase 0 accounts for project administration and management including coordination and meetings with BIMPRD staff, managing the project schedule and budget, and coordinating tasks amongst the project team. The project will begin with a kick-off meeting during which the team will review the scope, define roles, and establish initial project goals and direction.

Deliverables:

- Project kick-off agenda
- Shared Google Doc with meeting agendas and notes
- Progress reports and invoicing

### Phase 1. Public Engagement

Public engagement and communication with the Parks Board will be key in informing project deliverables such as the Level of Service (LOS) calculation and Capital Projects list. The Public Engagement Plan will outline when, where, and with whom engagement activities will occur, allowing the project team to gather feedback at key project junctures.

Phase 1 covers the development of the Public Engagement Plan as well as tasks related to preparing materials for public engagement events, distributing and analyzing a public survey, presenting to the Parks Board, and attending events.

#### Task 1.1 – Public Engagement Plan

The consultant team will produce a draft and final Public Engagement Plan outlining key strategies and a schedule for public engagement over the duration of the project. This will include a strategy and schedule for distributing a scientifically-relevant survey, Parks Board presentations, in-person events for public engagement, and meetings with stakeholder groups and agency partners.

Deliverable:

- Draft and Final Public Engagement Plan

## Task 1.2 – Public Engagement Survey

RRC will conduct a scientifically-relevant survey aimed at ascertaining resident priorities for land acquisition, development, park improvements, and recreational programming. The consultant team will present a preliminary draft of this survey at the kick-off meeting, which can be refined during and following this meeting to ensure that it will solicit the intended feedback.

This survey can be distributed using paper copies as well as online. After a relevant sample size has been collected, this survey can be opened to the wider public and distributed at events to collect additional feedback.

Deliverable:

- Scientifically-relevant survey and data analysis

## Task 1.3 – Parks Board Presentations, Stakeholder Meetings, and In-Person Events

The Parks Board will guide the development of the Comprehensive Plan update by providing feedback on key deliverables including the Goals and Objectives, LOS calculation, and Capital Projects list. Presentations to the Parks Board will summarize these key deliverables and allow time for feedback. Framework will prepare and present slides and record feedback at 4 Parks Board meetings during the project duration.

The District will lead stakeholder meetings, which will culminate in a Stakeholder Share Out meeting led by Framework. This in-person meeting will serve as a report-out for what was heard during the stakeholder process, with an exercise aimed at distilling key priorities for park growth and spending.

The District will be primarily responsible for attending and gathering feedback at public engagement events. The consultant team will provide a toolkit for the District to bring to events, including design of printed materials and an outline for any additional materials needed to collect feedback in a creative and fun way. The events and engagement strategies will be outlined in the Public Engagement Plan, but may include interactive maps, visual preference surveys, or other activities aimed at encouraging meaningful conversation and engagement with the public.

Deliverables:

- Slide decks for Parks Board Meetings
- Slide deck and any other materials needed for Stakeholder Share Out meeting
- *Public engagement toolkit*

## Phase 2. Demands and Needs Analysis

The Demands and Needs Analysis compares the current park system with the District and constituents' hopes and goals for the future. It will consider the inventory of park assets, utilization rates (i.e., how often facilities are rented out or in use), public feedback, District and City goals, as well as best practices. This culminates in a LOS that quantifies a target for park performance, which can incorporate park acreage, distribution, quality of facilities, and other factors.

## Task 2.1 – Inventory

BIMPRD maintains an inventory of physical park assets, which they will update during this planning effort. The Consultant team will perform an inventory of tree canopy cover and will provide a framework for the inventory programmatic elements (such as class hours and events) and utilization rates of park features such as sports courts, community rooms, and trails. The District and consultant team will determine which elements to monitor and at what frequency, and the consultant team will create a system the District can use to collect information at points throughout the year.

Deliverables:

- Ecological inventory (ArcGIS Pro)
- Framework for programmatic and utilization inventory (Excel spreadsheet)

## Task 2.2 – Demands and Needs Analysis

The Demands and Needs Analysis Report will include tables and maps of the park inventory, as well as the results of the public survey and other relevant feedback from this planning effort or past planning efforts. Information on best practices and regional goals will supplement these data and help to frame report results. The report will include a summary of priorities for new or updated parks, facilities, and programs, with a recommendation for a LOS calculation framework.

The District will perform much of the mapping for this task, with the consultant providing a network analysis to show the percentage of residents who are within ½ mile from a park.

Deliverables:

- Demands and Needs Analysis Report
- Park distribution map and analysis

## Task 2.3 – Level of Service Development

The consultant team will calculate a Level of Service for the BIMPRD, which may include several components such as park acreage, distribution, ecological health, and quality of facilities. This will be done in Excel and ArcGis Pro, giving the District to easily make updates to the calculation for future plan update cycles.

Deliverable:

- Level of Service tool and calculation in Excel and ArcGIS Pro

## Phase 3. Visions, Goals, Objectives, and Implementation Actions

A community vision statement is a narrative synopsis of how people envision the park system growing and serving residents and visitors. Accompanied by an illustrative graphic, it helps to tell the story of who Bainbridge Island is and how parks, trails, events, and other park elements enrich their lives, keep them healthy, and foster community connection. The community vision statement will be drawn from public engagement efforts.

Goals and objectives are statements of intent for how the District will plan, design, and manage the many elements within the park system in order to move towards the community vision. Action items serve as a “to-do list,” and thus ostensibly change during each planning cycle, depending on what has been accomplished.

During Phase 3, the consultant team will audit the District’s existing goals and objectives, noting what has been accomplished, what is still relevant, and what may be out of line with current District goals or regional policies. An updated set of goals and policies will include an implementation matrix, which will specify the level of priority and cost, as well as the responsible parties for each item.

### Task 3.1 – Audit of existing goals & objectives

The consultant team will audit the goals and objectives of the 2020 PROS Plan, marking where items have been completed, require additional specificity, or are unaligned with regional policy or best practices. This will be done in Google Sheets, allowing for collaboration between the consultant and client. The consultant will also recommend additional policies based on guidance from the Recreation and Conservation Office (RCO), the Growth Management Act, and research from the National Recreation and Parks Association (NRPA). This task includes review of the in-progress Bainbridge Island Comprehensive Plan Periodic Update and Winslow Subarea Plan.

Deliverable:

- Google Sheet of existing and recommended goals and policies

### Task 3.2 – Goals, Objectives, Action Items, and Community Vision Statement

The consultant will work with the client to establish a community vision statement based on the feedback gathered during the project’s public engagement efforts. This short statement will be accompanied by an illustrative graphic that helps to communicate key themes for how the community envisions the growth of the park system.

An updated list of goals and objectives will outline the direction for the development and management of the park system, and will be organized numerically. This will be accompanied by an Implementation Matrix of action items that specify steps the District and its partners will take to meet its goals. This matrix will outline priority levels, costs, and responsible parties for each action.

Deliverables:

- Community vision statement and graphic
- Goals and Policies list
- Implementation Matrix

## Phase 4. Capital Improvement/Funding Program

The Capital Projects List will outline the acquisition, development, renovation, restoration, and improvement projects the District intends to carry out over the next 6-10 years. This list will be work to meet the established LOS and will be accompanied by a funding program that considers existing and potential revenue streams. This phase will include the exploration of a potential voter-approved levy, identifying projects that could be of public interest to fund.

### Task 4.1 – Capital Project List development

The consultant team will draft a list of Capital Projects that address the established LOS through land acquisition, new park development, or improvements to existing parks. This list will outline anticipated costs and timeline, and will be presented to the Parks Board and other stakeholders and subsequently edited to reflect their feedback.

Deliverable:

- Capital Projects List in Excel

### Task 4.2 – Capital Improvement Funding Plan and Priorities Matrix

The consultant team will develop a model for funding Capital Projects. This process will include an evaluation of additional revenue streams, including a voter-approved levy, and will identify available grant funding. A priorities matrix will accompany this model and guide spending decisions according to growth-related needs, project urgency, equity, and other factors. The model will allow the District to make future updates to reflect new funding sources, updated cost estimates, and shifting priorities.

Deliverables:

- Capital Projects funding model
- Capital Projects priority matrix

## Phase 5. Draft and Final PROS Plan Development

The draft and final plan development includes the production of tables, graphics, maps, and diagrams, as well as text for the PROS Plan. The District will participate in this effort, taking on much of the writing for this task. The consultant team will author an executive summary, produce chapter dividers, and provide graphics to enhance the readability of this plan. Potential graphic contributions include

- Formatted tables for the Inventory, Goals and Objectives, Implementation Matrix, Capital Projects List, and Level of Service
- Diagrams depicting the Level of Service calculation, Capital Projects funding streams, and others

This task begins with an audit of the existing plan, where the consultant and client will establish where updated text and/or imagery is needed, and who will be responsible for that component.

### Task 5.1 – Existing Plan Audit and Work Plan

The consultant will perform an initial audit of the 2020 PROS Plan, noting opportunities for updates, expansion, and graphic development. The consultant and client will substitute one project management meeting with a working meeting to discuss this audit and establish a workplan that notes who is responsible for which section of the plan, and what is expected to be produced. This meeting is also an opportunity to establish project management workflows including QAQC and document production.

## Deliverables:

- 2020 PROS Plan Audit (Adobe Acrobat markup)

## Task 5.2 – Draft and Final document production

The consultant will provide desired tables and graphics for the PROS Plan, as well as Executive Summary text. The consultant team may also provide guidance or select text for the Level of Service methodology. Finally, the consultant team will also provide a document template that the District can use to format the updated plan, including chapter divider pages, a table of contents, and appendix.

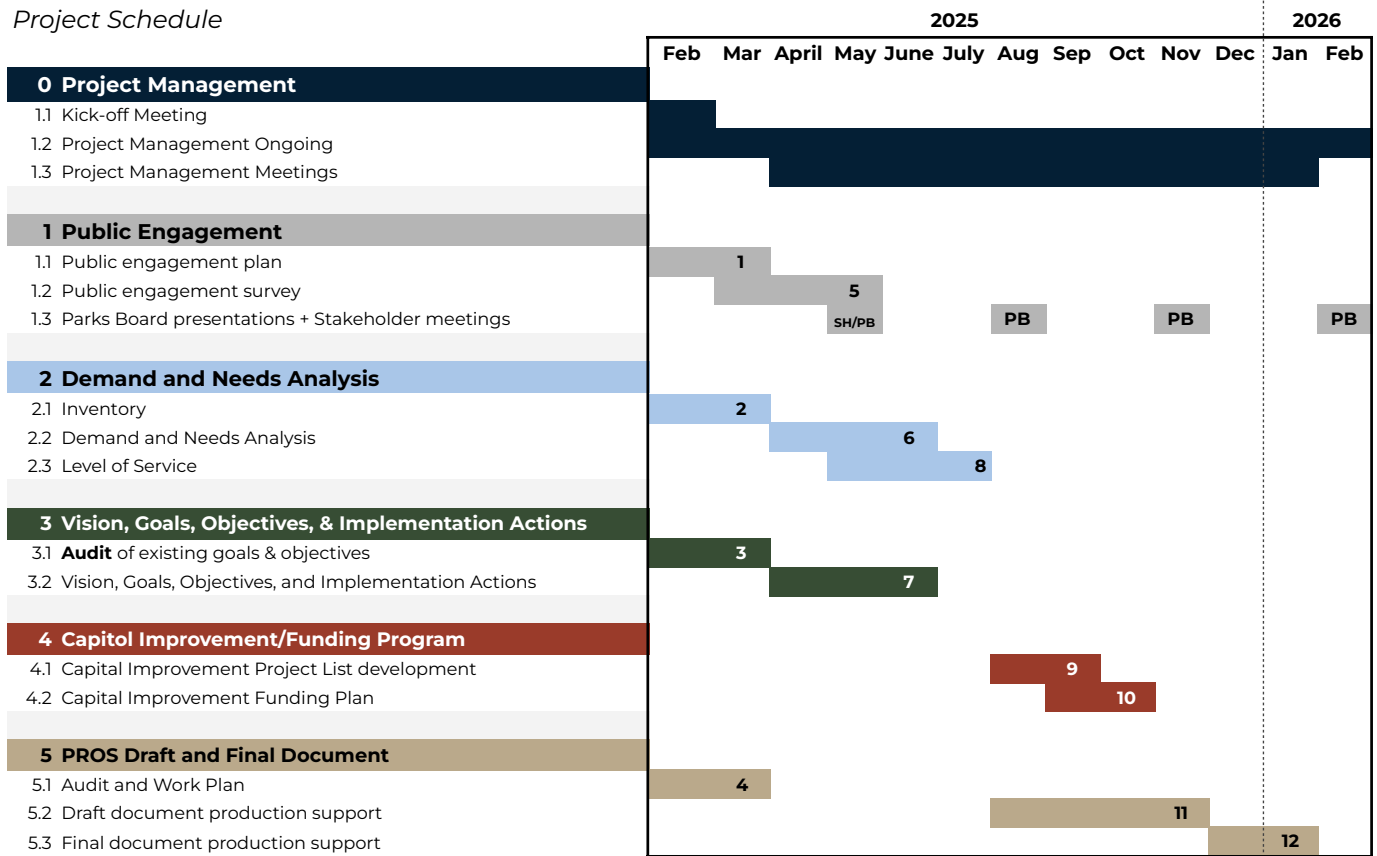
## Deliverables:

- Plan tables and graphics
- Chapter dividers
- Executive summary
- Plan document template



## BIMPRD PROS Plan Update

### Project Schedule



#### Deliverables Key

1	Public Engagement Plan
2	Park inventory
3	Goals and objectives audit
4	PROS Audit and Work Plan
5	Public engagement survey results
6	Demand and Needs Analysis
7	Goals, objectives, vision, & implementation matrix
8	Level of Service calculation
9	Capital Projects list development
10	Capital Projects funding plan
11	Draft plan
12	Final plan

PROPOSED BUDGET

framework

framework					Facet			RRC		Sieger Consulting		Total Hours and Estimated Cost by Task	Subtask Subtotals
	Jeff Arango	Hope Freije	Sarah Lukins	Katherine Magee	Marina French	Kim Frappier	Alex Capron	Kailyn Haskovec	Ethan Adams	Annie Sieger			
2025 Hourly Rate	\$250	\$165	\$165	\$120	\$196	\$199	\$186	\$164	\$164	\$150			
Task 1: Project Management													
1.1 Kick-off Meeting	4	8	4	0	0	0	0	0	0	0	16	\$2,980	
1.2 Project Management (Ongoing)	4	20	0	0	0	0	0	0	0	0	24	\$4,300	
1.3 Staff Meetings	8	25	15	0	2	2	2	0	0	5	59	\$10,512	
Subtotal	16	53	19	0	2	2	2	0	0	5	99	\$17,792	
Task 2: Public Engagement													
2.1 Public Engagement Plan	2	6	12	0	0	0	0	0	0	0	20	\$3,470	
2.2 Public Engagement Survey	0	6	4	0	0	0	0	76	77	0	163	\$26,742	
2.3 Parks Board Meetings and In-Person Engagement	10	36	8	10	0	0	0	0	0	0	64	\$10,960	
Subtotal	12	48	24	10	0	0	0	76	77	0	247	\$41,172	
Task 3: Demands and Needs Analysis													
3.1 Inventory	0	4	0	0	0	0	0	0	0	0	4	\$660	
3.2 Demands and Needs Analysis	4	15	15	0	0	0	12	0	0	5	51	\$8,932	
3.3 Level of Service Development	4	15	5	0	0	0	0	0	0	5	29	\$5,050	
Subtotal	8	34	20	0	0	0	12	0	0	10	84	\$14,642	
Task 4: Vision, Goals, Objectives, and Implementation Actions													
4.1 Audit of existing goals and objectives	0	16	2	0	0	0	0	0	0	0	18	\$2,970	
4.2 Vision, Goals, Objectives, and Implementation Actions	4	12	2	0	0	0	0	0	0	0	18	\$3,310	
Subtotal	4	28	4	0	0	0	0	0	0	0	36	\$6,280	
Task 5: Capital Improvement/Funding Program													
5.1 Capital Projects List development	4	10	0	0	12	0	0	0	0	5	31	\$5,752	
5.2 Capital Projects funding plan	4	8	0	0	0	0	0	0	0	25	37	\$6,070	
Subtotal	8	18	0	0	12	0	0	0	0	30	68	\$11,822	
Task 6: PROS Draft and Final Document													
6.1 Document audit and work plan	0	3	0	0	0	0	0	0	0	0	3	\$495	
6.2 Draft document production	6	15	15	15	0	0	0	0	0	0	51	\$8,250	
6.3 Final document production	4	15	15	15	0	0	10	0	0	0	59	\$9,410	
Subtotal	10	33	30	30	0	0	10	0	0	0	113	\$18,355	
Total Estimated Hours	58	214	97	40	14	2	24	76	77	45	647		
Cost (Hours*Rate)	\$14,500	\$35,310	\$16,005	\$4,800	\$2,744	\$398	\$4,464	\$12,464	\$12,628	\$6,750	\$110,063		
Project Cost Subtotal	\$110,063												
Expenses (2% of Project Cost)	\$2,201												
Estimated Total Costs	\$112,264												



- Task 1: Project Management
- Task 2: Public Engagement
- Task 3: Demands and Needs Analysis
- Task 4: Vision, Goals, Objectives, and Implementation Actions
- Task 5: Capital Improvement
- Task 6: Document production
- Expenses

Task 1: Project Management	\$17,792
Task 2: Public Engagement	\$41,172
Task 3: Demands and Needs Analysis	\$14,642
Task 4: Vision, Goals, Objectives, and Implementation Actions	\$6,280
Task 5: Capital Improvement	\$11,822
Task 6: Document production	\$18,355
Expenses	\$2,201