

## **AGENDA**

### **Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – February 20, 2025**

**Strawberry Hill Center**  
7666 High School Road NE  
Bainbridge Is, WA 98110  
206-842-0501

Remote access options for board meetings available at [www.biparks.org](http://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 February 6, 2025
- 30.2** Financial: Approval of vouchers and payroll.

#### **40. GENERAL BUSINESS**

- 40.1** Staff Introductions Hamlin (5 min)  
**Action:** Information only.
- 40.2** Ray Williamson Pool Renovation Closure Update Omans/Reneau (10 min)  
**Action:** Information only.
- 40.3** Schedule for Comprehensive Plan Update Keough (10 min)  
**Action:** Information only.
- 40.4** Resolution 2025-03: Citizen Advisory Committee Policy Hamlin (10 min)  
**Action:** Possible motion to adopt.
- 40.5** Recognition Committee Hamlin (10 min)  
**Action:** Motion to appoint committee members.
- 40.6** Dock Extension/Sail Float Update Keough (15 min)  
**Action:** Information only.
- 40.7** Grand Forest East School District Surplus Property Hamlin (10 min)  
**Action:** Possible motion to approve working with partners for acquisition.

#### **50. STAFF REPORT**

#### **60. UPCOMING MEETINGS**

|          |                       |      |                        |
|----------|-----------------------|------|------------------------|
| 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 |
| 05/01/25 | Regular Board Meeting | 6 pm | Strawberry Hill Center |

- 70.     **BOARD MEMBER REMARKS**
- 80.     **ADJOURNMENT**
- 90.     **ADJOURN TO EXECUTIVE SESSION IF NEEDED**
- 100.    **EXECUTIVE SESSION**
- 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 February 6, 2025  
STRAWBERRY HILL CENTER**

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

**BOARD MEMBERS PRESENT:** Ken DeWitt, Tom Goodlin, Jay Kinney, Tom Swolgaard.

**MISSION STATEMENT:** Chair Goodlin 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.

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon hearing there were no corrections to the minutes of the January 16, 2025 regular board meeting, Chair Goodlin 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 |
|------------|---|-----------------|-----------------|--------------|
| 01/10/25   | 001 General Fund  | 29224-29240     | 48,118.83       | 01/10/25     |
| 01/14/25   | 001 General Fund<br>300 Capital Improvement Fund<br>310 Land Acquisition Fund | 29241-29268     | 79,124.73       | 01/14/25     |
| 01/23/25   | 001 General Fund  | 29271           | 15,529.69       | 01/23/25     |
| 01/29/25   | 001 General Fund  | 29312-29342     | 5,144.55        | 01/29/25     |
|            | 300 Capital Improvement Fund  | Pre-approval    | 353,890.71      |              |

**GENERAL BUSINESS**

**CONTRACT FOR COMPREHENSIVE PLAN UPDATE:** Senior Planner Matthew Keough said Framework is the firm that was unanimously selected to assist with the comprehensive plan update during a competitive process. Two board members participated in the selection process. Executive Director Dan Hamlin said the budget for this project is \$100,000 so if the project reaches that amount staff will have to come back to the board to ask for a budget adjustment to spend any additional money. About 25% of Framework's proposed budget is for public outreach and there are ways that staff may be able to save money by doing some things in house. **MSC: Kinney/Swolgaard: Motion to approve the contract between the District and Framework to work on the comprehensive plan with the edit that terms of payment, which is paragraph two, sub section A will read as follows: the District shall pay contractor for cost reimbursable services hourly plus actual expenses in accordance with attachment A and a total amount not to exceed \$112,264.**

**DISTRICT NEWSLETTER:** Executive Director Dan Hamlin said staff have been tasked with a monthly newsletter to share information with the community. A mockup of the first newsletter was shared with the board. Commissioner Goodlin asked how frequently the newsletter will go out and Dan Hamlin said it will go out monthly.

**STAFF REPORT**

Recreation Division: Recreation Superintendent Bryan Garoutte said there have been a lot of class cancellations and facility closures this week due to the inclement weather. Staff are working on refunding and rescheduling programs as needed. Active Net is the new recreation program registration software, and it will be used for summer registration in early May.

Park Services Division: Senior Planner Matthew Keough said the consultants for the ADA transition plan have done two site visits so far; the technical work will happen first followed by public outreach. Commissioner Goodlin asked if staff anticipate changes to the capital improvement project plan resulting from the ADA transition plan and staff said yes. The public comment period associated with the SEPA notice for the Vincint Road to Gazzam Lake Nature Preserve trail permit is currently open.

Executive Director Dan Hamlin said with the recent inclement weather management has been focused on refining organization for handling these weather events. The Ray Williamson pool renovation shutdown has been pushed out and will be no sooner than March 3.

#### **BOARD MEMBER REMARKS:**

- Commissioner Swolgaard asked about the status of the sail float in Eagle Harbor. Executive Director Dan Hamlin said regarding the potential replacement of the sail float or the addition to the Waterfront Park dock, the Park District has a deadline at the end of March to pay the mitigation credit fees at the current rates associated with the current project permits.
- Commissioner Swolgaard said he and Commissioner DeWitt and Executive Director Dan Hamlin attended the dedication for the Arbor Trail which connects West Port Madison Road and Dolphin Drive.
- Commissioner DeWitt said the dedication for the Chuck Field Memorial Loop Trail in the Grand Forest East is planned for February 13.
- Commissioner DeWitt said he attended the recent Chamber of Commerce after hours event.
- Commissioner DeWitt said he and Commissioner Kinney attended the Bainbridge Island Land Trust's annual meeting and dinner event at which BILT announced they are kicking off fundraising to work with the Bainbridge Island Parks Foundation to purchase the portion of the Grand Forest East owned by the Bainbridge Island School District.
- Commissioner DeWitt said he was recently in southern California and saw sites several miles from both the Hughes and Eaton fire lines where there were spot fires caused by embers that flew from the main fire. Spot fires are a big concern in the event of fires here as well.
- Commissioner Goodlin suggested that the Park District be even more proactive than normal this year to deter fireworks in parks.
- Commissioner Kinney said the recent article in the Bainbridge Review regarding the fact that the supreme court did not grant review of the recall case was misleading and left out a lot of pertinent information. It was not a surprise that the supreme court did not grant review because they grant review to very few cases. After the Park District acquired Sakai Park, there was a planning process that resulted in multiple suggested uses. The Park District was moving towards development when the COVID-19 pandemic started which caused the board to decide not to ask the public to fund any bonds. At a board meeting in March of 2023 discussing the proposed plan for renovation of the Ray Williamson pool Adam Hunt advocated for the need for facilities now not in another decade. Shortly thereafter he began to advocate for building a field house at Sakai Park which is one of the items that came up in the Sakai Park planning process. In April of 2023 Adam Hunt started threatening to file recall charges against commissioners if they did not move towards a field house. In early May, Adam Hunt filed recall charges against four

of the five commissioners. The recall charges were serious and very upsetting. Commissioner Kinney reiterated additional background information on the recall case shared at a previous board meeting (reference Commissioner Kinney's comment in the minutes from the October 3, 2024 board meeting). He noted that it was omitted from the recent article in the Bainbridge Review that Adam Hunt is an experienced attorney who has had an impressive legal career working for some big law firms doing litigation, making him well versed in civil procedure and sanctions which happen often in litigation. In recent years it has been very expensive for the Park District to deal with citizens who were unhappy with the Park District buying the Bainbridge Island Recreation Center and then with those who were unhappy about not having a field house. On top of attorney fees related directly to those issues, associated public records requests have cost the Park District over \$100,000 in attorney fees alone. Issues have been contentious in recent years, and he hopes the litigation and associated expenses stop occurring. The commissioners were put in a bad position, they did not start the recall litigation process, Adam Hunt did. He noted that Adam Hunt was asking for terms against the Park District at every stage of the legal process which was rejected by the courts every time.

**MEETING ADJOURNED** to a five-minute recess at 7:09 pm with announced time to reconvene at 7:14 pm. **MEETING RECONVENED** at 7:14 pm.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 7:14 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 7:44 pm.

**MEETING RECONVENED** at 7:44 pm and **ADJOURNED** at 7:44 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 & RECREATION DISTRICT**

**RESOLUTION 2025-03**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING A CITIZEN ADVISORY COMMITTEE POLICY FOR THE DISTRICT'S POLICY MANUAL**

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

**WHEREAS**, most recently the citizen advisory committee policy was included in the board policies adopted by Resolution 2017-25 on December 21, 2017; and

**WHEREAS**, when the board adopted revised board policies in Resolution 2025-02 on January 16, 2025 the intent was to move the citizen advisory committee policy from board policies to operational policies; and

**WHEREAS**, it has been deemed necessary by the board to make revisions to the citizen advisory committee policy which were discussed at the January 16, 2025 board meeting,

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

**PASSED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of February, 2025, the undersigned commissioners being present.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

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

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

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

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

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

**Policy Name:** Citizen Advisory Committee  
**Section:** 3000 Operational: 3100 Administrative  
**Policy Number:** 0000

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**Purpose:** To set forth the process for the formation and functioning of a citizen advisory committee.

**Reference:** None applicable

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**Policy:**

The Executive Director, a citizen, or a Board member may recommend to the Board of Commissioners the formation of a citizen advisory committee for a specific purpose. At the discretion of the Board a committee shall be established by motion of the Board, which motion shall include the nature (standing or ad hoc), and purpose, and which motion may include the duration, number of citizen members (number must be an odd number), expected deliverable(s) (report, recommendation, etc.), the Board member(s) who will serve as liaison(s), and other guidance and parameters.

The Executive Director shall solicit citizens to serve as committee members and recommend members and a Chair to the Board for approval. The Executive Director may appoint a Park District staff member as a non-voting foreperson of the committee. The Board may appoint up to two of its members as non-voting liaisons to the committee.

The committee, through its Chair, shall report to the Executive Director, who shall provide directions to the committee consistent with the Board's establishing motion, and who shall provide the Board with periodic updates on the committee's work. If a policy matter arises, the Executive Director shall bring it to the attention of the Board.

The committee may be extended by motion of the Board. The committee shall terminate in accordance with the Board's establishing motion or subsequent motion of the Board.