

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

Remote access options for board meetings available at www.biparks.org.

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
05/15/25	Regular Board Meeting	6 pm	Strawberry Hill Center
06/05/25	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

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 March 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, Dawn Janow, Jay Kinney, Tom Swolgaard.

ADJUSTMENTS TO AGENDA: Add agenda item 40.5 Privacy Statement under general business for information only.

MISSION STATEMENT: Chair Goodlin read the 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 to share that he recently used Pacer Pole brand hiking poles, and he highly recommends them.

Mary Meier, executive director of the Bainbridge Island Parks & Trails Foundation, shared that in 2024 BIPTF was able to provide cash grants to the District in the amount of \$488,979 due to the generosity of the community. In non-cash grants two private citizens facilitated land acquisition gifts through BIPTF estimated to be worth nearly 1.5 million dollars in total. She thanked the District for being a great partner and the community for allowing BIPTF to do that work. The commissioners expressed their gratitude to BIPTF.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the February 20, 2025 regular board meeting, Chair Goodlin stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: Kinney/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
02/27/25	001 General Fund 300 Capital Improvement Fund	29457-29469	38,301.01	02/27/25
03/03/25	001 General Fund	29495-29524	51,133.89	03/03/25
	001 General Fund (Feb. Payroll)	EFT & 3415-3417	405,001.50	
	001 General Fund (Feb. Payroll Benefits and Taxes)	EFT & 10065-10070	210,774.66	
	300 Capital Improvement Fund	Pre-approval	52,810.92	

GENERAL BUSINESS

NON-BINDING LETTER OF INTENT FOR BAINBRIDGE ISLAND LAND TRUST TO PURCHASE A CONSERVATION EASEMENT FROM PARK DISTRICT ON LAND CONSISTING OF APPROXIMATELY 40 ACRES LOCATED IN KITSAP COUNTY, WASHINGTON, TAX PARCEL NO.162502-1-041-2006 (CURRENTLY OWNED BY BAINBRIDGE ISLAND SCHOOL DISTRICT): Executive Director Dan Hamlin said at the last meeting the board directed staff to work with Bainbridge Island Land Trust and Bainbridge Island Parks & Trails Foundation to acquire the Bainbridge Island School District property in the Grand Forest East which they surplused. He took a moment to thank BILT and BIPTF for their work towards the goal of raising money to save this

property. The letter of intent is a non-binding commitment to work with BILT to place a conservation easement on the property within a suitable timeframe, as it will not be possible to have one in place by the time the property will have to be purchased. The District will be responsible for some expenses in connection with acquiring the property, similar to those the District has paid for properties that have been received by the District as a donation. The date in section nine of the letter will need to be edited to reflect April 4 instead of March 14 if the board decides to move forward. Dan Hamlin said the District will require the following in any conservation easement allowed on the property: 1) that the current sanctioned trails are protected in perpetuity, 2) allowance of up to a twelve-car parking lot in an agreed upon location, 3) a recreation zone established around all the trails, 4) protection of the trail to the northwest corner of the property, 5) allowance of a future east/west trail connection, and 6) establishment of a mutual process to establish any new trails in the future. Commissioner Goodlin asked if there will be an ability to modify trails in the future under the conservation easement. Dan Hamlin said yes and that typically under a conservation easement the District has a no net loss agreement meaning the amount of trail mileage would have to remain the same. **MSC: Janow/Swolgaard: Approve and direct Executive Director Dan Hamlin to sign the non-binding letter of intent for purchase of conservation easement at the Grand Forest East with the change in date to number nine from “both parties no later than March 14” to read April 4, 2025 and also in line three to change March 14 to April 4, 2025, and to include the trail corridor that runs north/south on the west boundary just off of Mandus Olson Road.**

Kirk Robinson encouraged the board to consider in discussions with BILT that it is important that a trail extension to the east including potential connection to Meigs Park be allowed as well as the ability to complete what has been referred to as the northeast loop trail.

Commissioner Swolgaard asked if the trails referred to by Kirk Robinson would be allowed. Dan Hamlin said the conversations to date with BILT would not allow any new trails in the northern section. A trail connection to the east would be allowed, but further south than the location Kirk Robinson referred to.

PURCHASE AND SALE AGREEMENT WITH BAINBRIDGE ISLAND SCHOOL DISTRICT FOR GRAND FOREST EAST PROPERTY:

Executive Director Dan Hamlin said the document for discussion is a draft of a relatively simple purchase and sale agreement with the Bainbridge Island School District for their property in Grand Forest East. There have already been some suggested edits for the attorneys to review. Bainbridge Island Land Trust wants the recitals under section B amended to read, “conservation and recreation purposes.” In section two an edit is under consideration to change the amount of the earnest payment to \$25,000 to match the earnest payment in the letter of intent between BILT and the Park District. In the last sentence of section two it is noted that the deposit will be non-refundable, but staff want that taken out as this is being done based on the School District’s timeline. The School District can sell this property at a reduced value of 2.2 million dollars to the Park District because the transaction is between two public agencies. However, the full value must still be accounted for and one way to account for it is through a seller’s reserve easement which would provide access for educational purposes in perpetuity to the School District. However, that easement could not supersede the conservation easement which would need to control the seller’s reserve easement.

POTENTIAL TRANSFER OF SEWER DISTRICT #7 PROPERTIES TO THE PARK DISTRICT INCLUDING FORT WARD HALL (9705

EVERGREEN AVE NE): Executive Director Dan Hamlin said Sewer District #7 is looking to dissolve all their assets, all their infrastructure will go to Kitsap Public Utility District. Management of Sewer District #7 is currently contracted to KPUD which has no interest in owning the property with Fort Ward Hall or the other piece of property. The Sewer District #7 manager at KPUD has been tasked with negotiating terms with the Park District if the board is interested in ownership of Fort Ward Hall or a separate vacant lot to the north of Fort Ward Parade Grounds. There will be two separate tracks, one for Fort Ward Hall and one for the vacant lot which would have restrictions and therefore require additional conversation.

Commissioner Janow said she is in favor of moving forward with an agreement on the property with Fort Ward Hall but is less interested in the other property if it has any encumbrances. However, she would be interested in understanding how it would make sense for the District to maintain the vacant property with any encumbrance on it. Commissioner DeWitt said he agrees with Commissioner Janow and that if the vacant property were to be transferred to the District, he would want it to be unencumbered. He noted that it is separated from the Fort Ward Parade Grounds and said if there is no use for it other than open space then he sees it as a liability for the District. Commissioner Swolgaard asked what restrictions would be on the vacant lot. Dan Hamlin said his understanding is it would be open space and essentially would just have to be mowed and nothing else could be done with it. There was some conversation about how the vacant piece of property could be used by the District and Dan Hamlin said he would follow up on whether the property could be transferred unencumbered and if not, what would be allowed. He has concerns regarding kids crossing the road between Fort Ward Parade Grounds and the vacant parcel were it to be owned by the District and have any features enticing to kids. It was noted that if Fort Ward Hall were transferred to District ownership that KPUD would still have the right to use the office and possibly utilize some space to bring broadband into the area.

INTEGRATED PEST MANAGEMENT PLAN 2025: Park Services Division Director Lydia Roush said the District has a comprehensive integrated pest management plan which utilizes various methods to control weeds. However, there are weeds that are managed with herbicides. Last year staff had success eradicating poison hemlock at Schel Chelb Park and Point White Pier. Staff did not apply herbicides in parks as they usually do last year due to difficulty with finding windows of appropriate weather in which herbicides could be applied. The goal is to continue to grow the number of parks managed under the IPM plan without losing the progress that has been made. There is constant monitoring of parks by staff, and citizens are also good at reporting noxious weeds. Staff want to spray sports fields this fall. It was noted that last fall the weather prohibited herbicide application on sports fields as well. The sports fields to be treated are at Battle Point Park, Hidden Cove Ballfields, Strawberry Hill Park, and Rotary Park. Staff intend to try some organic herbicides this year. **MSC: DeWitt/Kinney: Move to approve staff to apply herbicide treatments for noxious weeds and broad leaf weeds and species of concern on District property at: 1) known locations, 2) newly discovered locations, 3) sports fields, and 4) follow up treatments as necessary through the spring and fall application seasons.** Commissioner Swolgaard noted that while he is no fan of herbicides, he voted in support of the motion because he trusts that staff will use a minimal amount. There was some conversation regarding how herbicides are a last resort per policy and that the District has worked hard on and had success managing weeds through other methods. Executive Director Dan Hamlin added that when herbicide treatments are applied it is almost always in a controlled environment on a targeted species.

PRIVACY STATEMENT: Executive Director Dan Hamlin said what is being presented tonight is not a new policy, but it does consolidate policies into a public statement about how the District handles information privacy. Some software applications the District plans to implement in conjunction with launching the Active Net software require a privacy statement to be posted on the District's website. He asked if the board had any reservations about what staff are proposing to post. There were some suggestions from the board and Dan Hamlin said he would consider them prior to posting the statement online.

STAFF REPORT

Park Services Division: Park Services Division Director Lydia Roush said the Department of Natural Resources will be removing creosote logs from the District's Manitou Beach property on March 24 and 25. She attended the grand opening for the Kitsap Public Utility District's new water towers in their easement in Gazzam Lake Nature Preserve and the new parking lot completed as part of the project agreement is a big improvement. The Environmental Protection Agency has closed some sections of Pritchard Park for their work on the superfund site and the closures will be in place for years to facilitate that work. Park Services Superintendent David Harry reported that work continues on the batting cage at

Strawberry Hill Park and the Sakai Park entrance. Work is under way to help stabilize the sail float in Eagle Harbor. Matthew Keough said the engagement plan for the comprehensive plan update is being developed and shared a draft project calendar with the board.

Recreation Division: Recreation Division Director Madison Collins said Adaptive & Accessibility Coordinator Cody Ogren and Natural Resources Manager Morgan Houk were selected to present the neurodiverse Student Conservation Corps program at the National Recreation and Park Association annual conference. Rotary Club awarded the District a grant for equipment to start an adaptive kayaking program. The Ray Williamson pool is now scheduled to be closed for renovation as of March 17. Bainbridge Island Recreation Center is all set up for the pickleball tournament that starts tomorrow. Commissioner Janow asked what kind of training staff are receiving to meet the needs of participants in adaptive programs. Madison Collins said there is not much formal training available in that area, however, Adaptive & Accessibility Coordinator Cody Ogren has extensive knowledge in that field and meets with staff and leads a lot of the programs himself. Commissioner Janow suggested that staff could help the industry by being a leader in training for adaptive recreation. Recreation Superintendent Bryan Garoutte said that surplus equipment at Egleddale Pottery Studio has been sold.

Administrative Division: Assistant Executive Director Amy Swenson said a request for proposals will be out by the end of the month to review job descriptions and pay scales. The state's 2022-2023 audit of the District is expected to be wrapped up next week.

Executive Director Dan Hamlin said Kitsap Public Utility District's water tank at Sullivan Road has been removed per the agreement with the Park District regarding the KPUD easement off Deerpath Lane in Gazzam Lake Nature Preserve. The recognition committee to honor Terry Lande has held one meeting so far.

BOARD MEMBER REMARKS:

- Commissioner Swolgaard asked if the District will be able to get access through the property to get to the trail to Gazzam Lake Nature Preserve now that Kitsap Public Utility District's water tank has been removed from Sullivan Road. Executive Director Dan Hamlin said the easements are complicated, and access has not been sorted out yet.
- Commissioner Swolgaard said he and Commissioner Kinney attended the recent Bainbridge Island Parks & Trails Foundation meeting.
- Commissioner Janow said she and Commissioner DeWitt attended the grand opening for the Kitsap Public Utility District's water towers in their easement in Gazzam Lake Nature Preserve and noted that it is a nice demonstration of public agencies working together through challenges to achieve a result.
- Commissioner Janow said recently at Battle Point Park she saw a person fly fishing in the south retention pond.
- Commissioner Janow asked for it to be noted that the District's Earth Day Expo will be held April 26 at Battle Point Park from 10:00 am – 2:00 pm.
- Commissioner Janow said watching what is happening across the nation with the closing of national parks the District should think about what increase in usage could be anticipated and managed here.
- Commissioner DeWitt said Puget Sound Regional Council is asking local elected officials to support issues with the ferry system. He requested that it be an agenda item so the board can decide if they want to support it.
- Commissioner DeWitt said a recent article in the Bainbridge Review featured Adaptive & Accessibility Coordinator Cody Ogren and Natural Resources Manager Morgan Houk and several of the participants in the neurodivergent Student Conservation Corps program last summer who gave a presentation about the program in Olympia.
- Commissioner DeWitt read the card he received from Jane Field, Chuck Field's widow, after the recent dedication event for the Chuck Field Memorial Loop trail in the Grand Forest East.

MEETING ADJOURNED at 7:35 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

PUBLIC ENGAGEMENT PLAN



Bainbridge Island Metropolitan Park and Recreation District 2025-2026 Park Comprehensive Plan Update DRAFT

C O N T E N T S

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OVERVIEW

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PUBLIC
ENGAGEMENT
PHASES &
ACTIVITIES

03

TIMELINE

04

BRANDING

OVERVIEW

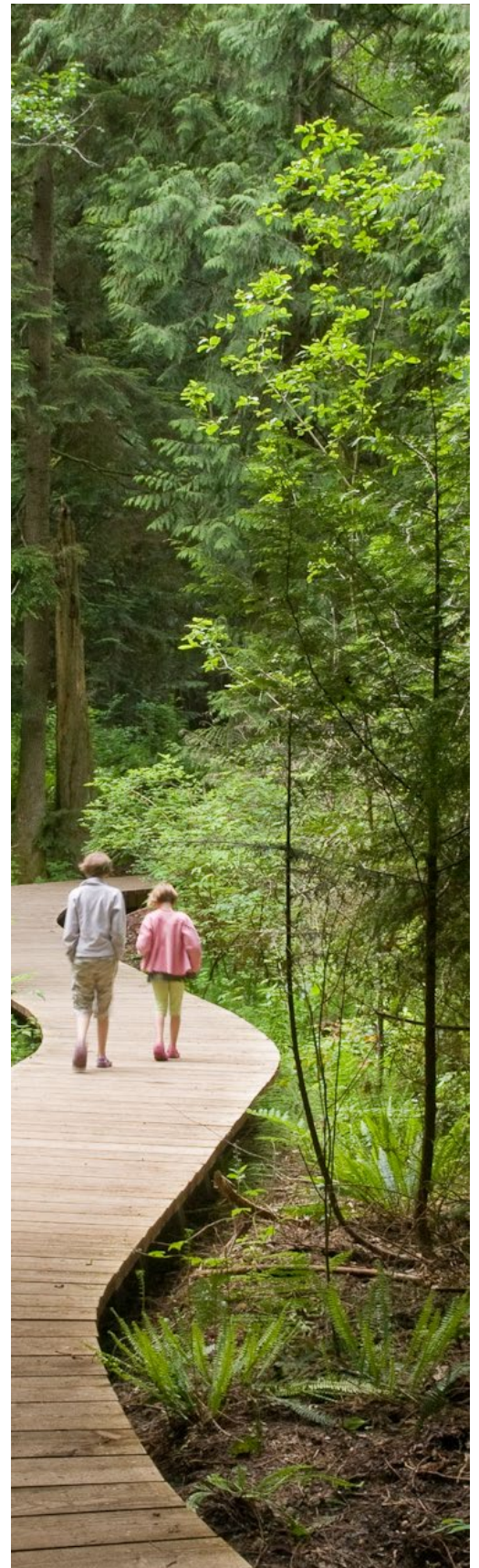
The public engagement plan ensures that the park comprehensive planning process includes early and continuous opportunities for public participation. It presents a strategic approach regarding timely outreach and meaningful participation opportunities for the entire Bainbridge Island community. It goes beyond both the scientific valid survey done early in the process and the public comment opportunities when the draft plan is presented to the Park Board. The plan's framework is designed to invite and involve diverse stakeholders with differing priorities at all junctures in the process. In doing so, a broad universe of desires, opportunities, and challenges will go into setting priorities that are reflective of the community at large.

The planning process includes three main phases: Education, Visioning and Review.

The Education phase focuses on providing Bainbridge residents with a baseline understanding of the planning process as well as of the Park District's mission, assets, programs, and budget realities.

The Visioning phase is the opportunity to revise existing planning goals and policies to align with desired outcomes for the park and recreation system. This phase produces priorities and guidance for future Park District decisions.

Finally, the Review phase, largely based around draft plans shared at public meetings, provides opportunities for community members to review and comment on the plan before it is finalized by the Park Board of Commissioners.



EDUCATION :

(March 2025 - Nov 2025)

DESCRIPTION

The Education phase of public engagement extends through the entire planning process, with emphasis in the first several months. The intent is to give Bainbridge residents a baseline understanding of how their metropolitan park district operates, what the Park Comprehensive Plan entails, and the opportunities it provides to participate in shaping the future of Bainbridge Island's park and recreation system. A specific goal of this phase in this plan update is to evaluate the costs and needs of the current system relative to the costs of future facilities, park improvements, and acquisitions.

The Education phase is meant to empower but also ground the community's priorities, i.e. engaging residents on funding levels as well as their willingness to pay for various system improvements. As the plan moves forward into the Visioning and Review phases, the education aspects of the outreach will take a back seat; however, supportive materials such as background presentation slides, explanatory display boards and info sheets will be at all engagement activities.

OBJECTIVES

- Educate residents about the Bainbridge Island Metropolitan Park and Recreation District, such as its statutory purpose, limits, funding base, and its current mission to provide recreational, cultural, community and outdoor experiences.
- Acknowledge the mission, purpose, and priorities of partner agencies, particularly that of the City of Bainbridge Island which is a separate organization with its own elected officials, plans, goals, and policies.
- Explain the current Island-wide service levels, documented in the existing Comprehensive Plan.
- Take into account the cost of maintaining the current park and recreation system, especially in setting goals for the Park District.
- Provide information on the plan process, and opportunities for feedback.

KEY ACTIVITIES

- **Tabling at Community Events:** Earth Day Expo (April 26th @ Battlepoint Park).
- **Media:** Create a landing page on Park District website. Announce the update program and schedule through email distribution lists.

SUPPORTING MATERIALS

- **Explanatory display boards:** A collection of 24"x36" posterboards with background on the Plan update, maps depicting inventories of assets, the Park District's mission, budget and revenue streams, and an infographic showing high level LOS (program hours, park acreage, trail mileage etc). One board will present a conceptual budgetting exercise. Between events, posterboards can be placed in Park District facilities for residents to review. Additional posters could potentially be printed and hosted at public locations and events.
- **Presentation slides:** Background slides that can be added to powerpoints for the Parks Board, stakeholder meetings and other community events (content to be consistent with display boards).
- **Info sheet:** High level infographic that summarizes budget, revenue, LOS and parks mission, QR code to the landing webpage where information on the plan update, including it timeline and progress, is hosted.
- **Public engagement game:** Mapping exercise. Visitors will be prompted to identify parks, trails, and other facilities that they want to "preserve, enhance, or connect." They will identify these items with various engaging means which will be documented and presented in summary form.

VISIONING

(May 2025 – Aug 2025)

DESCRIPTION

The Visioning phase is an opportunity to get the community engaged in setting priorities for the park and recreation system. In the process, stakeholders will help evaluate and set goals in areas of interest such as recreation offerings, access to the outdoors, cultural opportunities and community events. Going beyond wish list, residents will be asked how to best allocate public funds in the areas of maintenance, park improvements, land acquisition, and development of new parks.

Ultimately, the Visioning phase will yield vision statements that summarize what matters most to Bainbridge Island residents and how they want the park system to grow and evolve.

OBJECTIVES

- Create visionary set of guiding goals that reflect public priorities and the mission of the Park District.
- Collect information (public feedback) to inform the development of the Demands and Needs Analysis, Level of Service, and Capital Projects components of an updated park comprehensive plan.

KEY ACTIVITIES

- **Stakeholder meetings:** this is an opportunity to engage residents and community organizations that are known to have interests in the park and recreation system.
- **Open House Share Out:** Public meeting during which the project team reports out on results from survey and stakeholder meetings, and invites the public to identify any missing pieces before moving into updating the existing park comprehensive plan.
- **Tabling at Community events:** 4th of July in Downtown Winslow, and in conjunction with two “Sounds of Summer” concerts at Battle Point Park.
- **Scientifically-valid survey:** RRC will conduct a scientifically-valid survey aimed at ascertaining resident priorities for land acquisition, development, park improvements, and recreational programming. The survey will be grounded in funding realities. It will assess, in addition to funding priorities, respondents’ willingness to pay. After the scientific sample is collected, this survey can be opened to the wider public to collect additional feedback which will be kept separate from the statistically valid sample. The survey ensures that different voices and priorities are weighted appropriately in the final plan.

SUPPORTING MATERIALS

- **Public engagement game:** mapping exercise which can be left at the public facilities in between engagement events for passive .
- **Stakeholder meeting materials:** Slide presentation, set of questions for each focus area, ideally previewed in meeting invitations. Workshop materials set up in Miro or printed for tables to conduct mapping activity - gaps, opportunities, connections particularly within focus areas.

REVIEW :

(Sept 2025 – Nov 2025)

DESCRIPTION

The Review phase is to give members of the public and stakeholder groups the opportunity to provide feedback regarding proposed vision, goals and objectives, and implementation strategies in a draft plan. Feedback will largely take place through public meetings of the Park Board but reviewed in context of the overall public input and public survey to avoid biasing the final plan.

OBJECTIVES

- Address gaps in the current plan, refine findings and confirm vision, goals and strategies.

KEY ACTIVITIES

- **Tabling:** opportunities include staffing a table at public places, possibly aboard the WA state ferry.
- **Explanatory display boards:** A collection of 24"x36" traveling posterboards that summarize findings and plan direction.
- **Park Board Meetings:** community members are encouraged to provide feedback at park board meetings. Along with all community members, Park Board Commissioners will be provided with new materials at the beginning of each month with the intention of providing direction and recommendations at the end of each month during the drafting of the plan.

SUPPORTING MATERIALS

- **Draft plan and specific questions** to solicit community feedback hosted on Konveio (open Website platform) with a link from the project's landing webpage and distributed to email lists. This convenient means to review draft plans and comments to date will be publicized on media material during this time.

OVERVIEW

STAKEHOLDER ENGAGEMENT

DESCRIPTION

Stakeholders have unique perspectives regarding programming, accessibility, and desired initiatives that might not emerge in general community engagement activities. Stakeholder meetings can educate community organizations, user groups, and the Park District and often identify synergistic opportunities between different groups. During the scoping phase of this project, interest in reaching underserved populations emerged and will be represented in the intentional and regular contact to stakeholders.

The Park District will meet with stakeholder groups by attending their existing meetings or setting up times to meet or to distribute materials for their meetings. Overall, these meetings should yield an understanding of how parks, trails, and indoor facilities serve specific groups and how they can meet their needs moving forward. During the Review phase, staff will ask stakeholders to distribute update materials to their groups for feedback.

The Park District has relationships with numerous community partners, and the planning process is an opportunity to grow together and to engage new organizations as well. Park District staff have developed a list of organizations whose mission and program coincide with the District's mission and its focus areas: recreation, open space, culture, and community.

District staff will run four workshops, each focusing on one of these facets of the Park District's mission. The project team will provide meeting materials, including slides for a short presentation (the education piece) to be followed by an activity that is meant to generate conversation and guide the group towards identifying gaps and opportunities within the park system. Although all meetings will be open to the public, customized invites will be sent to organizations based on their mission (for instance, leaders from the land trust will be invited to the stakeholder focus group meeting on open space). Additionally, this is an opportunity to learn about specific barriers, whether financial, physical or geographic that may impede some residents from accessing park facilities and programming.

OBJECTIVES

- Identify gaps, strengths, and opportunities for each focus area.
- Gain an understanding of where community partner programming and agendas can align with the parks program (this can help with project prioritization).
- Utilize community partners to keep their members apprised of the planning process and to solicit feedback on plan deliverables.

KEY ACTIVITIES

- Four community workshops by focus areas (1x community, 1x green space, 1x recreation, 1x culture)
- One community open house (the open house is an opportunity to share back what the project team has heard during the Education and Visioning phases).

PUBLIC ENGAGEMENT TIMELINE



BRANDING

The Park Comprehensive Plan Update project will best engage residents by speaking to the wide range of experiences offered in the park and recreation system. From hiking trails to summer concerts to sports fields and public art, the parks aren't simply pieces of land with facilities. They are venues for recreation, community, culture, and connection to the outdoors. These types of park experiences are also at the heart of the Park District Mission Statement:

"The mission of the Bainbridge Island Metropolitan Park and 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."

Branding the update process will result in consistent messages that identify the purpose of the process and compliment the Park District's existing communication strategies. Themes, slogans, logos, tag lines, etc. will be employed to effectively communicate the purpose and status of the planning process. While these will evolve, the basic framework of engagement will be around park experiences.

Calling out park and recreation experiences, with the invitation to evaluate and promote them, promises tangible relatable outcomes for participants. The strategy is to build public participation and bring it into the realm of setting qualitative service levels. Technically, this process is called "Outcome measurement in Service Level", but, better, it will witness the goal of this engagement plan: enthusiastic public ownership and conviction the adopted plan.

(Example graphics, tapping this branding guidance are attached. These will be updated as needs evolve.)

Potential Theme: “Parks: The Pulse of Bainbridge”

This potential theme builds upon previous local campaigns that centered the "heart" as a theme, but distinguishes itself with the word pulse, a symbol of activity and movement. A heart motif can be incorporated into this branding effort, while stressing the guiding framework of Recreation, Open Space/Outdoors, Culture, and Community. The theme can also influence the description of the planning phases. For example, heart-themed language can orient the public around the deliverables, such as "taking the pulse" as a way to describe the survey process.



These four tenants of the parks mission help to focus outreach activities and provide direction.



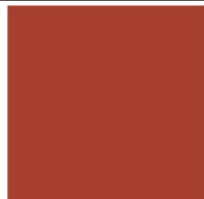
Thes hearts on this map can speak to favorite places and experiences, encouraging community stewardship.

Font: Century Gothic Pro

Colors:



Blue 700
Hex #18467A
RGB 24, 70, 122
HSB 212, 80%, 48%
CMYK 99, 79, 26, 11
Ink Type Process



Red 600
Hex #A6402E
RGB 166, 64, 46
HSB 9, 72%, 65%
CMYK 24, 85, 90, 17
Ink Type Process



Dark Green 600
Hex #4B6947
RGB 75, 105, 71
HSB 113, 32%, 41%
CMYK 70, 39, 78, 26
Ink Type Process



Yellow 400
Hex #D3933A
RGB 211, 147, 58
HSB 35, 73%, 83%
CMYK 16, 45, 91, 1
Ink Type Process



Gray Green 400
Hex #96A493
RGB 150, 164, 147
HSB 109, 10%, 64%
CMYK 44, 27, 44, 1
Ink Type Process

Policy Name: Advertising and Sponsorship

Section:

Policy Number:

Purpose: To establish advertising and sponsorship guidelines.

The District accepts advertising and sponsorships. Many of our community partners and citizens request the opportunity to share information at our locations and on our platforms. This policy will lay out parameters for what is and is not permissible. This policy aims to maintain a professional, welcoming, and inclusive atmosphere while balancing revenue generation with the District's mission and community values.

Permitted Advertising and Sponsorship Categories

- 1. Commercial Advertising:**
 - Ads promoting goods, services, events, or tourism, including from local businesses and nonprofit organizations.
 - 2. Government Advertising:**
 - Ads from local, state, or federal government entities to support public purposes such as public health campaigns, community services, or civic engagement.
 - 3. Event and Program Advertising:**
 - Ads promoting District events, recreational programs, or public initiatives aligned with the District's mission.
-

Prohibited Advertising and Sponsorship Categories

The following are **not** accepted:

- 1. Political Speech:**
 - Ads advocating for or against political parties, candidates, public officeholders, or ballot measures.
- 2. Public Issue Speech:**
 - Ads expressing opinions on economic, political, religious, or social issues, intended as platforms for public debate. Ads expressing positive or negative support for public issues.
- 3. Religious Advertising:**
 - Ads promoting or opposing specific religions, practices, or religious organizations.
- 4. Prohibited Products and Services:**
 - Ads promoting tobacco and vaping products, alcohol and cannabis products, firearms, adult entertainment, pornographic content, or any products or services prohibited by law.
 - Advertising and Sponsorship that promote similar classes, programs, events or services that the District offers.
- 5. Harmful or Disruptive Content:**

- Ads that promote unsafe behaviors, contain graphic violence, profanity, discriminatory messages, or advocate illegal activities.
- 6. **False or Misleading Content:**
 - Ads that are fraudulent, deceptive, or misleading in ways that could harm or confuse the public.
- 7. **Objectionable Content:**
 - Ads that could disrupt the environment, harm public trust, or damage the District's reputation.

Advertising and Sponsorship Requirements

1. **Sponsor Attribution:**
 - All advertisements must clearly identify the sponsor. If not immediately identifiable, include the phrase "Paid for by [Sponsor Name]" in a legible font.
2. **Compliance with Standards:**
 - All ads must comply with local, state, and federal laws, including those governing intellectual property, trademarks, and advertising standards.
3. **No Endorsement:**
 - Acceptance of an advertisement does not imply endorsement of the sponsor, products, services, or viewpoints expressed.
4. **Clear Identification:**
 - Ads must include necessary details (e.g., dates, times, locations) for events or services being advertised.

Procedures for Advertising and Sponsorship Submissions

1. **Initial Submission:**
 - Submissions must be received at least 10 business days before the intended display date.
2. **Review and Evaluation:**
 - District staff will review all submissions for compliance with these guidelines. Legal counsel may be consulted as necessary.
3. **Modifications and Revisions:**
 - If an ad or sponsorship submission does not meet the guidelines, the contact will be notified and allowed to revise the content.
4. **Approval or Rejection:**
 - Once reviewed, the District will approve or reject based on the guidelines.
5. **Removal of Ads:**
 - The District reserves the right to remove any ad that no longer complies with the guidelines or applicable laws.

Enforcement and Compliance

- **Adherence to Guidelines:** Noncompliance with these standards may result in the removal of the advertisement and suspension of privileges.

- **Ongoing Monitoring:** The District reserves the right to monitor and remove content that no longer aligns with the standards.

Disclaimer of Endorsement

The acceptance of advertisements does not imply endorsement by the District of the sponsor, products, services, or views expressed. The District remains neutral and does not endorse political or religious content or commercial entities.

DRAFT

Policy Name: Bulletin Board and Kiosk Posting Policy

Section:

Policy Number:

Purpose: To establish community bulletin board and kiosk posting guidelines.

The District accepts community postings on bulletin boards and kiosks. Many of our community partners and citizens request the opportunity to post at our sites. This policy will lay out parameters for what is and is not permissible. This policy aims to maintain a professional, welcoming, and inclusive atmosphere that supports the District's mission and community values.

Permitted Postings

District bulletin boards and kiosks are available to display community postings provided the materials are non-commercial in nature. These materials can be placed in designated areas, not in other locations within parks or facilities.

1. Government Advertising:

- Ads from local, state, or federal government entities to support public purposes such as public health campaigns, community services, or civic engagement.

2. Event and Program Advertising:

- Ads promoting District events, recreational programs, or public initiatives aligned with the District's mission.

3. Community Information:

- Non-profit organizations or community-related information.

Prohibited Posting Categories

The following are **not** accepted:

1. Political Speech:

- Postings advocating for or against political parties, candidates, public officeholders, or ballot measures.

2. Public Issue Speech:

- Postings expressing opinions on economic, political, religious, or social issues, intended as platforms for public debate. Ads expressing positive or negative support for public issues.

3. Religious Advertising:

- Postings promoting or opposing specific religions, practices, or religious organizations.

4. Prohibited Products and Services:

- Commercial advertising is not allowed.

5. Harmful or Disruptive Content:

- Postings that promote unsafe behaviors, contain graphic violence, profanity, discriminatory messages, or advocate illegal activities.

6. False or Misleading Content:

- Postings that are fraudulent, deceptive, or misleading in ways that could harm or confuse the public.

7. Objectionable Content:

- Postings that could disrupt the environment, harm public trust, or damage the Park District's reputation.

Bulletin Board and Kiosk Usage

Designated Areas:

Materials will only be allowed in pre-approved locations in parks or within District facilities. These areas will be designated and managed by District staff.

Postings will be allowed based on space available. Postings will be prioritized by the following hierarchy:

1. Site rules and regulations
2. District events and information
3. Community partners and agency information
4. Community information
5. All other postings that comply with policy

If space is limited, staff will remove postings in order of priority.

Enforcement and Compliance

- **Adherence to Guidelines:** Noncompliance with these standards may result in the removal of the advertisement or posting, and suspension of privileges.
- **Ongoing Monitoring:** The District reserves the right to monitor and remove content that no longer aligns with the standards.

Disclaimer of Endorsement

The acceptance of postings does not imply endorsement by the District.

Remote Work Policy

Purpose:

This policy outlines the District's position on remote work arrangements for full-time and regular part-time employees who are eligible for remote work.

Definitions of remote work categories:

Transitional: A consistent remote work schedule for no more than two days per week for an approved duration to accommodate situations such as but not limited to a relocation period after accepting a position with the District or moving.

Temporary: Three months or less in duration (may be eligible for extension) when an employee cannot physically work in the office. This would be considered reasonable accommodation for specific situations such as but not limited to recovering from an injury, surgery, major illness, etc.

Case-by-case: As an exception to the norm, situations will come up in employees' personal lives that may be accommodated, such as but not limited to minor illness, day care issues, pet issues, home repairs, and early or late appointments. May also be utilized by an employee performing a task requiring uninterrupted focus.

Emergency/service interruption: When situations cause travel to the office to be difficult or service interruptions preclude the ability to work from the office such as but not limited to inclement weather, power outages, and access issues.

Policy:

While the District supports some flexibility, the District requires in-office collaboration as a priority to foster teamwork and productivity. In almost every case, positions eligible for remote work are those that work on a computer for some portion of their regular workday and therefore not all District positions are eligible for remote work. Employees in eligible positions may request permission to work remotely in certain situations. Remote work privileges are a significant exception to District expectations and are granted at the discretion of the District. This policy applies to an employee working from any place outside of their physical office space.

Remote work will only be considered where it has been clearly identified that one or more of the following applies:

- Remote work would enhance or maintain an employee's personal productivity.
- The employee's role is one that can be done remotely in an effective way.
- There is a demonstrable benefit to the District.
- There is a health and safety issue associated with working in the office (e.g. inclement weather, illness, etc.).

Remote work will require the following:

- There is no security of data or privacy concern.
- The employee's infrastructure/internet speed is suitable to complete the work.

Approval Process for Remote Work:

1. Employees will submit a request for remote work to their supervisor.
 - a. For **transitional** or **temporary** remote work:
 - i. Employees are expected to make the request at least two weeks in advance.
 - ii. The request must be approved by the supervisor and the Executive Director.
 - b. For **case-by-case** remote work:
 - i. Employees are expected to make the request as soon as they become aware of the situation.
 - ii. It is expected that if remote work is approved in this type of situation, that employees will use some leave hours to offset the interruption to the normal workday.
 - iii. Employees must notify their supervisors of which hours they are not working.
 - iv. The request may be approved by the supervisor unless it is ongoing for more than two days, in which case it must also be approved by the Executive Director.
 - c. For **emergency/service interruption** remote work:
 - i. It is acknowledged that in these rare instances it may be necessary for employees to request remote work at the time of the event.
 - ii. The request must be approved by the supervisor and the Executive Director.
2. If an employee's direct supervisor is absent for any reason (e.g. illness or vacation) remote work requests will be directed up the chain of command.
3. All remote work requests shall include:
 - a. The reason for requesting remote work (**employees are advised not to disclose sensitive or detailed medical or personal information that they would not be comfortable having released in a public records request**).
 - b. Details on how the employee plans to remain productive and accessible during the remote work period.
4. The supervisor and the Executive Director will evaluate requests based on workload, District needs, and the employee's past adherence to remote work expectations.
5. Remote work is not available to employees that are currently in a counseling or performance-based review.

Expectations for remote work:

1. Employees must maintain clear and consistent communication with all District staff during remote work.

2. During remote work employees shall communicate to all District staff that they are available remotely. (example: set Teams classification)
3. Work hours, availability, and productivity shall remain consistent with in-office standards and hours.
4. Employees are responsible for ensuring they have a suitable remote work environment with reliable and appropriately robust internet access and necessary equipment.
5. Employees who are approved for remote work are responsible for the care and prompt return of all District property and safeguarding of the information contained within that property which may be sensitive.

Remote work requests may be denied or privileges revoked for reasons such as but not limited to an employee failing to meet productivity or communication expectations.



Puget Sound Regional Council



Local Elected Official Ferry Support Letter

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At this time we are only collecting signatures for people who hold an elected office. Please only sign on if you are an elected official.

Dear Legislative Leaders:

We are local elected officials from ferry communities across Puget Sound coming together to call upon state lawmakers to make robust investments in Washington State Ferries (WSF) to restore full ferry system service.

We thank state legislators for prioritizing and investing in the ferry system to build and maintain vessels and improve reliability in the ferry workforce. We also thank Governor Ferguson for his commitment to the ferry system and including funding to increase recruitment and retention of ferry crew. We urge lawmakers to continue prioritizing ferry investments to address the immediate needs our communities are facing due to reduced service.

Ferries are an essential part of our local communities. They bring tourists to our home-grown small businesses, hotels and restaurants. They transport our residents to life-saving medical appointments. They provide access to family and cultural connections. They get people to and from their jobs.

We recommend the following priorities to build and preserve vessels, ensure full staffing, and provide short-term solutions to address service gaps.

Vessel Construction, Preservation, and Electrification

We must continue on the path to build five new hybrid-electric ferries and ensure resources are available to build one additional hybrid-electric ferry per year, if the goal of the 26-vessel fleet called for in WSF's 2040 Long Range Plan is to be met. Adequate funding for preservation and maintenance of aging vessels must also be a budget priority to ensure existing vessels continue to operate to avoid further service interruptions.

Workforce Development

Retaining existing ferry crew, recruiting new staff and addressing upcoming retirements are vital to restoring and enhancing ferry service. We support the following workforce development initiatives:

- Maintaining investments to provide training opportunities for existing crew, add dispatch and vessel crew staff, and support workforce development programs
- Governor Ferguson's priority of crew recruitment and retention

Actions to Address Immediate Community Needs

Supplementing WSF service with state-funded local options and exploring creative solutions is necessary while ferry communities across the state wait for the ferry fleet to be fully restored. We recommend the state:

- Provide funding to maintain passenger-only ferry service in Kitsap County, King County, and the San Juan Islands to bridge the gap to full service on Washington State Ferries
- Increase funding by \$900,000 to \$2 million for traffic control at Seattle, Fauntleroy, Kingston, Edmonds, Mukilteo, and Bainbridge Island allowing each terminal to get coverage during peak ferry travel times

Action must be taken to preserve our marine highway system for our residents, businesses, and visitors. Please ensure ferries and ferry communities are a priority in the Transportation Budget.

Sincerely,

Please Sign On

Limited to **local elected officials** only. Please contact Alyssa Quinn, Senior Government Relations Specialist, at aquinn@psrc.org with any questions.

Please note that if a quorum of your full legislative body or a committee of your legislative body is planning to sign on to the letter, you may be required to take legislative action on the letter to comply with the Open Public Meetings Act (OPMA).

Title

For example, Mayor, Councilmember, Executive, etc.

First Name

Last Name

Email Address

Jurisdiction

CAPTCHA



I'm not a robot

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Show your support.