

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING March 20, 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 item 40.7 under general business for Ray Williamson Pool Renovation – Additional Services Request 04 for Hydrogeological Services.

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.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the March 6, 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
03/10/25	001 General Fund	29525-29558	83,294.74	03/10/25
03/17/25	001 General Fund	29560-29640	51,619.65	03/17/25

GENERAL BUSINESS

STRAWBERRY HILL MOUNTAIN BIKE PARK BUILD BID AWARD: Procurement Administrator Michelle Miller said the Strawberry Hill Mountain Bike Park build went out to bid January 27, 2025 and closed March 4, 2025. Three bids were received. Michelle Miller recommended awarding the Strawberry Hill Mountain Bike Park build project 20226 to Oceanside Construction Inc. in the amount of \$294,227.32 with the ability to add the alternative features as funding is secured for each up to an additional \$122,029.89 for a total not to exceed \$416,257.21. **MSC: Janow/DeWitt: Motion to approve the Strawberry Hill Mountain Bike Park build project 20226 awarded to Oceanside Construction Inc. in the amount of \$294,227.32 with the ability to add the alternative features as funding is secured for each up to an additional \$122,029.89 for a total not to exceed \$416,257.21.** Commissioner DeWitt asked what the original estimate was. Michelle Miller replied it was between \$400,000 and \$450,000 and did not include the skills feature. Commissioner Janow asked if the \$294,227.32 bid amount includes the skills area. Michelle Miller said that it does, and four alternatives are provided for in the \$122,029.89. Commissioner Janow asked if there is a start date. Michelle Miller said the start date is anticipated to be April 20, 2025. Commissioner Swolgaard asked about the status of fundraising. Bainbridge Island Parks & Trails Foundation Executive Director Mary Meier responded that just under \$300,000 has been raised. There is \$110,000 left to raise for this project. David Maron, a member of the bike committee, expressed his excitement about the bid award. He also said that Oceanside Construction Inc.'s subcontractor for the bike features is an extraordinary company. Commissioner Janow said she is excited that bike trails will be built, and she thanked David Maron for his perseverance and for everyone who has worked on this project over the years.

PUBLIC PARTICIPATION PLAN FOR COMPREHENSIVE PLAN UPDATE: Senior Planner Matthew Keough presented a draft of the public engagement plan which is divided into three phases. Phase 1 begins with educating Bainbridge Island residents about what the District does, its funding sources, and clarity about its mission. Phase 2 involves visioning, which includes listening and gathering information from surveys, stakeholders and an open house to provide guidance for future decisions. Phase 3 is the review phase which includes sharing draft plans with the public at board meetings, review and final board direction. The public engagement plan will be implemented starting at the Earth Day Expo on April 26 at Battle Point Park. Commissioner Janow said that part of educating the community includes recognizing that all ideas come at a cost and how best to allocate available funds. Commissioner Janow asked if the board would have the opportunity to weigh in on the public survey questions before they are released to the public. Executive Director Dan Hamlin said the draft survey will be an agenda item at the next board meeting.

DRAFT ADVERTISING AND SPONSORSHIP POLICY: Executive Director Dan Hamlin said this policy will establish advertising and sponsorship guidelines. It provides the ability to increase marketing revenue and provides parameters for what the District will and will not allow in advertising and sponsorship. Commissioner Goodlin asked for a definition of advertising and sponsorship. Dan Hamlin responded that this is how requests from community agencies and commercial advertisers are approved for buying ads in a District brochure or putting up a banner at a District facility.

DRAFT BULLETIN BOARD AND KIOSK POSTING POLICY: Executive Director Dan Hamlin said the criteria in this policy governing what is and is not allowed on postings on District bulletin boards and kiosks are similar to those in the advertising and sponsorship policy. The main difference with bulletin board and kiosk usage regards posting prioritization, enforcement and compliance. Commissioner Janow asked if postings were found to be inappropriate or harmful, would there be any recourse other than taking down the posting. Dan Hamlin said that if hate speech or similar harmful material is found, staff may involve the police and may request a no trespass order.

DRAFT REMOTE WORK POLICY: Executive Director Dan Hamlin said since the COVID-19 pandemic, management realized staff can work productively at home. This policy sets parameters by which management can approve remote work on a transitional basis, temporarily or on a case-by-case basis. The policy also addresses emergency service interruptions such as power outages. The policy states the District's preference is for staff to work from the office and not all positions are eligible for remote work. Remote work hours are to be similar to the employee's regular in-office work schedule. Assistant Executive Director Amy Swenson said employees need to be reachable while they are working remotely. Commissioner DeWitt said he has a concern about adequate security while staff work remotely. IT Director Skye Carlson said staff use their work computers while working remotely. Amy Swenson said a form is being drafted indicating staff working remotely agree to protect District equipment.

PUGET SOUND REGIONAL COUNCIL'S LOCAL ELECTED OFFICIAL SUPPORT LETTER: Commissioner DeWitt said the Puget Sound Regional Council requested local public officials promote reliable and sustainable ferry service to the Washington State legislature by signing a letter of support. The ferry system is a vital part of the Bainbridge Island community. Commissioner DeWitt said the PSRC is an organization of local and regional government agencies, cities and counties who gather to discuss issues facing the community. **MSC: DeWitt/Swolgaard: Motion to approve the Board of Commissioners support of the Puget Sound Regional Council's Support Letter regarding the ferry system and authorize the board chair to sign on the board's behalf.**

RAY WILLIAMSON POOL RENOVATION ADDITIONAL SERVICES REQUEST 04 FOR HYDROGEOLOGICAL SERVICES: Executive Director Dan Hamlin said staff are working with Stemper AC towards approval from the Washington State Department of Health to reopen the Ray Williamson pool between Phase 1 and 2 of the renovation. In order to try to obtain approval the need for hydrogeological services for design and engineering prior to development of paperwork for the permit package

has been expedited. There will be two more add service requests coming. One for a civil engineer to work on the de-watering that will likely be needed during Phase 2. The second for an increase in construction costs due to the cost for de-watering. Commissioner Janow said this gets the District closer being able to reopen the Ray Williamson pool between phases so the swimmers can stay swimming. Dan Hamlin said staff need to get the work started so it does not hold up the final permit package. **MSC: Janow/Kinney: Motion to approve the Additional Services Request ASR 04 for Hydrogeological Services for the Ray Williamson Pool Renovation.**

STAFF REPORT

Administrative Division: Assistant Executive Director Amy Swenson said the new rental coordinator will start March 31 at the administration building. IT Director Skye Carlson is spending a lot of time preparing for the new website. Procurement Administrator Michelle Miller finished drafting the District's first purchasing policy.

Recreation Division: Aquatic Program Administrator Jenette Reneau said the new senior office specialist will start March 27. Jenette Reneau said the Ray Williamson Pool closed on Monday, and she was excited to see that work on the pool started immediately. Staff have received many compliments about how the schedule is working with the existing pool space.

Recreation Superintendent Bryan Garoutte said staff are moving 40,000+ customers from various systems into ActiveNet which goes live April 21. The first round of ActiveNet marketing information went out in the District newsletter. Staff are working on the first round of edits for the summer recreation catalog, which will be out the second week of April. Summer registration for island residents begins May 3, and the following day for non-residents. The recent pickleball tournament went well. There were 248 players, 16 full events at the Bainbridge Island Recreation Center over 3 days, and 48 medals handed out. Bryan Garoutte expressed his thanks to Bainbridge Island Pickleball for all their help throughout the weekend and thanked staff and volunteers for their great work. He also thanked Gentle Penguin Productions LLC for photographs and videos during the tournament.

Park Services Division: Park Services Division Director Lydia Roush said April is Earth Month and the Earth Day Expo is April 26 at Battle Point Park. Eight work parties are scheduled in April during Earth Month. The Department of Natural Resources will be at the District's Manitou Beach property next week removing creosote logs and that parking lot will be blocked off. The District's trails crew started work building a boardwalk for the Sunny Hill to Nute's Pond trail. Natural Resources Manager Morgan Houk plans to apply for a grant from the Rose Foundation's Puget Sound Stewardship and Mitigation Fund as she believes this would be a good fit with the District's neurodiverse Student Conservation Corps. Lydia Roush said Park Services Superintendent David Harry and his crew have done an amazing job on the Strawberry Hill Park batting cage and the Eagle Harbor sail float.

David Harry said two dry days are needed to finish the batting cage at Strawberry Hill Park. Fay Bainbridge Park is expecting a busy summer. The Ray Williamson pool renovation is going well. The sail float in Eagle Harbor has 10 barrels under it and is floating well, and staff are looking to replace the float's anchor chain. The water tower at Battle Point Park will be inspected and cleaned. Commissioner Goodlin asked if the water tower just services the park. Executive Director Dan Hamlin said the water is just for park irrigation. David Harry added that the water is also used in two fire hydrants which the fire department likes to use as a resource.

Senior Planner Matthew Keough said on March 24 Kitsap County commissioners intend to surplus a tiny strip of land to the District adjacent to Manzanita Park.

Executive Director Dan Hamlin said he met with Kitsap Public Utility District about the Fort Ward Hall and work will begin on an interlocal agreement to transfer that property to the District. He shared with KPUD the board's questions at the previous board meeting regarding the vacant piece of property that could potentially be transferred and KPUD will relay the

message and follow up. Dan Hamlin said Grand Forest East is moving along and he hopes to see a purchase and sale agreement between the Park District and the Bainbridge Island School District at the next board meeting. Staff are working towards something less than a conservation easement with Bainbridge Island Land Trust. There has been good cooperation between the District, BISD and BILT and the parties have come to terms with restrictive covenants. The document will be finalized by the next board meeting and will be ready to move ahead with a purchase and sale agreement with the BISD.

Dan Hamlin said he has a meeting next week with the City of Bainbridge Island regarding COBI's park municipal code. Dan Hamlin said a resident asked why the District was not enforcing COBI's municipal code in the District's parks. The District's parks are not COBI's parks, however the municipal code says it applies to District parks. The meeting is to clarify that the District's rules differ from the COBI's. Dan Hamlin said he got a sneak peek at how the new District website might look and the new features, and said it looks great and will be more functional. Dan Hamlin congratulated recreation staff for running an incredible pickleball tournament.

BOARD MEMBER REMARKS:

- Commissioner Janow asked if the Bainbridge Island Japanese American Exclusion Memorial lost its National Park Services Ranger. Executive Director Dan Hamlin said he does not know.
- Commissioner Janow asked if there will be District interns this year. Executive Director Dan Hamlin said there is money in the budget allowing for summer interns.
- Commissioner Janow proposed compensating District commissioners as an agenda item at the next board meeting and asked staff to research if other park commissioners are paid. Commissioner Kinney said there might be a current policy allowing reimbursement of expenses for attending a meeting, for example covering childcare costs. Commissioner Kinney said he strongly advises that a stipend does not apply to current commissioners but for newly elected future commissioners.
- Commissioner DeWitt said he was at Hilltop on Saturday. The Bainbridge Island Land Trust held an open house for people to see plans for Hilltop and gave tours of the nearly 40 acres of the Bainbridge Island School District's land.
- Commissioner DeWitt said last night he attended the Bainbridge Island Parks & Trails Foundation annual meeting for major donors, reviewing what occurred the past year.
- Commissioner DeWitt said Ralph Munro passed away. He was a long-time fixture in the community and Washington Secretary of State for five terms.
- Commissioner Kinney said he attended the Bainbridge Island Parks & Trails Foundation meeting and was impressed by their slide presentation to recap everything they did the previous year.
- Commissioner Kinney said he participated in the pickleball tournament, and it was a blast. It was incredibly well run, and the Bainbridge Island Recreation Center was a good fit for the tournament.
- Commissioner Goodlin said Commissioner Kinney gave a nice statement of appreciation to the Bainbridge Island Parks & Trails Foundation for how they supplement what the District does. They had a long list of accomplishments, and the District is really grateful for all they add to the organization.

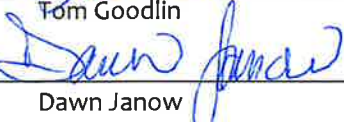
MEETING ADJOURNED to a five-minute recess at 7:23 pm with announced time to reconvene at 7:28 pm. **MEETING RECONVENED** at 7:28 pm.

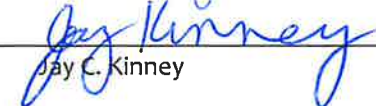
MEETING ADJOURNED TO EXECUTIVE SESSION at 7:28 pm for discussion regarding consideration of site selection or acquisition of real estate if likelihood that disclosure would increase price per RCW 42.30.110(1)(b) with announced time to reconvene at 7:48 pm.

MEETING RECONVENED at 7:48 pm and **ADJOURNED** at 7:48 pm.

Betty Mirkovich
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