

## **AGENDA**

### **Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – June 5, 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 May 15, 2025
- 30.2** Financial: Approval of vouchers and payroll.

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

- |             |  |         |          |
|-------------|--|---------|----------|
| <b>40.1</b> | Comprehensive Plan Update<br><b>Action:</b> Information only.                                | Keough  | (10 min) |
| <b>40.2</b> | Battle Point Park Sport Fencing Bid Award<br><b>Action:</b> Possible motion to approve.      | Miller  | (5 min)  |
| <b>40.3</b> | Tennis/Pickleball Courts Asphalt Cap Bid Award<br><b>Action:</b> Possible motion to approve. | Miller  | (5 min)  |
| <b>40.4</b> | 2026 Budget Process Timeline<br><b>Action:</b> Information only.                             | Swenson | (10 min) |
| <b>40.5</b> | Review of Reserves Balance<br><b>Action:</b> Information only.                               | Swenson | (5 min)  |

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

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

06/26/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center
07/17/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center
08/07/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center
08/21/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center
09/04/25	Regular Board Meeting	6:00 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 May 15, 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:** Strike agenda item 40.5.

**CONFLICT OF INTEREST DISCLOSURE:** None

**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 May 1, 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
04/22/25	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	29810-29863	\$769,060.47*	04/22/25
04/29/25	001 General Fund	29864-29888	\$38,533.09	04/29/25
05/06/25	001 General Fund	29890	\$864.00	05/06/25
04/30/25	001 General Fund (April Payroll)	EFT & 3424-3429	\$419,503.15	04/30/25
04/30/25	001 General Fund (April Payroll Benefits and Taxes)	EFT & 10076-10080	\$275,187.23	04/30/25
04/30/25	300 Capital Improvement Fund	Pre-approval	\$75,904.92	
04/30/25	300 Capital Improvement Fund	Pre-approval	\$740,403.32	

\*Check 29819 for \$594,830.86 and check 29849 for \$73,702.55 were pre-approved by the board at the April 3, 2025 board meeting.

**GENERAL BUSINESS**

**TERRY LANDE RECOGNITION BASED ON COMMITTEE RECOMMENDATIONS:** Executive Director Dan Hamlin said the last time this topic was on the agenda he was asked to notify the public that the board was considering the recommendations in the report from the citizen advisory committee for recognizing Terry Lande. The committee members were Patricia Bell, David Harrison, Andy Maron, Tom McCloskey, Jim Parsons, Ryan Vancil, and Jack Visco. The committee presented to the board that their top choice to recognize Terry Lande for his years of service as executive director was to name the administration building at Strawberry Hill Park, their second choice was to name both the summer concert series and the amphitheater at Battle Point Park, and their third choice was to name just the concert series. The committee also made it

clear that one or more of the options could be named in honor of Terry Lande. Staff shared the committee's recommendations with the community via two emails to over 19,500 email addresses, reader boards at the Aquatic Center and the Bainbridge Island Recreation Center, and social media posts. Only five responses were received. **MSC: DeWitt/Kinney: Move that the board of commissioners accept the report by the ad hoc Terry Lande Recognition Committee dated April 3, 2025 and thank the group for their work, and based on the committee's recommendations that the board name the new administrative building at Strawberry Hill Park the Lande Administration Building and the Sounds of Summer concert series, Terry's Sounds of Summer concert series.** Commissioner Kinney said there have been no objections from the community to naming the administration building or the concert series in honor of Terry Lande and he thinks it is appropriate to do so. Commissioner Janow said it is a nice recognition, and she likes the community involvement. Commissioner DeWitt thanked the committee for their thorough work.

**COMPREHENSIVE PLAN UPDATE:** Executive Director Dan Hamlin said that the first community stakeholder meeting for the Comprehensive Plan update had only six members of the public attend in person and three watched online. He noted that staff advertised the meetings on social media as well as sending emails to over 19,500 email addresses that were opened by almost half of the recipients. While the first meeting had low attendance, a lot of people were notified. One goal for the meeting was to educate the community on the District's budget, including that only a limited amount of capital improvement funding is available annually, and that message was well received. He thanked the Bainbridge Island Parks & Trails Foundation for providing refreshments at the meeting. The second community stakeholder meeting is next week and there will be an open house on June 21 at which the consultant will present all the feedback received up to that point including the survey results.

**RAY WILLIAMSON POOL RENOVATION COMPLIANCE AGREEMENT AND SCHEDULE UPDATE:** Executive Director Dan Hamlin said the District has received permission from the Kitsap Public Health District on behalf of the Washington State Department of Health to open the Ray Williamson pool between Phase I and Phase II of the renovation. The current draft of the agreement allows the District to open the Ray Williamson pool as soon as July 20 and the pool would remain open through March of 2026 when Phase II of the renovation will begin. The contractors have done an exceptional job, and the Ray Williamson pool will likely open ahead of the Phase I schedule which was originally projected to last through the end of August. Aquatic Program Administrator Jenette Reneau has reported that staff offered the July 20 date in the agreement to KPHD. Therefore, KPHD may be flexible if the board prefers to approve the agreement with an option to change that date, subject to KPHD approval, in case it is possible to open sooner. **MSC: Janow/Swolgaard: Motion to approve the Ray Williamson renovation compliance agreement and schedule update and direct the executive director to sign it with the amendment that approximately is added to the second bullet point on page two, if approved by the health district.** Dan Hamlin emphasized that it is a big relief to the staff to be able to accommodate the team sports in the Ray Williamson pool through the fall and winter seasons.

**MCKEON PROPERTY TRANSFER FOR BIKE PARK EXPANSION:** Executive Director Dan Hamlin said the McKeon property is connected to the northeast corner of parcel B of Strawberry Hill Park, which is the bike park area. It is about 15,000 square feet and at one point it was appraised to be an easement, then the owner decided to sell it, and that appraisal was updated. The owner has agreed to a bargain sale with a \$5,000 donation of value towards the appraised value of \$83,340 bringing the purchase price to \$78,340 which would come out of the Land Acquisition Fund budget. The property will become a part of the parcel of land the bike park is on through a boundary line adjustment. **MSC: Janow/Swolgaard: Motion to approve and direct the executive director to sign the McKeon property for bike park extension transfer and authorize the funds in the amount of \$78,340 from the Land Acquisition Fund.**

**DISTRICTWIDE COURT RESURFACING BID AWARD:** Procurement Administrator Michelle Miller said the District utilized the small works roster to solicit bids by location for multiple sites for court resurfacing. Four bids were received and three of the bids were responsive. The lowest bidder both in total for all locations and for the individual locations was New Line Services. New Line Services has done work for the District in the past so staff know from that history that they do quality work. Staff suggest awarding the bid for resurfacing the courts at Battle Point Park that are being converted to pickleball courts, the Eagledale Park tennis court, and the three tennis courts in the main building at Bainbridge Island Recreation Center. **MSC: Janow/Swolgaard: Motion to award the districtwide court resurfacing project #2505 to New Line Services Inc for the bid item locations of 1B (which is the Battle Point Park tennis courts), 3 (which is Eagledale Park), and 4A (the BIRC three main courts) in the amount of \$113,677.20.** Commissioner Janow asked if the courts are on a standard rotation for resurfacing. Executive Director Dan Hamlin said the price of resurfacing has doubled since the last time the courts were resurfaced so staff are getting them on a cycle where they are not all getting resurfaced in the same year.

**RESOLUTION 2025-09: BOARD MEETING CALENDAR THROUGH JANUARY 2026:** Executive Director Dan Hamlin said this resolution will set the regular board meeting schedule through January of 2026. **MSC: DeWitt/Janow: Move to approve Resolution 2025-09 establishing the official board meeting schedule for June 1, 2025 through January 2026.**

### **STAFF REPORT**

Administrative Division: Assistant Executive Director Amy Swenson noted that a lot of hiring is underway for the summer season, and she is working on filing the District's 2024 financial statements.

Park Services Division: Park Services Superintendent David Harry said the last big part of Phase I of the Ray Williamson pool renovation is installing the new HVAC system which is currently on site. The Sakai Park tennis court surfacing, though weather dependent, is scheduled for the week of May 26. A bid is going out soon for resurfacing the skatepark. Park Services Division Director Lydia Roush said the mountain bike park build is going well. Bainbridge Island Parks & Trails Foundation is working to wrap up fundraising for the bike park and wondering if the District would consider allowing them to auction off the rights to name individual trails as part of that effort. The names would have to be approved by staff, but it is something to consider. The board generally agreed that auctioning off the naming rights for the bike park trails would be okay if the names are approved. The Department of Natural Resources will be returning to remove more creosote logs from Manitou Beach. The Neurodiverse Student Conservation Corps program was presented by District staff at the Washington Recreation & Park Association conference today.

Recreation Division: Recreation Superintendent Bryan Garoutte said the first day of summer registration using the new ActiveNet software went very smoothly although there were a few minor glitches. Recreation staff are working on summer hiring and fall programming. Recreation Division Director Madison Collins said recreation staff suggest moving the first day of registration back to a weekday to provide better customer service. She also noted that technical support for the registration software is not available on the weekend. A lot of research was done, and it is the industry standard to hold the first day of registration on a weekday. She noted that although she heard there was concern about the availability of swim lessons in the past, that it is not currently an issue, even during a time when the Ray Williamson pool has been closed for renovation. This summer there are 155 camp options being offered. Of the 155 options 36 camps are currently full and 35 camps are under enrollment, but 120 camps have enough enrollment to be held this summer.

Executive Director Dan Hamlin shared that Jack O'Neill, who worked for the District for over 40 years, recently passed away. The maintenance shop at Battle Point Park was named in his honor upon his retirement in 2014.

### **BOARD MEMBER REMARKS:**

- Commissioner Swolgaard said he recently looked at the group picture that was taken when the maintenance shop at Battle Point Park was named after Jack O'Neill upon his retirement from the District. He noted that every time he drives by the entrance to Strawberry Hill Park he sees the rock wall that Jack O'Neill built and said that Jack O'Neill was a great guy.
- Commissioner Swolgaard said he and Commissioner Kinney attended the recent Bainbridge Island Parks & Trails Foundation meeting.
- Commissioner Swolgaard said there is a lot of conversation in the community about the mountain bike park that is currently under construction, and he is excited to see the project finished.
- Commissioner Kinney said he walked around the mountain bike park area recently and was amazed at how much work has already been done. He noted that this location is significantly better than anything that could have been built in Grand Forest North and thanked the anonymous donor for the addition to Strawberry Hill Park that made it possible. Executive Director Dan Hamlin added that while the District could have built some bike trails in Grand Forest North, what is being built now is a bike park.
- Commissioner DeWitt asked about the status of the Grand Forest East transfer. Executive Director Dan Hamlin said staff anticipate the transfer will close by May 30.
- Commissioner Janow asked if there is any update on the conversation regarding the future of the cell tower in Strawberry Hill Park and Executive Director Dan Hamlin said not yet.
- Commissioner Goodlin said after the May 1 board meeting he met with Steve Matthews, the president of the Bainbridge Island Parks & Trails Foundation board and he will be meeting soon with Jenny Lange, president of the Bainbridge Island Land Trust board.

**MEETING ADJOURNED** at 7:19 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



## Memorandum

Date: 5/30/2025

To: Board of Commissioners

From: Matthew F. Keough, Senior Planner  
Bainbridge Island Metropolitan Park & Recreation District

Subject: **Progress Report:** 2026 Park Comprehensive Plan Update

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### **Status:**

Since the last board meeting, we have completed both Community Stakeholder meetings which occurred on May 13th at 11:30 am and May 22<sup>nd</sup> at 6pm. While energy and comments were insightful at both meetings, the second meeting exceeded 30 participants, including several on-line attendees. The presentation and activities met our education and engagement goals, particularly with attendees facing budget challenges associated with growing the system, particularly with new facilities. The audience, generally stakeholders, had focused input in the areas of: trails/connectivity, partnership coordination, land conservation, appreciation for recreation, and tradeoffs between maintenance and new facilities. The recording will be offered on-line, along with a standing offer to meet with organizations and to provide the interactive activities.

The community survey, now underway among 5000 randomly selected households, will provide more generalized and representative community input. Tracked by RRC, the independent website is progressing towards our goal of 350 responses, faster than expected. Results of the survey will be shared at the next board meeting on June 19<sup>th</sup>, ahead of the report-out of all input-to-date, to be presented by the consultant, at the Open House on Saturday, June 21<sup>st</sup>.

### **Current Project Activities:**

1. Plan Audit:
  - a. Goals and Objectives survey input under review by Leadership Committee
  - b. "Typology" of the inventory under review for recommendation by Framework

2. Open House Planning/Coordination
  - a. Finalizing Messaging/Focus ahead of outreach campaign
  - b. Designing stations in the room (open house drop-in format) that both “generate ideas” and “face economic challenges”, e.g. opportunities to play budget game, kids input/craft, and recorded portions of presentation
  - c. Planning a fresh view/approach to our existing park system inventory
  - d. Confirmed the Foundation’s support (Ice-Cream, support for kid’s activities)
3. Promotion of Open House and Survey
  - a. Press release under development, timely for possible story coverage
  - b. Marketing package getting updated - possible new graphic for Open House
  - c. Social media networking will include items for posting and distribution across newsletters and community calendars
  - d. Expansion of our notice distribution, possibility of including all registered participants in the City’s comprehensive plan update process
  - e. Printing postcard-like handouts (example on hand at Board meeting, to be distributed by Foundation on June 7<sup>th</sup>, National Trails Day)
4. On-going Stakeholder meeting opportunities (available upon request)
  - a. Scheduled Discussion with Land Trust
  - b. Requested Meeting with City contacts and offer to attend their meetings
  - c. Reached out to Senior Center
  - d. Looking into additional places/times to workshop with park users (i.e. families at Kids-Up, schools in the Fall)

### **Upcoming Dates/Reminders**

- Friday, June 6 – Launch Open Link Survey ([biparksurvey.org/open](http://biparksurvey.org/open))
  - With encouragement to take open survey by June 15<sup>th</sup> for reporting
- Friday, June 20 – RRC to provide draft report on survey
- Saturday, June 21, 10a – noon, BHS Commons – Open House
- Thursday, June 26 – Board Meeting Item: Goal and Policy Audit Report
- Thursday, July 17 – Board Meeting Item: Service Level Approach Discussion
- Thursday, August 21 – Board meeting item: Demands and Needs Analysis

**Public Message:** The community survey will be open, on-line, the first week of June. Drop by the Open House on June 21<sup>st</sup> to hear early results, and, curtesy of the Parks Foundation, to celebrate the first day of summer with parks and ice cream treats!

Contacts: <https://biparks.org/comprehensive-planning/>; [mattk@biparks.org](mailto:mattk@biparks.org)



## 2026 Budget Schedule DRAFT

Task	Due By
Finalize Budget schedule	5/20/25
Goal Setting with Leadership	August
CIP Meetings begin	7/8/25
COLA recommendation to the board	Sept
Detailed information turned into Div. Directors by Prog Mgrs.	8/15/25
Review of one time budget request - leadership	7/8/25
Review grants-Parks Fdn, Rotary, RCO and BCIF	7/8/25
Leadership review Computer Replacement and Vehicle Replacement Request and schedules.	8/26/25
Labor Day	9/1/25
CIP recommended budget finalized	9/26/25
Dan reviews budgets from Div. Directors	9/5/25
Draft budget to Amy	9/22/25
<b>Oct 2 - Budget work session/Goals and objectives</b>	<b>10/2/25</b>
Final budget review approval Dan and leadership	10/14/25
NO CHANGES can be made after this date	10/14/25
Amy / Michelle prep for first reading	
<b>First Reading</b>	<b>11/6/25</b>
Updates and changes from First reading - Board changes only	
<b>Final Budget approval</b>	<b>11/20/25</b>
To county	11/30/25