

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING June 5, 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 an item to the beginning of general business for a staff introduction and an executive session on real estate.

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 15, 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 and Name	Warrant Numbers	Total Batch Amount
05/06/25	001 General Fund	29889-29914	\$26,422.63
05/16/25	001 General Fund 300 Capital Improvement Fund	29915-29992	\$345,187.16
05/22/25	001 General Fund 300 Capital Improvement Fund	29993-30029*	\$860,497.50
05/28/25	001 General Fund 310 Land Acquisition Fund	30030-30055*	\$162,356.69
05/29/25	310 Land Acquisition Fund	30056*	\$2,202,114.30
06/02/25	001 General Fund 300 Capital Improvement Fund	30057-30078	\$86,458.46
05/30/25	001 General Fund (May Payroll)	EFT and 3433-3438	\$419,842.73
05/30/25	001 General Fund (May Payroll Benefits and Taxes)	EFT and 10081-10084	\$276,567.55
	300 Capital Improvement Fund	Pre-approval	\$84,942.71
	300 Capital Improvement Fund	Pre-approval	\$147,326.99

**Batch includes warrants pre-approved at a prior board meeting.*

GENERAL BUSINESS

STAFF INTRODUCTION: Recreation Division Director Madison Collins introduced Tabatha Shelton who is working with the District as a fitness program intern for the summer.

COMPREHENSIVE PLAN UPDATE: Senior Planner Matthew Keough said the open house for the District's Comprehensive Plan update will be on Saturday, June 21. The responses from the statistically valid survey group are still coming in and enough responses have been received to have confidence in the validity. The survey will be available soon for anyone who wants to take it. The audit of the 2020 Comprehensive Plan is underway to review for relevancy the goals and objectives in that plan.

BATTLE POINT PARK SPORT FENCING BID AWARD: Procurement Administrator Michelle Miller said the District solicited bids for installation and/or repairs for the fencing around the Battle Point Park tennis courts and/or soccer fields. One bid was received from Puget Fence. Staff have researched the bidder and the price and recommend moving forward by awarding the bid to Puget Fence. **MSC: Janow/Swolgaard: Motion to approve the Battle Point Park sport fencing bid award to Puget Fence with the understanding that the pickleball community and staff will work together to decide the unique features of the fencing and secure funding.**

TENNIS/PICKLEBALL COURTS ASPHALT CAP BID AWARD: Procurement Administrator Michelle Miller said the District solicited bids for a two-inch asphalt overlay for the tennis courts being converted to pickleball courts at Battle Point Park. Two bids were received; the lower bid was from Agate Asphalt. Staff recommend that the board award the bid to Agate Asphalt, contingent upon the pickleball club providing the additional funding needed to pay for it beyond what has already been raised through Bainbridge Island Parks & Trails Foundation. **MSC: Janow/Kinney: Motion to award Agate Asphalt the bid award for the tennis and pickleball courts at Battle Point Park contingent upon the formal fundraising from the pickleball community.**

2026 BUDGET PROCESS TIMELINE: Assistant Executive Director Amy Swenson asked if the dates highlighted in the proposed 2026 budget process timeline work for the board and if the Finance Committee wants to meet during the budget process. Commissioner DeWitt is on the Finance Committee and said he thinks they should meet before the budget work session. The board agreed to hold the 2026 budget work session as a special board meeting on October 2. The work session will start at 4:00 pm and be held before the regular board meeting which will start at 6:00 pm.

REVIEW OF RESERVES BALANCE: Assistant Executive Director Amy Swenson shared an update on the District's current cash balances. Due to Bainbridge Island Recreation Center revenue being strong so far this year, reserves have gone down less than previously projected moving into Phase II of the Ray Williamson pool renovation. She noted that the numbers have not been audited and that the District will likely be in a negative at the end of the year for use of reserves, though less than budgeted. Commissioner Kinney asked when staff will know if the District will be considering a loan as part of the funding plan for Phase II of the Ray Williamson pool renovation and Amy Swenson said that will be determined by the bid responses the District receives for Phase II. The bid package is on track to be posted in late summer.

STAFF REPORT

Park Services Division: Park Services Superintendent David Harry said work is currently being done by the contractor to finish the Sakai Tennis courts. The mountain bike park build is underway with work now starting on the wooden structures. Warranty work to repair the KidsUp! Playground poured-in-place surfacing is now complete and repair work for the surfacing at Owen's Playground is planned for this summer. Phase I of the Ray Williamson pool renovation will soon be complete; the only major thing left to do is get the HVAC up and commissioned.

Administrative Division: Assistant Executive Director Amy Swenson said that bids are being solicited for a human resources consultant. So far 47 new employees have been onboarded for the summer season and there are 140 onboardings currently in process. The bid for resurfacing the skate bowl at Strawberry Hill Park will be posted soon.

Recreation Division: Recreation Division Director Madison Collins said the Bainbridge Island Recreation Center pool is open as well as the new Pilates and cycle rooms at the facility. Training for summer staff is underway.

Executive Director Dan Hamlin commended Aquatic Program Administrator Jenette Reneau for her work at the Aquatic Center getting through the shutdown period for Phase I of the Ray Willimson pool renovation. Bainbridge Island Recreation Center revenue is at a level now where it could cover the larger loan payments which will be due starting in 2026. The City Council is scheduled to vote on an ordinance next week which would prohibit gas- and diesel-powered blowers starting in July of 2027. The District has been supportive and has been working on transitioning to electric hand tools longer than this ordinance has been under consideration. However, the way the ordinance in the City Council's board packet for the upcoming meeting was written would have prohibited the large blowers the District uses, and the District was not included in the exception extended to police, fire, and public works to respond to an emergency for public safety. After some discussion the city manager has agreed to edit the language to limit the ordinance to backpack blowers and to include all public agencies in the exception to respond to an emergency for public safety. The District is now officially the proud owner of the entire Grand Forest. He thanked the Bainbridge Island Parks & Trails Foundation, Bainbridge Island Land Trust, the significant anonymous donor, and all the community members who made donations to the campaign before the significant donor stepped in and covered the remainder of the funds needed.

BOARD MEMBER REMARKS:

- Commissioner Janow thanked Executive Director Dan Hamlin for his work with City of Bainbridge Island staff on the ordinance language for the upcoming vote on the gas- and diesel-powered blower prohibition.
- Commissioner Janow said she was at the District's booth at a recent Farmers' Market, and it was a nice opportunity to talk with the community.
- Commissioner Janow said Housing Resources Bainbridge has been holding a nice series of talks, and she encouraged everyone to attend future events.
- Commissioner Janow thanked everyone involved and said there was nice attendance at the second community meeting for the District's Comprehensive Plan update.
- Commissioner Janow said she attended the commemorative ceremony at Battle Point Park and Fort Ward Park for the Naval Cryptological Society and On-the-Roof Gang. Some District parks have a rich history and finding ways to share that history is important so people can learn about it and keep those stories alive.
- Commissioner Janow reminded everyone to volunteer for the upcoming Rotary Auction.
- Commissioner DeWitt said he attended the Naval Cryptologic Veterans Association memorial rededication, and it was rewarding to talk with them and be a part of the event. The president of NCVA gave him two challenge coins which will be mounted so that both front and back are viewable and they will be displayed at Fort Ward Hall.
- Commissioner DeWitt asked about plans for National Trails Day. Executive Director Dan Hamlin said the District is coordinating with Bainbridge Island Parks & Trails Foundation and he will share that information with the board.
- Commissioner Kinney noted that while he is always impressed with the work staff do, often the work is preparatory, but there is currently a lot of work happening on the ground and it is great to see.
- Commissioner Swolgaard thanked Park Services Superintendent David Harry for his work on the phenomenal softball batting cages at Strawberry Hill Park.
- Commissioner Swolgaard said he attended the recent Bainbridge Island Parks & Trails Foundation meeting.
- Commissioner Swolgaard asked for follow-up to the public comment in May regarding beach accessibility improvements for Fay Bainbridge Park. Executive Director Dan Hamlin said that staff have been working on it, but

the City of Bainbridge Island will not allow the District to cut or move the logs on the beach as it is not consistent with the Shoreline Master Plan. Instead, COBI is suggesting the District build a whole new boardwalk at the south end of the beach which would require a new permit process and the grade at that end of the beach is not as favorable. Staff have moved what they can but have been prohibited by COBI to cut or move logs. Staff will use information from the ADA transition plan once it is done if it can help the District improve beach accessibility.

- Commissioner Goodlin said he met recently with Bainbridge Island Land Trust President Jenny Lange and Executive Director Cullen Brady. They are pleased with how the process to purchase the Bainbridge Island School District's Grand Forest East property went and are eager to do more projects in the future and inquired about whether the District might be interested in an open space bond to acquire property.
- Commissioner Goodlin said he and Commissioner Swolgaard are going to perform the half-year review for Executive Director Dan Hamlin.


MEETING ADJOURNED to a five-minute recess at 7:13 pm with announced time to reconvene at 7:18 pm. **MEETING RECONVENED** at 7:18 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 7:18 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 7:28 pm.

MEETING RECONVENED at 7:28 pm and **ADJOURNED** at 7:28 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