

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – July 17, 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.

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 June 26, 2025
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- | | | | |
|-------------|--|--------|----------|
| 40.1 | Strawberry Hill Bike Park Funding Update
Action: Motion to approve. | Hamlin | (10 min) |
| 40.2 | Low Mow Program at Battle Point Park
Action: Information only. | Houk | (15 min) |
| 40.3 | Pool Safety and Security Analysis
Action: Information only. | Reneau | (15 min) |
| 40.4 | Strawberry Hill Skatepark Recoat and Repair Bid Award
Action: Motion to approve. | Miller | (5 min) |
| 40.5 | Comprehensive Plan Update
Action: Information only. | Keough | (10 min) |
| 40.6 | Draft Board Compensation Policy
Action: Possible motion to direct staff to prepare required resolutions. | Hamlin | (10 min) |

50. STAFF REPORT

60. UPCOMING MEETINGS

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
09/18/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center

10/02/25	Special Board Meeting – 2026 Budget Work Session	4:00 pm	Strawberry Hill Center
10/02/25	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**

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 June 26, 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: Tom Goodlin, Dawn Janow, Jay Kinney.

ADJUSTMENTS TO AGENDA: There will be no executive session. Add an agenda item under general business for the skatepark repair and recoat bid award.

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.

PUBLIC COMMENTS

Beth Hogger spoke in support of renaming the Hidden Cove Park ballfields in honor of baseball coach Gregg Mesmer for his dedication to youth sports on the island.

Loanne Harmeling said the new tennis courts at Sakai Park will be dedicated on Saturday and thanked staff for their help with this project.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the May 28, 2025 special board meeting, Chair Goodlin stated the minutes stand approved as submitted.

Upon hearing there were no corrections to the minutes of the June 5, 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 and Name	Warrant Numbers	Total Batch Amount
06/10/2025	001 General Fund 300 Capital Improvement Fund	30079-30162	\$223,655.44
06/17/2025	001 General Fund 310 Land Acquisition Fund	30163-30224	\$128,359.39
06/24/2025	001 General Fund 300 Capital Improvement Fund	30225-30246	\$171,869.39

GENERAL BUSINESS

BAINBRIDGE PREPARES PRESENTATION REGARDING THE BROADCAST TOWER AND STORAGE: Park Services

Superintendent David Harry said staff have been working with Bainbridge Prepares and the City of Bainbridge Island to get Bainbridge Prepares equipment centrally located in the fenced-in area below the broadcast tower by the Lande Administration Building in Strawberry Hill Park. The broadcast tower and storage will build resilience for emergency operations and in turn the whole island. The plan is to use 20-foot containers for storage which would be set back from the fence line on concrete pads and painted a shade of green to minimize their appearance in the landscape. Bainbridge

Prepares would also like to have an insulated climate-controlled shed, which is being called the Techshed, near the base of the broadcast tower. The Techshed would house the infrastructure for radio transmissions and operations, and people conducting radio operations and response during an emergency would work inside. A tower climbing company will be doing an inspection to both install and remove antennas on the broadcast tower without disturbing the Osprey nest. In addition to the four containers that Bainbridge Prepares will utilize for storage, there will be two for District use. Next steps are to work on site layout and preparations including adjusting underground utilities. Commissioner Kinney asked how this plan fits in with the concept plan for Strawberry Hill Park. Executive Director Dan Hamlin said this area was available in the concept plan for District storage. **MSC: Janow/Kinney: Motion to implement this plan and develop an agreement between the District and Bainbridge Prepares for use of the site.** Commissioner Kinney asked how flexible the plan is and noted that he would prefer that the planning for the whole park be addressed at the same time. Dan Hamlin said the elements in this plan are designed to be movable. The only immovable parts, without significant expense, would be the broadcast tower and the guidewire footings. Commissioner Goodlin said while there was interest in getting rid of the broadcast tower as it is a bit of an eyesore, there is a strong argument for keeping it for public benefit. Dan Hamlin noted that the broadcast tower was built in that spot because it is the optimal spot for functionality.

COMPREHENSIVE PLAN UPDATE: Senior Planner Matthew Keough said staff have been working on public outreach and reviewing goals and objectives for the Comprehensive Plan update. At this point there have been over 500 responses to the community survey. The open house held last Saturday had about 25 attendees and the comments received were qualitative. There will be additional interactive opportunities on the District's website. A booth downtown for the 4th of July event will allow for continued in-person engagement with the community. Commissioner Janow said the community members who attended the open house were very engaged. Commissioner Kinney noted that throughout this Comprehensive Plan update process there have been a lot more engagement opportunities than in past update processes. Suggestions were made regarding how to reach additional community members to solicit engagement through the survey, particularly people who may not currently utilize District resources.

GENERAL FUND BUDGET VS ACTUAL: Assistant Executive Director Amy Swenson noted that the budget vs actual being discussed tonight is for January through May of 2025 and the District's busiest time of year, during which more expenses are accrued, is just beginning. Bainbridge Island Recreation Center membership numbers are very strong and BIRC is continuing to meet revenue expectations. Swim lesson revenue is a little low so far this year, which could be related to the closure of the Ray Williamson pool for Phase I of the renovation. However, other Aquatic Center program revenue is strong. Legal fees have come in well under budget so far this year. She noted that the vehicle and large machinery line item looks like not much has been spent because the District is now leasing a lot of vehicles. She will adjust the general ledger accounts to more clearly reflect where the funds are being spent.

CAPITAL IMPROVEMENT FUND BUDGET VS ACTUAL: Procurement Administrator Michelle Miller said that there are projects currently underway that are not yet reflected as expenses. She reviewed the status of all the projects in the 2025 Capital Improvement Fund budget.

POTENTIAL TRANSFER OF OWNERSHIP OF FORT WARD HALL: Executive Director Dan Hamlin said there have been no changes to the draft agreement for transfer of ownership of Fort Ward Hall that was included in the board packet. The property would be transferred via a quit claim deed and Kitsap Public Utility District, which is currently managing the Fort Ward Sewer District, would have a 99-year lease for use of the office in Fort Ward Hall. Commissioner Goodlin asked a few questions about the draft agreement. Dan Hamlin addressed Commissioner Goodlin's questions and said staff are working to have the documents finalized soon for approval.

BATTLE POINT PARK SEPTIC SYSTEM REPLACEMENT – KIDSUP! RESTROOM BID AWARD: Procurement Administrator Michelle Miller reported that even though staff sent the bid documents directly to all the certified septic installers in Kitsap County, no bids were received to replace the KidsUp! bathroom septic system at Battle Point Park. Staff will now begin to reach out to companies personally to attempt to solicit bids on this project.

STRAWBERRY HILL SKATEPARK RECOAT AND REPAIR BID AWARD: The District received a bid from Grindline Skateparks Inc. to recoat and repair the skatepark in Strawberry Hill Park. The company built the skatepark, has worked on it in the past, and has a great reputation. Staff recommend awarding the contract to Grindline Skateparks Inc. and will bring it back as an agenda topic at the next board meeting for a motion to approve the bid award.

STAFF REPORT

Park Services Division: Senior Planner Matthew Keough said staff are preparing the survey and outreach for the ADA transition plan which is being done in conjunction with the City of Bainbridge Island as they are also working on gathering feedback related to public accessibility. Park Services Superintendent David Harry is working closely with the contractor for the mountain bike park and on the plans for the visitor center at the Bainbridge Island Japanese American Exclusion Memorial. There was a ribbon cutting ceremony today for the Sunny Hill to Nute's Pond trail.

Recreation Division: Recreation Division Superintendent Bryan Garoutte said the District is running 17 summer camps this week and has over 4,100 camp registrations for the summer. The fall recreation catalog will be viewable online near the end of July.

Administrative Division: Assistant Executive Director Amy Swenson said summer is a busy time and when the park services and recreation divisions are busy that means her staff is busy too.

BOARD MEMBER REMARKS:

- Commissioner Janow said she attended the Bainbridge Island Parks & Trails Foundation's stewards circle event at the Strawberry Hill Park bike park today. She got a sneak peek at the bike park, everything looked great, and people are super excited about it.
- Commissioner Janow said she stopped by the Battle Point Observatory on Saturday; there was a nice turnout for their event that day.
- Commissioner Kinney said the open house for the Comprehensive Plan update was fantastic and staff did a wonderful job.
- Commissioner Goodlin said someone asked him about donating cherry trees for Battle Point Park and he put them in touch with staff.
- Commissioner Goodlin said he attended the Sunny Hill to Nute's Pond trail opening ceremony. It is a short trail, but it adds a lot of connections, and it was nicely done.

MEETING ADJOURNED at 7:27 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

DRAFT



Low Mow Proposal

Morgan Houk, Natural Resources Manager

July 17, 2025

Goals



- Improve pollinator habitat in parks
- Decrease grounds crew mowing requirements
- Create opportunities for pollinator and habitat education during Earth Month (April) and beyond

Outcomes



- Increased habitat
- Community education
- Volunteer opportunities
- Reduced mowing expenses

Logistics - Scheduling



- No mowing through June in select areas
- Mow before 4th of July
- Phased approach based on environmental and community feedback
- Starting at Battle Point Park, North

Logistics – Maintenance

- Transition from nonnative grasses and forbs
- Establish flowering species competitive against nonnative grasses, invasives, and appropriate for site conditions
- Mow to 5” once to twice/year, maintain 3” along trails and other features





Proposed Locations

Areas selected with collaboration between, natural resources, grounds, and trails staff



Battle Point Park

- *Rosa rubiginosa*
- Invasive holly, scotchbroom, blackberry, and hawthorn
- Encourage native willows and spirea



Motion to Approve

Approval to implement a low mow strategy on District properties in areas mutually agreed on by Natural Resources, Grounds, and Trails staff.





Memorandum

Date: 7/11/2025
To: Board of Commissioners
From: Matthew Keough, Senior Planner
Subject: **Progress Report:** 2026 Comprehensive Plan Update

Status:

The leadership committee has been meeting weekly to continue discussion over aspects of the plan audit. This past week, the committee met with the consultant's financial analyst regarding funding strategies which will instruct the committee's recommendations to the board which will include the approach to service levels.

The open survey went live over the weekend of June 7 and remains open through July 31 on the third-party website (accessed at biparksurvey.org/open).

Promotion of the survey and the open house on June 21 included a press release to news outlets, ongoing notices at parks and park facilities, flyers at both public and private locations (e.g., BIRC, Aquatic Center, City Hall, ferry terminal, grocery/drug/hardware stores, coffee shops, private recreation providers). Other outreach includes posting on community calendars, community partner websites, Facebook, Instagram, and YouTube. A personal email was sent to 158 community stakeholder groups in addition to the email distribution to the District's entire database of emails.

The interactive information boards, first shared at the open house and then on the 4th of July at the event downtown, are now at the library. They are also available online where participants can add their own "Post-it" notes in a digital format, addressing questions such as "What should the District prioritize over the next 20 years?"

Discussion:

We have met participation goals for the statistically valid survey while the open survey

submittals are approaching 600 households. One early observation, highlighted at the open house, is the developing difference between the two survey types. Both results are important; one giving a snapshot of all constituents, and the other perspectives of existing patrons and advocates who proactively take the survey. A formal report will be presented to the board upon completion.

The goal and objective review portion of the plan audit is now being enriched by focused discussions with partner organizations, going beyond the anonymous survey tool. The Bainbridge Island Parks & Trails Foundation is actively participating in the evaluation of missions, keen to engage in strategic planning with us and the community at large. Given dialogue over organizational roles, the meeting with the Bainbridge Island Land Trust suggested possible shared goals and reference to their plans, particularly regarding open space outside of parks. Coordinated objectives have been raised among partners for possible inclusion in the plan such as when, where, and under what circumstance to jointly pursue property, projects, and easements. The meeting with the Bainbridge Island School District yielded updated inventory data and also review of interlocal agreements and possible coordination on capital facility planning. Discussions with the City of Bainbridge Island are ongoing, mostly regarding the anticipated new park zone, but included a meeting with the police chief and their communication manager.

Staff are also coordinating meetings with non-profits and stakeholders such as Helpline House and Housing Resources Bainbridge. Presentations are available upon request; the first one, presented to the Senior Center, is available online for viewing on [YouTube](https://www.youtube.com/watch?v=zXsYx5P4r3M) (<https://www.youtube.com/watch?v=zXsYx5P4r3M>).

Upcoming Dates/Reminders

- End of open survey: July 31
- Sounds of Summer, table activities: July 30 and August 13

Public Message: The community survey is open through July 31 online at www.biparksurvey.org/open (only one “s”) or available at the Lande Administration Building in Strawberry Hill Park. Interactive activities continue at the library, by request, and online where you can read and share “Post-it” notes on [Miro](https://miro.com/app/board/uXjVImXBCfY=/) (https://miro.com/app/board/uXjVImXBCfY=).

Contact: matk@biparks.org

District webpage: <https://biparks.org/comprehensive-planning/>



Bainbridge Island Metro Park & Recreation District

Memorandum

Date: 07/11/2025

To: Board of Commissioners

From: Executive Director Dan Hamlin
Bainbridge Island Metropolitan Park & Recreation District

Subject: Draft Board Policy for Board Compensation

Background

At the March 20, 2025 board meeting Commissioner Janow asked to have a discussion regarding compensating District commissioners during her board remarks.

At the April 3, 2025 board meeting information compiled by staff regarding compensation for commissioners was shared with the board. Per RCW 35.61.150 metro park districts may allow for the payment of compensation to commissioners if the metro park district's board adopts a resolution to allow for it. It was decided that staff would compile additional information prior to the next board meeting for further discussion.

At the April 17, 2025 board meeting additional information regarding board compensation was reviewed. Staff found it to be common for other metro park districts in Washington State to allow for board compensation. It was also found to be common for commissioners to claim compensation although commissioners may and have been known to waive compensation. Staff were directed to draft a policy which would allow commissioners to claim compensation only for board meetings, defined as meetings subject to the Open Public Meetings Act, for further review and consideration by the board.

As previously noted during discussions, only commissioners elected to a term of office after the adoption of resolutions 1) allowing compensation per RCW 35.61.150 and 2) updating the board policies will be eligible for compensation.

Draft Board Policy Language for Board Compensation

If the board chooses to move this forward the following amended language based on previous feedback could be added to Section 2150 in the board policies:

2150 Compensation & Reimbursement

RCW 35.61.150 *Park Commissioners--Compensation* allows compensation to be paid to Commissioners for time devoted to business of the District. This section establishes policy to

govern the payment of just compensation to District Commissioners in accordance with and at the rates allowed by RCW 35.61.150 and the appropriate adopted resolution(s).

1. **Maximum Compensation:** The maximum compensation for Commissioners is established by RCW 35.61.150 and upon the effective date of any legislative change to RCW 35.61.150, the Commissioner compensation rates shall automatically and without further action of the Board be adjusted to the new maximum permissible compensation rate and annual total.
2. **District Business Definition:** Just compensation for District Commissioners shall be limited to the business of meetings of the District's Board of Commissioners. Meetings of the District's Board of Commissioners are defined as meetings that are subject to the Open Public Meetings Act.
3. **Individual Annual Total Distribution:** The annual compensation to a Commissioner shall not exceed one-fifth of the approved budget line item for Commissioner compensation or the maximum allowable compensation pursuant to law, whichever is less. A commissioner may elect to waive compensation by filing a written waiver as prescribed in RCW 35.61.150.
4. **Tracking for Compensation:** Commissioners shall use the compensation tracking form provided by staff for all submittals for compensation. Commissioners shall submit compensation tracking forms in a timely manner and in accordance with the relevant District procedures.
5. **Tax Deductions:** The District shall make payments to Commissioners and will withhold taxes on such payments, according to its normal processing periods. The District shall issue a form W-2 or equivalent to each Commissioner at the end of each year. Payment pursuant to this policy shall not entitle a Commissioner to any of the District's employee benefits nor does it create an employer-employee relationship.

Commissioners may be reimbursed for necessary expenses while attending meetings of the Board or when otherwise engaged on District business. If a Commissioner requests compensation for District business as defined above, that Commissioner shall not be entitled to mileage reimbursement for the same day they claim compensation unless the mileage request is for travel outside of Kitsap County.

Next Steps

Board direction to move forward would require two resolutions be adopted at a future meeting:

1. A resolution to allow for payment of compensation to District commissioners (per RCW 35.61.150).
2. A resolution to update board policies.