

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – August 7, 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 July 17, 2025
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1** Cooperative Management Agreement with National Park Service for Bainbridge Island Japanese American Exclusion Memorial
Action: Motion to approve. Hamlin (5 min)
- 40.2** Interpretive Services Agreement with Bainbridge Island Japanese American Exclusion Memorial Association
Action: Motion to approve. Hamlin (5 min)
- 40.3** Comprehensive Plan Update
Action: Information only. Keough (10 min)
- 40.4** Nakata Pool Slide Maintenance & Repairs Project Bid Award
Action: Motion to approve. Miller (5 min)
- 40.5** Resolution 2025-10: Additional Signers for Bridge Maintenance Fund
Action: Motion to adopt. Swenson (5 min)
- 40.6** Resolution 2025-11: General Operating Account Imprest Fund Limit
Action: Motion to adopt. Swenson (5 min)

50. STAFF REPORT

60. UPCOMING MEETINGS

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 July 17, 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: None

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

Edith Cobourn spoke to say she would like priority for tennis on the new tennis courts at Sakai Park and that the two opportunities that would pertain to her for tennis programming at Sakai Park have fees. Staff said signs have been ordered and will be posted informing the public that tennis is the priority on those courts, which are only painted with tennis lines, and asking people to limit their time on the courts.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the June 26, 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
6/30/2025	001 General Fund (June Payroll)	EFT & 3439-3444	\$450,562.45
6/30/2025	001 General Fund (June Payroll Benefits and Taxes)	EFT & 10085-10088	\$286,804.43
7/1/2025	001 General Fund 300 Capital Improvement Fund	30247-30294	\$91,952.80
7/8/2025	001 General Fund 300 Capital Improvement Fund	30295-30339	\$152,101.23
7/15/2025	001 General Fund 300 Capital Improvement Fund	30340-30390	\$176,392.00
	300 Capital Improvement Fund	Pre-Approval	\$137,803.90
	300 Capital Improvement Fund	Pre-Approval	\$90,007.80

GENERAL BUSINESS

STRAWBERRY HILL BIKE PARK FUNDING: Executive Director Dan Hamlin thanked Bainbridge Island Parks & Trails Foundation Executive Director Mary Meier for their efforts fundraising for the Strawberry Hill Bike Park. The original project

amount was \$416,300 and BIPTF agreed to raise that amount. Once the project began there was a change order for the jump lines and that added \$64,151 to the project cost. So far the District has spent \$60,000 on the project for design and permitting. BIPTF is trying to raise all the additional funds for the change order, but due to the tight timeline for completion, staff want to be prepared for the District to pay for up to half the cost of the change order. **MSC: Janow/Kinney: To approve funding up to \$32,100 not to exceed half of the change order for \$64,151 to complete the jump lines for the bike park.**

LOW MOW PROGRAM AT BATTLE POINT PARK: Natural Resources Manager Morgan Houk said staff are planning to implement a low mow program at Battle Point Park. The goals are to improve pollinator habitat, decrease mowing requirements, and create opportunities for pollinator and habitat education. The plan is to not mow the four selected low mow areas in the north end of the park through the end of June every year. However, they will be mowed before July 4 due to wildfire concern and to cut off the seedheads of less desirable species to reduce their spread. The areas will be mowed to five inches once or twice a year rather than maintaining the current three inches. Access trails through the low mow areas will be mowed to three inches. Staff will work to slowly transition the areas from nonnative grasses and forbs to establish flowering species competitive against nonnative grasses and invasives that are appropriate for specific site conditions.

POOL SAFETY AND SECURITY ANALYSIS: Aquatic Program Administrator Jenette Reneau shared a picture of the Aquatic Center summer staff and said she spends a lot of time thinking about how to set staff up for success. As the Ray Williamson pool is reopening soon after Phase 1 of the renovation, it is a good time to look at aquatic safety. Staff intend to bring in a consultant to provide feedback and make recommendations to the District regarding aquatic program and facility safety.

STRAWBERRY HILL SKATEPARK RECOAT AND REPAIR BID AWARD: Procurement Administrator Michelle Miller said \$30,000 was budgeted in the Capital Improvement Fund to recoat and repair the skatepark, which is done about every five years. A bid was received from Grindline Skateparks Inc for just under the budgeted amount and staff have confidence in the vendor. **MSC: Janow/Swolgaard: Motion to approve Grindline to recoat and repair the Strawberry Hill Park skatepark not to exceed \$30,000 per the initial budget.**

COMPREHENSIVE PLAN UPDATE: Senior Planner Matthew Keough noted that all the parts of the Comprehensive Plan are interrelated, and the conversations regarding the update are elevated by discussing them concurrently. There have been discussions with the consultant about how to measure services and success both quantitatively and qualitatively and the committee is working towards making recommendations for the board to consider. Executive Director Dan Hamlin noted that Matthew Keough has been available to meet and talk with interested groups and agencies on the island about the Comprehensive Plan update. Commissioner Kinney talked about how this update process has been different than previous ones and how it is going to result in a better plan. Dan Hamlin said the idea has been to determine what this population wants provided for them less than comparing it to standards and other places.

DRAFT BOARD COMPENSATION POLICY: Executive Director Dan Hamlin recapped conversations at prior board meetings regarding the possibility of compensation for board members. At the last meeting staff received direction to draft policy language to allow board members to be compensated which has been provided for consideration. If the board decides to move forward with allowing compensation two resolutions will be needed, one to update the board policies and another to authorize compensation for board members as required by law. The following motion was made by Commissioner Janow and seconded by Commissioner DeWitt: *Motion to direct staff to prepare the required resolutions to draft a board compensation policy.* There was some discussion, and the motion did not carry with two in favor and three opposed.

STAFF REPORT

Recreation Division: Recreation Superintendent Bryan Garoutte said the Bainbridge Island Recreation Center pool has been very busy during the recent nice weather.

Park Services Division: Park Services Superintendent David Harry said work continues at the bike park in Strawberry Hill Park. The new HVAC system installed as part of Phase 1 of the Ray Williamson pool renovation is being flushed in preparation for commissioning it. Staff have begun rebuilding the roof on the picnic shelter at Eagledale Park and when they are finished they will move on to the one at Battle Point Park. Park Services Division Director Lydia Roush said staff are dealing with a rise in reports of bees and wasps in parks as well as working on power washing courts and other hard surfaces. Senior Planner Matthew Keough said public engagement has begun for the ADA transition plan.

Administrative Division: Assistant Executive Director Amy Swenson said staff are beginning to work on the 2026 budget.

Executive Director Dan Hamlin said there will be a meeting on July 22 to start a conversation regarding funding for the sail float replacement project or alternative solutions. The Terry's Sounds of Summer concert series has been going well. The Neurodiverse Student Conservation Corp group this year was very energetic, and it is an incredible program.

BOARD MEMBER REMARKS:

- Commissioner Janow said she is enjoying working on the Comprehensive Plan update process as part of the committee and encouraged everyone to get 10 people to fill out the survey.
- Commissioner Janow said the District's presence in the 4th of July parade was great and thanked everyone who worked on that.
- Commissioner Janow said she and Commissioner DeWitt were at the Sakai Park tennis court dedication ceremony, and it was a lovely event.
- Commissioner Janow asked about the status of the District's new website and Executive Director Dan Hamlin said it is still expected to be finished in October.
- Commissioner Janow asked if the District has any concerns about the temporary road closure at the head of the bay. Executive Director Dan Hamlin said it will have an impact on travel times for staff to get to locations on the south end of the island.
- Commissioner DeWitt said he attended the National Trails Day celebration that Bainbridge Island Parks & Trails Foundation had at Hilltop.
- Commissioner DeWitt said he attended the Battle Point Observatory ribbon cutting ceremony on June 21.
- Commissioner DeWitt said he was impressed with the community support and engagement at the Comprehensive Plan open house.
- Commissioner DeWitt said he talked with Terry Lande at the first concert of the newly renamed Terry's Sounds of Summer concert series.
- Commissioner DeWitt noted that the survey for the ADA transition plan is now available and emphasized that it is important to get as much information from the community as possible.
- Commissioner DeWitt said he walked the Lost Valley trail today with the Bainbridge Island Parks & Trails Foundation.
- Commissioner Kinney said staff did a great job with the District's presence in the 4th of July parade.
- Commissioner Kinney said the trees by field three in Strawberry Hill Park still need to be taken down and could potentially be removed in conjunction with other trees that may need to be removed for forest health in the park.

- Commissioner Swolgaard said staff were recently out working on the District's trail easement on his property and it was fun to see. He noted that the trail gets a lot of use from people walking to Gazzam Lake Nature Preserve.
- Commissioner Goodlin said there was a lot of enthusiasm on the Lost Valley trail walk with the Bainbridge Island Parks & Trails Foundation today.
- Commissioner Goodlin said he recently went to look at the new tennis courts in Sakai Park and was impressed with the way they fit into the landscape. He has also heard compliments about them from two members of the public.
- Commissioner Goodlin said he volunteered at the District booth at the Terry's Sounds of Summer concert last night. It was nice to see people enjoying the event and a good opportunity to talk with staff.
- Commissioner Goodlin asked about building parking spots at Nute's Pond and staff said it is on the long-term to-do list. Executive Director Dan Hamlin said it would be helpful to bring it up during the upcoming 2026 budget conversations regarding the Capital Improvement Fund.

MEETING ADJOURNED at 7:57 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

**Cooperative Management Agreement
between the
Bainbridge Island Metro Parks & Recreation District
and the
United States Department of the Interior, National Park Service
for the
Cooperative Management of the
Bainbridge Island Japanese American Exclusion Memorial**

This Cooperative Management Agreement (Agreement) is entered into by and between the National Park Service (NPS), a bureau of the United States Department of the Interior, acting through the Regional Director, Interior Regions 8, 9, 10, and 12, the Bainbridge Island Metro Park & Recreation District (District).

The purpose of this Agreement is to set forth the terms and conditions under which the NPS and the District will cooperate in the management of the Bainbridge Island Japanese American Exclusion Memorial (Memorial). Throughout this Agreement, the NPS and the District may be each referred to as “Party” or jointly as the “Parties.”

Article I – Background and Objectives

The District owns 8-acres of land (with a small inholding by the City of Bainbridge Island) that compromises the Memorial as part of a 50-acre park (Pritchard Park) with parking, walking trails, and shore access. The District is also the property owner of the Memorial’s visitor facilities. The NPS does not seek to acquire the Memorial’s land or visitor facilities.

NPS administrative responsibility for the Memorial has been assigned to the staff of Seattle Area National Park Sites. P.L. 110-229 (May 8, 2008), as amended by P.L. 113-171 (September 26, 2014), Sec.313(b)(1) created the Memorial to be “administered as part of Minidoka National Historic Site” to commemorate the Japanese Americans of Bainbridge Island who were “the first to be forcibly removed from their homes” and sent to concentration camps during World War II.

P.L. 110-229 (May 8, 2008), as amended by P.L. 113-171 (September 26, 2014), Sec.313(b)(2)(B) provides the authority for the NPS to “enter into agreements with the City of Bainbridge Island, Washington; the Bainbridge Island Metropolitan Park and Recreation District; the Bainbridge Island Japanese American Community Memorial Committee; the Bainbridge Island Historical Society; and other appropriate individuals or entities” for the administration of the Memorial.

This Agreement will allow the NPS and the District to cooperatively manage interpretive services (e.g., hosting visitors and answering questions; leading tours; conducting historical research; developing exhibits, waysides, and informational handouts; and, managing content shared via the web and social media) at the Memorial.

Article II – Authority

A. The NPS enters into this agreement pursuant to:

1. 54 USC §100101 et seq. directs the Secretary of the Interior to promote and regulate the use of the National Park System by such means and measures as conform to the fundamental purpose of the System units, which purpose is to conserve the scenery and natural and historic objects and wildlife therein and to provide for the enjoyment of these resources in a manner and by such means as will leave them unimpaired for the enjoyment of future generations; and,
2. 54 USC §101703 authorizes the Secretary, under such terms and conditions as the Secretary considers advisable, to enter into an agreement with an eligible entity managing lands and waters located near a System unit to provide for cooperative management of either a System unit or the lands and waters located near a System unit to promote more effective and efficient management of a System unit. The Secretary may not transfer administration responsibilities for any System unit under this paragraph.

Article III – Statement of Work

A. The NPS will:

1. Manage the Memorial as directed by P.L. 110-229 as amended by P.L. 113-171.
2. Assign the Superintendent of Seattle Area National Park Sites as the NPS lead for the cooperative management of the Memorial.
3. Provide to the District as needed/requested technical assistance, expertise, and training in interpretive services.
4. Maintain Memorial information within NPS webpages, the NPS App, and other NPS information portals.
5. Acknowledge the District as a managing partner of the Memorial in external communication.
6. Subject to Congressional appropriations, provide permanent and/or seasonal employees to provide interpretive services at the Memorial and/or provide funding under this Agreement to the District to provide such employees.
7. Conduct an annual review and approval of the Interpretive Services Plan.

B. The District will:

1. Assign the Park Services Division Director of the District as the District lead for the cooperative management of the Memorial.
2. Develop and implement an annual Interpretive Services Plan.
3. Submit an annual report and workplan to the NPS lead in October for the annual review of the Interpretive Services Plan in December.
4. Adhere to the applicable guidelines for interpretive services contained in National Park Service Director's Order 6: Interpretation and Education.
(www.nps.gov/subjects/policy/upload/DO_6_1-19-2005.pdf)

Article IV – Property Utilization

All tools, equipment, and facilities furnished by NPS will be on a loan basis. Tools, equipment and facilities will be returned in the same condition received except for normal wear and tear in project use.

Article V – Expenditure of Funds

- A. This Agreement does not obligate NPS or the District to expend any funds in excess of appropriations authorized by law. The commitment of funds in furtherance of this Agreement shall be authorized by individual Project Agreements issued against this Agreement identifying each project or group of projects, amount of funding, key officials, and any other special terms or conditions applicable to the specific project.
- B. Unless otherwise specified, the terms and conditions as stated in this Agreement shall apply to all Project Agreements. Subsequent Project Agreements shall become part of this Agreement.
- C. Each Party shall assign unique Project Agreement numbers for use in transferring funds between the Parties. Each Project Agreement shall be fully executed in writing prior to commencement of work or obligation of funds.

Article VI – Terms of Agreement

- A. This agreement will be effective on the date of the last signature in Article XI and will continue in effect for a term of five years after that date, unless terminated earlier in accordance with Article VIII.

- B. This agreement may be modified during the annual review process, in writing, and as mutually agreeable.

Article VII - Key Officials and Notices

- A. Key officials are essential to ensure maximum coordination and communication between the Parties. The key officials for this agreement are:

Dan Hamlin
Executive Director
Bainbridge Island Metro Parks
& Recreation District
11700 Meadowmeer Circle NE
Bainbridge Island, WA 98110
dan@biparks.org
206-245-7385

David Harry
Park Services, Division Superintendent
Bainbridge Island Metro Parks
& Recreation District
11700 Meadowmeer Circle NE
Bainbridge Island, WA 98110
dharry@biparks.org
206-351-4659

Randy Lavasseur
Acting Regional Director, NPS
Interior Regions 8, 9, 10, and 12
555 Battery Street, Suite 121
San Francisco, CA 94111
pwr_regional_director@nps.gov
415-623-2121

Charles Beall
Superintendent, Seattle Area National Park Sites
319 Second Avenue S
Seattle, WA 98104
charles_beall@nps.gov
206-220-4232

- B. Notices – Each Party will address Notices or other official communications regarding this agreement to the other Party’s Key Officials.
- C. Changes in Key Officials – At any time either Party may change its key officials through a modification of the Agreement per Article VII.

Article VIII – Modification of Agreement

- A. This agreement may be modified only by a written instrument executed by the Parties.
- B. The Interpretive Services Plan may be modified annually as needed, following the annual review, and as signed by the Parties.

Article IX – Resolution of Material Breaches and Termination of Agreement

- A. Both parties acknowledge that cooperative management of the Memorial is in the best interest of the public, and that both parties provide resources and expertise that make the partnership a success. Both Parties agree to make a good faith effort to resolve issues at the lowest level possible, generally between the NPS Superintendent and the District Park

Services Division Director. Either Party may seek a remedy by recommending a revision to the Interpretive Services Plan during the annual review.

- B. If issues arise under this agreement that are not satisfied at the NPS Superintendent and the District Park Services Division Director level, the NPS Regional Director will seek to resolve the issue or material breach with the District Executive Director.
- C. Nothing in this Article VII shall be construed to suggest that termination is the sole remedy for material breach of this agreement. Both Parties retain all remedies available to them under law for damages resulting from breach of this agreement.
- D. The District may initiate an action to terminate under this article by notifying the NPS in writing at least 180 days in advance, of the specific reasons why it can no longer collaboratively manage the Memorial.

Article X – Liability

- A. To the extent authorized by applicable law, each Party will be responsible for the acts or omissions of its officers or employees while acting within the scope of their office or employment.
- B. Each Party to this agreement acknowledges that *the other Party is adequately insured against liability*.

Article XI – Standard Clauses

- A. Member of Congress.** Pursuant to 41 U.S.C. §22, no Member of Congress shall be admitted to any share or part of any contract or agreement made, entered into, or adopted by or on behalf of the United States, or to any benefit to arise thereupon.
- B. Severability.** If any provision of this Agreement or the application thereof to any Party or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement or the application of such provision to the Parties or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each provision of this agreement shall be valid and be enforced to the fullest extent permitted by law.
- C. Captions and Headings.** The captions, headings, article numbers, and paragraph numbers appearing in this Agreement are inserted only as a matter of convenience and in no way shall be construed as defining or limiting the scope or intent of the provision of this Agreement nor in any way affecting this Agreement.
- D. Counterparts.** This Agreement may be executed in counterparts, each of which shall constitute an original, but all of which together shall constitute one and the same instrument.

- E. Non-Discrimination:** All activities pursuant to this Agreement shall be in compliance with the requirements of Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.
- F. Lobbying Prohibition:** All activities pursuant to this Agreement shall be in compliance with the requirements of 18 U.S.C. §1913, Lobbying with Appropriated Moneys, as amended by Public Law 107-273, Nov. 2, 2002 or the related restrictions on the use of appropriated funds found in Div. F, §402 of the Omnibus Appropriations Act of 2008 (P.L. 110-161).
- G. Anti-Deficiency Act:** Pursuant to 31 U.S.C. §1341 nothing contained in this Agreement shall be construed as binding the NPS to expend in any one fiscal year any sum in excess of appropriations made by Congress, for the purposes of this Agreement for that fiscal year, or other obligation for the further expenditure of money in excess of such appropriations.
- H. Assignment:** No part of this Agreement shall be assigned to any other party without prior written approval of the NPS.
- I. Agency:** The Bainbridge Island Metro Parks & Recreation District is not an agent or representative of the United States, the Department of the Interior, NPS, or the Park, nor will the Bainbridge Island Metro Parks & Recreation District represent itself as such to third parties. NPS employees are not agents of the Bainbridge Island Metro Parks & Recreation District and will not act on behalf of the Bainbridge Island Metro Parks & Recreation District.
- J. Non-Exclusive Agreement:** This Agreement in no way restricts the Bainbridge Island Metro Parks & Recreation District or NPS from entering into similar agreements, or participating in similar activities or arrangements, with other public or private agencies, organizations, or individuals.
- K. Survival:** Any and all provisions which, by themselves or their nature, are reasonably expected to be performed after the expiration or termination of this Agreement shall survive and be enforceable after the expiration or termination of this Agreement. Any and all liabilities, actual or contingent, which have arisen during the term of and in connection with this Agreement and in connection with this Agreement shall survive expiration or termination of this Agreement.
- L. Partial Invalidity:** If any provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement or the application of such provision to the parties or circumstances other than those to which it is held invalid or unenforceable, shall not be

affected thereby and each provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

M. No Employment Relationship: This Agreement is not intended to and shall not be construed to create an employment relationship between NPS and the Bainbridge Island Metro Parks & Recreation District or its representatives. No representative of the Bainbridge Island Metro Parks & Recreation District shall perform any function or make any decision properly reserved by law or policy to the Federal government.

N. No Third-Party Rights: This Agreement creates enforceable obligations between only NPS and the Bainbridge Island Metro Parks & Recreation District except as expressly provided herein, it is not intended nor shall it be construed to create any right of enforcement by or any duties or obligation in favor of persons or entities not a party to this Agreement.

O. Endorsements:

1. The Bainbridge Island Metro Parks & Recreation District shall not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a business, product, service, or position which the Bainbridge Island Metro Parks & Recreation District represents. No release of information relating to this agreement may state or imply that the Government approves of the Bainbridge Island Metro Parks & Recreation District work products or considers the Bainbridge Island Metro Parks & Recreation District work product to be superior to other products or services.
2. All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government."
3. The Bainbridge Island Metro Parks & Recreation District must obtain prior Government approval for any public information releases concerning this agreement which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

P. Publications of Results of Studies: No party to this agreement will unilaterally publish a joint publication without consulting the other party. This restriction does not apply to popular publications of previously published technical matter. Publications pursuant to this Agreement may be produced independently or in collaboration with others;

however, in all cases proper credit will be given to the efforts of those parties' contribution to the publication. In the event no agreement is reached concerning the manner of publication or interpretation of results, either party may publish data after due notice and submission of the proposed manuscripts to the other. In such instances, the party publishing the data will give due credit to the cooperation but assume full responsibility for any statements on which there is a difference of opinion.

Article XII – Authorizing Signatures

In witness here of, the Parties' authorized representatives have signed this Agreement on the date(s) indicated below, thereby executing it.

For the District:

Dan Hamlin
Executive Director, Bainbridge Island Metro Park & Recreation District

Date _____

For the NPS:

Randy Lavasseur
Acting Regional Director, Interior Regions 8, 9, 10, and 12

Date _____

AGREEMENT FOR INTERPRETIVE SERVICES

This **AGREEMENT FOR Interpretive Services** ("Agreement") is entered into as of the date written below between the Bainbridge Island Metropolitan Park & Recreation District ("BIMPRD"), a Washington state municipal corporation, and Bainbridge Island Japanese American Exclusion Memorial Association (BIJAEMA), a Washington non-profit corporation.

WHEREAS, BIMPRD has entered into a Cooperative Management Agreement (CMA) with the National Park Service (NPS), which is attached hereto as Exhibit A; and

WHEREAS, BIMPRD desires to designate BIJAEMA to provide Interpretive Services at the Bainbridge Island Japanese American Exclusion Memorial (Memorial); and

WHEREAS, BIJAEMA has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement; and

WHEREAS, this agreement is permitted under Article XI (J) of the CMA.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between BIJAEMA and BIMPRD as follows:

1. SERVICES BY BIJAEMA

BIJAEMA shall on behalf of BIMPRD comply with Article III (B.2.) and (B.4.) of the CMA and provide a draft of the report and work plan required by Article III (B.3.) to BIMPRD.

2. PAYMENT

A. BIJAEMA shall submit bills for providing the services described in the CMA to BIMPRD as follows:

B. BIJAEMA shall bill for services rendered every calendar quarter by submitting an invoice (in a format acceptable to BIMPRD) within thirty (30) calendar days after the end of the quarter. BIJAEMA shall maintain time and expense records and provide them to BIMPRD upon request.

C. BIMPRD shall pay invoices within thirty (30) days of receipt by way of a check made payable to BIJAEMA. Notwithstanding anything else in this Agreement or elsewhere, BIJAEMA acknowledges and agrees that the only funds available for payment of its invoices under this Agreement are funds received by BIMPRD from NPS pursuant to the CMA. Accordingly, BIJAEMA assumes the risk of non-payment under this Agreement in the event BIMPRD does not receive said funds.

D. If services rendered are not specifically required under this Agreement, BIJAEMA shall make best efforts to get pre-approval from BIMPRD for such services, and in any event submit justification and documentation supporting payment by BIMPRD. If the services rendered do not meet the requirements of this Agreement, BIJAEMA shall correct or modify the work to comply with this Agreement. BIMPRD may withhold payment for such work until it meets the

requirements of this Agreement.

3. INSPECTION AND AUDIT

BIJAEMA shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of BIMPRD and/or the Washington State Auditor at all reasonable times, and BIJAEMA shall afford the proper facilities for such inspection and audit. Representatives of BIMPRD and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. BIJAEMA shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, BIJAEMA shall provide BIMPRD with appropriate clarification, and appropriate financial adjustments between BIMPRD and BIJAEMA shall be made within thirty (30) calendar days of discovery of the discrepancy.

4. INDEPENDENT CONTRACTOR

A. BIMPRD and BIJAEMA understand and expressly agree that BIJAEMA is an independent contractor in the performance of each and every part of this Agreement. BIJAEMA expressly represents, warrants and agrees that its status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. BIJAEMA, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. BIJAEMA shall make no claim of BIMPRD employment nor shall it claim any related employment benefits, social security, and/or retirement benefits.

B. Other than its CMA with NPS, BIMPRD may not, during the term of this Agreement, engage other entities to perform the same or similar work that BIJAEMA performs hereunder.

5. DISCRIMINATION AND COMPLIANCE WITH LAWS

A. BIJAEMA agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

B. BIJAEMA shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 5 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by BIMPRD, in whole or in part, and may result in ineligibility for further work for BIMPRD.

6. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until terminated. Every year BIJAEMA shall assess its scope of work and compensation under this Agreement to ensure it is providing necessary and appropriate services and receiving adequate compensation to cover its costs of providing said services. BIJAEMA shall submit any proposed changes regarding scope of work and/or compensation to BIMPRD no later than November 30, and any changes mutually agreed upon (and executed as per Section 10 below) by December 31 shall be effective as of January 1.

B. This Agreement may be terminated by either party with or without cause upon thirty (30) calendar days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of BIJAEMA pursuant to this Agreement shall be submitted to BIMPRD, and BIJAEMA shall be entitled to compensation for services provided through the date of termination.

7. GENERAL ADMINISTRATION AND MANAGEMENT

BIMPRD's Executive Director, or designee, shall be the BIMPRD representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

8. HOLD HARMLESS AND INDEMNIFICATION

A. BIJAEMA agrees to protect, defend, indemnify, and hold harmless BIMPRD, its elected officials, officers, employees and agents from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses (including reasonable attorneys' fees and disbursements) caused by or occurring by reason of any negligent act, error and/or omission of BIJAEMA, its officers, employees, and/or agents, arising out of or in connection with the performance or non-performance of the services, duties, and obligations required of BIJAEMA under this Agreement.

B. In the event that BIJAEMA and BIMPRD are both negligent, then BIJAEMA's liability for indemnification of BIMPRD shall be limited to the contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorneys' fees and disbursements) that can be apportioned to BIJAEMA, its officers, employees and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of BIJAEMA under Washington's Industrial Insurance Act, RCW Title 51, as respects the other parties only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of BIJAEMA. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

D. BIMPRD inspection or acceptance of any of BIJAEMA's services when completed shall not be grounds to void, nullify and/or invalidate any of these covenants of indemnification.

E. Nothing contained in this section of this Agreement shall be construed to create a liability

or a right of indemnification in any third party.

F. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

9. ASSIGNING CONTRACT

BIJAEMA may not assign or transfer this Agreement without the advance written consent of BIMPRD. BIMPRD may freely assign this Agreement. In the event of an assignment, the assignee shall assume all duties, obligations, and liabilities of the assignor stated herein.

10. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

11. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

12. Fair Meaning

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

13. Non-Waiver

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

14. Notices

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-

delivered to the parties at their addresses as follows:

To BIMPRD: Bainbridge Island Metropolitan Park & Recreation District
7686 NE High School Rd NE
Bainbridge Island, WA 98110
Attention: Executive Director

To BIJAEMA: Bainbridge Island Japanese American Exclusion Memorial Association
221 Winslow Way West, Suite 102
Bainbridge Island WA 98110
Attention: Ellen Sato Faust

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by regular U.S. Mail, postage prepaid, or hand delivered. Such notices shall be deemed effective when mailed or hand delivered at the addresses specified above.

15. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In any dispute arising out of this Agreement, including arbitration proceedings, the substantially prevailing party shall be entitled to recover its costs and expenses (including reasonable attorney fees) from the other party. The provisions of this section shall survive the expiration or termination of this Agreement and be fully enforceable thereafter.

16. Venue

Subject to Section 18, the venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

17. Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement. Electronic and facsimile signatures shall be deemed the equivalent of original signatures for all purposes.

18. DISPUTE RESOLUTION

In General. If a dispute arises between the parties on account of this Agreement, including the performance of any provision of this Agreement or the interpretation thereof, whether before or after termination or expiration of this Agreement, the parties agree to follow the procedure set forth in this Section 18. It is the goal of the parties to resolve their differences as early in this step process as possible.

A. *Step One – Informal Discussions.* The parties must meet in person to see if the matter can be informally resolved. This may involve more than one meeting.

B. *Step Two – Written Notification And Resolution.* If informal discussions are not successful, then a written notice of dispute shall be mailed to the address for notices set forth herein. The notice shall set forth the nature of the dispute and the desired outcome. A written response shall be provided within ten (10) business days. The response shall

provide the responding party's version of the dispute and a proposed resolution. The parties shall meet in person within ten (10) business days after the response is received in order to see if the matter can be amicably resolved.

C. *Step Three – Mediation.* If the dispute is not resolved in Step One or Step Two, it shall be referred to mediation with a neutral, third-party mediator jointly selected by the parties. If the parties are unable to agree on a mediator, the acting President of the Kitsap County Bar Association shall select the mediator. Costs and fees charged by the mediator shall be borne by the parties in equal shares.

D. *Step Four – Arbitration.* If the dispute is not resolved in Step One or Step Two or Step Three, it shall be referred to arbitration with a neutral, third-party arbitrator jointly selected by the parties. If the parties are unable to agree on an arbitrator, the acting President of the Kitsap County Bar Association shall select the arbitrator. Venue for the arbitration hearing shall be Bainbridge Island, Washington. All remedies, legal and equitable, available in court shall also be available in arbitration. The arbitrator's decision shall be final and binding, and judgment may be entered thereon in any court of competent jurisdiction.

The provisions of this section shall survive the expiration or termination of this Agreement and be fully enforceable thereafter.

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____
20____.

BAINBRIDGE ISLAND
METROPOLITAN
PARK & RECREATION DISTRICT

BAINBRIDGE ISLAND JAPANESE
AMERICAN EXCLUSION MEMORIAL
ASSOCIATION

By: _____

Dan Hamlin, Executive Director

By: Ellen Sato Faust

Ellen Sato Faust, Executive Director



Memorandum

Date: 8/1/2025

To: Board of Commissioners

From: Senior Planner Matthew Keough

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

Status:

The leadership committee has been focused on the approach to service levels. This work is to establish meaningful measurements for services, reflective of the District mission and public input to date. Various approaches are under review, and tied to the ongoing plan audit regarding goals, objectives, and demand/survey analysis.

The open community survey closed on July 31, with over 770 complete surveys — a few completed live at the summer concert series. Survey results and analysis are expected in a report from the third-party consultant team in mid-August.

The first of two “drop-in workshops” occurred on July 30, at 5:00 pm, ahead of the 6:30 pm concert at Battle Point Park. The workshop was engaging, but less so than the fun and music offered there! The public comment log, however, was well expanded among attendees. The workshop will be repeated on Wednesday, August 13 and will represent the final in person event of the “engagement phase” of the plan update. The interactive information boards — first shared at the open house — 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?” This is a very relevant question to the discussion below!

August marks the beginning of plan review and draft updates. The consultant has shared an updated calendar with the leadership committee which propose dates for each month for public review of milestone products and for board acceptance each month, through November.

Discussion:

Board members now have a preliminary report that details the “Level of Service Strategy” prepared by the consultant with feedback from the leadership committee. It presents a comprehensive approach to evaluating, measuring, and reporting on services. Most notably, the strategy as it has evolved, introduces qualitative measures such as “the amount of accessible shoreline” instead of the existing quantitative measure of “miles of shoreline.”

The proposed framework on *page 9* indicates the areas suggested by the consultant to measure (parks, trails, recreation, natural areas), which simplifies the existing plan’s many classifications that are difficult to relate to each other and District focused inventory and services. Various community facilities, for example, would likely be discussed within these categories. Given current work on park typology, there will be plenty of context for how the proposed measurements relate to the roles and expectations of our park system. Access is a particularly interesting area for proposed measurement. For example, “providing walkable access to recreation opportunities” associated with neighborhood parks is often met by other parks or community assets, like schools. This shifts the focus from tracking acres of neighborhood parks towards measuring and looking for strategic places and ways to meet the service or implied goal. Defining the District roles among partners and comparing to peer organizations called “benchmarking,” will also point to practical implementation steps towards community goals.

Following the board’s review and feedback, the leadership committee will work to finalize a recommendation on how to approach service levels.

Upcoming Dates/Reminders:

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

Public Message:

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=).

Contacts: <https://biparks.org/comprehensive-planning/>; mattk@biparks.org

LEVEL OF SERVICE STRATEGY



BIMPRD
Comprehensive
Plan Update

Draft August 2025

C O N T E N T S

01

B A C K G R O U N D

02

D E M O G R A P H I C S

03

D E M O G R A P H I C S

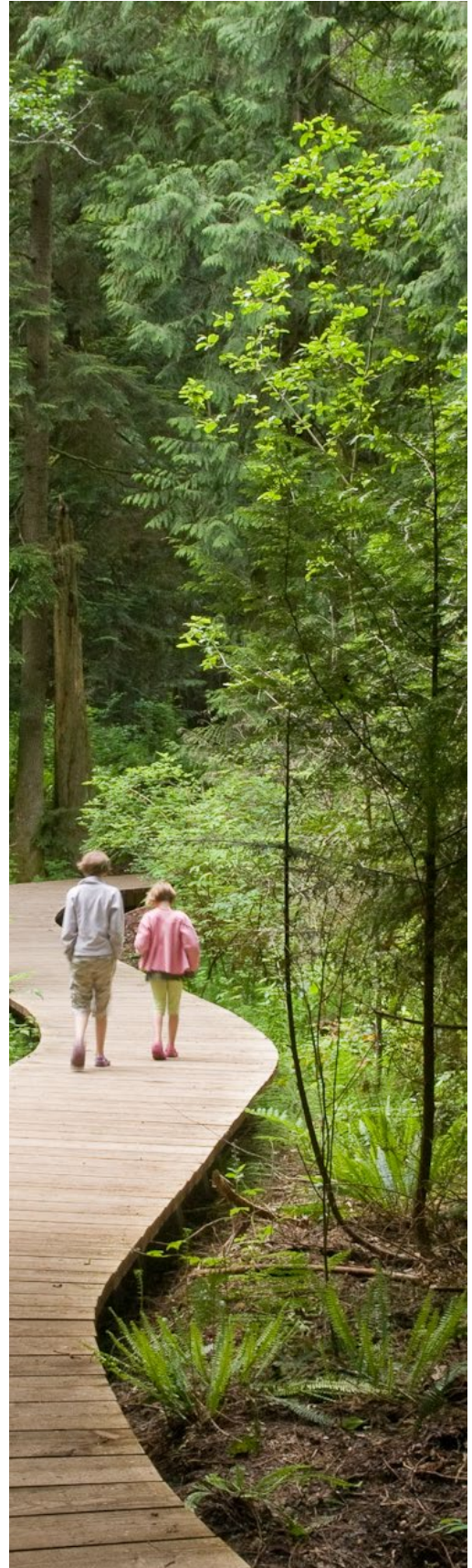
04

L O S F R A M E W O R K
M E N U

INTRODUCTION

Level of Service (LOS) is a recommended component for parks plans, often included within the “Demands and Needs Analysis,” a requirement for Park Elements under the Growth Management Act (GMA). If we think of our inventory section as “what we have” and public feedback as telling us “what we want,” the LOS helps us calculate “what we need.”

There are many ways to measure the Level of Service (LOS) provided by a parks and recreation system, and the appropriate metric depends on the unique needs, interests, and resources of a community. This document outlines potential strategies for creating a LOS metric that reflects community priorities as well as the goals and capacity of the Bainbridge Island Metropolitan Park & Recreation District (BI Parks).



PLANNING CONTEXT

A Level of Service (LOS) describes the “minimum capacity of public facilities or services that must be provided per unit of demand” (WAC 365-196-210(21)). A transportation LOS, for example, describes the capacity of a given roadway to carry a number of vehicles. School systems may have a Level of Service described as number of students per classroom. When demand increases, for example when a population grows, facilities or services must also increase in order to maintain the same level of service.

The BI Parks Comprehensive Plan Update will serve as both its principal planning document as well as the Park Element for the City of Bainbridge Island Comprehensive Plan. The document will thus need to comply with the requirements of the Growth Management Act (GMA) and the Recreation and Conservation Office (RCO).

GROWTH MANAGEMENT ACT

RCW 36.70A.070(8) states that a park and recreation element under the Growth Management Act (GMA) should include “estimates of park and recreation demand for at least a ten-year period.” While not explicitly a requirement, it is typical to quantify this demand as a LOS metric.

For jurisdictions that collect park impact fees, establishing this demand informs which capital projects are eligible for impact fee dollars. For example, if a LOS shows that an increase in population will result in an increased need for trail miles, there is a good case for using a portion of impact fee dollars for capital projects related to the development of new trails.

While Bainbridge Island does not currently collect park impact fees, the District may want to consider how a LOS will affect impact fee eligibility to allow for flexibility in the future.

RECREATION AND CONSERVATION OFFICE (RCO)

The RCO’s Manual 2: Planning Guidelines states: “RCO recommends, but does not require, determination of a level of service for park and recreation planning, including trails.” For jurisdictions that choose to adopt a LOS standard, RCO recommends that it uses indicators in the following three categories (each with measurable elements):

- **Quantity Criteria:** *i.e., number of facilities*
- **Quality Criteria:** *i.e., public satisfaction and facility function.*
- **Distribution and Access Criteria:** *i.e., population served and accessibility*

HOW TO MEASURE PARKS LOS

There are many ways of measuring the level of service provided by a park and recreation system, and some methods date back to over a century ago. A brief history:

- **1914:** Landscape architect Charles Downing Lay recommends 15 acres of park land per 1000 residents. Using this system, a jurisdiction would need to add park land to maintain the LOS as their population grew.
- **1983:** The National Recreation and Parks Association (NRPA) publishes their own set of standards and guidelines, maintaining the same framework but recommending 6.25 to 10.5 acres of park land per 1,000 residents.
- **2019:** NRPA revokes their standard, citing the need for individualized metrics that take into consideration local demographics and resources.

In summary: there is no standard method for measuring parks LOS. Many jurisdictions continue to use “acres per 1000 residents,” a simple calculation that encourages jurisdictions to set aside public land as their populations grow. Eventually, however, options for new acquisition will be scarce, and it will no longer be possible to maintain the established LOS.

Other per capita measurements can indicate how facilities are spread across a population. For example, the BI Parks 2020 Comp Plan (2020 Comp Plan) indicates that there were 11 playgrounds for a ratio of .43 playgrounds per 1000 people. This can help to indicate when new facilities may be needed to accommodate growing populations, but does not indicate their quality or how well they can be accessed by the community.

Now, park planners utilize a myriad of approaches to describe future park and recreation demands. Some approaches involve creating scoring matrices that indicate how well individual parks are performing. Others use capital spending to track park investments year by year and per capita. The right approach depends on the specific needs and goals of the community.

MEASURING LOS ON BAINBRIDGE ISLAND

The following criteria guide the discussion of how best to measure parks and recreation LOS on Bainbridge Island.

REFLECT PUBLIC INPUT

The LOS metric should reflect what is most important to Bainbridge Island residents.

Feedback collected through the parks survey, stakeholder meetings, and other events provides insight into how parks, recreation programs, and trails serve the community, and how best to measure the services that these facilities are providing. Formal analysis of the statistically-valid survey will further inform our understanding of community priorities, but preliminary data based suggests the following priorities:

- Maintain existing parks and recreation facilities
- Increase trail miles and connections
- Improve access to shoreline and tidelands

CREATE A REALISTIC METRIC FOR MEASURING ONGOING LOS

BI Parks has spent the past 20 years acquiring land, developing parks and trails, and adding recreation programs that provide enrichment for Bainbridge Island residents and visitors. The majority of the available budget now goes to maintaining these assets and running these programs. With a limited budget, it is important that the LOS does not outline a need for growth that BI Parks and its partners will be unable to afford. Instead, this LOS should be achievable and reflect what is truly needed.

CREATE A TOOL THAT IS EASY TO UNDERSTAND AND UPDATE FOR FUTURE PLANNING CYLCES

There is a balance to strike between using a fine grain tool that most accurately reflects community needs and using a tool that can be easily updated and understood. The goal is that BI Parks staff can update the LOS during future planning cycles without the assistance of a consultant.

CREATE A METRIC THAT REFLECTS THE ASSETS OF BI PARKS AND PARTNERS

BI Parks is the primary provider of parks and recreation on Bainbridge Island, but City-owned parks, school facilities, and land preserved by the Bainbridge Island Land Trust are also part of the system. By incorporating these lands and facilities into the LOS, the metric will better reflect what Bainbridge Island residents have access to.

DEFINING PARK TYPOLOGIES

The following designations will be used to organize the plan inventory and level of service.

PARKS

Parks can contain a wide variety of features and facilities, and it is thus difficult to accurately summarize and portray what they provide. Assigning **Park Typologies** is helpful for defining what role a park plays in a community, whether it's a local destination for sports or a place for hiking through nature. As we look at the system as a whole, this provides an understanding of how parks are being used and where there might be opportunities to add facilities.

Regional Parks:

Regional Parks are large expanses of land that draw visitors from throughout the city and from other cities. They support a variety of active and passive recreational activities and are often centered around a unique feature or resource, such as a lake, mountainous area, or river corridor (Planning for Parks and Open Space 2002). These parks may contain recreation complexes, a stage for events, and other desirable amenities. These parks tend to be large in size and may contain hiking trails or paths that allow visitors to move through the space and enjoy nature. These parks should have parking lots to accommodate visitors as well as bike parking.

Community Parks:

Community Parks serve multiple neighborhoods by offering unique or large-scale amenities, for example a skate park not found elsewhere in the city, or multiple tennis courts that provides for a reliable destination for tennis players throughout the City. These parks should be easy to access by car, bicycle, or public transportation, and serve the public as places for events, recreation, and gathering. These might be parks that host concerts, markets, or other events that bring residents from multiple neighborhoods together.

Community Parks can act as Neighborhood Parks for residents that live nearby and should contain basic amenities for use by people of all ages. Playgrounds in Community Parks may be large, thematic, or contain unique elements such as splash pads or zip lines. Sports facilities in these parks may be larger than those found in Neighborhood Parks, allowing for competitive games. These parks can also contain other desired amenities such as skate parks, dog parks, public art, outdoor stages, or covered spaces and barbeques.

Neighborhood Parks:

Neighborhood parks are meant to serve the residents who live in close proximity, and are often surrounded by residential land uses. Ideally, residents can walk to their nearest

Neighborhood Park, which allows families with small kids, people with mobility challenges, and the general public to access these parks easily and frequently.

The facilities in a Neighborhood Park should be usable by people of different ages and abilities. Typical amenities include benches, shade trees, playgrounds, sports equipment such as a basketball hoop, and open lawn. The amenities in these parks are typically not at the scale that attracts visitors from throughout the city, and instead serve as daily use facilities for those who live close by.

School facilities:

School facilities include the sports fields, courts, and playgrounds that are on school grounds and accessible to the public at certain times of the week and year. These facilities serve as venues for competitive and recreational sports, as well as places for play.

NATURAL AREA ACCESS PARKS

The 2020 Comprehensive Plan uses the typology of “Open Space” to describe parks that are primarily comprised of natural area. The term open space can be used in several ways, including the definition under RCW 84.34.020(1), which describes a formal zoning designation or type of land, the preservation of which serves an ecological, recreational, or cultural purpose. The Puget Sound Regional Council also defines and maps types of Open Space, including “Urban Open Space,” which includes parks and green spaces.

Because the definition of open space is both formalized under state law and used in a variety of ways in other planning documents, this document recommends using the term “Natural Area Access Parks.” This typology reflects BI Park’s mission of providing access to rather than preserving land.

Under this new typology, Natural Area Access Parks include parks where 50% or more of the acreage is comprised of natural areas and/or shoreline. These parks are to be developed with as little impact to the environment as possible, while still providing opportunities for wildlife viewing, hikes, and other experiences in nature.

Natural areas are to be defined as areas that are largely undeveloped, but may contain trails, benches, overlooks, and other amenities that support access to and enjoyment of nature.

DEMOGRAPHICS

Demographic information enriches our evaluation of recreation needs by helping us understand us who lives on Bainbridge Island and what their needs might be.

POPULATION DISTRIBUTION, INCOME, + HOME VALUES

Bainbridge Island's population is heavily concentrated around Downtown Winslow. The map on the following page shows population density compared to Seattle and Bremerton. The Park's District has worked to provide a diversity of parks within and around Winslow to support this population hub. Not surprisingly, most of the Island's biggest parks are distributed among less populous parts of the island.

Because Bainbridge has relatively low population density, fewer households are responsible for carrying the cost of new Parks facilities than other cities in Seattle's urban periphery; providing a diverse array of facilities for different types of recreation is consequently harder to pay for despite high property values (the majority of the parks budget comes from property tax revenue). Although Bainbridge Island's median home value is 52% higher than Washington state median home value at \$1,076,200 (compared to \$519,800) (ACS 5-Yr 2019-2023), Bainbridge has just 904 residents per square mile (ESRI, 2025 Population per square mile). For context, more urban peer cities like Mercer Island, Sammamish, and Edmonds are home to 4,025, 3,343, and 4,8934 residents per square mile, respectively.

BAINBRIDGE ISLAND

Median Home Value



\$1,076,200 ↑

Median Home Value (ACS 5-Yr)
This is 52% higher than **Washington**.
Washington has a value of **\$519,800**.

Median Income



\$228,970 ↑

Average HH Income (ACS 5-Yr)
This is 43% higher than **Washington**.
Washington has a value of **\$129,559**.

WITHIN .25 MILE RADIUS OF BIMPRD PARK PROPERTY

Median Home Value



\$1,014,267 ↑

Median Home Value (ACS 5-Yr)
This is 49% higher than **Washington**.
Washington has a value of **\$519,800**.

Median Income

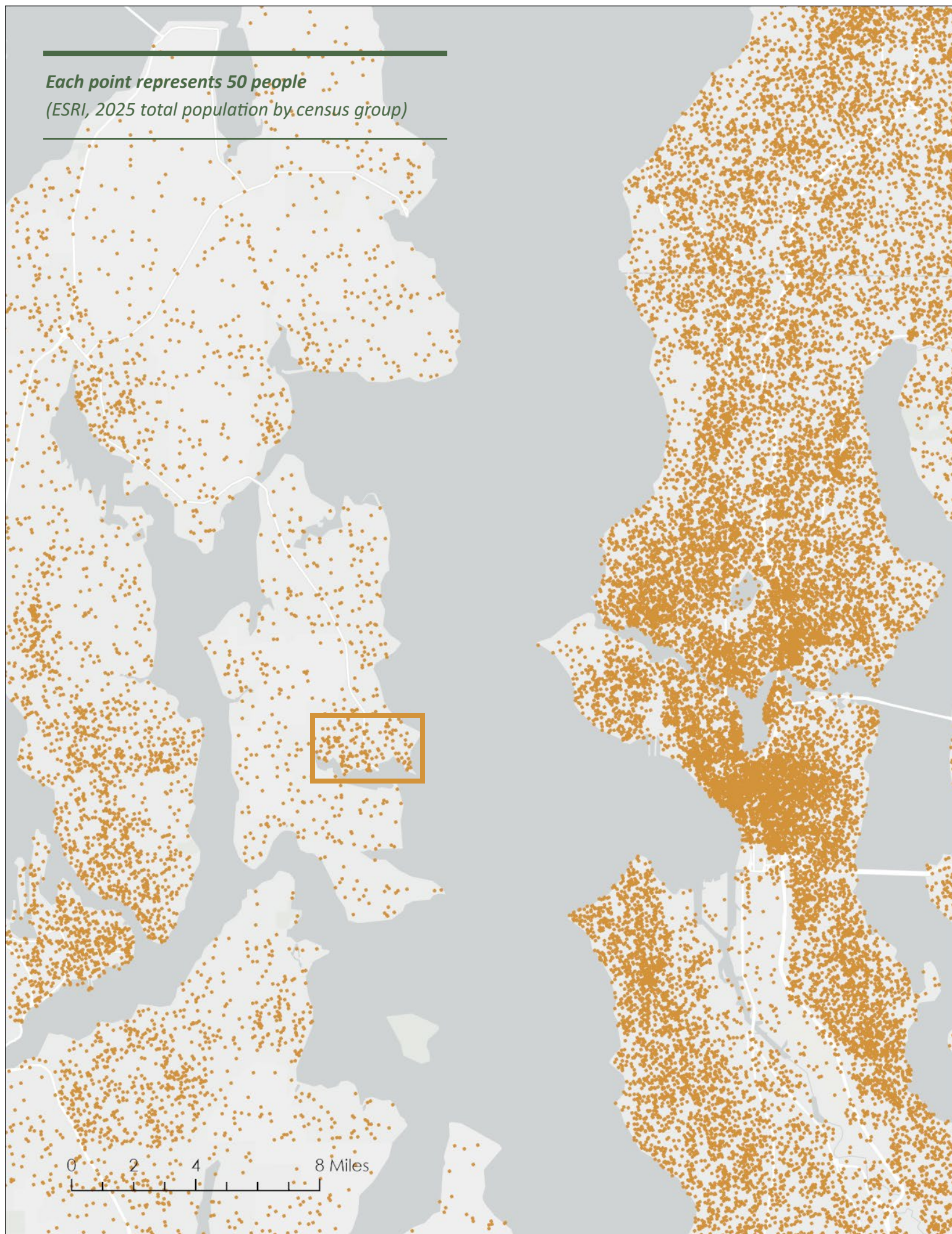


\$211,942 ↑

Average HH Income (ACS 5-Yr)
This is 39% higher than **Washington**.
Washington has a value of **\$129,559**.

As shown in the figures above, households living within a quarter mile of public park properties have a slightly lower median income and home value than the island at large, indicating that the Parks District is not disproportionately serving more affluent households.

Each point represents 50 people
(ESRI, 2025 total population by census group)



The table below shows a comparison by income bracket between households living within a quarter mile of public park properties (as the crow flies) and Bainbridge Island at large. Although not significantly different, the parks buffer does capture a higher proportion of very low-income households. Additionally, a larger proportion of renters live within a quarter mile of a park property (25% as opposed to 20% for the Island at large, ACS 5-Yr, 2019-2023).

2025 Households by income (Esri)

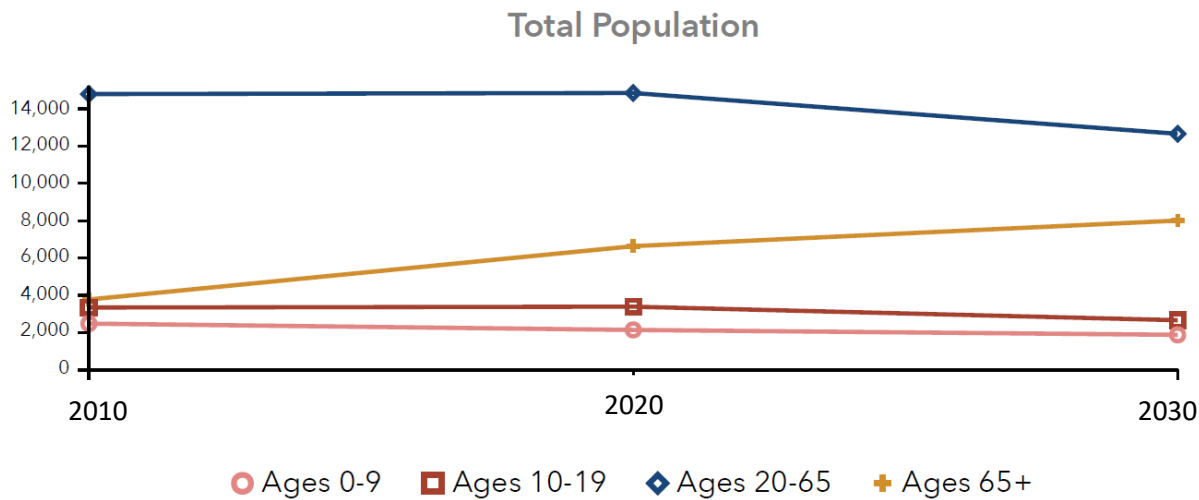
The largest group: \$200,000+ (37.0%)

The smallest group: \$25,000 - \$34,999 (2.2%)

Indicator ▲	Value	Diff		
<\$15,000	4.2%	+1.1%		
\$15,000 - \$24,999	2.5%	+0.7%		
\$25,000 - \$34,999	2.2%	-0.3%		
\$35,000 - \$49,999	5.2%	+1.0%		
\$50,000 - \$74,999	8.5%	+0.3%		
\$75,000 - \$99,999	8.2%	0		
\$100,000 - \$149,999	16.7%	+0.3%		
\$150,000 - \$199,999	15.5%	-0.9%		
\$200,000+	37.0%	-2.3%		

AGE, MOBILITY, AND DISABILITY

Park access priorities are shaped by population age, disability rates and types of mobility. The pyramid diagram on the following page compares Bainbridge Island and Washington State 5-year age distribution and shows a significantly larger senior population and a significantly smaller young adult population than the state-at-large. This trend is likely to persist, as shown in the chart below.



The chart shows a growing senior population, and a decline for all other population segments. Bainbridge’s median age is 50.7 years old, 12.6 years older than the state median age of 38.1. The largest population segment is currently females between the ages of 75-79. The map on page 5 shows median age by census block group. Blocks surrounding Downtown Winslow have a higher median age – which is likely influenced by the large number of senior living communities. This finding has implications for park amenities within that area, potentially pushing priorities toward ADA accessibility and recreation opportunities that favor senior preferences.

Just under 20% of Island households have one or more members with a disability. This number is not disaggregated by type of disability - different types of disabilities have different implications for accessibility. However, this number does indicate the importance of providing ADA accessible offerings.

Median Age



50.7 ↑

Median Age
This is 12.6 higher than **Washington**.
Washington has a value of **38.1**.



7,436

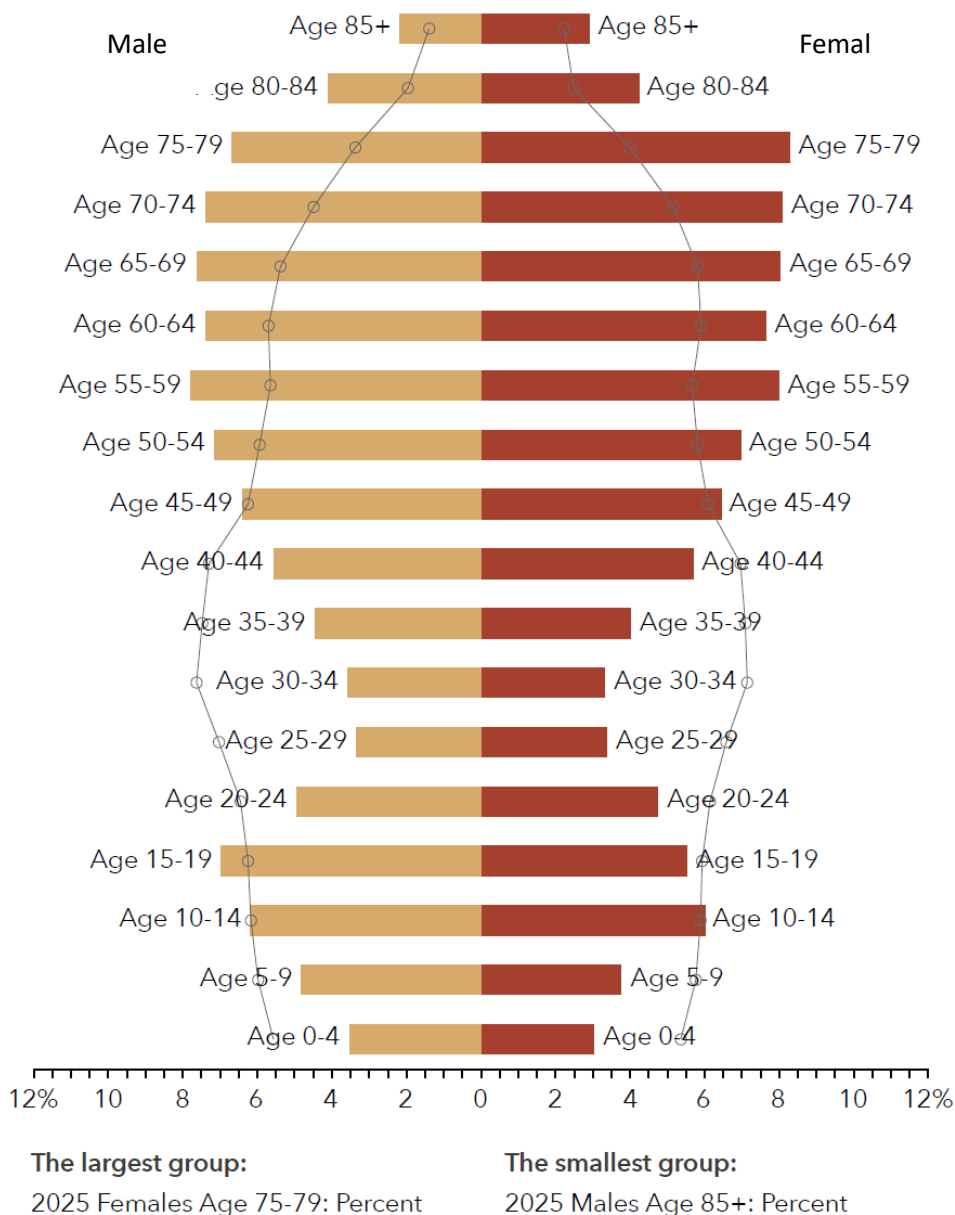
Population 65+



1,918

Households With
Disability

**58% OF BAINBRIDGE'S
SCHOOL AGE KIDS LIVE
WITHIN A QUARTER
MILE OF A PUBLIC
PARK (2,279 OF 3,899)**

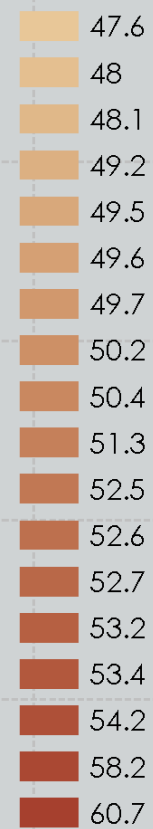


3,899

Total Population Ages 5 to 18

Median age by Block group, ESRI, 2025

2025 Median Age by
Block Group



0 0.75 1.5 3 Miles

RACE/ETHNICITY

A stated aim of the Parks District is to provide cultural experiences and to equitably provide parks. Around 84% of Bainbridge residents are white not Hispanic/Latino. The population composition within a quarter mile of parks properties is slightly less white than the island-at-large. The map on the next page shows population distribution by race/ethnicity within census block groups. Racial categories defined by the census and updated here by Esri are of course not monolithic, but could inform more of the Parks District’s cultural offerings.

2025 Race and ethnicity (Esri)
The largest group: White Alone (83.51)
The smallest group: Pacific Islander Alone (0.15)

Indicator ▲	Value	Diff	
White Alone	83.51	-0.48	
Black Alone	0.65	+0.07	
American Indian/Alaska Native Alone	0.57	+0.07	
Asian Alone	3.93	+0.16	
Pacific Islander Alone	0.15	0	
Other Race	1.44	+0.15	
Two or More Races	9.76	+0.04	
Hispanic Origin (Any Race)	5.44	+0.26	

Population distribution by Race/Ethnicity
Esri Demographics, 2025

- Native Hawaiian
- American Indian
- Other
- Black
- Asian
- Two or More
- Hispanic or Latino

0 0.75 1.5 3 Miles



Figure 1: With 100% of its acreage classified as "Natural Area," West Port Madison Nature Preserve would be classified as a Natural Area Access Park

LOS FRAMEWORK MENU

The recommendations below outline a LOS approach that considers **Quantity, Quality, and Access** criteria. It is designed to reflect public feedback without indicating an intention to significantly expand the number of park acres owned and maintained by BI Parks. It includes approaches such as benchmarking, mapping, public satisfaction ratings, and staff assessment. The final LOS metric may include all or some of the recommended metrics, depending on feedback from staff, the Parks Board, and the public.

The recommendations metrics are broken down by **Parks and Trails, Recreation** (including park programs and events), and **Natural Area Access Parks**. The reasoning for this approach is that these categories provide different types of service, reflect different public priorities, and are associated with different levels of cost and maintenance. The table below shows how the recommendations for these 3 categories address the 3 RCO criteria.

TYPES OF MEASUREMENTS

1. PER CAPITA MEASUREMENTS

The traditional metric of acres of park land per 1000 people allows a jurisdiction to gauge how its park system is growing in comparison with its population. Typically, park plans will list an adopted standard, which might be equal to or above the current LOS. (For example, a city may have 4 acres of land per 1000 residents, and set a standard of 5 acres, meaning there is an existing need for additional park acres.)

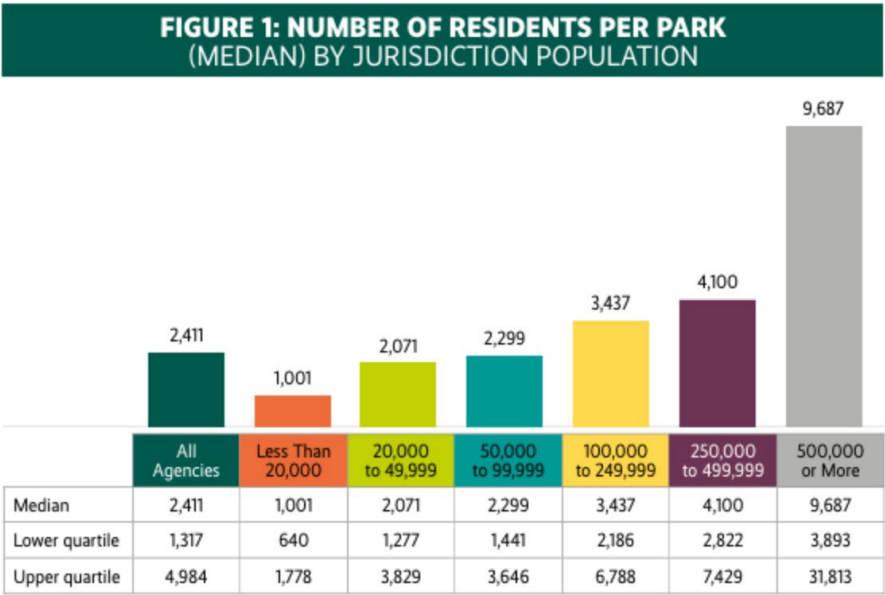
This also serves as a simple way (but not the only way) to show how the need for additional park land relates to population growth. This is important, because should the City decide to

collect park impact fees, they will need to show that these fees are funding Capital Projects that address needs related to growth.

Per capita measurements can also measure specific types of parks (i.e., Neighborhood Parks) or amenities (i.e., basketball courts). This can help direct BI Parks to make improvements to parks rather than to just acquire new land. For example, if a per capita measurement and ad

2. BENCHMARKING

Benchmarking is used to compare a given jurisdiction with others to gauge how a parks system is using its resources and providing services. In NRPA’s 2025 Agency Performance Review, they compare park jurisdictions throughout the U.S. based on population size brackets. An example is shown below:



Benchmarking provides a useful comparison, allowing a parks jurisdiction to gauge how they’re delivering services compared to others. It does not, however, indicate whether a parks and recreation system is delivering the services its constituents want, need, or are willing to pay for.

For Bainbridge Island, benchmarking can be a useful tool for communicating the robust system of parks, trails, recreation programming, and natural areas that residents and visitors have access to. Rather than setting a goal for acres of park land per 1000 people, which requires perpetual growth, benchmarking can provide an assessment of “how is Bainbridge Island continuing to deliver a park standard that makes it a uniquely livable place?” or “how might Bainbridge Island’s unique demographic and other context shape the way it offers park and recreation resources in comparison to other jurisdictions?”

Rather than comparing to national averages, this plan will look to Washington cities with similar population sizes and income levels, which tells us how many people are using the parks and, to some degree, how much local resource is available for funding a park system. We first look at Bainbridge Island’s top 10 closest peers in both of these categories:

Bainbridge Island Top 10 Peers:

Population Size		Median Salary	
City	Population	City	Median Salary
Kenmore	23,391	Duluth	165,071
Eastmont	23,486	Newcastle	162,646
North Lynnwood	23,653	Redmond	162,099
Oak Harbor	24,016	Bellevue	161,300
Frederickson	24,219	High Bridge	160,938
Bainbridge Island	24,254	Bainbridge Island	159,882
Mercer Island	24,742	Lake Forest Park	158,868
Mill Creek East	25,461	Woodinville	158,723
Moses Lake	26,299	Ames Lake	157,500
Tumwater	27,239	Artondale	156,908
Camas	27,254	Issaquah	153,786

From there, we add some additional categories for context (median age and density in # of people per square mile) and run a Conditional Analysis using Microsoft Excel to determine which of the 20 cities above are the closest demographic matches. Because Artondale is part of the Peninsula Metropolitan Park District (PenMet), PenMet is also included in the list of jurisdictions for analysis.

Bainbridge Island Peers: Conditional Analysis

City	Population	Median Income	Population Den	Median Age
Ames Lake	1,138	157,500	964.2	44.8
Duluth	2,040	165,071	297.4	45.7
High Bridge	3,147	160,938	459.6	45.6
Newcastle	12,761	162,646	3,082.90	39.5
Lake Forest Park	13,006	158,868	3,854.20	44.2
Woodinville	13,450	158,723	2,498.80	39.7
Artondale	14,051	156,908	1,022.40	45.5
Kenmore	23,391	137,926	3,956.00	40.1
Eastmont	23,486	139,346	4,784.80	39.3
North Lynnwood	23,653	102,888	7,762.10	35.6
Oak Harbor	24,016	43,982	2,616.90	33.1
Frederickson	24,219	53,413	2,338.30	34.3
Bainbridge Island	24,254	159,882	904	51.6
Mercer Island	24,742	202,359	4,024.70	45.3
Mill Creek East	25,461	183,466	5,739.10	36.4
Moses Lake	26,299	71,115	1,495.80	34.5
Tumwater	27,239	93,635	1,588.00	39.1
Camas	27,254	140,053	2,130.50	34.5
Issaquah	38,977	153,786	3,429.00	38.9
PenMet	40,475	\$121,087		
Redmond	80,280	162,099	4,935.30	35.3
Bellevue	151,574	161,300	4,676.80	38.4

From this analysis, we see that Artondale, Camas, and Kenmore are the closest peers. Because Artondale is part of PenMet, PenMet can be used instead.

3. MILESTONES

This document is using the word “milestone” to refer to a raw number that is not divided into a “per capita” metric. For example, BI Parks manages 42 miles of trails, or BI Parks provides access to 12,378 feet of shoreline. On their own, these numbers don’t tell us whether there is an adequate amount of facilities, but tracked year to year, they can be used to tell a story about how the system is growing or otherwise changing. Further, BI Parks may want to set some specific goals, for example getting to 45 miles of trails by 2032.

4. PUBLIC SATISFACTION

Understanding how a park system needs to grow and change to meet the needs of a changing population can be an elusive task. Ultimately, residents decide what need and what they’re willing to pay for. Public input can thus serve as a valid tool for gauging park LOS, specifically park quality. Using public engagement data, we can assess how satisfied people are with the parks, trail, recreation programs, and natural areas year to year.

5. STAFF ASSESSMENT

Staff have the best knowledge of how parks were intended to be used, how they are currently being used, and what their maintenance needs are. This is a good indication of park quality (and can apply to trails, recreation programs, and natural areas as well).

A staff assessment could give each park a score of 1-3 based on how well it is performing its intended function. This is a simplified version of the GRASP assessment used in some PROS plans.

For example:

- 1: Under-performing parks
 - Parks with maintenance needs
 - Parks that are over capacity, for example the parking lots are always full, facilities are always rented out, or trash cans overflow.
 - Parks that don’t serve their intended function because of lack of facilities. For example, a designated Neighborhood Park that doesn’t contain necessary amenities.
- 2: Well-performing parks
 - Parks that are well-maintained
 - Parks that are meeting the capacity of those they serve
 - Parks that serve their intended function
- 3: Outstanding parks
 - Parks with new or bespoke facilities
 - Parks that are well-maintained

BI Parks might set a goal such as “80% of parks with a score of 2 or more” and track their progress year to year (or at some other interval).

6. ACCESS + MAPPING

If a jurisdiction has a robust park system, but all the facilities are concentrated in one part of the city, there may be a large portion of the population who face barriers to regular park access. Mapping the distribution of parks and facilities can highlight where there are gaps in park land generally, specific park types, specific facilities, or access points for trails or shoreline. Using ArcGIS, we can calculate what percentage of the population is within a certain distance (often ½ mile) of an amenity and set a goal for increasing or maintaining that level of access.

LOS MATRIX

The chart below shows how BI Parks' LOS framework can measure Quantity, Quality, and Access for the 4 areas listed below.

	Parks	Trails	Recreation	Natural Area Access Parks
Quantity	1 .	2 .	3 .	4 .
Quality	5 .	6 .	7 .	8 .
Access	9 .	10 .	11 .	12 .

1. PARK QUANTITY

Bainbridge Island residents enjoy access to a large number of park acres and trail miles. Adopting a LOS standard of acres per 1000 or trail miles per 1000 means that as the population grows, BI Parks must continue to add more and more facilities. Because there is an upper limit of available land, these standards inevitably become impossible to maintain. Further, BI Parks has invested considerable resources into the system over the last 20 years, and must ensure that it has enough resources to maintain its land and facilities.

Measuring acres and trail miles per 1000 do, however, provide an easy-to-understand quantitative assessment. Our recommendation is to use benchmarking to compare park land and trail miles per capita on Bainbridge Island to similar communities.

PARK BENCHMARKING:

Kenmore: 1.1 acres per 1000 (According to their 2020 PROS Plan)

Camas: 39 acres per 1000 (According to their 2022 PROS Plan)

PenMet: 9.7 acres per 1000 (According to their 2023 PROS Plan)

Bainbridge Island: 71 acres per 1000 residents*

**This is based on 2020 acres of BI Parks, COBI Parks, and School facilities. This should be updated to reflect current acreage. Population is based on 2023 population of 24,454.*

Assessment: Bainbridge Island has a very high number of park acres compared to its peers. For the LOS, BI Parks could use a scoring system, for example, a score of 5 out of 5 for being in the top 20% of its peers. Alternatively, a narrative assessment could accompany benchmarking, for example noting that the high amount of park land in comparison to their peers suggests that BI Parks might focus on park improvements rather than land acquisition.

2. TRAIL QUANTITY

TRAILS BENCHMARKING:

Kenmore: .16 miles of trails per 1000 residents (as of 2022 PROS Plan)

Camas: 1.4 miles of trails per 1000 residents (as of 2022 PROS Plan)

PenMet: .5 miles of trail per 1000 residents (as of 2023 PROS Plan)

Bainbridge Island: 1.6 miles of trail per 1000 residents*

**This is based on 42 miles of BI Parks trails as of 2025, using the OFM 2025 population estimate of 25,530.*

Assessment: Bainbridge Island has a high number of trail miles compared to 2 of its peers, and a comparable amount of trails to Camas, WA. One thing to note is that trails maintained by City of Bainbridge Island are not included in the above statistic, whereas Camas includes ROW trails in its calculation.

Similarly with Park Benchmarking, BI Parks may set a score out of 5 to determine where it falls in comparison to its peers, or use a narrative assessment to translate benchmarking into direction for trail growth and investment.

3. RECREATION QUANTITY

BI Parks provides an immense amount of recreation programming including events, classes, and other activities. Quantifying the hours of programming and incorporating it into a LOS can help to communicate what BI Parks offers and to gauge what is needed to continue serving the growing population. PROS plans quantify recreation programming in a variety of ways, from participation rates to listing number of classes offered by demographic served.

RECREATION MILESTONES:

To encompass the capacity of recreation programs to serve Bainbridge Island residents, the plan could quantify **program capacity** and **events per year**. Program capacity could be calculated by counting the capacity of each class and activity that's offered for registration and multiplying it by the number of hours for each program, reflecting the hours of programming that are available per person. Events per year would count public events such as Sounds of Summer and 4th of July.

This metric will depend on the data being currently collected by the BI Parks recreation department. We recommend meeting with this department for their guidance on how to quantify this metric.

Assessment: BI Parks can set a goal for **program capacity** and **events per year**, or simply use the milestone marker to track year to year.

4. NATURAL AREAS QUANTITY

As with parks and trails, benchmarking can provide an assessment of Natural Areas quantity that does not establish an adopted standard requiring the ongoing acquisition of land. A benchmarking assessment follows:

NATURAL AREAS BENCHMARKING:

Kenmore: 5 acres of natural area per 1000 residents (as of 2022 PROS Plan)

Camas: 30.5 acres of natural area per 1000 residents (as of 2024 PROS Plan)

PenMet: 2.4 acres of natural area per 1000 residents (as of 2023 PROS Plan)

Bainbridge Island: 93 acres of natural area per 1000 residents*

**This is based on the combined natural areas acres of BI Parks, COBI, BISD, and the Land Trust as of 2020. This should be updated to reflect current acres, using current OFM population number.*

Assessment: Bainbridge Island contains a very high amount of Natural Area. BI Parks will not prioritize acquiring more land for Natural Areas, but may accept donations depending on an assessment of capacity for maintenance of that land.

5/6. PARK + TRAIL QUALITY

There are a number of ways to measure and describe park quality, including:

- Number of facilities and amenities contained in a given park
- Age, condition, and uniqueness of facilities and amenities
- Staff assessment of how well parks are performing their intended functions
- Public satisfaction

BI Parks may want to use one of more of the following to measure and track park quality.

BENCHMARKING

Measuring the number of basketball courts, swimming pool lanes, or tennis courts (etc.) per 1000 people can help BI Parks gauge how park facilities are keeping up with growth. By comparing these numbers to other communities, we can also think about demographics and ask whether Bainbridge Island might need more of a certain amenity to serve its older population or whether it might want to add amenities that will attract younger demographics.

PARK PUBLIC SATISFACTION

The statistically-valid survey asked respondents to rate how satisfied they were with opportunities for recreation and exercise from 1-5, which could be interpreted as their satisfaction with parks. The District can use these results as a score for park satisfaction.

Assessment: Using this metric, BI Parks can set a goal for a percentage of “5” ratings, or residents that are “Very Satisfied” with opportunities for recreation and exercise. By asking this question on future surveys, they can track progress year to year.

PARK + TRAIL STAFF ASSESSMENT

BI Parks staff regularly assesses park conditions related to maintenance. This information could be use to score park quality based on how well-maintained they are, or staff could begin making additional

assessments such as whether parks are meeting their intended purpose, and incorporate this into a score.

7. RECREATION QUALITY

A way of gauging the quality of recreation programs is to understand what types of classes are offered and what age groups they serve. We recommend visually displaying the following data:

- Program hours by age group
- Program hours by type of offering (art, exercise, etc.)

Assessment: The above can be compared to current age demographics and public engagement responses to gauge how recreation programs are addressing local need. The following page shows the current breakdown of ages in Bainbridge Island.

8. NATURAL AREAS QUALITY

NATURAL AREAS PUBLIC SATISFACTION

To measure the quality of Natural Areas on Bainbridge Island, the plan can use the satisfaction rating from the statistically-valid survey. This will provide a 1-5 score of how satisfied respondents are with “access to open space, natural areas, and shorelines.”

Assessment: Using this metric, BI Parks can set a goal for a percentage of “5” ratings, or residents that are “Very Satisfied” with “access to open space, natural areas, and shorelines.”

NATURAL AREAS MILESTONE – INVASIVE SPECIES COVERAGE

In many cases, ecosystems function better when invasive species populations are reduced, and BI Parks’ Natural Resources Department is actively working to remove invasive species from Natural Areas on the island. Natural Resources volunteers can survey properties to assess a percentage of invasive species that exist in a given park, and track this milestone over time to gauge the quality of Natural Areas Access Parks.

NATURAL AREAS MILESTONE – PERVIOUS VS. IMPERVIOUS SURFACES

Pervious surfaces such as lawn and planted areas hold more water than paved surfaces, which direct rainfall into storm drain systems. Generally speaking, pervious surfaces function better ecologically, allowing rainfall to replenish the water table and removing contaminants through plant action. Measuring the percentage of pervious to impervious surfaces can thus be an indication of Natural Areas Quality. This could be done as a milestone, as a comparison to peer cities, or as a comparison between BI Parks land versus the rest of Bainbridge Island.

9./10. PARK + TRAIL ACCESS

Being able to get to a park or trail is an important factor in determining how often you’ll use it, especially for young families, elderly folks, and other people for whom mobility is a challenge. The RCO recommends measuring % of a population that is within the following service areas (considering barriers to access):

- ½ mile of a Neighborhood Park or Trail

- 5 miles from a Community Park or trail
- 25 miles from a Regional Park or trail

In urban areas with dense populations, you may want parks within a $\frac{1}{4}$ mile to account for the number of people who use them. On Bainbridge Island, you may want to consider barriers such as busy roads or streets without sidewalks, which make it difficult to access parks without a car.

PARK + TRAIL MAPPING - % OF POPULATION WITHIN $\frac{1}{2}$ MILE

In ArcGIS Pro, we would use land use/household density averages to estimate a percentage of households within a given distance of a park. A Network Analysis can be used for a more advanced understanding of miles of roadway traveled to access a park versus an “as the crow flies” approach which assumes a straight line between the household and park/trail.

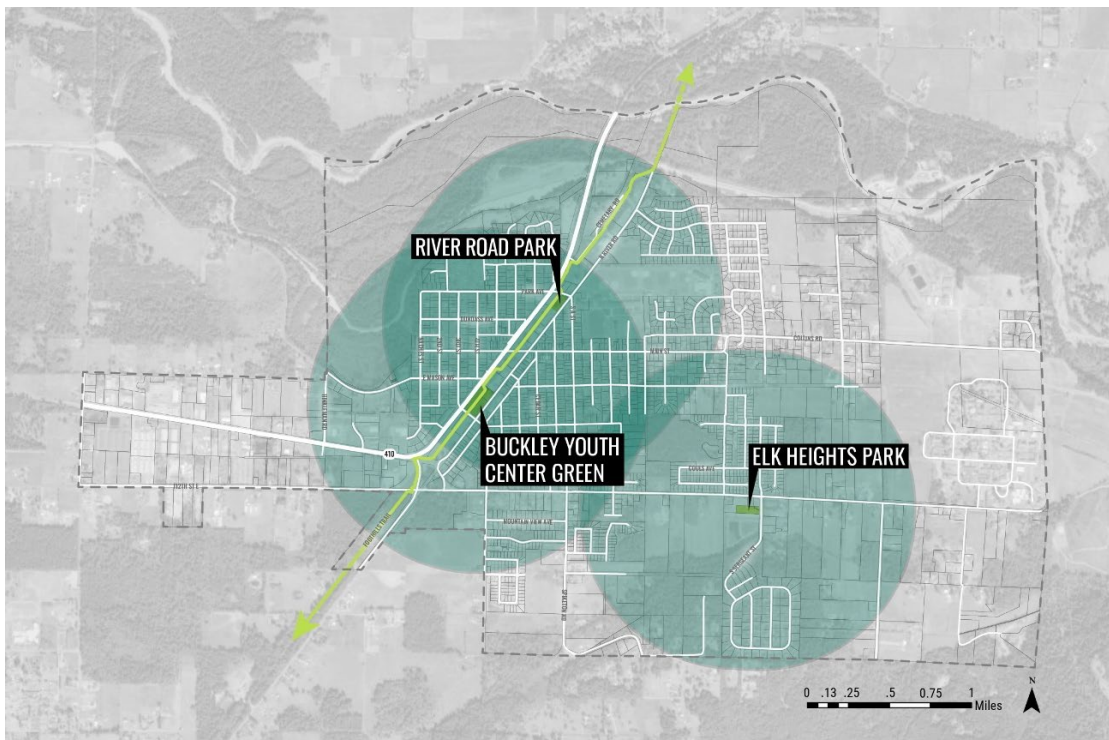


Figure 2 An "as the crow flies" approach to measuring park access, this map shows 1/2 mile buffers around Neighborhood Parks in Buckley, WA

Assessment: Under RCO guidelines having 75% or more of a population within this adopted buffer distance would be an “A” grade.

PUBLIC FEEDBACK - % OF POPULATION ACCESSING TRAILS

Responses to the statistically-valid survey can serve as an indicator for the public’s ability to access trails on Bainbridge Island. The question that asks how often respondents and their households visit Recreational Trails provides a potential basis for this measurement.

Assessment: BI Parks can set a goal for percentage of the population who access trails “A few times a month,” indicating fairly regular use of trails.

8. RECREATION ACCESS

RECREATION MAPPING - % OF POPULATION WITHIN ½ MILE

As with the assessment of Park + Trail access, this would look at the percent of population that is within ½ mile of a facility that offers recreation programs. This could be further broken down by the types of programs offered, showing for example:

- % of the population within ½ mile of adult programming
- % of the population within ½ mile of teen programming
- Etc.

Assessment: RCO does not provide guidance on a target percentage of the population within service range of recreational programming, but 75% could presumably be a target for this metric as well.

RECREATION MILESTONE – CAPACITY + UTILIZATION

An additional or alternative way to measure access to recreation programs is by looking at how many people are accessing the programs and what program capacity is. This will help to respond to public feedback about difficulty registering for some programs (aquatic center) and potential gaps in programming (for kids in the 10-12) range. For this metric, we would use:

- **% of population** that has participated in BIMPRD-led recreation programs in the past 12 months (from statistically-valid survey)
- % of programs at capacity, by age group

9. NATURAL AREAS ACCESS

NATURAL AREAS MAPPING – % OF POPULATION WITHIN ½ MILE

As with the above calculations, this would look at the percent of population that is within ½ mile of a Natural Area and Recreational Shoreline access point (two different calculations).

Assessment: RCO does not provide guidance on a target percentage of the population within service range of natural areas, but 75% could presumably be a target for this metric as well.

PUBLIC FEEDBACK - % OF POPULATION ACCESSING NATURAL AREAS + SHORELINE

Responses to the statistically-valid survey can serve as an indicator for the public's ability to access Natural Areas and shoreline on Bainbridge Island. The question that asks how often respondents and their households visit these two types of park land can provide a potential basis for this measurement.

Assessment: BI Parks can set a goal for percentage of the population who access Natural Areas and Shorelines "A few times a month."

CONCLUSIONS

The above metrics can be selected according to the preferences of the Parks Board, BI Parks, and other stakeholders. Using a selection of these indicators, BI Parks can express the Quantity, Quality, and Distribution of their park assets. Below are main takeaways from the above approach:

- Bainbridge Island has a **quantity of parks and trails** that surpasses its peers. Using **benchmarking**, we can gauge the quantity of park resources without setting a goal for increasing park acreage and trail miles along with population growth.
- **Public feedback** can inform our assessment of **quality** and **access**, using results from the statistically-valid survey.
- **Mapping** can show how readily residents can access parks, recreation, and natural areas on the island. BI Parks may set a goal for a percentage of the population within a given distance of these resources, prioritizing future investments where they will serve the greatest number of residents and fill in gaps.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-10

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, AUTHORIZING ADDITIONAL SIGNERS FOR THE BRIDGE MAINTENANCE FUND.

WHEREAS, the Forest to Sky Trail connects Battle Point Park with the Grand Forest; and

WHEREAS, William Carlson and Shirley Jenkins have entered into an exchange agreement with the District dated January 16, 2007, and also an amended exchange agreement dated January 16, 2007, which provides public benefit through the provision of a trail and bridge, conservation easement, and buffer as part of this trail connection; and

WHEREAS, in order to maintain the bridge, the above mentioned agreement stipulated that a joint bank account be created for the purpose of setting aside funds for the ongoing maintenance of the bridge; and

WHEREAS, in accordance with Resolution 2007-27 passed December 13, 2007 the above referenced joint bank account for the Bridge Maintenance Fund was established; and

WHEREAS, due to staffing changes the District now needs to add two additional signers to the Bridge Maintenance Fund account at Umpqua Bank; and

WHEREAS, the signers to be added to the account are Executive Director Dan Hamlin and Procurement Administrator Michelle Miller while Assistant Executive Director Amy Swenson will remain a signer on the account,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that Executive Director Dan Hamlin and Procurement Administrator Michelle Miller be added as signers to the Bridge Maintenance Fund bank account at Umpqua Bank.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 7th day of August, 2025, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-11

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND
METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON,
RAISING THE LIMIT OF THE GENERAL OPERATING ACCOUNT IMPREST FUND.**

WHEREAS, the Bainbridge Island Metropolitan Park & Recreation District has two imprest fund checking accounts that are used to pay expenses that require a check sooner than what can be provided through the District's accounts payable system; and

WHEREAS, one of these two funds, the Aquatic Operating Account, has a \$15,000 limit and is used only for the aquatic program uses defined in Resolution 2021-03 adopted by the Board of Commissioners on July 15, 2021; and

WHEREAS, the second of these two funds, the General Operating Account, has a \$30,000 limit and is used only for the general uses defined in Resolution 2019-04 adopted by the Board of Commissioners on May 16, 2019; and

WHEREAS, the current \$30,000 limit for the General Operating Account is no longer sufficient due to increases in the amount of sales tax, unclaimed property, and other checks as needed, making an increase in the General Operating Account imprest fund necessary; and

WHEREAS, a new limit of \$50,000 for the General Operating Account will allow the District to avoid the possibility of overdraft fees in the event of delays of reimbursement to the General Operating Account, which can happen due to weather related events, system outages, and paid time off for staff; and

WHEREAS, the General Operating Account imprest fund will be authorized for the following expenses that require a check sooner than what can be provided through the District's accounts payable system: special events, postage, building, planning, and property acquisition costs, as well as for electronic payments the District is not allowed to make through the account with Kitsap County; and

WHEREAS, the custodian of the General Operating Account imprest fund will continue to be the District's Finance Officer; and

WHEREAS, this Resolution 2025-11 supersedes Resolution 2019-04 of the District,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the District's General Operating Account imprest fund limit be raised to \$50,000.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 7th day of August, 2025, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt