

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING August 7, 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: Move the agenda item for the Comprehensive Plan update to the beginning of general business.

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

John Dewey spoke in support of sailing programs.

Ella Baker spoke in support of sailing programs and the importance of the Winslow location.

Suraj Siddaiah spoke in support of sailing programs.

Rukmini Veeraraghavan spoke in support of sailing programs, particularly in Winslow.

Danielle Gordon spoke in support of installing a wind phone in a park on the island to help people process grief and asked for a \$500 donation to the project.

Melissa Siwec spoke in support of sailing programs in the Winslow location.

Henry Siwec spoke in support of sailing programs in Eagle Harbor.

Teo Gaffney spoke in support of sailing programs in Eagle Harbor.

Carson Domansky spoke in support of sailing programs.

Katie Jennings spoke in support of sailing programs.

Holden Goodham spoke in support of sailing programs.

Haley Lhamon spoke in support of sailing programs.

John DeMeyer spoke in support of sailing programs.

Daniel Chapman spoke in support of sailing programs.

Charlie Cheng spoke in support of sailing programs.

Commissioner Goodlin thanked everyone for their comments and spoke briefly about the estimated 2-million-dollar cost for replacing the sail float in Eagle Harbor with an extension on the City of Bainbridge Island's dock in Waterfront Park. He noted that the District did receive a grant from the Recreation and Conservation Office for \$500,000 towards the project. Executive Director Dan Hamlin said staff met with sailing user groups and they are interested in helping with fundraising. The next step will be to have a conversation with Bainbridge Island Parks & Trails Foundation about a project committee to fundraise for the project. Senior Planner Matthew Keough spoke briefly about the complexity of permitting and the costs associated with the project. After a long process the current plan for a dock extension was identified as the most cost-

effective way to replace the sail float. Commissioner Swolgaard noted that the long permitting process has also led to inflation having an impact on the price.

Loanne Harmeling asked the District to designate the tennis courts in Sakai Park as tennis courts only.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the July 17, 2025 regular board meeting, Chair Goodlin stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: Kinney/Swolgaard: I have reviewed the following vouchers, warrants, and electronic payments and move that they be approved for payment.

Batch Date	Fund Number and Name	Warrant Numbers	Total Batch Amount
7/22/2025	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	30391-30430	\$273,399.68
7/24/2025	001 General Fund	30431-30434	\$35,469.07
7/29/2025	001 General Fund 300 Capital Improvement Fund 310 Land Acquisition Fund	30435-30502	\$135,382.26
7/30/2025	001 General Fund	30503-30505	\$47,408.22
7/31/2025	001 General Fund (July Payroll Benefits and Taxes)	EFT & 10089-10092	\$293,943.70
7/31/2025	001 General Fund (July Payroll)	EFT & 3445-3454	\$557,268.85
8/5/2025	001 General Fund 300 Capital Improvement Fund	30506-30526	\$105,352.37
	001 General Fund	pre-approval	\$503,064.00
	300 Capital Improvement Fund	pre-approval	\$67,846.67
	300 Capital Improvement Fund	pre-approval	\$137,945.96

GENERAL BUSINESS

COMPREHENSIVE PLAN UPDATE: Executive Director Dan Hamlin introduced Urban Designer Hope Freije with Framework, the consultant firm contracted to assist with the 2026 Comprehensive Plan update, here tonight to speak to the draft level of service document in the board packet. Hope Freije said that level of service (LOS) helps measure what the District provides and how to grow it to meet growing demand. LOS is one element of the demands and needs analysis which also includes public engagement, demographics, and inventory. The demands and needs analysis, background information, park profiles, and a funding plan are the core elements of the Comprehensive Plan. The updated plan will serve the District and be the park element for the City of Bainbridge Island's Comprehensive Plan and therefore needs to meet Growth Management Act (GMA) requirements. For the GMA, the adopted LOS standard can impact eligibility for collecting park impact fees. She noted that Bainbridge Island does not currently collect park impact fees. The Recreation and Conservation Office (RCO), which distributes grant funding, recommends a LOS that considers quality, quantity, and access. In 2019 the National Recreation and Park Association revoked the standardization of LOS in recognition that LOS needs to be tailored to the community.

The toolkit for measuring LOS could include per capita measurements, benchmarking, public satisfaction, milestones, staff assessment, and mapping. The tools in the toolkit are used to measure quantity, quality, and access in the following four

categories: parks, trails, recreation, and natural areas. Different tools can be used in different categories to measure different considerations. As examples, mapping can contribute to measuring access to trails such as trailheads within a certain distance of residents, and milestones such as program capacity (program hours per year) can contribute to measuring quantity for recreation. Hope Freije concluded with the following points: 1) benchmarking can be helpful for narrative and data, but it does not translate directly into need, 2) adopting goals and standards should be done in a way most conducive to collecting impact fees if that matters to the community, and 3) the LOS is part of the demands and needs analysis and will relate to the funding plan which will outline capital projects and funding sources. The capital projects should address the LOS and set a reasonable LOS that is achievable within the planning cycle.

Executive Director Dan Hamlin said this is an opportunity for the board to share feedback on the direction staff and consultants are going in for this update to the Comprehensive Plan. Commissioner Goodlin and Commissioner Janow spoke in support of including additional recreation and special events measurements in the LOS. Commissioner DeWitt said funding sources for development and maintenance need to be addressed in the plan. For example, property taxes are identified as the largest funding source, and it is important to address the pros and cons of impact fees. The importance of public/private partnerships should also be noted. Commissioner Kinney said that there is no national standard to compare to, it is what the community wants that is important. The community has expressed a need for more turf fields, but the District needs to know what the Bainbridge Island School District is going to do in that area to determine if that need will be met. Commissioner Goodlin asked how demographics apply to LOS and Hope Freije said they could point to trends. Commissioner Swolgaard asked for the census records to be cited as the sources for the demographics in the draft document and that the data sources used to calculate the benchmarking numbers for the island be specified.

COOPERATIVE MANAGEMENT AGREEMENT WITH NATIONAL PARK SERVICE FOR BAINBRIDGE ISLAND JAPANESE

AMERICAN EXCLUSION MEMORIAL: Executive Director Dan Hamlin said staff have been waiting to bring this cooperative management agreement with the National Park Service for board approval until an agreement could be put in place with Bainbridge Island Japanese American Exclusion Memorial Association to provide the interpretive services, which is the next item on the agenda. There were also questions about funding availability from the current federal administration and that funding has now been secured for up to about \$100,000 per year for interpretive services at the site. **MSC:**

Janow/Swolgaard: Approve the cooperative management agreement with the National Park Service for Bainbridge Island Japanese American Exclusion Memorial with the Bainbridge Island Metropolitan Park & Recreation District.

INTERPRETIVE SERVICES AGREEMENT WITH BAINBRIDGE ISLAND JAPANESE AMERICAN EXCLUSION MEMORIAL

ASSOCIATION: Executive Director Dan Hamlin said now that the cooperative management agreement is in place with the National Park Service, the interpretive services agreement with Bainbridge Island Japanese American Exclusion Memorial Association will allow BIJAEMA to run the interpretive services at the site. BIJAEMA will also help create a report for NPS at the end of the year to show how the funding was used. **MSC: Janow/Swolgaard: Motion to approve the interpretive services agreement with the Bainbridge Island Japanese American Exclusion Memorial Association and Bainbridge Metropolitan Parks.**

NAKATA POOL SLIDE MAINTENANCE & REPAIRS PROJECT BID AWARD: Procurement Administrator Michelle Miller said a small works roster solicitation for the Nakata Pool Slide Maintenance & Repairs project was posted. A bid was received from Whitewater West Industries, a company that has worked on the slide before. The amount originally budgeted for the project in the Capital Improvement Fund was \$150,000, the bid came in at \$178,378.20. Michelle Miller said that even with this bid over budget the total amount expected to be spent within the CIF in 2025 will be under the total amount budgeted.

MSC: Janow/Swolgaard: Motion to approve Whitewater West Industries for the Nakata Pool Slide Maintenance & Repairs project bid award in the amount of \$178,378.20. Park Services Superintendent David Harry said the project will

repair the coating on the slide as well as some leaks. A quote for replacing the slide in its entirety came in at over 1 million dollars. The slide needs to be recoated about every twenty years, and this will be the first time it has been done.

RESOLUTION 2025-10: ADDITIONAL SIGNERS FOR BRIDGE MAINTENANCE FUND: Assistant Executive Director Amy Swenson said the Bridge Maintenance Fund is for the bridge on the Forest to Sky trail. She is currently the only staff person authorized as a signer on the bank account and this resolution will add Procurement Administrator Michelle Miller and Executive Director Dan Hamlin as signers on the account. **MSC: DeWitt/Swolgaard: Move to approve Resolution 2025-10 which adds additional signers to the Forest to Sky trail bridge fund.**

RESOLUTION 2025-11: GENERAL OPERATING ACCOUNT IMPREST FUND LIMIT: Assistant Executive Director Amy Swenson said an imprest fund is basically like a petty cash fund with a checkbook. The general operating account imprest fund is mostly used for electronic fund transfers that are required by the Department of Revenue. Kitsap County does not want electronic fund transfers coming out of their account for security reasons, so the District uses this account. With the addition of Bainbridge Island Recreation Center, the District is now paying the DOR about \$24,000 in sales tax revenue a month and any disruption to reimbursing the imprest fund caused by paid time off for staff or anything else could result in a negative fund balance. **MSC: DeWitt/Janow: Move to approve Resolution 2025-11 which increases the imprest fund account for the general operating account to \$50,000.**

STAFF REPORT

Administrative Division: Assistant Executive Director Amy Swenson said that staff have selected a human resources consultant to review District positions and there was a kickoff meeting for that project this week.

Park Services Division: Park Services Division Director Lydia Roush said staff are preparing for the pickleball tournament which is next week. The pickleball community has made their final selections for elements of the pickleball court conversion and staff are working to update agreements and start scheduling so the project can begin after the tournament. Park Services Superintendent David Harry said the District has been able to award and start a lot of Capital Improvement Fund projects, so there is a lot going on. The Strawberry Hill Bike Park has a tentative grand opening date of September 6. The new septic system project for the KidsUp! bathroom at Battle Point Park is about to begin. The Bainbridge Island Japanese American Exclusion Memorial visitor center project is moving forward so it is helpful that the agreements with the National Park Service and Bainbridge Island Japanese American Exclusion Memorial Association are now in place. Playground maintenance is underway for Owen's Playground and the playground in Schel Chelb Park. Senior Planner Matthew Keough said the permit process for the trail from Vincent Road to Gazzam Lake Nature Preserve has been long. The City of Bainbridge Island recently issued a determination of non-significance which allows the final approval process for the trail with Washington Department of Fish & Wildlife to move forward. There is a community bike ride planned for September 5 along the undeveloped Sound to Olympics trail route between Poulsbo and Bainbridge Island for elected officials.

Recreation Division: Recreation Superintendent Bryan Garoutte said Bainbridge Island Recreation Center membership numbers have remained strong this summer and summer is generally the season with the lowest membership numbers. Staff and community members are happy to have the Ray Williamson pool open now after Phase 1 of the renovation.

Executive Director Dan Hamlin said Bainbridge Island Parks & Trails Foundation's recent Party for Parks event was great and the venue at the north end of Battle Point Park was beautiful. He thanked staff for helping with the event. Staff met with Helpline House this week to discuss the Comprehensive Plan update and the District's ongoing work with them. Hard copies of the recreation catalog will not be printed and mailed to residents for winter season programming, but postcards will be mailed out to inform residents of the change. The catalog will be for winter only instead of the usual combined winter/spring catalog.

BOARD MEMBER REMARKS:

- Commissioner Kinney asked if there is interest in conversations with user group leadership regarding the Comprehensive Plan update to inform level of service goals. Commissioner Janow said user groups have had opportunities to participate, and she does not want to set expectations that cannot be met. Executive Director Dan Hamlin said the District can wait until the final survey results are reviewed to discuss if supplemental information would be beneficial.
- Commissioner Swolgaard brought up that during public comment Danielle Gordon mentioned Moritani Preserve as a possibility for the proposed wind phone project because of the connection between the history of the site and the original wind phone being in Japan. It was noted that there are restrictions on that park which would not allow the project to happen there.
- Commissioner DeWitt said he looked into upcoming estimated tax requests, including the recent passage of the Kitsap Regional Library ballot measure and Bainbridge Island School District and Bainbridge Island Fire Department having asks on the November ballot. If the two additional ballot measures pass, it will add about \$1,200 per year in property taxes to a median valued home on the island. That would be in addition to current property taxes and automatic property tax increases. This needs to be considered as the District looks at future funding options.
- Commissioner Janow thanked staff for meeting with Helpline House to talk about the Comprehensive Plan update and said the District hopes to have a meeting with Island Volunteer Caregivers which serves a population of seniors on the island.
- Commissioner Janow said she has attended the last two concerts in the Terry's Sounds of Summer concert series.
- Commissioner Janow requested that staff stay on top of the part of the City of Bainbridge Island's Comprehensive Plan update process that would allow for implementation of a park zone and about possibly appointing board member liaisons to COBI on the topic. Commissioner DeWitt said appointing liaisons should be an action item on a future agenda. Executive Director Dan Hamlin said he would reach out to COBI staff to have a conversation on the topic.
- Commissioner Goodlin said he and Commissioner Swolgaard have been working on Executive Director Dan Hamlin's mid-year review.
- Commissioner Goodlin took a moment to recognize staff member April Cheadle, the head coach for Bainbridge Aquatic Masters, for being a great coach.


MEETING ADJOURNED at 8:00 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