

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – September 18, 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 September 4, 2025
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1** Comprehensive Plan Goals and Objectives Presentation Hamlin (30 min)
Action: Information only.
- 40.2** Battle Point Park Septic System Replacement (KidsUp! Restroom) Bid Award Miller (5 min)
Action: Motion to approve.

50. STAFF REPORT

60. UPCOMING MEETINGS

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
10/16/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center
11/06/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center
11/20/25	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 September 4, 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.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon hearing there were no corrections to the minutes of the August 21, 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
8/26/2025	001 General Fund 300 Capital Improvement Fund	30626-30676	\$200,226.11
8/28/2025	001 General Fund	30677	\$9,960.00
8/29/2025	001 General Fund (August Payroll Benefits and Taxes)	EFT and 10094-10097	\$287,168.98
8/29/2025	001 General Fund (August Payroll)	EFT and 3464-3476	\$589,935.53
9/2/2025	001 General Fund 300 Capital Improvement Fund	30678-30720	\$75,214.13

GENERAL BUSINESS

LAND USE AGREEMENT AMENDMENT WITH BAINBRIDGE PREPARES: Park Services Superintendent David Harry said of the ten disaster hubs on the island five are in District parks and one of them is at Strawberry Hill Park. The land use agreement needs to be amended to incorporate the newest section of Strawberry Hill Park to allow Bainbridge Prepares to use that area. Executive Director Dan Hamlin noted that the land use agreement is part of the interlocal agreement with the City of Bainbridge Island to create the disaster hubs. **MSC: DeWitt/Janow: Move to approve the land use agreement with the City of Bainbridge Island/Bainbridge Prepares regarding disaster hubs and authorize the executive director to sign; and authorize him to sign any future updates that are issued for the purpose of updating contacts and/or signatories for the participating agencies.** Commissioner DeWitt noted that Bainbridge Prepares has a new executive director, hence the inclusion in the motion of authorization to sign the agreement in the future for the purpose of updating contacts and/or signatories.

COMPREHENSIVE PLAN UPDATE: Senior Planner Matthew Keough said the work done and feedback gathered up to this point has led to a draft of the goals and objectives for the Comprehensive Plan update, which will be presented at the next

board meeting. Staff and consultants have worked to put what they have seen into direction-setting goals for board review that are reflective of both input and the District's mission. The inventory of the park system is being presented using a different strategy than what was used previously, the new approach considers what is offered in parks rather than acreage. The board members brought up considerations for possible incorporation in the Comprehensive Plan update process including how to ensure new assets the District takes on are maintained, trail use designations, plans for District properties and buildings, coordinating active use facilities with other agencies, adaptive recreation offerings, ADA accessibility, being realistic about what facilities can be built in the next 5-10 years, and creation of standards for when to seek bond funding. Commissioner Goodlin asked what the challenge is if a new facility or improvement is not identified in the Comprehensive Plan but comes up later. Matthew Keough noted that the board has discretion to add capital improvement projects to the Capital Improvement Fund budget each year even if they are not in the Comprehensive Plan. Generic language can also be included to indicate that the District will work with partner organizations on community needs.

INTERLOCAL AGREEMENT WITH KITSAP COUNTY SEWER DISTRICT #7 FOR FORT WARD HALL: Executive Director Dan Hamlin explained that the lease agreement, which is the following agenda item, is included as an attachment to the interlocal agreement so they should be discussed together. The interlocal agreement is between the District and Kitsap County Sewer District #7, which is looking to dissolve their holdings and transfer their assets to Kitsap Public Utility District. KPUD has no use for Fort Ward Hall, so the hall is being transferred to the District. Currently the District leases three-quarters of the building from KCSD #7 and if this agreement is approved that relationship will be flipped with the District owning the building and KCSD #7 leasing office space in the building. When KCSD #7 dissolves KPUD will hold the lease. If KPUD wants to bring in broadband or other improvements they will need to discuss it with the District and obtain written approval. District Attorney Hayes Gori has reviewed the documents and staff recommend that both documents be approved. **MSC: Janow/Swolgaard: Move to approve the interlocal agreement with Kitsap County Sewer District #7 and the lease agreement with Kitsap County Sewer District #7 at Fort Ward Hall.**

LEASE AGREEMENT WITH KITSAP COUNTY SEWER DISTRICT #7 FOR FORT WARD HALL: The lease agreement was addressed and approved during the previous agenda item.

STAFF REPORT

Park Services Division: Park Services Superintendent David Harry said the contractor for the conversion of the Battle Point Park tennis courts to pickleball courts will start work soon. Staff are working to replace the roof on the picnic shelter at Battle Point Park. Staff did a walk-through with the contractor for Phase I of the Ray Williamson pool renovation and there are a few remaining items to address. Work is underway on the waterline connection for the visitor center planned at the Bainbridge Island Japanese American Exclusion Memorial. Senior Planner Matthew Keough said that outreach for the ADA transition plan remains active, but there will be a focus group meeting for the project on Thursday, September 11.

Recreation Division: Recreation Division Director Madison Collins said most fall programs start next week. There are 837 kids enrolled at this time for fall swim lessons which are at 66% of program capacity, so there is room for additional kids to participate. The tennis courts in the main building at Bainbridge Island Recreation Center will be resurfaced next week. Two finalists are going to be on site to interview for the art and enrichment program manager position.

Executive Director Dan Hamlin said the human resources consultant is expected to have their report finished by the end of December. Dan Hamlin and Assistant Executive Director Amy Swenson have begun meeting with all full-time District staff individually to discuss, among other things, their individual roles with the District and work culture. Staff met with representatives from Island Volunteer Caregivers about how that community can be better served by the District. Attendance at special events this summer was high, and Haunted Hayride planning is underway. Staff gathered information

and the sail float is served by about 800-900 individual program registrations a year, which does not reflect additional use of the sail float by the high school sailing team.

BOARD MEMBER REMARKS:

- Commissioner Kinney said the District has such a large amount of acreage and number of trails in part due to donations. Commissioner Goodlin added that community partners have also played a role. Commissioner Kinney said the District has funded a lot of projects to facilitate active recreation and is planning to do more. Commissioner Goodlin said that constituents who want better facilities compare Bainbridge Island to places that have industry and businesses that add to their tax base, so they have more funds available. Commissioner Kinney said the District is conservative about what it asks the public to pay for and lives within its means. When there are specific user group projects the District asks for community support. Executive Director Dan Hamlin said the District has historically had a lot of involvement from user groups for user group specific projects. That involvement has included fundraising for projects which can take years to achieve.
- Commissioner Kinney said he attended the recent Bainbridge Island Parks & Trails Foundation meeting.
- Commissioner Swolgaard said he was also at the Bainbridge Island Parks & Trails Foundation meeting.
- Commissioner DeWitt said there was an article in the National Recreation and Park Association magazine about the importance of walking paths, and it was neat to read about some of the things the District is doing in that area also happening in other parts of the country.
- Commissioner DeWitt thanked everyone who worked on the Terry's Sounds of Summer concert series.
- Commissioner DeWitt said he walked the bike park in Strawberry Hill Park with Bainbridge Island Parks & Trails Foundation to preview it. It looks amazing and people are looking forward to participating.
- Commissioner DeWitt asked if there is any update from Executive Director Dan Hamlin's meeting with Blair King, city manager for City of Bainbridge Island, regarding implementing a park zone. Dan Hamlin said board members can reach out to the Planning Commission, which will be making a recommendation to the City Council. The city manager and COBI staff support the implementation of a park zone.
- Commissioner Janow thanked everyone involved in making the bike park happen at Strawberry Hill Park and thanked the anonymous donor for the property.
- Commissioner Janow asked if the board would like to have a future agenda item to discuss trails. Executive Director Dan Hamlin said the trails vision plan has been looked at as a piece of the Comprehensive Plan discussion in that past. Commissioner DeWitt said that it is a good place to start.
- Commissioner Janow asked if there are any updates on the work at the Wykoff superfund site. Senior Planner Matthew Keough said that work at the site has slowed, and they are going to be providing more public notice about impacts for park users.
- Commissioner Goodlin said that he recently visited the playground at the Fort Ward Parade Grounds, he appreciates the benefits of these little playgrounds in terms of community gathering places.

MEETING ADJOURNED at 7:28 pm.

Helen Stone
Dan Hamlin
BAINBRIDGE ISLAND METROPOLITAN
PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt

DRAFT