

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – October 2, 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 18, 2025
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- 40.1** Comprehensive Plan Update Keough (10 min)
Action: Information only.

50. STAFF REPORT

60. UPCOMING MEETINGS

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
12/04/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center
12/18/25	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 18, 2025
STRAWBERRY HILL CENTER

CALL TO ORDER: A quorum being present, the meeting was called to order at 6:00 pm by Vice-Chair Janow.

BOARD MEMBERS PRESENT: Ken DeWitt, Dawn Janow, Jay Kinney, Tom Swolgaard.

ADJUSTMENTS TO AGENDA: Agenda item 40.1 will be delayed until the consultant arrives.

CONFLICT OF INTEREST DISCLOSURE: None

MISSION STATEMENT: Vice-Chair Janow 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 September 4, 2025 regular board meeting, Vice-Chair Janow 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
9/3/2025	001 General Fund 300 Capital Improvement Fund	30721-30738	\$61,872.38
9/9/2025	001 General Fund 300 Capital Improvement Fund	30739-30750	\$31,972.54
9/11/2025	001 General Fund 300 Capital Improvement Fund	30751-30789	\$139,570.67
	300 Capital Improvement Fund	Pre-approval	\$98,984.35

GENERAL BUSINESS

BATTLE POINT PARK SEPTIC SYSTEM REPLACEMENT (KIDSUP! RESTROOM) BID AWARD: Procurement Administrator Michelle Miller said that before District staff sign a public works contract they receive and review all the required documents. The lowest bidder on the project to replace the septic system for the restrooms near the KidsUp! playground at Battle Point Park could not complete all the requirements to be the lowest responsible bidder due to the size and scope of the project. Staff request that the board make a motion not to move forward with a contract with the lowest bidder and instead award the bid to the next lowest bidder, Trinity Excavating LLC, which is now the lowest responsible bidder. Executive Director Dan Hamlin said the first two times the project was bid out no bids were received, then staff worked to solicit interest and two bids were received. The current amount budgeted in the Capital Improvement Fund is \$165,000, however the project was in the 2023 Capital Improvement Fund budget for \$500,000, so it is still within the original amount budgeted for the project. By awarding the bid tonight the project will not have to be delayed further. **MSC:**

Kinney/Swolgaard: Move to rescind the contract authorization that was provided for the septic system at Battle Point Park for All 'N All Septic in the amount of \$116,516.40. MSC: Kinney/Swolgaard: Move to award the contract for the Battle

Point Park septic to Trinity Excavating LLC in the amount of \$243,468.10. Park Services Superintendent David Harry said staff have worked with Trinity Excavating LLC in the past and they have experience with commercial projects.

STAFF REPORT

Park Services Division: Park Services Superintendent David Harry said staff are working to finish the roof replacement for the picnic shelter at Battle Point Park before the rainy season starts. The tennis court at Eagledale Park was recoated and will be striped tomorrow. National Park Service grant funding that staff have been working on for years to help maintain the Bainbridge Island Japanese American Exclusion Memorial in Pritchard Park came through for about \$298,000. The start date for construction of the BIJAEM visitor center will be discussed soon. Park Services Division Director Lydia Roush said the Strawberry Hill Bike Park was a unique project and she thanked everyone involved in bringing it to fruition. The Department of Natural Resources is offering a grant for a prescribed burn, and the District has applied for funding in conjunction with Bainbridge Island Fire Department, Bainbridge Island Land Trust, and the Bloedel Reserve.

Recreation Division: Recreation Division Director Madison Collins said the new art and enrichment program manager will start work on October 13. The parking lot lines at Bainbridge Island Recreation Center have been repainted. Recreation Superintendent Bryan Garoutte said he attended the opening event for the Strawberry Hill Bike Park and staff are excited to offer programming there.

Executive Director Dan Hamlin said staff have been working on 2026 budgets in preparation for the upcoming board work session. The Strawberry Hill Bike Park opening event was phenomenal, and a reminder of why the District does these projects. It was tremendous to see the happy faces, how proud the folks were who worked on it, and the camaraderie.

BOARD MEMBER REMARKS:

- Commissioner Swolgaard said he attended the Strawberry Hill Bike Park opening event. He was really impressed with the video of the event and would love to see videos made for all similar events in the future. The videos can be on the District's website to let people know what the District is doing and how exciting it is.
- Commissioner Kinney said he and Commissioner DeWitt are on the Finance Committee and had a meeting with staff regarding the 2026 budgets. Their recommendations will be presented at the upcoming board work session, and the reserves balance will be an important topic for the discussion.
- Commissioner DeWitt asked if the District will be required to start collecting sales tax on instruction and memberships due to a new state law. Staff will investigate it.
- Commissioner DeWitt said the Strawberry Hill Bike Park opening event was a fantastic family event and a great example of a partnership to provide facilities and amenities with minimal cost from tax dollars.
- Commissioner DeWitt said he attended a trail walk today with Bainbridge Island Parks & Trails Foundation on the Lost Valley trail.
- Commissioner Janow said she attended the event for elected officials and staff from the involved agencies to ride bikes along the route of the future Sound to Olympics trail between Poulsbo and Bainbridge Island. The route will go through two District parks, Sakai Park and Meigs Park.
- Commissioner Janow said she attended the virtual joint ADA workshop for the City of Bainbridge Island and the District, and it was a nice opportunity to learn.

MEETING ADJOURNED to a five-minute recess at 6:42 pm with announced time to reconvene at 6:47 pm. **MEETING RECONVENED** at 6:47 pm.

GENERAL BUSINESS (continued)

COMPREHENSIVE PLAN GOALS AND OBJECTIVES PRESENTATION: Hope Freije, urban designer with Framework, said that the goals and objectives section of the Comprehensive Plan is kind of the other side of the coin from level of service. They are both direction setting, but while level of service is more quantitative, goals and objectives are more qualitative. Both sections are informed by public engagement, demographics, inventory, and benchmarking, and they will both inform implementation. Goals will be assessed for not only what the District is doing but for all parks, recreation, and open space on the island. While the District is the main provider of parks and recreation on the island, it is not the only provider. Roles for partner organizations need to be defined, and objectives will break down how the District will work towards the goals. The Comprehensive Plan language will be updated to reflect what the District is working towards and what the priorities are, as well as what there is capacity for and how capacity can be increased. Both the budget and the capacity of the District will inform goal setting because the idea is to have achievable goals. The priorities gleaned so far from the survey results and stakeholder meetings are that residents want to maintain existing land, facilities, and programs, increase trail connections, steward natural areas, and increase access to recreational shoreline. Commissioner Janow suggested including improving existing ballfields. Executive Director Dan Hamlin agreed that maintaining and bringing the standard up for athletic and active areas is part of maintaining existing facilities. Commissioner Janow suggested mentioning continued improvements for access to programming for populations that may have barriers to participation. It was noted that capacity could potentially be increased by nurturing new and existing partnerships, planning for additional funding sources, determining appropriate programming and partners, and working with community groups on desired facility improvements and additions.

Dan Hamlin said as a next step the goals and objectives draft document will be distributed to the board for review and to provide feedback. District partners will also be reviewing and providing feedback regarding roles. Commissioner Swolgaard said planning for the impacts of future population growth on facility capacity has been on his mind. Hope Freije asked for confirmation that the board is on the same page as she is, as the project consultant, that the public engagement returned clear priorities and none of the board members indicated disagreement.

MEETING ADJOURNED at 7:12 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