

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING November 20, 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: Add item 40.12 to General Business for approval of the executive director's salary and an executive session for real estate.

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 November 6, 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
11/5/2025	001 General Fund	31023-31045	\$9,902.56
11/7/2025	001 General Fund 300 Capital Improvement Fund	31046-31078	\$78,620.38
11/13/2025	001 General Fund 300 Capital Improvement Fund	31079-31092	\$47,221.58
11/18/2025*	001 General Fund 300 Capital Improvement Fund	31093-31122*	\$204,425.68
Preapproval for WhiteWater West Industries (*included in the 11/18/2025 batch but holding check until preapproval)		31121*	\$151,621.48

GENERAL BUSINESS

PRELIMINARY COMPREHENSIVE PLAN DRAFT PRESENTATION: Senior Planner Matthew Keough introduced two consultants working on the Comprehensive Plan update with Framework, Urban Designer Hope Freije and Public Engagement Lead Sarah Lukins. Hope Freije said a lot of the demand and needs analysis has been done and today there will be conversation about the inventory. By looking at what assets are in the system and what was heard from public engagement the board can determine a level of service for the District. A well-designed level of service tells you what your priorities are moving forward and influences funding strategies and capital projects. Increasing or even maintaining a level of service will mean needing to secure the necessary funding. She asked the board to reflect on if the assessment presented accurately reflects what the community has and needs, as well as whether there is a desire to increase level of service and if so for what specific components.

Sarah Lukins talked about the work being done to update the island's park system inventory to reflect how the District and District partners have changed since the last update. The inventory is broken into five categories: natural areas, recreational shoreline, developed park land, indoor facilities, and trails. There is more work to be done to identify both ownership and management of the various assets to get a better understanding of the big picture. Hope Freije noted that in addition to physical assets there are a tremendous number of recreation programs provided by the District in multiple programming areas.

The public engagement process included stakeholder meetings, an open house, in person events, and both a statistically valid and an open survey. The priorities identified through the public engagement process are: 1) maintenance of existing land, programs, and facilities, 2) increasing trail connections, 3) stewarding existing natural areas, and 4) increasing access to recreational shoreline. Adding amenities and expanding trails were identified as the top ways to encourage park use.

Level of service measures what the park system provides and how that might change in the future. It should reflect what matters to residents, realistic goals, be easy to use and understand, and reflect the assets of both the District and District partners. The level of service is measured by looking at quantity, quality, and access. Quantity was measured by benchmarking against peer communities with a similar population size, median income, population density, and median age. The District outperformed all the communities in metrics per 1,000 residents in all categories. Quantity received a 5 out of 5 level of service score in all categories, however recreational shoreline was omitted because it does not apply to most of the peer communities. Determining quality used a scoring rubric which was completed by staff to assign a score from 1 to 5 to all District owned assets with 1 indicating not in use, 3 meaning that it is meeting expectations, and 5 indicating above and beyond. Most categories scored at around a 3 in level of service for quality with developed park land coming in highest at 3.07 and natural areas coming in lowest at 2.47. The assessment reflects that parks are more or less meeting their intended use, but there is room to improve. For context Hope Freije noted that the Recreation and Conservation Office would give the District an A for this level of quality. Determining access scores utilized a buffer analysis. The buffer captures the population within half a mile of access points to assets in all five categories to assess distribution on the island. The buffer scores reflect the percentage of people within half a mile of the access points, which is 86% for natural areas, 48% for recreational shoreline, 74% for developed park land, 53% for indoor facilities, and 87% for trails. The level of service score for access came in at a 5 for natural areas, developed park land, and trails and a 4 for recreational shoreline and indoor facilities.

Next steps are to incorporate feedback from partners, finalize the data in the inventory for District and partner properties, outline funding strategies, finalize the goals and objectives, and outline implementation actions. Hope Freije asked the board if the proposed level of service measurements for quantity, quality, and access provide the right framework to help the board identify priority actions. The board members generally agreed with the system developed for measuring level of service through quantity, quality, and access. The board agreed to direct that the goal should be to maintain a 2.5 aggregate level of service score as a baseline.

MEETING ADJOURNED to a five-minute recess at 7:12 pm with announced time to reconvene at 7:17 pm. **MEETING RECONVENED** at 7:17 pm.

DRAFT DATA BACKUP AND RECOVERY POLICY: Assistant Executive Director Amy Swenson said the data backup and recovery policy is a new policy for the District and there was some discussion.

DRAFT FINANCIAL AND REVENUE POLICY: Assistant Executive Director Amy Swenson said this is an update to the current financial and revenue policy. The minimum for the General Fund balance was updated to three months of operational expenses. The section regarding allocation to the executive director's discretionary reserve, which is used for emergency or unexpected expenses, was updated to be reviewed and decided annually.

RESOLUTION 2025-16: 2026 GENERAL FUND BUDGET: MSC: DeWitt/Swolgaard: Move to adopt Resolution 2025-16 adopting the General Fund budget for 2026.

RESOLUTION 2025-17: 2026 CAPITAL IMPROVEMENT FUND BUDGET: Procurement Administrator Michelle Miller noted that the additional funding for the replacement of the artificial turf fields at Battle Point Park will come from the Turf Field Replacement Fund and other funding not the General Fund. The plan is to bridge the gap between the cost of the rubber fill and the preferred cork fill for the fields with the Turf Field Replacement Fund transfer and fundraising from the user groups. **MSC: Kinney/DeWitt: Move that we approve Resolution 2025-17 adopting a Capital Improvement Fund budget for 2026.**

RESOLUTION 2025-18: 2026 LAND ACQUISITION FUND BUDGET: MSC: DeWitt/Swolgaard: Move that we adopt Resolution 2025-18 the Land Acquisition Fund budget for 2026.

RESOLUTION 2025-19: 2026 TURF FIELD REPLACEMENT FUND BUDGET: MSC: Kinney/DeWitt: Move that we adopt Resolution 2025-19 adopting a Turf Field Replacement Fund budget for 2026.

RESOLUTION 2025-20: 2026 BOND REDEMPTION FUND BUDGET: Assistant Executive Director Amy Swenson noted that 2026 is the first year the District will make the principal payment for the Bainbridge Island Recreation Center. **MSC: Kinney/Swolgaard: Move that we adopt Resolution 2025-20 adopting a Bond Redemption Fund budget for 2026.**

RESOLUTION 2025-21: 2026 SALARY SCALE: Assistant Executive Director Amy Swenson said the salary scale reflects a 3% cost-of-living adjustment and the document formatting has been adjusted. **MSC: DeWitt/Swolgaard: Move that we adopt Resolution 2025-21 authorizing the salary schedule for personnel of the Bainbridge Island Metropolitan Park & Recreation District for 2026.**

RESOLUTION 2025-22: 2026 REGULAR PROPERTY TAX LEVY ASSESSMENT: Assistant Executive Director Amy Swenson said this resolution allows the county to collect taxes for the District. **MSC: DeWitt/Swolgaard: Move to approve Resolution 2025-22 authorizing and directing the county assessor to levy regular property taxes for collection in 2026.**

RESOLUTION 2025-23: 2026 BOND LEVY TAX ASSESSMENT: MSC: Kinney/Swolgaard: Move to adopt Resolution 2025-23 authorizing and directing the county assessor to levy and extend upon the books of Kitsap County the sum of \$455,075 for collection in 2026 for the purpose of paying the interest and principal payments due on June 1, 2026 and on December 1, 2026 for the general obligation bond indebtedness of the District.

EXECUTIVE DIRECTOR SALARY: Commissioner Swolgaard said at the last board meeting a motion was passed that mistakenly stated that Executive Director Dan Hamlin's 3% salary increase for 2026 was a cost-of-living adjustment. However, the executive director receives the COLA per his contract, and the motion should have referenced a 3% merit increase. **MSC: Swolgaard/Kinney: Approve the executive director salary increase for 2026 for 3%, which is consistent with staff merit increases.**

STAFF REPORT

Recreation Division: Recreation Division Director Madison Collins said winter programs will be available to view in the online registration software on Monday and the first ever digital-only recreation catalog will be available on Tuesday. There are new programs being offered this winter including mixed media arts, rug tufting, and a cribbage tournament.

Park Services Division: Park Services Division Director Lydia Roush noted that staff are working to keep up with the falling leaves. Work on the new trail from Vincent Road to Gazzam Lake Nature Preserve is going well and the boardwalk portion is complete. Park Services Superintendent David Harry said construction of the Bainbridge Island Japanese American

Exclusion Memorial visitor center is progressing quickly. The new raku kiln at the Eagledale Pottery Studio is now operational. Donor recognition and interpretive signage are being installed at Williams-Olson Park this week.

Administrative Division: Assistant Executive Director Amy Swenson said the District's audit by the Office of the Washington State Auditor for 2024 has begun. This audit will include the District's conversion to the new finance software system.

Executive Director Dan Hamlin said staff will meet with the Bainbridge Island School District staff next week. The School District is getting pressure from select team user groups for gymnasium space. There will be discussion about how to relieve some of the pressure while maintaining community programming for the public. Work on the project agreement with the Bainbridge Island Parks & Trails Foundation for the replacement of the sail float with a dock extension has begun. City Manager Blair King offered to meet with staff to find a path forward for the vacation of the right of way that runs through the south end of Manzanita Park without the significant costs associated with the requirements initially communicated by the planning department. Staff met with BIPTF Executive Director Mary Meier to clarify areas of interest for additional trail easements. Staff are working to publicize that the recreation catalog will be available only in digital format for the winter season. Staff are working on a new ticketed Sounds of Winter concert series.

BOARD MEMBER REMARKS:

- Commissioner Swolgaard thanked staff for sharing photos of the progress on the Bainbridge Island Japanese American Exclusion Memorial visitor center.
- Commissioner Swolgaard said he and Commissioner DeWitt attended a Planning Commission and a City Council meeting to make public comment on the importance of implementing a park zone. Commissioner DeWitt noted the topic was not on the agenda, but it appears the Planning Commission will be talking about it in one of their sessions in the spring.
- Commissioner Kinney said he thinks the District's Comprehensive Plan update is coming along well and he is happy with Framework, the consultant firm hired to work on the update.
- Commissioner Kinney gave kudos to staff for facilitating a smooth budget process.
- Commissioner DeWitt congratulated the Bainbridge High School girls swim team for winning the state championship.
- Commissioner DeWitt said he heard a compliment from a member of the public about the atmosphere at the Aquatic Center in the last year.
- Commissioner Janow said for the last two weeks she has been especially enjoying the natural beauty during walks in District parks and thanked staff for making it possible for people to go out and enjoy it.
- Commissioner Janow thanked Commissioner DeWitt and Commissioner Swolgaard for working to advocate for park zoning. Park zoning has been in conversation for many years, and it is important to continue to advocate. She hopes to see action on the park zone to benefit not only the District but the community at large. Commissioner DeWitt noted that a park zone would benefit COBI by cutting down on the workload for planning staff and because COBI owns parks.


MEETING ADJOURNED to a five-minute recess at 7:55 pm with announced time to reconvene at 8:00 pm. **MEETING RECONVENED** at 8:00 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 8:00 pm for discussion regarding consideration of site selection or acquisition of real estate if likelihood that disclosure would increase price per RCW 42.30.110(1)(b) with announced time to reconvene at 8:10 pm.

MEETING RECONVENED at 8:10 pm and **ADJOURNED** at 8:10 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