

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
 REGULAR BOARD MEETING December 5, 2024  
 STRAWBERRY HILL CENTER**

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

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

**ADJUSTMENTS TO AGENDA:** Add an executive session.

**MISSION STATEMENT:** Chair Swolgaard read the Park 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 21, 2024 regular board meeting, Chair Swolgaard stated the minutes stand approved as submitted.

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

| Batch Date | Fund Number & Name                                 | Warrant Numbers   | Total Batch Amt | Pre-Approved |
|------------|--|-------------------|-----------------|--------------|
| 11/26/24   | 001 General Fund                                   | 29044-29068       | 74,251.96       | 11/26/24     |
| 12/03/24   | 001 General Fund<br>300 Capital Improvement Fund   | 29069-29098       | 88,866.47       | 12/03/24     |
|            | 001 General Fund (Nov. Payroll)                    | EFT & 3361-3363   | 400,494.47      |              |
|            | 001 General Fund (Nov. Payroll Benefits and Taxes) | EFT & 10042-10048 | 218,767.67      |              |

**GENERAL BUSINESS**

**RAY WILLIAMSON POOL RENOVATION UPDATE:** Park Services Superintendent David Harry started by thanking Facilities Maintenance Manager Mike Omans for the work he is doing on the contract for Phase I of the Ray Williamson pool renovation on top of his regular work. David Harry and Mike Omans updated the board on what the contractors have done so far and what is left to do for Phase I. Discovered conditions during Phase I will require change orders but change orders have amounted to less than 1% of the Phase I project cost. Phase II will include interior architectural changes at which point the pool area will look like a renovated facility. Documents and drawings for Phase II have been reviewed by staff and the bid is going out for solicitation at the beginning of 2025. Executive Director Dan Hamlin said the Ray Williamson pool will be shut down for Phase I renovation work starting on February 14, 2025.

**DEPARTMENT OF COMMERCE GRANT FOR BAINBRIDGE ISLAND JAPANESE AMERICAN EXCLUSION MEMORIAL**

**ASSOCIATION:** Senior Planner Matthew Keough said the Washington State Department of Commerce grant money will go directly to the Bainbridge Island Japanese American Exclusion Memorial visitor center which will be owned by the Park District. This type of pass-through grant funding has been done by the Park District for previous grants awarded to Bainbridge Island Japanese American Exclusion Memorial Association from the Department of Commerce. The two grants for this project are S-25077 for \$291,00 and S-24127 for \$339,500 for a total of \$630,500 in funding towards the project. This funding will largely be expended in 2025 for bringing in a waterline.

**RESOLUTION 2024-22: AMENDED 2024 LAND ACQUISITION FUND BUDGET:** Assistant Executive Director Amy Swenson said an amendment to the 2024 Land Acquisition Fund budget is needed to reimburse the Bainbridge Island Parks & Trails Foundation for costs associated with property and trail easements that are being transferred to the Park District. **MSC: Janow/DeWitt: Move to adopt Resolution 2024-22 adopting the amended Land Acquisition Fund budget for fiscal year 2024.**

### **STAFF REPORT**

**Administrative Division:** Assistant Executive Director Amy Swenson said the 2022-2023 audit of the Park District by the Office of the Washington State Auditor has begun.

**Park Services Division:** Park Services Superintendent David Harry said concrete has been poured for the batting cage at Strawberry Hill Park. Senior Planner Matthew Keough said the request for qualifications for the 2026 comprehensive plan project consultant received responses from three qualified firms which will be reviewed for selection with plans to start the project in early 2025. Commissioner Janow and Commissioner DeWitt agreed to participate in the review process for consultant selection. Park Services Division Director Lydia Roush said the grounds crew has been busy with leaves and windstorm clean-up. The dedication for Eight Acre Wood will be December 12 at 2:00 pm.

**Recreation Division:** Recreation Superintendent Bryan Garoutte said staff have been very involved with representatives from Active Net in preparation for the transition to that software in 2025. Winter/spring program registration starts at 9:30 am on Saturday for residents and Sunday for non-residents. Aquatic Program Administrator Jenette Reneau said there is a lot of preparation happening behind the scenes for scheduling and operations during the upcoming closure of the Ray Williamson pool for renovation. A person has been hired to fill the recreation program manager position vacated by Shannon Buxton's recent retirement.

Executive Director Dan Hamlin said the transfer documents for the Fletcher Bay Property were signed today.

### **BOARD MEMBER REMARKS:**

- Commissioner DeWitt asked about the status of the permit for the tennis courts at Sakai Park and for a progress update on the new administration building. Executive Director Dan Hamlin said staff are waiting for the work on the entry road for the park to be completed before calling for final sign off on the permit for the tennis courts. Staff expects to be moving into the new administration building in January.
- Commissioner Janow said she attended the intake meeting with the Office of the Washington State Auditor for the 2022-2023 audit.
- Commissioner Goodlin said he was happy to hear conversation resume at the recent Bainbridge Island Parks & Trails Foundation about the Lost Valley trail.
- Commissioner Goodlin said a neighbor of the Fort Ward Parade Grounds suggested to him that a porta potty be installed there and he said he would pass that input on to staff.

**MEETING ADJOURNED** to a five-minute recess at 6:43 pm with announced time to reconvene at 6:48 pm. **MEETING RECONVENED** at 6:48 pm.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 6:48 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) and discussion with District legal counsel about current or potential litigation per RCW 42.30.110(1)(i) with announced time to reconvene at 7:08 pm.

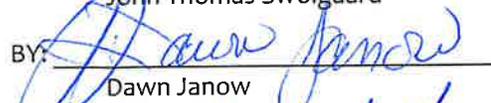
**MEETING RECONVENED** at 7:08 pm and **ADJOURNED TO EXECUTIVE SESSION** at 7:08 pm for continued discussion of the above items, with announced time to reconvene at 7:13 pm.

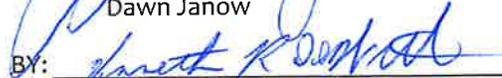
**MEETING RECONVENED** at 7:13 pm and **ADJOURNED TO EXECUTIVE SESSION** at 7:13 pm for continued discussion of the above items, with announced time to reconvene at 7:20 pm.

**MEETING RECONVENED** at 7:20 pm and **ADJOURNED** at 7:20 pm.

Helen Stone  
Dan Hamlin  
BAINBRIDGE ISLAND METROPOLITAN  
PARK & RECREATION DISTRICT

BY:   
John Thomas Swolgaard

BY:   
Dawn Janow

BY:   
Kenneth R. DeWitt

BY:   
Jay C. Kinney

ATTEST:   
Tom Goodlin