

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING October 16, 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: Add an executive session regarding real estate.

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:

The minutes from the October 2, 2025 special board meeting will be resubmitted for approval at the November 6 regular board meeting after staff revise the first sentence in the fourth paragraph on page one.

Upon hearing there were no corrections to the minutes of the October 2, 2025 regular board meeting, Chair Goodlin stated the minutes stand approved as submitted.

APPROVAL OF PAYMENTS: MSC: Kinney/Janow: 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
10/2/2025	001 General Fund	30852-30871	\$79,408.60
10/8/2025	001 General Fund 300 Capital Improvement Fund	30872-30928	\$248,399.97
10/13/2025	300 Capital Improvement Fund	30930	\$99.00
10/15/2025	001 General Fund 300 Capital Improvement Fund	30931-30961	\$67,954.13

GENERAL BUSINESS

COMPREHENSIVE PLAN PRESENTATION: FUNDING STRATEGIES AND LEVEL OF SERVICE: Public Finance Consultant Annie Sieger of Sieger Consulting said she works closely with Framework on comprehensive and master plans for government agencies. She noted that the funding picture is more complex than finding more revenue. Balancing the fiscal picture for government agencies requires considering not only expanding revenues and available resources but what services residents want and need at a price they can afford and are willing to pay. Capital investments are the area where most of the decision making in the Comprehensive Plan will happen in terms of what expenditures are proposed to the public moving forward. Costs for administration, operations, and maintenance such as cleaning and mowing grass are somewhat fixed in order to maintain the current level of service.

The District has strong operational policies including financial policies and policies tangentially related to financial policies that can be considered limitations to funding strategies. The historical revenues and expenditures submitted by the District to the Office of the Washington State Auditor for 2012 through 2024 were reviewed. According to the data, on an inflation adjusted basis, property taxes have not kept pace with inflation and at the same time fees have become a larger share of

District revenues. However, fees likely will not continue to go up without making changes to cost recovery policy. A large amount of the money in the Capital Improvement Fund comes from the General Fund. However, there is no policy that sets an amount or percentage that is transferred to the Capital Improvement Fund and therefore the funding can be considered insecure. The District has historically not levied a huge amount of debt and most of what has been levied has been levied through councilmanic bonds. Debt is a funding tool to move money through time and sometimes it makes sense to use debt to align the benefit with the people who are using the amenity rather than saving the money over time. Voted initiatives are a good funding option because they put the decision in the public's hands.

Level of service measures what is being provided to the public and it is recognized that quantity alone is not a good measure for park land. For park land, categories such as development, amenities, and access need to be evaluated. Quality is about how well park land can meet its intended use, including the facilities and amenities on the land and whether they are in good condition or in need of renovation or maintenance. Decisions the District makes regarding level of service will help determine future capital investments as well as what needs to be done from a financial perspective to meet those goals. Annie Sieger said it cannot be expected that property tax revenue will keep up with inflation, and she projects that available funding for capital projects will diminish as competition for General Fund dollars increases.

Funding tools include increasing existing revenue sources or adding new revenue sources and there are also financing options. The public generally appreciates it when agencies consider some of the smaller, more novel sources of revenue even if their overall funding impact is small. The District can levy the statutory limit of 1% growth on property taxes and collect revenue from new construction every year, or voters can approve a levy lid lift to exceed the 1% limit. Annie Sieger noted that most taxing districts that do levy lid lifts expect to put them on the ballot on a consistent basis in order to maintain existing services. Without levy lid lifts, the purchasing power from property taxes goes down over time because it does not keep up with the rate of inflation. The District could choose to impose one-year excess levies, which are designed to meet contractual obligations and are subject to 60% voter approval. However, for an ongoing funding strategy, a permanent rate is desired. Impact fees are one-time charges that would have to be collected by the City of Bainbridge Island to address increased demand associated with increased development. Impact fees cannot fund existing deficiencies; instead, they must fund system improvements that benefit the specific development that is occurring. Impact fees may be a challenge because while COBI would be implementing the fees, the District would benefit from them. The District has a lot of capacity to issue both councilmanic debt and voted debt. However, the District also has strong and restrictive debt policies which mean debt is currently a limited tool unless or until policy is changed. Other funding tools include cost recovery from rental and activity fees, competitive funding from grants and other sources, establishing additional dedicated charitable support, as well as novel funding tools like crowdsourcing, cell towers, foraging licenses, and utility easements. She emphasized again the importance of balancing any new revenue with what residents can afford and are willing to pay for services.

Commissioner Swolgaard asked Annie Sieger to explain why the statutory levy limit of 75 cents per thousand dollars of assessed property value is diminished every year. Annie Sieger said when Initiative 747 passed in 2001 it set a 1% limit to how much property tax revenue can increase in a year for existing property. The problem is that rate has not kept up with inflation. It has hurt a lot of government agencies and been referred to as a fiscal cliff, particularly for agencies such as metropolitan park districts which are entirely dependent on property tax levies.

Commissioner Goodlin said a regular levy lid lift is a good idea and should be included in the Comprehensive Plan. Commissioner Janow agreed that a regular plan would be nice. Commissioner Janow said the level of service standards matrix is important to predict long-term maintenance over time. Commissioner DeWitt noted that District recreation facility plans need to be coordinated in conjunction with the Bainbridge Island School District's facility plans. After some discussion Annie Sieger said what she is hearing is that there is a desire to maintain level of service and quality and to meet all deferred

maintenance and the District does not think it can do all of that with existing financial resources. There is also a desire for new projects, and the question becomes how to prioritize based on both what the community wants and how it will be paid for. There is a big focus on deferred maintenance while there still is some appetite for new projects.

MEETING ADJOURNED to a five-minute recess at 7:40 pm with announced time to reconvene at 7:45 pm. **MEETING RECONVENED** at 7:45 pm.

RAY WILLIAMSON POOL RENOVATION UPDATE: Procurement Administrator Michelle Miller introduced President & Managing Member Melody Leung with Stemper Architecture Collaborative. Melody Leung said Phase I of the Ray Williamson pool renovation has been essentially completed and the project will finish within the contingency budget. Currently work is being done to finish the 90% planning documents for Phase II of the renovation. The planning documents have been submitted for permits and are being prepared for bid in the spring. There were additions to the scope of work after the initial presentation regarding the projected cost of Phase II of the renovation, including addressing water intrusion on the west side of the pool and dewatering will more than likely be necessary due to timing. She emphasized that this project is a 30–50-year design not a ten-year temporary design. The original scope and the added items bring the budget to about 3.3 million dollars for Phase II of the renovation.

STEMPER ARCHITECTURE COLLABORATIVE ADD SERVICE REQUEST FOR RAY WILLIAMSON POOL RENOVATION PHASE II: Procurement Administrator Michelle Miller said due to the increase in scope, maximum allowable construction cost, civil engineering services, and updated general cost estimates due to inflation, there is an additional service request for the contract with Stemper Architecture Collaborative. Stemper has also been defined in the updated contract as the owner's representative in the Phase II bidding documents. The additional service request for Stemper's services is expected to cover Phase II and it was noted that Stemper's contract for Phase I has not been entirely paid out yet. **MSC: Janow/DeWitt: Motion to approve Stemper Architecture Collaborative additional service request for the Ray Williamson pool renovation Phase II for the additional service fee request of \$168,470.**

INTERLOCAL AGREEMENT AND LEASE AGREEMENT WITH KITSAP COUNTY SEWER DISTRICT #7 FOR FORT WARD HALL: Executive Director Dan Hamlin said agreements similar to the ones before the board tonight were approved in September with the approval of Kitsap Public Utility District which is acting as manager of Kitsap County Sewer District #7 currently. KPUD believed the documents had been approved by KCSD #7 at that time. However, KCSD #7 had not reviewed the final documents and wanted a few edits. Edits were primarily related to renewing the lease, extending the time for non-use of the facility, additional language that allows free use of the facility for the community once per month, and free access to broadband if KPUD were to bring it in. **MSC: DeWitt/Janow: Move to approve the interlocal agreement and lease agreement with Kitsap County Sewer District #7 for Fort Ward Hall.**

RESOLUTION 2025-12: CLOSE PETTY CASH AND CHANGE FUNDS: Assistant Executive Director Amy Swenson noted that as the world changes cash is being used less. The District has been operating on a cashless basis at Bainbridge Island Recreation Center for a few years and that transition went well. Staff would now like to implement cashless operations throughout the District. The cost of managing cash is high due to the requirements for managing cash. Cashless operations will also increase efficiency for the staff managing sales. **MSC: Janow/Swolgaard: Approve Resolution 2025-12 to close the petty cash and change funds.**

STAFF REPORT

Administrative Division: Assistant Executive Director Amy Swenson said staff are working on a number of policies which will be brought to the Board for consideration before the end of the year. Staff will be bringing a proposed amended 2025 salary scale to the Board that will include an hourly base rate plus commission for private swimming lessons, coaching, and physical therapy at the Aquatic Center.

Park Services Division: Park Services Superintendent David Harry said he is working to move various projects forward including the visitor center at Bainbridge Island Japanese American Exclusion Memorial. There has been a lot of conversation about value engineering of the visitor center due to the rising cost of construction, such as removing steel and changing the power to two-phase power from three-phase. David Harry is acting as the owner's representative for the visitor center as the building will be owned by the District. The National Park Service will help with funding to maintain the visitor center. Park Services Division Director Lydia Roush said a new full-time mechanic/fleet coordinator has been hired. Staff are busy preparing for the Haunted Hayride.

Recreation Division: Recreation Superintendent Bryan Garoutte said winter registration will begin on December 9. Adam Acoba, the District's new art and enrichment program manager, started work this week. There is a new raku kiln at the Eagledale Pottery Studio. Recreation Division Director Madison Collins said the newly recoated Don Nakata pool slide will be open to the public next week. Registration for the second annual Battle of the Paddle, the pickleball tournament at Bainbridge Island Recreation Center, is now open.

Executive Director Dan Hamlin said the Bainbridge Island Parks & Trails Foundation approved the project agreement with the District for the sail float replacement.

BOARD MEMBER REMARKS:

- Commissioner Swolgaard said he attended the groundbreaking event for the visitor center at the Bainbridge Island Japanese American Exclusion Memorial.
- Commissioner DeWitt said the recent Lande Administration Building dedication event was a lot of fun.
- Commissioner DeWitt said he is amazed at all the use the pump track at the recently opened Strawberry Hill Bike Park is getting.
- Commissioner Janow said she is looking forward to volunteering for the Haunted Hayride.
- Commissioner Goodlin said he and Commissioner Swolgaard will be completing Executive Director Dan Hamlin's performance review soon.

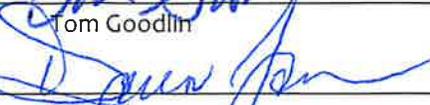
MEETING ADJOURNED to a five-minute recess at 8:29 pm with announced time to reconvene at 8:34 pm. **MEETING RECONVENED** at 8:34 pm.

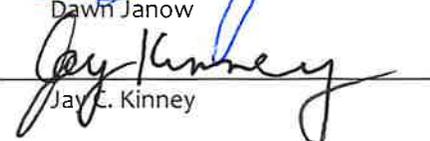
MEETING ADJOURNED TO EXECUTIVE SESSION at 8:34 pm for discussion regarding the consideration of site selection or acquisition of real estate purchase or lease if likelihood that disclosure would increase price per RCW 42.30.110(1)(b) with announced time to reconvene at 8:49 pm.

MEETING RECONVENED at 8:49 pm and **ADJOURNED** at 8:49 pm.

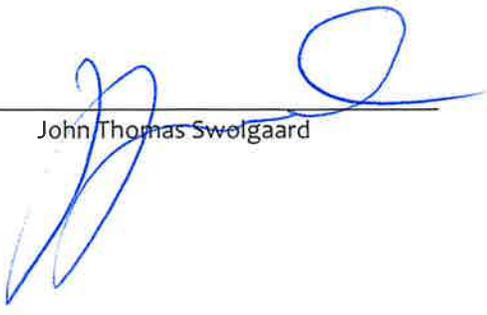
Helen Stone
Dan Hamlin
BAINBRIDGE ISLAND METROPOLITAN
PARK & RECREATION DISTRICT

BY: 
Tom Goodlin

BY: 
Dawn Janow

BY: 
Jay E. Kinney

BY:


John Thomas Swolgaard

ATTEST:


Kenneth R. DeWitt