

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 REGULAR BOARD MEETING November 6, 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 staff introduction to the beginning of general business and an executive session.

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 October 2, 2025 special board meeting, Chair Goodlin stated the minutes stand approved as submitted.

Upon hearing there were no corrections to the minutes of the October 16, 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
10/22/2025	001 General Fund 300 Capital Improvement Fund	30962-30999	\$67,827.15
10/29/2025	001 General Fund 300 Capital Improvement Fund	31000-31021	\$203,464.34
10/31/2025	001 General Fund (October Payroll Benefits and Taxes)	EFTs and 10102-10106	\$249,137.09
10/31/2025	001 General Fund (October Payroll)	EFTs and 3492-3498	\$416,243.43
11/4/2025	001 General Fund	31022	\$1,067.41

GENERAL BUSINESS

STAFF INTRODUCTION: Recreation Superintendent Bryan Garoutte introduced Arts & Enrichment Program Manager Adam Acoba. Adam Acoba said he is excited to be here and work with everyone.

LEGACY ART WALK: Park Services Division Director Lydia Roush introduced Matthew Coates who is an architect and is presenting in partnership with Arts & Humanities Bainbridge. Matthew Coates said that Pia the Peacemaker is a perfect example of how successful art in Sakai Park has been. The proposal is for a partnership between AHB and the District for what has been given the working title Legacy Art Walk. Bainbridge Island has great parks and a strong artist community but other than Pia the Peacekeeper there is no significant integration between art and parks. The Legacy Art Walk would be a curated trail of site-specific art in the natural landscape. The idea would be to add at least one permanent art piece every year. The Legacy Art Walk would be a tourist destination for people visiting the island and a chance to influence what the draw is for tourists. The idea of legacy is inspired by the people who have contributed so much to the island and its history which could be reflected in the art pieces. Sakai Park is a preferred option, but it could be anywhere. Partnership roles

would need to be defined between AHB and the District to address curation, engagement with the community, maintenance, site identification, trail work, logistics, and safety. From the financial side, a sponsor would be identified, then a budget would be agreed upon including funding for ongoing maintenance. Temporary and loaned art pieces could be considered with possible funding from the sale of those pieces. Funding could also potentially come from grants or the City of Bainbridge Island. Glynnis Cowdery, president of AHB and current chair of the Public Art Committee, said AHB is uniquely suited as a partner on this project as they have experience with administration as well as with art and working with artists.

Commissioner Janow said it would be important for the District to be part of the selection process and Matthew Coates agreed. Commissioner Kinney asked if all the art pieces are envisioned to be in one park and Matthew Coates said yes, he thinks there is a bigger impact if they are all in one location. Commissioner Swolgaard said vandalism is a concern so careful placement would be important. Executive Director Dan Hamlin asked if the board would like staff to spend additional time on this proposal to bring back a more formal presentation, and the board directed staff to do that. Commissioner DeWitt said he thinks it is worth investigating further and suggested not zoning in on a specific park yet. Commissioner Goodlin said if the proposal is considered for Sakai Park the conversation should be wrapped into a planning conversation for the park and the community needs a chance to comment.

RESOLUTION 2025-13: OPEN ELECTRONIC PAYMENT ACCOUNT AND CLOSE GENERAL IMPREST FUND: Procurement Administrator Michelle Miller said staff are always trying to be more efficient. Most special purpose districts of a similar size to the District have moved to establishing an electronic payment account rather than using an imprest fund for electronic payments. Having an electronic payment account for the District will increase efficiency. **MSC: Janow/DeWitt: Motion to adopt Resolution 2025-13 to open the electronic payment account and close the General Imprest Fund.** Assistant Executive Director Amy Swenson noted that the District has recently experienced attempted check fraud, which she has never seen before. Michelle Miller said the new account will have more checks and balances because it will require more preapprovals.

RESOLUTION 2025-14: CLOSE AQUATIC IMPREST FUND: Procurement Administrator Michelle Miller said this resolution would authorize the closure of the Aquatic Imprest Fund because the District is now able, with the implementation of more robust accounting software, to write checks within 24-48 hours for swim meet fees. **MSC: Janow/DeWitt: Motion to approve Resolution 2025-14 to close the Aquatic Imprest Fund.**

RESOLUTION 2025-15: AMENDED 2025 SALARY SCALE: Assistant Executive Director Amy Swenson said the only change to the amended 2025 salary scale is the addition of the last page with the commissions for private swimming instruction, coaching, and physical therapy by part-time employees. Commissioner DeWitt asked if this has been vetted through the appropriate state agencies. Amy Swenson said yes, she has done a lot of research and it can be done with base hourly pay for the employee with the commission as additional compensation. Full-time employees will not receive commission to perform the same task. Aquatic Program Administrator Jenette Reneau said that staff work hard to eliminate waitlists and serve as many community members as possible, however there are situations where people do not fit into traditional programming due to a particular need. This is an opportunity to create a way to serve those individuals while at the same time respecting instructors' time by incentivizing them to come in and work for a short amount of time. The current waiting list for private instruction has about 60-70 people. Offering private instruction is also a good revenue source for the District. Commissioner Janow noted that clarification is needed between the job titles referenced on the commission tiers for private instruction and the job titles on the salary scale. **MSC: Janow/DeWitt: Motion to approve the salary scale as amended by Resolution 2025-15 to include commission based private and therapeutic instruction for private lessons tier 1 taught by an aquatic instructor, private lessons tier 2 private coaching taught by an assistant swim coach, and private lesson tier 3 private therapy taught by aquatic instructor.**

2026 BUDGETS: Assistant Executive Director Amy Swenson said the General Fund summary has changed from last year due to the amount being transferred to the Capital Improvement Fund. 2026 General Fund revenue is projected to be roughly: 57% property taxes, 38% program and activity revenue, 4% rental, campground, and concession revenue, and 1% other revenue such as interest and donations. The amount being transferred to the Capital Improvement Fund in 2026 is almost equal to operational expenses. 2026 General Fund expenses are projected to be roughly 39% wages, 9% benefits, 26% operational expenses, 24% transfers to the Capital Improvement Fund, and 2% utilities. Big changes in the 2026 General Fund from 2025 include: 1) property tax increase of approximately \$340,000, 2) 3% cost of living adjustment, 3) public employee retirement system payments have been reduced by the state by about 38%, 4) 5% increase for health insurance (which may be budget neutral depending on how much money is credited back to the District based on performance) and 5) utility rate increases.

Procurement Administrator Michelle Miller reviewed all the projects in the Capital Improvement Fund for 2026 including Phase II of the Ray Williamson pool renovation and replacement of the artificial turf fields at Battle Point Park.

Park Services Division Director Lydia Roush said artificial turf field user groups have indicated a preference for the cork fill option rather than the rubber fill for the turf field replacement. Cork has also been recommended by Bainbridge Island School District staff and the representative with FieldTurf said cork is the way most customers are moving. Cork fill would require the same basic maintenance costs. Cork fill would increase the project cost by about \$300,000 and would not increase the life expectancy of the field. After some discussion, the board directed staff to increase the amount in the Capital Improvement Fund for the artificial turf field replacement to 1.5 million dollars.

Amy Swenson reviewed the Turf Field Replacement Fund and the Land Acquisition Fund and noted that \$100,000 was added to the Land Acquisition Fund to purchase a Bainbridge Island Land Trust property to be added to Gazzam Lake Nature Preserve. The Bond Redemption Fund budget was reviewed and Amy Swenson noted that the principal payment for the Bainbridge Island Recreation Center begins in 2026.

Commissioner Janow asked staff questions about line items in the General Fund budget and noted that she thinks more could be done to generate revenue at concerts.

STAFF REPORT

Recreation Division: Recreation Division Director Madison Collins reported that Teen Center participation numbers are strong. The winter recreation catalog will be available, only in digital format, on December 5. Youth basketball leagues are about to begin with over 300 kids participating and about 50 volunteer coaches. Recreation Superintendent Bryan Garoutte said the adaptive recreation coordinator position will be reposted to solicit a second round of applications. Staff met with Trillium Employment Services, which is an inclusive hiring service.

Park Services Division: Park Services Division Director Lydia Roush said staff are working on building the trail from Vincent Road to Gazzam Lake Nature Preserve as well as to winterize parks and facilities. Park Services Superintendent David Harry said the tennis to pickleball court conversion is progressing despite the wet weather. Work on the Bainbridge Island Japanese American Exclusion Memorial visitor center is moving quickly. A sea level rise bench funded by EcoAdapt is being installed at Fay Bainbridge Park.

Administrative Division: Assistant Executive Director Amy Swenson said the annual staff meeting was held today. The salary survey is progressing, and staff are currently working to review some of the consultants' work.

Executive Director Dan Hamlin said Peter Best, who was a senior planner with the City of Bainbridge Island, resigned this week and he was the District's contact person at COBI for implementing a park zone. Commissioners are encouraged to

meet with COBI officials on the subject. Commissioner DeWitt and Commissioner Swolgaard volunteered to interface with the COBI Planning Commission about the addition of a park zone as part of their Comprehensive Plan update process.

Staff are working with Kitsap Public Library staff to facilitate a temporary pick-up location for library materials during the closure of their facility which is expected to last through the end of the month.

BOARD MEMBER REMARKS:

- Commissioner Janow said the Haunted Hayride was phenomenal and the amount of joy and enthusiasm was remarkable.
- Commissioner Janow asked if lighting could be installed at the entrance to Strawberry Hill Park.
- Commissioner DeWitt said Haunted Hayride was wonderful this year.
- Commissioner DeWitt said he attended the recent Chamber of Commerce after hours event.
- Commissioner Kinney and Commissioner Swolgaard attended the recent Bainbridge Island Parks & Trails Foundation meeting.

MEETING ADJOURNED to a five-minute recess at 8:21 pm with announced time to reconvene at 8:26 pm. **MEETING RECONVENED** at 8:26 pm.

MEETING ADJOURNED TO EXECUTIVE SESSION at 8:26 pm for discussion regarding performance of a public employee per RCW 42.30.110(1)(g) with announced time to reconvene at 8:41 pm.

MEETING RECONVENED at 8:41 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:41 pm for continued discussion of the above item, with announced time to reconvene at 8:51 pm.

MEETING RECONVENED at 8:51 pm and **ADJOURNED TO EXECUTIVE SESSION** at 8:51 pm for continued discussion of the above item, with announced time to reconvene at 8:56 pm.

MEETING RECONVENED at 8:56 pm. **MSC: Janow/DeWitt: Motion to approve the executive director's salary increase of 3% which is consistent with COLA for the fiscal year 2026.**

MEETING ADJOURNED at 8:59 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