

**AGENDA**

**Bainbridge Island Metropolitan Park & Recreation District  
Regular Board Meeting 6:00 pm  
Thursday – August 15, 2024**

**Bainbridge Island Recreation Center**  
11700 Meadowmeer Circle NE  
Bainbridge Is, WA 98110  
206-842-5661

Remote access options for board meetings available at [www.biparks.org](http://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 August 1, 2024
- 30.2** Financial: Approval of vouchers and payroll.

**40. GENERAL BUSINESS**

- 40.1** Ray Williamson Pool Renovation Update Hamlin (15 min)  
**Action:** Information only.
  
- 40.2** Grant Opportunity for Potential Solar Energy Additions at Bainbridge Island Recreation Center and Aquatic Center Harry (10 min)  
**Action:** Possible motion to approve.
  
- 40.3** National Park Service Cooperative Management Agreement for Bainbridge Island Japanese American Exclusion Memorial Hamlin (10 min)  
**Action:** Information only.
  
- 40.4** 2024 Capital Improvement Fund Update Swenson (15 min)  
**Action:** Information only.
  
- 40.5** 2025 Budget Process Timeline Update Swenson (5 min)  
**Action:** Information only.

**50. STAFF REPORT**

**60. UPCOMING MEETINGS**

09/05/24	Regular Board Meeting	6 pm	Strawberry Hill Center
09/19/24	Regular Board Meeting	6 pm	Strawberry Hill Center
10/03/24	Regular Board Meeting	6 pm	Strawberry Hill Center
10/03/24	Work Session	7 pm	Strawberry Hill Center
10/17/24	Regular Board Meeting	6 pm	Strawberry Hill Center

**70. BOARD MEMBER REMARKS**

- 80. **ADJOURNMENT**
- 90. **ADJOURN TO EXECUTIVE SESSION IF NEEDED**
- 100. **EXECUTIVE SESSION** — real estate, per RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- 110. **RECONVENE TO REGULAR SESSION**
- 120. **ADJOURNMENT**

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**Board Committees**

**2024 Board Representatives**

Governance	Swolgaard/Janow
Capital Facilities Program	
Budget & Finance	Janow/DeWitt
Personnel	Kinney/Swolgaard
Ad Hoc Committee: Forest Management	
Ad Hoc Committee: Sakai Site Planning	

**Board Liaisons**

Park District Committees:	
Trails Advisory Committee	Goodlin/DeWitt
Dog Advisory Committee	Kinney/Janow
Community/Public Agencies:	
Bainbridge Island Parks & Trails Foundation	Goodlin/Janow
Bainbridge Island School District	
City of Bainbridge Island	

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
 REGULAR BOARD MEETING August 1, 2024  
 BAINBRIDGE ISLAND RECREATION 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:** An agenda item was added at the beginning of General Business to introduce an intern.

**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.

**PUBLIC COMMENTS**

Heidi Stamm Mueller said she is concerned the Park District is spending too much money on aquatics and asked for financial information about pools. Acting Executive Director Dan Hamlin gave her a business card and said she should call to discuss her concerns, and she said she would.

Loanne Harmeling spoke to request that if the shared tennis courts at Battle Point Park are converted to pickleball courts that consideration be given to the future of tennis as well as pickleball on Bainbridge Island as the tennis community continues to seek additional free outdoor play space.

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon hearing there were no corrections to the minutes of the July 18, 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.**

<b>Batch Date</b>	<b>Fund Number &amp; Name</b>	<b>Warrant Numbers</b>	<b>Total Batch Amt</b>	<b>Pre-Approved</b>
07/18/24	001 General Fund	28308-28320	16,526.61	07/18/24
07/22/24	001 General Fund	28323	220.00	07/22/24
07/25/24	001 General Fund 300 Capital Improvement Fund	28333-28365	100,535.91	07/25/24
07/31/24	001 General Fund 300 Capital Improvement Fund	28373-28433	145,328.75	07/31/24
	001 General Fund (June Payroll)	EFT & 3304-3321	417,440.46	
	001 General Fund (June Payroll Benefits and Taxes)	EFT & 10000-10007	285,015.27	
	001 General Fund (July Payroll)	EFT & 3323-3333	530,300.40	
	001 General Fund (July Payroll Benefits and Taxes)	EFT & 10010-10017	305,699.93	

**GENERAL BUSINESS**

**INTERN INTRODUCTION:** Outdoor Program Manager Stacey Stoner introduced Jacob Walters from Missouri University who is working with her as an intern this summer. Jacob Walters thanked the board for the opportunity and said he has had a variety of opportunities including working on handbooks and organizing photos.

**NEURODIVERSE STUDENT CONSERVATION CORPS DEBRIEF:** Acting Executive Director Dan Hamlin said how proud staff are of the creativity and cooperation of Volunteer Program Manager Morgan Houk and Adaptive & Accessibility Coordinator Cody Ogren for creating this special program. Morgan Houk said she has gotten feedback for many years regarding a desire for additional Student Conservation Corps opportunities. Through a conversation Morgan Houk initiated with Cody Ogren before he was hired in his current role, the idea for Neurodiverse SCoCo was born. Morgan Houk secured the program funding from a grant through the Recreation and Conservation Office and the Office of the Superintendent of Public Instruction. Cody Ogren said Neurodiverse SCoCo used a model he was familiar with from his work in special education in a public school district, which was to match the neurodivergent crew members with peer mentors. Neurodivergent crew members required various levels of support and it was good for the peer mentors to see the wide range of support needs. During the program the students learned about each other and made personal connections. Cody Ogren said job opportunities for the neurodivergent community are often for the jobs that nobody wants, but this was an opportunity for meaningful employment. Morgan Houk said the Neurodiverse SCoCo crew removed over 60 yards of invasive species, spread 10 yards of woodchip mulch, planted 100 native plants, and learned to identify invasive species. A variety of guest speakers were brought in during the session to share hands-on career opportunities in various fields. The feedback received from both the crew and their parents was overwhelmingly positive. Morgan Houk said while it is still early in the budget season, they are hoping to propose an addition to the 2025 budget to continue the Neurodiverse SCoCo program. They are also pursuing both privately and publicly funded grants to support the program.

Commissioner Janow said she saw the program at Battle Point Park and all the students were genuinely happy and it was a win-win. Acting Executive Director Dan Hamlin said Morgan Houk and Cody Ogren were honored at the last Sounds of Summer concert in July for their work on this program. July is Park and Recreation Month and the theme this year was "Where You Belong." These staff members created something that brought everyone together and gave people the feeling that they belong. Commissioner DeWitt said he saw Neurodiverse SCoCo in action and he was very impressed. This is the first Neurodiverse SCoCo program in Washington, if not the country, making this year's students the pioneers of this program. Commissioner Kinney said he is very proud of Morgan Houk and Cody Ogren. Commissioner Goodlin said he loves the initiative they took to create this program, the enthusiasm is obvious, and it is a real gift to the community. Commissioner Swolgaard thanked them for their work and enthusiasm and told them to keep up the good work.

**CITY OF BAINBRIDGE ISLAND COMPREHENSIVE PLAN UPDATE:** Senior Planner Matthew Keough said in the City of Bainbridge Island's comprehensive plan process there are three alternatives being brought forward for growth planning, including alternative 1 which is for no action. Staff are recommending alternatives 2 and 3 which both include park zoning. This development is due to a history of staff engagement with COBI staff in pursuit of park zoning standards. The draft support letter officially communicates to COBI that the board is interested in park zoning. **MSC: Janow/Kinney: Motion to approve Chair Swolgaard to sign the letter in support for the park zoning or code updates in the COBI comprehensive plan as contained in the board packet.** Commissioner DeWitt said 18 years ago he and former commissioner Lee Cross began working on this. He is excited it is being seriously considered by COBI. Acting Executive Director Dan Hamlin said Park District staff appreciate that COBI staff have been supportive.

**2025 BUDGET PROCESS TIMELINE:** After a brief discussion it was decided that the budget work session will be held on October 3 after the regular board meeting.

**POTENTIAL SOLAR ENERGY ADDITIONS AT BAINBRIDGE ISLAND RECREATION CENTER AND AQUATIC CENTER:** Park Services Superintendent David Harry said the Park District has been in conversation with Capstone Solar staff who have proposed solar energy systems for Bainbridge Island Recreation Center and the Aquatic Center. According to projections, solar panels at these two facilities could generate about half a megawatt of solar energy a year. While there is a long way to go in this process, staff are looking at grant opportunities. Commissioner Janow asked about adding solar panels at Battle Point Park or Strawberry Hill Park. Acting Executive Director Dan Hamlin said both BIRC and the Aquatic Center are priorities due to their potential use for emergency services and high electric bills as well as being identified to focus on by Capstone Solar.

#### **STAFF REPORT**

Park Services Division: Park Services Superintendent David Harry said there was a pre-construction meeting with the contractor for the tennis courts at Sakai Park this morning and the contractor was given notice to proceed.

Acting Executive Director Dan Hamlin said that last Friday's Pups in the Pool event was well received. The fall Recreation Connection catalog has arrived in mailboxes. This fall the youth recreational soccer leagues in the catalog will be run in-house by staff.

#### **BOARD MEMBER REMARKS:**

- Commissioner Goodlin said he and Commissioner DeWitt attended the recent Trails Advisory Committee meeting.
- Commissioner Kinney said he attended the Sounds of Summer concert last week.
- Commissioner Janow said the Battle Point Astronomical Association has a new dome.
- Commissioner Janow said she is always happy to get the recreation catalog in the mail and it is a reminder of how much the Park District does.
- Commissioner Janow said she was at the last Sounds of Summer concert, and she gave staff kudos as the event is no small feat.
- Commissioner Goodlin said he met with Brett Deits with the Bainbridge Island Football Club who thinks Park District fields need more attention.
- Commissioner DeWitt said updating the trails vision plan in conjunction with the Park District's upcoming comprehensive plan update was discussed at the recent Trails Advisory Committee meeting.
- Commissioner DeWitt said he and Commissioner Swolgaard, along with some staff, were invited to Governor Jay Inslee's house for an ice cream social to thank those who had worked on Hawley Cove Park.
- Commissioner DeWitt said he attended the Bainbridge Island Parks & Trails Foundation's monthly donors meeting at Moritani Preserve recently and got to see both Student Conservation Corps and Neurodiverse SCoCo crew members working in the park.
- Commissioner Swolgaard said he was at the Park District booth at the Farmers' Market last Saturday.

**MEETING ADJOURNED** to a five-minute recess at 7:17 pm with announced time to reconvene at 7:22 pm. **MEETING RECONVENED** at 7:22 pm.

**MEETING ADJOURNED TO EXECUTIVE SESSION** at 7:22 pm for discussion of real estate with announced time to reconvene at 7:52 pm.

**MEETING RECONVENED** at 7:52 pm and **ADJOURNED** at 7:52 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

DRAFT

**Cooperative Management Agreement  
between the  
Bainbridge Island Metro Parks & Recreation District  
and the  
United States Department of the Interior, National Park Service  
for the  
Cooperative Management of the  
Bainbridge Island Japanese American Exclusion Memorial**

This Cooperative Management Agreement (Agreement) is entered into, by and between the National Park Service (NPS), a bureau of the United States Department of the Interior, acting through the Regional Director, Interior Regions 8, 9, 10, and 12, and the Executive Director of the Bainbridge Island Metro Park & Recreation District (District).

The purpose of this Agreement is to set forth the terms and conditions under which the NPS and the District will cooperate in the management of the Bainbridge Island Japanese American Exclusion Memorial (Memorial). Throughout this Agreement, the NPS and the District may be each referred to as “Party” or jointly as the “Parties.”

**Article I – Background and Objectives**

The District owns 8-acres of land (with a small inholding by the City of Bainbridge Island) that compromises the Memorial as part of a 50-acre park (Pritchard Park) with parking, walking trails, and shore access. The District is also the property owner of the Memorial’s visitor facilities. The NPS does not seek to acquire the Memorial’s land or visitor facilities.

NPS administrative responsibility for the Memorial has been assigned to the staff of Seattle Area National Park Sites. In addition to the District, the NPS partners with three other organizations for the development, management, and interpretation of the Memorial:

- Bainbridge Island Japanese American Exclusion Memorial Association ([www.bijaema.org](http://www.bijaema.org)): Dedicated to overseeing a permanent memorial at the site from which the Japanese and Japanese Americans of Bainbridge Island were forcibly excluded under Executive Order 9066 and Civilian Exclusion Order No. 1 during World War II.
- Bainbridge Island Japanese American Community ([www.bijac.org](http://www.bijac.org)): Dedicated to honoring the heritage of the Issei (first-generation Japanese) who came to the United States, and particularly to Bainbridge Island, to make a new life for themselves and their children.

- Bainbridge Island Historical Museum ([www.bainbridgehistory.org](http://www.bainbridgehistory.org)): Dedicated to preserving and sharing the stories of Bainbridge Island to promote a greater understanding of our community and the world in which we live.

P.L. 110-229 (May 8, 2008), as amended by P.L. 113-171 (September 26, 2014), Sec.313(b)(1) created the Memorial to be “administered as part of Minidoka National Historic Site” to commemorate the Japanese Americans of Bainbridge Island who were “the first to be forcibly removed from their homes” and sent to concentration camps during World War II.

This Agreement will allow the NPS and the District to cooperatively manage interpretive services (e.g., hosting visitors and answering questions; leading tours; conducting historical research; developing exhibits, waysides, and informational handouts; and, managing content shared via the web and social media) at the Memorial.

## **Article II – Authority**

- A. The NPS enters into this agreement pursuant to:
1. 54 USC §101703 authorized the Secretary, under such terms and conditions as the Secretary considers advisable, to enter into an agreement with a State or local government agency to provide for the cooperative management of the Federal and State or local park areas where a System unit is located adjacent to or near a State or local park area, and cooperative management between the Service and the State or local government agency of a portion of either the System unit or state or local park will allow for more effective and efficient management of the System unit and State or local park. The Secretary may not transfer administration responsibilities for any system unit under this paragraph.

## **Article III – Statement of Work**

- A. The NPS will:
1. Manage the Memorial as part of the Minidoka National Historic Site.
  2. Assign the Superintendent of Seattle Area National Park Sites as the NPS lead for the cooperative management of the Memorial.
  3. Provide to the District as needed/requested technical assistance, expertise, and training in interpretive services.
  4. Maintain Memorial information within NPS webpages, the NPS App, and other NPS information portals.

5. Acknowledge the District as a managing partner of the Memorial in external communication.
6. Subject to Congressional appropriations, provide permanent and/or seasonal employees to provide interpretive services at the Memorial and/or provide funding under this Agreement to the District to provide such employees.
7. Conduct an annual review and approval of the District's Interpretive Services Plan.

B. The District will:

1. Assign the Park Services Division Director of the District as the District lead for the cooperative management of the Memorial.
2. Develop and implement an annual Interpretive Services Plan.
3. Submit an annual report and workplan to the NPS lead in October for the annual review of the Interpretive Services Plan in December.
4. Adhere to the applicable guidelines for interpretive services contained in National Park Service Director's Order 6: Interpretation and Education.  
([www.nps.gov/subjects/policy/upload/DO\\_6\\_1-19-2005.pdf](http://www.nps.gov/subjects/policy/upload/DO_6_1-19-2005.pdf))

#### **Article IV – Property Utilization**

All tools, equipment, and facilities furnished by NPS will be on a loan basis. Tools, equipment and facilities will be returned in the same condition received except for normal wear and tear in project use.

#### **Article V – Expenditure of Funds**

- A. This Agreement does not obligate NPS or the District to expend any funds in excess of appropriations authorized by law. The commitment of funds in furtherance of this Agreement shall be authorized by individual Project Agreements issued against this Agreement identifying each project or group of projects, amount of funding, key officials, and any other special terms or conditions applicable to the specific project.
- B. Unless otherwise specified, the terms and conditions as stated in this Agreement shall apply to all Project Agreements. Subsequent Project Agreements shall become part of this Agreement.

- C. Each Party shall assign unique Project Agreement numbers for use in transferring funds between the Parties. Each Project Agreement shall be fully executed in writing prior to commencement of work or obligation of funds.

**Article VI – Terms of Agreement**

- A. This agreement will be effective on the date of the last signature in Article XI and will continue in effect for a term of five years after that date, unless terminated earlier in accordance with Article VIII.
- B. This agreement may be modified during the annual review process, in writing, and as mutually agreeable.

**Article VII – Key Officials and Notices**

- A. Key officials are essential to ensure maximum coordination and communication between the Parties. The key officials for this agreement are:

Dan Hamlin Executive Director (Acting), Bainbridge Island Metro Parks & Recreation District 7666 NE High School Road 98110 Bainbridge Island, WA 98110 dan@biparks.org 206-245-7385	[NAME] Park Services Division Director (Acting), Bainbridge Island Metro Parks & Recreation District 7666 NE High School Road Bainbridge Island, WA [Email] [Phone]
David Szymanski Regional Director, NPS Interior Regions 8, 9, 10, 12 555 Battery, Suite 122 San Francisco, CA 94111 pwr_regional_director@nps.gov 415-623-2121	Charles Beall Superintendent Seattle Area National Park Sites 319 Second Avenue S Seattle, WA 98104 charles_beall@nps.gov 206-220-4232

- B. Notices – Each Party will address Notices or other official communications regarding this agreement to the other Party’s Key Officials.
- C. Changes in Key Officials – At any time either Party may change its key officials through a modification of the Agreement per Article VII.

**Article VIII – Modification of Agreement**

- A. This agreement may be modified only by a written instrument executed by the Parties.

- B. The Interpretive Services Plan may be modified annually as needed, following the annual review, and as signed by the Parties.

#### **Article IX – Resolution of Material Breaches and Termination of Agreement**

- A. Both parties acknowledge that cooperative management of the Memorial is in the best interest of the public, and that both parties provide resources and expertise that make the partnership a success. Both Parties agree to make a good faith effort to resolve issues at the lowest level possible, generally between the NPS Superintendent and the District Park Services Division Director. Either Party may seek a remedy by recommending a revision to the Interpretive Services Plan during the annual review.
- B. If issues arise under this agreement that are not satisfied at the NPS Superintendent and the District Park Services Division Director level, the NPS Regional Director will seek to resolve the issue or material breach with the District Executive Director.
- C. Nothing in this Article VII shall be construed to suggest that termination is the sole remedy for material breach of this agreement. Both Parties retain all remedies available to them under law for damages resulting from breach of this agreement.
- D. Either party may initiate an action to terminate under this article by notifying the other party in writing at least 180 days in advance.

#### **Article X – Liability**

- A. To the extent authorized by applicable law, each Party will be responsible for the acts or omissions of its officers or employees while acting within the scope of their office or employment.
- B. Each Party to this agreement acknowledges that the other Party is self-insured.

#### **Article XI – Standard Clauses**

- A. Member of Congress.** Pursuant to 41 U.S.C. §22, no Member of Congress shall be admitted to any share or part of any contract or agreement made, entered into, or adopted by or on behalf of the United States, or to any benefit to arise thereupon.
- B. Captions and Headings.** The captions, headings, article numbers, and paragraph numbers appearing in this Agreement are inserted only as a matter of convenience and in no way shall be construed as defining or limiting the scope or intent of the provision of this Agreement nor in any way affecting this Agreement.

- C. Counterparts.** This Agreement may be executed in counterparts, each of which shall constitute an original, but all of which together shall constitute one and the same instrument.
- D. Non-Discrimination:** All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C.§794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.
- E. Lobbying Prohibition:** All activities pursuant to this Agreement shall be in compliance with the requirements of 18 U.S.C. §1913, Lobbying with Appropriated Moneys, as amended by Public Law 107-273, Nov. 2, 2002 or the related restrictions on the use of appropriated funds found in Div. F, §402 of the Omnibus Appropriations Act of 2008 (P.L. 110-161).
- F. Anti-Deficiency Act:** Pursuant to 31 U.S.C. §1341 nothing contained in this Agreement shall be construed as binding the NPS to expend in any one fiscal year any sum in excess of appropriations made by Congress, for the purposes of this Agreement for that fiscal year, or other obligation for the further expenditure of money in excess of such appropriations.
- G. Assignment:** No part of this Agreement shall be assigned to any other party without prior written approval of the NPS.
- H. Agency:** The Bainbridge Island Metro Parks & Recreation District is not an agent or representative of the United States, the Department of the Interior, NPS, or the Park, nor will the Bainbridge Island Metro Parks & Recreation District represent itself as such to third parties. NPS employees are not agents of the Bainbridge Island Metro Parks & Recreation District and will not act on behalf of the Bainbridge Island Metro Parks & Recreation District.
- I. Non-Exclusive Agreement:** This Agreement in no way restricts the Bainbridge Island Metro Parks & Recreation District or NPS from entering into similar agreements, or participating in similar activities or arrangements, with other public or private agencies, organizations, or individuals.
- J. Partial Invalidity:** If any provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement or the application of such provision to the parties or circumstances other than those to which it is held invalid or unenforceable, shall not be

affected thereby and each provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

**K. No Employment Relationship:** This Agreement is not intended to and shall not be construed to create an employment relationship between NPS and the Bainbridge Island Metro Parks & Recreation District or its representatives. No representative of the Bainbridge Island Metro Parks & Recreation District shall perform any function or make any decision properly reserved by law or policy to the Federal government.

**L. No Third-Party Rights:** This Agreement creates enforceable obligations between only NPS and the Bainbridge Island Metro Parks & Recreation District except as expressly provided herein, it is not intended nor shall it be construed to create any right of enforcement by or any duties or obligation in favor of persons or entities not a party to this Agreement.

**M. Endorsements:**

1. The Bainbridge Island Metro Parks & Recreation District shall not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a business, product, service, or position which the Bainbridge Island Metro Parks & Recreation District represents. No release of information relating to this agreement may state or imply that the Government approves of the Bainbridge Island Metro Parks & Recreation District work products, or considers the Bainbridge Island Metro Parks & Recreation District work product to be superior to other products or services.
2. All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer: “The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.”
3. The Bainbridge Island Metro Parks & Recreation District must obtain prior Government approval for any public information releases concerning this agreement which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

**Article XII – Authorizing Signatures**

In witness here of, the Parties' authorized representatives have signed this Agreement on the date(s) indicated below, thereby executing it.  
For the District:

\_\_\_\_\_ Date \_\_\_\_\_  
Dan Hamlin  
Executive Director (Acting), Bainbridge Island Metro Park & Recreation District

For the NPS:

\_\_\_\_\_ Date \_\_\_\_\_  
David M. Szymanski  
Regional Director, Interior Regions 8, 9, 10, and 12

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## 2025 Budget Schedule DRAFT

Task	Due By
Budget Forecast review with Leadership/Goal setting	august
Leadership CIP review with Leadership to establish 2025 CIP projects	august
Decisions on COLA recommendations to board etc.	September
Detailed information of projected revenue and expenses turned into Division Directors for review	8/12/24
Budget request for additional funds or one time purchases due to Amy	8/12/24
Skye reviews recommended IT budget with Leadership	8/13/24
Review recommended vehicle replacement plan with leadership (madison and david H)	8/13/24
Division Directors turn in all budget information to Amy	8/20/24
information on tax revenue from county-approximately	8/31/24
labor day	9/2/24
<b>2025 Goal review with board</b>	<b>9/5/24</b>
Packet to Helen for Board work session (morning)	9/27/24
<b>Budget Workshop -after board meeting</b>	<b>10/3/24</b>
Health ins./Liability Ins. Estimates	September
Packet to Helen for Board First reading	11/1/24
<b>1st Reading bd meeting</b>	<b>11/7/24</b>
All Staff Meeting (benefit review)	TBD
Packet to Helen for Board Final Reading	11/15/24
<b>2nd reading bd meeting</b>	<b>11/21/24</b>
Budget to County	11/27/24
Thanksgiving break	11/28 and 11/29