

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – November 20, 2025

Strawberry Hill Center
7666 High School Road NE
Bainbridge Is, WA 98110
206-842-0501

Remote access options for board meetings available at 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 November 6, 2025
- 30.2** Financial: Approval of vouchers and payroll.

40. GENERAL BUSINESS

- | | | | |
|--------------|---|---------|----------|
| 40.1 | Preliminary Comprehensive Plan Draft Presentation
Action: Information only. | Keough | (60 min) |
| 40.2 | Draft Data Backup and Recovery Policy
Action: Information only. | Swenson | (10 min) |
| 40.3 | Draft Financial and Revenue Policy
Action: Information only. | Swenson | (10 min) |
| 40.4 | Resolution 2025-16: 2026 General Fund Budget
Action: Second reading and motion to adopt. | Swenson | (10 min) |
| 40.5 | Resolution 2025-17: 2026 Capital Improvement Fund Budget
Action: Second reading and motion to adopt. | Swenson | (10 min) |
| 40.6 | Resolution 2025-18: 2026 Land Acquisition Fund Budget
Action: Second reading and motion to adopt. | Swenson | (5 min) |
| 40.7 | Resolution 2025-19: 2026 Turf Field Replacement Fund Budget
Action: Second reading and motion to adopt. | Swenson | (5 min) |
| 40.8 | Resolution 2025-20: 2026 Bond Redemption Fund Budget
Action: Second reading and motion to adopt. | Swenson | (5 min) |
| 40.9 | Resolution 2025-21: 2026 Salary Scale
Action: Motion to adopt. | Swenson | (5 min) |
| 40.10 | Resolution 2025-22: 2026 Regular Property Tax Levy | | |

Assessment Swenson (5 min)
Action: Motion to adopt.

40.11 Resolution 2025-23: 2026 Bond Levy Tax Assessment Swenson (5 min)
Action: Motion to adopt.

50. STAFF REPORT

60. UPCOMING MEETINGS

12/04/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center
12/18/25	Regular Board Meeting	6:00 pm	Strawberry Hill Center
01/08/26	Regular Board Meeting	6:00 pm	Strawberry Hill Center
01/22/26	Regular Board Meeting	6:00 pm	Strawberry Hill Center

70. BOARD MEMBER REMARKS

80. ADJOURNMENT

90. ADJOURN TO EXECUTIVE SESSION IF NEEDED

100. EXECUTIVE SESSION

110. RECONVENE TO REGULAR SESSION

120. ADJOURNMENT

Board Committees

Governance
Capital Facilities
Program
Budget & Finance
Personnel
Ad Hoc Committee: Comprehensive Plan

2025 Board Representatives

Goodlin/Janow

Kinney/DeWitt
Goodlin/Swolgaard
Janow/Kinney

Board Liaisons

Park District Committees:
Trails Advisory Committee

DeWitt/Swolgaard

Community/Public Agencies:
Bainbridge Island Parks & Trails Foundation
Bainbridge Island School District
City of Bainbridge Island

Kinney/Swolgaard

**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

Memorandum

Date: 11/13/2025
To: Board of Commissioners
From: Matthew Keough, Senior Planner
Hope Freije, Project Manager, Framework
Subject: **Progress Report: 2026 Park Comprehensive Plan Update**

Status:

The Preliminary Draft Update to the Comprehensive Plan is prepared for public review, bringing together draft materials with fresh analysis and feedback to date.

Discussion:

This preliminary draft presents a new framework for comprehensive planning. It takes a system approach to the island's park, recreation, and open space assets, showing the relationship to community goals and the setting of service levels. It provides meaningful levels of service measurements in the area of quantity, quality and accessibility across the system for this update and into the future.

The board will engage this framework to propose future service level targets in response to the community goals which are still emerging from the update process begun in April. The draft goals and objectives, presented at the board meeting on September 18th, will be updated based on this discussion and from public input. Partner organizations will be further engaged to evaluate their roles and shared strategies to implement future service levels.

This is a critical moment in the update process for the board to identify Park District priorities and responsive, directive objectives. The Leadership Committee will take direction from this discussion to develop final recommendations for the plan update.

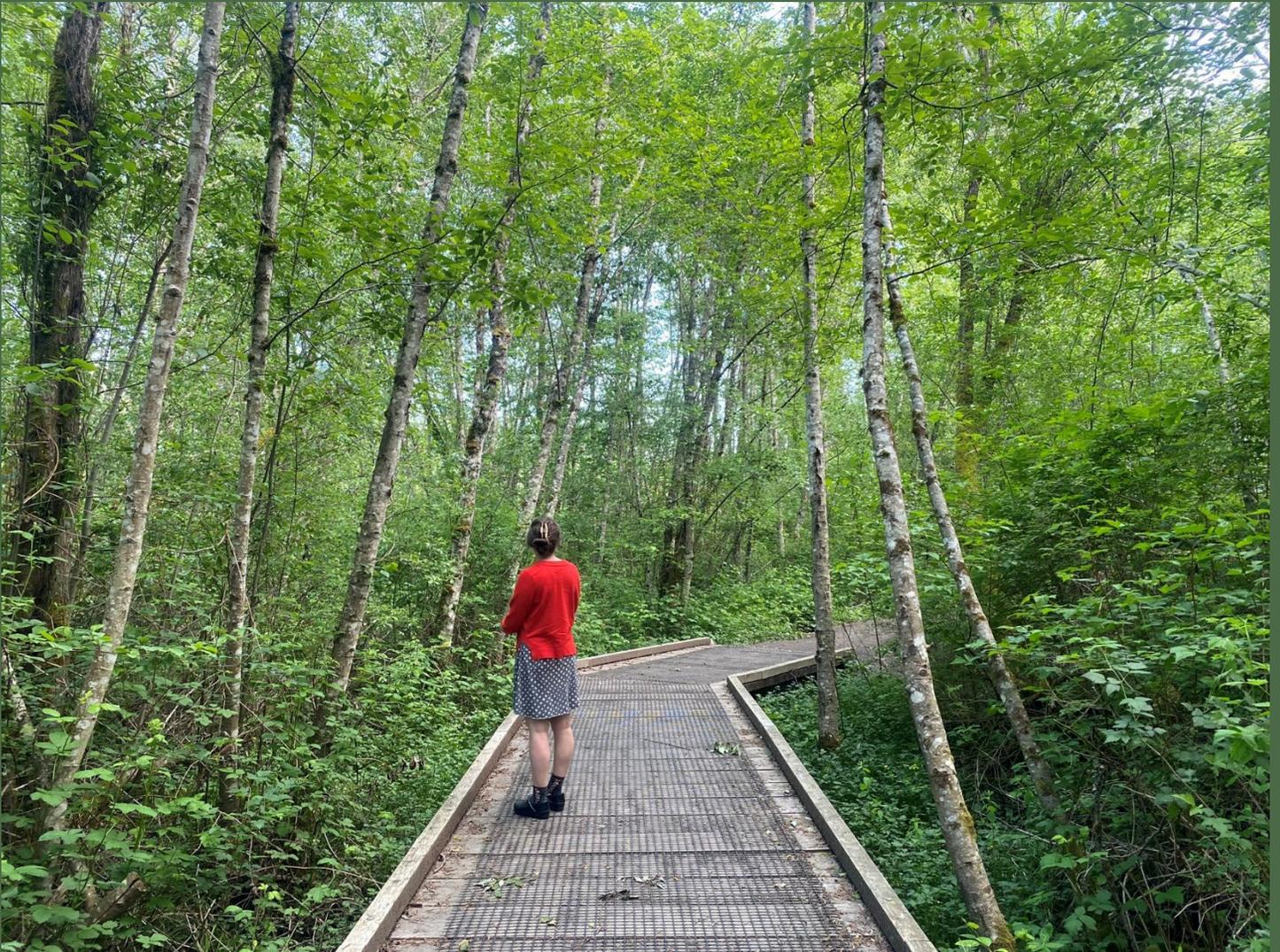
The draft, updated Comprehensive Plan can be expected in December, providing time for public input as well as state review, before its expected adoption in February.

Public Message:

New materials are shared each month, before becoming action-items on Park Board meeting agenda, tracked here: <https://biparks.org/board-meeting-documents/>

For any assistance, please contact, Matt Keough at mattk@biparks.org

Comprehensive Plan Update Preliminary Draft



Bainbridge Island Metropolitan Park & Recreation District

Draft November 2025

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WHAT WE NEED

INTRODUCTION

This document outlines key findings and decision points for the Comprehensive Plan Update. The Bainbridge Island Metropolitan Park & Recreation District (“BI Parks” or the “Park District”) has been undergoing the update process per the Recreation and Conservation Office (RCO) requirement to update plans every 6 years to maintain grant funding eligibility. This update process is an opportunity to connect with the public, check in about priorities, and set a vision for the system of parks, trails, and indoor facilities on the island.

This is a chance to provide feedback on the work done so far and offer guidance on direction setting. Most notably:

- What are the top priorities for system improvements in the coming 6-10 years?
- How should BI Parks pursue the funding necessary to maintain existing assets and make future improvements.

This document is organized into 3 sections:

WHAT WE HAVE:

What currently exists within the park, trail, and recreation system on Bainbridge Island? What is owned and managed by BI Parks, and what is offered by partner organizations? What types of facilities do residents have access to?

WHAT WE HEARD:

What public engagement efforts have been conducted as part of this effort? What have we heard from the community?

WHAT WE NEED:

How do we interpret public feedback into a Level of Service assessment? How do we evaluate the Quantity, Quality, and Access of parks, trails, and indoor facilities on Bainbridge Island?



WHAT WE HAVE

PARKLAND & FACILITIES ON BAINBRIDGE ISLAND

Bainbridge Island residents enjoy access to a variety of parks, trails, and recreation facilities owned and managed by the Park District as well as other providers. These spaces act as venues for exercise, play, gathering, and exploring the natural and historic wonders of the island. By assessing how much park land there is, how it is being used, what kind of facilities are available, and how these assets are distributed throughout the island, we can get a establish a baseline from which to determine how to system should grow, shrink, or stay the same in the future.

This section provides an inventory or physical park assets as well as recreational programming.

Park Land:

For this plan, we use the term **Park Land** to describe lands that are open to the public and used for recreation and/or cultural activities. In this plan we focus on park lands owned by BIMPRD, the City of Bainbridge Island, the Bainbridge Island Land Trust, or the Bainbridge Island School District.

Park Lands tend to be outdoor spaces but may contain buildings with community, internal operations, or utility uses.

Facilities:

For this plan, we use the term **Facilities** to talk about the structures and assets within a park that facilitate their use for exercise, play, gathering, and learning. This includes indoor facilities used for recreation and community gathering, sports fields and courts, trails, playgrounds, and much more.



PARK LAND USE CATEGORIES

This plan uses 5 main categories to talk about how Park Land on Bainbridge Island is used.

NATURAL AREAS

Natural Area acreage is minimally developed, contains a high density of tree canopy, and/or are largely unpaved. These areas often contain trails to facilitate experiences in nature, and may have other facilities and amenities such as interpretive signage, benches, and parking lots. These Park Lands may provide access to historic sites and breathtaking views, or be

RECREATIONAL SHORELINE

Recreational Shoreline is land along the shore that is primarily used for water, beach, and/or tideland access. These park lands may facilities such as kayak launch, dock, or other structures that facilitate water recreation.

DEVELOPED PARK LAND

This is Park Land acreage that is developed for recreational and/or cultural use. This includes sports courts and fields, playgrounds, lawns, planted areas, paved paths, and many more facilities and amenities that we associate with a classic park.

INDOOR FACILITIES

Indoor facilities provide recreation, culture, and community spaces within buildings.

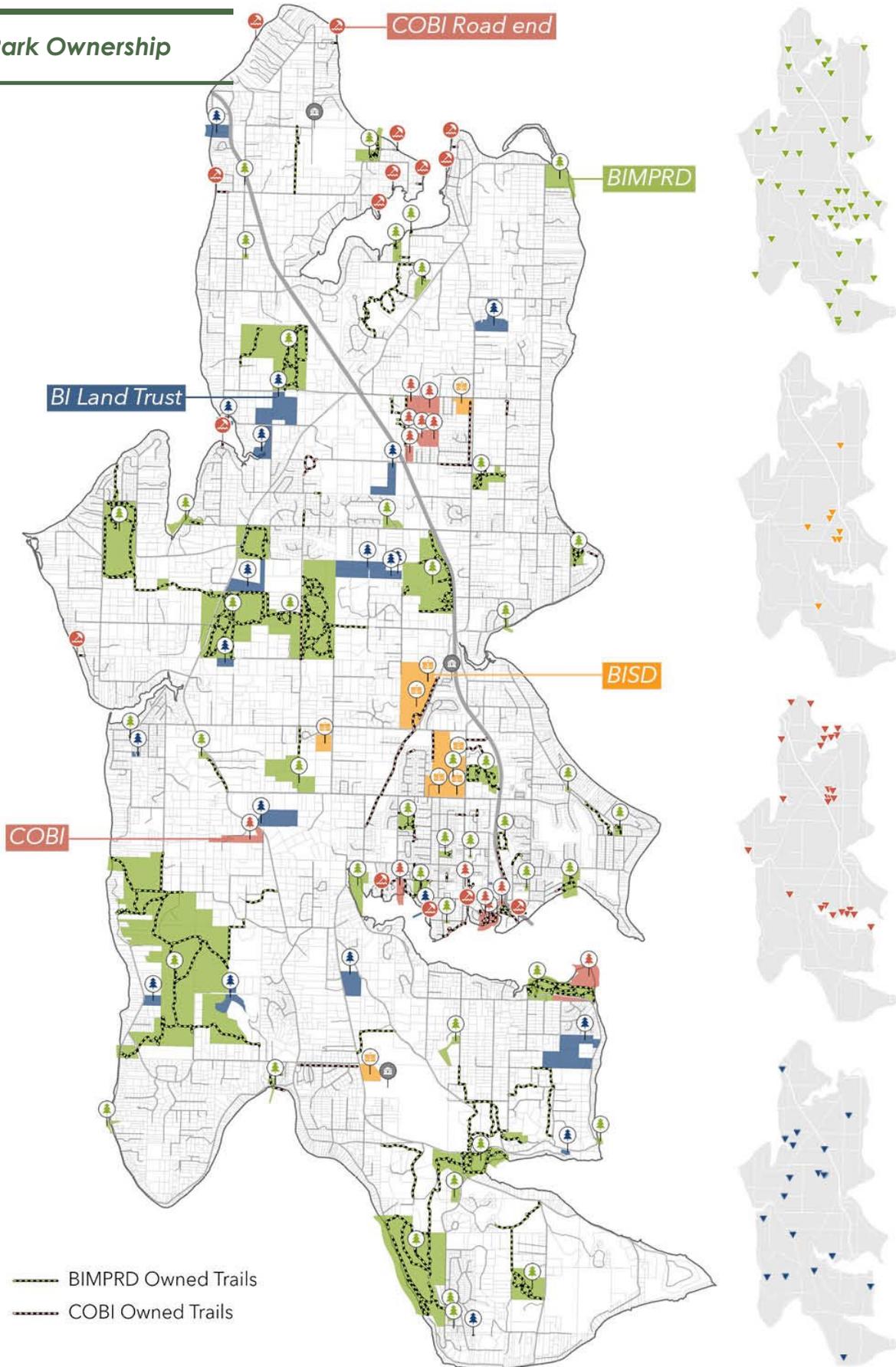
TRAILS

Recreational Trails are paved or soft-surface trails within or outside of park lands that are designed to facilitate exercise, exploration, and experiences in nature.

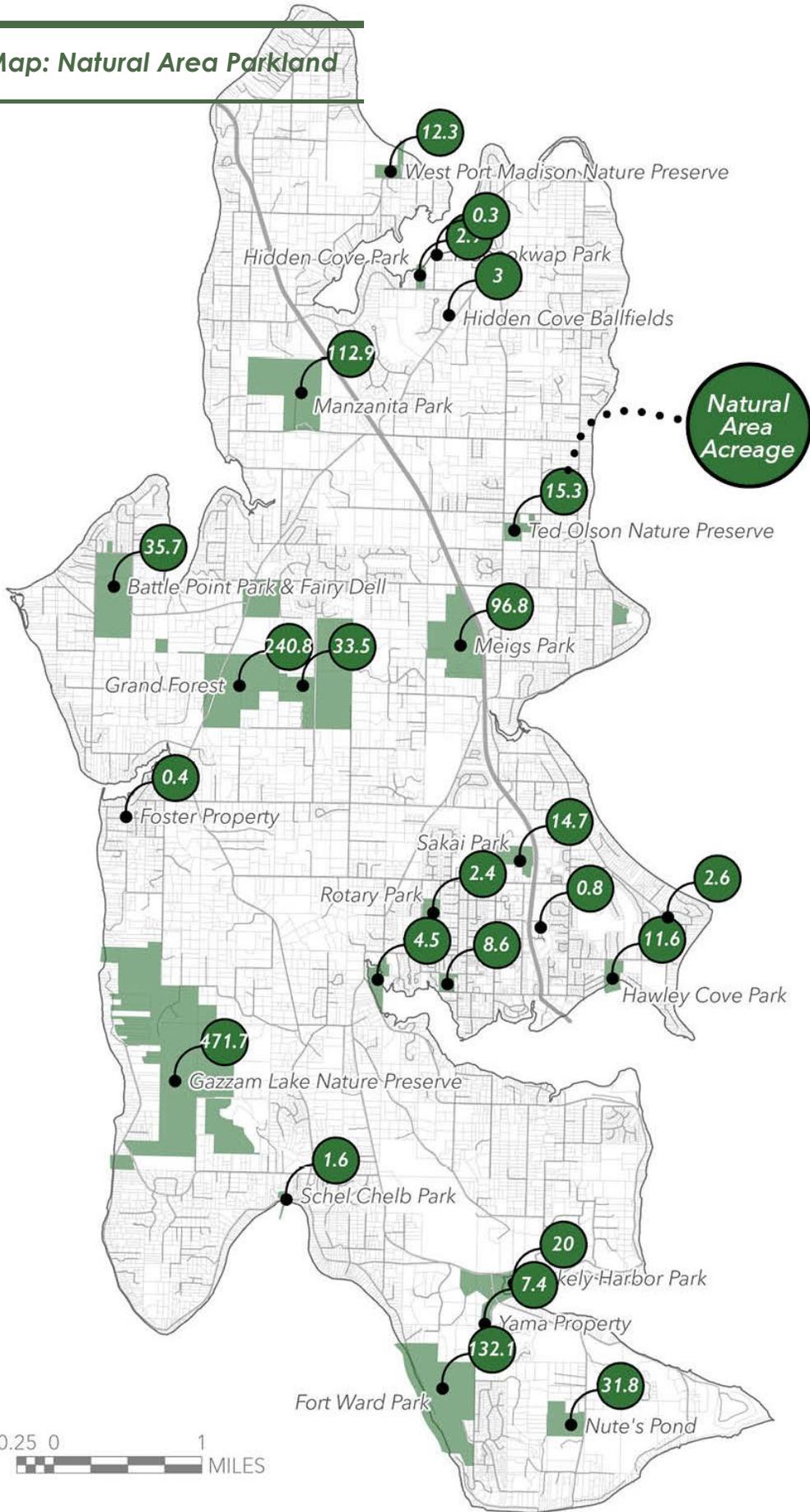
Table: Park Land Use and Ownership

Owner	Natural Areas	Recreational Shoreline	Developed Park Land	Indoor Facilities	Trails
BI Parks	1562 acres	76 acres	129 acres	49,400 ft ²	42 miles
COBI	144 acres	22 acres	5 acres	.5 ft ²	###
BISD	104 acres	0	104 acres	2 ft ²	0
BILT	535 acres	0	0	0	0
Total	2009 acres	98 acres	239 acres	49,404 ft²	42 miles

Map: Park Ownership

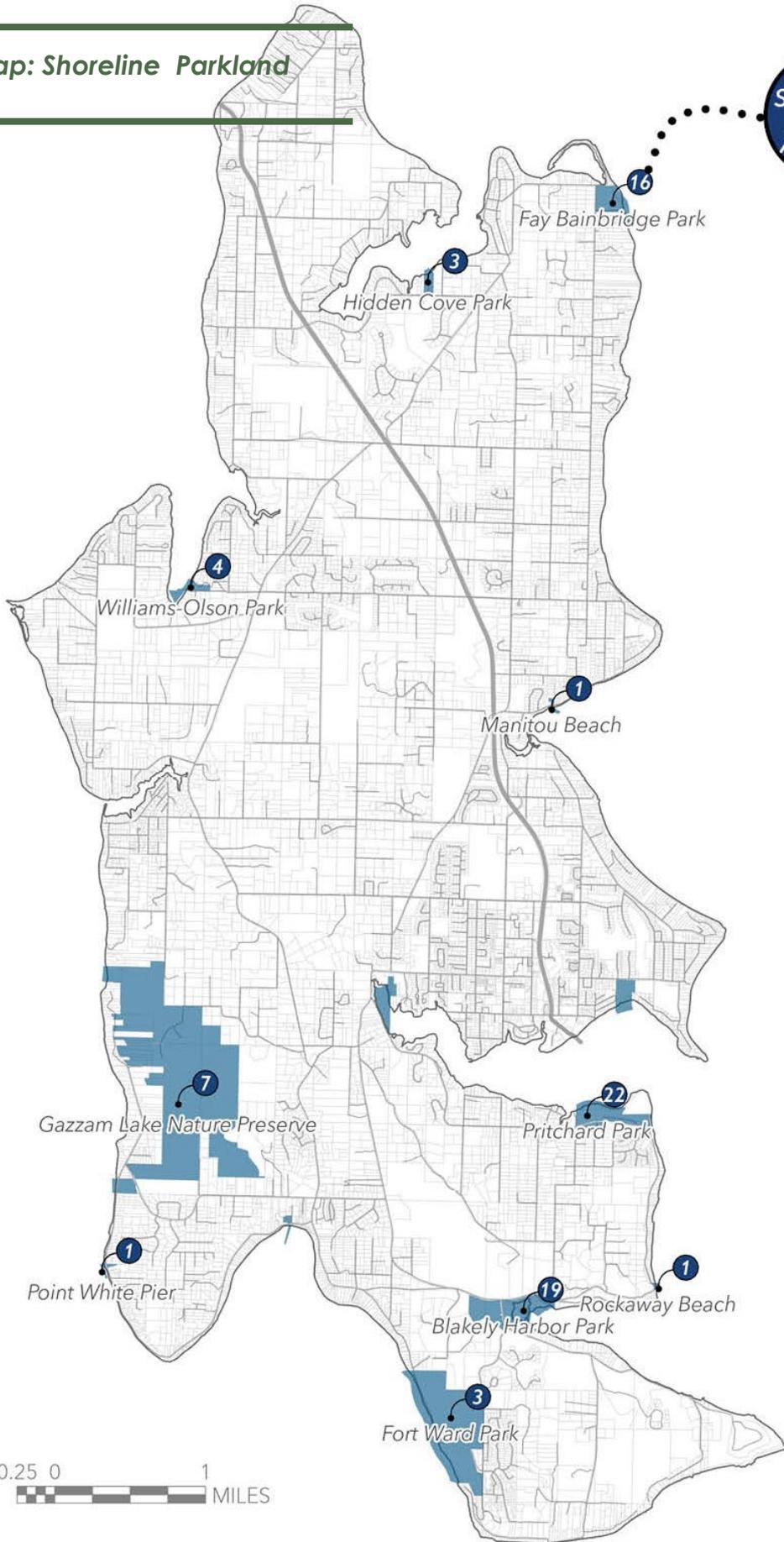


Map: Natural Area Parkland

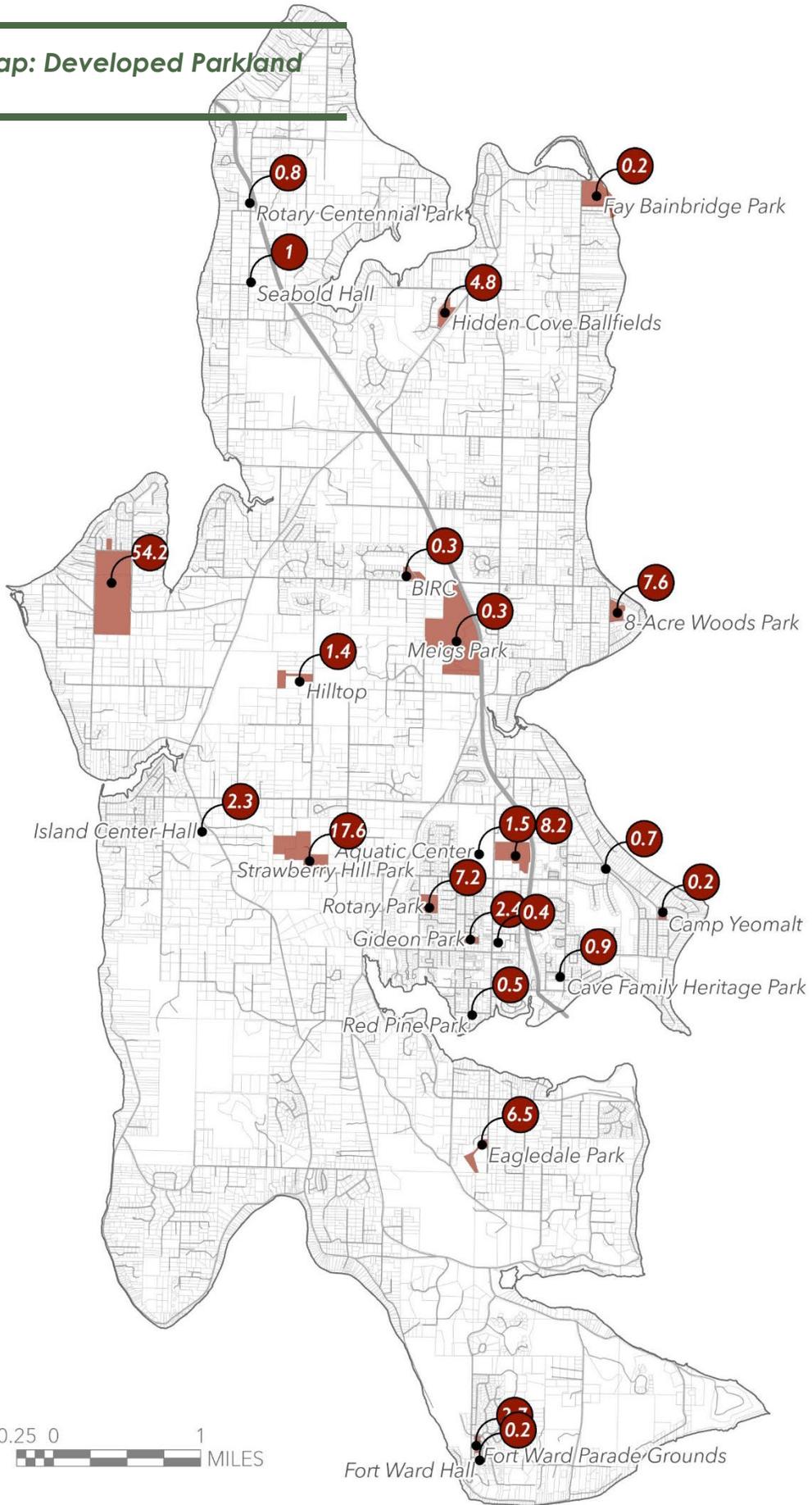


Map: Shoreline Parkland

Shoreline Park Acreage

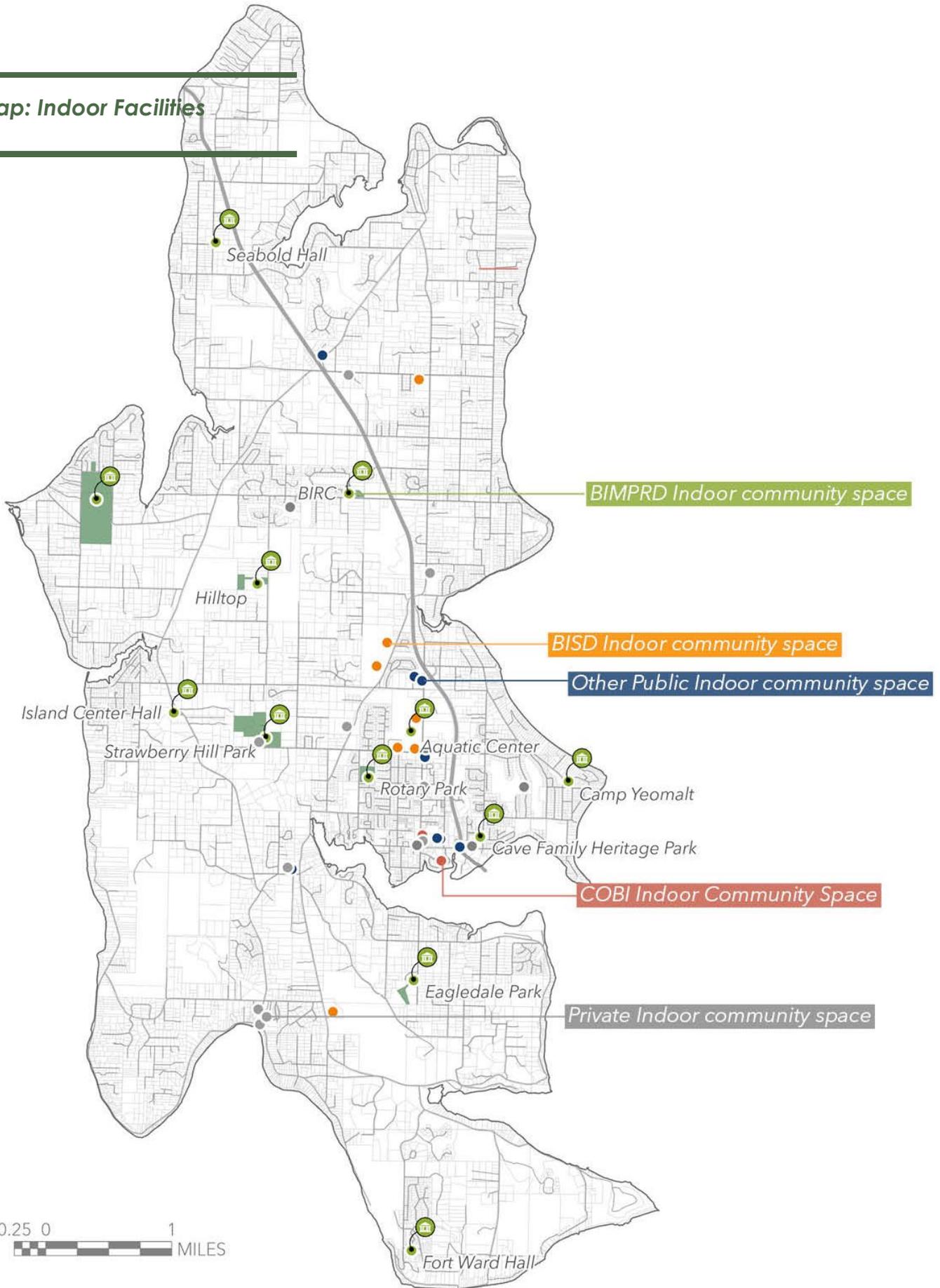


Map: Developed Parkland

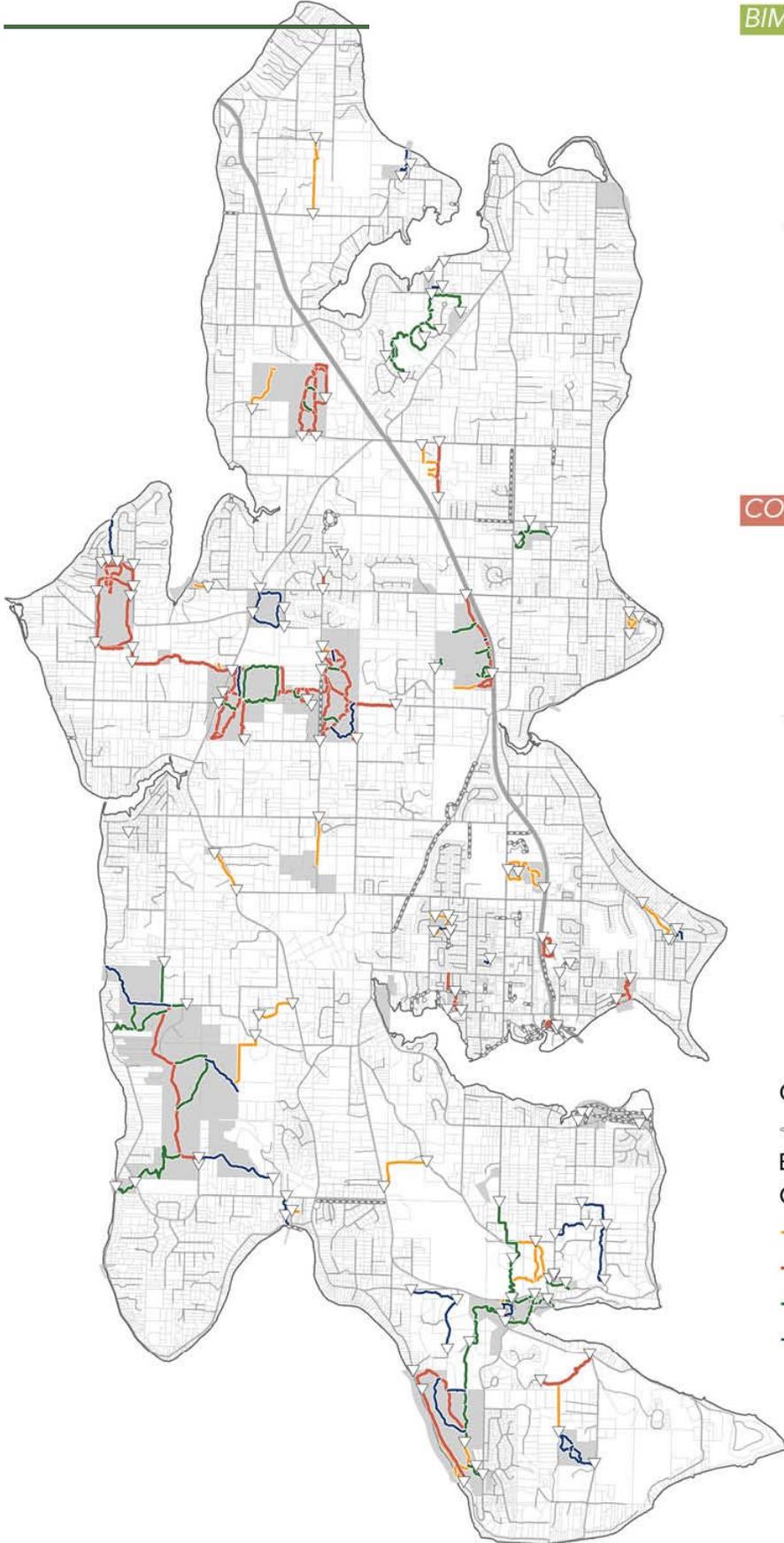


Fort Ward Hall Fort Ward Parade Grounds

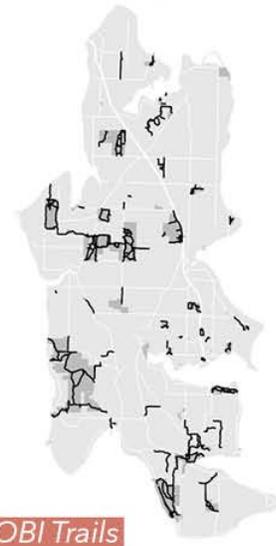
Map: Indoor Facilities



Map: Recreational Trails



BIMPRD Trails



COBI Trails



- COBI Owned Trails
- COBI Owned Trails
- BIMPRD Owned Trails
- Class
- 0
- 1
- 2
- 3



RECREATION PROGRAM AREAS

The Park District offers a myriad of unique recreational programs, from mermaid-themed swim lessons to glass fusing and sewing circles; from Snowshoeing trips to tai chi and cheer tumbling. These programs offer ways for the community to get together, learn, exercise, and be creative, utilizing the many indoor and outdoor facilities on the island and beyond.

The data in this section comes from 2023-2024. In 2024, the District offered over 2000 classes, camps, camps, meetups, and expeditions. The main types of programs are outlined below:

ADAPTIVE & SPECIALIZED RECREATION:

While all programs are open to participants with disabilities, adaptive programming is tailored to providing low-sensory environments and providing enjoyable adaptive and specialized activities. In 2024, the number of Adaptive programs increased by 42%, from 102 to 145 programs.

There are adaptive programs available for participants of all ages. Programs include:

- Swim lessons
- Pottery
- Fitness
- Skill building
- Educational and community programs.

In 2024, the District offered over 2000 classes, camps, camps, meetups, and expeditions.

AQUATICS

Aquatic programs take place at the Bainbridge Island Aquatic Center and the Bainbridge Island Recreation Center, and include the learn to swim program, recreational swimming, and water safety courses. From 2023 to 2024, Aquatics programming increased by 17%, for a total of 976 aquatics programs in 2024.

ART & ENRICHMENT:

Residents and visitors can play games, learn new skills, and spend time being creative the diverse Art & Enrichment program options, including:

- Crafts
- Drawing
- Painting
- Writing
- Pottery
- Glass staining
- Language
- Music
- STEM
- Canine classes
- After-school programs.

CAMPS:

Throughout the summer and non-school periods, the Recreation Department offers activities for youth during such as cooking, sewing, soccer, basketball, gymnastics, sailing, paddling, mountain biking, climbing, and imagination camps. These camps take place throughout the island, from the Bainbridge Island Recreation Center to Camp Yeomalt, Fort Ward Park, and Gazzam Lake Nature Preserve.

OUTDOORS:

People of all ages can enjoy the outdoors through activities such as hiking, mountain biking, kayaking, sailing, snowshoeing, fly fishing, climbing, nature and environmental education. In 2024, the Park District offered 290 classes, rides, paddles, and other adventures, increasing 54% from the year before.

Table: # of Programs 2023 & 2024

Recreation Program Area	2023	2024
Adaptive	102	145
Aquatics	832	976
Art & Enrichment	1228	902
Camps	672	676
Outdoors	188	290
Sports & Fitness	1918	1826

SPORTS & FITNESS:

In 2024, the Recreation Department offered 1826 Sports & Fitness programed, including activities such as walking and running, strength and physical conditioning, gymnastics, tennis, pickleball, softball, basketball, soccer, volleyball, sports league play, open gym, yoga and Tai Chi.

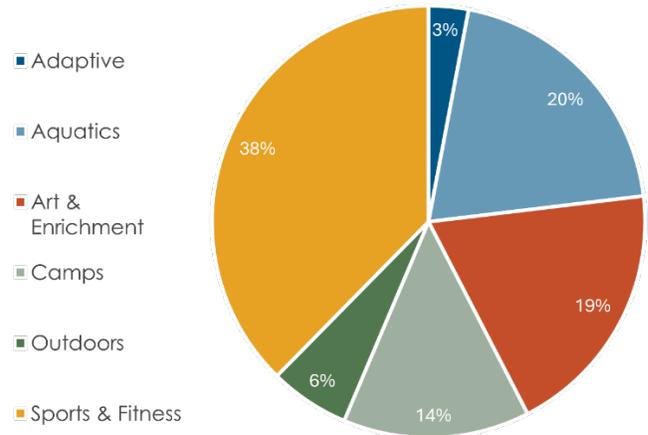


Figure 1: Program Areas

RECREATION AGE GROUPS



People of all ages can learn, exercise, and meet people by attending one of the many programs offered throughout the year. While some programs are open to both adults and children, many are tailored to varying age groups. The age brackets served by recreation programs are outlined below:

- Early Childhood, ages 0-5 years
- Youth, ages 6-12 years
- Teens, ages 13-18 years
- Adults, ages 18+
- Older adults, ages 50+

The pie chart below shows the breakdown of recreation programming by age group, with programs for youth representing 47% of offerings. Very few programs are offered

specifically for Seniors, rounding down to 0%.

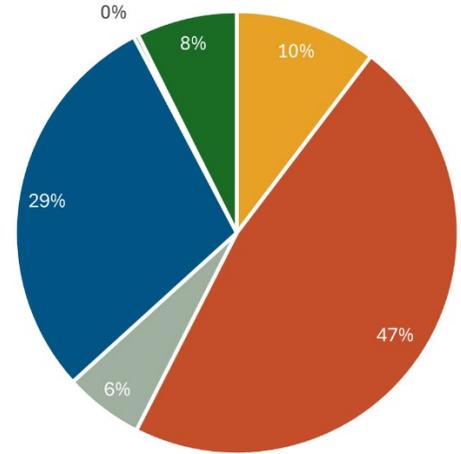


Figure 2: Program offerings by Age Group

- Early Childhood
- Youth
- Teen
- Adult
- Senior
- All Ages

SPECIAL EVENTS

A wide variety of small and large Park District special events take place annually for the Bainbridge community including volunteer appreciation events, trail and facility grand openings, tournaments, holiday celebrations, and entertainment. The four primary **large special events** all take place at Battle Point Park. An overview of these events is below:

The Park District hosts 4 large special events annually, totaling 43.5 hours of free, public programming.

HAUNTED HAYRIDE

3-day Halloween Event

- **When:** Tues-Thurs in October prior to Halloween
- **Average Attendance:** 2000
- **Event hours:** 13.5 hours total

EARTH EXPO

Spring Environmental Awareness Event

- **When:** Saturday in early May
- **Average Attendance:** 200-300
- **Event hours:** 4 hours

TERRY'S SOUNDS OF SUMMER

Annual Concert Series

- **When:** Wednesdays in July & August (8 concerts)
- **Average Attendance:** 2000-2500
- **Event hours:** 16 hours total

MOVIES IN THE PARK

Outdoor Movie Series

- **When:** Fridays in August (4-5 movies)
- **Average Attendance:** 150-200
- **Event hours:** 10 hours total



WHAT WE HEARD

ASKING THE ISLAND: HOW SHOULD THIS SYSTEM EVOLVE?

This plan document attempts to answer the question: what do Bainbridge Island residents want from their park, trails, and recreation programs, and what will it take to get there?

That means that a crucial part of this process was asking residents to weigh in on what matters most to them: how are parks, trails, and recreation enriching peoples' lives? Where are there need for maintenance or facility improvements? And which priorities are worth seeking additional funding mechanisms to achieve?

This public engagement process aimed at answering the above questions, as well as deepening relationships with the community and providing education on the roles of the Park District and its partners. The engagement methods and results are summarized on the following pages.



PUBLIC ENGAGEMENT

BAINBRIDGE ISLAND METRO PARK AND RECREATION DISTRICT PARK COMPREHENSIVE PLAN SURVEY

The Bainbridge Island Metro Park & Recreation District (BIMPRD) is dedicated to fostering a healthy community through the effective and sustainable management of parks, open spaces, and the provision of diverse recreational and cultural programs for individuals of all ages. Your feedback will help guide investment in facilities, programs, and services.

1. How long have you lived in Bainbridge Island? Please enter number: years OR 3 Mark the box if less than a year

2. In which area of the island do you reside?

North Bainbridge South Bainbridge Other _____

Central Bainbridge WhiskeyCove/DeerIsle Don't know

SATISFACTION WITH PARKS, FACILITIES, AND PROGRAMS

3. Overall, how satisfied are you with the quality of parks, facilities, and programs provided by BIMPRD?

	NOT AT ALL SATISFIED					VERY SATISFIED
	1	2	3	4	5	
Events, facilities, and programs that create opportunities to connect with the community. Fostering a sense of community culture by (BIA's)	<input type="checkbox"/>					
Access to open space, natural areas, and recreation	<input type="checkbox"/>					
Opportunities for recreation and exercise	<input type="checkbox"/>					

CURRENT USE

4. How often do you or members of your household visit BIMPRD parks or facilities?

	At least once a week	A few times a month	A few times a year	Rarely or never
Natural areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athletic facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Statistically-Valid Survey

A survey was mailed to 5000 households in May 2025. Once a statistically-valid sample had been achieved, an open link survey was made available to allow all residents to provide feedback.



Stakeholder Meetings

Two stakeholder meetings in May gave people the chance to learn about the plan, weigh in on challenges and opportunities, and play a budgeting game.



Open House

At Open House we relayed back what we heard at Stakeholder Meetings, continued to build our map of challenges and opportunities, and talked to folks about what's most important to them about parks.



Events

Throughout the summer, we attended events and let people know that they could provide survey feedback.

MAPPING ASSETS & OPPORTUNITIES

At both Stakeholder Meetings and at the Open House, we invited attendees to identify challenges and opportunities on a map of the island. They pointed out assets to maintain, opportunities for improvements, and overall spoke to where the park system is and is not meeting their needs.



The composite map on the following page summarizes these responses. Some trends include:



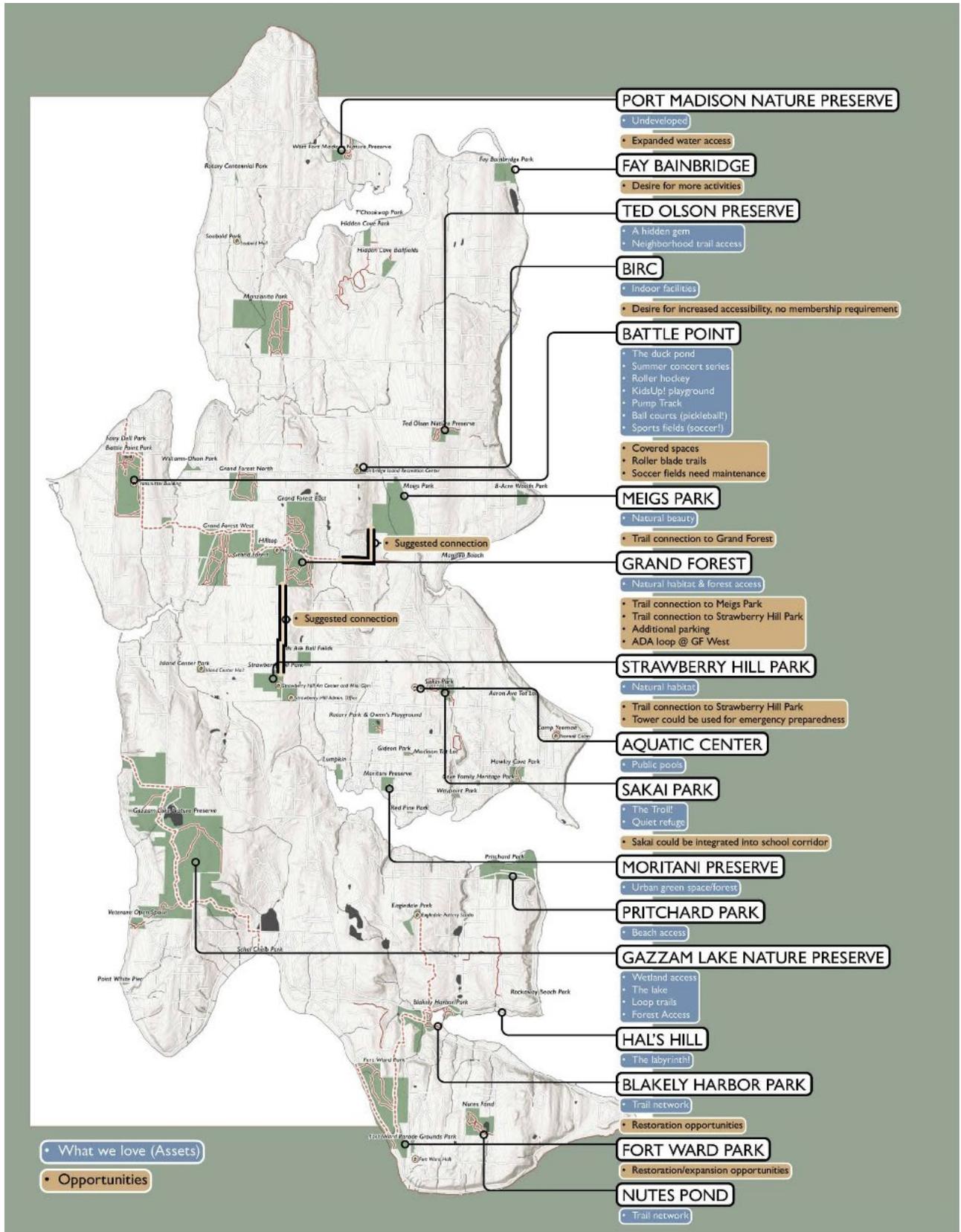
ASSETS:

- Wetland access at Gazzam Lake Nature Preserve
- Public Pools
- Roller hockey, KidsUp! Playground, and the pump track at Battle Point Park.
- Ted Olson preserve (a hidden gem!)

OPPORTUNITIES:

- More trail connections and formalized access into neighborhoods
- Additional access to docks and boat launches for fishing and swimming.
- Acquisition of shoreline land and use of undevelopable land as pocket parks

Assets & Opportunities Summary Map



UNDERSTANDING THE BUDGET

AT THE MAY STAKEHOLDER MEETINGS...

We played a game based on the Park District budget. In the game, participants tried to maintain operations and current levels of maintenance using the limited money they were given. To get more money for Capital Projects, players rolled a dice to try for funding from levies and grants, emulating the reality that for the Park District to complete additional projects, it must secure additional funding.

WHAT WE LEARNED:

- The Park District budget of around \$14 million goes mostly to maintaining the many parks, facilities and programs that Bainbridge Island residents enjoy.
- Fees for recreation programs and use of indoor facilities help offset the cost of running them, but don't quite cover the costs.
- Much of the Capital Projects budget is slated to go towards renovating existing facilities to keep them in good shape for continued use.
- In order to build new facilities or acquire new land, the District will need additional funds. These funds could come from bond initiatives, additional property taxes, grants, or fundraising by partner organizations.



WHERE DOES THE PARK DISTRICT BUDGET GO?

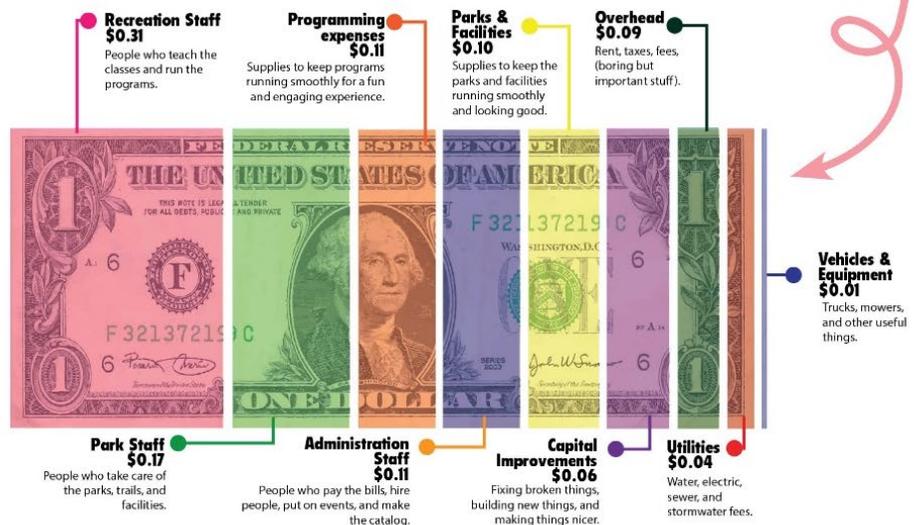
The graphic below shows the breakdown of how the Park District spends its budget, represented as a proportion of \$1.

PARK BUDGET 101

Capital Projects are capital-intensive initiatives aimed at purchasing, constructing, expanding, or improving assets like trails, buildings, ballfields, playgrounds etc. Capital projects differ from maintenance or operating projects due to their scale, cost, complexity, and longevity.

Bond initiative: Citizens vote to temporarily raise property taxes to fund a specific public project.

Property Tax Levy: Annual taxes levied on all property on BI based on the property value.



PARKS, TRAILS & RECREATION SURVEY

Part of this engagement effort entailed a survey to ask residents about their experiences, hopes, and priorities for parks, trails, and recreation.

STATISTICALLY-VALID SURVEY

To encourage responses from a representative sample of the island, a statistically-valid survey was sent to 5000 households. These households, chosen at random, were invited to use the QR code on their postcard to access a password-protected survey.

OPEN LINK SURVEY

To give all residents a chance to provide their feedback in the survey, an open survey was made available. Using that link, anyone could access and fill out the survey. These open link results were kept separate to preserve the results of the statistically-valid survey. Comparing differing results from these two survey pools also provides insight into user demographics and needs.

ANALYSIS

Survey results were analyzed and summarized by consultant RRC Associates using the following process:

- The demographic profile of the invite sample is compared to known statistics of Bainbridge Island residents using 2023 ACS 5-Year Estimates provided by the US Census Department.
- Underlying data from the invitation survey is weighted by the age, gender, housing tenure (own/rent), and household makeup (presence of children).

The weighting process changes the results only slightly but ultimately makes the results more accurate and representative of the population

Table: Survey responses

	<i>Statistically-Valid</i>	<i>Open Link</i>	Total
Surveys Completed	389	878	1,267

KEY FINDINGS

Two samples were collected in the survey effort—the statistically valid Invite sample and the Open link sample—both of which had strong response rates. The Invite is representative of the whole population of Bainbridge Island, including parks and recreation users and non-users; therefore, the Invite sample is considered more reliable. Respondents from the Open link survey are more represented by families and frequent users. Together, both samples provide an excellent source of input on topics addressed throughout the survey.

Satisfaction with services, facilities, and natural areas is consistently high.

Satisfaction is strong across all categories, with Invite respondents generally rating higher. “Opportunities for recreation and exercise” and “accessible natural areas and shoreline” top the list, while “resources for community needs and programming” ranks lowest, especially in the Open link sample.

Natural areas, trails, and shoreline access are the community’s highest priorities. These amenities are rated as the most important, with most needs being met. Shoreline access, however, rated higher in importance than meeting the needs of the community, indicating some room for improvement.

Nature-based and fitness activities are the most common uses of parks. Access to natural areas and personal fitness are the top reasons for visiting parks. Other common activities include dog walking, walking/running, and shoreline access—highlighting the importance of nature preservation and active recreation.



Expanding trails and improving amenities are the top ways to encourage park use. More trail miles and improved trail amenities are the top ways to encourage park use, followed by shade, restrooms, and maintenance.

There is strong engagement in Park District programs. Participation rates are notably higher in the Open link sample (67%) compared to the Invite sample (43%). Respondents most frequently cited cost, program convenience, and the quality of instructors as key factors influencing their decision to participate.

The community’s goals center on health, environmental stewardship, and equity. Both samples share the same top goals: active lifestyles, environmental protection, affordability, sustainability, and accessibility.



Residents show strong support for sustainability and environmental stewardship efforts. Across both samples, there is clear prioritization of sustainability initiatives, with proactive forest management and wildfire mitigation ranking as the highest environmental priorities. Other widely supported actions include waste reduction, resource conservation, and shoreline protection— demonstrating the community's commitment to long-term ecological health.

Trails are the top funding priority for residents. Both samples direct the most hypothetical funding to trails, followed

by parkland acquisition and shoreline access. Open link respondents allocate more to sports courts, splash pads, gym space, and athletic fields. Bond referendums are the most supported funding method.

Email is the preferred method for District communication. Most respondents rate Park District communication positively. The recreation guide is the most used source, but email/newsletters are the most preferred, showing strong alignment with current outreach methods.

Top Priorities:

- Maintain existing land, facilities, and programs
- Increase trail connections
- Steward existing natural areas
- Improve access to recreational shoreline

WHAT WE NEED

MEASURING WHAT PARK LAND, TRAILS, AND FACILITIES PROVIDE

A Level of Service (LOS) describes the “minimum capacity of public facilities or services that must be provided per unit of demand” (WAC 365-196-210(21)). A transportation LOS, for example, describes the capacity of a given roadway to carry a number of vehicles. School systems may have a Level of Service described as number of students per classroom. When demand increases, for example when a population grows, facilities or services must also increase in order to maintain the same level of service.

There are many ways of measuring the level of service provided by a park and recreation system, and some methods date back to over a century ago. A brief history:

- **1914:** Landscape architect Charles Downing Lay recommends 15 acres of park land per 1000 residents. Using this system, a jurisdiction would need to add park land to maintain the LOS as their population grew.
- **1983:** NRPA publishes their own set of standards and guidelines, maintaining the same framework but recommending 6.25 to 10.5 acres of park land per 1,000 residents.
- **2019:** NRPA revokes their standard, citing the need for individualized metrics that take into consideration local demographics and resources.

In summary: there is no standard method for measuring parks LOS. Many jurisdictions continue to use “acres per 1000 residents,” a simple calculation that encourages jurisdictions to set aside public land as their populations grow. Eventually, however, options for new acquisition will be scarce, and it will no longer be possible to maintain the established LOS.



Other per capita measurements can indicate how facilities are spread across a population. For example, the BI Parks 2020 Comp Plan (2020 Comp Plan) indicates that there were 11 playgrounds for a ratio of .43 playgrounds per 1000 people. This can help to indicate when new facilities may be needed to accommodate growing populations, but does not indicate their quality or how well they can be accessed by the community.

Now, park planners utilize a myriad of approaches to describe future park and recreation demands. Some approaches involve creating scoring matrices that indicate how well individual parks are performing. Others use capital spending to track park investments year by year and per capita. The right approach depends on the specific needs and goals of the community.

RECREATION AND CONSERVATION OFFICE (RCO) GUIDELINES

The RCO's Manual 2: Planning Guidelines states: "RCO recommends, but does not require, determination of a level of service for park and recreation planning, including trails." For jurisdictions that choose to adopt a LOS standard, RCO recommends that it uses indicators in the following three categories (each with measurable elements):

- **Quantity Criteria:** *i.e., number of facilities*
- **Quality Criteria:** *i.e., public satisfaction and facility function.*
- **Distribution and Access Criteria:** *i.e., population served and accessibility*

MEASURING LOS ON BAINBRIDGE ISLAND

The following criteria guide the discussion of how best to measure parks and recreation LOS on Bainbridge Island.

REFLECT PUBLIC INPUT

The LOS metric should reflect what is most important to Bainbridge Island residents. Feedback collected through the parks survey, stakeholder meetings, and other events should directly inform how the LOS is measured and what standards are adopted.

CREATE A REALISTIC METRIC FOR MEASURING ONGOING LOS

BI Parks has spent the past 20 years acquiring land, developing parks and trails, and adding recreation programs that provide enrichment for Bainbridge Island residents and visitors. The majority of the available budget now goes to maintaining these assets and running these programs. With a limited budget, it is important that the LOS does not outline a need for growth that BI Parks and its partners will be unable to afford. Instead, this LOS should be achievable and reflect what is truly needed.

CREATE A TOOL THAT IS EASY TO UNDERSTAND AND UPDATE FOR FUTURE PLANNING CYCLES

There is a balance to strike between using a fine grain tool that most accurately reflects community needs and using a tool that can be easily updated and understood. The goal is that BI Parks staff can update the LOS during future planning cycles without the assistance of a consultant.

CREATE A METRIC THAT REFLECTS THE ASSETS OF BI PARKS AND PARTNERS

BI Parks is the primary provider of parks and recreation on Bainbridge Island, but City-owned parks, school facilities, and land preserved by the Bainbridge Island Land Trust are also part of the system. By incorporating these lands and facilities into the LOS, the metric will better reflect what Bainbridge Island residents have access to.

This plan uses a three-pronged approach to measure Level of Service. Focusing on the RCO's guidance as well as the criteria outlined above, we have designed a tool that quantifies the services provided by Bainbridge Island parks, trails, and facilities using a 5-point scale. Below, we outline our methods for measuring park Quantity, Quality, and Access.

Q U A N T I T Y

Typical metrics of acres of park land per 1000 residents measure quantity. It tells us how much of a city's land is allocated to parks and open space, and how that relates to the number of people living there. As a population grows, the park land per capita decreases, guiding a city towards acquiring new land to maintain an adopted per capita standard. Because cities have a finite amount of land, an adopted acres/1000 LOS standard eventually becomes infeasible to maintain if a population continues to grow.

Rather than omitting a quantity metric from an assessment of BI Parks, this plan uses a peer cities comparison to frame our understanding of park, trail, and facilities on Bainbridge Island. Rather than choosing a number of park land acres that should be maintained for every 1000 residents, we look at cities with similar demographics to Bainbridge Island to assess how our system compares. By choosing four peer cities, we can yield 1-5 scores based on how Bainbridge Island compares across **Natural Areas**, **Developed Parks**, **Indoor Facilities**, and **Trails**. Because **Recreational Shoreline** is a unique aspect of our island condition, this is omitted from our peer city comparison.

B A I N B R I D G E I S L A N D ' S P E E R C I T I E S

In many respects, Bainbridge Island is both geographically and demographically unique. Choosing the right peers to benchmark parks and recreation offerings is thus challenging. However, finding peers that have similar revenue generating potential, age distribution, and ability to access amenities beyond their borders is helpful in assessing the performance of the Parks District. Informed by our review of peer cities, the parks district has several key challenges and strengths:

Age distribution: the Island has two large age cohorts, those over 50 and those under 18 (the former is significantly larger). These two groups have substantially different recreation preferences and needs.

Geographic isolation: unlike communities clustered around Seattle and Bellevue, island communities must be more recreationally self-sufficient. This is particularly challenging for large-scale facilities designed to serve a regional audience – for example, Olympic-sized pools or indoor tracks. An Eastside community for instance, might provide one regional facility and rely on its neighbors to fill other specialized facility gaps.

Relatively low land value: compared to its peers near Seattle, Bainbridge Island has relatively low land value on a per acre basis. Normalizing land value by area helps us to see beyond the high cost of individual properties, to look at the revenue generating potential of different municipalities, as well as the expense of acquiring large tracts of land. For communities like Mercer Island that have more than four times the population density of Bainbridge Island, a million-dollar home sits on a much smaller parcel. This would tend to push a community like Mercer towards active recreation facilities that maximize a small amount of space rather than investing in sprawling natural areas. Bainbridge Island has a unique combination of lower land values and a relatively affluent community, which has helped the District to hit far above its weight both in terms of active recreation facilities and open space acquisition.

Lower Density: Compared to peers close to Seattle, Island residents are significantly more spread out. If your municipality's area is a square quarter mile and you only have one park, every resident is within walking distance of that park. In Bainbridge's case, providing walkable park access to all residents is more challenging, particularly given the limitations of the island's road network.

Peer selection: No community is demographically and geographically identical to Bainbridge Island. Peers were selected based on a combination of factors. Median household income and total population provided the initial pool of comparators. Population density, parks and recreation administrative body, community age distribution, and geographic isolation influenced final selection. Median household income and total population were prioritized because they strongly influence type, quality, and quantity of parks and facilities.

Below is the initial list of peer cities. From this list, we selected **Mercer Island, Issaquah, Kenmore, and PenMet** (The metropolitan parks district for Gig Harbor and its neighbors).

Table: Peer City Analysis

City	Population	Median Income	Population Density*	Median Age
Bainbridge Island	24,254	159,882	904	51.6
Mercer Island	24,742	202,359	4,024.70	45.3
PenMet	51,426	\$145,437	1,093.90	47.4
Kenmore	23,391	137,926	3,956.00	40.1
Issaquah	38,977	153,786	3,429.00	38.9
High Bridge	3,147	160,938	459.6	45.6
Newcastle	12,761	162,646	3,082.90	39.5
Lake Forest Park	13,006	158,868	3,854.20	44.2
Woodinville	13,450	158,723	2,498.80	39.7
Eastmont	23,486	139,346	4,784.80	39.3
North Lynnwood	23,653	102,888	7,762.10	35.6
Mill Creek East	25,461	183,466	5,739.10	36.4
Oak Harbor	24,016	43,982	2,616.90	33.1
Frederickson	24,219	53,413	2,338.30	34.3
Moses Lake	26,299	71,115	1,495.80	34.5
Tumwater	27,239	93,635	1,588.00	39.1
Camas	27,254	140,053	2,130.50	34.5
Redmond	80,280	162,099	4,935.30	35.3
Bellevue	151,574	161,300	4,676.80	38.4

ISSAQUAH

Population**

41,592↑

24,963

Median Household Income**

\$170,507↑

\$163,959

Population Density

Residents/square mile

3,429↑

904

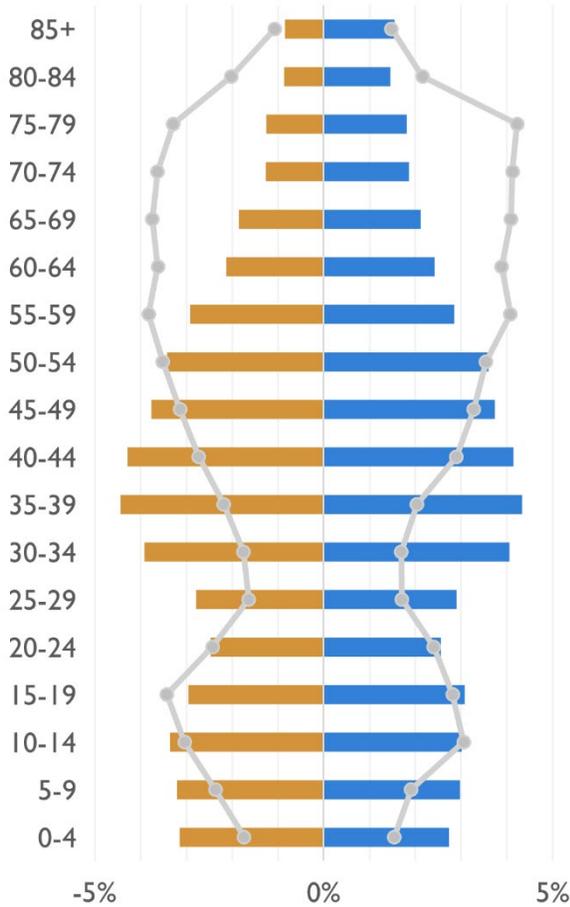
Median home value**

\$1,249,407↑

\$1,125,533

5-year Age cohorts**

MALE | FEMALE | BI



Child Dependency Ratio*

35.5↑

33.7



Senior Dependency Ratio*

23.6↓

56.7



Similar to Bainbridge Island, Issaquah sits on the urban fringe. However, I-90 runs through the community, making the city a regional hub. Issaquah's impressive trail and open space system, which includes several regional hikes, serves a high-volume of users.

Issaquah's population is significantly younger than Bainbridge Islands', however, nature-oriented recreation opportunities are also at the heart of the city's recreational offerings. The City does have several large facilities, including a public pool, community center with gymnasium, and Central Park hosts an impressive sports field facility with six full-sized fields.

Unlike Bainbridge, Issaquah's parks and recreation department is housed within the city's government. Consequently, the comparison of active recreation facilities found at the end of this section reflects all City-owned offerings.

**2025 population estimates (Esri)

Median Age**

38.9↓

51.6

*Age Dependency Ratio (ADR) is a measure of the nonworking-age population relative to the population of working age that serves as a useful indicator of an area's age structure. This measure is used to express the relationship between three age groups in a population: under 18, 18 to 64, and 65 and older. Dependent populations are defined as children under 18 years of age and seniors aged 65 and older. For this measure, the population aged 18 to 64 is considered the working-age population.

MERCER ISLAND

Population

25,688 ↑

24,963

Median Household Income

\$228,003 ↑

\$163,959

Population Density *Residents/square mile*

3,429 ↑

904

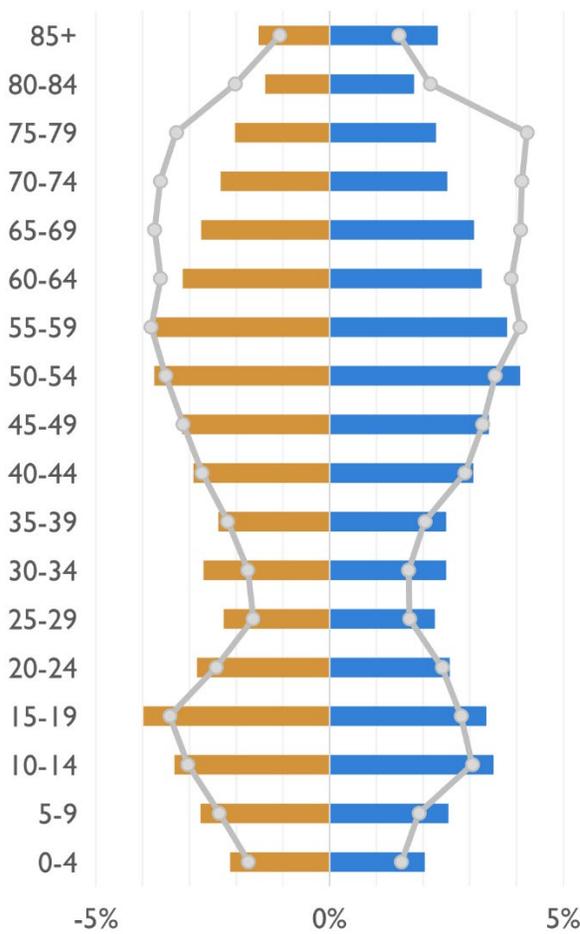
Median home value

\$1,249,407 ↑

\$1,125,533

5-year Age cohorts

MALE | FEMALE | BI



Child Dependency Ratio*

37.0 ↑

33.7



Senior Dependency Ratio*

38.7 ↓

56.7



In terms of total population and home value, Mercer Island is Bainbridge's closest island peer. However, with I-90 running through the community, Mercer does not require the same level of self-sufficiency as Bainbridge Island.

The Mercer Island Parks Department relies heavily on its local school district to provide active recreation facilities, including the Island's only public pool – a 6 lane, 25-meter pool similar in age and size to the District's Ray Williamson Pool.

The City's multi-use community center includes around 12,000 SF of active recreation space including gymnasium and fitness room. BIRC by comparison, 58,000 SF.

Median Age

45.3 ↓

51.6

2025 population estimates (Esri)

KENMORE

Population

24,346 ↓
24,963

Median Household Income

\$163,185 ↓
\$163,959

Population Density
Residents/square mile

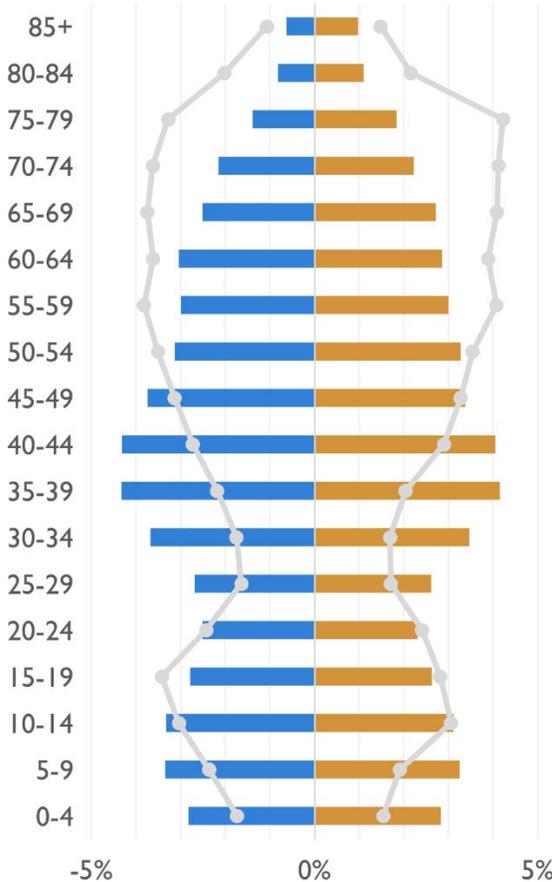
3,956 ↑
904

Median home value

\$944,841 ↓
\$1,125,533

5-year Age cohorts

MALE | FEMALE | BI



Child Dependency Ratio*

35.9 ↑
33.7



Senior Dependency Ratio*

26.6 ↓
56.7



Kenmore is the most similar to Bainbridge Island in terms of median household income and population, however the City has significantly fewer recreation facilities and parks.

The City has capitalized on its Lake Washington location with lake-front and Burke Gilman multi-use path-served Log Boom Park.

Kenmore residents can commute to neighboring cities to access larger scale recreation facilities.

Median Age

40.1 ↓
51.6

2025 population estimates (Esri)

PENMET

Population

52,154 ↑

24,963

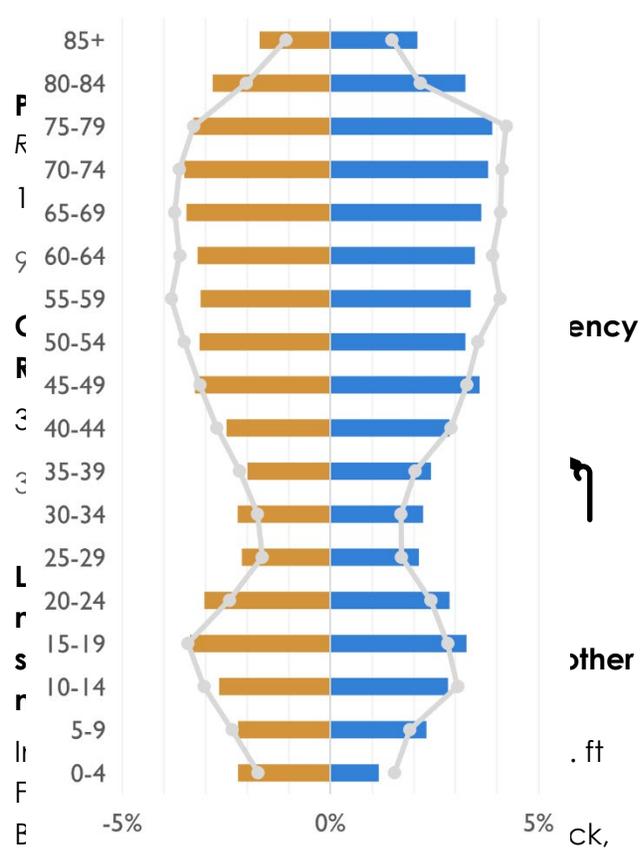
Median Household Income

\$145,437 ↓

\$163,959

5-year Age cohorts

MALE | FEMALE | BI



isolated from
increasing p

Median Age

17.1
51.8
Penmet serves around twice as many residents as Bainbridge Park's District, but is demographically similar, and is similarly
2025 population estimates (Esri)

ency



other

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LOS: QUANTITY

To determine quantities of natural areas, developed park land, indoor facilities, and trails, we referenced the most recent PROS Plan document for each peer jurisdiction. From these documents, we extrapolated numbers for:

- Acres of natural areas/open space
- Acres of developed park land
- Square feet of indoor recreation/community facilities
- Miles of recreational trails

In order to normalize data across jurisdictions as much as possible, we count only properties and facilities within the park department system. This means exclude state parks, private recreation facilities, and conservation easements held by partner organizations. Below, per capita measurements are listed for each jurisdiction.

Table: Peer City Benchmarking

Jurisdiction	Natural Areas (acres/1000)	Developed Park Land (acres/1000)	Indoor Facilities (ff ² /1000)	Trails (miles/1000)
BI Parks	53.1	16.2	1940	1.65
Kenmore¹	5.13	1.11	0	0.16
Mercer Island²	11.6	7.88	469	1.13
Issaquah³	38.8	6.58	807	1.08
PenMet	4.55	9.66	1430	0.50

1. Kenmore 2020 PROS plan, page 25 states: "Of the 146 total acres of city-owned park land, 120 acres are natural area." This report thus calculates 26 acres of developed park land.

2. Mercer Island 2022 PROS Plan, page 32 states that "Mercer Island provides 481 acres of parkland...Open space totals just under 286 acres," for a deduced total of 195 developed acres.

3. Issaquah 2024 PROS Plan, page 24 lists 261 acres of Park and 1537 acres of Open Space.

4. PenMet PROS 2023 Plan, page 37 lists park types and acres. There are 391 acres of Regional Park, Neighborhood Park, Special Use Park, and Trail Corridor, and 96.05 acres of Undeveloped Sites, Water Access, and Open Space.

Table: LOS Quantity Scores

Natural Areas (acres/1000)	Developed Park Land (acres/1000)	Indoor Facilities (ft ² /1000)	Trails (miles/1000)
5	5	5	5

Comparing the figures from the Peer City Benchmarking table, we awarded a 1-5 score based on ranking, with 5 being the highest ranking and 1 being the lowest ranking. As the table above shows, Bainbridge Island ranks the highest in all categories. This shows that compared to its peers, Bainbridge Island residents have more acres of Natural Areas, Developed Park Land, Indoor Facilities, and Trails per capita.

WHAT DOES THIS TELL US?

The way other cities invest in their parks, preserve open space, or build trails does not dictate what Bainbridge Island residents desire and are willing to invest in. And while peer cities were chosen based on comparable population sizes and median incomes, the context of each city is unique. Benchmarking is thus not a standalone tool for guiding decision making, but a point of reference that tells a story about what the Bainbridge Island park system provides.

Consider Natural Areas: currently BI Parks owns and manages 53.1 acres of land for every 1000 residents. Lowest on the list, Kenmore and PenMet both provide around 5 acres per 1000 residents. The next highest peer city is Issaquah, providing 38.8. (It's worth noting here that Issaquah residents have access to many acres of State Park land that are not reflected in this figure, and that the BI Parks figure omits the 535 acres owned by the Bainbridge Island Trust.) The wealth of Natural Areas acreage on Bainbridge Island aligns with the survey feedback: Natural Areas are very important to residents, and they are largely satisfied with current facilities.

Mercer Island is the next highest peer when it comes to trails, providing 1.08 compared to Bainbridge Island's 1.65. Something to consider is how the difference in size (at 27 square miles, Bainbridge is nearly twice the size of Mercer) impacts how much of each city the trail systems provide access to. Survey feedback shows that trails are very important to Bainbridge Island residents, and that while 85% report that trail meet their needs, 60% report that additional trail miles or amenities would increase their park usage.

As populations in peer cities change and new facilities are developed, the way Bainbridge Island compares to its peer cities may change, and these numbers can be updated as new documents are adopted. For this point-in-time assessment, we deduce that park, trail, and indoor facility quantity on Bainbridge Island is excellent.

LOS: QUALITY

When people are asked what they want from their park system, their answer is often that they want more sports fields, upgraded playgrounds, more maintenance, or amenities like public art or signage. These aspects of quality are not reflected in the quantity scores, which focus on the volume of land and assets. Evaluating the quality of the park system is thus an important piece of the Level of Service puzzle, and one that tells us more about how people are able to use parks and facilities, and what condition they are in.

There are many ways to evaluate quality, from calculating per capita figures for key facilities such as tennis courts and playgrounds, using survey responses to establish public satisfaction, or evaluating park maintenance levels. For this assessment, we are using a staff assessment of how well parks, trails, and indoor facilities are meeting their intent based on the number and condition of their facilities and amenities.

QUALITY ASSESSMENT

This assessment aims to provide an understanding of park performance through the eyes of those who best understand their intents and functions. It is similar to the GRASP® assessment, a proprietary tool that uses a 1-3 score of park land, facilities, and amenities. In this system, BI Parks staff provide a 1-5 rating for the natural areas, recreational shoreline, developed park acres, indoor facilities, and trails within the BI Park system. The following rubric guides the assessment of these areas:

Not in Use 1	These are park lands that lack the facilities needed in order for them to serve their intended uses. This could be land slated for Neighborhood Park development that is currently inaccessible, or land meant as Natural Area that requires significant remediation.
Underperforming 2	These are parks that lack some needed facilities or amenities, or whose facilities or amenities are in need of repairs or maintenance. For Natural Areas, this could pertain to parks that have a high need for habitat restoration, or those that lack the trails needed to provide adequate access. For a Neighborhood Park, this could mean one whose playground is in need of replacement.
Meeting Expectations 3	These are parks that have the facilities and amenities to serve their intended use, and these facilities and amenities are in working order.
Exceeding Expectations 4	These are parks that have new, ample, bespoke, or otherwise exceptional facilities in working order.
Above & Beyond 5	These parks are resident and visitor favorites because they have outstanding facilities, ample amenities, well-maintained trails, art or historic elements, and/or provide access to local natural wonders

Using the above rubric, BI Park staff evaluated existing facilities, providing scores for the 5 Park Land Use Categories. Averages for each Park Land Use Category provide the quality scores below.

Table: LOS Quality Scores

Natural Areas	Recreational Shoreline	Developed Park Land	Indoor Facilities	Trails
2.47	2.84	3.07	2.92	2.77

WHAT DOES THIS TELL US?

All Park Land Use Categories hover above or below 3, showing that overall, parks, trails, and facilities are serving their intended function. In the RCO Manual, 80% of facilities meeting their intended function is an A grade. In our interpretation, this shows that while park lands are more or less meeting their intended function, there is room to improve.

Natural Areas show the lowest score of 2.47, which reflects needs for invasive plant removal, reduction of fire risk, and overall improvement of forest health. Other improvements could include the addition of wayfinding or interpretive signage, benches, or overlooks.

For Trails, increasing the score from 2.77 could entail additional trail maintenance, ensuring that all trails are functioning appropriately based on their classification. The addition of trail connections would also raise the score, creating options for longer continuous hikes, and more opportunities to connect to other parks, trails, and neighborhoods using recreational trails. Accessibility improvements were also considering in this assessment, as we the presence of amenities such as benches and wayfinding signage.

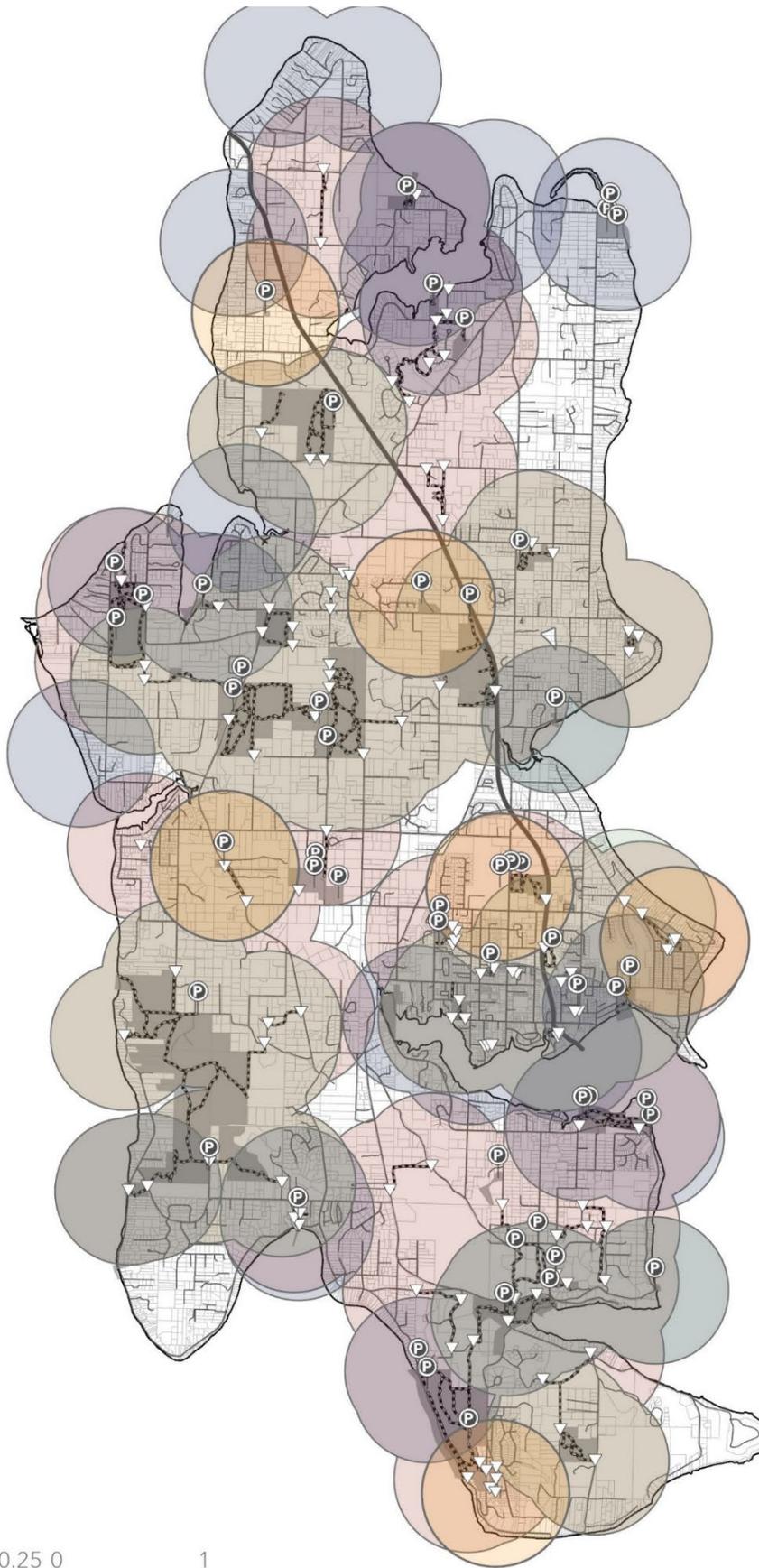
For Recreational Shoreline, improving the score could mean adding kayak launches, docks, or other structures that facilitate the use of the water. It could also mean adding parking lots, bathrooms, or campsites.

Overall, parks, trails, and facilities are meeting their intended function. We recommend setting a LOS standard of 3 for each Park Land Use, while striving to increase scores through habitat restoration, upgrades to existing facilities, and the addition of new facilities and amenities when possible.

LOS : ACCESS

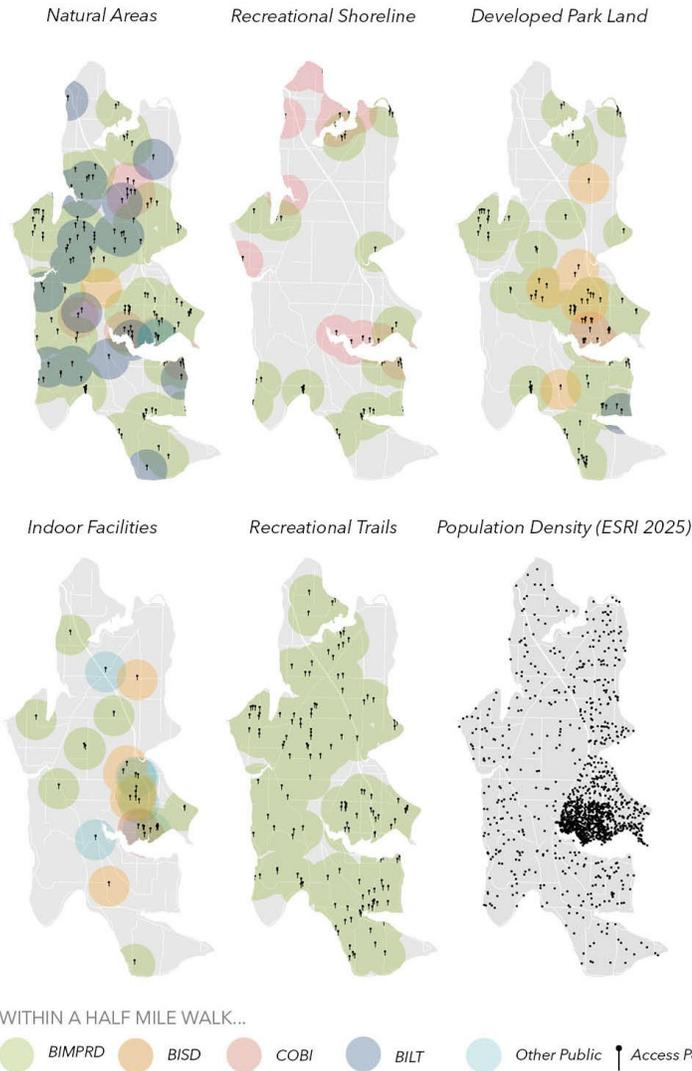
Being able to get to a park or trail is an important factor in determining how often you'll use it, especially for young families, elderly folks, and other people for whom mobility is a challenge. The more parks are distributed throughout the city, the more people who might be within walking distance of their nearest park. The RCO recommends measuring the percentage of a population that is within ½ mile of a neighborhood park, with larger buffers for larger park types. For this assessment, we focus on the five Park Land Use Types to understand how they are distributed throughout the island and where there are gaps. Notably, we include assets owned by other jurisdictions in this assessment to reflect the different recreation options residents have access to.

This assessment uses ArcGIS Pro to translate the inventory of parks, trails, and facilities on Bainbridge Island into maps, which provide a visual of asset distribution throughout the island as well as data on the percentage of residents that fall within these ½ mile buffers. For each park, trail, and indoor facility owned by BI Parks, COBI, BISD, or BILT, the access points are given a buffer of ½ mile.



0.25 0 1
MILES

**Table: % of
Population Within
½ Mile**



**Natural Area
Parkland**

86%

**Recreational
Shoreline**

48%

Developed Parkland

74%

Indoor Facilities

53%

Trails

87%

To translate the above percentages into scores of 1-5, we use the RCO Manual, which assigns grades of A through F based on percentage of the population that's within a mile range of assets based on their intended audience (neighborhood, community, or regional).

Table: LOS Access Scores

Natural Areas	Recreational Shoreline	Developed Park Land	Indoor Facilities	Trails
5	4	5	4	5

WHAT DOES THIS TELL US?

This assessment uses a ½ mile buffer, which is meant to represent a distance that someone could feasibly walk to their neighborhood park. We are applying this system to things like indoor facilities and recreational shoreline, which are community assets and thus may more reasonably be expected to be within 5 miles based on RCO Manual guidelines for Community Parks. We are using ½ buffer system for all Park Land Use types, but rate them on different scales based on the populations they were meant to serve (i.e. neighborhood, community, or region).

Another consideration is how people are getting to the parks, and what barriers may make even a ½ mile journey difficult. Missing bike lanes, incomplete sidewalks, large road crossings, or lack of parking could all hinder people from accessing their parks using their preferred method of transportation. While improvements to transportation facilities are not within the purview of the Park District, understanding these barriers can enrich our understanding of what the access buffers mean.

Recreational Shoreline produces the lowest percentage of residents within ½ mile, including City of Bainbridge Island's Shore Ends. At 48%, this is nearly half of the island that is within walking distance of public water access. We draw the following conclusions:

- **A 5-mile buffer**, in line with RCO's recommendation for community assets, **covers most of the island**, which shows that current coverage meets RCO standards, but does not provide helpful information as to where the Park District might consider new shoreline land acquisitions should they become available.
- **Given the shape of the island, 100% coverage at the ½ mile scale is not possible**, but that buffer map reveals more useful information.
- While current coverage rates as an "A" in RCO's manual based on 5-mile coverage, we assign a "B" or a "4" to reflect that shoreline access is a high priority and there are opportunities to provide more access points. This could be via recreational shoreline acquired and managed by BI Parks, or through the addition of Road Ends by the City.

The other Park Land Use not rated a 5 is Indoor Facilities. With 53% coverage at the ½ mile scale, this far exceeds what is expected of these assets, which could be considered community or regional assets (for example, people travel from neighboring cities to visit the aquatic center because of the unique facilities it offers). We are rating it a 4 based on opportunities to expand partnerships with groups that could provide additional indoor recreation throughout the island.

Overall, every Bainbridge resident is within a ½ mile of a park, trail, or indoor facility. Natural Areas and Trails have exceptional coverage, and there are opportunities to provide better access to Recreational Shoreline through strategic acquisition of land or the development of more Shore End beaches by the City.

LOS: QUANTITY, QUALITY, ACCESS

	<i>Natural Areas</i>	<i>Recreational Shoreline</i>	<i>Developed Park Land</i>	<i>Indoor Facilities</i>	<i>Trails</i>
Quantity	5	5	5	5	5
Quality	2.5	2.8	3.1	2.9	2.8
Access	5	4	5	4	5
Average	4.2	3.9	4.4	4.0	4.3

CONCLUSION

Bainbridge Island residents have access to a wealth of park land, trails, and indoor facilities. Compared to peer cities, there is an abundance of land devoted to recreational uses. These different Park Land Uses are distributed throughout the city, offering opportunities for respite in nature, trail walks, indoor and outdoor recreation.

The greatest area for improvement is in Quality. While most park lands are meeting their intended uses, additional maintenance, upgrades or additional facilities will improve the way residents and visitors can use and enjoy them.

Maintaining the above service levels will require investments into continued maintenance of the parks, trails, and indoor facilities on the island. The Parks Board, residents, and BI Park staff must determine whether there are priority areas where additional service levels are desired, then determine how these improvements will be funded. If no action is taken to secure funding for the necessary maintenance, renovations, and restoration of existing facilities, service levels will decrease.

Policy Name: Data Backup and Recovery
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: This policy establishes the framework for the secure and reliable backup and recovery of digital data and systems critical to the operations of the District. It ensures continuity of services in the event of data loss due to cyberattacks, natural disasters, hardware failure, or human error.

Reference: None applicable

Policy:

Scope

This policy applies to all District staff, contractors, and volunteers who handle or manage digital data, including but not limited to administrative records, registration systems, financial data, and communications. This policy does not address compliance with Washington State records management requirements

Policy Statement

The District will maintain a robust data backup and recovery system that:

1. Protects sensitive and operational data.
2. Ensures timely recovery of services.
3. Complies with Washington State standards and public records laws.

Backup Strategy

The District will follow the 3-2-1 backup rule:

1. Maintain three copies of all critical data.
2. Store backup files on both Network Attached Storage (NAS) and cloud-based devices.
3. Keep one copy off-site or in the cloud to ensure resilience against regional disasters.

Backup Procedures

Frequency: Daily incremental backups and weekly full backups for critical systems.

Storage Locations:

1. On-site secure NAS.
2. Cloud-based storage with encryption.
3. Off-site physical storage (if applicable).

Retention: Backups will be retained for a minimum of 90 days unless otherwise required by law or operational need.

Encryption: All backup data must be encrypted both in transit and at rest.

Roles and Responsibilities

IT Manager: Oversees implementation, monitoring, and testing of backup systems.

Executive Services: Understand and oversee the archival and record keeping requirements.

Staff: Follow procedures for saving and storing data in designated systems.

Managers, Division Directors, Superintendents: Encourage, teach and remind staff of their responsibilities.

Recovery Planning

The District will maintain a Data Backup and Recovery Policy that:

1. Identifies critical systems and data loss incidents.
2. Defines recovery time objectives (RTO) and recovery point objectives (RPO).
3. Includes procedures for manual operations during outages.
4. Designates alternate work locations if primary facilities are compromised.

Testing and Validation

1. Backup systems will be tested quarterly to ensure data integrity and recoverability.
2. Failed backups must be addressed immediately.
3. Annual review of backup and recovery plans will be conducted to reflect changes in technology or operations.

Training and Awareness

New employees will be instructed on proper file storage during onboarding.

Compliance and Review

This policy will be reviewed on a regular basis and updated as needed to comply with:

1. Washington State Auditor's Office guidelines.
2. District Operational Policies.

Backup Tools and Technologies

To ensure secure and reliable employee data protection, District IT staff may utilize a combination of the following tools and platforms:

Local Backup Solutions: Microsoft Windows 0365

Cloud-Based Backup Services: Microsoft Azure Backup

Hybrid Backup Platforms: Synology Hyper Backup

All cloud-based systems containing District data must be vetted by District IT staff and provide secure server data backups.

Data Breach Response

In the event of a data breach—defined as unauthorized access, disclosure, or loss of sensitive or protected data, the District will follow a structured response protocol to minimize harm, ensure transparency, and comply with legal obligations.

1. Detection and Reporting:
 - a. Immediate reporting to IT Director.
 - b. Use of automated monitoring systems (OpenText Core Endpoint Protection).
2. Initial Assessment:
 - a. Assess nature, scope, and type of data affected.
3. Containment and Mitigation:

- a. Isolate affected systems.
 - b. Reset credentials and patch vulnerabilities.
4. Notification:
 - a. Notify individuals and authorities per RCW 19.255.010 and federal laws.
 5. Documentation and Reporting:
 - a. Compile incident report and share with Executive Director to determine further action.
 6. Post-Incident Review:
 - a. Identify root causes and improve protocols.
 7. Prevention and Training:
 - a. Annual cybersecurity training and regular audits.

Data Recovery Procedures

In the event of data loss due to system failure, human error, cyberattack, or natural disaster, District IT staff will follow structured recovery procedures to restore operations efficiently and securely.

1. Recovery Objectives:
 - a. RTO: Restore critical systems within 24 hours.
 - b. RPO: Data loss must not exceed 48 hours.
2. Recovery Process:
 - a. Incident Identification
 - b. Backup Verification
 - c. Restoration
 - d. Validation
 - e. Documentation
3. Communication:
 - a. Notify directors, managers, and applicable staff.
4. Continuous Improvement:
 - a. Review and update recovery procedures and conduct refresher training.

Policy Name: Financial and Revenue Policy
Section: 3000 Operational: 3300 Finance
Policy Number: 0000

Purpose: To provide a framework of operating standards and ensure compliance with federal, state, and local legal and reporting requirements.

Reference: None applicable

Policy:

The District is committed to the highest standards of responsible financial management. The District including the Board of Commissioners, Executive Director, and staff, will work together to ensure that all financial matters of the District are addressed with care, integrity, and in the best interest of the District.

1. General Fund Balance

- To maintain the District's credit rating and meet seasonal cash flow shortfalls, the budget shall provide for an anticipated **undesignated General Fund balance of three months of operation expenses**. The fund balance shall be exclusive of all reserves not anticipated to be readily available for use in emergencies and contingencies. **The board will determine if additional reserves are desired for upcoming projects etc.**
- Should the fund balance fall below **an amount equal to three months of operation expenses**, a plan for expenditure reductions and/or revenue increases **will** be submitted to the **Board** by the Executive Director.
- Generally, the fund balance levels are dictated by:
 - ✓ Cash flow requirements to support operating expenses
 - ✓ Relative rate stability from year to year for enterprise funds
 - ✓ Susceptibility to emergencies or unanticipated expenditure
 - ✓ Credit worthiness and capacity to support debt service requirements
 - ✓ Legal or regulatory requirements affecting revenues, disbursements, and fund balances
 - ✓ Reliability of outside revenues

2. Executive Director Discretionary Reserve

Each year, the General Fund budget may include an Executive Director Discretionary Reserve, if recommended by staff. These funds are intended to assist with emergency or unplanned expenses. The amount will be determined annually and must be approved by the Board. Any unspent funds at the end of the fiscal year will expire and not be carried forward.

3. Balanced Budgets

The District will maintain a balanced budget. Expenditures in any fiscal period must not exceed the total **amount of appropriated expenses**. **Reserves can be utilized to balance the budget.**

Use of reserve funds must be clearly identified in the final budget as a reduction of the ending fund balance and noted in the resolution adopting the final budget.

If a grant or major donation that is included in the budget is not awarded or received, any related expenses must be reviewed and approved by the Board before the associated project or event may proceed.

4. Financial reports

Financial reports comparing actual revenue and expenses to budgeted revenue and expenses will be prepared by the Accounting Department, and regular updates will be provided to the Board. Individual managers will monitor their budgets at least monthly. The Accounting Department will ensure that revenue and expenses are kept up to date in a timely manner.

5. Transfers

To the maximum extent possible and appropriate, General Fund transfers to other funds shall be defined as payments intended for the support of specific projects or services. Unexpended funds will revert to the General Fund balance, unless the Board approves otherwise.

For short-term cash deficits in non-General Funds during a year, short-term loans are preferred to advances, except in cases where the receiving fund is legally precluded from paying interest on loans or where loan transactions would be too numerous and/or costly to be effective.

Transfers will be reconciled with expenditures in the year-end closing process.

Where it is necessary to make advances of General Funds to another fund, this action shall be Board approved and:

- Not contrary to applicable Federal and State Law
- All excess cash balances shall be invested for the benefit of the General Fund (investment income will be credited to the General Fund)
- The General Fund will be repaid as soon as practical

6. Audit

The District will be audited by the Office of the Washington State Auditor every year, or on the recommendation of the Office of the Washington State Auditor, or if any grant or donor agreement requires a change.

Policy Name: Financial and Revenue Policy
Section: 3000 Operational: 3300 Finance
Policy Number: 0000

Purpose: To provide a framework of operating standards and ensure compliance with federal, state, and local legal and reporting requirements

Reference: None applicable

Policy:

The Park District is committed to the highest standards of responsible financial management. The District including the Commissioners, Executive Director and staff will work together to ensure that all financial matters of the District are addressed with care, integrity, and in the best interest of the District

1. General Fund Balance

- To maintain the District’s credit rating and meet seasonal cash flow shortfalls, the budget shall provide for an anticipated undesignated fund balance between 5% and 8% of estimated annual revenues for the District’s General Fund. The fund balance shall be exclusive of all reserves not anticipated to be readily available for use in emergencies and contingencies.
- Should the fund balance fall below 5% of revenues a plan for expenditure reductions and/or revenue increases shall be submitted to the Park Board of Commissioners by the Executive Director.
- Generally, the fund balance levels are dictated by:
 - ✓ Cash flow requirements to support operating expenses;
 - ✓ Relative rate stability from year to year for enterprise funds
 - ✓ Susceptibility to emergency or unanticipated expenditure
 - ✓ Credit worthiness and capacity to support debt service requirements
 - ✓ Legal or regulatory requirements affecting revenues, disbursements and fund balances; and
 - ✓ Reliability of outside revenues

2. Contingency

If the General Fund balance is below 10% of estimated annual revenues, the General Fund shall maintain a contingency in the amount of 2% of estimated annual operating revenues to help maintain services during short periods of economic decline and to meet emergency conditions. The Board may suspend this requirement by resolution.

3. Commissioner Reserves

In addition to the Fund Balance and Contingency the General Fund may provide for funds equivalent to 1% of estimated annual revenues. These funds can be part of the budget process or be paid from excess reserves. These Commissioner Reserves are established to provide for non-recurring community requests. These reserves shall be suspended during times of significant economic downturn especially if the General Fund balance falls below 5%.

4. Executive Director Discretionary Reserve

Each year the general fund budget will provide for \$25,000 of funds for the Executive Director to use for unplanned and necessary expenses. Unspent funds at year end will expire.

5. Balanced Budgets

The District will maintain a balanced budget. Spending in any financial period must not exceed the total of current revenues plus any carryover from prior years. Use of reserve funds will be shown in the final budget as a reduction of the ending fund balance and will be noted in the resolution adopting the final budget.

6. Financial reports

Financial reports comparing actual revenue and expenses to budgeted revenue and expenses will be prepared monthly by the Finance Manager, and regular updates will be provided to the Board.

7. Transfers

To the maximum extent possible and appropriate, General Fund transfers to other funds shall be defined as payments intended for the support of specific projects or services. Unexpended funds will revert back to the General Fund balance, unless the Board approves otherwise.

For short term cash deficits in non General Funds during the course of a year, short term loans are preferred to advances, except in cases where the receiving fund is legally precluded from paying interest on loans or where loan transactions would be to numerous and/or costly to be effective.

Transfers will be reconciled with expenditures in the year end closing process.

Where it is necessary to make advances of General Funds to another fund, this action shall be board approved and:

- Not contrary to applicable Federal and State Law
- All excess cash balances shall be invested for the benefit of the General Fund (investment income will be credited to the General Fund)
- The General Fund will be repaid as soon as practical

8. Audit

The District will be audited by the Washington State Auditor's office every two years unless circumstances require an annual audit.

**BAINBRIDGE ISLAND METROPOLITAN
PARK AND RECREATION DISTRICT
2026 BUDGET
General Fund**

Account Type	2025 Board Approved	2026 Proposed Budget	Difference
Estimated Beginning Balance	8,489,653.00	7,164,296.15	(1,325,356.85)
Tax Revenue	9,430,229.00	9,770,346.00	340,117.00
Admin	117,891.00	81,500.00	(36,391.00)
Parks	773,729.00	584,353.60	(189,375.40)
Recreation	6,102,158.00	6,605,155.00	502,997.00
Total Revenue	16,424,007.00	17,041,354.60	617,347.60
Admin	3,810,452.00	3,758,356.00	(52,096.00)
CIP Transfer	3,533,000.00	4,810,000.00	1,277,000.00
Parks	4,821,889.00	5,675,253.40	853,364.40
Recreation	5,584,022.85	5,973,091.54	389,068.69
Total Expense	17,749,363.85	20,216,700.94	2,467,337.09
(Deficit) Surplus	(1,325,356.85)	(3,175,346.34)	(1,849,989.49)
Estimated ending balance	7,164,296.15	3,988,949.81	(3,175,346.34)

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-16

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING A GENERAL FUND BUDGET FOR 2026.

BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the General Fund budget for fiscal year 2026, a copy of which is attached hereto as Exhibit "A", and incorporated by this reference in its entirety, be and the same are hereby adopted and ratified.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of November, 2025 the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt

**BAINBRIDGE ISLAND METROPOLITAN
PARK AND RECREATION DISTRICT
2026 BUDGET
General Fund**

Exhibit A

Account Type	2026 Budget
Tax Revenue	9,770,346.00
Admin	81,500.00
Parks	584,353.60
Recreation	<u>6,605,155.00</u>
Total Revenue	17,041,354.60
Admin	3,758,356.00
CIP Transfer	4,810,000.00
Parks	5,675,253.40
Recreation	<u>5,973,091.54</u>
Total Expense	20,216,700.94
(Deficit) Surplus	<u><u>(3,175,346.34)</u></u>

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-17

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING A CAPITAL IMPROVEMENT FUND BUDGET FOR 2026.

BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the Capital Improvement Fund budget for fiscal year 2026, a copy of which is attached hereto as Exhibit "A", and incorporated by this reference in its entirety, be and the same are hereby adopted and ratified.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of November, 2025 the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt

Exhibit A

2026 Capital Improvement Fund Budget



	Projects	Funding	Capital or Deferred Maint	FY26	FY27	FY 28	FY 29	FY 30
1	AQ Nakata Boiler	General Fund	Capital			150,000		
2	AQ Door Replace	General Fund	Capital					
3	ADA Improvements	General Fund	Capital	50,000	50,000	50,000	50,000	50,000
4	AQ Nakata Pool Liner	General Fund	Capital					
5	Aquatic Ray Renovation	General Fund	Capital	3,000,000	400,000			
6	Aquatic Slide interior recoating	General Fund	Capital					
7	Aquatic Ray Loan payment	General Fund	Capital					
8	AQ restroom and locker updates	General Fund	Capital					
9	AQ Nakata Lighting	General Fund	Capital		80,000			
10	AQ Nakata Solar panels	General Fund	Capital					
11	AQ Ray Pool Solar (water)	General Fund	Capital			60,000		
12	Aquatic staircase	General Fund	Capital					
13	Aquatic Ray Planning	General Fund	Capital					
14	Asphalt Improvements	General Fund	Capital			100,000		
15	Aquatic Nakata steel truss re-coating	General Fund	Deferred Maint			200,000		
16	Battle Point picnic shelter renovation	General Fund	Capital					
17	Battle Point Turf Field	General Fund	Capital	1,200,000				

	Projects	Funding	Capital or Deferred Maint	FY26	FY27	FY 28	FY 29	FY 30
18	Battle Point Turf Field (TFRF)	Turf Field Fund	Capital	130,000				
19	Ballfield Improvements	General Fund	Capital	50,000	50,000	50,000	50,000	50,000
20	Maintenance Area Plan	General Fund	Capital				500,000	
21	BPP Bathrooms Bld and Septic	General Fund	Capital	100,000				
22	Battle Point Transmitter membrane roof	General Fund	Large Maintenance			50,000		
23	Camp Yeomalt Improvements	General Fund	Deferred Maint					250,000
24	Cave Property Improvements	General Fund	Capital		100,000			
25	Demolition - Ft Ward/SHO	General Fund	Capital					
26	Dog Park Expansion	General Fund	Capital					
27	Eagledale Roof-Pottery Studio	General Fund	Capital	75,000				
28	Eagledale Pottery Studio Reno	General Fund	Capital			150,000		
29	Eagledale Shelter Roof	General Fund	Capital					
30	Eagle Harbor Sail Float	General Fund	Capital	230,000	670,000			
31	Fay Bathroom/shower (building and Septic)	General Fund	Capital				350,000	
32	Ft Ward Shelter	General Fund	Capital					120,000
33	Grand Forest East Parking Expansion	General Fund	Capital		50,000			
34	Hidden Cove Shelter	General Fund	Capital					50,000
35	Island Center Hall Heat	General Fund	Capital			30,000		
36	Island Center Hall Septic	General Fund	Capital				50,000	
37	Meigs trails corridor trail construction	General Fund	Capital			150,000		
38	New Admin Building	General Fund	Capital					

	Projects	Funding	Capital or Deferred Maint	FY26	FY27	FY 28	FY 29	FY 30
39	Gideon Playground Improvements	General Fund	Capital					
40	Playground Improvements	General Fund	Capital				50,000	
41	Pt White Pier	General Fund	Capital					
42	Pritchard Park improvements	General Fund	Capital					
43	Pru's/Hill Top septic	General Fund	Capital					
44	Rotary Improvements	General Fund	Capital			10,000		
45	Sakai Improvements	General Fund	Capital		50,000	50,000		
46	Sakai Road Approach	General Fund	Capital					
47	Seabold Playground	General Fund	Capital					100,000
48	Seabold Roof Replacement	General Fund	Capital			40,000		
49	Seabold Foundation	General Fund	Capital			50,000		
50	Solar Projects	General Fund	Capital		100,000			
51	Strawberry Hill batting cage	General Fund	Capital					
52	Strawberry Bike area	General Fund	Capital					
53	SHP Ballfield Bathroom	General Fund	Deferred Maint					75,000
54	Strawberry Hill Skate Park Improvements	General Fund	Capital					
55	Strawberry Hill Center Heat pump	General Fund	Capital	30,000				-
56	SH Rec Office	General Fund	Capital			50,000		675,000
57	Tennis Court	General Fund	Capital					
58	SH Skate bowl Painting	General Fund	Large Maintenance					35,000
59	SH Snack Shack roof	General Fund	Large Maintenance		25,000			

	Projects	Funding	Capital or Deferred Maint	FY26	FY27	FY 28	FY 29	FY 30
60	Court Resurface	General Fund	Capital	75,000				75,000
61	Waste Disposal Sybertech	General Fund	Capital			75,000		
62	TOTAL GENERAL AND LID LIFT FUNDING			4,940,000	1,575,000	1,190,000	1,050,000	1,480,000
63	Aquatic - Nakata Liner	Settlement	Capital					
64	Aquatic/Birc Solar	Grants	Capital					
65	Aquatic - Ray Pool	Loan	Capital					
66	Battle Point Turf Field	Grant	Capital	170,000				
67	Battle Point Picnic Shelter (Kids Up)	Grant	Capital		200,000			
68	BP Tennis/Pickleball improvements	donation	Capital					
69	BIJAEMA Visitor Center	Dept of Commerce	Capital	620,000				
70	Controlled Burn	Grant	Capital					
71	Eagle Harbor Sail Float	Donations	Capital	500,000				
72	Eagle Harbor Sail Float	Grant	Capital	500,000				
73	EV Stations	Dept of Commerce	Capital	75,000				
74	Meigs Trail Improvements (Boardwalks)	Grants	Capital		100,000			
75	Moritani Habitat	Grant/Donations /BI Parks	Capital					
76	Point White Pier	Donations	Capital		750,000			
77	Eagle Harbor Sail Float	Grant	Capital					
78	Strawberry Bike area	Donation	Capital					
79	Strawberry Hill Snack Shack	Donation	Capital			50,000		

	Projects	Funding	Capital or Deferred Maint	FY26	FY27	FY 28	FY 29	FY 30
80	Strawberry Hill Skate Park Improvements	Donation	Capital		1,150,000			
81	Strawberry Hill batting cage	Donation	Capital					
82	Tennis courts	Donation	Capital					
83	Williams	Grant/Donations /BI Parks	Capital					
84	TOTAL OTHER FUNDING			1,865,000	2,200,000	50,000	0	0
85								
86	TOTAL ALL PROJECTS			6,805,000.00	3,775,000.00	1,240,000.00	1,050,000.00	1,480,000.00

**BAINBRIDGE ISLAND METROPOLITAN
PARK AND RECREATION DISTRICT
2026 BUDGET
Land Acquisition Fund**

Account Type	2025 Board Approved	2026 Budget	Difference
Estimated Beginning Balance	257,884.00	207,884.00	(50,000.00)
Interest Income	120.00	1,000.00	880.00
Transfers from General Fund			-
Contributions			-
Total Revenue	-	1,000.00	-
Land and/or easements	50,000.00	150,000.00	100,000.00
Prof Fees			-
Total Expense	50,000.00	150,000.00	100,000.00
(Deficit) Surplus	207,884.00	(149,000.00)	(100,000.00)
Estimated ending balance	207,884.00	58,884.00	(149,000.00)

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-18

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING A LAND ACQUISITION FUND BUDGET FOR 2026.

BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the Land Acquisition Fund budget for fiscal year 2026, a copy of which is attached hereto as Exhibit "A", and incorporated by this reference in its entirety, be and the same are hereby adopted and ratified.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of November, 2025 the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt

**BAINBRIDGE ISLAND METROPOLITAN
PARK AND RECREATION DISTRICT
2026 BUDGET
Land Acquisition Fund**

Exhibit A

Account Type	2026 Budget
Estimated Beginning Balance	207,884.00
Interest Income	1,000.00
Transfers from General Fund	-
Contributions	-
Total Revenue	<u>1,000.00</u>
Land and/or easements	150,000.00
Prof Fees	-
Total Expense	<u>150,000.00</u>
(Deficit) Surplus	<u><u>(149,000.00)</u></u>
Estimated ending balance	<u>58,884.00</u>

**BAINBRIDGE ISLAND METROPOLITAN
PARK AND RECREATION DISTRICT
2026 BUDGET
Turf Field Replacement**

Account Type	2025 Board Approved	2026 Budget	Difference
Estimated Beginning Balance	120,000.00	132,500.00	12,500.00
Interest Income	120.00	500.00	380.00
Transfer From General Fund	20,000.00	20,000.00	-
Total Revenue	<u>20,000.00</u>	<u>20,000.00</u>	-
Transfer to CIP		145,000.00	
Turf Maintenance or replace	7,500.00	7,500.00	-
Total Expense	<u>7,500.00</u>	<u>152,500.00</u>	-
(Deficit) Surplus	<u><u>132,500.00</u></u>	<u><u>(132,500.00)</u></u>	<u><u>-</u></u>
Estimated ending balance	132,500.00	-	(132,500.00)

We will amend 2025 to reflect fencing replacement \$29K

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-19

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING A TURF FIELD REPLACEMENT FUND BUDGET FOR 2026.

BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the Turf Field Replacement Fund budget for fiscal year 2026, a copy of which is attached hereto as Exhibit "A", and incorporated by this reference in its entirety, be and the same are hereby adopted and ratified.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of November, 2025 the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt

**BAINBRIDGE ISLAND METROPOLITAN
PARK AND RECREATION DISTRICT
2026 BUDGET
Turf Field Replacement**

Exhibit A

Account Type	2026 Budget
Interest Income	500.00
Transfer From General Fund	<u>20,000.00</u>
Total Revenue	20,000.00
Transfer to CIP	145,000.00
Turf Maintenance or replace	<u>7,500.00</u>
Total Expense	152,500.00
(Deficit) Surplus	<u><u>(132,500.00)</u></u>

**BAINBRIDGE ISLAND METROPOLITAN
PARK AND RECREATION DISTRICT
2026 BUDGET
Debt Redemption Fund**

Account Type	2025 Board Approved	2026 Proposed Budget	Difference
Estimated Beginning Balance	933,970.00	933,970.00	-
Tax Revenue	459,675.00	455,075.00	(4,600.00)
Interest		500.00	500.00
Transfer from General Fund (BIRC)	255,558.00	1,035,558.00	780,000.00
Total Revenue	715,233.00	1,491,133.00	775,900.00
Interest payment	395,233.00	385,633.00	(9,600.00)
Principal payments	320,000.00	1,105,000.00	785,000.00
Total Expense	715,233.00	1,490,633.00	(9,600.00)
(Deficit) Surplus	-	500.00	785,500.00
Estimated ending balance	933,970.00	934,470.00	785,500.00

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-20

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING A BOND REDEMPTION FUND BUDGET FOR 2026.

BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the Bond Redemption Fund budget for fiscal year 2026, a copy of which is attached hereto as Exhibit "A", and incorporated by this reference in its entirety, be and the same are hereby adopted and ratified.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of November, 2025 the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt

**BAINBRIDGE ISLAND METROPOLITAN
PARK AND RECREATION DISTRICT
2026 BUDGET
Debt Redemption Fund**

Exhibit A

Account Type	2026 Budget
Tax Revenue	455,075.00
Interest	500.00
Transfer from General Fund (BIRC)	1,035,558.00
Total Revenue	<u>1,491,133.00</u>
Interest payment	385,633.00
Principal payments	1,105,000.00
Total Expense	<u>1,490,633.00</u>
(Deficit) Surplus	<u><u>500.00</u></u>

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-21

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, AUTHORIZING 2026 SALARIES FOR PERSONNEL OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT.

WHEREAS, the 2026 General Fund Budget has been reviewed and approved by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District; and

WHEREAS, the attached salary scale for 2026 includes changes reflected in the 2026 General Fund budget which include a 3% cost of living adjustment for all staff based on a rise in the consumer price index,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, as follows:

1. That monthly salaries for full-time personnel and that hourly wage rates for regular part-time and part-time employees, and commission rates for specific positions are established and attached hereto as Exhibit "A" for the year, 2026.
2. That the District Executive Director may authorize scheduled/periodic salary step increases based on merit evaluation, and in accordance with District personnel policies or as amended.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of November, 2025, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt

BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT

Exhibit A

Step Scale from A to L is 3%

FULL-TIME OR REGULAR PART-TIME 2026 SALARY SCALE

NOTE MONTHLY AND ANNUAL EQUIV IS IF AN EMPLOYEE WORKS 40 HOURS EACH WEEK.

Level	POSITION	Hourly/Salary	2025	2026											
			A Step	A Step	B Step	C Step	D Step	E Step	F Step	G Step	H Step	I Step	J Step	K Step	L Step
1	Head Guard	Hourly	25.51	26.28	27.06	27.88	28.71	29.57	30.46	31.37	32.32	33.28	34.28	35.31	36.37
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	4,421.65	4,554.30	4,690.93	4,831.65	4,976.60	5,125.90	5,279.68	5,438.07	5,601.21	5,769.25	5,942.33	6,120.60	6,304.21
2	Office Specialist	Hourly	26.85	27.65	28.48	29.34	30.22	31.12	32.06	33.02	34.01	35.03	36.08	37.16	38.28
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	4,653.64	4,793.25	4,937.04	5,085.15	5,237.71	5,394.84	5,556.68	5,723.39	5,895.09	6,071.94	6,254.10	6,441.72	6,634.97
3	Maintenance Tech	Hourly	28.19	29.04	29.91	30.80	31.73	32.68	33.66	34.67	35.71	36.78	37.89	39.02	40.19
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	4,886.32	5,032.91	5,183.89	5,339.41	5,499.59	5,664.58	5,834.52	6,009.55	6,189.84	6,375.54	6,566.80	6,763.81	6,966.72
4	Rec Prog Specialist	Hourly	29.53	30.42	31.33	32.27	33.24	34.24	35.26	36.32	37.41	38.53	39.69	40.88	42.11
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	5,119.00	5,272.57	5,430.74	5,593.67	5,761.48	5,934.32	6,112.35	6,295.72	6,484.59	6,679.13	6,879.50	7,085.89	7,298.47
4	Senior Office Specialist	Hourly	29.53	30.42	31.33	32.27	33.24	34.24	35.26	36.32	37.41	38.53	39.69	40.88	42.11
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	5,119.00	5,272.57	5,430.74	5,593.67	5,761.48	5,934.32	6,112.35	6,295.72	6,484.59	6,679.13	6,879.50	7,085.89	7,298.47
5	Accounting Coordinator	Hourly	33.56	34.57	35.60	36.67	37.77	38.91	40.07	41.28	42.51	43.79	45.10	46.46	47.85
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	5,817.06	5,991.57	6,171.32	6,356.46	6,547.15	6,743.57	6,945.87	7,154.25	7,368.88	7,589.94	7,817.64	8,052.17	8,293.74
5	HR Coordinator	Hourly	33.56	34.57	35.60	36.67	37.77	38.91	40.07	41.28	42.51	43.79	45.10	46.46	47.85
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	5,817.06	5,991.57	6,171.32	6,356.46	6,547.15	6,743.57	6,945.87	7,154.25	7,368.88	7,589.94	7,817.64	8,052.17	8,293.74
5	Recreation Program Coord	Hourly	33.56	34.57	35.60	36.67	37.77	38.91	40.07	41.28	42.51	43.79	45.10	46.46	47.85
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	5,817.06	5,991.57	6,171.32	6,356.46	6,547.15	6,743.57	6,945.87	7,154.25	7,368.88	7,589.94	7,817.64	8,052.17	8,293.74
5	Maintenance Coordinator	Hourly	33.56	34.57	35.60	36.67	37.77	38.91	40.07	41.28	42.51	43.79	45.10	46.46	47.85
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	5,817.06	5,991.57	6,171.32	6,356.46	6,547.15	6,743.57	6,945.87	7,154.25	7,368.88	7,589.94	7,817.64	8,052.17	8,293.74
5	Office Supervisor	Hourly	33.56	34.57	35.60	36.67	37.77	38.91	40.07	41.28	42.51	43.79	45.10	46.46	47.85
		Monthly Equiv. <i>hourly rate x 2080 hours</i> Annual Equiv	5,817.06	5,991.57	6,171.32	6,356.46	6,547.15	6,743.57	6,945.87	7,154.25	7,368.88	7,589.94	7,817.64	8,052.17	8,293.74
5	Head Swim Coach <i>*see note below</i>	Monthly	5,816.72	5,991.23	6,170.96	6,356.09	6,546.77	6,743.18	6,945.47	7,153.84	7,368.45	7,589.50	7,817.19	8,051.71	8,293.26
		Annual Equiv	69,800.68	71,894.70	74,051.54	76,273.09	78,561.28	80,918.12	83,345.66	85,846.03	88,421.41	91,074.06	93,806.28	96,620.47	99,519.08
6	Parks Program Manager <i>*see note below</i>	Monthly	6,166.44	6,351.43	6,541.97	6,738.23	6,940.38	7,148.59	7,363.05	7,583.94	7,811.46	8,045.80	8,287.18	8,535.79	8,791.87
		Annual Equiv	73,997.26	76,217.18	78,503.69	80,858.80	83,284.57	85,783.10	88,356.60	91,007.30	93,737.51	96,549.64	99,446.13	102,429.51	105,502.40
6	Accounting Program Manager <i>*see note below</i>	Monthly	6,166.44	6,351.43	6,541.97	6,738.23	6,940.38	7,148.59	7,363.05	7,583.94	7,811.46	8,045.80	8,287.18	8,535.79	8,791.87
		Annual Equiv	73,997.26	76,217.18	78,503.69	80,858.80	83,284.57	85,783.10	88,356.60	91,007.30	93,737.51	96,549.64	99,446.13	102,429.51	105,502.40
6	Rec Program Manager <i>*see note below</i>	Monthly	6,166.44	6,351.43	6,541.97	6,738.23	6,940.38	7,148.59	7,363.05	7,583.94	7,811.46	8,045.80	8,287.18	8,535.79	8,791.87
		Annual Equiv	73,997.26	76,217.18	78,503.69	80,858.80	83,284.57	85,783.10	88,356.60	91,007.30	93,737.51	96,549.64	99,446.13	102,429.51	105,502.40

BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT

Level	POSITION	Hourly/Salary	2025	2026		B Step	C Step	D Step	E Step	F Step	G Step	H Step	I Step	J Step	K Step	L Step
			A Step	A Step												
7	Facility Maintenance Manager	Monthly Annual Equiv.	6,690.03 80,280.31	6,890.73 82,688.72	7,097.45 85,169.38	7,310.37 87,724.46	7,529.68 90,356.19	7,755.57 93,066.88	7,988.24 95,858.89	8,227.89 98,734.65	8,474.72 101,696.69	8,728.97 104,747.59	8,990.84 107,890.02	9,260.56 111,126.72	9,538.38 114,460.52	
7	Creative Services Manager	Monthly Annual Equiv.	6,690.03 80,280.31	6,890.73 82,688.72	7,097.45 85,169.38	7,310.37 87,724.46	7,529.68 90,356.19	7,755.57 93,066.88	7,988.24 95,858.89	8,227.89 98,734.65	8,474.72 101,696.69	8,728.97 104,747.59	8,990.84 107,890.02	9,260.56 111,126.72	9,538.38 114,460.52	
7	Natural Resource Manager	Monthly Annual Equiv.	6,690.03 80,280.31	6,890.73 82,688.72	7,097.45 85,169.38	7,310.37 87,724.46	7,529.68 90,356.19	7,755.57 93,066.88	7,988.24 95,858.89	8,227.89 98,734.65	8,474.72 101,696.69	8,728.97 104,747.59	8,990.84 107,890.02	9,260.56 111,126.72	9,538.38 114,460.52	
8	Program Facility Administrator	Monthly Annual Equiv.	7,213.57 86,562.83	7,429.98 89,159.72	7,652.88 91,834.51	7,882.46 94,589.54	8,118.94 97,427.23	8,362.50 100,350.05	8,613.38 103,360.55	8,871.78 106,461.36	9,137.93 109,655.20	9,412.07 112,944.86	9,694.43 116,333.21	9,985.27 119,823.20	10,284.82 123,417.90	
8	Executive Services Administrator	Monthly Annual Equiv.	7,213.57 73,997.26	7,429.98 89,159.72	7,652.88 91,834.51	7,882.46 94,589.54	8,118.94 97,427.23	8,362.50 100,350.05	8,613.38 103,360.55	8,871.78 106,461.36	9,137.93 109,655.20	9,412.07 112,944.86	9,694.43 116,333.21	9,985.27 119,823.20	10,284.82 123,417.90	
9	Assistant Parks/Recreation/Finance Director <i>Previously superintendent</i>	Monthly Annual Equiv.	8,377.05 100,524.58	8,628.36 103,540.32	8,887.21 106,646.53	9,153.83 109,845.92	9,428.44 113,141.30	9,711.29 116,535.54	10,002.63 120,031.60	10,302.71 123,632.55	10,611.79 127,341.53	10,930.15 131,161.77	11,258.05 135,096.63	11,595.79 139,149.53	11,943.67 143,324.01	
9	Senior Planner	Monthly Annual Equiv.	8,377.05 100,524.58	8,628.36 103,540.32	8,887.21 106,646.53	9,153.83 109,845.92	9,428.44 113,141.30	9,711.29 116,535.54	10,002.63 120,031.60	10,302.71 123,632.55	10,611.79 127,341.53	10,930.15 131,161.77	11,258.05 135,096.63	11,595.79 139,149.53	11,943.67 143,324.01	
10	IT Director	Monthly Annual Equiv.	9,075.14 108,901.63	9,347.39 112,168.68	9,627.81 115,533.74	9,916.65 118,999.75	10,214.15 122,569.74	10,520.57 126,246.83	10,836.19 130,034.24	11,161.27 133,935.27	11,496.11 137,953.32	11,840.99 142,091.92	12,196.22 146,354.68	12,562.11 150,745.32	12,938.97 155,267.68	
10	Division Director	Monthly Annual Equiv.	9,075.14 108,901.63	9,347.39 112,168.68	9,627.81 115,533.74	9,916.65 118,999.75	10,214.15 122,569.74	10,520.57 126,246.83	10,836.19 130,034.24	11,161.27 133,935.27	11,496.11 137,953.32	11,840.99 142,091.92	12,196.22 146,354.68	12,562.11 150,745.32	12,938.97 155,267.68	
11	Assistant Executive Director	Monthly Annual Equiv.	9,982.65 119,791.79	10,282.13 123,385.54	10,590.59 127,087.11	10,908.31 130,899.72	11,235.56 134,826.71	11,572.63 138,871.52	11,919.81 143,037.66	12,277.40 147,328.79	12,645.72 151,748.66	13,025.09 156,301.12	13,415.85 160,990.15	13,818.32 165,819.85	14,232.87 170,794.45	

* **As of January 1, 2026, the minimum salary threshold for exempt employees in Washington State will be \$80,168.40 per year, which is equivalent to \$1,541.70 per week. Anyone earning less than the minimum salary threshold referenced above is eligible for overtime pay per Department of Labor and Industries.**

PART-TIME AND SEASONAL SALARY SCALE FOR 2026

	POSITION	Hourly	2025	2026		B Step	C Step	D Step	E Step	F Step	G Step	H Step	I Step	J Step	K Step	L Step
			A Step	A Step												
N/a	Student Conservation Corp and Trails Crew	Hourly Only	18.13	18.68	19.24	19.82	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	
N/a	Camp Counselor	Hourly Only	18.13	18.68	19.24	19.82	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	
N/a	Park Aide	Hourly Only	18.13	18.68	19.24	19.82	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	
N/a	Recreation Assistant	Hourly Only	18.13	18.68	19.24	19.82	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	
N/a	Front Desk Clerk	Hourly Only	19.47	20.05	20.65	21.27	21.91	22.57	23.24	23.94	24.66	25.40	26.16	26.94	27.75	
N/a	Senior Recreation Assistant	Hourly Only	19.47	20.05	20.65	21.27	21.91	22.57	23.24	23.94	24.66	25.40	26.16	26.94	27.75	
N/a	Janitor	Hourly Only	20.00	20.60	21.22	21.85	22.51	23.19	23.88	24.60	25.34	26.10	26.88	27.68	28.52	
N/a	Front Desk Lead	Hourly Only	20.05	20.65	21.27	21.91	22.57	23.24	23.94	24.66	25.40	26.16	26.94	27.75	28.59	
N/a	Lifeguard	Hourly Only	20.14	20.74	21.36	22.00	22.66	23.34	24.04	24.77	25.51	26.27	27.06	27.87	28.71	
N/a	Recreation Instructor	Hourly Only	20.14	20.74	21.36	22.00	22.66	23.34	24.04	24.77	25.51	26.27	27.06	27.87	28.71	
N/a	Aquatics Instructor	Hourly Only	21.48	22.12	22.79	23.47	24.17	24.90	25.65	26.42	27.21	28.02	28.87	29.73	30.62	

BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT

Level	POSITION	Hourly/Salary	2025	2026		B Step	C Step	D Step	E Step	F Step	G Step	H Step	I Step	J Step	K Step	L Step
			A Step	A Step												
N/a	Recreation Program Leader	Hourly Only	21.48	22.12	22.79	23.47	24.17	24.90	25.65	26.42	27.21	28.02	28.87	29.73	30.62	
N/a	Camp Program Supervisor	Hourly Only	22.82	23.51	24.21	24.94	25.69	26.46	27.25	28.07	28.91	29.78	30.67	31.59	32.54	
N/a	Recreation Specialist	Hourly Only	22.82	23.51	24.21	24.94	25.69	26.46	27.25	28.07	28.91	29.78	30.67	31.59	32.54	
N/a	Senior Lifeguard	Hourly Only	22.82	23.51	24.21	24.94	25.69	26.46	27.25	28.07	28.91	29.78	30.67	31.59	32.54	
N/a	Senior Student Conservation Corp	Hourly Only	22.82	23.51	24.21	24.94	25.69	26.46	27.25	28.07	28.91	29.78	30.67	31.59	32.54	
N/a	Teen Center Program Supervisor	Hourly Only	22.82	23.51	24.21	24.94	25.69	26.46	27.25	28.07	28.91	29.78	30.67	31.59	32.54	
N/a	Event Assistant	Hourly Only	24.16	24.89	25.64	26.40	27.20	28.01	28.85	29.72	30.61	31.53	32.47	33.45	34.45	
N/a	Office Assistant	Hourly Only	24.16	24.89	25.64	26.40	27.20	28.01	28.85	29.72	30.61	31.53	32.47	33.45	34.45	
N/a	Assistant Recreation Program Coordinator	Hourly Only	25.51	26.27	27.06	27.87	28.71	29.57	30.46	31.37	32.31	33.28	34.28	35.31	36.37	
N/a	Assistant Swim Coach	Hourly Only	25.51	26.27	27.06	27.87	28.71	29.57	30.46	31.37	32.31	33.28	34.28	35.31	36.37	
N/a	Senior Recreation Instructor	Hourly Only	25.51	26.27	27.06	27.87	28.71	29.57	30.46	31.37	32.31	33.28	34.28	35.31	36.37	
N/a	Student Conservation/Trails Crew Coordinator	Hourly Only	25.51	26.27	27.06	27.87	28.71	29.57	30.46	31.37	32.31	33.28	34.28	35.31	36.37	
N/a	Office Specialist	Hourly Only	26.85	27.65	28.48	29.34	30.22	31.12	32.06	33.02	34.01	35.03	36.08	37.16	38.28	
N/a	Maintenance Tech	Hourly Only	28.19	29.04	29.91	30.80	31.73	32.68	33.66	34.67	35.71	36.78	37.89	39.02	40.19	
N/a	CDL Driver	Hourly Only	32.89	33.88	34.89	35.94	37.02	38.13	39.27	40.45	41.66	42.91	44.20	45.53	46.89	

Executive Director has authority to negotiate hourly pay rates for short term, highly specialized, part-time employees.

There may be some rounding differences

Commission based private and therapeutic instruction

***This is in addition to hourly pay, per the salary scale.**

Private Lesson – Tier 1

Private Swim Lessons – Taught by Aquatic Instructor

Commission: 15% Per Participant Fee

Private Lesson – Tier 2

Private Coaching- Taught by Assistant Swim Coach

Commission: 20% Per Participant Fee

Private Lesson- Tier 3

Private Therapy- Taught Senior Aquatic Instructor

Commission: 30% Per Participant Fee

*All commission rates apply to part-time, hourly staff only. Some private lesson responsibilities fall into a full-time staff job description, and no commission will be paid.

*The commission is due only when the class fees are paid in full.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-22

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, AUTHORIZING AND DIRECTING THE COUNTY ASSESSOR TO LEVY REGULAR PROPERTY TAXES FOR COLLECTION IN 2026.

WHEREAS, pursuant to RCW 84.55.120, a properly noticed public hearing was held on November 20, 2025 to consider the revenue sources including the 2026 regular and excess property tax levies; and

WHEREAS, on August 3, 2021, Proposition No. 1 was approved by the voters of the District, limiting annual levy increases for the years 2023 to 2027 to the annual increase (measured from June to June) in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bellevue statistical area, as compiled by the U.S. Bureau of Labor Statistics; and

WHEREAS, the maximum allowable regular levy for collection in calendar year 2026 is calculated to be \$9,782,401, which is equal to the lesser of (i) the amount estimated to be produced at the District's maximum statutory rate (\$0.75/\$1,000); or (ii) the District's highest previous levy (\$9,392,127) multiplied by the voter-approved limit factor of 2.7% (the CPI-W index change from June 2024 to June 2025), plus new construction and other adjustments pursuant to RCW 84.55.010; and

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the District that the levy amount for collection in 2026 shall be the amount set forth below and is within the applicable limitations set by the voters;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the District ("Board") as follows:

Section 1. Regular Property Tax Levy. Based on the voter-approved limitation on annual levy increases, the Board has determined that the Regular Property Tax levy for collection in calendar year 2026 is fixed and established in the amount of \$9,782,401. This Regular Property Tax levy represents a dollar increase of \$217,486 and a percentage increase of 2.7% from the levy amount set for collection in the previous year, excluding the addition of new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred, and administrative refunds made as shown below:

2026 Regular Levy	\$9,782,401.00
Less 2025 Regular Levy Amount	9,392,127.00
Less New Construction	66,843.00
Less Refunds	45,945.00
Less additional tax revenues	60,000.00
Total Increase	217,486.00

Percent Increase **2.7**

The Vice-Chair of the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District be authorized to sign on behalf of the District, the Levy Certification hereto attached as Exhibit "A".

Section 2. Notice to Kitsap County. This resolution shall be certified to the proper County officials, as provided by law, and taxes herein levied shall be collected on behalf of the District at the time

and in the manner provided by the laws of the State of Washington for the collection of taxes for metropolitan park and recreation districts.

Section 3. Severability; Necessary Corrections. Should any section, paragraph, sentence, clause or phrase of this resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this resolution be preempted by State or Federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances. The Secretary of the Board is authorized to make necessary corrections to this resolution to correct any typographical, scrivener's or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or section/subsection numbering and references.

Section 4. Effective Date. This resolution shall become effective immediately upon its adoption, as provided by law.

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of November 2025 the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt



Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Dawn Janow** (Name),
Board Vice-Chair (Title), for **Bainbridge Island Metro Park & Rec District** (District name),
do hereby certify to the **Kitsap** (Name of county) County legislative authority
that the **Board of Commissioners** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11/20/25** (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.	9,782,401.00	
Administrative refund amount	45,945.00	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-23

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, 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 DECEMBER 1, 2026, ON GENERAL OBLIGATION BOND INDEBTEDNESS OF THE DISTRICT.

WHEREAS, many of the voter-approved general obligation bonds referenced in Resolution 2014-24 and adopted on November 25, 2014 have been paid off or were consolidated in the voter approved general obligation refunding bonds approved by Resolution 2009-14 and adopted on August 27, 2009; and

WHEREAS, the last bond refunded in accordance with Resolution 2009-14 adopted on August 27, 2009 was paid off at the end of 2018; and

WHEREAS, the current outstanding voter-approved indebtedness of the Bainbridge Island Metropolitan Park & Recreation District was assumed in accordance with Resolution 2015-12 adopted on June 18, 2015; and

WHEREAS, payments of interest and/or principal on the above referenced bond are made twice a year and are due and payable on June 1, 2026 and December 1, 2026,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that:

There shall be need of \$455,075 to pay the interest and principal on the above referenced bond that will become due and payable on the dates indicated above, and that the Board of Commissioners does hereby certify the need for an excess levy upon all taxable property within the Bainbridge Island Metropolitan Park & Recreation District to raise \$455,075, and does hereby authorize, direct and request the County Assessor to extend upon the books of Kitsap County the need for taxation to raise \$455,075 for the Bainbridge Island Metropolitan Park & Recreation District for collection in 2026 with such amount broken down as follows:

Administrative Fee	0.00
Principal	325,000.00
Interest	130,075.00
Total Levy Amount	455,075.00

And that the Vice-Chair of the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District be authorized to sign on behalf of the District, the Levy Certification hereto attached as Exhibit "A",

PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 20th day of November, 2025.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: _____
Tom Goodlin

BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
John Thomas Swolgaard

ATTEST: _____
Kenneth R. DeWitt



Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Dawn Janow** (Name),
Board Vice-Chair (Title), for **Bainbridge Island Metro Park & Rec District** (District name),
do hereby certify to the **Kitsap** (Name of county) County legislative authority
that the **Board of Commissioners** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11/20/25** (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount , which includes the amounts below.	<input type="text"/>	<input type="text"/>
Administrative refund amount	<input type="text"/>	<input type="text"/>
Non-voted bond debt amount	<input type="text"/>	<input type="text"/>
Other* <input type="text"/>	<input type="text"/>	<input type="text"/>

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount , which includes the amounts below.	<input type="text"/>	455,075.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administrative refund amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

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