

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT  
 REGULAR BOARD MEETING April 2, 2026  
 STRAWBERRY HILL CENTER**

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

**BOARD MEMBERS PRESENT:** Ken DeWitt, Tom Goodlin, Jay Kinney, Rachel Pritchett, Tom Swolgaard.

**ADJUSTMENTS TO AGENDA:** Move item 40.2 ahead of item 40.1 in general business.

**BOARD CONSENT**

**APPROVAL OF MINUTES:**

Upon hearing there were no corrections to the minutes of the March 11, 2026 special board meeting, Chair DeWitt stated the minutes stand approved as submitted.

Upon making the following revisions to the minutes of the March 19, 2026 regular board meeting, Chair DeWitt stated the minutes stand approved as corrected: On page two, under staff reports, in the fourth paragraph edit the fourth sentence to read: The formation of the union by park services staff was certified by the State Public Employee Relations Commission and management staff are now waiting for a contract proposal to start the negotiation process.

**APPROVAL OF PAYMENTS: MSC: Pritchett/Kinney: 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
3/20/2026	001 General Fund 300 Capital Improvement Fund	31696-31710	\$55,533.15
3/23/2026	001 General Fund 300 Capital Improvement Fund	31711	\$567,450.00
3/24/2026	001 General Fund 300 Capital Improvement Fund	31712-31733	\$56,454.74
3/31/2026	001 General Fund 300 Capital Improvement Fund	31734-31755	\$45,529.10
3/31/2026	001 General Fund (March Payroll Benefits and Taxes)	EFT and 10123-10126	\$265,388.98
3/31/2026	001 General Fund (March Payroll)	EFT and 3514-3518	\$427,648.98
	300 Capital Improvement Fund	Pre-approval	\$220,116.00

**GENERAL BUSINESS**

**2025 BUDGET VS. ACTUAL FOR GENERAL FUND AND CAPITAL IMPROVEMENT FUND:** Assistant Executive Director Amy Swenson said the 2025 budget year ended with revenue less than projected by about \$227,000 and expenses less than projected by about \$561,000. Expenses were down mostly due to capital improvement projects either not being finished or coming in under budget. Amy Swenson said she plans to provide the board with monthly fund balance reports for review as the District’s General Fund reserve balance will be spent down in 2026 per the 2026 budget. Some of the fund balances have restrictions or commitments and some are unrestricted. As examples, in the General Fund a portion of the fund balance is customer account balances and is therefore restricted for customer use, and the Capital Improvement Fund is committed to capital expenditures. Assistant Finance Director Michelle Miller said the amended 2025 Capital Improvement Fund budget was approved at the December 15, 2025 board meeting and now the actual numbers are being presented. She talked through the actuals for each line item in the 2025 Capital Improvement Fund budget.

**BAINBRIDGE ISLAND JAPANESE AMERICAN EXCLUSION MEMORIAL ASSOCIATION LONG-TERM LEASE AGREEMENT:**

Executive Director Dan Hamlin said the draft Bainbridge Island Japanese American Exclusion Memorial Association long-term lease agreement has been reviewed by the District’s insurance company and there will be some updates incorporated from that review. District Attorney Hayes Gori reviewed the document, and his edits were incorporated in the draft and were accepted by BIJAEMA. Dan Hamlin noted that the exhibit included in the draft document did not reflect the actual footprint referred to and shared maps showing the footprint referred to and said the exhibit will be replaced with a survey. The reason for the long-term lease agreement is to give BIJAEMA tenure which is necessary for them to be eligible to receive grant funding without having to take the extra step of running the funding through the District.

**STAFF REPORT**

Administrative Division: Assistant Executive Director Amy Swenson said the person recently hired to fill the human resources administrator position will start work with the District on April 20.

Recreation Division: Recreation Division Director Madison Collins said the District is running some spring break camps next week. Bainbridge Island Recreation Center will be closed on Wednesday, April 8 to bring in new equipment and perform maintenance on the facility. Assistant Recreation Director Bryan Garoutte said the spray booth for the Eagledale Pottery Studio has been ordered and will arrive soon.

Park Services Division: Park Services Division Director Lydia Roush said staff are holding interviews for seasonal positions. Executive Director Dan Hamlin said the new website, which has combined all three of the websites previously used by the District, is now live. The Teamsters representative said they are meeting with park services staff on April 21 and the District should expect to hear from them soon after that to set up a meeting to start talking about the contract.

**BOARD MEMBER REMARKS:**

- Commissioner Pritchett said she was honored to represent the District at the Bainbridge Island Environmental Conference and the 84<sup>th</sup> anniversary commemoration ceremony of the forced removal of 227 Japanese Americans from Bainbridge Island, the first of over 120,000 nation-wide, to concentration camps during World War II.
- Commissioner Goodlin said he reviewed a preview of the new District website and made some comments but overall, it looked like it would be a nice improvement.
- Commissioner DeWitt said that islanders Melanie Keenan said Margaret Herren both passed away in February.
- Commissioner DeWitt said at Tuesday night’s City Council meeting Councilmember Nelson made a motion to direct staff to prepare a resolution opposing the roundabout which the Washington State Department of Transportation is planning to build at the intersection of High School Road and Highway 305; the motion passed with a 6-1 vote.

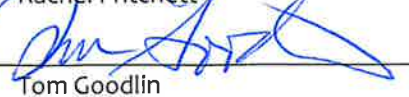
**MEETING ADJOURNED** at 6:37 pm.

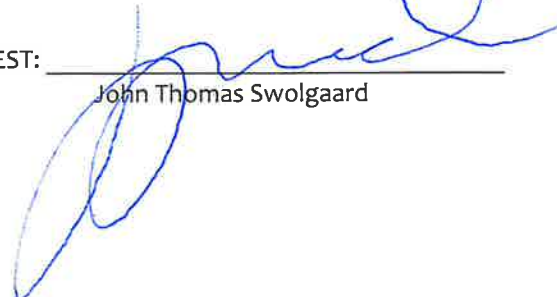
Helen Stone  
Dan Hamlin  
BAINBRIDGE ISLAND METROPOLITAN  
PARK & RECREATION DISTRICT

BY:   
Kenneth R. DeWitt

BY:   
Jay C. Kinney

BY:   
Rachel Pritchett

BY:   
Tom Goodlin

ATTEST:   
John Thomas Swolgaard