

KITSAP COUNTY PARKS ADVISORY BOARD
June 18, 2025
MEETING MINUTES

The meeting was called to order at 6:02 PM by the Parks Advisory Board Chair, Larry Walker. Guidelines of the hybrid Parks Advisory Board Meeting were read.

WELCOME AND INTRODUCTIONS

ADOPTION OF MINUTES

- Review of April meeting minutes.

ACTION | Nancy Whitaker motioned to adopt April 16, 2025; meeting minutes as originally written.

Jessica Rice seconded the motion.

Discussion | Dawn Dockter discussed concerns regarding ambiguity in the meeting minutes regarding the definition of classifications that was discussed during the PROS Plan vote. Discussed Robert Rules and the process of making a motion and voting.

Lisa Hurt stated that she would not have voted yes to the PROS Plan if there had not been discussion about an amendment to the motion.

No amendments to the April minutes.

VOTE | All in favor.
No opposition.
Minutes approved.

- Review of May meeting minutes.

Discussion | PAB Chair recommends removing comments regarding Robert Rules on re-opening a vote for discussion and re-voting. Dawn recommends adding a statement that explains these comments were added after-the-fact to help explain to future readers. Larry stated that the explanation is the fact that the decision to revote was made in error.

Dawn Dockter moves that language be added that there was discussion on if or how a reopening of a vote could be done, and at the guidance of the Chair, a decision was made to allow the change of vote.

ACTION | Lisa Hurt motioned to adopt the May 21, 2025, meeting minutes with amendment.

Jessica rice seconded the motion.

VOTE | All in favor.
No Opposition.
Minutes approved.

PUBLIC COMMENT PERIOD – NO PUBLIC COMMENTS

SPECIAL PRESENTATIONS/REPORTS

- Reopening/reconsideration of PROS Plan vote from April

ACTION | Lisa Hurt motioned to reopen/reconsider the vote taken in an April meeting in regard to moving the PROS Plan forward.

Dawn Dockter seconded the motion.

Discussion | Dawn Dockter commented that there was reason for reconsidering. Dawn shared that Lisa Hurt had talked to her about why she felt she wanted to change her vote. During the last meeting Lisa realized that there would not be a subcommittee meeting regarding PROS Plan concerns. Dawn also feels there was a lot of ambiguity and confusion during the vote. And that the board should be willing to step forward and try to erase any doubt. Jessica Rice suggests pushing this discussion to the next meeting due to low attendance. Lisa Hurt stated that the PROS Plan agenda has already moved forward so this is a moot point. Lisa doesn't want the record to reflect a pro-vote next to her name for this movement because there are a lot of questions remaining. Lisa also states there is uncertainty that the comments about classification systems were included as requested. Larry Walker asked if the revote and classification clarification will be appended to the PROS Plan. The Parks Director stated the classifications referred to in the meeting minutes were based on discussion about park classifications. Landscape classifications are different and need a name change in the future to stop the confusion. The request from Linda Berry-Maraist during the April PROS Plan discussion was for some clarifying language to the definitions with the plan that called out the park classifications. After the April PAB meeting, clarifying language was added within the parks plan that talks about classifications. There is also language in the appendices for the description of the park classifications.

VOTE | Two (2) Yes
Two (2) No
Chair voted Yes – Larry stated that there is valid conversation that can be applied and update the PAB recommendation pertaining to the PROS Plan. Motion approved.

Dawn confirmed that the discussion regarding Linda Berry-Maraist's comment, during the April PAB meeting, pertaining to clarification of the park classification, has been included in the current PROS Plan.

ACTION | Dawn Dockter motioned to adopt the PROS Plan and recommend presenting the PROS Plan to the Board of County Commissioners. Jessica Rice seconded the motion.

Discussion | Lisa Hurt stated that none of the comments that she discussed during the meeting were listed in the minutes. Why did Linda's motion get carried and none of Lisa's concerns were listed? Parks Director stated that Linda's comments were part of the motion and that the topics discussed previous to that, were part of the conversation, not part of the motion. Lisa stated that she believed there would be further discussion at subcommittee meetings.

VOTE | Three (3) Yes
One (1) No
Motion approved.

- Capital Improvement Project Prioritization

Parks Planner, Carmen Smith presented a draft prioritization process for the Capital Improvement Program ("CIP"). The CIP is a six-year look at all capital projects that the department intends to work on over the next six years. This is updated annually and is developed by staff and approved by the Board of County Commissioners in the fall of every

year. Currently, there is not a process to evaluate, prioritize, score, or analyze capital projects. This process would primarily focus on built environmental projects. Other types of projects like natural resources projects, planning projects and land acquisitions will need a different tool. Research included reviews of many other agencies' processes to prioritize projects. The Capital Projects & Parks subcommittee met twice to review the examples and discuss items to include in the draft Parks CIP Prioritization process. Carmen provided a review of the steps of the process.

Step 1 – Alignment with Department Operations

Step 2 - Prioritization. Important components include safety, asset preservation, improved efficiency, regulatory requirements, and user impact/experience.

Step 3 – Balancing. Geographic equality, project type, project size, funding, and staff capacity. This draft was shared with the Board of County Commissioners (BoCC) and the Parks Advisory Board (PAB) on June 18, 2025. Capital Projects & Parks subcommittee will meet again in early July to review draft scoring. Draft scoring will then be shared with the BOCC and PAB mid-July.

- **Budget Cuts**

Kitsap County is anticipating an \$8 million shortfall in the operating budget in 2026 in comparison to the baseline in 2025. This is due to a wide variety of structural issues in budget processes, budget development and budget calculations. Contributing factors include inflation, an increase in the cost of benefits, staffing costs and the limitations on revenue generation.

Commissioners have decided to use \$2 million from the County reserves to apply to the deficit. The remaining deficit will be distributed across the different departments and elected offices.

The details of this information by department is available on the County's website.

The Parks Department has already started working on strategies to meet this deficit. There are currently 5 Full Time Employees (FTE) vacancies that will not be filled, and seasonal staff hires were reduced. Exploring rental fees increases, irrigation efficiencies, reducing port-a-potties, reducing professional development costs, and reductions in supplies and services fees.

Kitsap County instituted a temporary hiring freeze on June 9 for all departments and offices through December 31, 2025. The purpose of this freeze is to generate savings of \$500,000 in the remainder of 2025. Once 2026 budget cut plans are verified by the Budget Office, any additional vacancy freezes are not necessary. The vacancies created for budget cuts are permanent.

Parks staff are working on a two-year budget cut proposal that includes a tiered budget cut approach. Once the plan is approved by the Budget Office, it will be brought to the Parks Advisory Board. Parks Staff are also working on building the 2026 budget which is reviewed along with all County department budgets, adjusted as needed and then brought to the Board of County Commissioners in December.

PARKS REPORT

DIRECTORS REPORT –

Capital Project Update -

- Tennis court projects – Central Kitsap School District (CKSD) is funding a rebuild of the six tennis courts at the Fairgrounds. These courts are under a joint agreement between Parks and CKSD for maintenance and capital investment. This project will commence in late June and be completed before school resumes at the end of summer.
- Point No Point Beach and Shoreline Repair project. The one remaining permit needed from the US Coast Guard is anticipated to be received by June 25. The project was posted for public bidding, and submissions are due by July 9th. This project is still targeted to be completed in 2025.

- The Port Gamble Forest Heritage Park – North Gateway Trailhead, is scheduled to break ground on July 7, 2025 and completion is anticipated in late September to early October.

Natural Resources Program Update -

- Port Gamble Forest Heritage Park - There are four areas that will receive selective thinning in 2025. There are multiple trail closures in each area during this process. The forest practice application permit was approved by DNR for thinning in these areas.

Planning Program Update –

- PROS Plan update – On June 17, the PROS Plan received a signed Findings of Fact from the Planning Commission. The plan will now move forward to the Board of Commissioners.

SUB-COMMITTEE REPORTS – none

DISTRICT REPRESENTATIVE REPORTS –

- North District | none
- Central District | Newberry Hill Heritage Park work parties occur on the 3rd Saturday of the month. The June work party has been moved to Friday June 27 at 8:30am.
- South District | The upcoming Discover Kitsap Park event at Banner Forest will provide educational information on forest health.

PUBLIC COMMENT

- KC Patton – KARCS. Carmen Smith visited the site at Coulter Creek Park and learned about the concerns regarding the safety hazard at the entrance gate. It is suggested that the shoulder be widened to allow vehicles to pull over to access the locked gate without blocking the road. The Public Works Director determined widening the shoulder is not an option. KC requests the item be brought to the Commissioners for consideration.

Suggestions from PAB members to coordinate gate openings as needed to avoid extra costs and ensure spotters are trained.

- Martha Burke –
 - Suggests increase in fees for bike park events.
 - Reducing porta-a-potties is contradictory to the PROS Plan public comments requesting more restrooms.
- Carol Price –
 - Parks staff did a great job mowing at Eglon.
 - Don't reduce the number of porta-a-potties. There should be at least one per park.
 - Please do not extend the trail from Newberry Hill Heritage Park to Green Mountain. This area is already overused.
- Joe Lubischer - The last tree thinning project at Port Gamble Forest Heritage Park removed all trees that were cut. This doesn't seem to be in line with the best practices, as evidenced, for example, by GPCs work of leaving considerable amounts of timber on the ground and creating significant number of snags. He encourages the PAB members to look at current contracts and exert some pressure to use the best available science for specifying thinning practices.

ADJOURNMENT

ACTION | Lisa Hurt motioned to adjourn the meeting.

Discussion | Nancy Whitaker seconded the motion.
 VOTE | None
 All in favor.
 Motioned approved. The meeting was adjourned at 7:45 PM.

PARKS ADVISORY BOARD MEETING |ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC (In Person)
Larry Walker – South	Alex Wisniewski - Director	Online public attendee names not captured
Lisa Hurt - North	Camern Smith – Parks Planner	
Dawn Dockter - South	Alex Hardy – Events and Marketing Supervisor	
Jessica Rice – South	Bre Ganne – M&O Supervisor	KC Patton
Nancy Whitaker - Central		David Onstad

