



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, October 16, 2024

TIME: 6:00 PM - 8:00 PM

LOCATION: This is a hybrid meeting. It will be held in-person at the Eagle's Nest Community Center (1195 Fairgrounds Road, Bremerton) and on Zoom.

Zoom link will be posted on the [home page](#) of Kitsap County Parks website on the day of the meeting. The link is the bottom right-hand side under the heading: **Upcoming Parks Advisory Board Meeting**.

Pre-Meeting: Virtual meeting format, information, and instructions

- I. Welcome & Introductions
 - II. Adoption of the September 18, 2024 meeting minutes
 - III. Public Comment (3-minute limit/person)
Public comments are welcome at this time. If you have questions or are seeking information from the Parks Department, please contact us at parks@kitsap.gov so that your inquiry may be directed to the appropriate Parks Department staff for a response.
 - IV. Special Presentations/Reports
 - a. Event Policies and Fees
Alex Hardy, Community Outreach & Visitor Services Sub-Committee
 - V. Parks Report
 - a. Director's Report
Alex Wisniewski, Alex Hardy, Irene Weber, Bre Ganne
 - VI. Sub-Committee Reports
 - a. PAB Nominating Committee
Lisa Hurt, Amy Lawrence, Nancy Whitaker
 - VII. District Representative Reports
 - a. Old Business
 - b. New Business
 - VIII. Public Comment (3-minute limit/person)
 - IX. Adjournment
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Sub Committee Assignments

Sub Committee	Type	Focus Area	PAB Members	Parks Staff (may vary by topic)
Finance & Budget	Standing (per by laws)	<ul style="list-style-type: none">Operating BudgetFunding Opportunities	Linda Berry-Maraist Grady Martin Jon Pearson Dawn Dockter	Parks Director
Capital Projects & Parks	Standing (per by laws)	<ul style="list-style-type: none">Capital Projects ProgramM&O Program	Larry Walker Nancy Whitaker Grady Martin Jon Pearson	Capital Projects Planner M&O Supervisor
Community Outreach & Visitor Services	Ad Hoc	<ul style="list-style-type: none">Events and Rentals ProgramMarketingVolunteer ProgramYouth Engagement	Nancy Whitaker Amy Lawrence Amy Smalley Lisa Hurt	Marketing & Events Supervisor Natural Resources Supervisor
Planning & Property	Ad Hoc	<ul style="list-style-type: none">Planning ProgramNatural Resources ProgramLand Acquisition & Divestiture	Linda Berry-Maraist Amy Lawrence Dawn Dockter Lisa Hurt	Parks Planner Natural Resources Supervisor

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2024 Agenda Items and Sub-Committee Meetings

Month	Task or Agenda Item	Board or Sub-Committee Assignment
January	Elections (by secret ballot)	Board
February		
March		
April		
May		
June	Annual Operations Budget Review	Finance & Budget
July	Annual Operations Budget Review	Board
August		
September	Events Policies and Fees Update	Community Outreach & Visitor Services
	Create Nominating Sub-Committee (appointed by Chair)	Chair
October	Annual Capital Improvement Plan Review	Capital Projects & Parks
	Events Policies and Fees Update	Board
November	Annual Capital Improvement Plan Review	Board
December		

KITSAP COUNTY PARKS ADVISORY BOARD

DRAFT September 19, 2024

MEETING MINUTES

The meeting was called to order at 6:00 PM by the Parks Advisory Board Chair, Larry Walker
Guidelines of the hybrid Advisory Board Meeting were read.

WELCOME AND INTRODUCTIONS

APPROVAL OF MINUTES | ACTION: *Linda Berry-Maraist motioned to adopt August 21, 2024, meeting minutes. Dawn Dockter seconded the motion. Minutes approved.*

PUBLIC COMMENT

- KC Patton – Kitsap Aircraft Radio Control Society updates. Work on Sunnyslope road is in progress and expected to complete in a couple of weeks. Second season in partnership with Experimental Aircraft Association to build models with the Young Eagles who are involved with the EAA. Six participants signed up, course begins on September 28, 2024 and ends April 1, 2025.

SPECIAL PRESENTATIONS/REPORTS-

- 2025 Budget Book - Parks Director presented an overview of the 2025 budget information gathered over the past few months. The budget office creates a budget book for all departments each year that is published publicly. Most 2025 department budgets have been posted for public review.
Board discussion, concerns and questions -
 - Concern regarding the open Planner position's drop in salary which will cause more difficulties to fill the position. County is not positioned to be competitive for candidates in this field.
Parks is considering hiring an Associate Planner as the pool of applicants did not meet minimum requirements for a Planner position. A recent Compensation Study conducted for Kitsap County will implement the findings of this study of the next few months. This will hopefully place Kitsap County in a more competitive position in the market.
 - Clarification provided regarding the Parks Capital Projects Specialist position that is permanently under the Public Works Capital Projects Division. This is not the Planner position. Additional clarification regarding staff costs for this position.
 - Where will salary increases be funded from? Does Parks have to make cuts to accommodate the salary increases? The expense will be spread out across the General Fund.
- Board Discussion – Funding for Natural Resource Positions
Linda Berry-Marist shared the concerns raised at Parks Advisory Board meeting on August 21, 2024, regarding the funding source for the Natural Resource Supervisor position. The suggested has been made previously that this position be funded from the Parks Department retaining a larger percentage of the revenues from events and facility rentals. Concerns about the on-going conflict of interest with the Natural Resources needing to cut trees to fund two staff positions.
Linda shared a letter drafted to the Board of County Commissioners with a recommendation to increase Parks' retention of fees from facilities and events.

PAB members voted on sending the letter to the Board of Commissioners. Unanimously agreed.

PAB members voted on moving two positions to general fund - Majority voted Yes.

Director suggests offering multiple concepts in the letter as ways to accomplish the request.

Board consensus on the recommendation to Commissioners.

Parks Director will inform the Commissioners and County Administrator of the PAB's desire to recommend to the Commissioners that they would like to see this change.

PARKS REPORTS

- PAB Position Nominating Sub-Committee- Chair and Vice-Chair positions
Lisa Hurt, Amy Lawrence and Nancy Whitaker volunteered to be on the committee.

DIRECTOR'S REPORT

- Capital Project Program Update –
 - Point No Point Phase 2 Beach and Shoreline repair project. Local permits in place. State and Federal permits are still pending. Those permits are specific to work being performed in the water during the 'fish window/water work' from August 15 - October 15. This work will not occur this year. Engineering consultant is determining what scope items of Phase 2 can be done sooner and outside of shoreline restrictions. Items that are not in the water and are landward are repairs to the parking lot and adding beach materials to the north beach to elevate for protection and stability. Elevating the north beach will allow sandbags to be removed and widen the road to the parking lot. Many projects will be postponed until the 'fish window' in 2025.
 - The HVAC units that have delayed 5 times this year have finally arrived locally. Project is moving forward.
 - North Gateway parking lot at Port Gamble is on schedule for construction in the first half of 2025
- Events and Marketing Program Update –
 - In August the Fair event and Blues Festival took place at the Fairgrounds. These are two of the largest and highly successful events at this location. All Parks Programs collaborated in a beautification day at the fairgrounds.
 - Event and Facility rental date monthly review.
- Maintenance and Operations Program Update–
 - Ball field operations - Spring and Fall turf management practices are crucial. Successful collaborations with Events Program to coordinate around the user groups to schedule field maintenance during busy field use season.
 - Six M&O staff attended Irrigation Technician Training through Rain Bird.
 - Two Position vacancies - offers sent to candidates
 - Rental houses are undergoing repairs and maintenance. Recent building inspections to assist in determining future use for some rental locations.
- Natural Resources Program Update -
 - Rayonier roadwork at Port Gamble will impact the roads around Port Gamble Forest Heritage Park
 - Discover Kitsap Walks
 - August event at Illahee Preserver – History of the park and its acquisition
 - September event at NKHP - Ecosystem services
 - Washington Youth Academy – Cadets perform thousands of hours of service
- Planning Program Update –
 - PROs Plan – County made an internal decision to adjust the remaining timeline and the sequencing of the PROS Plan for its approval based on the end of the year congestion on the Commissioners, and other schedules, most specifically with regards to the County Comprehensive Plan. Approval of the Comprehensive Plan will move forward and be completed by the end of 2024. Once completed, the PROs Plan will move forward for review and approval in early 2025.

Second draft should be available for review soon.

SUBCOMMITTEE REPORTS –

- Community Outreach & Victors Services sub-committee met on September 13, 2024. Sub-committee discussed the new event policies for Park facilities rentals fees. The intent is to bring the policies and fees to the PAB at the October meeting.

DISTRICT REPRESENTATIVE REPORTS

- Newberry Hill Heritage Park – Recent work party with Youth Academy was very successful removing scotch broom.
- Banner Forest – lots of trail brushing and maintenance.

PUBLIC COMMENT –

- Joe Lubischer-
 - Importance and usefulness of restorative thinning – Currently it is mainly a logging program. The first cut at North Kitsap and the recent at Port Gamble had no specification for leaving standing dead trees per acre or leaving wood on the ground. This activity is important to woodpeckers and salamanders. There are opportunities to expand the definition of restorative thinning.
 - Question about planning and funding for resource/ecological assessments at Port Gamble, Eglon, and Coulter Creek.
Parks Director clarified that the “one-time requests” shared at the August 21, 2024, PAB meeting were presented as a budget request and not a Capital component.
Once the acquisition for the Eglon property is completed, Parks will install County signage with Parks rules and continue to work with the KPTOS on trail maintenance in 2025.

Adjournment | **ACTION:** *Jon Pearson moved to adjourn the meeting. Nancy Whitaker seconded the motion. Motioned carried. The meeting was adjourned at 8:05PM.*

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS		STAFF	PUBLIC (In Person)
Larry Walker – South	Alex Wisniewski - Director	Online public attendee names not captured	
Lisa Hurt - North	Irene Weber – Natural Resources Program Supervisor		
Linda Berry-Maraist - North	Bre Ganne – Maintenance and Operations Supervisor		
Dawn Dockter - South	Alex Hardy – Events and Marketing Supervisor		
Nancy Whitaker - Central	Dee Tuttle – Office Support Specialist		
Amy Lawrence - Central			
Amy Smalley – South			
Jon Pearson – Central			





Parks Department

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Alex Wisniewski, Director

Director's Report

Date: 10/16/2024
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

All-Staff Meeting

On September 25, the department held an end-of-the busy season celebration to recognize departing summer seasonal workers, congratulate staff who've met years of service milestones, and to share updates and across programs about summer accomplishments and yet to come year-end goals. The next All-Staff Meeting is scheduled for mid-November and will focus on developing workplace values, updating purpose statements, and refining cross-programmatic relationships.

Acquisitions

Illahee Preserve Heritage Park

On October 7, 2024, the Board of County Commissioners approved the acquisition of two parcels totaling 3.38 acres to be incorporated into Illahee Preserve Heritage Park. These acquisitions were funded by a 2022 grant from the Recreation and Conservation Office and were targeted for enhancing the protection of the Illahee Creek watershed. There are four more parcels targeted for acquisition with this grant, but they have not yet closed. Land acquisition at the park, including the drafting and management of this and other grants, has been enthusiastically driven by the Illahee Forest Preserve, a non-profit dedicated to benefiting Illahee Preserve Heritage Park.

Eglon

On October 14, 2024, the Board of County Commissioners approved the transfer of 705.8 acres of forested lands from the Department of Natural Resources (DNR) to Kitsap County via DNR's Trust Land Transfer program. The five parcels that make up what has locally become known as Eglon Forest, was historically commercially harvested timberlands operated by the DNR under mandate by State legislature. With the addition of the Eglon Forest parcels, Kitsap County Parks' total system-wide acreage will rise to over 11,400 acres. The size of Eglon Forest matches that of the Heritage Parks and has a high amount of public interest in its preservation and protection as open space. Initial tasks for the park will be focused on mitigating risk for the County and providing a safe experience for the visiting public. Initial tasks will include changing gate locks, installing park rules and other signage at trailhead and access locations, and working with the Kingston Parks, Trails, and Open Space (KPTOS, a sub-committee of the Kingston Community Advisory Council) to support the on-going trail maintenance work they already perform. The forested lands will

also be evaluated for inclusion into the department's Integrated Forest Stewardship and Restoration Policy.

Capital Projects Program

Point No Point Park Beach and Shoreline Repair

SEPA determination was received for the Phase 2 project, other permits with the various regulatory agencies (State of Washington's Department of Fish and Wildlife and Department of Ecology, US Army Corps of Engineers, US Coast Guard, and Kitsap County's Department of Community Development) are still under review and pending. Since permits have not yet been approved, the original timeline of completing the project in 2024 will not be realized. Parks has begun to bring the new Capital Facilities division of Public Works up to speed on the project, a new timeline is under development.

Eagle's Nest HVAC

Work to install the new HVAC units has begun. Last week, Carrier and their sub-contractors began deconstructing the old system; the project is anticipated to take 4-6 weeks.

Port Gamble Forest Heritage Park – North Gateway Parking Lot

Parks and Public Works are working together to ensure the designs for the parking lot, entrance road, and Sound To Olympics trail are all in alignment with each other. The updated design for the parking lot, trailhead, entrance road, and Sound To Olympics trail is nearing 90% completion. Bidding and contracting are projected to happen in the winter and construction is anticipated to be completed by mid-2025.

Marketing and Events Program

Policy and Fee Schedule Update

Draft updates to the event policy and fee structure were discussed with the Community Outreach & Visitor Services sub-committee of the Parks Advisory Board (PAB) and will be presented to the full PAB at the October 16 meeting and to the Board of County Commissioners in November.

Events By the Numbers and Events Calendar

Data on the number of reservations at each of the Parks Facilities is attached; please see *Attachment A*.

- Outward-facing events calendar: [Kitsap County Parks Event Calendar \(kitsapgov.com\)](https://www.kitsapgov.com/parks-events)
- Online reservations and payment portal: [Kitsap County Parks > Home \(recdesk.com\)](https://recdesk.com)

November Public Events		
Event	Date	Location
Big Top Promotions: Guns, Knives, Ammo, and Accessories	November 2-3	Presidents Hall @ Fairgrounds and Events Center
Kitsap County Veterans Day Celebration	November 11	Pavilion @ Fairgrounds and Events Center
Jingle Fest: Holiday Craft and Gift Show, A benefit for Meals on Wheels Kitsap	November 16-17	Presidents Hall @ Fairgrounds and Events Center



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Alex Wisniewski, Director

Holiday Gift and Food Fair	November 22-24	Pavilion @ Fairgrounds and Events Center
The Annual Fall Festival of Gems Presented by the Kitsap Mineral & Gen Society	November 23-24	Presidents Hall @ Fairgrounds and Events Center
Silverdale Rotary Turkey Trot	November 28	Newberry Hill Heritage Park

BoCC-Sponsored Events

Event	Status	2024 Attendance
Martin Luther King Jr. Day	Event held on January 15, 2024 in the President's Hall	266
Military Appreciation Day	Event held on March 2, 2024 in the Pavilion.	1,442
FARM Days	Event held on May 20-21, 2024 in multiple facilities at the Fairgrounds.	2,400
Veterans Day Ceremony	The event is scheduled for November 11, 2024.	-
Toys for Tots	The event is scheduled for December 2024 in the President's Hall.	-

Maintenance & Operations Program

Seasonal Park Closures

As of October 1st, staff have initiated seasonal park closures. This involves shutting down water well systems and winterizing all park restrooms and well houses. However, restrooms at Point no Point Park, Gateway Park, and other pit toilets will remain open during the winter season. To accommodate visitors during the colder winter months, portalets will be placed at select park locations. Additionally, parking lots at Horseshoe Lake and Wildcat Lake will stay open until the end of October to support sport fishing activities.

Security Challenges

We continue to face significant security challenges at various park locations where recent break-ins have resulted in stolen equipment and facility damage. The costs for repairing doors and windows are increasing, and we are working closely with the Auditor's office to improve tracking of vandalism and security expenses. Specifically, the bathroom doors and lock systems at Horseshoe and South Kitsap Regional Parks were vandalized this year, causing the electronic locks to fail. The replacement cost for these locations is \$12,000 and the replacement costs for stolen equipment and repairs to buildings has topped \$40,000 since August. Parks will be reimbursed for these costs by Risk Management.

Fire Suppression and Aging Infrastructure

Aging infrastructure, particularly the fire suppression systems at the fairgrounds, has impacted event operations. Recently, we had to implement Fire Watch procedures for two

events in the Pavilion due to a failing communication radio at the fire panel. Despite these challenges, Parks staff coordinated quickly to ensure the events were successful, safe, and unimpacted by the failed equipment.

Natural Resources Program

Forestry

An update to the Integrated Forest Stewardship and Restoration Policy is being prepared for presentation to the Parks Advisory Board (PAB) and Board of County Commissioners (BoCC) before the end of the year. This policy was originally adopted in 2012 and revised in 2015. The overarching goal of the policy remains the same, to endure the long-term health of the forests within the parks. This updated policy is a major revision and expansion of the current policy to account for updated science, refocus the program on restoration, create a more holistic and structured forest stewardship and restoration approach, and integrate expected climate changes. The draft policy is currently being reviewed by state and local forest management experts who will provide comments based on their land management and scientific expertise. We anticipate presenting this draft policy to the PAB and BoCC in November with a public meeting and comment period to follow. A final draft for BoCC approval will follow.

Natural Resources

Port Gamble Forest Heritage Park

Washington Trails Alliance (WTA) is working with volunteers and park staff to address wetland impacts along the Alders trail corridor in Port Gamble Forest Heritage Park. In order to mitigate all wetland impacts, the Alders trail will be entirely decommissioned. Trial design experts and land managers evaluated multiple options to re-route and preserve a portion of this trail, but due to the surrounding wetland and seasonally wet areas, there were no re-route options that both created a sustainable trail alignment and prevented wetland impacts. All trail users will be able to route around this closed area using the Bypass and Big Rose trails. This work is being performed by WTA volunteers in October and November of this year.

Point No Point Park

HPA permits to address beaver impacts to drainage at Point No Point have been received. This 5-year permit allows park staff to continually notch beaver dams in this area to prevent impoundment of the stormwater drainage system. Parks collaborated with PW to include in this permitting process upgrades to the PW managed tide gate. This combined effort will help promote stormwater drainage with minimal impacts to natural resources. Work on the tide gate will be performed the week of Oct 14th and beaver dam notching will follow the week of Oct 21st.

Education and Outreach

Discover Kitsap Parks

September featured a walk North Kitsap Heritage Park lead by Mason County Forester Margaret Kreder on the subject of ecosystem services. This event had 18 attendees; all enjoyed the opportunity to collaborate with Mason County Conservation District. Our final walk of the year will be at Chico Salmon Park on October 26th celebrating the return of the spawning salmon.

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Alex Wisniewski, Director

Volunteers & Stewards***Thank You!***

As the summer season winds down, we want to thank all our volunteers for the work they have done this year brushing trails, patrolling, pulling weeds, and making the parks a vibrant and welcoming place to visit. It's the day-to-day small work parties that keep our parks in good working order and we appreciate all the time invested by the community.

Volunteer Work Parties

- Activity: 35 work parties (277 YTD)
- By the numbers...approximately:
 - 422 participants
 - 2387 hours of volunteer work
 - 9 acres of restoration work (primarily invasive species treatment)
 - 9 miles of trail maintenance

Location	Work performed by volunteers and staff
Banner Forest Heritage Park	<ul style="list-style-type: none">Trail maintenance
Coulter Creek Heritage Park	<ul style="list-style-type: none">Invasive plant removal
Chico Creek	<ul style="list-style-type: none">Trail maintenanceInvasive plant removalPrep for salmon tours
Guillemot Cove	<ul style="list-style-type: none">Trail maintenance
Hansville Greenway	<ul style="list-style-type: none">Invasive plant removalTrail maintenancePark patrolling
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none">Trail maintenancePark patrolling
Newberry Hill Heritage Park	<ul style="list-style-type: none">Invasive plant removalTrail maintenancePark patrolling
North Kitsap Heritage Park	<ul style="list-style-type: none">Trail maintenanceInvasive plant removal
Port Gamble Forest Heritage Park	<ul style="list-style-type: none">Trail maintenanceInvasive plant removal
South Kitsap Regional Park	<ul style="list-style-type: none">Trail maintenance
Wynn Jones Park	<ul style="list-style-type: none">Trail maintenance

Partners worked with this period	Work performed
Mountain Vikes (youth mountain biking club) + D&D mountain Bike Club	<ul style="list-style-type: none">Continued maintenance of adopted trail, The Hood
Disc Golf Club	<ul style="list-style-type: none">Trail maintenance at disc golf course

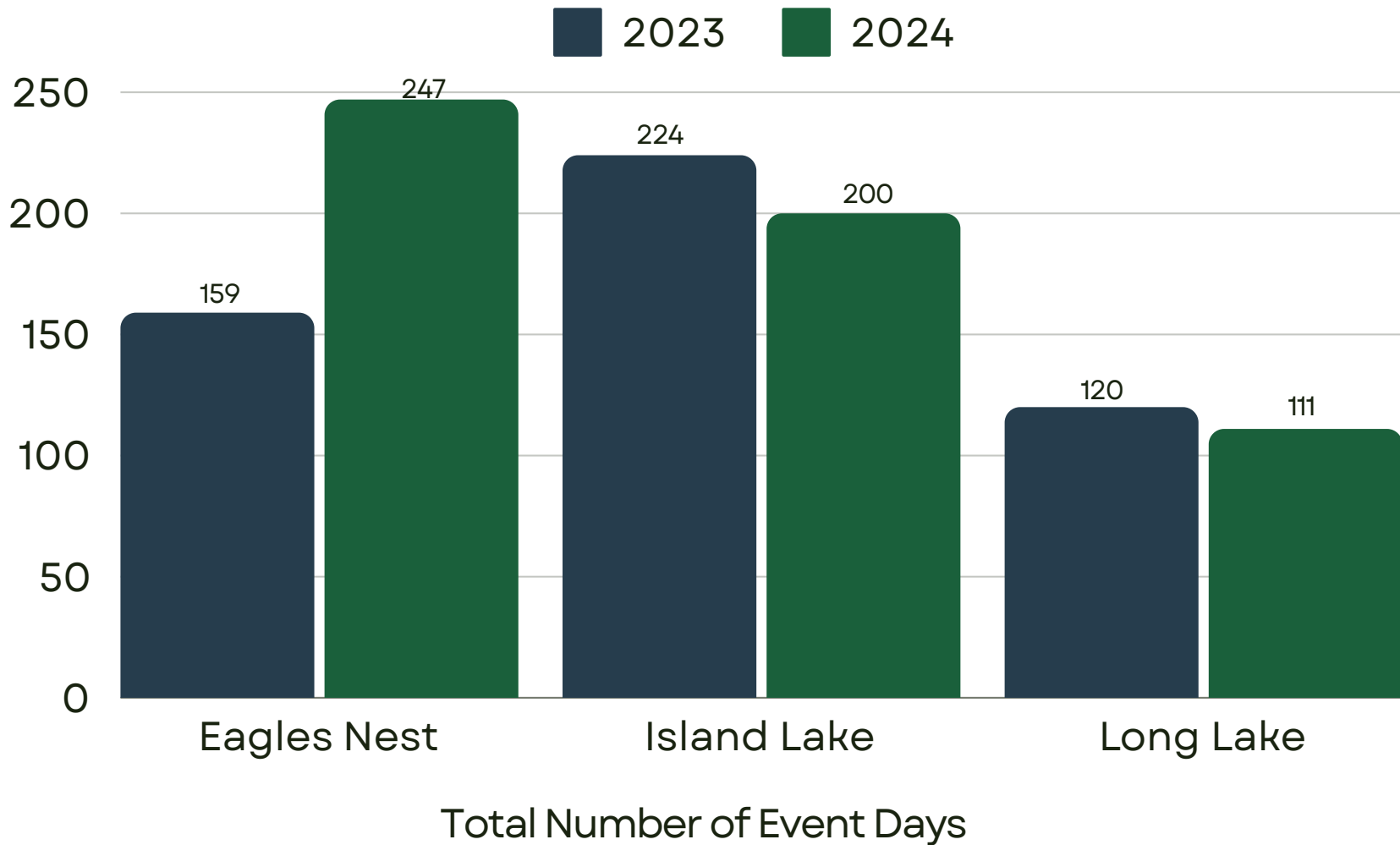
Evergreen Mountain Bike Alliance	<ul style="list-style-type: none"> • Trail maintenance at ride park
WTA	<ul style="list-style-type: none"> • Trail improvements at Wynn Jones Park
US Navy	<ul style="list-style-type: none"> • Trail improvements at Illahee Preserve
Master Gardner Program	<ul style="list-style-type: none"> • Maintenance of Master Gardener facilities at Anna Smith and Buck Lake

Planning Program

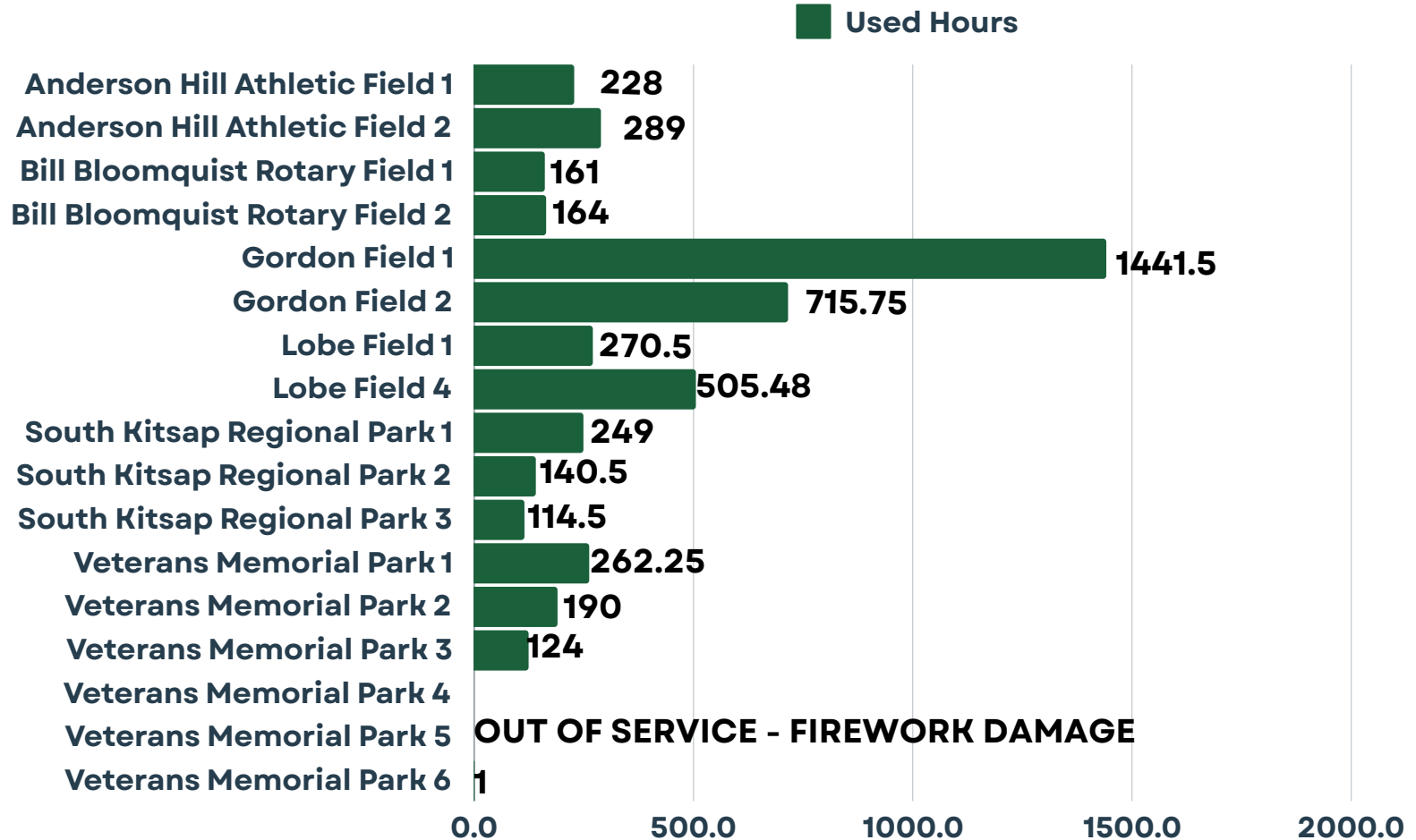
Parks, Recreation, and Open Space (PROS) Plan

Due to the parallel work of updating the PROS plan and the County's Comprehensive Plan and limited time to accomplish both before the end of 2024, approval of the PROS plan will be delayed until early 2025. The County's approach is to focus efforts on finalizing the Comprehensive Plan by the end of 2024 and then approving the PROS plan in 2025. Separating the two projects will provide for less scheduling congestion and will allow the public better opportunity to review the plans as this can be accomplished one-at-a-time rather than simultaneously. The Comprehensive Plan will be amended in late 2025 to incorporate the approved PROS plan.

COMMUNITY BUILDING RENTALS



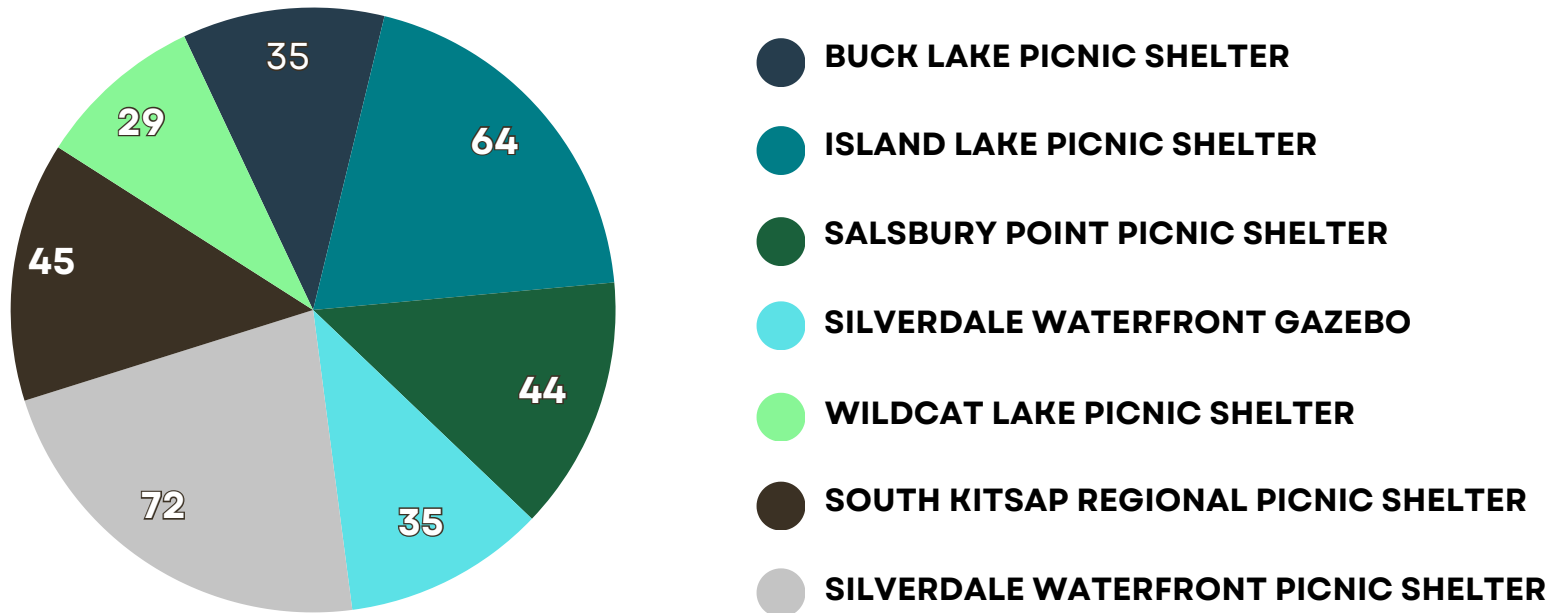
2024 ATHLETIC FIELD USAGE



JANUARY - DECEMBER 2024: TOTAL NUMBER OF USED HOURS

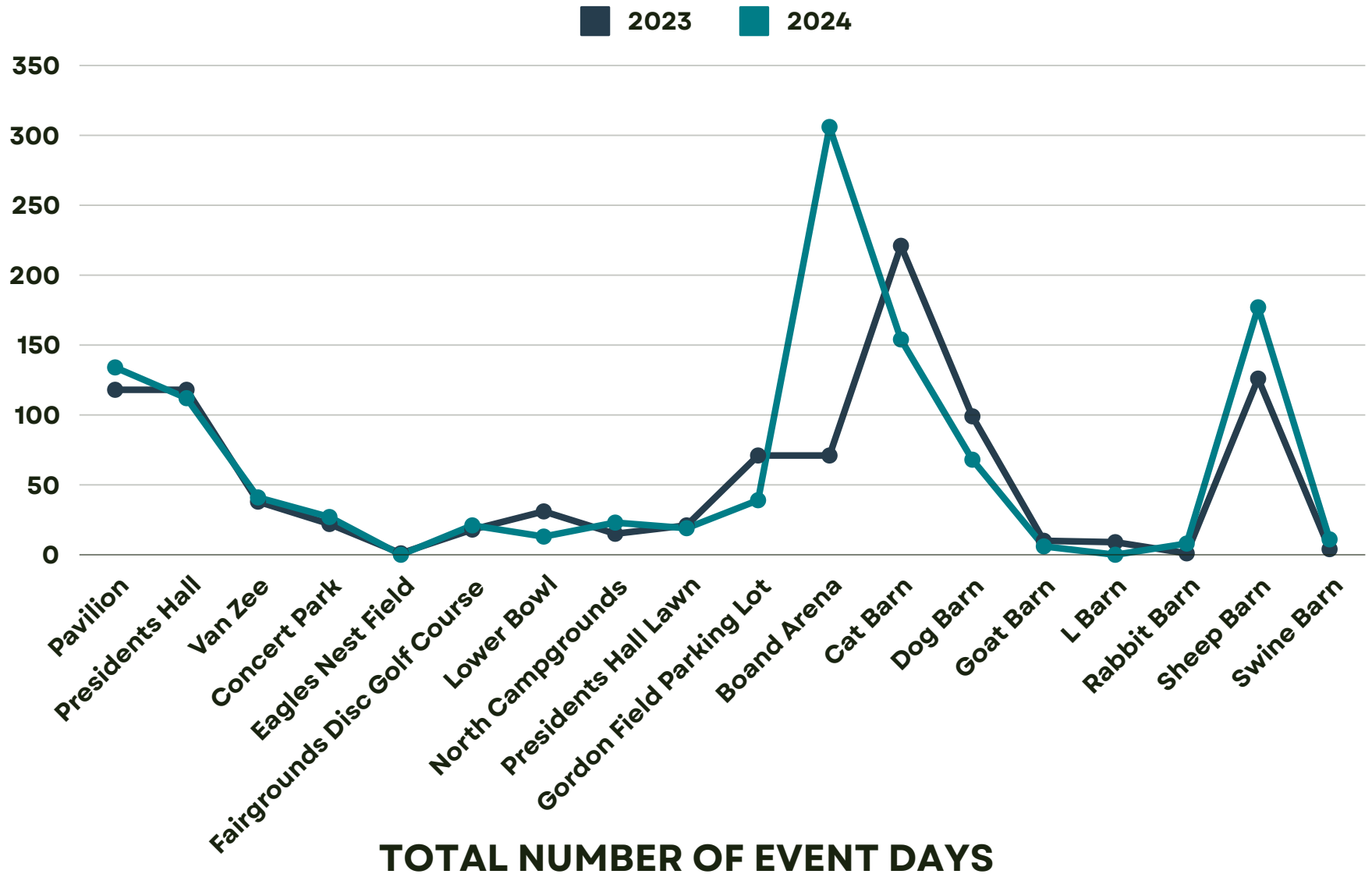
PICNIC SHELTER RENTAL DAYS

APRIL - SEPTEMBER 2024: TOTAL NUMBER OF RESERVATIONS

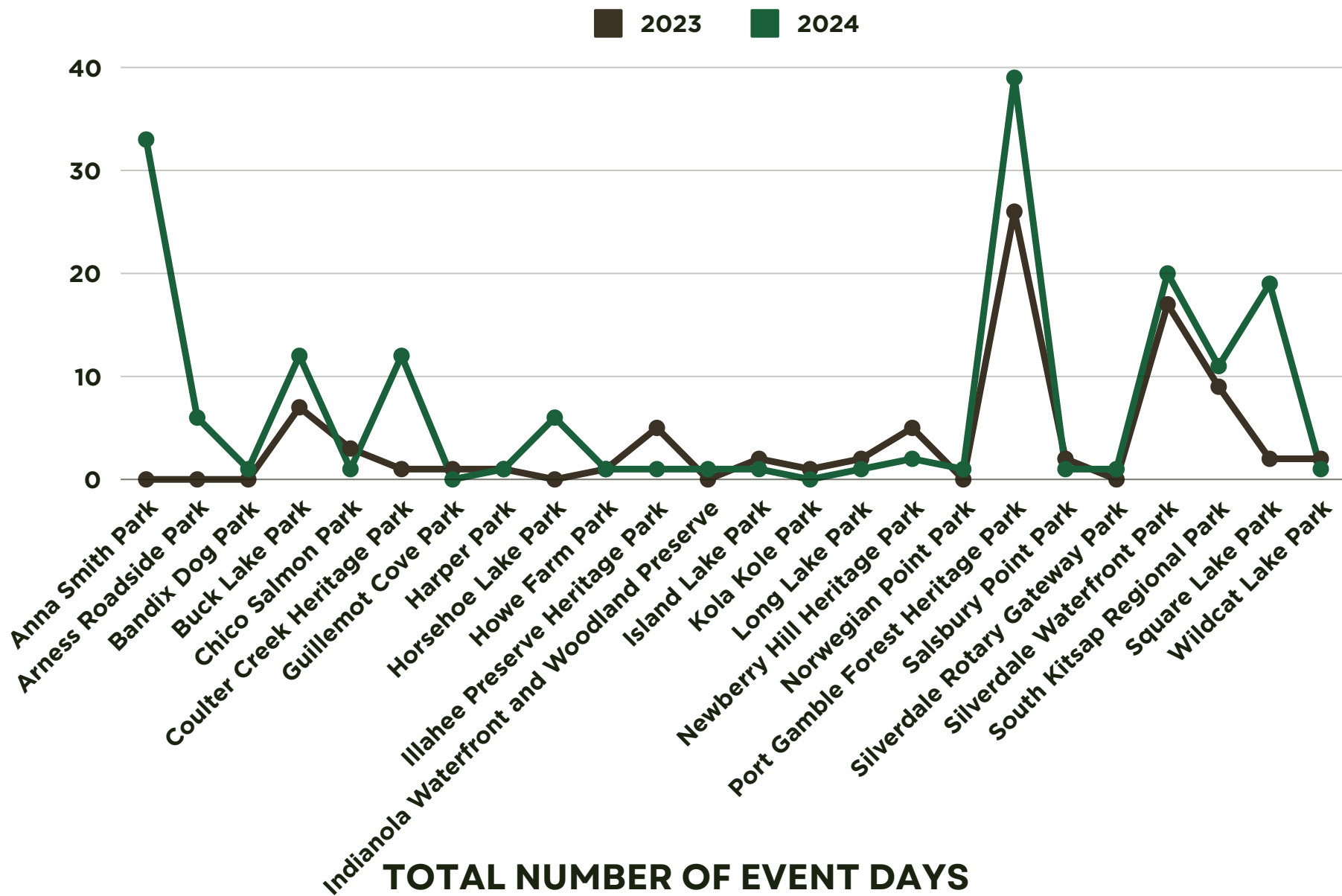


STARTED ACCEPTING RESERVATIONS IN JANUARY 2024.

FAIRGROUNDS EVENTS



SPECIAL PARK EVENTS



Illahee Preserve Heritage Park

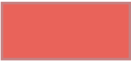
Park expansion as envisioned by the Illahee Forest Preserve (non-profit) and incorporated into the Stewardship Plan



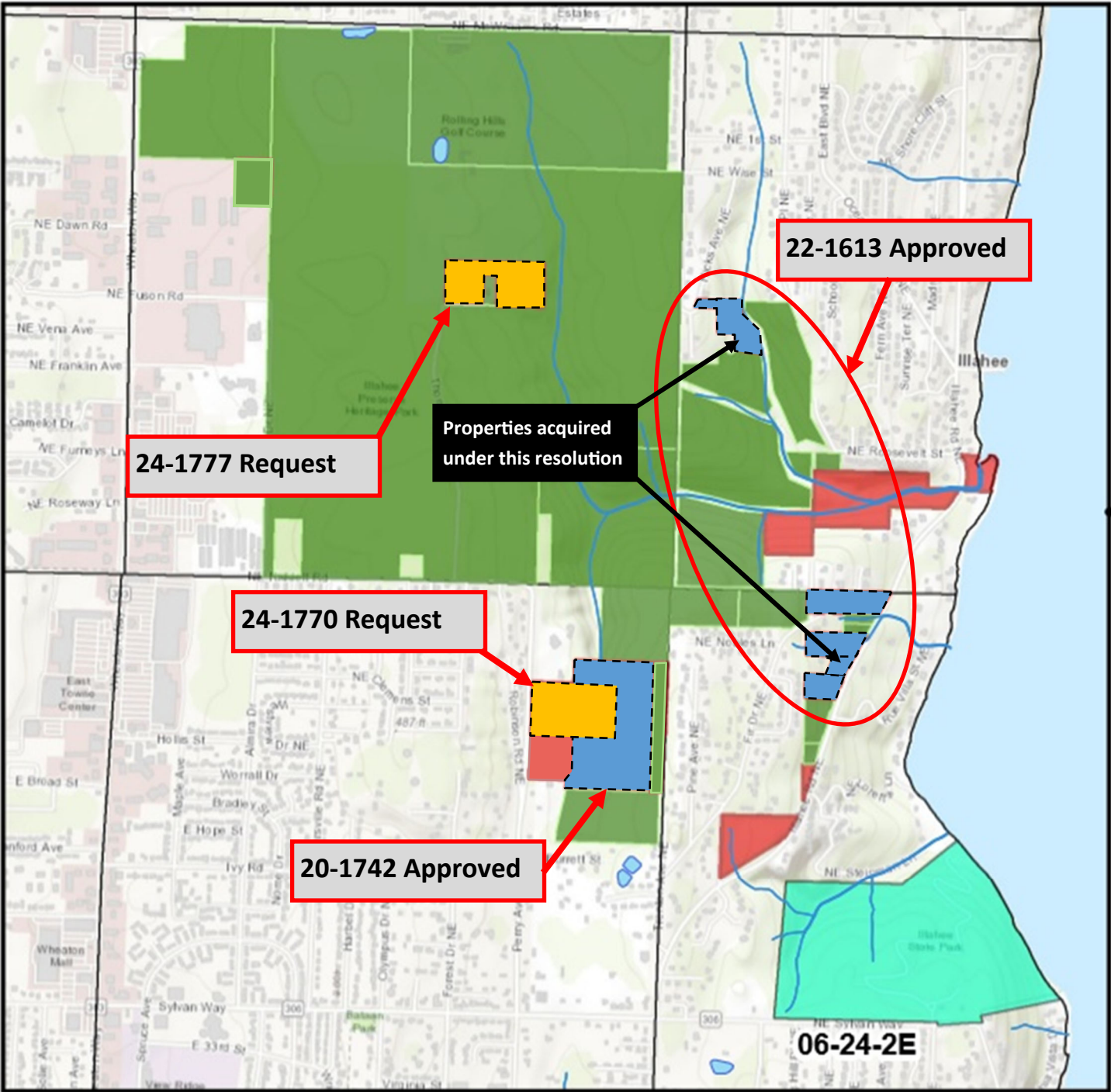
Acquisitions in process



Acquisitions for 2024 grant requests



Acquisitions desired for the future



EGLON FOREST

