



# KITSAP COUNTY PARKS ADVISORY BOARD MEETING

**DATE:** Wednesday, October 19, 2022

**TIME:** 6:00 PM - 8:00 PM

**LOCATION:** This meeting will be conducted via [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 28, 2022 meeting minutes
- III. Public Comment (3-minute limit/person)
- IV. Special Presentations/Reports
  - a. Coulter Creek Master Plan *Aaron Nix*
- V. Parks Report
  - a. Director’s Report *Alex Wisniewski*
  - b. Sub Committee Meetings - **TENTATIVE**
    - i. Finance and Budget – 2023 budget review, November 2022
    - ii. Capital Projects & Parks – 2023 CIP update, December 2022
    - iii. Community Outreach & Visitor Services – Volunteer handbook, October 2022
    - iv. Planning and Property – Coulter Creek and PROS planning, November 2022
  - c. Move to hybrid meetings in November *Alex Wisniewski*
- VI. Sub Committee Reports *Board*

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"> <li>• Operating Budget</li> <li>• Funding Opportunities</li> </ul>	Linda Berry-Maraist Grady Martin Jon Pearson	Parks Director
Capital Projects & Parks	Standing (per by laws)	<ul style="list-style-type: none"> <li>• Capital Projects Program</li> <li>• M&amp;O Program</li> </ul>	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"> <li>• Events and Rentals Program</li> <li>• Marketing</li> <li>• Volunteer Program</li> <li>• Youth Engagement</li> </ul>	Nancy Whitaker Amy Lawrence Amy Smalley Lisa Hurt	Marketing & Events Supervisor Natural Resources Supervisor
Planning & Property	Ad Hoc	<ul style="list-style-type: none"> <li>• Planning Program</li> <li>• Natural Resources Program</li> <li>• Land Acquisition &amp; Divestiture</li> <li>• Park Code</li> </ul>	Linda Berry-Maraist Amy Lawrence Joanne Clark Lisa Hurt	Parks Planner Natural Resources Supervisor

VII. District Representative Reports:

- a. Old Business
- b. New Business

VIII. Adjournment

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**KITSAP COUNTY PARKS ADVISORY BOARD**  
**September 28, 2022**  
**MEETING MINUTES**

Remarks for the beginning of the remote Advisory Board Meeting were read.

The meeting was called to order at 6:02 PM by the Parks Advisory Board Chair, Joanne Clark.

**WELCOME AND INTRODUCTIONS** were conducted around the room.

**APPROVAL OF MINUTES**

***ACTION:** Jon Pearson moved for the approval of August 17, 2022, meeting minutes. Linda Berry-Maraist seconded the motion. MOTION CARRIED.*

**PUBLIC COMMENT**

- KC Paton, Vice President of Kitsap Radio Control Aircraft Society -
  - Asked a question about the street addresses of the Parks. There are street addresses assign to each park but larger parks may need unique addresses assigned to each entrance. Natural Resource staff are aware of this gap and are working to resolve.
  
- Mark Libby, Kingston resident, volunteer for Kingston Parks, Trails, and Open Space committee -
  - Concerns regarding significant erosion occurring at Arness Park. Requesting support to move forward with a shoreline stabilization. Request that a Geotech survey be initiated promptly to monitor Winter 2022 conditions.  
DCD, Commissioners and Parks Director and Planner are in discussion on this situation and working on solutions.
  
- Joe Lubischer, co-chair at North Kitsap Heritage Park.
  - Address the restroom issue at Miller Bay Road entrance of North Kitsap Heritage Park. Multiple requests submitted for a vault toilet. Additional request to install a portable toilet in the interim Requests that the Parks Advisory Board discussions regarding toilet allocation consider all the parks, equity between the parks and make a recommendation to Parks to provide facilities for human waste.  
Capital Planner will carry out the projects relating to installation of vault toilets. Max Oxford has accepted the position as Capital Planner and will be starting in November 2022.
  
- Carol Price
  - Follow-up question regarding the Parks Dept posting information about events occurring at Parks.  
Parks is utilizing Event Calendar on website kitsapgov.com/parks more. Current post for Salmon Tour events at multiple parks on November 5.

**SPECIAL PRESENTATION**

- No presentation

**PARKS REPORT**

- Director's Report, Parks Director, Alex Wisniewski, presented the September 2022 Directors Report
  - Staffing status update
  - Grant presented to Washington State Recreation Conservation Office for WWRP Urban Wildlife grant for land acquisition

- Capital Projects Program - Island Lake fishing dock update
  - RecDesk launch – events management software
  - Chainsaw training in September for Parks staff
  - Selective thinning project at Square Lake complete and at Wicks Lake
  - 34 work parties in August
  - Showcased photos of multiple volunteer projects
- Sub Committee meeting – Tentative meeting schedule and focus area overview

**SUB COMMITTEE REPORTS**

- No reports

**DISTRICT REPRESENTATIVE REPORTS**

- Linda Berry-Marist reported Port Gamble Park Stewards met on September 12. Working on several projects including updating signs. Fund raising efforts is going well. Next meeting is October 10<sup>th</sup>.
- Larry Walker provided update on Banner Forest work party activities. Project is complete.
- Lisa Hurt ask if there is any new information pertaining to the North Kitsap Heritage Park silt fence removal. Parks staff will email update.

**OLD BUSINESS**

- Joanne Clark
  - Concerns regarding new signage at Olalla Boat launch. Signage is causing parking issues.
  - Question regarding construction trench for the Anderson Point Park gate.
  - Question about parking lot at Anderson Point.

**NEW BUSINESS**

- County Board of Commissioners guidance to Advisory Board Committees to move back to in-person meetings. Parks plans to provide a hybrid option for public to attend virtually.
- Question about installation of purchased Prefab restrooms. Suggests intimin solution to provide portable toilets.

**ADJOURNMENT**

**ACTION:** *Larry Walker moved to adjourn the meeting. Jon Pearson seconded the motion. The meeting was adjourned at 7:32PM.*

**PARKS ADVISORY BOARD ATTENDANCE**

<b>PAB MEMBERS</b>	<b>STAFF</b>	<b>PUBLIC</b>
Joanne Clark, Chair	Alex Wisniewski	Mark Libby
Linda Berry-Maraist	Brian Hauschel	KC Patton
Lisa Hurt	Aaron Nix	Joe Lubischer
Amy Smalley	Chuck Cuzzetto	Beverly Parsons
Nancy Whitaker	Deanna Tuttle	Carol Price
Larry Walker	Sierra Kross	





**Parks Department**

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Alex Wisniewski, Director

# Director's Report

**Date:** 10/19/2022  
**To:** Parks Advisory Board  
**From:** Alex Wisniewski, Parks Director

## Administration Program

### Staffing

Current status of hiring vacant positions:

	<b>Position</b>	<b>Status</b>
1.	Parks Director	Hired. Start Date: 1-19-2021
2.	M&O Worker (Parks)	Hired. Start Date: 2-1-2021
3.	M&O Worker (Parks)	Hired. Start Date: 2-3-2021
4.	M&O Worker (Parks)	Hired. Start Date: 2-8-2021
5.	Office Support Specialist (Events)	Hired. Start Date: 3-1-2021
6.	Office Support Specialist (Events)	Hired. Start Date: 7-19-2021
7.	Events Coordinator	Hired. Start Date: 8-16-2021
8.	Volunteer Coordinator	Hired. Start Date: 9-13-2021
9.	Parks M&O Supervisor	Hired. Start Date: 9-13-2021
10.	Fiscal Support Tech	Hired. Start Date: 9-20-2021
11.	Events Specialist	Hired. Start Date: 1-3-2022
12.	Office Support Specialist (Events)	Hired. Start Date: 1-24-2022
13.	Public Relations & Communications Coordinator	Hired. Start Date: 2-22-2022
14.	M&O Crew Supervisor	Hired. Start Date: 2-28-2022
15.	M&O Crew Supervisor	Hired. Start Date: 2-28-2022
16.	Volunteer Coordinator	Hired. Start Date: 4-25-2022
17.	M&O Lead (Facilities)	Hired. Start Date: 5-9-2022
18.	M&O Lead (Parks)	Hired. Start Date: 5-9-2022
19.	M&O Lead (Parks)	Hired. Start Date: 5-9-2022
20.	M&O Lead (Parks)	Hired. Start Date: 5-9-2022
21.	M&O Worker (Events)	Hired. Start Date: 6-13-2022
22.	Office Support Specialist (Admin)	Hired. Start Date: 6-21-2022
23.	M&O Worker (Parks)	Hired. Start Date: 7-5-2022
24.	M&O Worker (Parks)	Hired. Start Date: 7-11-2022
25.	Parks Planner	Hired. Start Date: 7-18-2022
26.	M&O Worker (Events)	Hired. Start Date: 7-18-2022
27.	Office Support Assistant (Events)	Hired. Start Date: 8-1-2022
28.	Events Specialist	Hired. Start Date: 8-29-2022
29.	M&O Worker (Parks)	Hired. Start Date: 10-17-2022
30.	M&O Worker (Parks)	Hired. Start Date: 10-17-2022
31.	M&O Worker (Events)	Hired. Start Date: 10-24-2022
32.	Capital Projects Planner	Hired. Start Date: 11-14-2022
33.	Office Support Specialist (Events)	Interviews in-process
34.	Office Support Specialist (Events)	Interviews in-process
35.	Events Coordinator	Position advertised
33.	M&O Worker (Parks)	Position advertised

## Capital Projects Program

### Fairgrounds, Events Center – Eagle’s Nest Deck and Parks Offices

The fire department has deemed the deck structure at the Park’s Main Office as un-safe and have placed limitations on access/use of the structure. The plan is to rebuild the deck within the same footprint, with monies previously budgeted to design and construct the new facility. An RFQ was sent out in August, looking for professional contractors to help in developing a plan and submitting for Building permits. A firm has been selected by Staff and we are currently negotiating cost and developing a final scope of work for this project. Additionally, both air conditioners at Parks and Recreation Offices have been out of commission since early August. Interim cooling methods are being implemented and park’s staff are working closely with facilities in order to get bids for new air conditioning units.

### Island Lake Pier

Permit applications have been submitted to both DCD and the regulatory agencies. Permit application has been deemed complete and is going through the process of SEPA review and a Shoreline Exemption. Staff is looking at the potential to replace the existing decking on the entirety of the current pier configuration with light penetrating decking, which the regulatory agencies look favorably upon/require when constructing these facilities. Light penetrating decking will reduce the impacts of the pier within the shoreline, will be more durable (than the existing wood decking) and will hopefully reduce the permitting burden placed on this work in getting the project permitted and completed. As the current wood decking has reached its useful life expectancy, this work will extend the life of the current structure, with significant savings in not rebuilding the entirety of structure itself. Based on recent structural analysis of the burnt sections, the pilings (foundation) are in good shape and will be viable for years to come.

### Port Gamble Forest Heritage Park – ride park and parking lots

The mountain bike ride park is approximately 70% complete. Work has stopped for the dry summer months but will resume in the fall with the return of the rains and moisture. Completion for the ride park is targeted for March, 2023.

The SDAP permit for the Stottlemeyer parking lot and trailhead remains in DCD’s review process.

The SDAP permit for the ride park parking lot and trailhead have been submitted to DCD.

## Marketing and Events Program

### RecDesk

In 2021 the Parks department began exploring new software programs to manage special events and facility rentals and in mid-2022 purchased a program called RecDesk. Events staff have spent the past few months building out the system and getting trained on the new program. It went live to the public on September 12, 2022. Staff are working still working through some bugs but the new program will be an easier interface for the public and will make the rental process more efficient for staff. The program is currently in use for all rental and event applications except athletic field use. Staff will be working on this during the winter months.



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Alex Wisniewski, Director

**Events and Rentals**

The 2022 calendar is fully booked out and we are no longer taking new event or rental requests. Applications for 2023 are steadily coming in and staff are processing them accordingly.

**BoCC-Sponsored Events**

<b>Event</b>	<b>Status</b>
<i>Martin Luther King Jr. Day</i>	Placeholder on the calendar for 2023.
<i>Military Appreciation Day</i>	Placeholder on the calendar for 2023
<i>FARM Days</i>	CANCELED – 2022, event request submitted for 2023
<i>United Way Day of Caring</i>	This event has indicated they will not use the Fairgrounds facilities in 2022 as they have in past years.
<i>Veterans Day Ceremony</i>	Event will take place on November 11, 2022 in the Pavilion.
<i>Toys for Tots</i>	Event will take place December 5-20, 2022 in the President’s Hall.

**Marketing & Communications**

- o The Coulter Creek Meeting was publicized to approximately 6,947 recipients twice prior to the event via Email as well as social media
- o Social Media engagement is up overall with Volunteer information being the most engaging
- o A schedule of large park/facility impacted events is being created to post on the website under the “Events Calendar” tab. This will assist in user visitation information and event marketing
- o Educational and interpretive graphics and messaging are being created to help improve the department’s public messaging for its restorative thinning efforts
- o Information is being distributed for the upcoming Volunteer Recognition event
- o A photographer is under contract to take still images and video of select parks and facilities for the website and promoting our parks and event and rental spaces

**Maintenance & Operations Program**

**Kitsap County Fairgrounds & Events Center**

All exterior power panels have been upgraded to GFCI requirements to meet current electrical code.

**Athletic Fields**

Staff have completed field operations to all athletic fields across the park system. This work is performed twice each year, in the spring and fall.

**Park Season Closure**

Seasonal park closures began on October 1<sup>st</sup>. Throughout this month staff will be shutting down seasonal water well systems as well as winterizing all park restrooms and well houses. Due to the unseasonably warm weather which allowed park use to remain high on the weekends, the restrooms at Point No Point were reopened temporarily in mid-October. During the colder winter months, portalets will be placed at select park locations to offset the restroom closures.

## **Natural Resources Program**

### **Forest Stewardship Program**

#### *Square Lake Park*

- Ecologically based selective thinning at Square Lake has completed. Native shade-tolerant trees will be planted starting in January 2023.

#### *Wicks Lake*

- Ecologically based selective thinning started in early-September and is expected to conclude in November. Native shade-tolerant trees will be planted in January 2023.

#### *Forest Inventory*

- Natural Resources staff and trained volunteers are conducting forest inventories at Port Gamble Forest Heritage Park, Banner Forest Heritage Park, South Kitsap Regional Park, and Newberry Hill Heritage Park. This inventory establishes permanent plots that will be used to update Forest Stewardship Plans for each of these parks and track changes in forest conditions for decades to come.

### **Volunteer Program**

#### **September Activity: 38 work parties (204 YTD)**

#### *Port Gamble Forest Heritage Park*

- On-going invasive vegetation removal and trail maintenance.

#### *Hansville Greenway*

- On-going invasive vegetation removal.

#### *Illahee Forest Preserve Heritage Park*

- Washington Youth Academy spread 30 yards of woodchips on trail system.

#### *North Kitsap Heritage Park*

- Restoration work to wetlands on-going, permitting for the trail re-route is in-process.

#### *Newberry Hill Heritage Park*

- On-going mowing and weed-eating of trail shoulders throughout park.
- On-going invasive vegetation removal and trail brushing.

#### *Banner Forest Heritage Park*

- Trail turnpike construction in progress on Banner Slough trail. Work funded by a donation to the Parks Foundation and carried out by Washington Trails Alliance and volunteers.

#### *South Kitsap Regional Park*

- 55 participants from Washington Youth Academy removed Scotch Broom from park.

#### *Chico Salmon Park*

- Installation of split-rail fence, trail maintenance on-going.
- Invasive weed removal and beauty bark spread in park.

#### *Elrands Point Preserve*

- Removal of invasive plants, litter picking, trail brushing on-going.

#### *Howe Farm*





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Alex Wisniewski, Director

- Installation of an ADA accessible trail from the parking lot to the apple orchard is complete! This work was performed by students from South Kitsap High School's Club Interact program and Washington Youth Academy.

### *Anderson Landing Preserve*

- On-going trail maintenance.

### *Olympic View Park*

- Two benches installed.

### *Guillemot Cove*

- On-going trail brushing and trail work.

### *Nick's Lagoon*

- On-going trail brushing and other trail work.

### *Bandix Dog Park*

- Invasive weed removal performed.

### *Anderson Point Park*

- Staff is working with Washington Trail Alliance to find a trail route from the parking lot to the beach.

## Planning Program

### **Coulter Creek Heritage Park Master Planning**

The previous Planner did extensive work in developing a Resource Management Plan for this park, for which these new efforts will build upon. The public kick-off to re-engage with the process is slated for Monday, October 17, 2022, from 6-8 pm at the Long Lake Community Center. Staff will give an overview of these initial planning efforts and the accompanying resource documents that were created in order to support the master planning process for this facility. The hope from these efforts is in developing a master plan for this facility that will allow for their combined use, while protecting a drainage system that has been identified as significant in the recovery of Chinook and Steelhead within the Puget Sound Basin. As the project area lies within the headwaters of both Coulter Creek and the Union River, active vs. conservation designations within the park will need to be articulated, with a strong emphasis placed on protection, while allowing for active elements, as desired by the community that utilizes the Coulter Creek Heritage Park. The master planning effort is expected to take approximately one year with a target completion by the end of 2023.

### **Arness, Salsbury Point, Silverdale Waterfront and Wildcat Lake Shoreline Erosion**

Concerns have been brought forward in regard to the ongoing erosion of the shoreline that is occurring in these areas. Staff discussed these issues with DCD and it was agreed that formal permitting is warranted, in all instances, if work was going to occur within the shoreline environment to attempt to stabilize these areas. Depending on the magnitude of the work needed, a Shoreline Substantial Development Permit will be required, as well as involving the regulatory agencies. The scope of the projects vary but would all likely include hiring a Civil Engineer, Geotechnical Engineer, and Environmental consultant, as well as inclusion of all of the regulatory agencies (DOE, Corps of Engineers and WDFW)

in order to get the work permitted and moving forward. Staff will detail this work out and incorporate it into Parks' updated CIP plan, to be approved in late 2022.

### **Main Office Plan Set Organization**

Significant strides have been made in developing a central repository for all plans, as-builts and other information on past projects that are utilized in the day-to-day operations of the park facilities. All plan sets have been identified, located, and are now formally organized in a dedicated filing system at the Parks Main Office. Once the newly hired Capital Planner begins work, he will have these resources at his fingertips, as projects are identified and put into the queue for design, permitting and project construction. The same goes for maintenance staff, when they need these types of resources in dealing with day-to-day operations of existing facilities and the infrastructure associated with each facility.

### **Norwegian Point Park**

Planning Staff continues to meet with both the Wild Fish Conservancy and the shoreline engineer from Blue Coast Engineering, who is managing the study and design work for this project. The consultant (Blue Coast Engineering) is in the process of re-design for the proposed estuary reconnection, in which the mouth of the stream channel (into Puget Sound) needs to be widened, with potential impacts to the existing resort cabins that are located onsite and have been deemed historical structures, based on a previous study (conducted by a consultant of Kitsap County Parks) that identified these buildings and the boat house as such. County Staff have been made aware of the desire to keep these structures onsite and are pursuing the option of getting the cabin structures on foundations and operating utilities in order to be able to utilize these facilities recreationally in the future. Staff is exploring the viability of re-using the cabins and, potentially, relocating them on-site as a component of the redesign of the park.

### **Island Lake Outfall**

Parks staff met onsite with Silverdale Water District representatives to go over the tri-party agreement that was established in the 1990's to maintain the lake level at Island Lake Park. Silverdale Water District monitors the lake level to ensure lake levels in the dry season. Kitsap County researched, drilled and has a well at the Northwest corner of the park's property in which Silverdale Water District utilizes in order to fill the lake during the dry season. The agreement also includes participation by the downstream property owner to release water from the lake to prevent flooding when lake levels rise. Meadow View Kitsap LLC currently owns the outlet property in which a development application has been submitted and is currently being reviewed by DCD for a multiple lot development near the location of the outfall. The outfall itself has been manipulated and a siphon was installed to aid in draining the lake in times of high water, as the original outfall pipe has failed. A new solution for maintenance of the lake water level is needed, discussions are in-process.

### **Port Gamble Forest Heritage Park - framework**

The original draft framework was posted on the project website on February 28, 2022 for public review and comment. Since then, it has been presented/shared with stakeholders, Tribes, focus groups, the Parks Advisory Board, and the Board of County Commissioners (BoCC) to answer questions and receive comments. On July 11, 2022 the framework, comments, and an "FAQ" document was presented to the BoCC as an official public hearing. This same information was shared with the Parks Advisory Board (PAB) on July 20, 2020. The feedback collected from these collective efforts guided edits to the framework which was presented to the BoCC on August 8, 2022 and shared publicly on August 10, 2022. Due to comments received from the community, the need to conduct a non-project SEPA (State Environment Protection ACT) review is under consideration.



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Alex Wisniewski, Director

The non-project SEPA application was submitted on September 16, 2022. Comments from the SEPA process have been received by the County, review of them is underway.