



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, November 15, 2023

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 October 18, 2023 meeting minutes
- III. Public Comment (3-minute limit/person)
- IV. Special Presentations/Reports
 - a. None
- V. Position Elections *Board*
- VI. Parks Report
 - a. Staff Introduction: Irene Weber *Alex Hardy, Irene Weber*
 - b. Director’s Report *Alex Hardy, Chuck Cuzzetto, Brian Hauschel*
- VII. Sub Committee Reports
 - a. None
- VIII. District Representative Reports
 - a. Old Business
 - b. New Business
- IX. Public Comment (3-minute limit/person)
- X. Adjournment

Sub Committee	Type	Focus Area	PAB Members	Parks Staff (<i>may vary by topic</i>)
Finance & Budget	Standing (per by laws)	<ul style="list-style-type: none"> • Operating Budget • Funding Opportunities 	Linda Berry-Maraist Grady Martin Jon Pearson	Parks Director
Capital Projects & Parks	Standing (per by laws)	<ul style="list-style-type: none"> • Capital Projects Program • M&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 Program • Marketing • Volunteer Program • Youth 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 Program • Natural Resources Program • Land Acquisition & Divestiture • Park Code 	Linda Berry-Maraist Amy Lawrence Joanne Clark Lisa Hurt	Parks Planner Natural Resources Supervisor

KITSAP COUNTY PARKS ADVISORY BOARD
DRAFT October 18, 2023
MEETING MINUTES

The meeting was called to order at 6:01 PM by the Parks Advisory Board Vice-Chair, Lisa Hurt
Guidelines of the hybrid Advisory Board Meeting were read.

WELCOME AND INTRODUCTIONS

APPROVAL OF MINUTES | ACTION: *Jon Pearson motioned to adopt September 20, 2023, meeting minutes. Linda Berry-Maraist second motion. Motion carried. Minutes approved.*

PUBLIC COMMENT

- KC Patton – Kitsap Aircraft Radio Control Society.
 - Attended Chainsaw on 10/18/23 with Parks staff Aaron Bartleson and Sierra Kross. Best training, he has ever attended. Videos, Q&A, and practical activities were very helpful and well presented.
 - KARCS is in partnership with the Bremerton chapter of the Experimental Aircraft Association (EAA). One of their contacts is involved with Young Eagle's, ages 8 – 18 years old. Group has purchased two RC models to build. Saturday, October 21, 2023, is the first build day.

SPECIAL PRESENTATIONS- NONE

DIRECTOR'S REPORT

- Staffing Update –
 - New Natural Supervisor, Irene Weber starts October 23, 2023.
 - Capital Project Specialist interviews concluded. Finalizing new hire offer.
 - Forester and Planning Supervisor position are advertised and accepting applications.
- Marketing and Events – Alex Hardy presented to the Board of County Commissioners the Parks Advisory Board recommendation to move forward with Option Three for new BoCC Sponsorship Program. This presentation was provided to the PAB at September meeting.
- Maintenance and Operations – Winterizing specific park restrooms and other cold sensitive systems beginning October 1, 2023.
- Pont No Point Park – US Coast Guard owns the Lighthouse at this park. Coast guard is working on a Soil Mitigation Project that will impact the Park for a short time. Project has been in the works for approximately a decade. Project tentative timeframe is January/February 2024. Removal and replacement of 260 cubic yards of soil directly around Lighthouse buildings.
- Vandalism and thefts – Storage facility at South Kitsap Regional Park experienced a break-in in early October. Approximately \$5000 worth of equipment stolen. Exploring the options for security cameras at target locations and parking lots to provide a prevention mechanism. Additional break-ins at Fairgrounds barns last week. No theft but more evidence for the need of additional security.
- Parks Open Space Plan – Chuck Cuzzetto reported on current activities, focus groups and survey status. Receiving lots of great feedback. Stakeholder interviews have been conducted over couple of months. Moving into Second Phase – Visioning Process. Three Open House to be held in October and November. Parks staff meeting in November to capture staff feedback.

ADDITIONAL ITEMS

Parks Advisory Board Nominations

- November PAB meeting agenda to include nominations for PAB positions.
- Bi laws call for three-person nominating committee. Linda Berry-Maraist, Larry Walker, and Jon Pearson to form committee.
- Elections due by Jan 2024
- ACTION – Provide rules on nominations to committee.

Capital Improvement Plan update

- Subcommittee will CIP review in November.
- Present to PAB on November 15
- Present to BoCC for Public Hearing on November 27

SUB COMMITTEE REPORTS –

DISTRICT REPRESENTATIVE REPORTS

OLD BUSINESS - NONE

NEW BUSINESS –

- Lisa Hurt asked about beavers being killed at Point No Point.
 - Standard protocol for US Department of Agriculture. Kitsap County contracts with USDA to remove beavers to assist prevention of water back up.
 - No relocation sites available in Washington
- Nancy Whitaker shared information regarding removal of beaver at Newberry Hill Heritage Park. Pond has suffered since beaver was removed.

PUBLIC COMMENT – none

ADJOURNMENT | ACTION: *Larry Walker moved to adjourn the meeting. Linda Berry-Maraist seconded the motion. Motioned carried. The meeting was adjourned at 6:45PM.*

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Lisa Hurt, Vice-Chair	Alex Wisniewski	Hybrid meeting online public attendee names not captured
Nancy Whitaker	Alex Hardy	
Linda Berry-Maraist	Chuck Cuzzetto	
Amy Smally	Brian Hauschel	In-Person Public Attendee
Larry Walker	Dee Tuttle	KC Patton
Jon Pearson		
Grady Martin		



Parks Department

1195 NW Fairgrounds Road, Bremerton, WA 98311
Mailing address: 614 Division, MS-1, Port Orchard, WA 98366
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www.kitsapgov.com/parks

Alex Wisniewski, Director

Director's Report

Date: 11/15/2023
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

Staff Introduction

Irene Weber, Natural Resources Program Supervisor

Position Hiring

- Planning and Capital Program Supervisor: Position is currently advertised; application volume is very low and none have met minimum requirements to date.
- Capital Projects Specialist: Interviews were performed in October and during final offer negotiations with the chosen candidate, they notified staff that they had accepted another job. Position is currently re-advertised.
- Forester: Interviews are scheduled.

Capital Projects Program

Point No Point Park Beach Rehabilitation

Due to permitting and approval timeline challenges with the US Coast Guard, WDFW, Army Corps of Engineers, and DCD, Parks is pivoting its approach to the project. Phase 1, repair work to bring the beach elevations back to pre-storm levels, requires less permitting and a quicker timeline so we are already moving in this direction with the goal of doing construction as soon as possible. Permits are in-process currently, construction drawings are near final and Parks is moving forward with an emergency hire for the construction work. Once permits are granted, the work is required to be completed within 60 days. Phase 2 represents a larger project that would provide increased soil stability, redesigning the beach, and rebuilding the rock revetment wall. This level of project will require permitting from each of the agencies and will be worked on over the winter months, targeting construction in summer 2024.

Eagle's Nest Perimeter Deck Replacement

The initial bid process for the deck replacement had an error, so a new public bid is needed. Parks is working with the County's procurement office to re-bid the project.

Building Demolitions

An RFQ is posted for removal of four structures in County Parks, it closes on October 24, 2023. Bids were received from six firms, Parks is entering into a contract with the low bidder for each location.

Port Gamble Forest Heritage Park – Ride Park and Parking Lots

Stottlemeyer Parking Lot and Trailhead (south end of park)

- The SDAP permit for the Stottlemeyer parking lot and trailhead was approved by DCD. The project is currently open for bids and closes on 11/28/2023. Public Works has graciously offered construction management assistance for this project.

Ride Park Parking Lot and Trailhead (north end of park)

- 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. This work is currently underway.

Marketing and Events Program

RecDesk

Parks Staff are actively processing event reservations for community buildings, picnic shelters, athletic fields, park events, and fairground events. 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://www.kitsapgov.com/parks)

BoCC-Sponsored Events

Resolution 065-2021, regarding the sponsorship of Martin Luther King Jr Day, Veterans Day, United Way Day of Caring, FARM Days, Toys for Tots, and Greater Kitsap Chamber of Commerce Military Appreciation Day at the Kitsap County Fairgrounds and Events Center is set to expire at the end of 2023. Parks Staff are evaluating ways this current practice may be updated. Staff met with the Parks Advisory Board sub-committee to discuss the topic and brought this before the full Parks Advisory Board in September to further discuss possible alternatives. Staff presented on this topic to the Board of County Commissioners in October.

Event	Status
<i>Martin Luther King Jr. Day</i>	Completed. The event was held on January 16, 2023
<i>Military Appreciation Day</i>	Completed. Event was held on March 11, 2023
<i>FARM Days</i>	Completed. Event was held on May 22-23, 2023
<i>United Way Day of Caring</i>	This event has indicated they will not use the Fairgrounds facilities in 2023 as they have in past years.
<i>Veterans Day Ceremony</i>	Confirmed for November 11, 2023
<i>Toys for Tots</i>	Confirmed for December 4-19, 2023

Maintenance & Operations Program

Park Closures

As of October 1, some parks have been winterized and closed for the winter season. This includes shutting down irrigation, closing restrooms, removing port-a-lets, and closing some parking lots. This effort is to accommodate reduced park use.

Old Mill Park

On October 25, 2023, the portalet in the park was lit on fire. Emergency crews responded and forced their way into the women's restroom, damaging the locking mechanism and the door. Staff have since replaced the door and secured the building for the winter.



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Alex Wisniewski, Director

Salsbury Point Park

On October 30, 2023, the dock was removed from the water for the winter season. Staff will be performing repairs to the dock as a winter project.

Fairgrounds and Events Center

Staff is coordinating with a contractor to install an exit door in the Van Zee building, a code requirement from the Fire Marshall's Office.

Island Lake Park

Staff is coordinating with a contractor to replace the exterior doors on the Community Center building.

Vandalism and Theft

Staff met with IS recently to discuss the installation of security cameras at some park locations where vandalism and thefts have occurred and at the request of the Sheriff's Office.

Athletic Fields

Staff have completed fall "field ops" maintenance work to all soccer, softball, and baseball fields across the park system. This work includes top dressing, aerating, and over-seeding and is also done each year in the spring.

Natural Resources Program

Forest Stewardship Program

Port Gamble Forest Heritage Park

- Restorative thinning has concluded for the remainder of the year.

Education and Outreach

- Discover Kitsap Parks: The final events for the year was held on 10/28 with a focus on salmon habitat, led by Aaron Bartleson at Chico Salmon Park
- Kitsap Salmon Tours: A behind-the-scenes tour for Kitsap County employees was held on 10/29. General public tours on 11/4 were well attended despite the wind and rain. This is a program Kitsap County Parks staff help support in conjunction with WSU Extension Salmon Docents, WDFW, DCD, PW, and DOT.

Volunteer Program

Training

- Two training opportunities for volunteers were provided in October, an annual chainsaw certification training and a first aid/CPR training.

Volunteer Appreciation

- Our volunteer appreciation event occurred on Saturday 10/28. Awards were presented to outstanding volunteers (see below) as well as a special acknowledgement to volunteers who logged 50+ hours in our parks this year.
- 2023 Volunteer Award Winners:

- Rick Feeney - Rookie of the Year
- Dawn Dockter - Volunteer of Year, South Region
- John Foltz - Legacy Award, South Region
- Vic Ulsh - Volunteer of Year, Central Region
- Frank Stricklin - Legacy Award, Central Region
- Art Ellison - Volunteer of Year, North Region
- Mark Schorn - Legacy Award, North Region
- Washington Trails Association - Partner of the Year
 - Rep: Patrick Sullivan/ Moleek Busby

Work Parties

- October Activity: 21 work parties (265 YTD)

Location	Work performed by volunteers and staff
Anderson Landing Preserve	<ul style="list-style-type: none"> ● Trail brushing ● Hazardous tree removal
Banner Forest Heritage Park	<ul style="list-style-type: none"> ● Trail work, brushing and invasives removal ● Illegal dump clean-up ● Orca Recovery Day
Buck Lake	<ul style="list-style-type: none"> ● General maintenance of Native plants garden (2 work parties)
Calvinwood	<ul style="list-style-type: none"> ● Invasives Removal
Chico Salmon Park	<ul style="list-style-type: none"> ● Backstage pass- Kitsap Employees and families ● Discover Kitsap Parks- Salmon education ● New signs installed ● Salmon passage review
Coulter Creek Heritage Park	<ul style="list-style-type: none"> ● Invasive vegetation removal ● Orca Recovery Day
Erlands Point Preserve	<ul style="list-style-type: none"> ● Litter pick-up ● Removal of invasive vegetation
Fairgrounds & Events Center	<ul style="list-style-type: none"> ● Hazardous trees removed
Guillemot Cove Preserve	<ul style="list-style-type: none"> ● Brush trails ● Hazard tree removal
Hansville Greenway	<ul style="list-style-type: none"> ● Trail brushing ● Boardwalk repair
Harper Park	<ul style="list-style-type: none"> ● Invasive species removed ● Litter pick
Howe Farm	<ul style="list-style-type: none"> ● Fence repair
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> ● Wheelchair friendly trail installed October 19 & 21
Newberry Hill Heritage Park	<ul style="list-style-type: none"> ● Boardwalk repair- Beaver loop nearing completion ● Garry Oak gallery installed – Oct 21st ● Orca Recovery Day
Nick's Lagoon	<ul style="list-style-type: none"> ● Trail Work ● Invasives removal
North Kitsap Heritage Park	<ul style="list-style-type: none"> ● Bridge construction at Norman Creek tuned up ● Invasive vegetation removal ● Wheelchair friendly trail planning ● Orca Recovery Day
Point No Point	<ul style="list-style-type: none"> ● Drainage issue addressed-ongoing



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Alex Wisniewski, Director

Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> • Garry Oaks planted- Oct 21st • Trail work- Invasives removal • Orca Recovery Day
South Kitsap Regional Park	<ul style="list-style-type: none"> • Invasives removal • Restoration signage installed • Work on wheelchair friendly trail- final stages
Square Lake	<ul style="list-style-type: none"> • Trail brushing
Wynn Jones	<ul style="list-style-type: none"> • Boardwalk repair
Discover Kitsap Parks	<ul style="list-style-type: none"> • Chico Salmon Park- Salmon Habitat

Partners worked with this period	Work performed
Mountain Vikes (youth mountain biking club) + D&D mountain Bike Club	<ul style="list-style-type: none"> • Installation of a bench and repair station
Washington Youth Academy	<ul style="list-style-type: none"> • SKRP
Mountaineers	<ul style="list-style-type: none"> • Trail work at Banner Forest
Kitsap Live Steamers	<ul style="list-style-type: none"> • Saturday train rides
Evergreen Mountain Bike Alliance	<ul style="list-style-type: none"> • Trail Maintenance at ride park
Olympic College	<ul style="list-style-type: none"> • Chico Salmon Park trail work/ Salmon Tours
West Sound Disc Golf Association	<ul style="list-style-type: none"> • Grounds maintenance/Tree removal
Gear Jammers- Bainbridge	<ul style="list-style-type: none"> • Trail work at Port Gamble
Our Forest Fund	<ul style="list-style-type: none"> • Planting native vegetation
KPTOS	<ul style="list-style-type: none"> • Carpenter Lake cleanup

Planning Program

Parks, Recreation, and Open Space (PROS) Plan

The PROS plan is in the public engagement and information collection phase currently. The majority of Stakeholder interviews have been completed and will be ongoing through October and November 2023. The initial survey issued in July 2023 has concluded with data analysis underway. The purpose of the first survey was primarily focused on gathering demographic data of park users, finding out which parks they visit, and what types of activities they enjoy doing. The survey was open for 5 weeks and closed on August 11, 2023, with 2,500+ responses. The second survey will be issued in October utilizing an application called “maptionnaire”. This visioning survey tool functions graphically so that the community may share where opportunities and improvements need to occur across the entire county, not just within the existing parks. Community open house events were held on 11/6 (Kingston/north Kitsap), 11/7 (Fairgrounds/central Kitsap), and 11/9 (Port Orchard/south Kitsap). Engagement with the community is paramount to ensure the PROS plan is formulated with as much public input as possible; Parks is tracking the public outreach activity which can be found in *Attachment B*.



PROS Public Outreach Tracking

Topic	Recipient	Delivery Method	Message Date(s)	Notes
Survey 1: Current Use of Parks <i>(Survey open for 5 weeks: 7/7-8/11)</i>	County residents (all; includes Parks subscribers)	GovDelivery	07/08/2023 07/13/2023 07/21/2023 08/03/2023 8/08/2023	
	Volunteers and Stewards contacts	Volgistics database	07/14/2023	Flyers also handed out at work parties
	Events and Facility Rental contacts	RecDesk database	07/14/2023	
	Stakeholders	Email	8/02/2023 9/15/2023	
	Other Parks and Recreation jurisdictions	Email	7/21/2023	
	Parks Advisory Board	Meeting	7/19/2023	
	County residents (all, with broader reach)	Parks Facebook	07/13/2023 07/21/2023 08/01/2023	
	County residents (all, with broader reach)	County Facebook	7/21/2023 8/11/2023	
	County residents (all, with broader reach)	Website	07/08/2023 07/21/2023 (updated)	
	County residents (all, with broader reach)	Flyers/Posters	7/24/2023	Placed in parks, community centers, libraries
Stakeholder Interviews	Athletics Group	Email	Meeting date: 9/21/23 9/22/23	Follow up questionnaire issued 10/16/2023
	Events/Tourism Group	Email	Meeting date: 9/21/23 9/22/23	Follow up questionnaire issued 10/16/2023



	Environmental Group	Email	Meeting date: 9/28/23 9/29/23	Follow up questionnaire issued 10/16/2023
	Recreation Group	Email	Meeting date: 9/21/23 9/22/23	Follow up questionnaire issued 10/16/2023
	Stewards/Volunteers Group	Email	Meeting date: 9/28/23 9/29/23	Follow up questionnaire issued 10/16/2023
	Cultural Group	Email	Meeting date: TBD	
	Safety Group	Email	Meeting date: TBD	
	School Districts Group	Email	Meeting date: 9/14/23 9/15/23	Completed
BoCC Interviews	Commissioner Garrido and Rolfes	Email	7/24/23	Completed
	Commissioner Walters	Email	8/7/23	Completed
Survey 2: Visioning Parks	County residents (all; includes Parks subscribers)	GovDelivery	10/19/23 10/27/23	(Ongoing – November)
	Volunteers and Stewards contacts	Volgistics database	10/19/23 10/27/23	(Ongoing – November)
	Events and Facility Rental contacts	RecDesk database	10/19/23	(Ongoing – November)
	Stakeholders (see stakeholder list)	Email	10/16/23	(Ongoing – November)
	Other Parks and Recreation jurisdictions	Email	TBD (November)	
	Parks Advisory Board	Email	10/19/23	Completed
	County residents (all, with broader reach)	Facebook	10/19/23 10/27/23 11/8/23	(Ongoing – November)
	County residents (all, with broader reach)	Website	10/19/23	Completed
Open Houses	South Kitsap Location: Commissioners' Chambers, County Administration Building		11/9/23 Location: Commissioners' Chambers	Completed (25+ Attendees)
	Central Kitsap Location	TBD	11/7/23	Completed (25+ Attendees)



			Location: Presidents Hall (Fairgrounds)	
	North Kitsap Location: North Kitsap: Village Green Community Center, Kingston	TBD	11/6/23 Location: Village Green Community Center	Completed (50+ Attendees)
Presentations	Suquamish CAC	Internal	6:30-8 p.m. Thursday, Nov. 2, Suquamish Police Dept.	Completed
	Kingston CAC	Internal		Cancelled for Open House
	Central Kitsap Community Council	Internal	5-6:30 Silverdale	Completed
Tabling Events	Kingston Open House	Internal	Discover Kingston Open House 2023 4-7 p.m. Monday, October 2	Completed
	Bremerton High School	Email	TBD	
	Central Kitsap High School	Email	TBD	
	North Kitsap High School	Email	TBD	
	Kingston High School	Email	TBD	
	South Kitsap High School	Email	TBD	