



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, February 16, 2022
TIME: 6:00 PM - 8:00 PM
LOCATION: This meeting will be conducted via **Zoom**.
Join Zoom Meeting: [Click Here](#) or Dial: 1-253-215-8782
Meeting ID: 816 3378 0239
Passcode: 975495

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

- I. Welcome & Introductions
 - II. Adoption of the November 17, 2021 & January 19, 2022 meeting minutes
 - III. Public Comment (3-minute limit/person)
 - IV. Special Presentations/Reports
 - a. Port Gamble Forest Heritage Park Master Plan – David McBride, OAC Senior Project Manager (30 minutes)
 - V. Parks Report
 - a. Director's Report – Alex (10 minutes)
 - VI. 2022 PAB Positions: Nominating Committee – Board (10 minutes)
 - VII. 2022 PAB Workplan – Board (10 minutes)
 - VIII. Sub Committee Discussion – Board (20 minutes)
 - IX. Sub Committee Reports
 - a. Community Outreach
 - b. Parks & Property
 - i. North Kitsap properties
 - c. Visitor Services
 - d. Park Code
 - X. District Representative Reports:
 - a. Old Business
 - b. New Business
 - XI. Adjournment
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Phone (360) 337-5350 • Fax (360) 337-5385
www.kitsapgov.com/parks

Alex Wisniewski, Director

Director's Report

Date: 2/16/2022
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

Staffing

Current status of hiring vacant positions:

	Position	Status
1.	Office Support Specialist	Hired. Start Date: 7-19-2021
2.	Events Coordinator	Hired. Start Date: 8-16-2021
3.	Volunteer Coordinator	Hired. Start Date: 9-13-2021
4.	Parks M&O Supervisor	Hired. Start Date: 9-13-2021
5.	Fiscal Support Tech	Hired. Start Date: 9-20-2021
6.	Events Specialist	Hired. Start Date: 1-3-2022
7.	Office Support Specialist	Hired. Start Date: 1-24-2022
8.	Public Relations & Communications Coordinator	Hired. Start Date: 2-22-2022
9.	M&O Crew Supervisor	Hired. Start Date: 2-28-2022
10.	M&O Crew Supervisor	Hired. Start Date: 2-28-2022
11.	Parks Planner	Interviews completed
12.	Capital Projects	Job posting in progress
13.	Volunteer Coordinator	Job posting in progress
14.	M&O Lead	Job posting target: February
15.	M&O Lead	Job posting target: February
16.	M&O Lead	Job posting target: February
17.	M&O Lead	Job posting target: February
18.	Office Coordinator	Job posting target: February
19.	M&O Worker	Job posting target: February
20.	M&O Worker	Job posting target: February
21.	Office Support	

Capital Projects Program

Port Gamble Forest Heritage Park – ride park and parking lots

Phase 1 of ride park construction is nearly complete, and work has shifted to Phase 2 trails. Risk Management did a walk-thru of the project site on February 10 to assess progress; no glaring concerns were noted at this stage of development.

The permit application package for the Stottlemeyer parking lot has been submitted to DCD and final design work is underway for the ride park parking lot; its permit application is estimated to be submitted to DCD in February. A Conversion Option Harvest Permit (COHP) was submitted in early February for the area surrounding the Stottlemeyer parking lot and trailhead. Approval of COHP is required before the construction permit will be approved.

Events and Facilities Rental Program

Events and Rentals

Due to the spreading Omicron variant, staff saw an increase in event cancellations for the over the last month. As Covid case numbers rose, incoming reservation requests slowed down. However, now that cases are declining, we anticipate reservation requests to rise again. The current event totals for 2022 are included.

BoCC-Sponsored Events

Event	Status
<i>Martin Luther King Jr. Day</i>	Placeholder on the calendar for 2023.
<i>Military Appreciation Day</i>	Event Staff is currently in conversation with the Military Affairs Committee of the Silverdale Chamber to finalize details for the Military Appreciation Day Carnival and Informational Fair scheduled for Saturday, March 5, 2022, in the Kitsap Sun Pavilion. Military Appreciation Day is an interactive event that highlights the community support for local military members, including Active Duty, National Guard Reservists, retirees, and their families.
<i>FARM Days</i>	CANCELED – 2022, event request submitted for 2023
<i>United Way Day of Caring</i>	Placeholder on the calendar for June 24, 2022; event application not yet submitted.
<i>Veterans Day Ceremony</i>	Placeholder on the calendar for November 2022; event application not yet submitted.
<i>Toys for Tots</i>	Placeholder on the calendar for December 2022; event application not yet submitted.

COVID Testing Site

The agreement with the Department of Emergency Management for COVID-19 testing at the fairgrounds, originally expected to expire on 12/31/2021, has been extended to 2/28/2022.

Historical Invoicing

In March 2020, the BoCC approved the *Facility Reservation Service Guide* that updated the facility rental policies and fee structure. With the COVID Pandemic impacting and postponing events for two years, the Parks Department is still implementing its new procedures and fee structure with facility renters. As events are coming back online, staff are working hard to communicate and support renters with the updated policies and fee structure; however, these are challenging conversations. Staff will present an overview of historical invoicing.

Kitsap Fair and Stampede Association

Parks staff have monthly meetings scheduled with Kitsap Fair and Stampede Association to collaborate for the 2022 Kitsap Fair and Stampede event.

Maintenance & Operations Program

Weathering the Winter Storm

The clearing of the landslide and fallen trees at Anderson Point Park that were *in process* in January have been removed and fixed; the roadway from the parking lot to the beach is open.



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Alex Wisniewski, Director

A tremendous number of trees came down across the road and across park trails at Guillemot Cove Preserve. The road was cleared in January, but the trails had not. They are now, though, staff crews cleared 2.5 mile of trails that had been littered with fallen trees.

Toppling Trees

A tree at Nick's Lagoon toppled (root-ball pulled out of the ground) and damaged the corner of a neighbor's garage. The tree was removed and repairs to the garage are underway.

A tree at fell on top of a neighbor's fence next to Bill Bloomquist Rotary Park; the tree was removed, and the fence was repaired.

A tree assessment was performed at Illahee Preserve Heritage Park adjacent to private property. A contract for tree removal services is in process.

Ballfield Maintenance

The warming weather gave staff an opportunity to get a head-start on baseball and softball field maintenance; nearly all the infields in our park system have been rototilled and had new sand mixed-in.

Other

- Calvinwood – the water system was drained, chlorinated, and flushed.
- Salsbury Point and Wildcat Lake – tree pruning has been completed.
- Veteran's Memorial Park – on-going coordination with other departments and partners to provide park maintenance efforts from unauthorized encampments.
- Painting of the interior part of the restrooms is in the works- in preparation for the parks opening date.
- Long Lake Park – fencing repaired after a vehicle drove through it.
- Guillemot Cove Preserve – lead abatement contractor to remove floor and wall tile inside the rental house.

Natural Resources Program

Forest Stewardship Program

Square Lake Park

Restorative thinning efforts to the 37 acres of the park south of Lake Flora Road delayed to an April start time due to a delay in availability by the contractor. Preparation work to clear and improve the entry "haul" road is underway. Tree seedlings to be planted by volunteers in areas of park that were thinned in 2021.

Wick's Lake Park

The Forest Stewardship Plan draft for Wick's Lake has been shared with community members for review and comment.

Volunteer Program

Recent Activity

Port Gamble Forest Heritage Park

- Trail repairs to The Hood trail that was damaged during the 2021 tree harvesting by Rayonier.
- Hundreds of native plants were planted in disturbed areas in the Ranger Trail corridor and along The Hood trail, project collaboration was with Stillwaters Environmental Center and the Mountain Vikes Youth Mountain Bike Team.

Hansville Greenway

- Hansville Greenway Association raised funding to assist Great Peninsula Conservancy acquire 100 acres of undeveloped land adjacent to Hansville Greenway. Plans to link and interconnect a trail network across property boundaries is in discussion.

North Kitsap Heritage Park

- Plants were harvested from one area of park to be used at as part of a restoration project at another area of the park.

Newberry Hill Heritage Park

- Work party with HOPE Worldwide to remove invasive plants.
- Performed trail brush work and illegal trail decommissioning.

Banner Forest Heritage Park

- Trail work to fix drainage issues performed.

Ilahahee Preserve Heritage Park

- *Spread gravel at main trailhead entrance to park.*
- Improvements to smaller trailhead off of Thompson Lane in-process.

South Kitsap Regional Park

- Partnership confirmed with Rotary Club of Port Orchard for funding of trail stream crossing project.

Howe Farm

- Planning in-process for construction of ADA trail from parking lot to apple orchard; trail to be lined with historic farming equipment donated to Parks. Project is a collaboration with students from South Kitsap High School and Rotary Club. Work is schedule for Earth Day (April 22, 2022)

Chico Salmon Park

- Over a hundred native plants were planted.

Keyport Saltwater Park

- General park clean-up activities were performed.

Other

- Youthbuild constructed 5 benches for future placement in parks.
- Washington Trails Association performed trail work at Hansville Greenway and Port Gamble Forest and Banner Forest Heritage Parks.
- The Stream Stewards WSU Extension program had a class taught at Newberry Hill Heritage Park by Parks Forester Arno Bergstrom and forest steward volunteers.

Planning Program

Port Gamble Forest Heritage Park - master plan

The Master Plan has entered its final phase. The Master Plan document is currently being written, reviewed, and updated internally by Parks, the steering committee, the Tribes, and



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Alex Wisniewski, Director

stakeholders. The draft plan will be shared publicly at the end of February and will be the focus of the 4th public meeting on March 7th. Public comments will help guide a final version; BoCC adoption is targeted for April 2022.

KITSAP COUNTY PARKS ADVISORY BOARD

JANUARY 19, 2022

MEETING MINUTES

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

Larry Walker was unanimously elected as Chair Pro Tempore for the January 19, 2022 meeting.

The meeting was called to order at 6:21 PM by Chair Pro Tempore, Larry Walker. Introductions were conducted around the room.

APPROVAL OF MINUTES

After discussion, the following action was taken:

ACTION: Linda Berry Marist moved to push the approval of the November 17, 2021 meeting minutes to the February 16, 2022 meeting. Joanne Clark seconded the motion. MOTION CARRIED.

PUBLIC COMMENT

- Jim Heytvelt- Provided a quick update on Harper Park and discussed his participation in the NW Hospitality clean-up event at Veterans Memorial Park.

SPECIAL PRESENTATION

Linda Berry-Maraist updated the PAB on the Memorandum of Agreement with Olympic Property Group Properties, LLC (attached).

VOLUNTEER PROGRAM: 2021 YEAR IN REVIEW

Volunteer Coordinators, Aaron Bartleson and Sam Howarth, presented a PowerPoint on the 2021 Volunteer Program (attached).

- KC Patton with the Kitsap Aircraft Radio Control Society confirmed that his organization had 949 volunteer hours at Coulter Creek Heritage Park that were not counted in the presentation.

FORESTRY PROGRAM: 8-YEAR REVIEW

Arno Bergstrom presented a PowerPoint on the eight-year forestry program review (attached).

DIRECTOR'S REPORT

Alex Wisniewski presented the January 2022 Directors Report (attached).

2022 PAB POSITIONS: NOMINATING COMMITTEE

ACTION: Linda Berry-Marist moved to push the formalization of a Nominating Committee to the February 16, 2022 meeting. Amy Lawrence seconded the motion. MOTION CARRIED.

SUB COMMITTEE REPORTS

The PAB requested that staff put together a list of current participants on each sub-committee. In addition, the PAB asked staff to develop a list of sub-committees needed moving forward to discuss in February.

- Community Outreach – no updates
- Parks & Property – no updates
- Visitor Services – no updates
- Park Code – no updates; Alex Wisniewski and Larry Walker to meet to formalize plans for 2022.

DISTRICT REPRESENTATIVE REPORTS

- Linda Berry-Marist: Provided an update on the various projects and work parties occurring at Port Gamble Heritage Park.
- Joanne Clark: Reported that there was no damage after the winter storms.

OLD BUSINESS

- E-Bike Trial Proposal: Staff reported that the proposal is still a pending item; however, the E-Bike Proposal has stalled due to staffing shortages. Staff will review the new State guidelines and bring them to the PAB at a future meeting.

NEW BUSINESS

No new business was discussed.

ADJOURNMENT

ACTION: Joanne Clark moved to adjourn the meeting. Amy Lawrence seconded the motion. The meeting was adjourned at 7:57 PM.

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Joanne Clark	Alex Wisniewski	KC Patton
Linda Berry-Marist	Arno Bergstrom	Jim Heytvelt
Amy Lawrence	Alex Hardy	Rachel C
Larry Walker	Aaron Bartleson	Susan and Hank Anderson
	Sam Howarth	

**KITSAP COUNTY PARKS ADVISORY BOARD
NOVEMBER 17, 2021
MEETING MINUTES**

The meeting was called to order. Introductions were conducted around the room.

APPROVAL OF MINUTES

After discussion, the following action was taken:

ACTION: Meeting minutes from October 20, 2021 approved. *MOTION CARRIED.*

PUBLIC COMMENT

- Jim Heytvelt- Provided an update on Harper Park.

SPECIAL PRESENTATION

- None

DIRECTOR'S REPORT

Alex Wisniewski presented the October 2021 Directors Report (attached).

2022 CAPITAL IMPROVEMENT PLAN

Alex Wisniewski provided a Power Point presentation about the department's 6-year CIP Plan.

PARK PLANNING

Alex Wisniewski led a discussion about planning projects for the department in 2022.

- Joanne Clark – indicated a desire to see the Coulter Creek planning effort be completed.
- Amy Lawrence – indicated a desire to see a plan developed for Erland's Point Preserve.

SOUND-TO-OLYMPICS (STO) ADVISORY COMMITTEE

Alex Wisniewski indicated Public Works was seeking a member from the Parks Advisory Board to participate on the STO route feasibility steering committee. After discussion among the Board, the following action was taken:

ACTION: Grady Martin was nominated to be the PAB representative on the STO steering committee. *MOTION CARRIED.*

2022 PAB PRIORITIES

Alex Wisniewski initiated a conversation about 2022 priorities for the PAB. Conclusion of this item was postponed until 2022 when new board members would be in place and the conversation could be wrapped into a discussion about the PAB 2022 work plan.

SUB COMMITTEE REPORTS

- Community Outreach – no updates
- Parks & Property – no updates
- Visitor Services – no updates
- Park Code – no updates

DISTRICT REPRESENTATIVE REPORTS

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

***ACTION:** A motion was made to adjourn the meeting. The meeting was adjourned at 8:00 PM.*

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Joanne Clark	Alex Wisniewski	KC Patton
Grady Martin		Jim Heytvelt
Amy Lawrence		
Larry Walker		
