



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, April 17, 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 March 20, 2024 meeting minutes
 - III. Public Comment (3-minute limit/person)
The public comment period is not intended to be a question-and-answer session, please send questions to parks@kitsap.gov so they may be directed to the appropriate Parks Department staff for a response.
 - IV. Special Presentations/Reports
 - a. PROS Survey #3 Results *Alex Wisniewski*
 - V. Parks Report
 - a. Director’s Report *Alex Wisniewski*
 - VI. Sub Committee Reports
 - a. PAB Sub Committee Assignments *Board*
 - 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 <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

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	PROS Plan Review (tentative)	Board
June	Annual Operations Budget Review	Finance & Budget
July	Annual Operations Budget Review	Board
August		
September	Create Nominating Sub-Committee (appointed by Chair)	Chair
October	Annual Capital Improvement Plan Review	Capital Projects & Parks
November	Annual Capital Improvement Plan Review	Board
December		

KITSAP COUNTY PARKS ADVISORY BOARD

DRAFT March 20, 2024

MEETING MINUTES

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

WELCOME AND INTRODUCTIONS

APPROVAL OF MINUTES | ACTION: *Lisa Hurt motioned to adopt February 21, 2024, meeting minutes. Dawn Dockter seconded the motion. Minutes approved.*

PUBLIC COMMENT

- Mark Libby, Kingston Parks, Trails, and Open Space Committee member – Request for a good status report on the PROS Plan and an updated timeline. Particularly interested in the Gap Analysis as it relates to sports facilities.
Extended thanks and gratitude to the Volunteer Coordinator, Sierra Kross is a great help at work parties and a great support.
- Rick Feeney, South Kitsap Regional Park and Banner Forest steward, and non-motorized advisory committee member – Concerns regarding Olalla Road parking at Banner Forest is dangerous. Speed limit in the immediate area is 45mph. Handouts provided.
- Marion Allen – announced information about an upcoming community event, Bio Blitz at the Port Gamble Forest Heritage Park on April 27th. Participants will assist in identifying and collect data about the living organisms in that area. Multiple local organization collaborating to the success of this event. Extend thanks to Robin Salthouse and Irene Weber for their hard work on this project.
- KC Patton, Kitsap Aircraft Radio Control Society –
 - Provided update on the Young Eagles program for youth ages 10 to 13 years old. Currently 8 youth are participating with their parents to build a model airplane. Models are expected to be completed by the end of April. Then club members will teach the youth how to fly the plane.
 - Eleven club members are experimenting with creating First Person videos for flight simulation purposes.
 - KARCS hosts monthly RC Airplane competitions at Coulter Creek Park on the first Saturday, April to October

SPECIAL PRESENTATIONS/REPORTS-

- Gordon 1 & 2 Soccer Field Improvements – two soccer fields located at Kitsap Fairgrounds and Events Center. Gordon 1 is a synthetic turf field and Gordon 2 is a natural grass field. Parks staff provided an overview of the Gordon Fields history, current usage data and demands, and current conditions of fields.
 - Gordon 1 is the only synthetic turf field in Kitsap County that is not owned and operated by a school district. There is high demand in our community for year-round sport fields.
 - Gordon 1 field is 14 years old. There were 1510 hours of use in 2023 – typical lifespan is 15-20 years or approx. 22,000 hrs. of use. This field has reached the end of the life expectancy.
 - Gordon 2 is used as a back-up option to accommodate the volume of requests. The natural grass is challenging to maintain in the winter months and limits usage. Field conditions are poor and labor intensive to maintain.

Parks met with Washington State Recreation and Conservation Office (RCO) grant manager to discuss the Community Outdoor Athletic Facilities (COAF) Grant. Park's proposal would include (1) replacing the synthetic turf field and (2) develop the natural grass Gordon 2 field into a second synthetic turf field. Pre-application was submitted on March 13. RCO evaluation period ends April 30.

Parks staff investigating other funding sources and researching construction contractors to narrow down the estimated costs for this project.

PARKS REPORTS

DIRECTOR'S REPORT

- Parks met with Washington State Recreation and Conservation Office (RCO) grant manager to discuss RCO grant compliance issues identified for eight Parks locations. Many issues are decades old and may have already been resolved. Additional investigation needed to determine the appropriate steps to resolve each situation.
- Capital Projects -
 - Point No Point Beach Repair Project update – Phase 1 completed. Phase 2 moving through the permitting process. Staff working to ensure all is ‘in-order’ in time for work to happen during the official Fish Window (August 15 to October 15). Phase 3 will be to remove the super soaker bags and re-open parking lot. Parking lot too narrow to safely open for use. WDFW will open their parking lot at Point No Point, one month earlier than usual (to open on April 1) to help alleviate some of the traffic congestion.
 - Building demolition – four buildings at Parks locations are now scheduled for completion. Brian taking point on this project in the absence of a Capital Planner.
 - Stottlemeyer Trailhead parking lot construction is underway. Public Works is managing this project for Parks in the absence of a Capital Planner. Expected to be completed by mid-April if no further weather delays.
 - Washington Trails Association entered contract with Parks to construct trails with volunteers. Including a connecting trail from the new Stottlemeyer parking lot to the existing trail system.
- Maintenance & Operations
 - April 1st marks the opening of Parks restrooms and parks that close for winter. Also kicks-off the “Summer” season with re-charging of irrigation systems, mowing schedule begins and the increased labor activities.
 - Beginning bi-annual filed maintenance operations. There are 26 fields across the County.
- Natural Resources
 - Washington State Department of Natural Resources creosote piling removal program – working to remove pilings at the Indianola Waterfront and Woodland Preserve.
 - Highlighted Project – On March 6, 28 US Navy service members from the USS Alabama joined Parks to remove Scotch broom at the Newberry Hill Heritage Park.
- PROS Plan Update – The Priority Survey is not ready to release to the public and have not received a draft of PROS Plan yet. A tentative final schedule/timeline has been developed to include draft reviews for comment and updating by Parks staff, the Parks Advisory Board, and the public, required reviews for SEPA determination, Comprehensive Plan consistency, Planning Commission, Board of Commissioners and RCO. RCO approved final reviews pushed to the end of June. May need additional extensions.
 - Q- Is there a penalty for not meeting the deadlines?
 - A- Yes, we would not be eligible for RCO grants if PROS Plan is not completed.
 - Q- Would a special PAB meeting be utilized to expedite the review process.
 - A- Yes, currently have a PROS PLAN dedicated PAB meeting is penciled in on tentative timeline.

SUB COMMITTEE REPORTS –

- Subcommittee Assignments – New PAB member Dawn Dockter requests to be added to Finance & Budget, and Planning & Property committees. All other PAB members will remain on the current assigned subcommittees.

DISTRICT REPRESENTATIVE REPORTS OLD BUSINESS

- Proposal to implement a process to provide a platform to post questions and answers, particularly those questions asked during the PAB meeting.
ACTION: Amy Lawrence motioned to forward proposal to Parks Staff. Grady Martin seconded motion. All In favor. Motion granted.

NEW BUISNESS

- PAB Chair encourages PAB members to carefully review Rick Feeny’s proposal regarding speed limits on Olalla Road and be prepared to discuss at PAB next meeting.

South District Report –

- 51 Washington Youth Academy removed Scotch broom at Coulter Creek Park. Will also do scotch broom removal at Square Lake on March 29.
- Banner Forest work parties declared war on English Ivy and Scotch Broom.
- Wicks Lake – 20 participants helped plant 650 tree planting.

PUBLIC COMMENT

- Carol Price – At the beginning of March there was a serious Mountain Bike accident at Port Gamble Forest Heritage Park in the Ranger Corridor trail area. This is the second very serious accident where a young man has ended up in ICU. Will Parks entertain the idea of closing the Ranger Corridor trail.
- David Onstad – Second what Rick Feeney said about the safety issue at Banner Forest parking area. Suggests additional signage to promote safety.

Adjournment | **ACTION:** *Lisa Hurt moved to adjourn the meeting. Grady Martin seconded the motion. Motioned carried. The meeting was adjourned at 7:40PM.*

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS		STAFF	PUBLIC
Larry Walker -Chair		Alex Wisniewski	Online public attendee names not captured
Lisa Hurt - Vice-Chair		Alex Hardy	
Amy Lawrence		Irene Weber	
Amy Smalley		Brian Hauschel	
Grady Martin		Dee Tuttle	
Dawn Dockter			



Parks Department
1195 NW Fairgrounds Road, Bremerton, WA 98311
Mailing address: 614 Division, MS-1, Port Orchard, WA 98366
Phone (360) 337-5350 • Fax (360) 337-5385
www.kitsapgov.com/parks

Alex Wisniewski, Director

Director's Report

Date: 4/17/2024
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

FAQ Webpage to be Updated

Parks staff will add a new section to the FAQ & Rules webpage to create a location where answers and information to questions the department receives can be posted for the general public to access. Details still need to be worked out, but a list of topics is being generated and includes Point No Point parking and access, special event process, donating to the Parks department, and parking concerns at Olalla Boat Ramp. Roll-out of the new content is anticipated to take place in May.

Capital Projects Program

Point No Point Park Beach Rehabilitation

The Phase 1 work of the beach and shoreline repair project has been completed. Construction plans for Phase 2 are currently being communicated to the regulatory agencies for their review and permitting processes. The regulatory agencies are the 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. Phase 2 work is currently targeted for the August 15-October 15 'fish window' which is the permitted timeframe for work in the shoreline. Until Phase 2 is complete, the parking lot at the park will remain closed to the public because the roadway has been narrowed due to the super sack sandbags and damage to the parking lot itself. The narrowed roadway is not wide enough for two vehicles to pass simultaneously causing both traffic flow challenges and emergency vehicle access concerns. Additionally, a corner of the parking lot has failed and rebuilding it will be a component of the construction scope of work. To alleviate impacts from the parking lot closure, Parks has entered into an agreement with WDFW to open their parking on April 1, a month earlier than they normally open the parking to the public. The agreement includes Parks maintenance assistance to pick up litter from the parking lot and to restock the bathroom with paper products daily.

Eagle's Nest HVAC

Parks has contracted with Carrier to replace the old and failed HVAC units at the Eagle's Nest building at the Fairgrounds and Events Center that houses the Parks department offices and a rentable community space. The lead time is significant on the units and has been delayed twice already, updated anticipated timeline is now June for installation.

Pavilion Curtain Beam

The curtain beam in the Pavilion was evaluated in 2023 for its structural integrity; it was found to be structurally sound but requires some additional bracing. The repair work has been engineered and permitted with DCD. Parks is seeking contractors to perform the work currently.

Building Demolitions

The four demolition projects are currently scheduled: old residential houses at Long Lake Park (2nd week in May), Nick’s Lagoon (2nd week in May), a garage building at Anna Smith Park (April 18), and a log cabin house at the Fairgrounds (May 13-16).

Port Gamble Forest Heritage Park – Ride Park and Parking Lots

Stottlemeyer Parking Lot and Trailhead (south end of park)

- Construction of the parking lot has begun again after a delay due to saturated soils; project completion is now anticipated in April/May. The parking lot includes 23 stalls, 2 ADA stalls, and 5 pull-through stalls to accommodate equestrian trailers. Public Works is providing construction management on the 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 and the 30% design concept is under review. Public Works will provide design/engineering oversight and construction management for the project; completion is anticipated in mid-2025.

Marketing and Events Program

Summer Seasonals

Interviews for 2 summer seasonal staff has concluded and candidates have accepted their offers; these 6-month positions will work on the Events team beginning on May 6.

Policy and Fee Schedule Update

Park staff are actively engaged in a comprehensive overhaul of its special event policy and fee structure, emphasizing incorporating guidelines tailored for Special Park Events that take place in parks other than the Fairgrounds and Events Center. This initiative also integrates refined booking protocols for all facilities to synchronize seamlessly with the event software system RecDesk. An internal review is underway before sharing the proposed changes with stakeholders for review and feedback. Subsequently, they will undergo a review and feedback process with the Parks Advisory Board before staff presents the updated policies to the Board of County Commissioners.

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)

May Public Events		
Peninsula Home & Remodel Expo	May 3-5, 2024	Fairgrounds and Events Center



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Alex Wisniewski, Director

Flotsam & Jetsam Garden	May 11, 2024	Buck Lake County Park
Master Gardener Foundation – The Annual Plant Sale	May 11, 2024	Fairgrounds and Events Center
Cascadia Reptile Expo NW	May 18-19, 2024	Pavilion @ Fairgrounds
Kitsap Destruction Derby	May 18, 2024	Thunderbird Arena @ Fairgrounds
FARM DAYS	May 20-21, 2024	Pavilion @ Fairgrounds
RecruitMilitary Kitsap Area Veterans Job Fair	May 23, 2024	Pavilion @ Fairgrounds
Hot Laps Presented by Specialized	May 24-26, 2024	Port Gamble Forest Heritage Park
Big Top Gun Show	May 25-26, 2024	President’s Hall @ Fairgrounds

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.	1442
FARM Days	The event is scheduled at the Fairgrounds on May 20-21, 2024.	-
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

Summer Seasonals

Interviews for 3 summer seasonal staff is underway; these 6-month positions will work on the Parks M&O team beginning in early May.

Season Opening

All parks and facilities were opened on April 1 for the summer season.

Athletic Fields

Parks maintenance staff have nearly finished spring “field ops” on all athletic fields across the park system – the only remaining field left is Gordon 2 at the Fairgrounds, which is scheduled for the week of April 14. The maintenance work includes top dressing, aerating, and overseeding and requires the fields to be un-rented and off limits for a couple of weeks

to allow the new grass seed to germinate and grow. Parks has 26 athletic fields in its inventory; 15 are managed and maintained by Parks staff, 9 are maintained and managed through community partnerships.

Wildcat Lake Park

The maintenance program's hub is at this remote and confined location where space is extremely limited to house the department's fleet of trucks and equipment. Staff have done some work to clear some brush to expand the shop footprint and is working with a contractor to have a fence installed around the yard for added security. Currently, there isn't a fence that separates the maintenance area from the rest of the park, which has led to vandalism and theft in the past.

Island Lake Park

The new doors in the Community Building were painted and new trim boards installed.

Natural Resources Program

Forestry

All previously permitted thinning blocks at PGFHP have been completed. Additional thinning units are currently being planned for completion later in 2024 or in 2025 depending on the permitting and application process.

Education and Outreach

Discover Kitsap Parks

March featured a walk at Carpenter Lake on March 30th lead by Steve Heacock and Jet Glavin. This walk provided an opportunity for the community to learn about the natural history of Carpenter Lake and Nike Park. We had 31 participants join us for this event. In April there will be a walk at Newberry Hill Heritage Park on the topic of Forest Restoration.

Cedar Heights Middle School Career Fair

On March 29th, Parks Natural Resource staff joined several other county employees at the Cedar Heights Middle School Career Fair. At this event we were able to share our career stories and love of the outdoors with future generations of "Parkies." Thanks to Jenn White and Carole Mackie for coordinating this career fair for county staff.

Volunteers & Stewards

Highlighted Project

- Location: Fairgrounds, Coulter Creek, North Kitsap, and Newberry Hill Heritage Parks
- Project: Washington Youth Academy Maintenance and Scotch Broom Removal
- Description: We had five events with the Washington Youth Academy who assisted Parks staff with maintenance projects including removing invasive plants on the ball fields at the fairgrounds and scotch broom in our heritage parks. The Washington Youth Academy is a quasi-military training and mentoring program for at-risk youth. The goal of the program is to give youth a second chance to become responsible and productive citizens by helping them improve their life skills, education levels and employment potential. We are extremely thankful to have this large group of young people assist with the back breaking work of scotch broom removal. During the month of March they helped us treat 22 acres of invasive plants.

Volunteer Work Parties

- February Activity: 34 work parties (74 YTD)
- By the numbers...approximately:



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Alex Wisniewski, Director

- 586 individual volunteers
- 3106 hours of volunteer hours
- 52 acres of restoration work (primarily invasive species treatment)
- 6 miles of trail maintenance

Location	Work performed by volunteers and staff
Banner Forest Heritage Park	<ul style="list-style-type: none"> • Trail Maintenance
Chico Salmon Park	<ul style="list-style-type: none"> • Invasive plant removal • Trail maintenance
Coulter Creek Heritage Park	<ul style="list-style-type: none"> • Invasive plant removal by Washington Youth Academy and stewards
Guillemot Cove	<ul style="list-style-type: none"> • Trail maintenance
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> • Trail maintenance • Invasive plant removal
Newberry Hill Heritage Park	<ul style="list-style-type: none"> • Invasive plant removal • Fence Installation
Nike Park	<ul style="list-style-type: none"> • Trail Maintenance • Trash removal • Invasive plant removal
North Kitsap Heritage Park	<ul style="list-style-type: none"> • Illegal dump clean up • WYA invasive species removal
Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> • Trail tread improvements • Invasive plant removal
South Kitsap Regional Park	<ul style="list-style-type: none"> • Native plant installation
Wicks Lake	<ul style="list-style-type: none"> • OFF lead tree planting
Wynn Jones Park	<ul style="list-style-type: none"> • Trail brushing and tread improvement

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
Washington Youth Academy	<ul style="list-style-type: none"> • Assisted M&O staff with fairgrounds maintenance • Assisted NR staff with scotch broom removal
Evergreen Mountain Bike Alliance	<ul style="list-style-type: none"> • Trail Maintenance at ride park
West Sound Disc Golf Association	<ul style="list-style-type: none"> • Grounds maintenance
Our Forest Fund	<ul style="list-style-type: none"> • Tree Planting at Wicks Lake
KPTOS	<ul style="list-style-type: none"> • Work party at Nike Park
WTA	<ul style="list-style-type: none"> • Trail improvements at Wynn Jones Park • Trail construction at Stottlemeyer trailhead

Atomic Fuze Maps	<ul style="list-style-type: none">• Final review of maps to create standardized maps for six parks (Hansville, Illahee, Newberry, Port Gamble, North Kitsap, Banner). Ongoing
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Planning Program

Parks, Recreation, and Open Space (PROS) Plan

The final survey for the PROS plan, centered on capital improvement, safety, and other priority projects came to a close on April 16 after 2.5 weeks of public input. Over 1,300 responses were received. The results will be included in the PROS plan and a high level review will be shared by staff.

The final review and approval timeline Parks for the Pros Plan will be updated soon. This includes draft reviews for comment and updating by Parks staff, the Parks Advisory Board, and the public, and required reviews for SEPA determination, Comprehensive Plan consistency, Planning Commission, Board of County Commissioners, and – finally – RCO.



Indianola Tennis Court

Bamboo removal



Island Lake Park

Door Finishing



Newberry Hill Heritage Park

- Scotch Broom Removal



- Navy Volunteers
 - USS Key West
 - USS San Juan
 - USS Alabama
 - USS Nimitz

