



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, April 20, 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: 872 9808 6379
 Passcode: 479353

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

- I. Welcome & Introductions
- II. Adoption of the March 16, 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 Services*
- V. Parks Report
 - a. Director's Report *Alex*
 - b. Restoration Projects *Alex*
 - i. Estuary at Point No Point Park
 - ii. Finn Creek at Norwegian Point Park
 - c. Illahee Forest Preserve Heritage Park *Alex*
 - i. Land Donation
 - ii. 2020 RCO Grant awarded
 - d. Hybrid Meeting Discussion *Alex*
- VI. 2022 PAB Positions *Nominating Committee*
- VII. Sub Committee Appointments *Board*
- VIII. Sub Committee Reports *Board*

Proposed Structure	Type	Focus Area	PAB Members
Finance & Budget	Standing (per by laws)	<ul style="list-style-type: none"> • Operating Budget • Funding Opportunities 	
Capital Projects & Parks	Standing (per by laws)	<ul style="list-style-type: none"> • Capital Projects Program • M&O Program 	
Community Outreach & Visitor Services	Ad Hoc	<ul style="list-style-type: none"> • Events and Rentals Program • Marketing • Volunteer Program • Youth Engagement 	
Planning & Property	Ad Hoc	<ul style="list-style-type: none"> • Planning Program • Natural Resources Program • Land Acquisition/Divestiture • Park Code 	

- IX. District Representative Reports:
 - a. Old Business
 - b. New Business
 - X. Adjournment
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KITSAP COUNTY PARKS ADVISORY BOARD

MARCH 16, 2022,

MEETING MINUTES

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

The meeting was called to order at 6:04 PM by the Parks Advisory Board Chair, Jon Pearson.

Introductions were conducted around the room.

APPROVAL OF AGENDA

The Agenda was updated to include:

5. B Advisory Board Meetings: Future meeting plans; Zoom, in-person, or hybrid options.

***ACTION:** Linda Berry-Marist moved for the approval of the March 16, 2022, agenda. Joanne Clark seconded the motion. MOTION CARRIED.*

APPROVAL OF MINUTES

***ACTION:** Joanne Clark moved for the approval of the February 16 meeting minutes. Linda Berry-Marist seconded the motion. MOTION CARRIED.*

PUBLIC COMMENT

- Jim Aho- Provided a brief update on Illahee Preserve Heritage Park and its efforts to secure funding from the legislature for additional property acquisition.
- Jim Heytvolt- Provided a brief update on the Harper Park restoration project; Jim mentioned that two grant applications were submitted to obtain funding to finish the restoration project. Jim communicated his appreciation to Parks M & O for keeping Harper Park clean.
- Lynn Schorn-Provided a brief update on the efforts by Our Forest Fund to secure funding from the legislature for the purchase of trees to be planted at Port Gamble Forest Heritage Park.

SPECIAL PRESENTATION

New North District Parks Advisory Board Member, Lisa Hurt, introduced herself and her background.

PARKS REPORT

Parks Director, Alex Wisniewski, presented the March 2022 Directors Report.

FUTURE OF ADVISORY BOARD MEETINGS

A discussion about the future of Parks Advisory Board meetings was conducted; options included remaining on Zoom, returning to in-person meetings, or providing a hybrid opportunity for in-person and Zoom meetings. Staff will research its capabilities to conduct a hybrid meeting and report back to the PAB at the April meeting.

2022 PAB POSITIONS: NOMINATING COMMITTEE

Since the Nominating Committee did not meet, the discussion was tabled until April, with Jon Pearson, current PAB Chair, to continue serving.

ACTION: Joanne Clark moved to table the discussion for the 2022 PAB Positions until April, and Jon Pearson to continue serving as Chair of the Board for the April meeting. Linda Berry-Marist seconded the motion. MOTION CARRIED.

SUB COMMITTEE REPORTS

The proposed subcommittee structure was discussed; the PAB recommended discussing assignments at the April meeting.

Old Structure	Proposed Structure	Type	Focus Area
Community Outreach	Finance & Budget	Standing (per by-laws)	<ul style="list-style-type: none"> • Operating Budget • Funding Opportunities
Parks & Property	Capital Projects & Parks	Standing (per by-laws)	<ul style="list-style-type: none"> • Capital Projects Program • M&O Program
Visitor Services	Community Outreach & Visitor Services	Ad Hoc	<ul style="list-style-type: none"> • Events and Rentals Program • Marketing • Volunteer Program • Youth Engagement
Park Code	Planning & Property	Ad Hoc	<ul style="list-style-type: none"> • Planning Program • Natural Resources Program • Land Acquisition/Divestiture • Park Code

ACTION: Linda Berry-Marist moved to approve the proposed subcommittee structure. Joanne Clark seconded the motion.

DISTRICT REPRESENTATIVE REPORTS

- Joanne Clark: The path at Anderson Point Park reopened after a mudslide closed a section of the trail. The Olalla Market (formerly Al’s Market) is scheduled to open on May 31.
- Linda Berry-Marist: Provided an update on the various projects and work parties occurring at Port Gamble Heritage Park including the Master Plan and West Fest.
- Nancy Whitaker – Provided an update on the various projects at Newberry Hill Heritage Park.

OLD BUSINESS

Snyder Fields – After the Motion at the February PAB meeting, no new information is available.

Policies – The Park Policies should be updated to include information on drone usage in County parks.

Paintball – Discussion with Colby Overholt, owner of Kitsap Paintball, is on-going about a potential private-public partnership at the portion of Square Lake Park south of Lake Flora Road.

NEW BUSINESS

No new business was discussed.

ADJOURNMENT

ACTION: Linda Berry-Marist moved to adjourn the meeting. Joanne Clark seconded the motion. The meeting was adjourned at 7:35 PM.

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Jon Pearson, Chair	Alex Wisniewski	KC Patton
Linda Berry-Maraist	Brian Hauschel	Jim Heytvelt
Joanne Clark	Alex Hardy	Jim Aho
Amy Smalley	Chuck Cuzzetto	Susan Anderson
Grady Martin		Lynn Schorn
Nancy Whitaker		Kim Greenwood
Lisa Hurt		



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Alex Wisniewski, Director

Director's Report

Date: 4/20/2022
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	Final offer to candidate
12.	Capital Projects	Posted
13.	Volunteer Coordinator	Hired. Start Date: 4-25-2022
14.	M&O Lead	Interviews complete
15.	M&O Lead	Interviews complete
16.	M&O Lead	Interviews complete
17.	M&O Lead	Interviews complete
18.	Office Coordinator	Posted
19.	M&O Worker	Posted
20.	M&O Worker	Posted
21.	M&O Worker	Posted
22.	Office Support Specialist	Posted
23.	Office Support Assistant	Posted

Capital Projects Program

Port Gamble Forest Heritage Park – ride park and parking lots

Phase 1 of ride park construction is about 90% complete but won't finish until it can be tied-into the Phase 2 trails. Phase 2 trail construction is underway and approximately 50% complete.

The SDAP permit for the Stottlemeyer parking lot and trailhead is continuing through DCD's review process, completion is expected soon.

The design for the ride park parking lot complete and the SDAP permit for construction will be submitted soon. A COHP for this parking lot will also be submitted in the same timeframe.

Events and Facilities Rental Program

Events and Rentals

The current event totals for 2022 are included. Upon an internal review of staffing capacity following recent hirings and promotions of employees into different positions, the Parks department has adjusted services for the near future – through June 30 – at which time operations will be reassessed. Parks M&O Worker position vacancies have been posted and once filled, we should be positioned to increase service levels. In the meantime, temporary service changes include:

- **Picnic Shelters.** *Not reservable*; available on a first-come, first-serve basis only.
- **Athletic Fields.** Prepare fields before first rental only; *“turnovers” in between multiple rentals not available.*
- **Community Buildings.** Accepting *only 2-3 rentals per week.* This is a continuation of current and on-going reduced service.

BoCC-Sponsored Events

Event	Status
<i>Martin Luther King Jr. Day</i>	Placeholder on the calendar for 2023.
<i>Military Appreciation Day</i>	The Military Appreciation Day Carnival and Informational Fair was held Saturday, March 5, 2022, in the Pavilion. The event was an interactive event that highlighted 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 remains on the calendar for June 24, 2022; however, early indication is that they may not need use of the Fairgrounds facilities for this event.
<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.

'Eventgers' Meeting

Parks Event Staff co-organized with the Fire Marshall's Office a meeting that brought together a team of personnel to review event applications from across County departments and agencies. The purpose is to streamline process and procedures for events that have varied permitting needs. Participants included the Fire Marshall's Office, Kitsap County Health District, Kitsap County Public Works Road Division, and the Washington State Liquor and Cannabis Board. The group will meet monthly to review upcoming events managed by the Parks department.

Maintenance & Operations Program

2022 Parks Season has begun!

As of April 1, all county parks and facilities have been opened for use.

Anderson Point Park



Parks Department

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Alex Wisniewski, Director

The landslide that occurred in March was cleared and the park reopened. The RFP for gate replacement produced only 1 bid for \$22,500 (permitting and other incidental costs not included). Staff is reviewing the agreement the County has with the neighboring homes who use the gate and investigating funding options for the gate replacement.

Island Lake Park

A structural engineer assessed the fishing pier that was lit on fire in fall 2021. Parks anticipates rebuilding the pier, but it will be dependent on the finding of the structural analysis report. The report is still pending.

Veteran's Memorial Park

In early April, following over two years of providing a compassionate response to community members experiencing homelessness in the park, the first 'intent to close' notices were posted at the encampments. This action is the first step outlined in the Unauthorized Encampment Response Policy. Additionally, ecology blocks were placed at the south end of the park to block off access to the old Washington Street road-end and West Sound Utility has placed their own ecology blocks inside the park to secure access to their water well site due to concerns from recent vandalism in which vehicles rammed thru their gate to gain enter the park twice. On one of these occasions, the vehicle did 'donuts' on the softball fields causing ruts to the grass field and damage to the irrigation system. Repairs are underway.

Old Mill

Staff worked with the new HEART Coordinator to respond to the recent encampment fire that happened in the park. Following the fire, staff and HEART met on site to determine what remaining items required storage and what could be cleaned up and removed.

Hazardous Trees

Staff removed unhealthy trees were from the playground area at Wildcat Lake Park and at Horseshoe Lake.

Ballfields

Athletic field maintenance is underway, including aerification, sanding, overseeding, and fertilizing. Currently, the Lobe, Gordon, and Anderson fields have been completed and staff are now working on the fields at South Kitsap Regional Park, Veteran's Memorial Park, and Bill Bloomquist Rotary Park as weather and staffing capacity align.

Rental Properties

Parks owns five residential homes on park properties, which are managed through a contract with Kitsap Property Management (KPM).

- The house at Guillemot Cove underwent some improvements recently including the removal of tiles in the kitchen, bedrooms, and entrance due to the discovery of lead in the tiles. Additionally, gaps in the elevated flooring foundation were closed off and the septic system was serviced and the drain field mapped out. The house will be back on the rental market soon.

- The house at Calvinwood is currently vacant and various repairs are underway. Recently, the well water storage tank that services the home (and other locations on the grounds) was flushed and treated for mildew and mold. The water has since passed all testing requirements. The house will not be occupied until the remaining repairs are complete; they include gutter repairs, interior mold mitigation, drywall repairs, door repairs, etc. Kitsap Property Management will get bids for the repair work, Parks will review and approve, and KPM will schedule the work. Prevailing wage applies to the repairs.
- The 3 other houses are currently occupied and have only required minor repairs over the last year.

Natural Resources Program

Forest Stewardship Program

Square Lake Park

- The start of the restorative thinning efforts has been delayed to mid-May. It is not anticipated that this will negatively affect the 2022 thinning projects.

Forest Stewardship Training

- The Forest Steward training that was canceled in March 2020 is going to be held on four consecutive Wednesdays starting on April 20th with 30 participants, made up of park stewards and at-large community members.

Volunteer Program

Recent Activity

Port Gamble Forest Heritage Park

- Hundreds of ferns and other plants were transplanted from the planned Stottlemeyer parking lot and trailhead area to the mountain bike ride park, where they were replanted to help fill-in disturbed areas and provide soil stabilization. This effort was conducted with the US Navy and Evergreen Mountain Bike Alliance.
- The Poulsbo, Poulsbo Crossroads, and Silverdale Rotary Clubs joined forces and performed trail work on the Bluff Trail – work included vegetation clearing and bench installation.

Hansville Greenway

- Greenway members constructed a new section of trail to link the newly acquired Greenway West parcel, recently acquired by Great Peninsula Conservancy, to the existing trail system in the park.

Newberry Hill Heritage Park

- Parks staff, stewards, and students from Klahowya Secondary School planted native trees in the park.

Banner Forest Heritage Park

- Trail work to address drainage issues continues.
- Re-routing of trails in the southwest corner of the park was completed; this effort realigned trails that were crossing onto private property.

Howe Farm

- South Kitsap High School students raised funds to purchase 40 yards of gravel for a new ADA trail that will traverse from the parking lot to the orchard trees; trail installation work to follow.

Chico Salmon Park

- Invasive weed removal and trail work performed.

Elrand's Point Preserve

- Hundreds of native trees were planted in a formerly disturbed area in the park.



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Alex Wisniewski, Director

Bandix Dog Park

- Native trees were planted in the park to help out-compete and discourage invasive species growth.

Planning Program

Port Gamble Forest Heritage Park - master plan

The public comment portal on the master plan project website closed on March 18, 2022. Nonetheless, comments are still being accepted, recorded, and will be considered as edits and adjustments to the draft plan are compiled. Meetings are also underway with the Tribes, focus groups, Port Gamble Forest Heritage Park stewardship group and Parks Advisory Board (PAB) to collect their comments and answer questions.

Remaining timeline (tentative) milestones for the project include

- April 20: master plan to PAB
- May (early): master plan to BoCC at a Work Study Session
- May (mid): response to public comments
- May (late): master plan to Public Utilities District
- May (late): master plan to BoCC at a Business Meeting
- June (late): master plan to BoCC at a Business Meeting