



# KITSAP COUNTY PARKS ADVISORY BOARD MEETING

**DATE:** Wednesday, May 15, 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 April 17, 2024 meeting minutes
- III. Public Comment (3-minute limit/person)  
*Public comments are welcome at this time. If you have questions or are seeking information from the Parks Department, please contact us at [parks@kitsap.gov](mailto:parks@kitsap.gov) so that your inquiry may be directed to the appropriate Parks Department staff for a response.*
- IV. Special Presentations/Reports
  - a. Board Discussion: Visiting Parks & Other Things *Board*
- V. Parks Report
  - a. Director’s Report *Alex Wisniewski*
- VI. Sub Committee Reports
  - a. None
- VII. District Representative Reports
  - a. Old Business
  - b. New Business
- VIII. Public Comment (3-minute limit/person)
- IX. Adjournment

## Sub Committee Assignments

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 Dawn Doctner	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 Dawn Doctner Lisa Hurt	Parks Planner Natural Resources Supervisor

**2024 Agenda Items and Sub-Committee Meetings**

<b>Month</b>	<b>Task or Agenda Item</b>	<b>Board or Sub-Committee Assignment</b>
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** April 17, 2024

## MEETING MINUTES

The meeting was called to order at 6:03 PM by the Parks Advisory Board Chair, Larry Walker. Guidelines of the hybrid Advisory Board Meeting were read.

### WELCOME AND INTRODUCTIONS

**APPROVAL OF MINUTES | ACTION:** Amy Lawrence motioned to adopt March 20, 2024, meeting minutes. Dawn Dockter seconded the motion. Minutes approved.

### PUBLIC COMMENT

- Joe Lubischer – Several issues regarding Mountain Bike Events at PGFHP.
  - Bikes don't yield.
  - User conflict problems need to be addressed.
  - Multi-use Trails concept is flawed.
  - County Law says bikes are limited to 10mph.
  - Situation is likely to get worse with the increase of bike usage at Park.

### SPECIAL PRESENTATIONS/REPORTS-

- Parks and Open Space Plan- Survey #3: CIP Projects and Priorities. Alex Wisniewski, Parks Director, presented an overview of the purpose and components of the PROS Plan and shared results from the third survey. The third survey focused on Priorities based on themes from information collected from the previous surveys. A high-level review of the responses to the nine questions in third survey.

### PARKS REPORTS

#### DIRECTOR'S REPORT

- Highlighted Parks efforts to move forward with a FAQ page as requested by PAB. A new section will be added to the current FAQ & Rules webpage on the Parks website to capture questions & answers, and comments.
  - Question regarding Point No Point parking at WDFW. Do Park users use the road to walk to the park? Yes, direction signs are posted to direct walkers to walk the road to the park.

### DISTRICT REPRESENTATIVE REPORTS

- PGFHP stewards met on April 3<sup>rd</sup>. Topics discussed were:
  - Events – Bio Blitz and Gamble Graveler
  - Stottlemeyer Trailhead parking lot
  - Updates on volunteer training
  - Questions regarding County reimbursement
  - Signage
  - How was outreach handled for fund raising. Linda shared brochures used in the past.
- Question about gate keys (access) at PGFHP. Unauthorized car got stuck near Millies Trail. Sherriff Dept responded and determined that the car accessed the park by driving around a locked gate on Bond Road that is not on Park property.
- Banner Forest Stewardship work parties continue to remove English Ivy and Scotch Broom.
- Previous Public Comment regarding speed limits on Olalla Valley Road. This concern has been forward to Public Works to be addressed.

### PUBLIC COMMENT

- Carol Price – issues with PAB meeting volume. Not able to hear speakers when attending online or when attending in-person. Presentation text on screen is small and not readable from public seating. What is the definition of Heritage Parks? Will Egdon become a Heritage Park?

Is Port Gamble Forest a Heritage Park or a special interest park devoted to mountain bikers? Where is the consideration for wildlife and habitat in the plans regarding Heritage Parks? Protests the “closing down” of PGFHP on April 20 for those who are not mountain bikers. Who do these Parks belong to? If they don’t belong to the community. Do they belong to a group of mountain bikers?

Other safety issues not involving illegal activity. Traffic is an example. Another issue is pedestrian safety entering the park.

Consider aesthetics when building bridges.

How can I be included in the Parks conversations?

- Joe Lubischer –
  - Proposes more money be allocated for ecological assessments for Park development projects. Wet land delineations are needed.
  - During the March PAB meeting, Parks Department comment that these meetings are not for Q&A, feels discouraging toward Public Comments.
- Marion Allen-
  - Appreciates PAB volunteers.
  - Happy to hear that the PROS Plan responses are highlighting the public’s desire to protect wetlands and open spaces in this County.
  - More funding is needed for County Parks.
  - Hansville Greenway wetlands are protected. Why are wetlands not protected at PGFHP?
  - Concerns regarding the upcoming event at PGFHP.
    - Machines in the park traveling above legal speed limit is dangerous.
    - No Parks personnel at the event to ensure rule compliance.
    - Event fee is \$25 is not acceptable.

Questions and comments from PAB-

- Previous comment regarding bridge design. What is the difference between the bridges? Who installed the new bridge?  
Natural Resources Program is working on the bridge design, which must comply with WDFW permit requirements and regulations. Bridge design must meet engineering standards and that is dependent on the type of stream and if it is fish bearing or not. Intended usage and risk evaluation are included in the decision.
- Coulter Creek wet land assessment – original assessment was very thorough and determined the buffers set to protect the natural environment.
- What is the definition of a Heritage Park?
- Supports Public Comment regarding the public comment regarding the public’s desire to be involved in Parks discussions.
- Subcommittees should meet more often.
  - Subcommittees are Ad-Hoc meetings at Parks request when future long-term plans are in the development process. This does not occur often. Parks staff time is more often focused on day-to-day operations.
- Supports after meeting discussions.
- Original definition of Heritage Parks is different from definition in PROS Plan.
  - PROS Plan update will include an updated Classification System. This includes the definition of Heritage Parks. This will be presented to the PAB and others for review.
- Can PAB members attend the Parks Staff meetings?
  - Generally, staff meetings are not open to the Public. There are certain opportunities based on subject matter. PAB members have been invited to sit on hiring-boards and included in certain staff discussions.
  - Suggestion to bring the committees together when the PROS Plan is finalized to review the goals and objects.

Adjournment | **ACTION:** *Linda Berry-Maraist moved to adjourn the meeting. Amy Lawrence seconded the motion. Motioned carried. The meeting was adjourned at 7:47PM.*

## **PARKS ADVISORY BOARD ATTENDANCE**

PAB MEMBERS	STAFF	PUBLIC (In Person)
Larry Walker -Chair	Alex Wisniewski	Online public attendee names not captured
Lisa Hurt - Vice-Chair	Alex Hardy	
Amy Lawrence	Irene Weber	
Linda Berry-Maraist	Brian Hauschel	KC Patton
Grady Martin	Dee Tuttle	Joe Lubischer
Dawn Dockter		
Jon Pearson		

---



## 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:** 5/15/2024  
**To:** Parks Advisory Board  
**From:** Alex Wisniewski, Parks Director

## Administration Program

### Community Outdoor Athletic Facilities (COAF) Grant

On April 10, 2024 the pre-application process results were posted and the project Parks submitted, Gordon Fields development, was not selected to move forward. The project scope includes replacing the synthetic turf on Gordon 1 and constructing a new synthetic turf field to replace and upgrade the existing natural grass Gordon 2 field. Despite the unsuccessful grant submission, Parks views these projects as necessary and will look incorporate them into the next update of the department's Capital Improvement Plan.

### FAQ Webpage

The Parks Department has received public inquiry questions on various topics over the past month and is working to add them to the FAQ webpage – they include:

- Park rules about dogs and enforcement
- How to book a facility
- Parking enforcement
- Point No Point Park access
- How to report "camping"
- How to volunteer

## 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. A contract for the work is currently underway, but not executed yet.

### **Building Demolitions**

The demolition of the house at Long Lake Park and the garage at Anna Smith Park are finished. The two remaining buildings, an old residential house at Nick's Lagoon and a log cabin house at the Fairgrounds are scheduled to come down the week of May 13, 2024.

### **Port Gamble Forest Heritage Park – Ride Park and Parking Lots**

#### *Stottlemeyer Parking Lot and Trailhead (south end of park)*

- Construction of the parking lot is near complete, it is anticipated to conclude in the next couple of weeks. 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**

### **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*.



**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](http://www.kitsapgov.com/parks)

Alex Wisniewski, Director

- Outward-facing events calendar: [Kitsap County Parks Event Calendar \(kitsapgov.com\)](http://kitsapgov.com)
- Online reservations and payment portal: [Kitsap County Parks > Home \(recdesk.com\)](http://recdesk.com)

**Event Calendar – Events Open to the Public – June**

<b>June Public Events</b>		
<a href="#">Hui Heihei Wa'a Sprints</a>	June 1, 2024	Silverdale Waterfront Park
<a href="#">Central Kitsap Kids Day</a>	June 1, 2024	President's Hall @ Fairgrounds
<a href="#">Kitsap Destruction Derby</a>	June 1, 2024	Thunderbird Arena @ Fairgrounds
<a href="#">Lumberjack Run</a>	June 8-9, 2024	Port Gamble Forest Heritage Park
<a href="#">Girls on the Run West Sound 5K Celebration</a>	June 9, 2024	Fairgrounds and Events Center
<a href="#">Kitsap Medieval Faire</a>	June 15, 2024	Fairgrounds and Events Center
<a href="#">WAV-C Connect Autonomous Technologies Expo</a>	June 22, 2024	Silverdale Waterfront Park
<a href="#">Hot Foot 5K</a>	June 22, 2024	South Kitsap Regional Park
<a href="#">Kitsap Destruction Derby</a>	June 22, 2024	Thunderbird Arena @ Fairgrounds
<a href="#">West Sound Roller Derby</a>	June 29, 2024	Pavilion @ Fairgrounds

**BoCC-Sponsored Events**

<b>Event</b>	<b>Status</b>	<b>2024 Attendance</b>
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**

### **Staffing**

After 22 years with Kitsap County Parks, Brian Hauschel, M&O Program Supervisor, accepted a career-advancing position with the City of Bremerton as their new Parks and Recreation Operations Manager. Staff held a lunch BBQ on May 2 to celebrate Brian's time and send him off in style. Until the vacancy has been refilled, Brian's duties will be absorbed by other staff including the three M&O Crew Supervisors and the Director.

## **Natural Resources Program**

### **Forestry**

County staff are currently reviewing and revising existing forest stewardship planning and policy documents and previously collected data to evaluate and plan the next phase of our forest stewardship program. This includes identifying data gaps, restoration needs, timber market analysis, and creating short- and long-term planning documents for the forested lands managed by Kitsap County Parks.

### **Education and Outreach**

#### *Discover Kitsap Parks*

April featured a walk at Newberry Hill Heritage Park on April 27th lead by Larry Walker and Aaron Bartleson. This walk provided an opportunity for the community to learn about the restoration work that has been performed at this park over the last 10 years. We had 16 participants join us for this event. In May, there will be a walk at South Kitsap Regional Park on the topic of Forest Restoration.

#### *BioBlitz*

Volunteers Robin Salthouse and Marion Allen collaborated with Park Staff to organize a BioBlitz at Port Gamble Forest Heritage Park. This citizen science effort encouraged park visitors to record all species of flora and fauna they observed within the park over the course of the month. On April 27<sup>th</sup>, a foray event was organized where groups of citizen scientists (including several Girl Scout Troops) worked together on collecting species data within the park. Over the course of the project, we had 54 observers enter data into our iNaturalist project and over 180 species were identified within the park.

### **Volunteers & Stewards**

#### *Highlighted Project*

- Location: South Kitsap Regional Park, Newberry Hill Heritage Park and Hansville Greenway.
- Project: Earth Day Events
- Description: On April 20<sup>th</sup> Parks hosted three Earth Day volunteer events across Kitsap County. At South Kitsap Regional Park, 101 volunteers from Kitsap Bank removing Scotch broom. Twenty-one volunteers removed blackberry from a cedar tree planting at Hansville Greenway and the battle against Scotch broom was also waged at Newberry Hill Heritage Park by 6 volunteers. Overall, 128 participants achieved approximately 7 acres of invasive plant removal across the county.

#### *Volunteer Work Parties*

- April Activity: 29 work parties (112 YTD)
- By the numbers...approximately:
  - 353 participants
  - 990 hours of volunteer hours
  - 13 acres of restoration work (primarily invasive species treatment)



**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](http://www.kitsapgov.com/parks)

Alex Wisniewski, Director

- 2 miles of trail maintenance

<b>Location</b>	<b>Work performed by volunteers and staff</b>
Banner Forest Heritage Park	<ul style="list-style-type: none"> <li>• Trail Maintenance</li> </ul>
Chico Salmon Park	<ul style="list-style-type: none"> <li>• Invasive plant removal</li> <li>• Trail maintenance</li> </ul>
Coulter Creek Heritage Park	<ul style="list-style-type: none"> <li>• Invasive plant removal</li> </ul>
Erlands Point Preserve	<ul style="list-style-type: none"> <li>• Invasive plant removal</li> <li>• Trash clean-up</li> <li>• Environmental education</li> </ul>
Guillemot Cove	<ul style="list-style-type: none"> <li>• Staircase maintenance</li> </ul>
Hansville Greenway	<ul style="list-style-type: none"> <li>• Invasive plant removal</li> <li>• Park patrolling</li> </ul>
Harper Park	<ul style="list-style-type: none"> <li>• Bench installation</li> </ul>
Howe Farm	<ul style="list-style-type: none"> <li>• Trail maintenance</li> </ul>
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> <li>• Wheelchair friendly trail construction</li> <li>• Park patrolling</li> </ul>
Newberry Hill Heritage Park	<ul style="list-style-type: none"> <li>• Invasive plant removal</li> </ul>
North Kitsap Heritage Park	<ul style="list-style-type: none"> <li>• Invasive plant removal</li> </ul>
Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> <li>• Trail maintenance</li> <li>• Invasive plant removal</li> </ul>
South Kitsap Regional Park	<ul style="list-style-type: none"> <li>• Invasive plant removal</li> </ul>
Wynn Jones Park	<ul style="list-style-type: none"> <li>• Invasive plant removal</li> </ul>

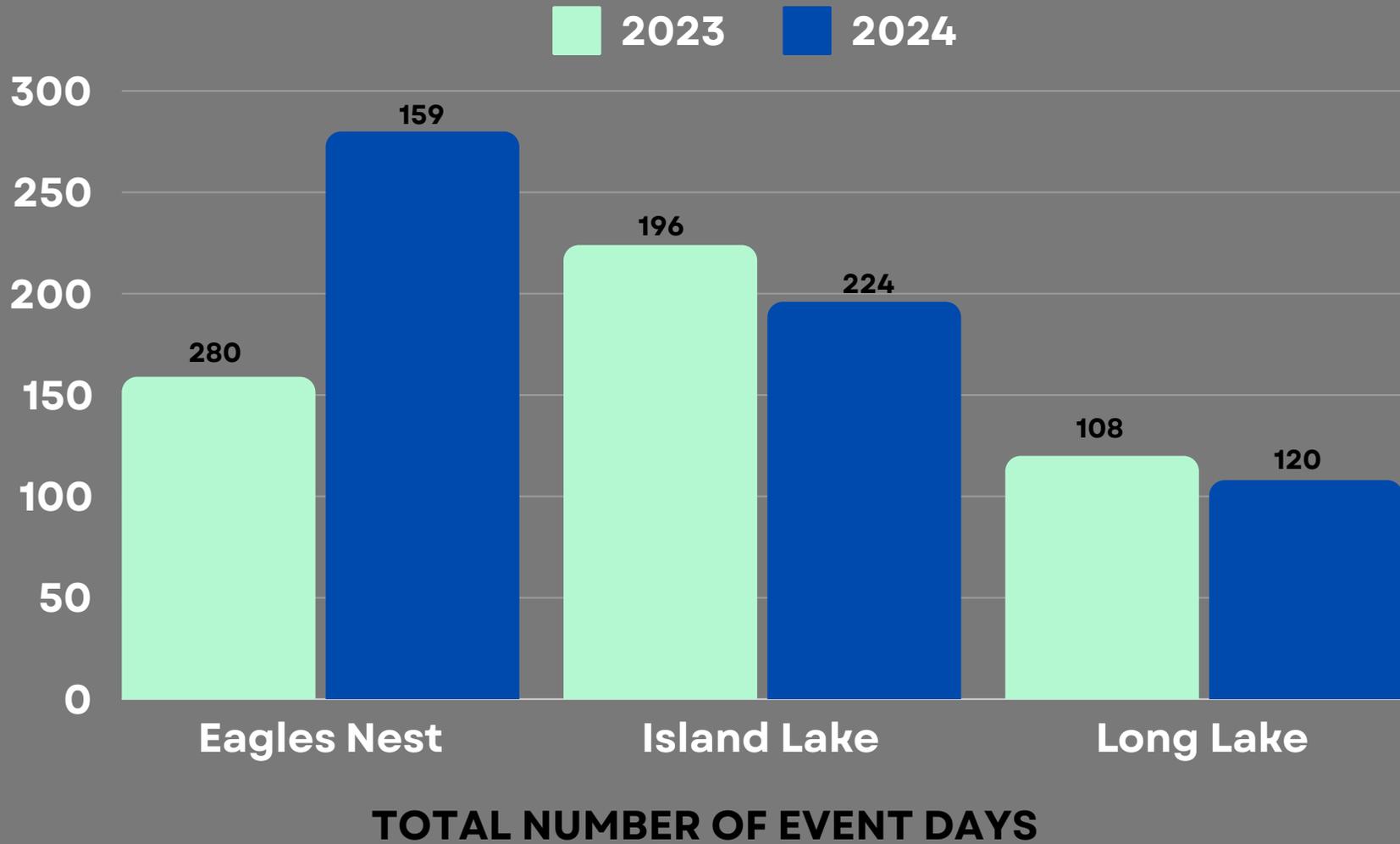
<b>Partners worked with this period</b>	<b>Work performed</b>
Mountain Vikes (youth mountain biking club) + D&D mountain Bike Club	<ul style="list-style-type: none"> <li>• Continued maintenance of adopted trail, The Hood</li> </ul>
Evergreen Mountain Bike Alliance	<ul style="list-style-type: none"> <li>• Trail Maintenance at ride park</li> </ul>
WTA	<ul style="list-style-type: none"> <li>• Trail improvements at Wynn Jones Park</li> <li>• Trail construction at Stottlemeyer trailhead</li> </ul>

## Planning Program

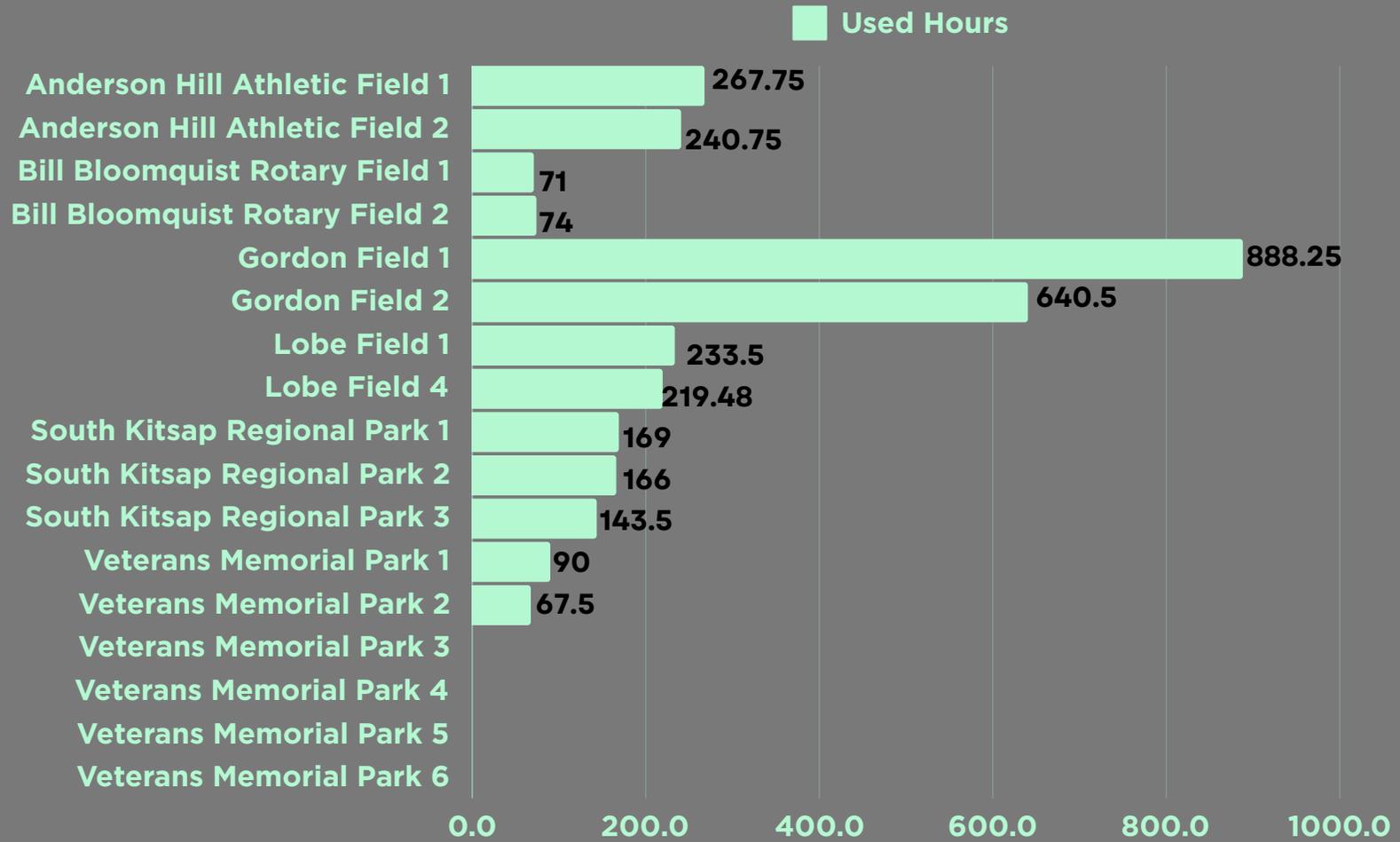
### Parks, Recreation, and Open Space (PROS) Plan

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.

# COMMUNITY BUILDING RENTALS



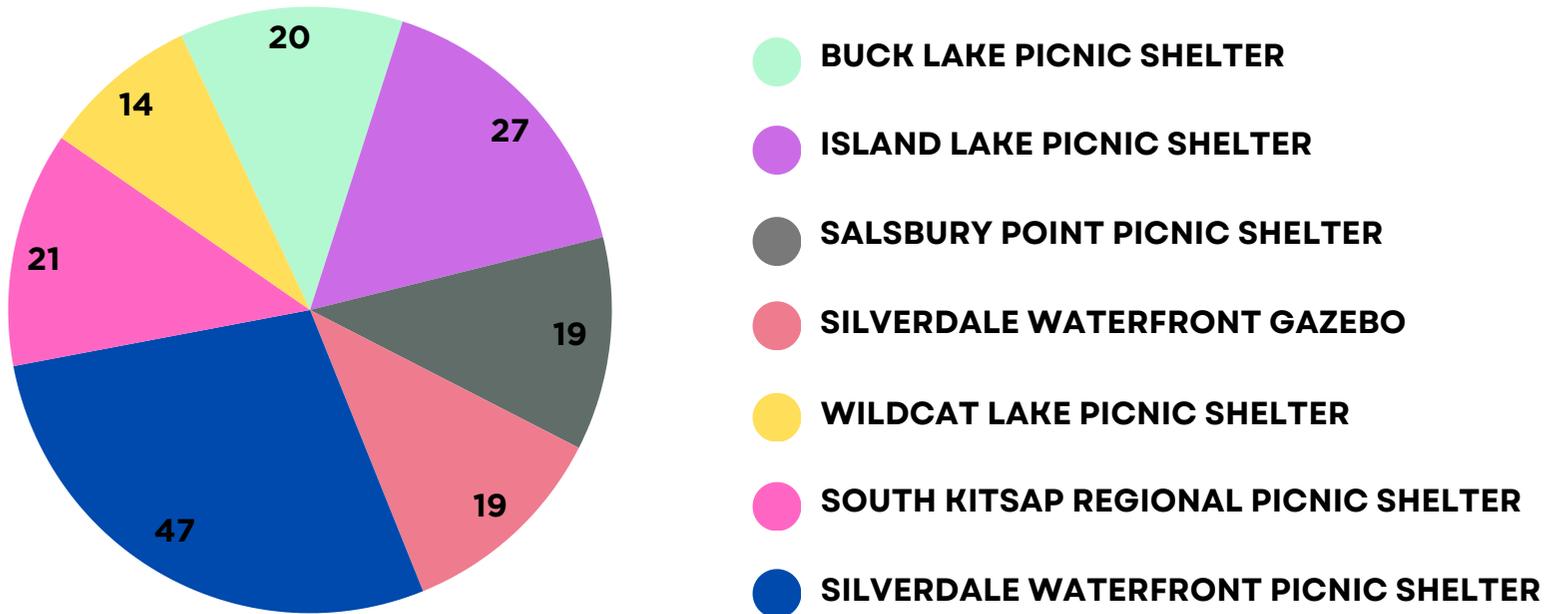
# 2024 ATHLETIC FIELD USAGE



**JANUARY - JULY 2024: TOTAL NUMBER OF USED HOURS**

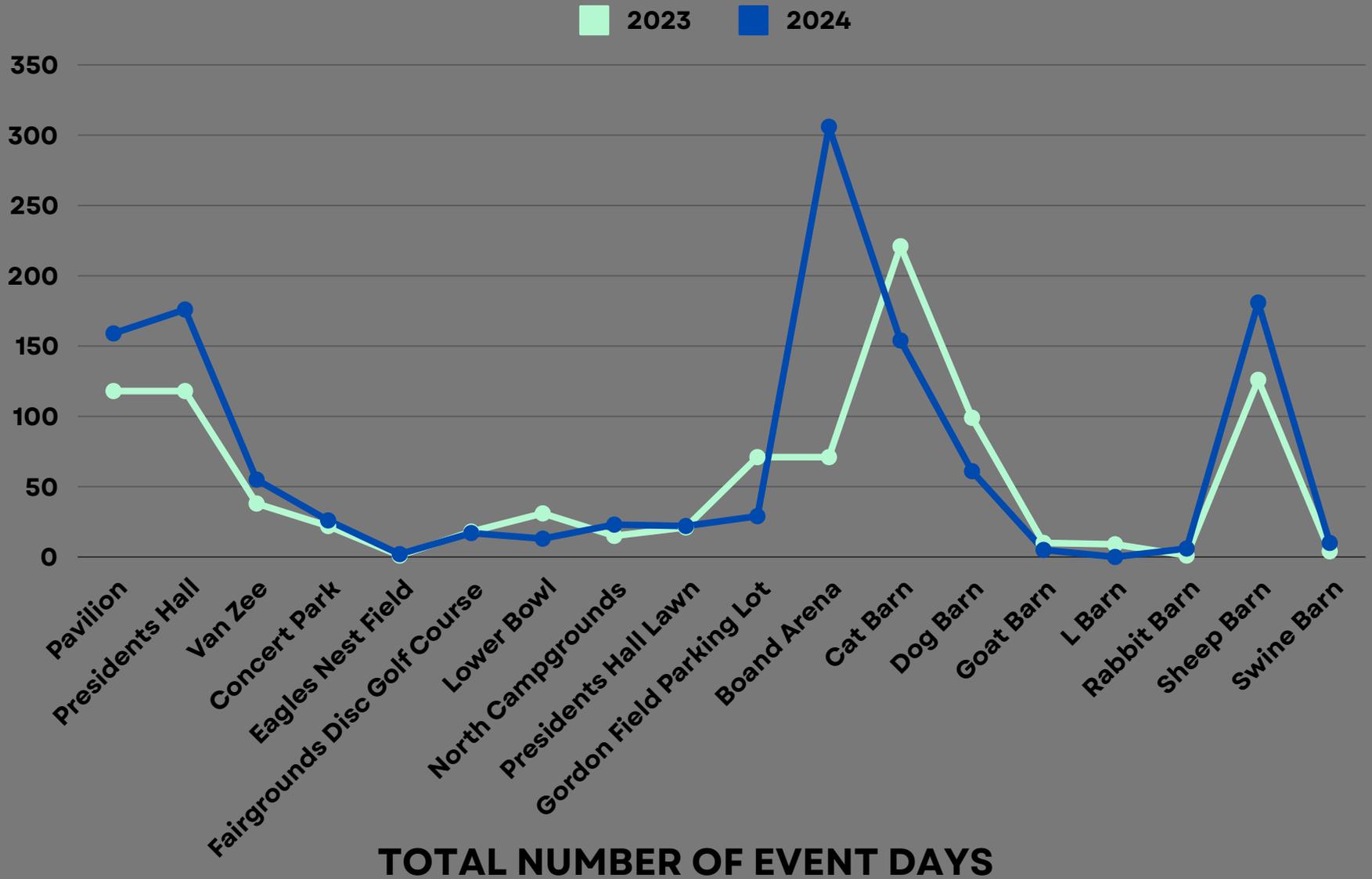
# PICNIC SHELTER RENTAL DAYS

## APRIL - SEPTEMBER 2024: TOTAL NUMBER OF RESERVATIONS

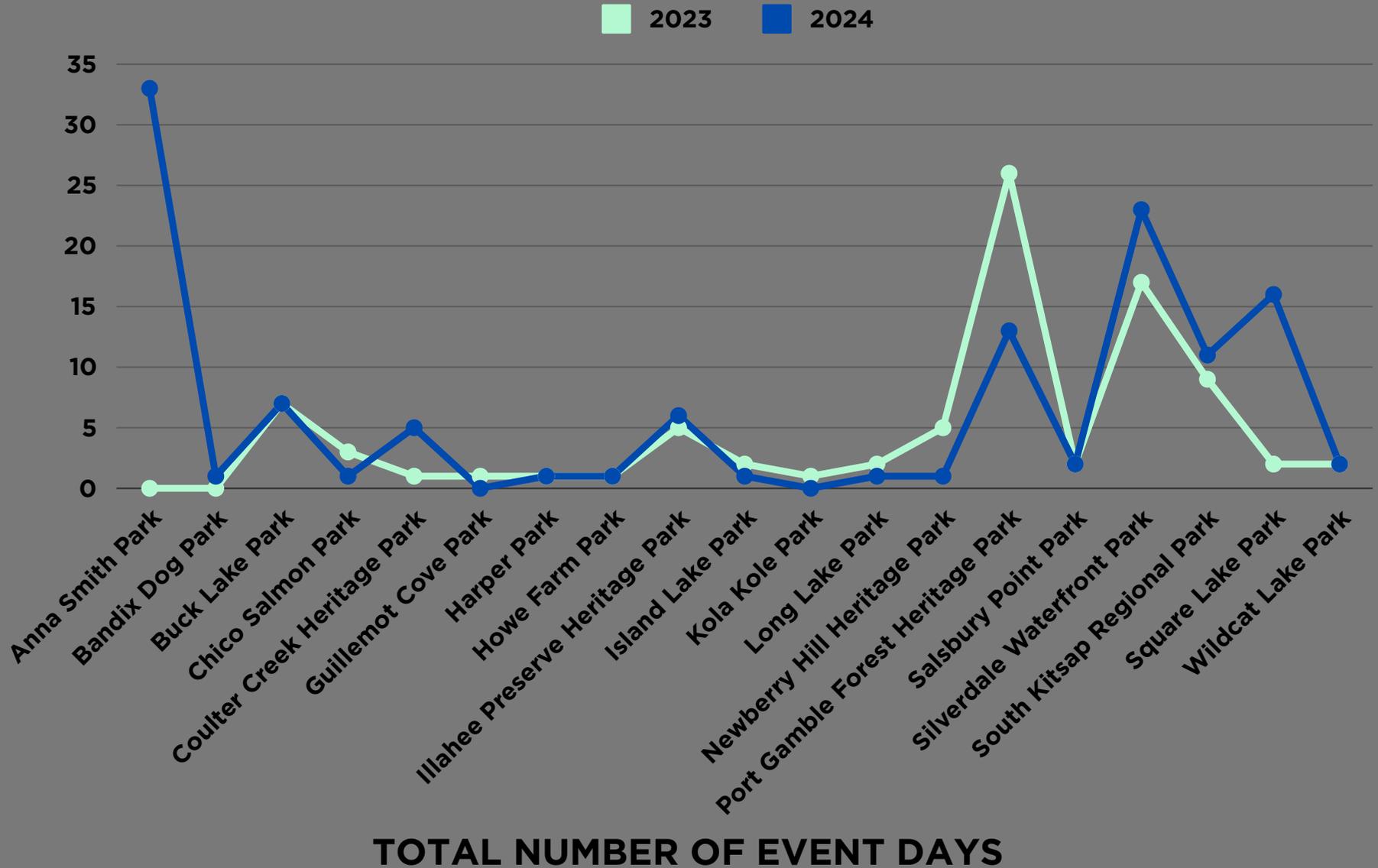


STARTED ACCEPTING RESERVATIONS IN JANUARY 2024.

# FAIRGROUNDS EVENTS



# SPECIAL PARK EVENTS





# Kitsap County Parks

Briefing Photos



# Earth Day 2024

South Kitsap Regional Park  
Newberry Hill Heritage Park  
Hansville Greenway



# Long Lake Park

Old residential house demolition

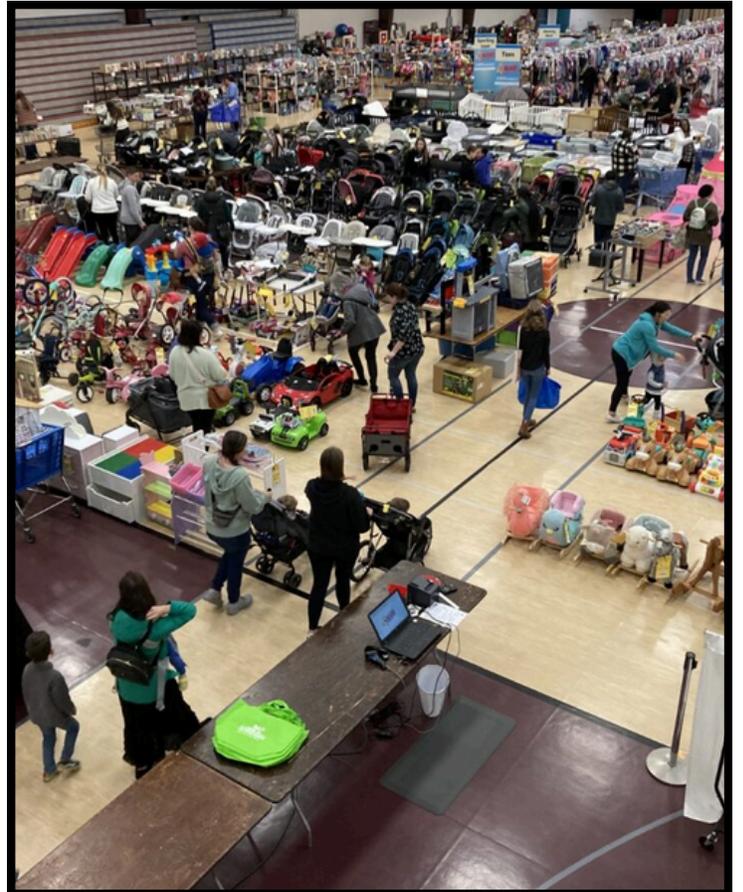
# Water Festival

APRIL 16, 2024



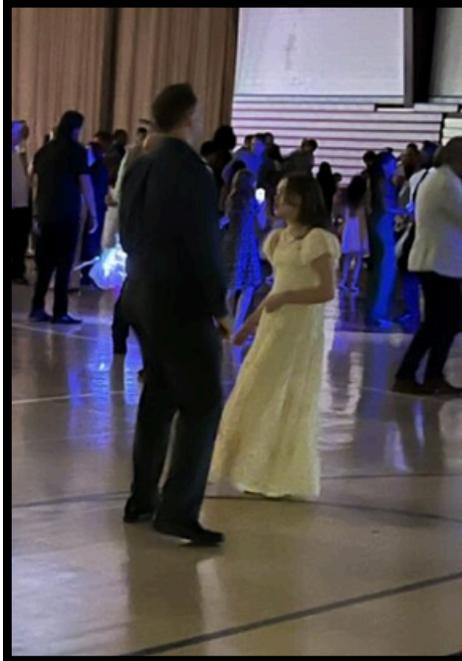
# Just Between Friends

APRIL 24-28, 2024



# Daddy Daughter Dance

APRIL 20, 2024



# Peninsula Home & Remodel Expo

MAY 3-5, 2024

