



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, May 18, 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: 835 4348 6768
 Passcode: 960090

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

- I. Welcome & Introductions
- II. Adoption of the April 20, 2022 meeting minutes
- III. Public Comment (3-minute limit/person)
- IV. Special Presentations/Reports
 - a. None
- 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. Hybrid Meeting Discussion *Alex*
- VI. Sub Committee Appointments *Board*
- VII. 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 	

- VIII. District Representative Reports:
 - a. Old Business
 - b. New Business

IX. Adjournment

KITSAP COUNTY PARKS ADVISORY BOARD
APRIL 20, 2022
MEETING MINUTES

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

The meeting was called to order at 6:03 PM by the Parks Advisory Board Chair, Jon Pearson.

Introductions were conducted around the room.

APPROVAL OF MINUTES

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

PUBLIC COMMENT

- Reed Blanchard- Raised concerns over the master plan recommendations for development, the environmental impacts, the plans for the STO trail, the plans focus on the mountain biking community and concerns over the tribe's involvement in the master plan development.
- Carol Price – Raised concerns over the master plan recommendations for development, the environmental impacts, the plans for the STO trail, the plans focus on the mountain biking community and concerns over the tribe's involvement in the master plan development.
- Wes and Sharon Carlson – Expressed their disappointment with the recommendations of the master plan, which primarily focused on the development of the park.
- Mary Gleysteen – Raised concerns over the master plan recommendations for development, the environmental impacts, the plans for the STO trail, the plans focus on the mountain biking community and concerns over the tribe's involvement in the master plan development.
- Margaret Tuft – Raised concerns over the master plan recommendations for development, the environmental impacts, the plans for the STO trail, the plans focus on the mountain biking community and concerns over the tribe's involvement in the master plan development.
- Sue Dearman – Raised concerns over the master plan recommendations for development, the environmental impacts, the plans for the STO trail, the plans focus on the mountain biking community and worries over the tribe's involvement in the master plan development.
- Martha Burke – Raised concerns over the master plan recommendations for development, the environmental impacts, the plans for the STO trail, the plans focus on the mountain biking community and concerns over the tribe's involvement in the master plan development.
- Beverly Parsons – Raised concerns over the master plan recommendations for development, the environmental impacts, the plans for the STO trail, the plans focus on the mountain biking community and concerns over the tribe's involvement in the master plan development.
- Debbie Weinmann– Raised concerns over the master plan recommendations for development, the environmental impacts, the plans for the STO trail, the plans focus on the mountain biking community and concerns over the tribe's involvement in the master plan development.
- Hank Anderson - Inquired about the status of connecting Green Mountain and Newberry Hill Forest Heritage Park.

SPECIAL PRESENTATION

David McBride, OAC Services, facilitated a discussion on the Port Gamble Forest Heritage Park master plan. The master plan document is a guidance document, not a regulatory document. Public feedback and comments are being reviewed and considered, and the master plan document will be updated based on the feedback and comments received.

ACTION: Grady Martin moved to table the discussion at the May Parks Advisory Board Meeting. Linda Berry-Marist seconded the motion. MOTION CARRIED.

PARKS REPORT

- a. Director's Report
Parks Director, Alex Wisniewski, presented the April 2022 Directors Report.
- b. Restoration Projects
This topic was tabled until the May meeting.
- c. Illahee Forest Preserve Heritage Park
 - a. Land Donation
The Illahee Forest Preserve Non-Profit utilized fundraising funds to purchase a sliver of property from a bordering neighbor of the Illahee Forest Preserve Heritage Park. The Board of County Commissioners completed a boundary line adjustment to incorporate the land into the park. This small section of land now connects the Park and
 - b. 2020 RCO Grant
Recreation Conservation Office in 2020 missed. The RCO office contacted the Parks Department last week to inform us that they had funding available to go towards the 2020 RCO Grant Application totaling \$720,000. Hopefully to go towards the purchase of a parcel that would further support wildlife and connect the Park. The match is in place from previous parcel purchases.
- d. Hybrid Meeting Discussion
This topic was tabled until the May meeting.

2022 PAB POSITIONS

Joanne Clark was nominated to serve as the Park Advisory Board Chair, and Lisa Hurt was nominated as Vice-Chair for 2022.

ACTION: Linda Berry-Marist moved to appoint Joanne Clark to serve as Chair and Lisa Hurt as Vice-Chair for the Parks Advisory Board in 2022. Amy Lawrence seconded the motion. MOTION CARRIED.

2022 SUB COMMITTEE APPOINTMENTS

This topic was tabled until the May meeting.

SUB COMMITTEE REPORTS

This topic was tabled until the May meeting.

DISTRICT REPRESENTATIVE REPORTS

- Joanne Clark: Inquired about a status update on the parking lot at Anderson Point.
- Linda Berry-Marist: Provided an update on the various projects and work parties occurring at Port Gamble Forest Heritage Park.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

No new business was discussed.

ADJOURNMENT

ACTION: Linda Berry-Marist moved to adjourn the meeting. Grady Martin seconded the motion. The meeting was adjourned at 8:06 PM.

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Jon Pearson, Chair	Alex Wisniewski	Beverly Parsons
Linda Berry-Maraist	Brian Hauschel	Carol Price
Joanne Clark	Alex Hardy	Debbie Weinmann
Amy Smalley		Don Willott
Grady Martin		Hank and Susan Anderson
Nancy Whitaker		Jim Aho
Lisa Hurt		Joe Lubischer
Amy Lawrence		Kathryn Thompson
		KC Patton
		Margaret Tufft
		Martha Burke
		Reed Blanchard
		Sue Dearman
		David McBride
		E Martin



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Alex Wisniewski, Director

Director's Report

Date: 5/18/2022
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 declined; new interviews scheduled for 5-23
12.	Capital Projects	Interviews scheduled for 5-24
13.	Volunteer Coordinator	Hired. Start Date: 4-25-2022
14.	M&O Lead	Hired. Start Date: 5-9-2022
15.	M&O Lead	Hired. Start Date: 5-9-2022
16.	M&O Lead	Hired. Start Date: 5-9-2022
17.	M&O Lead	Hired. Start Date: 5-9-2022
18.	Office Support Specialist	Interviews scheduled for 5-23 & 5-24
19.	M&O Worker (Parks)	Interviews and reference checks in-process
20.	M&O Worker (Parks)	Interviews and reference checks in-process
21.	M&O Worker (Parks)	Interviews and reference checks in-process
22.	M&O Worker (Parks)	Interviews and reference checks in-process
23.	M&O Worker (Parks)	Interviews and reference checks in-process
24.	M&O Worker (Events)	Interviews and reference checks in-process
25.	M&O Worker (Events)	Interviews and reference checks in-process
27.	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 trails construction is currently underway. In conjunction with the upcoming West Fest event at Port Gamble, a portion of the ride park trails are scheduled to open to the public at the event. These trails will be fully complete, signed, and will be reviewed by Risk Management prior to opening.

The SDAP permit for the Stottlemeyer parking lot and trailhead remains in DCD's review process.

The SDAP permit for the ride park parking lot and trailhead have been submitted to DCD.

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.

Fall Athletic Scheduling

Requests for field usage for August – December 2022 is underway. The following represents current and upcoming milestones:

- May 6, 2022: Parks Department started accepting requests for priority consideration for fall field usage
- June 3, 2022: Cutoff date for submitting requests for priority field scheduling
- July 1, 2022: The field schedule for August – December 2022 will be finalized and published by the Parks Department.
- July 1 – December 21, 2022: Additional field requests will be processed on a first-come, first-served basis

BoCC-Sponsored Events

Event	Status
<i>Martin Luther King Jr. Day</i>	Placeholder on the calendar for 2023.
<i>Military Appreciation Day</i>	Placeholder on the calendar for 2023
<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.



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Alex Wisniewski, Director

Maintenance & Operations Program

Anderson Point Park

RFP for gate replacement produced only 1 bid for \$22,500 (permitting and other incidental costs not included). Staff have met on-site with the sole bidding company to evaluate gate functions. A contract is currently being drafted and routed for approval. Once this has occurred, Parks will be working with the contractor on the scheduling and installation of the gate system.

Buck Lake

All County Septic was hired to map out the septic tanks and drain field locations for the Hansville Community Center. During the mapping/inspections, necessary repairs were discovered that may require a complete re-build of the system. All County Septic is now working with the Greater Hansville Community Center (GHCC) board to facilitate the repairs since this system services the community center building only. Parks staff will be on site May 20th to meet with All County Septic, the GHCC board, and an engineer to discuss potential solutions.

Island Lake Park

A structural engineer assessed the fishing pier that was lit on fire in fall 2021. However, due to communication issues with this firm, Parks has found an alternate structural engineering company and has entered into a new contract for the same assessment work. Parks anticipates rebuilding the pier, but it will be dependent on the finding of the structural analysis report.

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. After additional 'intent to close' and 'trespass' notices were posted in the park, Layland Construction, under the guidance of the HEART Team, performed park clean-up activities. All park users who were camping in the park were offered alternate housing solutions such as hotel vouchers and access to shelters. Parks staff have begun to walk the wooded area of the park daily and plans to reopen the parking lot gates and bathrooms once the County's response plan for homelessness in vehicles has been finalized.

Pavilion

Staff are currently working with a local electrician and Puget Sound Energy (PSE) to craft a scope of work and cost estimate to upgrade existing parking lot and exterior building lighting.

Rental Properties

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

- All repairs to the House at Guillemot Cove have been completed and it is now back on the rental market.
- The house at Calvinwood is currently vacant and various repairs are underway. 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 roof and gutters to the rental house at Island Lake was cleaned by staff recently to remove excessive moss from the roof. Staff also inspected the condition of the roof at the same time, some repairs are needed.

Natural Resources Program

Forest Stewardship Program

Square Lake Park

- The contractor will be moving on site in the near future; restorative thinning efforts will commence shortly.

Wicks Lake

- Community review of the Wicks Lake Park Forest Stewardship Plan is underway. A June community meeting at the park is being planned to answer questions and gather additional comments.

Forest Stewardship Training

- Twenty-six people, made up of park stewards and at-large community members, completed the first annual Forest Stewards training, developed and taught by Parks department staff. Graduates of the training will be working throughout the year assisting the Natural Resources division with projects that restore the health and vigor of our forested parks. They will help with forest stewardship planning, resource inventory, and monitoring the impact of forest restoration projects. One of their projects is to help with invasive plant control aimed at releasing tree seedlings planted at Port Gamble Forest Heritage Park.

Volunteer Program

Recent Activity

Port Gamble Forest Heritage Park

- Three days of Scotch Broom removal took place to celebrate Earth Day.
- EMBA hosted five volunteer work parties – called “Dig Days” – at the ride park.

Hansville Greenway

- Parks assisted Great Peninsula Conservancy with an Earth Day event to “Release the Trees” in which 39 volunteers from the community and Kitsap Bank helped to remove invasive species located near recently planted tree seedlings.

North Kitsap Heritage Park

- Ecological thinning work continues along the Spine line trail – this work is performed by “hand” on small diameter trees and not by machinery.

Newberry Hill Heritage Park

- Construction of a replacement trail puncheon began with support from students from Klahowya Secondary School.

Banner Forest Heritage Park



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Alex Wisniewski, Director

- Parks and GPC staff evaluated the conservation easement signage in the park and made adjustments to the signage.

Howe Farm

- Students from South Kitsap High School's Club Interact program installed and ADA trail and removed invasive weeds in the park. The project was assisted by Port Orchard Rotary Club.

Chico Salmon Park

- Invasive weed removal and trail work performed.

Elrand's Point Preserve

- An Earth Day event at the Preserve attracted over 100 attendees focused on trail maintenance and ivy removal. A huge *Thank You* to Kitsap Bank for their participation!

Wynn Jones

- An Earth Day event in park focused on English ivy removal.

Harper Park

- Volunteers removed invasives from the wooded areas and scoured the tidelands for remnant bricks from the old factory.

Keyport Saltwater Park

- New gravel was added to the parking lot area.

Anderson Landing Preserve

- Volunteers performed trail brushing work and litter removal.

Planning Program

Port Gamble Forest Heritage Park - framework

Comments from the public about the project have slowed in recent weeks but continue to come in. Incoming responses to the draft plan are being compiled and considered for edits to the document. A response matrix, FAQ document, and proposed changes to the plan is being drafted and will be presented to the Commissioners and the Parks Advisory Board in June. The remaining timeline milestones presented last month have slipped a bit due to workload capacity issues. The updated tentative timeline includes:

- June (early): framework to BoCC at a Work Study Session
 - Presentation will include proposed responses/edits to public comments
- June (late): framework to Public Utilities District
- June (late): framework to BoCC at a Work Study Session
- July (early): framework to BoCC at a Business Meeting

Point No Point Park – estuary restoration

Mid Sound Fisheries received grant funding to investigate removing the tide gate and restoring the salt marsh estuary to a more natural state. In recent months, water monitoring gauges were installed in various locations to gather data about tidal levels and conditions. Mid Sound Fisheries have also been hosting public meetings to engage with the community to share information about the project, answer questions, and respond to concerns. Restoration design concepts are in draft form, will evolve as data is gathered,

and eventually will be presented to the County for review and consideration. Public Works and DCD have also been involved throughout the project.

Norwegian Point Park – Finn Creek restoration

Similar to the PNP project, Wild Fish Conservancy received grant funding to investigate restoring Finn Creek through Norwegian Point Park to a more natural state as well. While a smaller park, this project has followed a similar trajectory of draft design work and community engagement. Public Works and DCD have also been involved.