



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, August 21, 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 June 26, 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 so that your inquiry may be directed to the appropriate Parks Department staff for a response.
 - IV. Special Presentations/Reports
 - a. None
 - V. Parks Report
 - a. Director's Report *Alex Wisniewski, Alex Hardy, Irene Weber, Bre Ganne*
 - 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">Operating BudgetFunding Opportunities	Linda Berry-Maraist Grady Martin Jon Pearson Dawn Dockter	Parks Director
Capital Projects & Parks	Standing (per by laws)	<ul style="list-style-type: none">Capital Projects ProgramM&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 ProgramMarketingVolunteer ProgramYouth 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 ProgramNatural Resources ProgramLand Acquisition & DivestiturePark Code	Linda Berry-Maraist Amy Lawrence Dawn Dockter 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		
June	Annual Operations Budget Review	Finance & Budget
July	Annual Operations Budget Review	Board
August		
September	Events Policies and Fees Update	Community Outreach & Visitor Services
	Create Nominating Sub-Committee (appointed by Chair)	Chair
	Events Policies and Fees Update	Board
	PROS Plan	Board
October	Annual Capital Improvement Plan Review	Capital Projects & Parks
November	Annual Capital Improvement Plan Review	Board
December		

KITSAP COUNTY PARKS ADVISORY BOARD

DRAFT July 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: *Linda Berry-Maraist motioned to adopt June 26, 2024, meeting minutes. Amy Smalley seconded the motion. Minutes approved.*

PUBLIC COMMENT

- Mara-Lousie – Port Orchard resident. Thank you for Howe Farm Dog Park. This is an incredible resource for the community. Dog Park Inc. is under contract with Kitsap County for maintenance. Recent events have raised concerns regarding the personnel working for Dog Park Inc. There is a need for a better understanding of the Dog Park Inc's staff roles, authority and expected Code of Conduct. Proposes Parks Dept undertake a study of the issues raised and hold a Public meeting to solicit input from the public on the issues and a meeting to discuss how Dog Park Inc individuals are vested with authority, who they act on behalf of and what their powers are, to reduce misunderstanding. Parks Director is aware and looking into the situation. No details currently available.
- Beverly Parsons- Hansville resident.
 - Thanks for removing the draft Port Gamble Forest Master Plan from the Kitsap County Parks Department website. Four links in the text are not working.
 - Requests Parks post next steps for work related to Port Gamble Park. There appears to be confusion among various parties. Requests clarification on what are actual firm legal agreements with OPG/Radiant.
 - Requests to know if, when and how the Parks Advisory Board will have conversations about the implications of the County Commissioners selection of a Preferred Land Use Alternative.

SPECIAL PRESENTATIONS/REPORTS-

- Staff Introduction – Parks Director introduced new Parks Maintenance and Operations Supervisor, Bre Ganne.
- Parks Director provided a presentation on Parks Budget Structure and budget use details. PAB members discussed and asked questions about budget structure. Further discussion regarding Fee Structure policy changes.

PARKS REPORTS

DIRECTOR'S REPORT

- Questions asked about the PROS Plan Update draft. Director shared there has been some movement, but the draft is not available yet.

SUBCOMMITTEE REPORTS – NONE

DISTRICT REPRESENTATIVE REPORTS

- Old Business-
 - PGFHP Stewardship – subcommittee working on 2025 work plan with a focus on short term projects.
 - Restoration committee is moving forward with an Evan Stoll restoration demonstration garden project which is funded by the North Kitsap Trails Association
- New Business - none

PUBLIC COMMENT –

- Joe Lubischer –
 - Parks impact fees – Due to the volume of Parks acquisitions maybe its time to change laws regarding impact fees. Parks will not receive impact fees from the one thousand units at Arborwood
 - Funding Natural Resources positions from the Forestry Program is inherently unstable. Who is paying the three Volunteer Coordinators
Director explained that the three coordinators are funded through the general fund source.
 - Evergreen Huckleberry is the material harvested
 - Framework called out annual funding for basic forestry maintenance at Port Gamble. Is that funding being put into this Park?
 - Potential for mining the community and stewardship groups for support of Parks funding. Requires a more sophisticated understanding of the Stewardship groups. Suggests taking a closer look at how stewardships groups operate, how they can contribute and how they can manage.

Adjournment | **ACTION:** *Linda Berry-Maraist moved to adjourn the meeting. Amy Smalley seconded the motion. Motioned carried. The meeting was adjourned at 8:02PM.*

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS		STAFF	PUBLIC (In Person)
Larry Walker – South		Alex Wisniewski - Director	Online public attendee names not captured
Lisa Hurt - North		Alex Hardy – Marketing and Events Supervisor	
Linda Berry-Maraist - North			
Amy Smalley - South		Chuck Cuzzetto	
Amy Lawrence - Central		Dee Tuttle	
Dawn Dockter -			
Nancy Whitaker - Central			



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: 8/21/2024
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

2025 Budget Development

Following the County's Call to Budget letter that came out on July 8, Parks held individual meetings for each department program area to share the guidance received and initiate Parks' budget development process for fiscal year 2025. Over the past few years, Parks has created a system of processes and spreadsheets to assist staff and streamline the formation of Parks' proposed operational budget. The 2025 budget request has been submitted and complies with the direction provided - budget is to be status quo without new staffing. However, Park is requesting a few one-time expenses including:

- Wildlife Utilization Survey at Port Gamble Forest Heritage Park
- Vegetation Mapping Survey at Coulter Creek Heritage Park
- Washington Conservation Corps crews for trail and invasive weed maintenance
- System-Wide Sign Plan
- System-Wide Trails Plan
- Mountain Bike Ride Park maintenance

Capital Projects Program

Point No Point Park Beach Rehabilitation

Permits for Phase 2 were submitted in May 2024 to the various regulatory agencies; these 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. Since permits have not yet been approved and the timeframe in which work can be performed within in the shoreline (Water Work Window, formerly referred to colloquially as the 'fish window') will end on October 15, project completion likely will not occur until 2025. Staff is meeting with Blue Coast Engineering on August 22 to discuss a new timeline and options about the possibility of modifying the construction schedule so the parking lot can open before the shoreline work is completed.

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 by the factory 5 times already; September 16 is now the most current date of when the equipment is expected to be ready for shipping.

Pavilion Curtain Beam

The curtain beam repair work was completed in late July and has passed all inspections.

Port Gamble Forest Heritage Park – North Gateway Parking Lot

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. The updated design for the parking lot, trailhead, entrance road, and Sound To Olympics trail is nearing 90% completion. Bidding and contracting are projected to happen in the winter and construction is anticipated to be completed by 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. The draft proposed changes to policy and fees are complete and currently under review by Parks' M&O staff. Following this, they will be shared with the Community Outreach & Visitor Services sub-committee of the Parks Advisory Board (PAB) in early September and then to the full PAB at the September 18 meeting.

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-events)

September Public Events		
Event	Date	Location
Kitsap Blues Music	August 3-4, 2024	Pavilion @ Fairgrounds
August 30 – September 1, 2024	August 7, 2024	Silverdale Waterfront Park
Big Top Gun Show	August 14, 2024	Silverdale Waterfront Park
September 7-8, 2024	August 21, 2024	Silverdale Waterfront Park
Annual Sewing Room Sale – KOP CTA	August 21-25, 2024	Fairgrounds and Events Center
September 11, 2024	August 28, 2024	Silverdale Waterfront Park
Kitsap Destruction Derby	August 30 – September 1, 2024	Fairgrounds and Events Center

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.	1,442
FARM Days	Event held on May 20-21, 2024 in multiple facilities at the Fairgrounds.	2,400



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Alex Wisniewski, Director

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

Fairgrounds

The landscaping and grounds at the fairgrounds are in excellent condition and ready for the upcoming Kitsap Fair and Stampede event. Parks held an all-staff beautification day recently to perform tasks such as mowing, line trimming, hedging, tree trimming, and spreading beauty bark. Staff concluded the day with a BBQ lunch to boost morale and foster team spirit. Additionally, all buildings have passed all necessary fire and risk inspections in preparation for the event.

Vandalism and Theft

- **Fairgrounds:** Special Event equipment (electric cables, distribution boxes) was stolen out of the Pavilion on August 5; replacement cost for the items is approximately \$30,000, which Risk Management is funding. A Sheriff Detective Sergeant investigated the incident and staff have reengaged with IS to get cameras installed at the Fairgrounds and Events Center.
- **Calvinwood:** The lodge at Calvinwood experienced several break-ins recently. The occurrence of this vandalism has increased this summer compared to prior years. Staff has re-secured the building. The Sheriff's office has been notified and staff have asked for increased patrols in the area, however, they have limited capacity.
- **South Kitsap Regional Park:** There was a fire incident involving a large stump at the park. The fire department responded promptly, and the situation was contained without further damage.

HEART Team

The HEART Team has been actively addressing homeless encampments at Erlands Point and Illahee Preserve Heritage Park. We are working closely with the Sheriff's Deputy Wolner and Solid Waste teams to provide cleanup.

Adopt-A-Spot

Staff have been collaborating with Public Works' Solid Waste division to evolve the Adopt a Spot program in Parks. This initiative aims to engage the community in maintaining and beautifying our parks particularly in the heavily littered areas near park parking lots and high visitation sites such as our swimming lakes, skateparks and play areas.

Horseshoe Lake

- **Algae Bloom Closure and Reopen:** Horseshoe Lake was temporarily closed on July 18 due to cyanobacteria in the lake. While this occurrence is not uncommon, the full park closure is not the typical response. But in this case, Kitsap Health District recommended a full park closure to ensure access to the lake was closed

because of reports of people getting sick from the water. After thorough testing and investigation into the illnesses by the Kitsap Health District, the lake was reopened to the public on August 2.

- **New Gate Installation:** Following vandalism to the fence from a vehicle, Horseshoe Lake will be getting a new park gate. The new gate will replace the large boulders previously used to block access during the closed season and improves the entrance to the park.
- **Tree Work:** Extensive tree work is needed at Horseshoe Lake to ensure the park remains safe for park visitors. Initial arborist estimates are over \$30,000 for work on 13 large trees.

Natural Resources Program

Planning

Staff are in the process of synthesizing past natural resource management information, identifying data gaps, and management needs within our park system. This effort will result in a systemwide natural resource management plan that includes an inventory and assessment of needs in the following subject areas:

- Vegetation
 - Forestry
 - Plant Communities
 - Special Status Species
 - Invasive Species Management
- Wildlife
 - Habitat Utilization
 - Common Species
 - Special Status Species
- Aquatics
 - Freshwater Systems
 - Shorelines
 - Wetlands

The systemwide strategy and plan will inform park level management and decisions as well as management at a landscape level. This effort is in preliminary phases and expected to continue into 2025.

Forestry

Planning continues. Policy and Implementation plans are being updated to include information on forest pests and pathogens within Kitsap County Parks.

Education and Outreach

Discover Kitsap Parks

July featured a walk at Coulter Creek Heritage Park on July 27th lead by Clay Antieau on the subject of native plants. We had 23 attendees who enjoyed learning about the plant world from this regional expert. On August 27th, there will be a walk at Illahee Preserve on the history of the park and its acquisition.

Volunteers & Stewards

Highlighted Event

- Location: Wynn Jones Park
- Event: WTA Trail Work



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Alex Wisniewski, Director

- Description: WTA held three work parties at Wynn Jones Park in July performing trail maintenance, realigning a trail to a more sustainable location, and decommissioning the old alignment.

Volunteer Work Parties

- Activity: 36 work parties (243 YTD)
- By the numbers...approximately:
 - 187 participants
 - 843 hours of volunteer work
 - 5 acres of restoration work (primarily invasive species treatment)
 - 10 miles of trail maintenance

Location	Work performed by volunteers and staff
Banner Forest Heritage Park	<ul style="list-style-type: none"> • Trail Maintenance • Invasive plant removal
Coulter Creek Heritage Park	<ul style="list-style-type: none"> • Trail Maintenance • Invasive plant removal
Guillemot Cove	<ul style="list-style-type: none"> • Trail maintenance
Hansville Greenway	<ul style="list-style-type: none"> • Invasive plant removal • Trail maintenance • Repair of Lower Haws Pong Viewing Platform • Park patrolling
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> • Park patrolling • Decommission Social Trails
Newberry Hill Heritage Park	<ul style="list-style-type: none"> • Invasive plant removal • Trail maintenance
North Kitsap Heritage Park	<ul style="list-style-type: none"> • Trail maintenance
Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> • Trail maintenance • Invasive plant removal
South Kitsap Regional Park	<ul style="list-style-type: none"> • Invasive plant removal
Wynn Jones Park	<ul style="list-style-type: none"> • Trail Maintenance

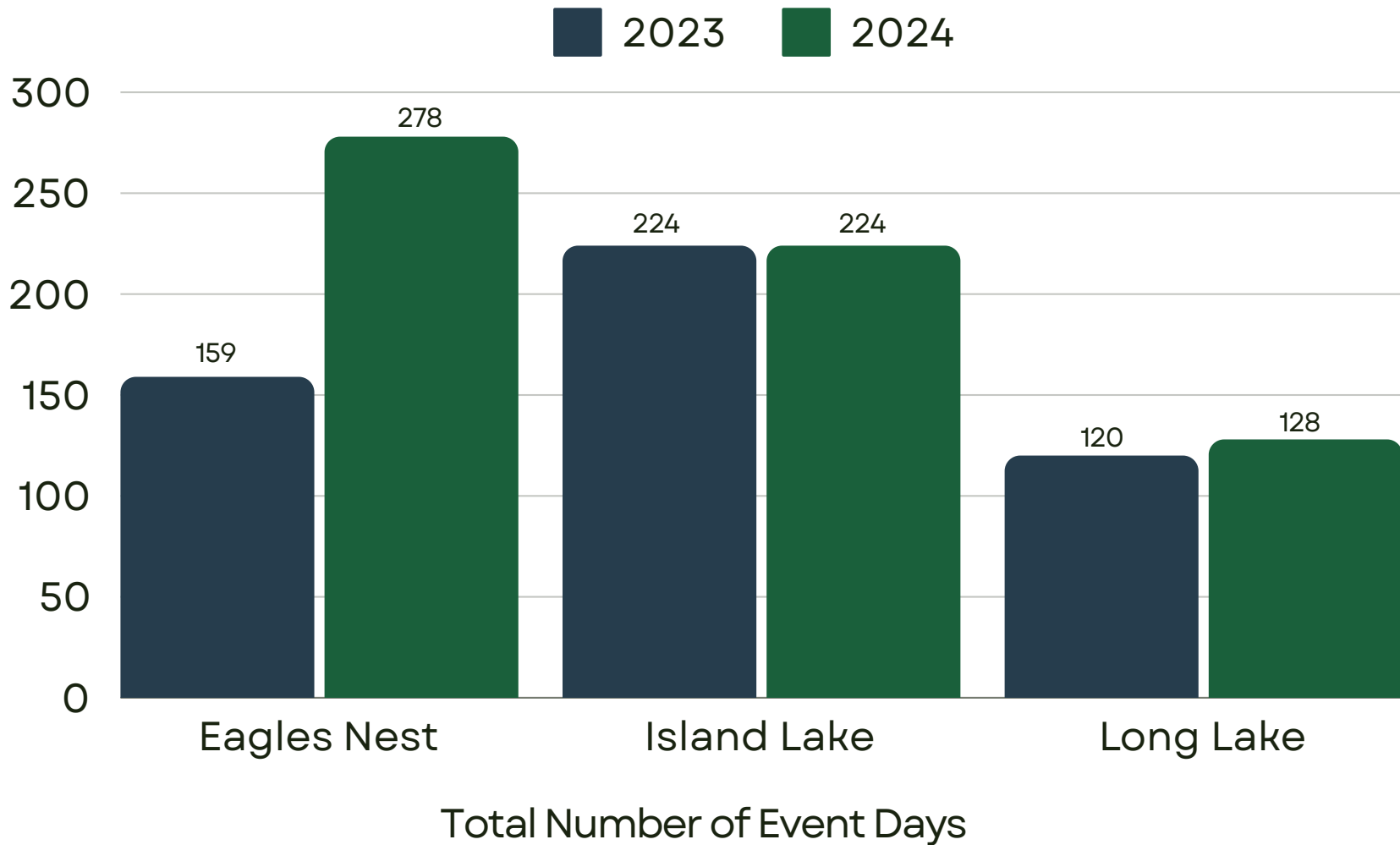
Partners worked with this period	Work performed
Mountain Vikes (youth mountain biking club) + D&D mountain Bike Club	<ul style="list-style-type: none"> • Continued maintenance of adopted trail, The Hood
Evergreen Mountain Bike Alliance	<ul style="list-style-type: none"> • Trail Maintenance at ride park
WTA	<ul style="list-style-type: none"> • Trail improvements at Wynn Jones Park
Master Gardner Program	<ul style="list-style-type: none"> • Maintenance of Master Gardener facilities at Anna Smith and Buck Lake

Planning Program

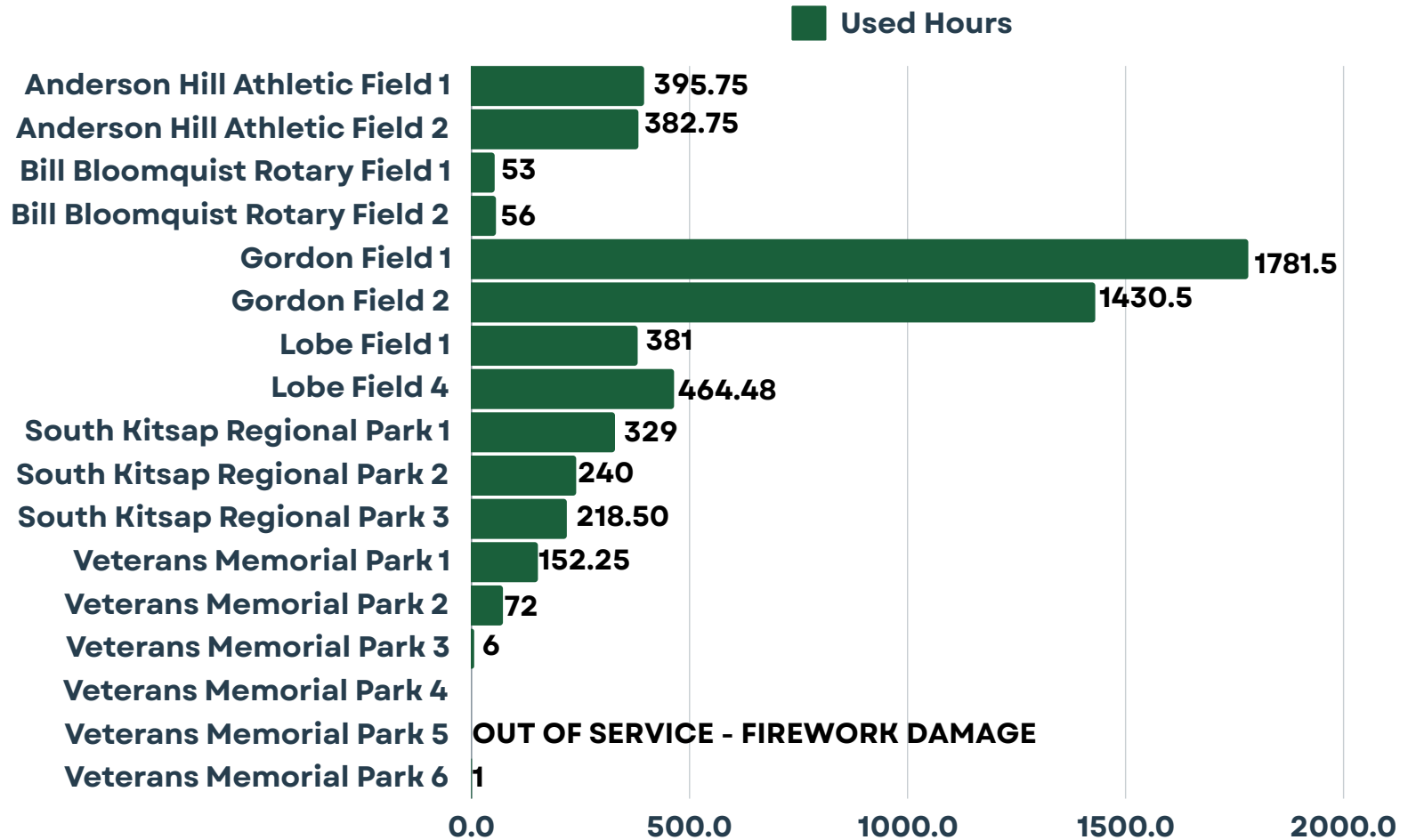
Parks, Recreation, and Open Space (PROS) Plan

Parks staff finally received a draft copy of the PROS plan on August 2. Staff reviewed this draft and returned comments and edits to the consultant. The draft plan has some data gaps that need tending to and significant edits in some areas. Staff are hopeful the updated version will be ready for public review soon. Staff are working on an updated timeline with a goal of having it approved by the end of the year.

COMMUNITY BUILDING RENTALS



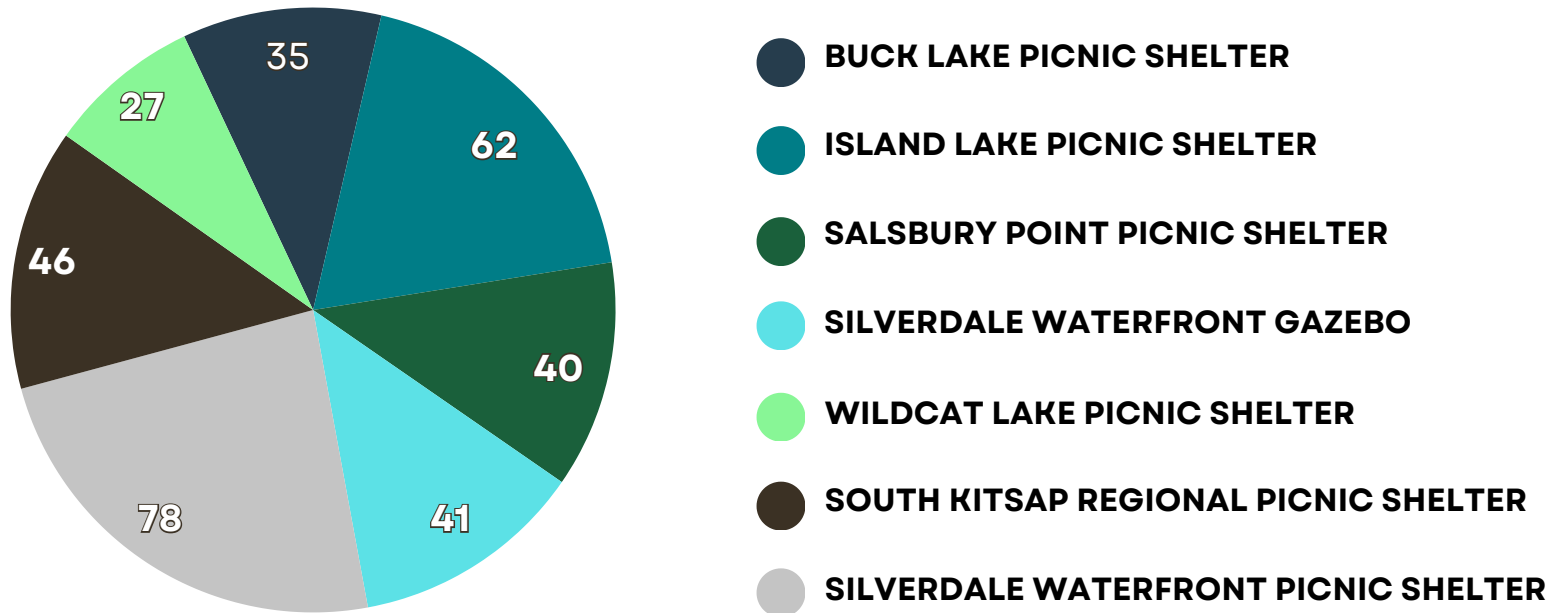
2024 ATHLETIC FIELD USAGE



JANUARY - DECEMBER 2024: TOTAL NUMBER OF USED HOURS

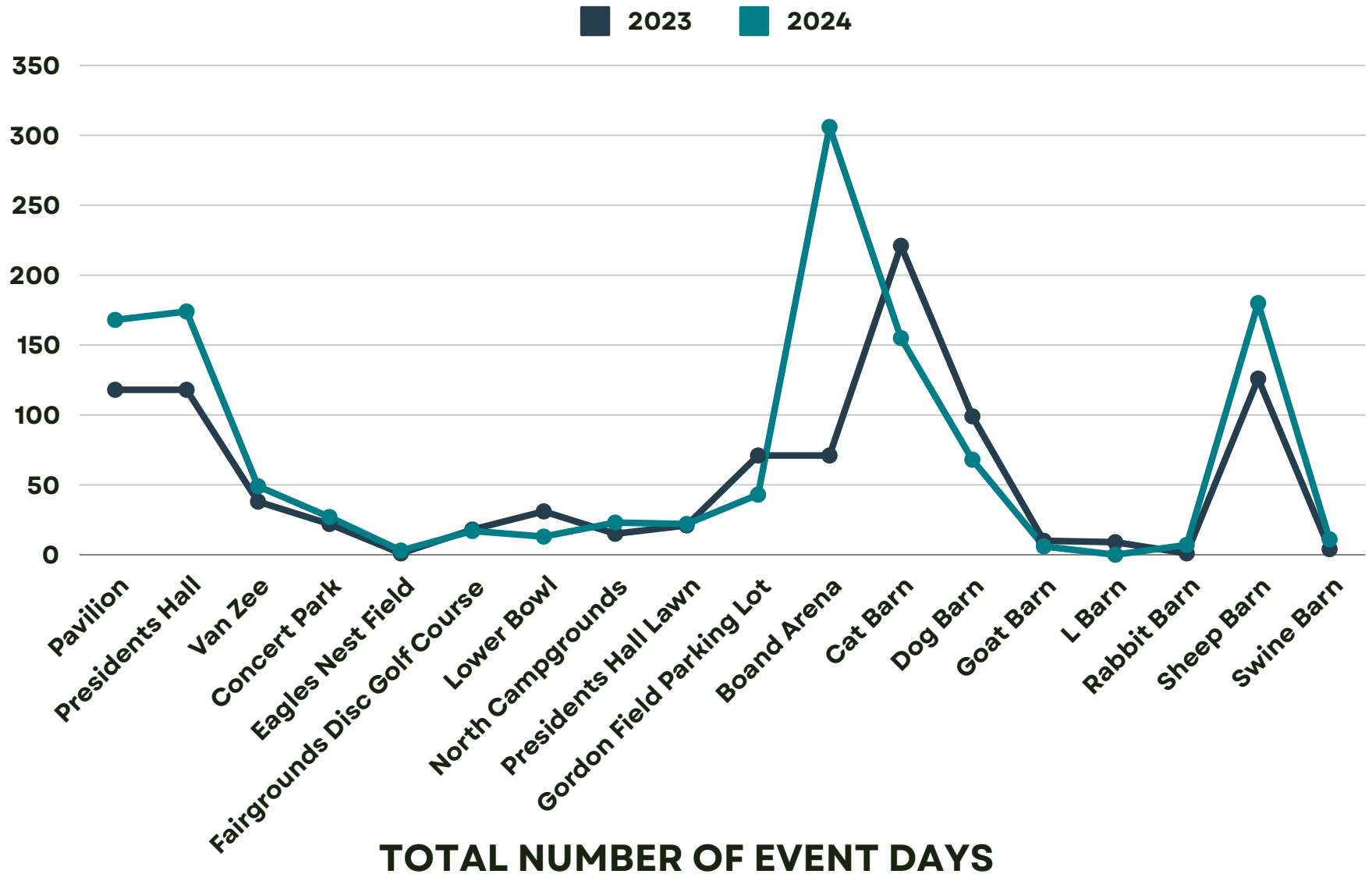
PICNIC SHELTER RENTAL DAYS

APRIL - SEPTEMBER 2024: TOTAL NUMBER OF RESERVATIONS

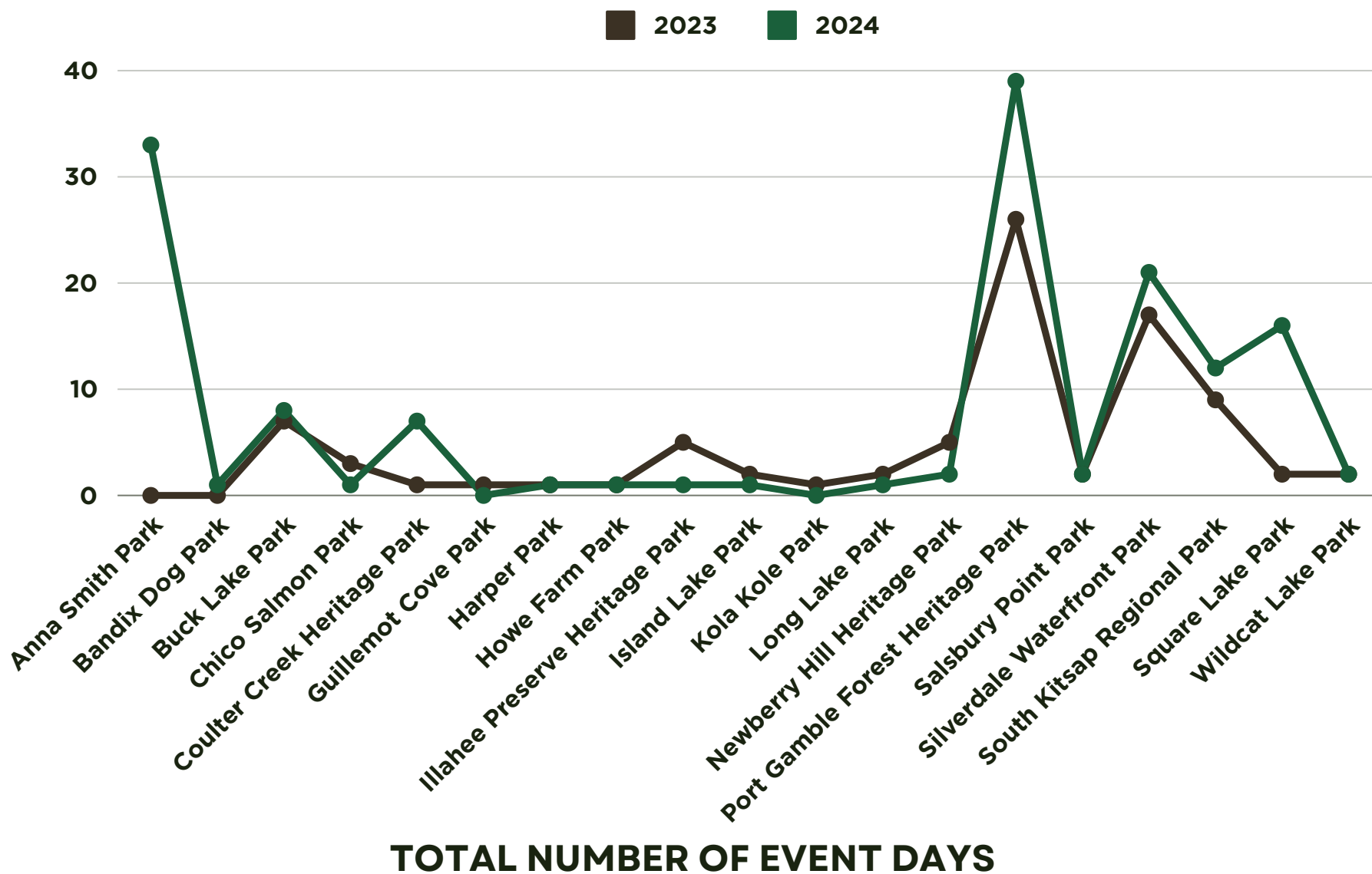


STARTED ACCEPTING RESERVATIONS IN JANUARY 2024.

FAIRGROUNDS EVENTS



SPECIAL PARK EVENTS



A light gray, stylized map of Kitsap County, Washington, serves as the background for the slide. The map shows the county's coastline and major water bodies.

Kitsap County Parks

Briefing Photos
August 21, 2024

Calvinwood Vandalism



Girls on the Run West Sound 5K Celebration

JUNE 8, 2024



Silver Spurs Club

JUNE 8-9, 2024



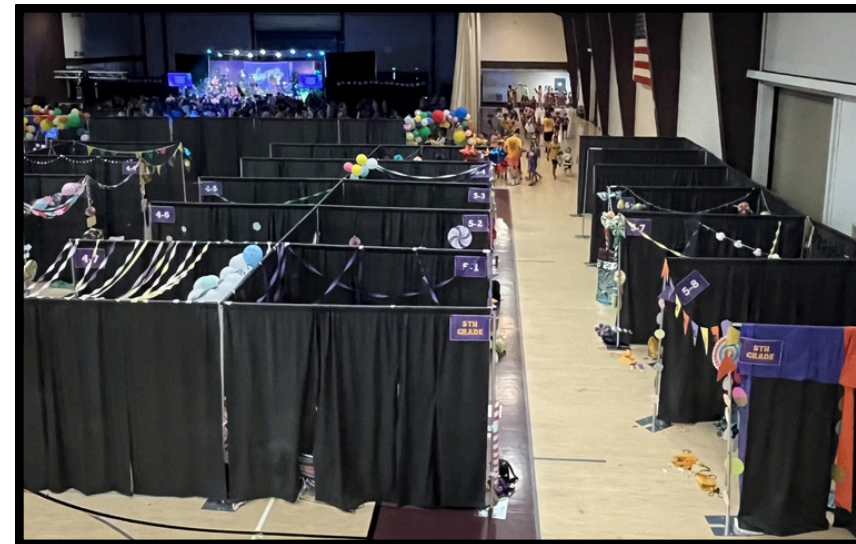
Kitsap Medieval Faire

JUNE 15, 2024



New Life Kids Camp

JULY 8 - 12, 2024



Annual Public Dahlia Show

AUGUST 3-4, 2024

