



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, September 28, 2022

TIME: 6:00 PM - 8:00 PM

LOCATION: This meeting will be conducted via **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 August 17, 2022 meeting minutes
- III. Public Comment (3-minute limit/person)
- IV. Special Presentations/Reports
 - a. None
- V. Parks Report
 - a. Director’s Report *Alex Wisniewski*
 - b. Sub Committee Meetings - **TENTATIVE**
 - i. Finance and Budget – 2023 budget review, November 2022
 - ii. Capital Projects & Parks – 2023 CIP update, December 2022
 - iii. Community Outreach & Visitor Services – Volunteer handbook, October 2022
 - iv. Planning and Property – Coulter Creek and PROS planning, November 2022
- VI. Sub Committee Appointments *Board*
- VII. Sub Committee Reports *Board*

| 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 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 |

VIII. District Representative Reports:

a. Old Business

b. New Business

IX. Adjournment

KITSAP COUNTY PARKS ADVISORY BOARD
August 17, 2022
MEETING MINUTES

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

The meeting was called to order at 6:02 PM by the Parks Advisory Board Chair, Joanne Clark.

Introductions were conducted around the room.

APPROVAL OF MINUTES

ACTION: Linda Berry-Marist moved for the approval of July 20, 2022, meeting minutes. Lisa Hurt seconded the motion. MOTION CARRIED.

PUBLIC COMMENT

- KC Paton, Vice President of Kitsap Radio Control Aircraft Society-
 - Request for staff contact information regarding Chainsaw Safety training.
 - Report of incident at Coulter Creek Heritage Park entrance- truck and trailer arriving to park for work party, had challenges entering from Lake Flora Road due to lack of shoulder. Request to discuss widening shoulder on gate side of the road.
 - Invited Aaron Nix to visit Kitsap Radio Control Aircraft site at Coulter Creek Heritage Park.

- Tania Issa, Kingston resident. Frequent visitor at North Kitsap Heritage Park.
 - Inquiry about Public Notification regarding upcoming work activities and closures to cross-country trails.
 - Inquiry about how to be included in the discussion regarding the re-routing of cross-country trails.

- Charlene Gilder, South Kitsap resident and volunteer chair of Banner Forest Stewardship Committee. Requests public process to put protections in place at Banner Forest regarding the Restorative Thinning program.

- Beverly Parsons, Hansville resident. Kitsap Environmental Coalition hired Bricklin and Newman LLP to address SEPA requirements. Beverly read excerpts from letter from law firm to Parks Dept regarding Framework Plan.

- Joe Lubischer, co-chair at North Kitsap Heritage Park.
 - Invite to Tania Issa to connect regarding cross-county trail re-routing and restoration of wetland at Norm Creek
 - Second Charlene Gilder comments regarding lack of communications between Stewardship groups and Parks Dept.
 - Port Gamble Framework – comment pertaining to homework needs to be done prior to developing Plans. Concerns regarding limited geology data, outdated wetland data, and lack of buffers.
 - Formally object to inclusion paragraphs relating to STO in Port Gamble Framework.
 - Comment that 'Redline' document of Port Gamble Framework was not received. Review of document is not complete without awareness of deletions and insertions.
 - BOCC is set to review Port Gamble Framework Master Plan on Monday. What is the role of PAB regarding this document?

- Carrie Whitlow, Port Orchard resident and member of Banner Forest Watch Group. Shared concerns regarding Banner Forest Restorative Thinning project and her experience at a recent Banner Forest Stewardship meeting. Seeking insight and future discussion about restoration activities.

- Gary Nugent, South Kitsap resident – read his email sent to Parks Dept regarding his concerns regarding Banner Forest Thinning and restoration and his experience at the August Stewardship meeting.

SPECIAL PRESENTATION

- Port Gamble Forest Heritage Park Framework update - *Parks Director, Alex Wisniewski*
 - Decision made to move forward with SEPA review.
 - PAB members Larry Walker, Linda Berry-Marist and Lisa Hurt recommend postponing further discussion until SEPA report completed and reviewed.
 - David McBride took questions pertaining to Framework document.
 - Grady Martin moved to table discussion until SEPA results are complete. Larry Walker seconded the motion. *MOTION CARRIED.*

PARKS REPORT

- PROS Plan Update –2024, *Parks Planner, Aaron Nix,*
- Director's Report, *Parks Director, Alex Wisniewski, presented the August 2022 Directors Report*

SUBCOMMITTEE REPORTS

- No reports.

DISTRICT REPRESENTATIVE REPORTS

- Larry Walker provided update on Banner Forest work party activities. Approximately 50% complete. Project is expected to be completed at September work party.
- Linda Berry-Marist provided report for Port Gamble Park Stewards. Trail work to make some trails more multi-use friendly. Several work parties planned with different projects.

OLD BUSINESS

- Joanne Clark
 - Asked for update on the Olalla Bay Park kiosk. Alex Wisniewski provided update that a Right-of-Way permit is required with Public Works Dept.
 - Asked for update on Porta-Potty request at Olalla Bay Boat Ramp. Request has been shared with Maintenance staff for consideration.
 - Noted that County staff has removed graffiti from under the Park Bridge.
 - Request contact information for Volunteer Coordinators.

NEW BUSINESS

No new business

ADJOURNMENT

ACTION: Larry Walker moved to adjourn the meeting. Lisa Hurt seconded the motion. The meeting was adjourned at 7:54 PM.

PARKS ADVISORY BOARD ATTENDANCE

| PAB MEMBERS | STAFF | PUBLIC |
|---------------------|-----------------------|------------------|
| Joanne Clark, Chair | Alex Wisniewski | Martha Burke |
| Linda Berry-Maraist | Brian Hauschel | KC Patton |
| Lisa Hurt | Aaron Nix | Hank Anderson |
| Grady Martin | Chuck Cuzzetto | Joe Lubischer |
| Nancy Whitaker | Deanna Tuttle | Alia Pizada |
| Amy Lawrence | Sierra Kross | Kim Greenwood |
| Amy Smalley | Sam Howarth | Carrie Whitlow |
| Larry Walker | | Gary Nugent |
| | David McBride (Guest) | Tania Issa |
| | | Charlene Grilder |
| | | Beverly Parsons |
| | | Carol Price |
| | | |





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
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Alex Wisniewski, Director

Director's Report

Date: 9/28/2022
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

Staffing

Current status of hiring vacant positions:

| | Position | Status |
|-----|---|---|
| 1. | Parks Director | Hired. Start Date: 1-19-2021 |
| 2. | M&O Worker (Parks) | Hired. Start Date: 2-1-2021 |
| 3. | M&O Worker (Parks) | Hired. Start Date: 2-3-2021 |
| 4. | M&O Worker (Parks) | Hired. Start Date: 2-8-2021 |
| 5. | Office Support Specialist (Events) | Hired. Start Date: 3-1-2021 |
| 6. | Office Support Specialist (Events) | Hired. Start Date: 7-19-2021 |
| 7. | Events Coordinator | Hired. Start Date: 8-16-2021 |
| 8. | Volunteer Coordinator | Hired. Start Date: 9-13-2021 |
| 9. | Parks M&O Supervisor | Hired. Start Date: 9-13-2021 |
| 10. | Fiscal Support Tech | Hired. Start Date: 9-20-2021 |
| 11. | Events Specialist | Hired. Start Date: 1-3-2022 |
| 12. | Office Support Specialist (Events) | Hired. Start Date: 1-24-2022 |
| 13. | Public Relations & Communications Coordinator | Hired. Start Date: 2-22-2022 |
| 14. | M&O Crew Supervisor | Hired. Start Date: 2-28-2022 |
| 15. | M&O Crew Supervisor | Hired. Start Date: 2-28-2022 |
| 16. | Volunteer Coordinator | Hired. Start Date: 4-25-2022 |
| 17. | M&O Lead (Facilities) | Hired. Start Date: 5-9-2022 |
| 18. | M&O Lead (Parks) | Hired. Start Date: 5-9-2022 |
| 19. | M&O Lead (Parks) | Hired. Start Date: 5-9-2022 |
| 20. | M&O Lead (Parks) | Hired. Start Date: 5-9-2022 |
| 21. | M&O Worker (Events) | Hired. Start Date: 6-13-2022 |
| 22. | Office Support Specialist (Admin) | Hired. Start Date: 6-21-2022 |
| 23. | M&O Worker (Parks) | Hired. Start Date: 7-5-2022 |
| 24. | M&O Worker (Parks) | Hired. Start Date: 7-11-2022 |
| 25. | Parks Planner | Hired. Start Date: 7-18-2022 |
| 26. | M&O Worker (Events) | Hired. Start Date: 7-18-2022 |
| 27. | Office Support Assistant (Events) | Hired. Start Date: 8-1-2022 |
| 28. | Events Specialist | Hired. Start Date: 8-29-2022 |
| 29. | Capital Projects Planner | Hired. Start Date: November (out of state relocation) |
| 30. | M&O Worker (Parks) | Potentially filling vacancy with summer seasonal |
| 31. | M&O Worker (Parks) | Potentially filling vacancy with summer seasonal |
| 32. | M&O Worker (Parks) | Potentially filling vacancy with summer seasonal |
| 33. | M&O Worker (Events) | Potentially filling vacancy with summer seasonal |

Communication Training

On September 22, 2022, trainer Kevin Meenaghan of Wardroom Success Strategies worked with all Parks staff in a 4-hour session about different communication styles, communication challenges, and ways to overcome communication pitfalls. The training was well received and will be used to help inform and build new workplace customs. In

the future, the same trainer will return for another session to work with members of the Parks management team on additional communication strategies and how this can be a building block to foster trust among the team.

WWRP Urban Wildlife RCO Grant

On August 18, 2022, Parks staff and Jim Aho, member of the Illahee Forest Preserve Heritage Park stewardship group, presented a Kitsap County Parks project to acquire targeted properties adjacent to the Illahee Forest Preserve Heritage Park that would further protect the watershed that flows from the park into the Puget Sound. The project ranks 4th and now awaits funding allocation from the State.

Capital Projects Program

Fairgrounds, Events Center and Parks Offices

Staff have prepared a Request for Qualifications document in looking for Architectural services in order to re-design the deck attached to the Eagle's Nest building. The RFQ was extended for an additional two weeks (September 15th), as there were limited participants that submitted a Statement of Qualifications to do the work. The deck is not currently functional due to instability issues and safety concerns. The fire department has deemed the structure un-safe and has limited access/use of the structure. The plan is to rebuild the deck within the same footprint, with monies previously budgeted to design and construct the new facility. Additionally, both air conditioners at Parks and Recreation Offices have been out of commission since early August. Interim cooling methods are being implemented and park's staff are working closely with facilities in order to get bids for new air conditioning units.

Asset Management Software

Planning Staff have been working with Maintenance and Operations Staff in evaluating our current inventory of parks, parcels, equipment and structures that fall under the Park's Department purview for operating and maintaining. An update to this information has not been done for some time and is needed to better manage these resources and position the department to develop a more robust preventative maintenance program as well as an asset replacement plan. Once this data has been loaded, along with a current conditions number assignment, the software will help calculate useful life expectancies, percentages left and in what year replacement is needed for each of the components being monitored (i.e. air conditioning units, fixtures, water fountains, benches, etc.)

Island Lake Pier

Maintenance Staff is nearing the point in which they will be able to submit permit applications to replace the burnt sections of the pier at Island Lake that occurred in 2021. Kitsap County's Survey Crew has aided immensely in the development of a site plan for parks staff that will be included within the application materials being submitted to DCD and the other regulatory agencies. Staff is looking at the potential to replace the existing decking on the entirety of the current pier configuration with light penetrating decking, which the regulatory agencies look favorably upon/require when constructing these facilities. Light penetrating decking will reduce the impacts of the pier within the shoreline, will be more durable (than the existing wood decking) and will hopefully reduce the permitting burden placed on this work in getting the project permitted and completed. As the current wood decking has reached its useful like expectancy, this work will extend the life of the current structure, with significant savings in not rebuilding the entirety of structure itself. Based on recent structural analysis of the burnt sections, the pilings (foundation) are in great shape and will be viable for years to come.



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Alex Wisniewski, Director

Port Gamble Forest Heritage Park – ride park and parking lots

The mountain bike ride park is approximately 70% complete. Work has stopped for the dry summer months but will resume in the fall with the return of the rains and moisture. Completion for the ride park is targeted for the end of the year.

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

RecDesk

In 2021 the Parks department began exploring new software programs to manage special events and facility rentals and in mid-2022 purchased a program called RecDesk. Events staff have spent the past few months building out the system and getting trained on the new program. It went live to the public on September 12, 2022. Staff are working still working through some bugs but the new program will be an easier interface for the public and will make the rental process more efficient for staff.

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> | This event has indicated they will not use the Fairgrounds facilities in 2022 as they have in past years. |
| <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. |

Maintenance & Operations Program

Anderson Point Park

The new gate hardware was installed the second week of August and has been functioning as intended. Remotes for the residents have been distributed and the residents seem to be happy with the new system. M&O will continue to monitor the gate and perform needed preventative maintenance.

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. GHCC will hire an engineer to assist with designing the new system. The area under review for the new drain field lies within the boundaries of a 1973 RCO grant, which has led to a pause in the plan. Parks staff and GHCC members met with Henry Smith of RCO on September 12, 2022 at Buck Lake to review the site and proposed new septic location. On September 14, 2022, RCO approved conducting soil samples in the new location, however, a final decision on how to move the project forward is still under review by RCO.

Kitsap County Fairgrounds & Events Center

Kitsap County Fair 2022 is in the books! Staff did a great job preparing the grounds and buildings for this year's event. Currently, staff are working on electric upgrades for next year's event as well as the many other events that are held at the fairgrounds.

Following this year's county fair, staff had to do a quick turn over to accommodate the Kitsap Medieval Fair that occurred the following weekend. Kitsap Fair and Stampede Association quickly cleaned the grounds in only a few days to accommodate the incoming event on the following weekend.

Athletic Fields

Park staff are gearing up for the Fall aerification and fertilization of all of our athletic fields. Field Op's are expected to start the week of the 18th. at the Fairgrounds, once completed, operations will move to the south end of the county.

Chainsaw Training

All Parks M&O and Natural Resource staff received chainsaw certification training from Public Works in early September. The training included both classroom and field work and positions Parks staff to safely respond to minor tree issues (bucking only); tree felling and more complex and dangerous situations will remain hired out to the tree service companies that are on contract with Kitsap County.

Natural Resources Program

Forest Stewardship Program

Square Lake Park

- Ecologically based selective thinning at Square Lake has completed.

Wicks Lake

- Ecologically based selective thinning started in early-September with road and access improvements; tree cutting began in mid-September and is expected to continue into November.

Forest Inventory Plotting

- Natural Resources staff and trained volunteers are conducting forest inventories at Port Gamble Forest Heritage Park, Banner Forest Heritage Park, South Kitsap Regional Park, and Newberry Hill Heritage Park. The plots will be tracked over the coming years to identify changes in the forest.

Volunteer Program

August Activity: 34 work parties

Port Gamble Forest Heritage Park

- Fencing repairs completed at the Bayview Trailhead.



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Alex Wisniewski, Director

- On-going invasive vegetation removal and trail maintenance.
Hansville Greenway
 - On-going invasive vegetation removal.
- Illahee Forest Preserve Heritage Park*
 - Garbage dumped in the park cleaned.
- North Kitsap Heritage Park*
 - With guidance from Parks staff, the stewardship group assisted with the restoration of a wetland area that had been historically used as a logging road and trail. Permitting for the work to re-route the trail is in-process.
- Newberry Hill Heritage Park*
 - On-going mowing and weed-eating of trail shoulders throughout park.
 - On-going invasive vegetation removal and trail brushing.
 - Decommissioning of trails in the park that terminate at private property underway.
- Banner Forest Heritage Park*
 - Trail turnpike construction in progress on Banner Slough trail.
- South Kitsap Regional Park*
 - Installation of a new footbridge across a creek and construction of turnpikes with help from Youth Build is complete. Materials for the project were funded by the Port Orchard Rotary club.
- Chico Salmon Park*
 - Invasive weed removal and beauty bark spread in park.
- Elrands Point Preserve*
 - Removal of invasive plants, litter picking, trail brushing, weed-eating and mowing.
- Howe Farm*
 - Installation of an ADA accessible trail from the parking lot to the apple orchard is nearing completion. This work is getting done with students from South Kitsap High School's Club Interact program and supported by Port Orchard Rotary.
- Anderson Landing Preserve*
 - On-going trail maintenance.
 - Illegal garbage dump removed.
- Guillemot Cove*
 - On-going trail brushing and trail work.
- Nick's Lagoon*
 - On-going trail brushing and other trail work.
 - Graffiti on building painted over.
 - New benches installed.
- Bandix Dog Park*
 - New gravel spread in parking lot area and entrance road.
- Horseshoe Lake Park*
 - Staff hosted a shoreline cleanup event and removed lots of microplastics and some larger items from the beach area.

Planning Program

Coulter Creek Heritage Park Master Planning

Staff have developed a timeline in order to restart master planning efforts for this facility, with an initial kick-off meeting slated in early October (more particulars forthcoming). This master planning effort will coincide with the County's Parks, Recreation and Open Space update that will occur in 2023. Staff is attempting to complete both of these efforts by the end of 2023. The previous Planner did extensive work in developing a resource management plan for this facility, for which these new efforts will build upon.

Village Greens Golf Course

A representative from the Department of Revenue has been in contact with Parks and Recreation Staff in attempting to establish a fair market rate for the annual lease payments that were included within the agreement between Mr. Perdue and Kitsap County. Staff is attempting to gather additional reasoning for the purpose of this exercise, with additional information forthcoming and a resolution to this issue. The fair market rate will help determine an appropriate Leasehold Excise Tax (LET) to the State.

Puget Sound Trail Access Network

Staff continue to remain engaged with members of the Leafline, via the group's organizer, Claire Martini. The network has requested that Kitsap County become an active participant in helping fund these efforts, as have the other jurisdictions currently involved in . Staff is attempting to determine the ask on the part of the network from Kitsap County in regard to contributions and may be bringing this forward to the BoCC for their consideration in the future.

Arness and Salsbury Point Erosion

Concerns have been brought forward in regard to the ongoing erosion of the shoreline that is occurring in these areas. Staff discussed these issues with DCD and it was agreed that formal permitting is warranted, in both instances, if work was going to occur within the shoreline environment to attempt to stabilize these areas. This would include hiring a Civil Engineer, Geotechnical Engineer and environmental consultant, as this level of work would require inclusion of all of the regulatory agencies (DOE, Corps of Engineers and WDFW) in order to get the work permitted and moving forward. As is typical with most work within the shoreline environment, this will take time and resources to proceed. In the meantime, staff is looking into safety measures that may be implemented (easily) in order to make users aware of the drop-offs that the erosion has created and are allowable by the regulatory agencies.

Port Gamble Forest Heritage Park - framework

The original draft framework was posted on the project website on February 28, 2022 for public review and comment. Since then, it has been presented/shared with stakeholders, Tribes, focus groups, the Parks Advisory Board, and the Board of County Commissioners (BoCC) to answer questions and receive comments. On July 11, 2022 the framework, comments, and an "FAQ" document was presented to the BoCC as an official public hearing. This same information was shared with the Parks Advisory Board (PAB) on July 20, 2020. The feedback collected from these collective efforts guided edits to the framework which was presented to the BoCC on August 8, 2022 and shared publicly on August 10, 2022. Due to comments received from the community, the need to conduct a non-project SEPA (State Environment Protection ACT) review is under consideration. The non-project SEPA application was submitted on September 16, 2022.