DATE: Wednesday, September 17, 2025

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 <u>home page</u> 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 20, 2025 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. 2026 Budget Submission Alex Wisniewski

V. Parks Report

a. Director's Report

Alex Wisniewski, Alex Hardy, Irene Weber,

Carmen Smith

- VI. Sub-Committee Meetings (since last PAB meeting)
 - a. None
- VII. District Representative Reports
- VIII. Public Comment (3-minute limit/person)
- IX. Adjournment

2025 Sub Committee Assignments

Sub Committee	Туре	Focus Area	PAB Members	Parks Staff (may vary by topic)
Finance & Budget	Standing (per by laws)	 Operating Budget Funding Opportunities	Linda Nancy Larry	Parks Director
Capital Projects & Parks	Standing (per by laws)	Capital Projects Program M&O Program	Lisa Dawn Jon Amy	Parks Planner M&O Supervisor
Community Outreach & Visitor Services	Ad Hoc	 Events and Rentals Program Marketing Volunteer Program Youth Engagement 	Nancy Jessica	Marketing & Events Supervisor Natural Resources Supervisor
Planning & Property	Ad Hoc	 Planning Program Natural Resources Program Land Acquisition & Divestiture Park Code 	Lisa Dawn Linda Jon	Parks Planner Natural Resources Supervisor

2025 Agenda Items and Sub-Committee Meetings

Month	Task or Agenda Item	Board or Sub-Committee Assignment
January	Board Chair and Vice Chair Elections	Board (completed in October 2024)
	PAB Annual Workplan	Board
	Sub-Committee Assignments	Board
	Events Year in Review	Board
February	PROS Plan	Board
	PAB Annual Workplan	Board
	Sub-Committee Assignments	Board
March	PROS Plan	Board
	Sub-Committee Assignments	Board
April	PROS Plan	Board
May	CIP Priority Methodology Development	Capital Projects & Parks
	Maintenance & Operations Study	Board
June	CIP Priority Methodology Development	Capital Projects & Parks
	Forest Restoration & Stewardship Policy	Planning & Property
	Draft CIP Development	Capital Projects & Parks
July	2026 Budget Development	Finance & Budget
	Forest Restoration & Stewardship Policy	Board
	Events Policy and Fee Schedule	Community Outreach & Visitor Services
August	Draft CIP Development	Board
	2026 Budget Development	Board
	Events Policy and Fee Schedule	Community Outreach & Visitor Services
September	Nominating Sub-Committee (appointed by Chair)	Chair
	Events Policy and Fee Schedule	Board
		-
October		

November	
December	

DRAFT August 21, 2025 MEETING MINUTES

The meeting was called to order at 6:01 PM by the Parks Advisory Board Chair, Larry Walker. Guidelines of the Parks Advisory Board Meeting were read.

WELCOME AND INTRODUCTIONS

ADOPTION OF MINUTES

Review of July meeting minutes.

ACTION | Linda Berry Maraist motioned to adopt July 16, 2025

Dawn Dockter seconded the motion.

Discussion | None

VOTE | All in favor.

No opposition. Minutes approved.

PUBLIC COMMENT PERIOD -

- Emailed comments received to PAB inbox, regarding Banner Forest Thinning Project, were received and knowledge by PAB members.
- Written comments regarding Banner Forest Thinning Project from Naisha Feliciano, Port Orchard resident, were read as requested.

SPECIAL PRESENTATIONS/REPORTS

Draft Capital Improvement Plan (CIP) – Carmen Smith, Parks Planner, presented an
overview of the Draft CIP, the purpose, function, plan development, approval process and
evaluation process. A review of the 2026 CIP projects was provided and explanation on how
and why these projects were selected.

Discussion |

Request from Kitsap Parks, Trails and Open Spaces (KPTOS) to transfer Nike Park to the North Kitsap School District.

The Parks Department is aware of the request and is agreeable to a land swap. There are several land adjustments, and easement amendments needed but Parks lacks the resources and real estate expertise.

North Kitsap School District received approval from Parks Department to proceed with proposed improvement work. Impact is minimal on Parks property.

Request that Port Gamble Wildlife project and wildlife study be prioritized so that the framework can advance and due to the previous delays. Wildlife study is moving forward this year.

- Forest Stewardship & Restoration Updates Irene Weber, Natural Recourse Program Supervisor, presented an overview of the;
 - Forest Stewardship and Restoration Policy
 - Forest Stewardship and Restoration Implementation Plan

- Forest Restoration Planning Structure
- o Forest Policy and Plan, Engagement Timeline
- Public Engagement online feedback form results, and comment themes.

Discussion |

Conversation regarding the future funding structure for the forestry program, timeline for restoration activities, suggested actions to clarify misinformation about clear cutting and other concerns at Banner.

PARKS REPORT

DIRECTORS REPORT -

Capital Project Program Update -

- Point No Point Beach and Shoreline Repair project Phase 2 construction begins after Labor Day.
- Eagle's Nest Deck Rebuild Capital Facilities Division (CFD) is managing this project.
 Contract is out for public bid. Fifteen contractors attended site visit. Bid opening on August 28, 2025.
- North Gateway Parking Lot project is going well and is on track, completion estimated in early October.

SUB-COMMITTEE REPORTS -

 Community Outreach and Visitor Services – Met in early August to review the event policy stakeholder's feedback. Completed surveys were collected from event groups during events in 2024 & 2025. The draft updates to the policy are pending legal review and will be shared with the PAB in the coming months.

DISTRICT REPRESENTATIVE REPORTS -

- North District | Question about road construction at Quiet Place Park.
 - Director shared that there is a neighbor who has asked for an easement access to his property through the park, and it is not something that we would acquiesce unless we were bound by the law to do it.
- Central District | Larry has spoken briefly with Frank Strickland regarding Newberry Hill Heritage Park volunteers. Plan to meet for further discussion.
- South District | none

PUBLIC COMMENT

Carol Price – Concerns about the impacts from heavy equipment used at Port Gamble Forest Heritage Park for the thinning project.

A nominating committee for PAB Chair and vice positions will be formed at next month's meeting.

ADJOURNMENT

ACTION | Dawn Dockter motioned to adjourn the meeting.

Linda Berry Maraist seconded the motion.

Discussion | None

VOTE | All in favor.

No Opposition

Motioned approved. The meeting was adjourned at 7:26 PM.

PARKS ADVISORY BOARD MEETING |ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC (In Person)
Larry Walker – South	Alex Wisniewski - Director	
Linda Berry Maraist - North	Camern Smith – Parks Planner	Online public attendee names not
Dawn Dockter - South	Irene Weber – Natural Resource Program Supervisor	captured
Lisa Hurt - North	Alex Hardy – Marketing and Events Supervisor	
Amy Lawrence - Central	Chuck Cuzzetto – Communication and Public Relations Coordinator	

Parks Department



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Alex Wisniewski, Director

Director's Report

Date: 9/17/2025

To: Parks Advisory Board

From: Alex Wisniewski, Parks Director

Administration Program

2026 Budget Submission

The proposed 2026 budget for the Parks department was submitted on August 11, 2025. The budget submission highlights include:

- Budget cut of \$197,646.
- Dissolving Forest Stewardship Fund and absorbing 2 FTE's and program operations into the General Fund.
- Increase in costs for utilities.
- Increase in projected revenue from the Events Program.
- Increased reliance on the Parks Facilities Maintenance (1501) special revenue fund for general department operational expenses (due to the rising costs of utility expenses in the General Fund).

The Parks department will present the proposed 2026 budget and budget cuts the Parks Advisory Board on September 17, 2025, and the Board of County Commissioners on September 19, 2025.

Marketing & Events Program

<u>Marketing</u>

In July 2025, Parks communications staff created a "fun" calendar to promote events in Kitsap County Parks on social media in honor of National Park and Recreation Month. Due to the overwhelmingly positive response, the team has decided to continue creating and sharing the calendars each month. The October calendar is attached, please see *Attachment B*.

Supports PROS: Goal PR-4, Objective 4.1 (Action 4.1.3)

Event Policy Update

Draft updates to the event policy and fee structure were discussed with the Community Outreach & Visitor Services sub-committee of the Parks Advisory Board (PAB) on July 10 and August 14, 2025. The County's Prosecuting Attorney's Office is reviewing the policy for legal compliance and a recent comment period by event stakeholders concluded. Information from these reviews and engagements was used to inform and update the policies and fee structure; these will be presented to the full PAB in September.

Project timeline:

• BoCC Workstudy: September 2024

• PAB Sub-committee Review: July – August 2025

PAB Approval: October 2025
BoCC Workstudy: October 2025
BoCC Approval: November 2025

• New Policy Roll Out: January 2026

> Supports PROS: Goal PR-5, Objective 5.1 (Action 5.1.2)

Events By the Numbers and Events Calendar

Data on the number of reservations at each of the Parks Facilities is attached; please see *Attachment A.*

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

October Public Events			
Event	<u>Date</u>	<u>Location</u>	
KCHC Horseshoe Tournament	October 3-4	South Kitsap Regional Park	
The Found Market	October 3-4	Fairgrounds and Events Center	
Kitsap Shop with a Cop	October 4	Pavilion @ Fairgrounds and Events Center	
Kitsap Live Steamers Public Run Day	October 11	South Kitsap Regional Park	
Walk to End Alzheimer's - Kitsap Peninsula	October 11	Silverdale Waterfront Park	
Just Between Friends	October 15-18	Pavilion @ Fairgrounds and Events Center	
Olympic Vintage Auto Club Swap Meet	October 17-18	Presidents Hall @ Fairgrounds and Events Center	
Halloween Run with the Silverdale Lions Club	October 25	Fairgrounds and Events Center	
Kitsap Halloween Bash	October 25	Van Zee @ Fairgrounds and Events Center	
West Sound Roller Derby, Dungeons & Derby Fundraiser Bout	October 25	Pavilion @ Fairgrounds and Events Center	
Arena Wars Fighting Series	October 25	Presidents Hall @ Fairgrounds and Events Center	
HAUNT 2025: Kitsap Pride's Annual Halloween Fundraiser	October 25	Sheep Barn @ Fairgrounds and Events Center	
Kitsap Live Steamers Public Run Day	October 25	South Kitsap Regional Park	
360 Disc Golf After Dark Presents Glow N'Throw	October 25-26	Fairgrounds Disc Golf Course	

BoCC-Sponsored Events

Bood Oponicorea Evento			
Event	Status	2025 Attendance	
Martin Luther King Jr. Day	January 20, 2025	300	
Military Appreciation Day	March 15, 2025	1,200	
FARM Days	May 19-20, 2025	3,000	
Veterans Day Ceremony	November 11, 2025		
Toys for Tots	December 13, 2025		

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Alex Wisniewski, Director

The Commissioner's Office and Parks are partnering on the implementation of 2024 Board-directed changes to the County's event support practices. Changes will be communicated to event organizers in early 2025 in close collaboration with Board members. Implementation of the changes will not take place until 2026.

Maintenance & Operations

Maintenance Management Workshop

Parks M&O staff recently participated in a hands-on workshop focused on early stages of developing a Maintenance Management Program. The session was led by Parks leadership and emphasized:

- Defining maintenance service levels
- Aligning the service levels with each park in the system
- Documenting routine tasks specific to each location
- Sharing site-specific opportunities and challenges from staff perspectives

This foundational work supports the department's preparation for implementing Cartegraph and helps staff understand the principles of building a proactive, preventative maintenance program—rather than relying on reactive responses.

The PROS Plan and consultant assessment have clearly identified that our system is significantly understaffed relative to its size and complexity. As a result, maximizing staff time through strategic planning is essential. By engaging staff's on-the-ground expertise and aligning it with quality maintenance management principles, we're establishing service standards and creating a baseline for a planned maintenance program. This approach not only improves operational efficiency but also reduces liability and ensures staff time is focused on high-impact, scheduled activities rather than emergency response.

Supports PROS: Goal PR-1, Objective 1.3 (Action 1.3.3), Goal PR-6, Objective 6.1 (Action 6.1.1, 6.1.2, 6.1.3), Objective 6.2 (Action 6.2.2), Objective 6.5 (Action 6.5.2)

Park and Facility Maintenance

Staff have been fully engaged throughout the summer season, focusing on daily custodial and groundskeeping duties. These include restroom cleaning, trash removal, litter pickup, graffiti removal, hazard identification, and routine tasks such as mowing, trimming, and blowing. Notable accomplishments in August include:

- Repaired aging split rail fences at Illahee Preserve Heritage Park, Guillemot Cove, Wildcat Lake Park, Long Lake Park, and Island Lake Park
- Installed larger "Parking for Park Use Only" signs at the Olalla Boat Launch
- Creatively addressed a surfacing repair on the playground at Silverdale Waterfront Park with a whale image installation
- Repaired light fixtures, window screens, and stairs in the schoolhouse building at Kola Kole Park in preparation for the fall school term
- Addressed significant water leaks and breaks at the Fairgrounds, including in the camping areas and Boand Arena
- Restored turf areas impacted by the Fair event on Lobe 4 and Concert Lawn

Supports PROS: Goal PR-6, Objective 6.1 (Action 6.1.2, 6.1.3), Objective 6.5 (Action 6.5.2)

Trail Maintenance

Trail corridor clearing continued at Banner Forest Heritage Park in August. Staff also supported:

- A public work party at North Kitsap Heritage Park
- Trail maintenance efforts at Newberry Hill Heritage Park and Illahee Preserve Heritage Park in partnership with Stewardship groups and Washington Youth Academy
- Gate and trail repairs at Nick's Lagoon
- Installation of a replacement bench at Anderson Landing Preserve, supporting an Eagle Scout project
- Supports PROS: Goal PR-6, Objectives 6.3 (Action 6.3.1, 6.3.2), Objective 6.4 (Action 6.4.1)

Ballfield Maintenance

Work in August included:

- At Bill Bloomquist Rotary Park, the infield replacement project is nearing completion.
- Staff received training on the ABI laser-leveling infield grooming machine.
- Ongoing efforts include sports turf and irrigation system maintenance at Veterans Memorial Park and South Kitsap Regional Park.
- At Anderson Hill Athletic Fields, staff are working with contractors to repair the aging well pump and irrigation system. In the interim, irrigation valves are being manually operated to ensure turf remains playable.
- Staff completed construction and installation of new aluminum bleachers on Lobe Field 3.
- Washington Youth Academy assisted with ballfield and grounds maintenance at Lobe Fields and South Kitsap Regional Park, including:
 - Blackberry removal from fences and fields
 - Weeding of warning tracks and infields.
- > Supports PROS: Goal PR-6, Objective 6.1 (Action 6.1.2, 6.1.3), Objective 6.5 (Action 6.5.2)

<u>Unplanned Maintenance: Vandalism and HEART</u>

Staff responded to multiple incidents of vandalism and encampment cleanup:

- Abandoned camps were cleared from Old Mill Park, Chico Salmon Park, and several areas within Illahee Preserve Heritage Park.
- The HEART team is actively working to clear additional camps at Illahee Preserve Heritage Park, Erland's Point, and Old Mill Park to prepare for scheduled cleanups
- The lodge at Calvinwood was vandalized; staff boarded up non-essential access points.
- At Horseshoe Lake Park, vandalized exterior bathroom door handles led to a temporary entrapment incident requiring EMS response; the handle was removed until commercial repair can be made.
- Repeated graffiti removal was required at the South Kitsap Regional Park bathrooms.
- Nearly 100 wasp and hornet nests were eradicated across multiple parks, including Gordon Park, Fairgrounds Barns, Newberry Hill Heritage Park, Silverdale Waterfront Park, Island Lake Park, and Banner Forest Heritage park – marking the highest volume of nest removals in recent staff memory.

Parks Department



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Alex Wisniewski, Director

Natural Resources Program

Forest Stewardship and Restoration Projects

Port Gamble Forest Heritage Park

The restoration project at Port Gamble Forest Heritage Park is ongoing; as of September 15, 2025, 3 of the 4 units have been completed. Work is completed in the northern section of the Mountain Bike Ride Park unit and two units along the G-1020 road near Secret Squirrel Trail. On September 15, 2025, operations will begin in the unit along the Ranger Corridor. Park staff have weekly site visits to oversee work and meet more frequently with contractors as necessary.

These selective thinning 'treatments' remove trees in dense stands to create conditions that facilitate tree growth, increase resiliency to insects, disease, expected climate change, potential wildfires and improve habitat quality and overall ecological function of the forest. Reducing forest density also lessens competition between trees, lessens physiological stressors on the forest, and allows the remaining trees to become more resilient. Additionally, openings created in the canopy will allow light to reach the forest floor and encourage the reestablishment and growth of understory vegetation. Healthy, vigorous understory vegetation will improve wildlife habitats, resist invasive species establishment, and create more visually appealing conditions.

Supports PROS: Goal PR-2, Objectives, 2.1 (Actions 2.1.2, 2.1.3, 2.1.4)

Volunteers

Volunteer Work Parties in August 2025

By the numbers:

- 12 work parties (201 YTD)
- 201 participants*
- 986 hours of work party participation

Work Parties	# of Parties	# of Participants*	# of Hours
Stewards (Newberry, North Kitsap, Coulter Creek, Chico Salmon Park)	9	51	86
Washington Youth Academy (Newberry, Illahee, South Kitsap Regional Park)	3	150	900
TOTAL	12	201	986

^{*}Participants is a sum of number of participants at each work party, if an individual attended multiple work parties, they have been counted multiple times.

Location	Work performed
Chico Salmon Park	Invasive species removal
Coulter Creek Heritage Park	Invasive species removal
Hansville Greenway	 Trail maintenance and park patrolling
Illahee Preserve	Trail maintenance and park patrolling
Newberry Hill Heritage Park	Invasive species removal
,	Trail maintenance

Partners worked with this period	Work performed
Mountain Vikes (youth mountain biking	 Continued maintenance of adopted trail,
club) + D&D mountain Bike Club	The Hood
Evergreen Mountain Bike Alliance	Trail maintenance at ride park and Ranger
	corridor
Master Gardeners	 Maintaining gardens at JA & Anna Smith
	and Buck Lake parks.
Washington Youth Academy	 Invasive Species Removal, Park and Trail
	Maintenance

Supports PROS: Goal PR-2, Objectives, 2.2 (Action 2.2.2), Goal PR-4, Objective 4.2 (Actions 4.2.1, 4.2.2), Objective 4.4 (Actions 4.4.1, 4.4.2, 4.4.3, 4.4.5, 4.4.6, 4.4.7), Goal 6.3, Objective 6.3 (Action 6.3.2)

Planning & Capital Program

Planning

Dan Thompson Account Grant

The Kitsap Public Health District applied for a Dan Thompson Account Grant and has partnered with Kitsap County Parks and others on the grant scope. The grant, administered through Washington State Department of Social and Health Services, is intended to support programs and services for individuals with developmental disabilities. If successful with the grant application, the project intends to: create a standardized rating guide to communicate the accessibility of adaptive features at parks and trails, publish and post maps with the rating guide at physical locations and online, develop a process to integrate accessibility into project planning, and implement accessibility improvement project(s) at park location(s). Applications were due September 1, 2025, and notification of awardees is expected to occur in October 2025.

Supports PROS: Goal PR-1, Objective 1.4 (Actions 1.4.1, 1.4.2)

Capital

Fairgrounds and Events Center – Tennis Courts

Contract KC-465-17 memorializes the shared use of the tennis courts and Lobe Fields (2 & 3) at the and provides the authority for Central Kitsap School District to make capital improvements to the property. As such, Central Kitsap School District has begun work to rebuild the six tennis courts to repair drainage issues and replace the cracked surfacing. Construction began on June 16 and was originally targeted to be completed by September, before school began. However, the project has been delayed and completion is now targeted by the end of September. During construction, the tennis courts will be closed and the area fenced off for public safety. Additionally, the Castle Park playground will also be closed due to its proximity to the construction site and drive that will be used to access the tennis courts. Once complete, the courts will be striped for tennis and pickleball.

Supports PROS: Goal PR-1, Objective 1.6 (Action 1.6.1, 1.6.3), Goal PR-6, Objective 6.5 (Action 6.5.3)

Point No Point Park Beach and Shoreline Repair

The contract for construction services was approved on August 11, 2025 with Pacific Civil & Infrastructure Inc. Construction began on September 3, 2025, and completion is targeted to occur in November.

Supports PROS: Goal PR-6, Objective 6.5 (Action 6.5.1)

Parks Department



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Alex Wisniewski, Director

Port Gamble Forest Heritage Park – North Gateway Trailhead

Construction began on July 7, 2025, and completion is anticipated by the end of October.

Supports PROS: Goal PR-4, Objective 4.1 (Action 4.1.2)

Eagle's Nest Deck Replacement

The deadline for bid submissions closed on August 28, 2025. FPH Construction was awarded the bid, and the contract is scheduled to be approved by BoCC on September 22, 2025. Construction will likely begin in October 2025.

Supports PROS: Goal PR-5, Objective 5.3 (Action 5.3.2), Goal PR-6, Objective 6.5 (Action 6.5.1)

Suguamish Sport and Indianola Tennis Courts.

Securing a contractor to perform these projects has been challenging due to high cost estimates and contractor availability. Parks and Public Works CFD staff are still working to move these projects forward. An exact timeline is not known, though project completion will likely be in 2026.

Supports PROS: Goal PR-1, Objectives 1.3 (Action 1.3.1), Objective 1.4 (Action 1.4.1), Goal PR-5, Objective 6.5 (Action 6.5.1)

Water Taps at Port Gamble Ride Park

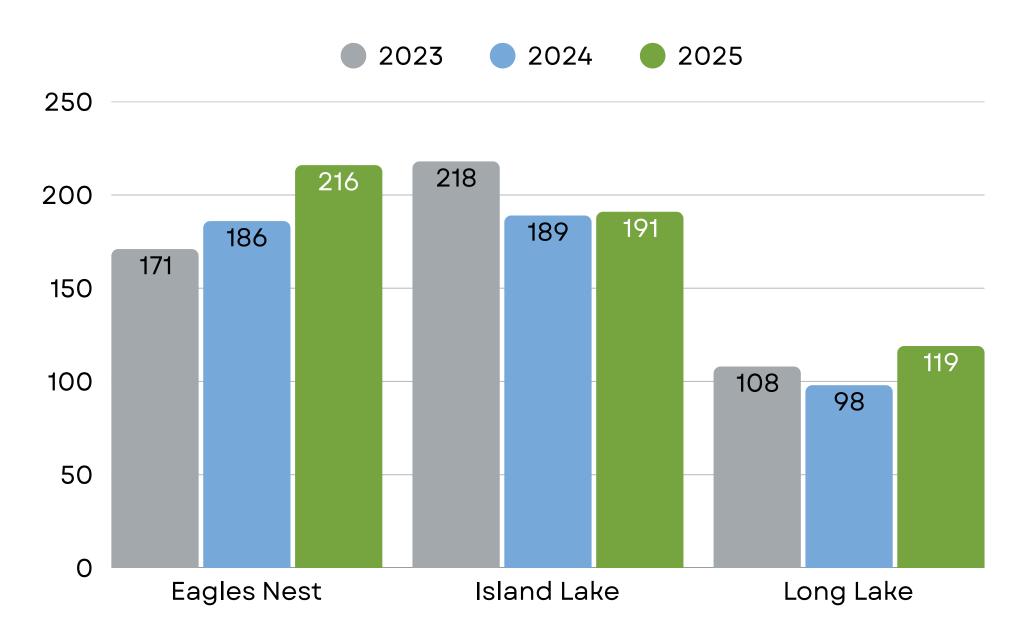
Project completed in August 2025.

➤ Supports PROS: Goal PR-6, Objective 6.5 (Action 6.5.1)

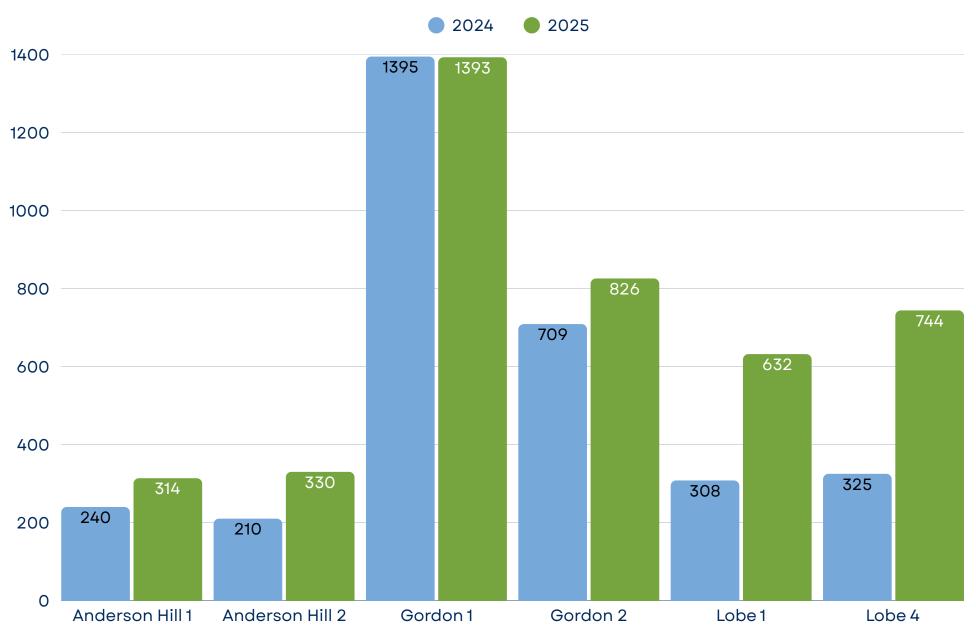
Attachments:

- A. Events Data
- B. Social Media Events Calendar
- C. Briefing Photos

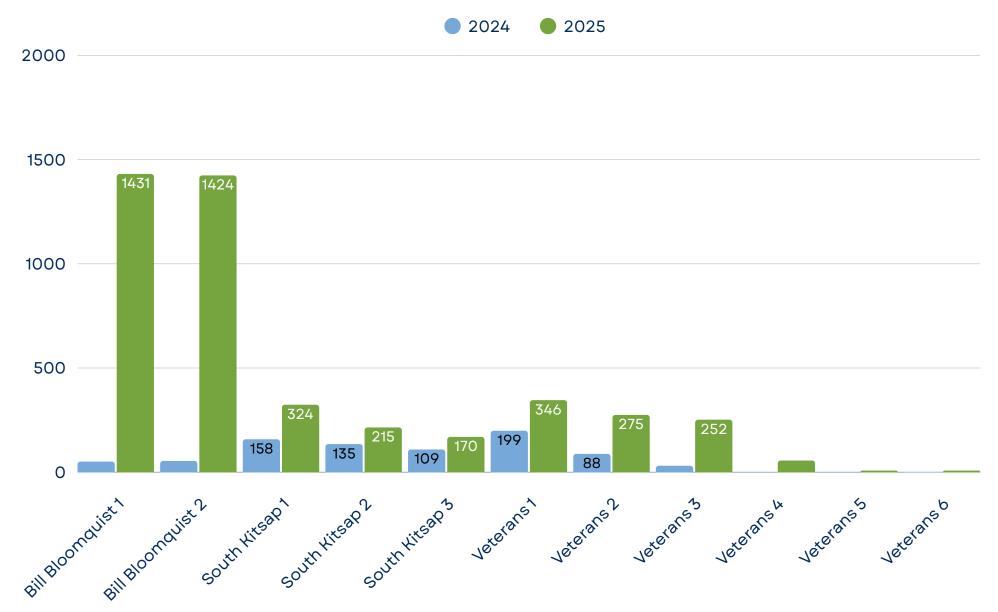
COMMUNITY BUILDING RENTALS



ATHLETIC FIELD USAGE IN HOURS CENTRAL



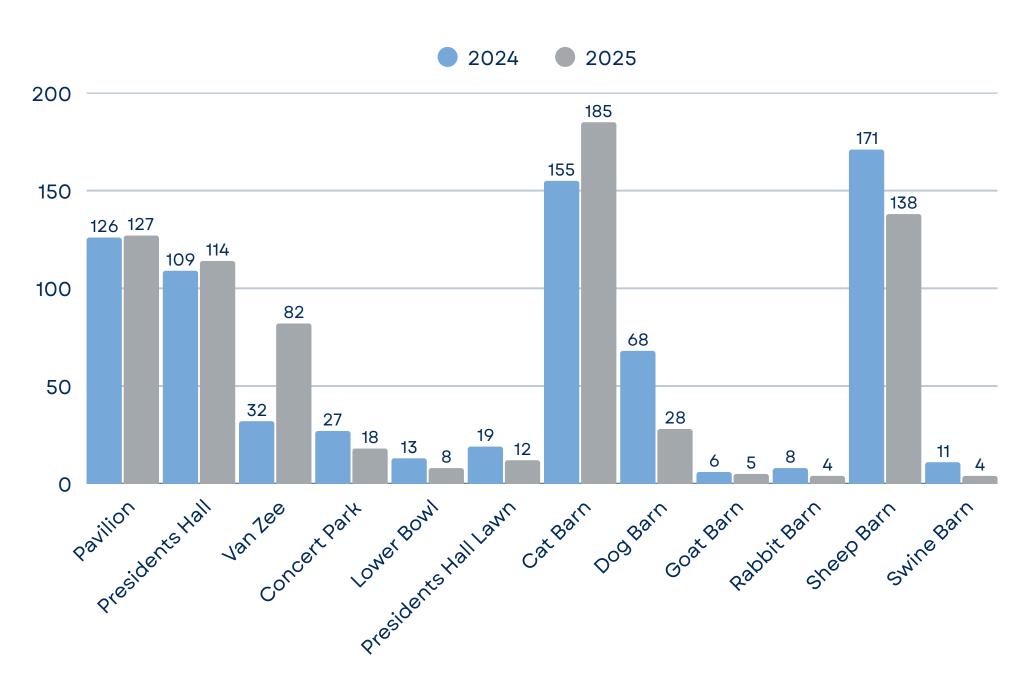
ATHLETIC FIELD USAGE IN HOURS SOUTH



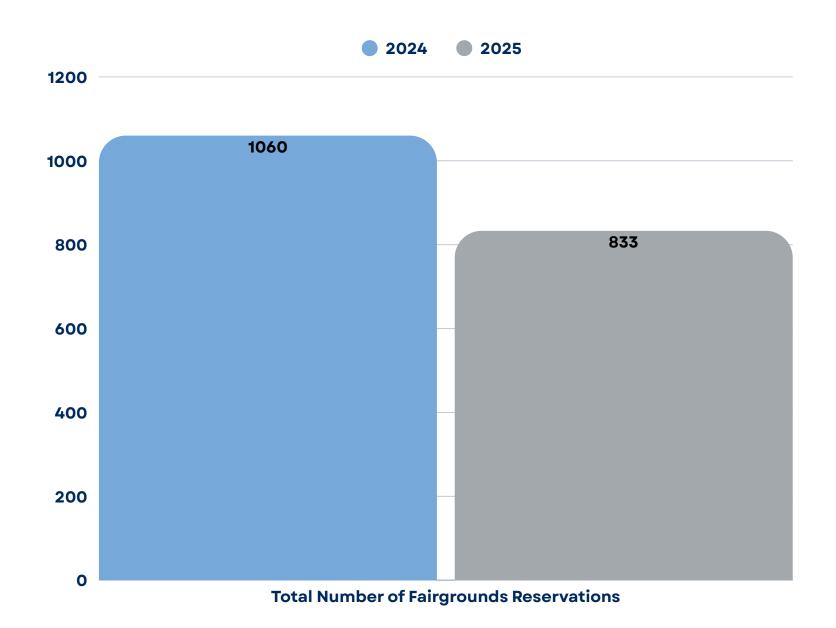
PICNIC SHELTER RENTAL DAYS



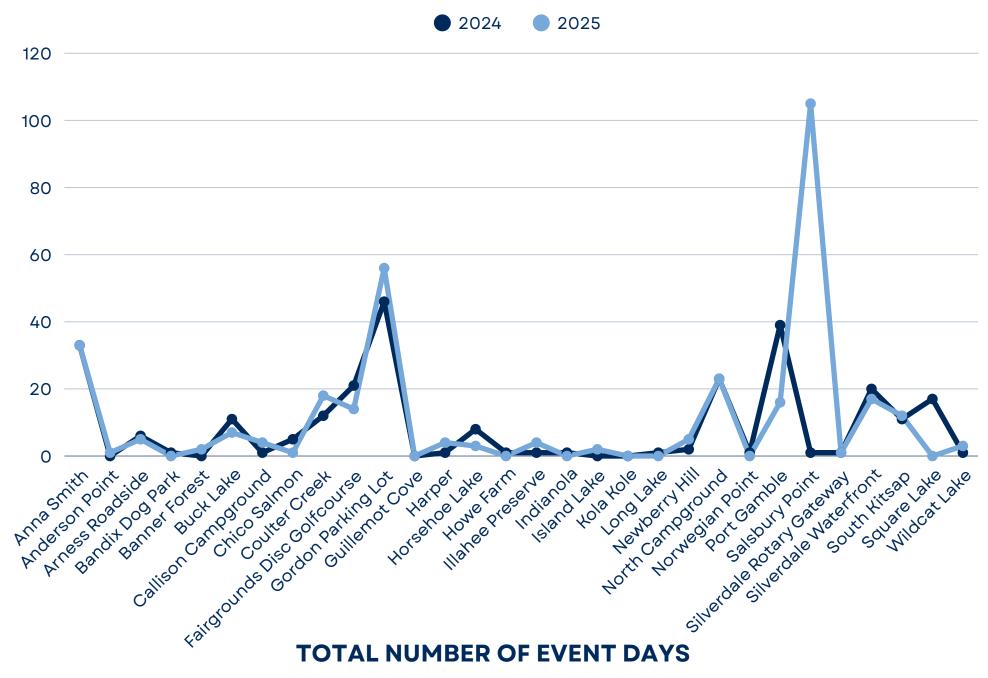
FAIRGROUNDS EVENT DAYS



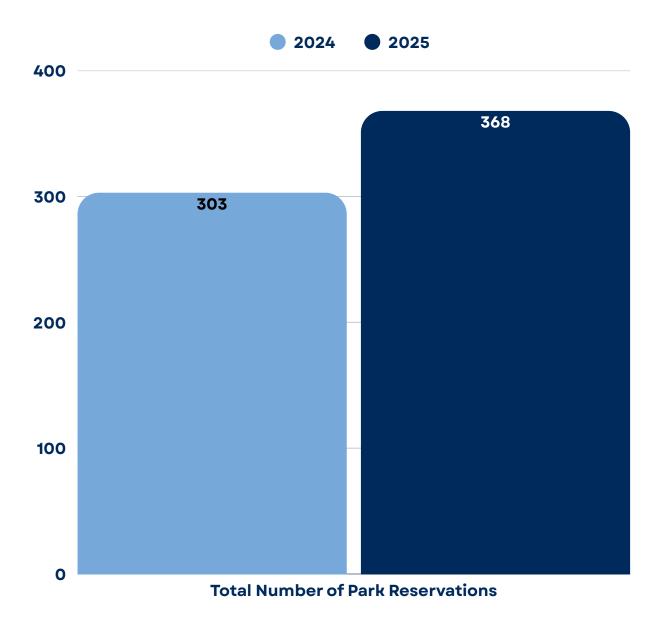
FAIRGROUNDS EVENT DAYS



SPECIAL PARK EVENT DAYS



SPECIAL PARK EVENT DAYS



TOTAL NUMBER OF EVENT DAYS





Kitsap Tattoo Convention











Kitsap County Dahlia Society Annual Show













Kitsap Pride









Kitsap County Parks

Briefing Photos September 17, 2025

Maintenance Management Workshop

Asset / Task / Frequency







Silverdale Waterfront Park

 Repair to pour-in-place playground surfacing



South Kitsap Regional Park

Fire(s) in the park







Island Lake Park

Graffiti at Picnic Shelter



Gordon Park

Wasp nest in bleachers

