



## KITSAP COUNTY PARKS ADVISORY BOARD MEETING

**DATE:** Wednesday, December 21, 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 October 19, 2022 meeting minutes
- III. Public Comment (3-minute limit/person)
- IV. 2023 Chair and Vice Chair Nominations *PAB*
- V. 2023 Workplan Discussion *PAB*
- VI. Special Presentations/Reports
  - a. Private-Public Partnership Opportunity *Alex Wisniewski*
- VII. Parks Report
  - a. Director's Report *Alex Wisniewski*
- VIII. Sub Committee Reports
  - a. 2023 Budget *Finance & Budget*
  - b. 2023-2028 Capital Improvement Plan *Capital Projects & Parks*
  - c. Volunteer Handbook update *Community Outreach & Visitor Services*
- IX. District Representative Reports:
  - a. Old Business
  - b. New Business
- X. Adjournment

Sub Committee	Type	Focus Area	PAB Members	Parks Staff <i>(may vary by topic)</i>
Finance & Budget	Standing (per by laws)	<ul style="list-style-type: none"> <li>• Operating Budget</li> <li>• Funding Opportunities</li> </ul>	Linda Berry-Maraist Grady Martin Jon Pearson	Parks Director
Capital Projects & Parks	Standing (per by laws)	<ul style="list-style-type: none"> <li>• Capital Projects Program</li> <li>• M&amp;O Program</li> </ul>	Larry Walker Nancy Whitaker Grady Martin Jon Pearson	Capital Projects Planner M&O Supervisor
Community Outreach & Visitor Services	Ad Hoc	<ul style="list-style-type: none"> <li>• Events and Rentals Program</li> <li>• Marketing</li> <li>• Volunteer Program</li> <li>• Youth Engagement</li> </ul>	Nancy Whitaker Amy Lawrence Amy Smalley Lisa Hurt	Marketing & Events Supervisor Natural Resources Supervisor
Planning & Property	Ad Hoc	<ul style="list-style-type: none"> <li>• Planning Program</li> <li>• Natural Resources Program</li> </ul>	Linda Berry-Maraist Amy Lawrence Joanne Clark	Parks Planner Natural Resources Supervisor

		<ul style="list-style-type: none"><li>• Land Acquisition &amp; Divestiture</li><li>• Park Code</li></ul>	Lisa Hurt	
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# KITSAP COUNTY PARKS ADVISORY BOARD

## October 19, 2022

### MEETING MINUTES

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

The meeting was called to order at 6:01 PM by the Parks Advisory Board Chair, Joanne Clark.

#### I. WELCOME AND INTRODUCTIONS

#### II. APPROVAL OF MINUTES | ACTION: *Jon Pearson requested correction to attendance as he was not listed as attending. Larry Walker moved for the approval of September 19, 2022, meeting minutes. Lisa Hurt seconded the motion with correction. MOTION CARRIED.*

#### III. PUBLIC COMMENT

- Kim Greenwood with Our Forest Fund provided an update on the Timber Rights Purchase \$500,000 fundraising campaign. Campaign is going very well and confident that the goal will be achieved by October 31, 2022.
- Joe Lubischer, NKHP steward.
  - a. Request PAB meeting agenda be posted at least one day before the meeting and include Zoom link to the meeting and telephone numbers to join PAB meeting
  - b. Request clarification on STO contract change, called minor change to design build for ABD segments in Port Gamble.
  - c. Silt fence update – On-going discussions regarding quarter mile long continuous plastic slit fence at NKHP that was installed by Pulte Homes as a part of the Arborwood project that blocks amphibian migration and small animal movements.
- Beverly Parsons, Hansville resident. Comment to bring attention to two (2) recent actions by Kitsap Environmental Council
  - a. Provided comments on the inadequacy of the results of SEPA review
  - b. Lawyer sent letter to PAB, BOCC and Parks Director regarding the improper process of approval of the PGFHP Master Plan
- Carol Price, comments regarding two (2) medical emergencies that occurred week of October 9<sup>th</sup> at PGFHP involving mountain bikers. Request up-date regarding status of individuals. Request that PGFHP limit mountain biking to Ride Park, logging roads, STO, the 3 trails in Ranger area and the Hood trail.

#### IV. SPECIAL PRESENTATION

- Coulter Creek Heritage Park Master Planning Meeting | *Parks Planner, Aaron Nix*

#### V. PARKS REPORT

- Director's Report | *Parks Director, Alex Wisniewski*
- Reviewed tentative Sub Committee Meetings dates
- PAB meeting moving to hybrid version beginning November 16, 2022.

#### VI. SUB COMMITTEE REPORTS – No reports.

#### VII. DISTRICT REPRESENTATIVE REPORTS

- **OLD BUSINESS**
  - Joanne requests signs at Olalla Boat Launch be changed to establish parking spaces
  - **NEW BUSINESS** - none

VIII. **ADJOURNMENT | ACTION:** *Larry Walker moved to adjourn the meeting. Nancy Whitaker seconded the motion. The meeting was adjourned at 7:44 PM.*

**PARKS ADVISORY BOARD ATTENDANCE**

<b>PAB MEMBERS</b>	<b>STAFF</b>	<b>PUBLIC</b>
Joanne Clark, Chair	Alex Wisniewski	Carol Price
Lisa Hurt	Brian Hauschel	Joe Lubischer
Nancy Whitaker	Aaron Nix	Kim Greenwood
Amy Lawrence	Chuck Cuzzetto	Beverly Parsons
Jon Pearson	Deanna Tuttle	David & Dawn
Larry Walker	Sierra Kross	

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**Parks Department**  
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Alex Wisniewski, Director

# Director's Report

**Date:** 12/21/2022  
**To:** Parks Advisory Board  
**From:** Alex Wisniewski, Parks Director

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## Administration Program

### Staffing

As we march into 2023, Parks is near a full-staffing level for the first time in at least 3 years. Parks currently has 4 vacant positions, 3 of which have been filled and these new employees will begin on January 3, 2023. The final vacancy, a M&O Worker, will be advertised in January.

### Budget

In coordination with the County's budget development timeline earlier this year, the Parks department made changes to its budget structure so that it better aligns with its operating programs (Administration, Marketing and Events, M&O, Natural Resources, Planning, Capital). Overall, Parks' base operating budget did not change, but general fund dollars were allocated differently across accounts to improve organization and transparency.

## Capital Projects Program

### Capital Projects Planning

The new Capital Projects Planner has begun reviewing the capital program and conducting field visits to get acquainted with the parks and various county assets. In order to assess and develop a comprehensive capital program, staff will continue due diligence research for each park and project to define minimum project scopes with stakeholders and confirm anticipated funding requirements. This process will include future stakeholder meetings and consultant coordination to further inform program development.

### Request for Qualifications (RFQ)

Request for qualifications have been published and are in process of review by Staff. These services include on-call work for civil engineering/geotechnical services and environmental site assessments. Staff intends to complete this process by the end of the year and then move into contract negotiations so work may commence shortly thereafter.

### Fairgrounds, Events Center – Eagle's Nest Deck

C and G Structural Engineers are under contract and the kick-off meeting to begin the work will occur on Friday, December 9, 2022. The consultant will also be aiding with permitting for the new structure, with the desire to have this project permitted and

beginning construction by late Spring but is dependent on when permits can be finalized and issued.

### **Island Lake Pier**

Permit applications have been submitted to both DCD and the regulatory agencies for repairs to the fishing pier that was vandalized (arson).

### **Port Gamble Forest Heritage Park – ride park and parking lots**

Work has commenced by Evergreen Mountain Bike Alliance (EMBA) to finish construction on the mountain bike ride park. Completion for the ride park is targeted for March 2023.

The SDAP permit for the Stottlemeyer parking lot and trailhead was submitted in January 2022 and remains in DCD's review process.

The SDAP permit for the ride park parking lot and trailhead was submitted in April 2022 and remains in DCD's review process.

## **Marketing and Events Program**

### **Events and Rentals**

The 2022 calendar is fully booked out and we are no longer taking new event or rental requests. Applications for 2023 are steadily coming in and staff are processing them accordingly.

### **BoCC-Sponsored Events**

<b>Event</b>	<b>Status</b>
<i>Martin Luther King Jr. Day</i>	Confirmed for January 16, 2023
<i>Military Appreciation Day</i>	Confirmed for March 11, 2023
<i>FARM Days</i>	Confirmed for May 22-23, 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>	Completed, event was held on November 11, 2022
<i>Toys for Tots</i>	Event will take place December 5-20, 2022, in the President's Hall.

### **Marketing and Communications**

#### *Website*

- Reformatting of the menu structure is underway to make information and documents more accessible to users based on analytics. This will provide users with an improved experience when navigating the Parks Department website.

#### *Interpretive Signage*

- Staff has completed interpretive graphics and messaging to help improve the department's public messaging for its restorative thinning efforts. This graphic is included and will be used to create signs, posted on the Parks website, and pushed out on social media.
- New signage is in development pertaining to Island Lake water elevations to educate park users and homeowners on how the lake levels are managed.

#### *Photography*

- A photographer is under contract to take still images and video of select parks and facilities for the website and promoting our parks and event and rental spaces. To date, photography work has been completed at Chico Salmon Park, Island Lake, and Silverdale Waterfront Park; with five other contracted parks remaining for



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Alex Wisniewski, Director

capture. This will include still images and video of select parks and facilities for the website and promoting our parks and event and rental spaces.

### **SeeClickFix**

- Staff is in the GIS (Graphic Information System-mapping) phase in working with Information Services to integrate the SeeClickFix system into the Parks Department. This will allow for reporting directly to parks staff of downed trees, vandalism, or other park impacted issues.

## **Maintenance & Operations Program**

### **Kitsap County Fairgrounds & Events Center**

All electric panels have been upgraded to GFCI code requirements.

### **Certified Playground Safety (CPSI) Inspector Training**

All four of the M&O Lead staff attended CPSI training in November, hosted by Washington Recreation and Parks Association (WRPA). The training is purposed with increasing staff skills and educating them on safety requirements specific to playground features.

### **Indianola Tennis Courts**

Staff is working with the County's survey crew to delineate the boundaries of the park to help determine what areas Parks is responsible for landscape maintenance.

### **Buck Lake Park**

Staff provided oversight to the installation of a French drain near the Native Plant Garden area; the purpose of which is to provide drier pedestrian access from the parking lot to the garden. The work was done by the garden volunteers.

## **Natural Resources Program**

### **Forest Stewardship Program**

- Planning for the post thinning tree planting of native shade-tolerant trees is underway. The trees will be planted by Park and Forest Stewards in January and February 2023.
- Forest inventory work has been undertaken at Banner Forest and Port Gamble Forest Heritage Parks with the help of our trained Forest Stewards. The forest inventory data will be used to update Forest Stewardship Plans for both parks.
- Planning and field work was conducted to several 2023 Forest Practices Applications to conduct ecological thinning at Port Gamble Forest Heritage Park.

### **Volunteer Program**

#### ***Volunteer Recognition Event: "We can't do this without you!"***

Volunteers and their friends and family were recognized and celebrated by Kitsap County Parks staff on November 9, 2022. The event hosted 74 people and celebrated volunteers dedicating their time in 16 different County Parks. The event included presentations by

staff, volunteers, and stewards sharing their accomplishments and providing some special recognitions. Lori Raymaker was acknowledged for her efforts as Kitsap County Parks' first volunteer coordinator and the spark that made the program the success it is today. Two Legacy Awards were given to long-time Kitsap Parks Volunteers who are consistently found in a park, dedicating their time to stewarding the land: Jim Heytvelt (Harper Park) and John Mikesell (Chico Salmon Park). A volunteer duo of the year was also honored, Jill and Joel Bolin, who have served over one-thousand hours in 15 County Parks since 2017. Additionally, 13 Participants of the Forest Stewardship Program were honored and received a specialty vest to signify their commitment to improving forest health. Staff intends to restart this as an annual event, building upon the efforts of past Parks employees that came to 2-year in 2020 and 2021 due to the COVID pandemic.

**October Activity: 19 work parties (257 YTD)**

<b>Location</b>	<b>Work performed by volunteers and staff</b>
Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> <li>• Scotch broom removal around ride park</li> <li>• Trail work: brushing, drainage, tread repairs</li> </ul>
Hansville Greenway	<ul style="list-style-type: none"> <li>• Invasive vegetation removal</li> <li>• Hazardous tree removal</li> </ul>
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> <li>• Continued work on land acquisition with 2020 RCO grant</li> </ul>
North Kitsap Heritage Park	<ul style="list-style-type: none"> <li>• Continued restoration work to the Norman Creek wetland</li> </ul>
Newberry Hill Heritage Park	<ul style="list-style-type: none"> <li>• Vegetation mowing in trail corridors</li> </ul>
Banner Forest Heritage Park	<ul style="list-style-type: none"> <li>• Continued work on trail turnpikes</li> </ul>
Coulter Creek Heritage Park	<ul style="list-style-type: none"> <li>• New stewardship group formed! Held first stewardship meeting.</li> <li>• Inventorying park for needs and work parties</li> </ul>
Chico Salmon Park	<ul style="list-style-type: none"> <li>• Kitsap Salmon Tours was a huge success! Event "home base" was in park, over 800 visitors, WSU Salmon Docents provided on-site education, 6 education booths on site</li> </ul>
Howe Farm	<ul style="list-style-type: none"> <li>• Invasive vegetation removal</li> </ul>
Anderson Landing Preserve	<ul style="list-style-type: none"> <li>• Fence repairs</li> <li>• New benches for built</li> </ul>
Guillemot Cove Preserve	<ul style="list-style-type: none"> <li>• Trail work: brushing, drainage, tread repairs</li> <li>• Hazardous tree removal</li> </ul>
Nick's Lagoon	<ul style="list-style-type: none"> <li>• Graffiti removal from building</li> <li>• Illegal trash dumping clean-up</li> <li>• Trail work: brushing, drainage, tread repairs</li> </ul>
Point No Point Park	<ul style="list-style-type: none"> <li>• Repairs to staircase to Bluff Trail</li> <li>• Removal of beaver dam in estuary</li> </ul>
Bandix Dog Park	<ul style="list-style-type: none"> <li>• Planted trees in area where scotch broom was removed</li> </ul>
Fairgrounds & Events Center	<ul style="list-style-type: none"> <li>• Invasive vegetation removal, re-alignment of disc golf course tees</li> </ul>

<b>Partners worked with this period</b>	<b>Work performed</b>
Mountain Vikes (youth mountain biking club)	<ul style="list-style-type: none"> <li>• Trail repairs at Port Gamble Forest Heritage Park</li> </ul>
Washington Trails Association	<ul style="list-style-type: none"> <li>• Trail work at Banner Forest Heritage Park</li> </ul>





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	<ul style="list-style-type: none"> <li>• New trail alignment scouting at Anderson Point Park</li> </ul>
WSU Extension	<ul style="list-style-type: none"> <li>• Kitsap Salmon Tours event at Chico Salmon Park</li> </ul>
WA Fish and Wildlife	
Hood Canal Salmon Enhancement Group	
Kitsap County Public Works	
Kitsap County Department of Community Development	
Mountaineers	<ul style="list-style-type: none"> <li>• Trail work at Banner Forest Heritage Park</li> </ul>
West Sound Disc Golf Association	<ul style="list-style-type: none"> <li>• New tee pad installation, invasive vegetation removal, and realignment of course to remove it from wetland area at Fairgrounds an Events Center</li> </ul>
Great Peninsula Conservancy	<ul style="list-style-type: none"> <li>• GPC conducted Land Labs programming at North Kitsap Heritage Park</li> </ul>
Western Washington University	<ul style="list-style-type: none"> <li>• Students conducted forest inventory data collection at Port Gamble Forest Heritage Park</li> </ul>

## Planning Program

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

Staff published an RFQ to hire consulting services to assist with the required 6-year update to the Parks, Recreation, and Open Space plan. The RFQ period ends on December 14, 2022. The PROS plan update is due by March 2024.

### Coulter Creek Heritage Park Master Planning

The 2<sup>nd</sup> Public meeting for the Coulter Creek master plan was held on November 28, 2022, at the Long Lake Community Center. It was held in a hybrid fashion with approximately 20 participants (in-person and virtual combined). Staff formally updated the landscape designations map, integrating the designations used in the Port Gamble Master Plan – the purpose for this is to create consistency across County’s Park system. Meeting participants reviewed the proposed designations, exploring each one in-depth and correlating them with the physical features present and part of the park. We included both up- and down-stream physical attributes to capture the watershed and tasked interested participants to take the planning maps into the field to verify the proposed designations. A follow-up meeting will occur in 2023, with the intent to gain feedback on the proposed designations and to begin looking at locating trail heads and proposed trail alignments. Following this, the planning effort will broaden to explore other desired park features and amenities – where they might go and identifying potential impacts. Once this work is complete, Staff will host a couple of public open houses to present the updated concepts and discuss with a broader reach of the Kitsap community.

Additionally, a survey was sent via GovDelivery to Kitsap County Parks subscribers twice since the November 28<sup>th</sup> meeting seeking feedback about the proposed landscape

classifications and desired uses in the park. As of 12/15/2022, 56 responses have been received.

### **Capital Asset and Maintenance Management**

Parks staff met with Public Works at the Annex building to learn how they manage their assets utilizing the Cartegraph Asset Management Software program. Parks currently uses a program called Asset Essentials (by Brightly) to manage work orders and preventative maintenance activity but does not have a program in place to track and manage capital assets (condition, lifecycle, replacement cost, etc.). In an effort to close this gap, staff is reviewing the Cartegraph software since it is already widely used within the County. In addition to capital asset management, it also has the capability to manage work orders and preventative maintenance needs – Public Works currently uses this function. Thus, Parks is investigating the feasibility of transitioning to Cartegraph for both daily maintenance activity and capital asset management, just as other County departments are already doing. This would benefit the County's efforts to streamline work, data, and communication across departments and would assist the current effort to utilize Cartegraph to catalog the County's natural resource assets in DCD, Public Works, and Parks. Significant front-end work is needed to get a program like this up and running, but once it has been completed, the benefits will clearly be felt. However, Public Works made it very clear that in order to ensure effective and best use of the software, a dedicated staff person to collect data, troubleshoot, as well as ensure the accuracy of the data being put into the system is – in their perspective – required and not optional.

### **Fairgrounds and Events Center – RCO Planning Grant**

In November, staff submitted a grant application to the Recreation and Conservation Office (RCO) for grant monies associated with developing a master plan for the Fairgrounds and Events Center. RCO received 99 applications for this brand-new grant program, review and scoring is underway, announcement of funded projects has been delayed until January 2023.

### **Fairgrounds and Events Center - WiFi**

Staff recently toured our facilities at the fairgrounds, investigating current Wi-Fi infrastructure and improvements that might help with spotty and sometimes non-existent Wi-Fi signal in and around these facilities. The infrastructure is old, and Parks has asked IS staff to do a walk through with Park's staff to help identify upgrades and improvements to the current Wi-Fi system. Staff is also investigating the potential of obtaining high speed internet services via fiber that is in the vicinity of the Fairgrounds.

### **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 County conducted a non-project SEPA review for the framework; the result was a Determination of Non-Significance for the framework. At the Board's November 28<sup>th</sup> meeting, the Board elected to integrate the work done within the framework document into the upcoming PROS and Comprehensive Plan updates.



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Alex Wisniewski, Director

## **2021 Kitsap County Park Advisory Board Work Plan**

**Discussed and approved by the board April 21, 2021**

***(Workplan was extended into 2022 without change)***

- **Park Code** – Review, propose, and advise Parks Department with edits and revisions to the Park Code.
- **Operational and Event Policy** – Review and advise Parks Department’s update to event and other operational policies.
- **Youth Engagement** – strategic push for additional youth engagement opportunities working with organizations and connecting through High Schools.
- **Port Gamble Master Plan** – Participate, review, and provide input throughout master plan process and help foster community involvement.
- **Park Board By-Laws** – Review and propose changes to PRAB governing policies to bring them into alignment with each other.
- **PROS Plan** – Review 2018 PROS Plan and track areas that require addition, edits, or expansion in preparation for PROS Plan update.

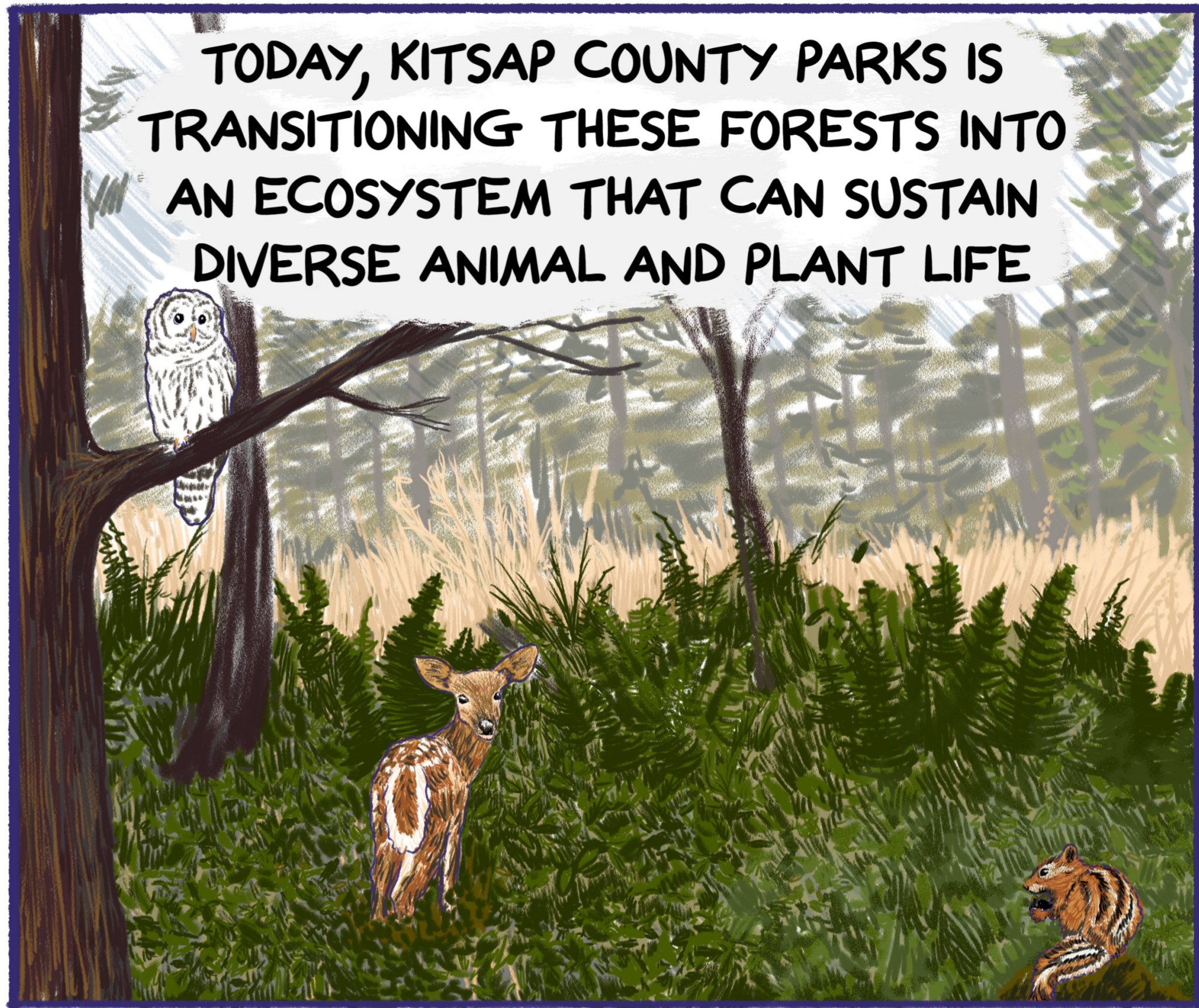


FORESTS OWNED BY KITSAP COUNTY PARKS USED TO BE COMMERCIALY OPERATED TREE FARMS



TREES WERE GROWN CLOSE TOGETHER AND CLEARCUT

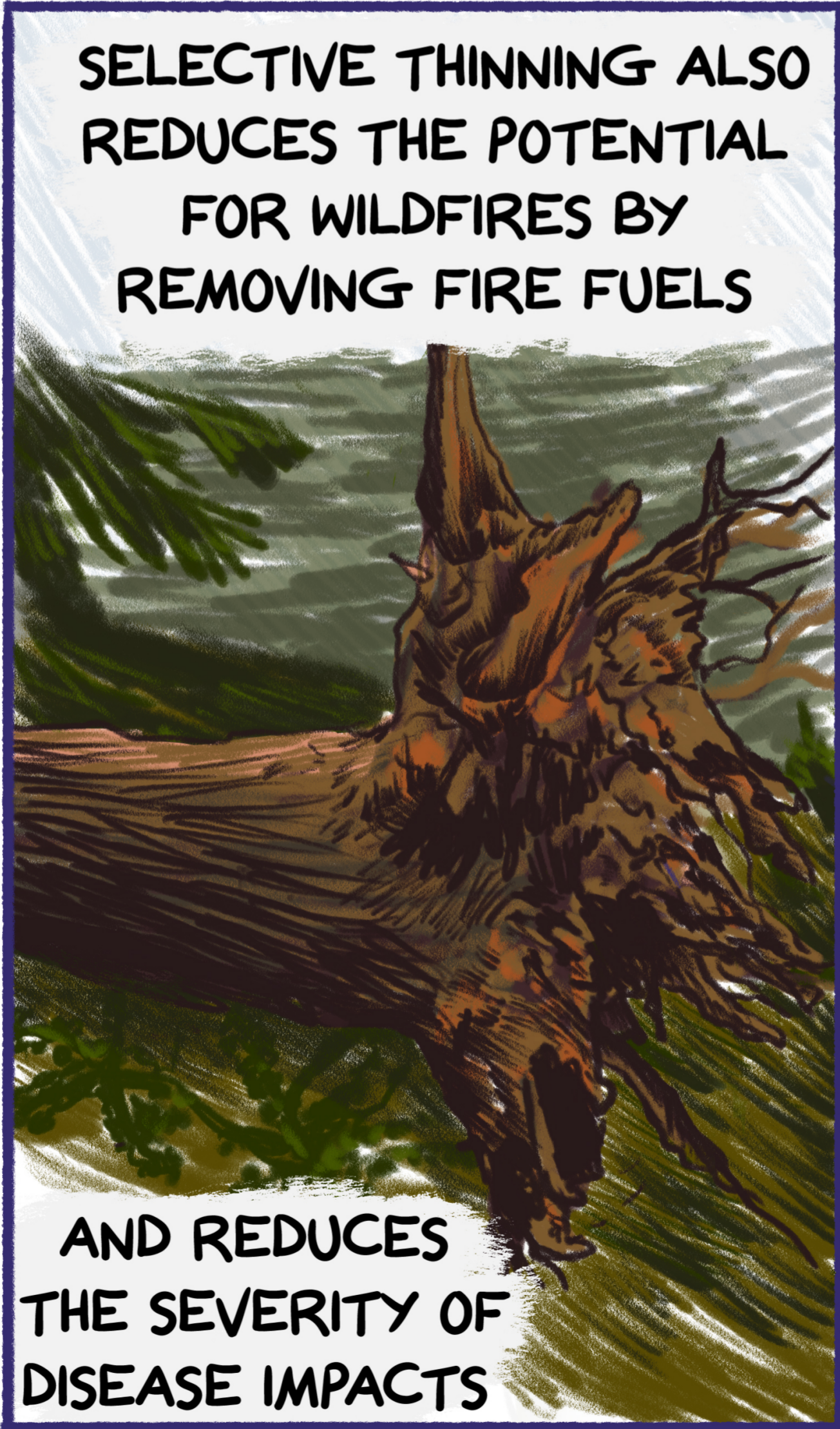
SO THE TREES COULD BE MADE INTO WOOD PRODUCTS



TODAY, KITSAP COUNTY PARKS IS TRANSITIONING THESE FORESTS INTO AN ECOSYSTEM THAT CAN SUSTAIN DIVERSE ANIMAL AND PLANT LIFE

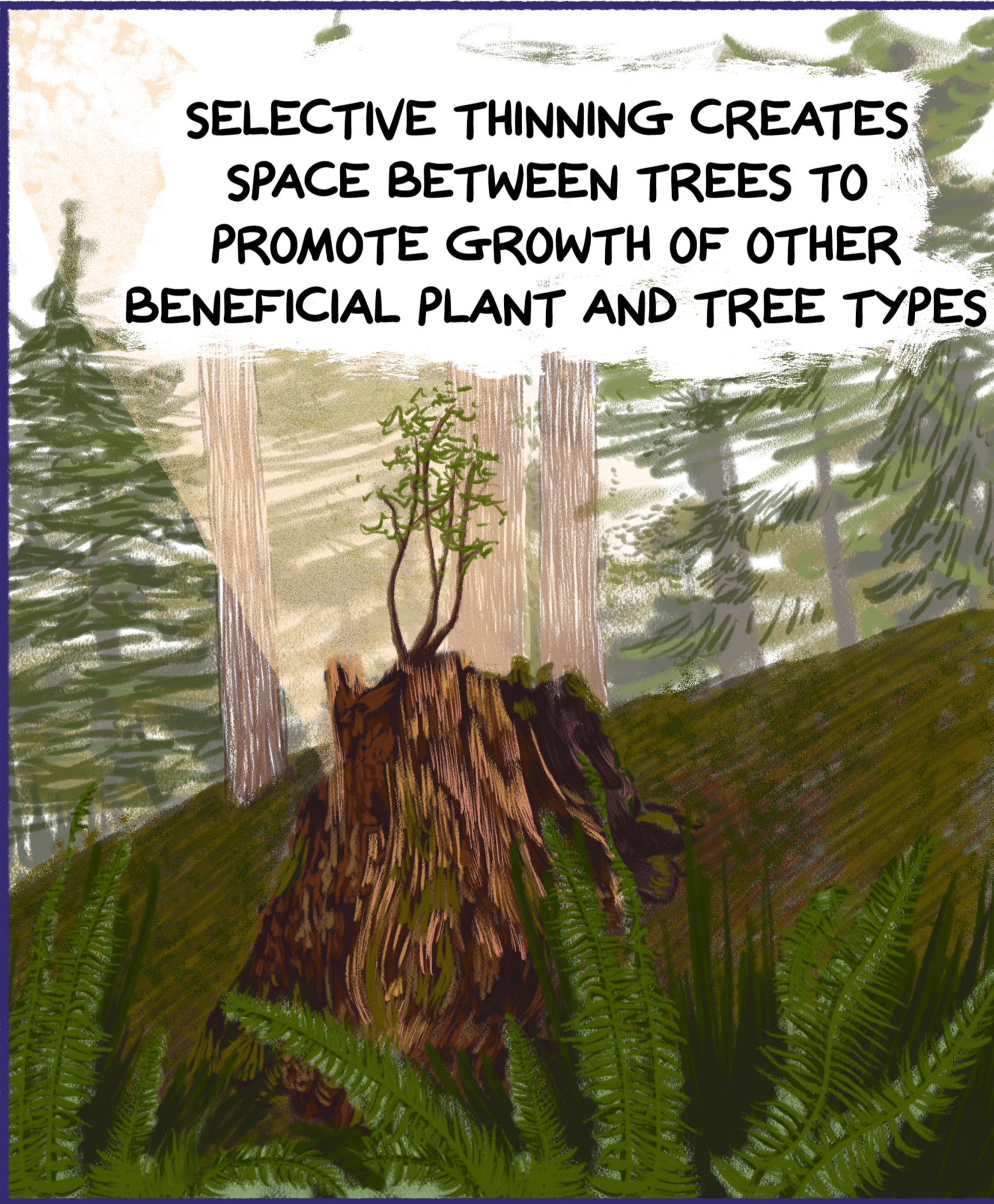


INSTEAD OF CLEARCUTTING, KITSAP COUNTY PARKS SELECTIVELY REMOVE SOME TREES AND LEAVE THE LARGEST AND HEALTHIEST TREES STANDING



SELECTIVE THINNING ALSO REDUCES THE POTENTIAL FOR WILDFIRES BY REMOVING FIRE FUELS

AND REDUCES THE SEVERITY OF DISEASE IMPACTS



SELECTIVE THINNING CREATES SPACE BETWEEN TREES TO PROMOTE GROWTH OF OTHER BENEFICIAL PLANT AND TREE TYPES



OUR GOAL IS TO HAVE HEALTHIER, MORE RESILIENT FORESTS FOR GENERATIONS TO COME



# Banner Forest Heritage Park

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Turnpike Construction on Banner Slough trail



# Point No Point Park

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Beaver dam removal from estuary



# Chico Salmon Park

Kitsap Salmon Tours





Volunteer Recognition & Celebration

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"We can't do this without you!"



Volunteer Recognition & Celebration

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"We can't do this without you!"