



## KITSAP COUNTY PARKS ADVISORY BOARD MEETING

**DATE:** Wednesday, August 17, 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 July 20, 2022 meeting minutes
- III. Public Comment (3-minute limit/person)
- IV. Special Presentations/Reports
  - a. Port Gamble Forest Heritage Park Framework *Board*
    - i. Project Site: <http://portgambleforestpark.com/>
- V. Parks Report
  - a. PROS Plan Update *Aaron Nix*
  - b. Director's Report *Alex Wisniewski*
- 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"> <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> <li>• Land Acquisition &amp; Divestiture</li> <li>• Park Code</li> </ul>	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

## July 20, 2022

### MEETING MINUTES

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

The meeting was called to order at 6:05 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 June 15, 2022, meeting minutes. Lisa Hurt seconded the motion with correction. MOTION CARRIED.*

#### PUBLIC COMMENT

- Carol Price commented that the shoreline and bluff trail at Port Gamble Heritage Forest Park is slated to be a class 3 trail. Requested that the trail is not upgraded, only maintained. The map and the framework appendices titled "Suitability for Development" indicate that the "spring area" is suitable for development and question how it is suitable for development— inquired where to find listings of events being held at parks, such as Mountain Biking Events.
- KC Patton, Vice President of Kitsap Radio Control Aircraft Society, invited staff to an upcoming event.
- Jim Aho reported on bears in Illahee Preserve Heritage Park. Working with Fish & Wildlife to keep bears away from the trash receptacles.
- Joe Lubischer commented on the North Sound to Olympics route, clarifying how routes were conceptualized with background on the Sound to Olympics development process.

#### SPECIAL PRESENTATION

- a. Port Gamble Forest Heritage Park Framework  
*Parks Director, Alex Wisniewski*

#### PARKS REPORT

- a. Director's Report  
*Parks Director, Alex Wisniewski, presented the July 2022 Directors Report*

#### SUBCOMMITTEE APPOINTMENTS

Parks Advisory Board members volunteered for the subcommittees as follows:

Proposed Structure	Type	Focus Area	PAB Members
Finance & Budget	Standing (per by-laws)	<ul style="list-style-type: none"> <li>• Operating Budget</li> <li>• Funding Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Linda Berry-Marist</li> <li>• Grady Martin</li> <li>• Jon Pearson</li> </ul>
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>	<ul style="list-style-type: none"> <li>• Larry Walker</li> <li>• Nancy Whitaker</li> <li>• Grady Martin</li> <li>• Jon Pearson</li> </ul>

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>	<ul style="list-style-type: none"> <li>• Nancy Whitaker</li> <li>• Amy Lawrence</li> <li>• Amy Smalley</li> <li>• Lisa Hurt</li> </ul>
Planning & Property	Ad Hoc	<ul style="list-style-type: none"> <li>• Planning Program</li> <li>• Natural Resources Program</li> <li>• Land Acquisition/Divestiture</li> <li>• Park Code</li> </ul>	<ul style="list-style-type: none"> <li>• Linda Berry-Marist</li> <li>• Amy Lawrence</li> <li>• Joanne Clark</li> <li>• Lisa Hurt</li> </ul>

## SUBCOMMITTEE REPORTS

- Discussion on subcommittee appointments to evenly distribute roles. This has been resolved.

## DISTRICT REPRESENTATIVE REPORTS

### OLD BUSINESS

- Joanne Clark
  - Asked for update on the Olalla Bay Boat Ramp and Park kiosk. Alex Wisniewski provided update with approval process and moving forward with a timeline for completion.
  - Noted a park steward offered to remove graffiti from under the Olalla Bay Boat Ramp and Park Bridge if Parks would provide the paint. Information will be sent to contact the Parks Volunteer Coordinator.
  - Requested placement of restroom at Olalla Bay Boat Ramp and Park.

### NEW BUSINESS

- Larry Walker provided update on Banner Forest forming a forest stewardship committee. The committee has met once to discuss forest timber inventory.

## ADJOURNMENT

**ACTION:** Larry Walker moved to adjourn the meeting. Linda Berry-Maraist seconded the motion. The meeting was adjourned at 7:45 PM.

## PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Joanne Clark, Chair	Alex Wisniewski	Carol Price
Linda Berry-Maraist	Brian Hauschel	KC Patton
Lisa Hurt	Aaron Nix	Jim Aho
Grady Martin	Chuck Cuzzetto	Joe Lubischer
Nancy Whitaker		
Amy Lawrence		
Amy Smalley		
Larry Walker		



**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:** 8/17/2022  
**To:** Parks Advisory Board  
**From:** Alex Wisniewski, Parks Director

## Administration Program

### Staffing

Current status of hiring vacant positions:

	<b>Position</b>	<b>Status</b>
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.	Capital Projects Planner	Employment offer sent to candidate on 8-12-2022
29.	Events Specialist	Interview scheduled for 8-15-2022
30.	M&O Worker (Parks)	Filling vacancy with seasonal hire for summer
31.	M&O Worker (Parks)	Filling vacancy with seasonal hire for summer
32.	M&O Worker (Parks)	Filling vacancy with seasonal hire for summer

## Capital Projects Program

### Fairgrounds and Events Center

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 deck is

not currently functional due to instability issues and safety concerns. The plan is to rebuild the deck within the same footprint.

### **Norwegian Point Park**

Several years ago, Parks planning staff had worked with a consultant to design a pier/dock at the park. Due to COVID and staff turnover, the project has been relatively dormant since 2019. During this time, Wild Fish Conservancy has been working on a restoration project to re-route Finn Creek in the park from a ditch into a more natural meandering estuary. Planning staff have been coordinating with Wild Fish Conservancy to integrate the two efforts together into one project to ensure they function and complement each other and to streamline the permitting process.

### **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**

### **Staffing Challenges**

The Events team has been experiencing some turnover in the past couple of months and has been working through other approved leave. To help offset the loss of supervisory staff, the Parks Director has taken on primary communications with Kitsap Fair and Stampede Association for Fair preparations and is providing oversight to other program operations.

### **Events and Rentals**

As of August 1, the fairgrounds have largely been handed over to the Kitsap Fair and Stampede Association (KFSA) for County Fair preparations. Parks staff are assisting with grounds and facility preparations.

### **BoCC-Sponsored Events**

<b>Event</b>	<b>Status</b>
<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**



## **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](http://www.kitsapgov.com/parks)

---

Alex Wisniewski, Director

The new gate was installed in mid-August and new remote openers have been distributed to the residents who live along the road.

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

Parks staff are gearing up grounds and facility maintenance in preparation for the upcoming Kitsap County Fair! Activities include vegetation management, hazard tree removal, rental equipment repairs, and facility cleaning.

### **Island Lake Park**

Parks M&O staff are working with the County's purchasing department to hire a contractor to initiate repairs to the fishing pier that was lit on fire last year.

### **Homeless Response**

Parks has experienced a slight increase in overnight use of parks by community members experiencing homelessness, some living out of their vehicles. Parks has been working with the HEART team to respond to this at Island Lake Park, Port Gamble Forest Heritage Park, Banner Forest Heritage Park, Veteran's Memorial Park, Old Mill Park, and at the Fairgrounds.

## **Natural Resources Program**

### **Forest Stewardship Program**

#### *Square Lake Park*

- Ecologically based selective thinning at Square Lake is nearing completion. Tree removal has finished but hauling the timber off site is still underway. Completion is expected by the end of August.
- The gate staff had erected at the project site off of Lake Flora Road was recently stolen.

#### *Wicks Lake*

- Ecologically based selective thinning is scheduled to begin in September.

#### *Forest Inventory Plotting*

- Natural Resources staff, with volunteers who attended the Forest Stewardship training, are conducting 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**

#### ***July Activity: 23 work parties***

##### *Port Gamble Forest Heritage Park*

- On-going invasive vegetation removal (Scotch Broom Brigade) and trail maintenance.

##### *Hansville Greenway*

- Trail work near Hawk's Pond.
  - A member of the stewardship group presented to the Parks department at their July all-staff gathering.
- Illahee Forest Preserve Heritage Park*
- Staff and volunteers installed a new guard rail at the parking lot off of Thompson Lane.
- North Kitsap Heritage Park*
- Large scale invasives removal project near Miller Bay Road.
  - On-going trail brushing to keep trail corridors open.
  - Staff installed new split rail fencing at the Miller Bay Road parking lot.
  - Trail work along the powerline trail corridor.
- Newberry Hill Heritage Park*
- Central Kitsap High School Football team removed Scotch Broom along the Old Loop Trail.
  - On-going mowing and weed-eating of trail shoulders throughout park.
- 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 in progress.
- 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.
  - Fencing in the dog park erected to prevent dogs and foot traffic from entering the stream bed.
- Anderson Landing Preserve*
- On-going trail maintenance.
  - Two hazard trees were removed.
- Guillemot Cove*
- On-going trail brushing and trail work.
  - A portion of the River Trail was re-routed due to fallen trees.
  - Washington Trail Alliance performed trail work to fix drainage issues and they installed stairs to prevent erosion.
- Nick's Lagoon*
- On-going trail brushing and other trail work.
- Old Mill Park*
- Staff organized and led a beach clean-up event with Risk Placement Services.

## **Planning Program**

### **Staffing**

Aaron Nix was hired on July 18, 2022 and began absorbing as much information and background on Kitsap County Parks and Open Space resources.

### **PROS Plan**

Parks, Recreation, and Open Space (PROS) plans are required to be updated every six years to be eligible for grant opportunities with the State's Recreation and Conservation





## **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](http://www.kitsapgov.com/parks)

---

Alex Wisniewski, Director

Office. Additionally, the PROS plan will help Kitsap County achieve the Open Space and Recreation goal of the Growth Management Act. PROS plans are purposed with developing goals and objectives to meet current community demands and position the department to meet future and projected needs. Kitsap County Parks will be engaging in this work in 2023, the current plan expires in March 2024. In preparation for this, staff has begun to update and catalog the Parks department's inventory of land and assets into a database so current status of facilities and conditions can provide a starting baseline.

### **Point No Point Park**

Staff is aiding the Natural Resources team with the permitting process to remove a beaver dam along the channeled outflow that runs through the park. Flooding concerns stemming from the beaver dam were raised by Public Works. SEPA, a Shoreline Exemption and WDFW hydraulics permit will be required to remove the structure. Permits are approximately a month out before the work can occur.

### **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.