



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, March 15, 2023
TIME: 6:00 PM - 8:00 PM
LOCATION: This is a hybrid meeting. It will be held in-person at the Eagle’s Nest Community Center (1195 Fairgrounds Road, Bremerton) and on Zoom.
 Zoom link will be posted on the [home page](#) of Kitsap County Parks website on the day of the meeting. The link is the bottom right-hand side under the heading: **Upcoming Parks Advisory Board Meeting.**

Pre-Meeting: Virtual meeting format, information, and instructions

- I. Welcome & Introductions
 - II. Adoption of the February 15, 2023 meeting minutes
 - III. Public Comment (3-minute limit/person)
 - IV. Special Presentations/Reports
 - a. RecDesk *Alex Hardy*
 - *Presentation on the new software program Parks is using for facility rentals and special events*
 - V. Parks Report
 - a. Director’s Report *Alex Wisniewski*
 - VI. Sub Committee Reports
 - VII. District Representative Reports:
 - a. Old Business
 - b. New Business
 - VIII. Adjournment
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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"> • 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

KITSAP COUNTY PARKS ADVISORY BOARD
February 15, 2023
MEETING MINUTES

Guidelines of the hybrid Advisory Board Meeting were read.

The meeting was called to order at 6:01 PM by the Parks Advisory Board Vice-Chair, Lisa Hurt.

- **WELCOME AND INTRODUCTIONS**

- **APPROVAL OF MINUTES | ACTION:** *Joanne Clark motioned to approve October and December meeting minutes. Linda Berry-Maraist second motion. Minutes approved.*

- **PUBLIC COMMENT**

- Beverly Parsons, Hansville resident and member of Kitsap Environmental Coalition. Request Advisory Council call for an Open Meeting regarding the current Feasibility Study of the NSTO. Clarity is needed on its purpose and consequences.
 1. History of STO and purpose
 2. Criteria for selecting alternative routes
 3. Link to the Kingston Comprehensive Plan
- Carol Price quoted National Geographic “You have to make conservation pay better than destruction”. Concerns regarding the Eglon Trust Lands.
- Jennifer Denham, North Kitsap resident. Plans to bring “I can Bike” program for people with disabilities to Kitsap. Requesting Parks reduce the facility rental rate of the Pavilion for this program.
- Public Comment email received on February 14, 2023, from Joe Lubischer shared with the Advisory Board
- Joe Lubischer, follow-up to email regarding wetlands delineation at Port Gamble Forest Heritage Park. “The Framework’s use of wetlands was deficient and seriously undercounted.” Several implications:
 1. County use of National wetland inventory is not adequate
 2. Framework in regard to wetlands is deficient
 3. Wetland delineation requires field work, certified professional and best done in Spring
 4. Wetlands delineation needed only when doing projects. Projects involving Landscape classification cannot be done properly without wetland delineation.

Suggests serious consideration for wetland delineations for Coulter Creek and Port Gamble Heritage Parks.

- **PARKS REPORT**

- a. Point No Point – Flooding and Rehabilitation | *Parks Capital Project Planner, Matt Oxford*. Provide brief overview of incident at Point No Point Park on December 27, 2022. Kitsap County coordinated an emergency response with Public Works, Parks Department and Department of Emergency Management. County crews installed a Temporary floodwall to mitigate tidal inundation.
- b. Coulter Creek Heritage Park and PROS Plan update | *Parks Planner, Aaron Nix*. Provided an overview of work in progress regarding Parks Planning.
 - Three meetings have occurred regarding the Coulter Creek Master Planning. Next meeting at the end of March.
Aaron to host a Coulter Creek Public Nature Tour – Saturday, February 25, 10-11:30am
Shared Coulter Creek Heritage Park Landscape Designations map with detailed descriptions.
 - Updating components for Capital Facilities Plan is which a component to the Comprehensive Plan updates in process.
 - Overview of the PROS Plan criteria to be eligible to receive grant funding
- c. Ecological Selective Thinning – 2023 Projects | *Parks Natural Resources Supervisor, Arno Bergstrom* Provided update on ecological selective thinning plans at Port Gamble Forest Heritage Park (PGFHP) in 2023 and beyond. Last time ecological selective thinning was done at PGFHP was in 2016-2017.

Shared map of park with project areas defined. Six projects totaling 400 acers.

- d. Private Public Partnership – Kitsap Paintball – Update | *Parks Director, Alex Wisniewski*
December PAB meeting hosted a presentation and discussion regarding Private Public Partnership at Coulter Creek Park with Kitsap Paintball. Staff have worked through processes, including conversation with County Commissioner office. Directions to Parks staff is to pause any further discussion until PROS Plan is completed.
- e. Director’s Report | *Parks Director, Alex Wisniewski*
 - o Contract with OAC for project management for four PGFHP Projects, Framework, Ride Park development, and two Parking lot design and development projects. Two projects are near completion. Parking lot projects are pending DCD permit approval. Decision to close contract as of April 30. Parks staff will manage remaining projects.
 - o Parks applied for a new Recreation and Conservation Office (RCO) planning grant. Proposed project for site concept plan for Fairground and Events Center was not selected and project will not move forward in 2023. Staff will reevaluate, develop new timeline, and seek other funding sources for this very important project.

- **SUB COMMITTEE REPORTS –**

- No subcommittee reports

- **DISTRICT REPRESENTATIVE REPORTS**

- **OLD BUSINESS**

- o Joanne Clark extended thanks to Parks staff for removing parking signs at Olalla Boat Launch. Confirmed Port-a-let installation on April 1. Question regarding donated kiosk.
- o Joanne Clark asked for update on Anderson Point Park parking lot. Director shared project is on Capital Improvement Plan (CIP) which is in a review process to update.

- **NEW BUSINESS –**

- o Linda Berry-Maraist - Port Gamble Forest Heritage Park Stewards report
 - i. Meeting occurred on Monday, February 13, 2023
 - ii. Work party on Saturday, February 18
 - iii. Up-coming work parties for plant harvest and re-planting
 - iv. Restoration committee meets irregularly
 - v. Tails committee meets on the Sunday 8 days prior to the monthly Parks Stewards meeting
- o Nancy Whitaker, Central Kitsap report
 - i. Non-motorized club meets 3rd Tuesday of the month
 - ii. Newberry Hill Stewardship group meeting on February 16
 - 1. Work party on Saturday, February 18 at 10am
 - iii. Community Out-Reach Committee received request from Sons of Italy for Bocce ball courts in a County Park.

- Linda Berry-Maraist provided information and history regarding Sound To Olympics trail (STO).
- **ADJOURNMENT | ACTION:** *Jon Pearson moved to adjourn the meeting. Joanne Clark seconded the motion. The meeting was adjourned at 7:58 PM.*

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Joanne Clark, Chair	Alex Wisniewski	Carol Price
Lisa Hurt, Vice-Chair	Matt Oxford	Beverly Parsons
Nancy Whitaker- <i>in person</i>	Aaron Nix	Lynn P.
Amy Lawrence	Dee Tuttle	Dawn Dockter
Jon Pearson- <i>in person</i>	Alex Hardy	K.C. Patton - <i>in person</i>
Amy Smalley	Arno Bergstrom	Jennifer Burbank- <i>in person</i>
Linda Berry-Maraist	Sierra Kross	Jennifer Denham- <i>in person</i>

Brian Hauschel

Joe Lubischer- *in person*



Parks Department
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Alex Wisniewski, Director

Director's Report

Date: 3/15/2023
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

Contract Management

Parks staff are creating standard operation procedures to improve management of its various contracts, which includes leases, licenses, professional services, and purchases. This has been an area of challenge since new employees have been hired into previously vacant and/or frozen positions coming out of the COVID pandemic. These new SOP's and accompanying management oversight will position Parks be much more effective and efficient moving forward.

Finance

Staff are reviewing process improvements to make the department's invoice and bill pay activities more efficient. Parks has two FTE's dedicated to financial management which includes six general fund and seven special revenue accounts, grant administration, and capital project support. Historically, Parks received staff support from Department of Administrative Services to supplement Parks employees for invoice processing, but this came to end in 2021 when Parks hired a Fiscal Tech position that had been vacant and frozen. As Parks has grown its staffing levels back to near capacity over the past two years, it is experiencing an increase in volume of daily purchases for general maintenance activities and will soon see capital projects and associated budget management needs grow. Due to this and coupled with the increase in process steps from the implementation of Workday, Parks is finding itself challenged to keep current with budget activities. Parks is working through process evaluation and changes to better streamline activities, however, the sheer volume of transactions, utility accounts, and increasing needs may dictate additional resources will be required. Parks has engaged assistance from HR and DAS to evaluate this process, potential solutions include renewed department support, workflow changes, and additional staff training.

Capital Projects Program

Staffing

Parks' Capital Projects Planner submitted his resignation in February, his last day of work is March 15. Parks is doing a quick evaluation of the position prior to posting the vacancy. The loss of this position will slow progress on the Capital Improvement Plan update and associated capital projects currently underway. Staff will continue project advancement with both reallocating work to other employees and through on-call contracts for

construction management. High priority projects include the beach restoration at Point No Point Park and the parking lots at Port Gamble Forest Heritage Park.

Point No Point Park Coastal Erosion Restoration

Conceptual alternatives will be completed in early March for Staff review and a pre-application meeting with regulatory agencies and tribal biologists is planned for the end of March 2023 to determine applicable permitting and SEPA compliance. The fish window for construction is July 15 – October 15, and staff is evaluating the potential for repairs to be conducted within this window. Final design and construction schedules are TBD. Additional funding will be required to carry out chosen alternative, but estimates are not yet known.

Eagle's Nest HVAC Replacement

Carrier Corporation is completing the quotation for the turnkey replacement of the existing HVAC system at Parks' office. The entire system requires replacement because of changes in refrigerant specifications, and the estimated cost to complete the work is \$315,000. This project will utilize a cooperative purchasing agreement with SourceWell, and staff suggests a contingency of \$35,000 for unforeseen conditions to be included. The equipment has a 25-week lead time, and construction is estimated to commence in the Fall of 2023, pending funding approval.

Eagle's Nest Perimeter Deck Replacement (Design)

Structural plans for the replacement deck are 60% complete. The existing bridge/ramp that provides ingress/egress to the West side of the building does not meet current ADA accessibility requirements. Staff circulated a contract amendment to add civil engineering services to the scope and address the accessibility issues.

Pavilion Mezzanine Deck Structural Assessment

The mezzanine deck (floor) is exhibiting compressive damage from potential overloading of the deck. Parks' staff coordinated a condition assessment with the County Building Official (CBO) who recommended that occupant loading be reduced, and that Parks' staff proceed with a structural assessment. Additionally, the existing curtain track system is being evaluated for replacement, due to its age and condition, and the support structure is being added to the structural assessment for precautionary measures. Staff will include the anticipated funding requirements in the 2023 CIP addendum.

Island Lake Pier Rehabilitation

Island Lake Pier is permit ready and ready for bidding. The fish window for this project is August 1 through September 30, 2023, and staff is planning to solicit bids and complete construction within the fish window.

Anna Smith Park Garage Demolition

Staff has obtained a commercial demolition permit for the removal of the derelict garage structure at Anna Smith Park and is working with Parks' M&O staff to complete the work before summer of 2023.

Port Gamble Forest Heritage Park – Ride Park and Parking Lots

Ride Park

- Work remains underway 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.



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Alex Wisniewski, Director

Stottlemeyer Parking Lot and Trailhead (south end of park)

- The SDAP permit for the Stottlemeyer parking lot and trailhead was submitted in January 2022 and remains in DCD’s review process. On January 10, 2023, a SEPA Determination of Nonsignificance (DNS) was issued and on January 12, 2023 DCD issued a request for additional information. Staff and the consultants will reply to this request as soon as possible. Resubmittal is targeted for April 4, 2023.

Ride Park Parking Lot and Trailhead (north end of park)

- 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

RecDesk

In September 2022, event staff implemented a new software program for event management called RecDesk. The new program has a more user-friendly and accessible interface and has improved the rental process for both the public and staff. Over the past couple of months, the events staff have continued to enhance the usefulness of RecDesk and recently interfaced it with the Musco Lighting System, which is used to schedule athletic field lights. This integration allows staff to set field schedules and light schedules in one system. In addition, staff recently built out the public-facing events calendar; this calendar will let the community see upcoming public events.

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

BoCC-Sponsored Events

Event	Status
<i>Martin Luther King Jr. Day</i>	Completed. Event was held on January 16, 2023
<i>Military Appreciation Day</i>	Completed. Event was held on 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 2023 as they have in past years.
<i>Veterans Day Ceremony</i>	Confirmed for November 11, 2023
<i>Toys for Tots</i>	Confirmed for December 4-19, 2023

Public Relations and Communications

Staff are actively working to support the Parks Department at the County’s Job Fair on April 11. Additionally, staff have been collaborating with the Natural Resources Program to promote higher attendance at work parties.

Maintenance & Operations Program

Parks Opening Soon

The parks and park facilities that are closed for the winter months will reopen on April 1. This includes Horseshoe Lake Park, Veteran's Memorial Park, Island Lake Park (picnic area), Wildcat Lake Park, Long Lake Park (overflow parking area), and nearly all restroom facilities across the park system.

Staffing

Interviews have completed for the last remaining full-time M&O Worker and summer seasonal positions. Background and reference checks are underway and conditional offer letters will follow.

Long Lake Park

The Long Lake maintenance building suffered a break-in between February 22-24th. A few small handheld tools were stolen. Staff have taken steps to increase the security of the facility.

Salsbury Point Park

New round stock fencing has been installed to create a vegetation buffer between the park and the shoreline. Additionally, a contract is being processed for the installation of the dock this Spring. Currently, the targeted day for installation is April 7th.

Indianola Tennis Courts

With the help of the County's survey team, Parks determined the vegetation growing on the outside of the tennis court fencing is on park property. Staff have since cut back the vegetation to improve park maintenance, an effort coordinated with the park neighbor. Additional work is needed to remove a rotting fence adjacent to the basketball court, coordination with a different neighbor is underway.

Anna Smith Park

Staff will be performing the garage demolition, planning this project is in-process.

Natural Resources Program

Forest Stewardship Program

Port Gamble Forest Heritage Park

- Thinning operations on the first unit will be completed within the next two weeks. This represents 30 acres of the 756 acres of timber rights that was purchased in 2022. The second unit is 190 acres, restorative thinning operations are scheduled to begin here the first week of April.

Brush Harvesting

- *Parks put out a Request for Qualifications (RFQ) for brush harvesting in select parks, the RFQ closed on February 14, 2023. The RFQ resulted in three bids for Port Gamble Forest Heritage Park, Banner Forest Heritage Park, and Coulter Creek/Calvinwood/Square Lake Park. The licenses for this work covers 3,300 acres and will generate funding for the Parks department which supports Park Stewardship projects and other efforts.*

Tree Plantings

- Over 4,000 conifers have been planted with another 2,000 to be planted within the next two weeks. Forest and Park Stewards have lead community groups, Boy Scouts, and high school students in getting the trees planted.



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Forest Stewards Training

- The second annual Forest Stewards training begins on March 15th. This four-day training includes classroom and field sessions led by the Parks Natural Resources staff and renowned local experts. Topics include forest ecosystems management, ecological silviculture, wetlands ecology, wildlife, and wildlife habitat. Tree identification and impacts of climate change on our forest are also covered.

Volunteer Program

February Activity: 26 work parties

Location	Work performed by volunteers and staff
Anderson Landing Preserve	<ul style="list-style-type: none"> • Trail Brushing and tread work (6 participants)
Bandix Dog Park	<ul style="list-style-type: none"> • Invasive vegetation removed and tree planting (Cedar, White Pine, and Hemlock)
Banner Forest Heritage Park	<ul style="list-style-type: none"> • Continued work on Banner Slough trail turnpikes (6 participants)
Chico Salmon Park	<ul style="list-style-type: none"> • Trail work and Invasive species removal (17 participants) • Adjacent habitat work at Kitsap Golf Club- Chico Creek- 2,600 shrubs planted multi-agency
Coulter Creek Heritage Park	<ul style="list-style-type: none"> • Invasive vegetation removal/Trash pickup (13 participants)
Fairgrounds & Events Center	<ul style="list-style-type: none"> • Disc Golf course prepped for tournament. 150 players on course
Guillemot Cove Preserve	<ul style="list-style-type: none"> • Major trail work. WTA cleared downed trees, conducted tread work and brushed trail (27 participants)
Hansville Greenway	<ul style="list-style-type: none"> • 1,000 trees planted at Hansville West (62 participants) GPC and Hansville Greenway Steward led event. • Storm damage tree removal (4 participants)
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> • Trail work at eroding bank. Decommissioning of old fall line road • Storm damage tree removal
Newberry Hill Heritage Park	<ul style="list-style-type: none"> • Invasive vegetation removal (8 participants)
North Kitsap Heritage Park	<ul style="list-style-type: none"> • Continued restoration work to the Norman Creek wetland- Vegetation added (12 participants) • Trail work at Bay Ridge Loop-WTA
Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> • Scotch broom removal around ride park (8 participants) • Trail work: brushing, drainage, tread repairs (4 participants) • Ride park work -D&D mountain bike group

	<ul style="list-style-type: none"> • Sign prep for replacing trail signs (4 participants) • Trail Decommissioning
Silverdale Dog Park	<ul style="list-style-type: none"> • Repair of volunteer shed
Wynn Jones	<ul style="list-style-type: none"> • Repair 2 boardwalks (8 participants)

Partners worked with this period	Work performed
Mountain Vikes (youth mountain biking club) + D&D mountain Bike Club	<ul style="list-style-type: none"> • Trail repairs at Port Gamble Forest Heritage Park
Washington Trails Association	<ul style="list-style-type: none"> • Trail work at Banner Forest Heritage Park- Banner Slough Trail
Great Peninsula Conservancy	<ul style="list-style-type: none"> • Tree lifting and planting at Hansville west
Port Gamble S'Klallam Tribe	<ul style="list-style-type: none"> • Tree lifting and planting at Hansville West • Tree Salvage at Port Gamble and North Kitsap
WA Fish and Wildlife	<ul style="list-style-type: none"> • Habitat work at Chico Creek
Mountaineers	<ul style="list-style-type: none"> • Trail work at Banner Forest Heritage Park- Banner Slough Trail
Olympic College	<ul style="list-style-type: none"> • Invasive vegetation removal- Chico Salmon Park
West Sound Disc Golf Association	<ul style="list-style-type: none"> • New tee pad installation, course prep, fairway brushing. Tournament hosted (150+ players)
Our Forest Fund	<ul style="list-style-type: none"> • Tree Lifting and Planting at Hansville West
Department of Community Development	<ul style="list-style-type: none"> • Habitat work at Chico Creek

Planning Program

Parks, Recreation, and Open Space (PROS) Plan

Staff published an RFQ in November 2022 and again in January 2023 to hire consulting services to assist with the required 6-year update to the Parks, Recreation, and Open Space plan. Two submissions were received. Staff is finalizing a contract for the chosen consultant; the project is anticipated to start on April 1. The PROS plan update is due by March 2024.

North Kitsap Heritage Park – Sound To Olympic Trail

As a part of the Sound To Olympics Trail route feasibility study, Parks engaged staff from the State's Recreation and Conservation Office (RCO) to evaluate the potential of a route that traverses through North Kitsap Heritage Park. RCO grant funds were used to acquire the park parcels, thus, requiring RCO's review for compliance with grant requirements. Discussions between the County and RCO continue.