



# KITSAP COUNTY PARKS ADVISORY BOARD MEETING

**DATE:** Wednesday, June 26, 2024  
**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 May 15, 2024 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](mailto:parks@kitsap.gov) so that your inquiry may be directed to the appropriate Parks Department staff for a response.*
- IV. Special Presentations/Reports
  - a. Capital Projects Delivery *Alex Wisniewski*
- V. Parks Report
  - a. Director’s Report *Alex Wisniewski*
- VI. Sub-Committee Reports
  - a. Finance & Budget *Sub-Committee*
- VII. District Representative Reports
  - a. Old Business
  - b. New Business
- VIII. Public Comment (3-minute limit/person)
- IX. Adjournment

## Sub Committee Assignments

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 Dawn Doctner	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 Dawn Doctner Lisa Hurt	Parks Planner Natural Resources Supervisor

**2024 Agenda Items and Sub-Committee Meetings**

<b>Month</b>	<b>Task or Agenda Item</b>	<b>Board or Sub-Committee Assignment</b>
January	Elections (by secret ballot)	Board
February		
March		
April		
May		
June	Annual Operations Budget Review	Finance & Budget
July	Annual Operations Budget Review	Board
August	Events Policies and Fees Update	Community Outreach & Visitor Services
September	Create Nominating Sub-Committee (appointed by Chair) Events Policies and Fees Update	Chair Board
October	Annual Capital Improvement Plan Review	Capital Projects & Parks
November	Annual Capital Improvement Plan Review	Board
December		

# KITSAP COUNTY PARKS ADVISORY BOARD

**DRAFT** May 15, 2024

## MEETING MINUTES

The meeting was called to order at 6:06 PM by the Parks Advisory Board Chair, Larry Walker  
Guidelines of the hybrid Advisory Board Meeting were read.

### WELCOME AND INTRODUCTIONS

**APPROVAL OF MINUTES | ACTION:** *Dawn Dockter requested correction to the Public In-Person attendance list to include Carol Price. Carol Price was not included but did attend in-person. Linda Berry-Maraist motioned to adopt April 17, 2024, meeting minutes. Dawn Dockter seconded the motion. Minutes approved.*

### PUBLIC COMMENT

- Sam Huff– West Sound Disc Golf Association (WSGA)
  - Organization’s goal is to foster a strong community for disc golf in the West Sound region.
  - Recent user agreement to install a temporary disc golf course for 6 special-use events, once month from May to October at Square Lake property.
  - WSGA volunteered 194 hours to prepare the area for the temporary course. General focus was on trail brushing, storm clean-up, and trash collection from illegal dumping.
  - Plans to continue to host work parties to improve the park.
  - WSGA is enthusiastic about the ongoing development of new disc golf course and the collaborations with Parks.
  - First event was held at temporary course on May 11 & 12. On Saturday 52 players participated and Sunday was open for casual play. Total of 73 players participated in 2-day event.
- Mark Libby – Kingston Trails and Open Space Committee and Park Steward at Quiet Place Park, Kingston
  - Advocating for Kingston parks
    - Monitoring and looking forward to mitigation of the erosion issue at Arnes Park
    - Trail enhancements needs at Nike Park to make safe route to school.
    - Transfer of Nike Park property to the North Kitsap school district
    - Restoration of the ADA trail at Carpenter Lake
    - Pleased to host the Discover Kitsap Tour at Carpenter Park in April
- KC Patton – Kitsap Aircraft Radio Control Society (KARCS)
  - April report - 310 hours of field use and 21 volunteer hours
  - Met with Bremerton Airport’s new Airport Director, Cole Barns

### SPECIAL PRESENTATIONS/REPORTS-

- Board Discussion: Visting Parks & Other Things
  - Suggestion to have Board Members visiting parks outside of their designated area.  
Board discussed pros and cons, suggestions for focus on locations based on PROs Plan impact areas and areas in need.

### PARKS REPORTS

#### DIRECTOR’S REPORT

- Parks did not score well enough to be invited to apply for the RCO Community Outdoor Athletic Facilities grant funding for Gordon Fields development to replace turf field on Gordon 1 and develop Gordon 2 into a new synthetic field. New CIP will now address this need.
- Announced Brain Hauschel has resigned from his position as M&O Program Supervisor. He has taken a position with city of Bremerton.
- M&O Program Supervisor position has been posted and review of application will occur on Monday.
- Stottlemeyer trailhead construction is almost completed. Expect to be completed by end of May.
- PGFHP North End parking lot is at 30% design and still on target for construction in early 2025.

- PROS Plan is close to getting drafts of 4 of 6 sections for review.
- Marketing and Events Program Updates-
  - Annual comparison of Facility rental statics demonstrates increase in usage in past 12 months.
  - Expectation of dramatic increase as weather improves and sport specific activities increase.
- Natural Resources Program Updates-
  - Discover Kitsap Parks Walks
    - Past event at Newberry Hill Heritage Park on April 27 led by Larry Walker and Aaron Bartleson – an opportunity to provide education about the forest restoration at this location.
    - Upcoming event at South Kitsap Regional Park in May led by Kevin Cedar on the topic of forest restoration.
  - Invite to PAM members to attend these events to get to know the parks and what is happening at these locations.
  - Bio Blitz on April 27 at Port Gamble Heritage Park – a citizen science data gathering event. 54 participants identified 108 species within the park.
  - Three events NR hosted for Earth Day on April 20 –
    - South Kitsap Regional Park – Scotch broom removal work party with 101 volunteers from Kitsap Bank
    - Hansville Greenway – Blackberry removal round a cedar planting with 21 volunteers
    - Newberry Hill Heritage Park – Scotch broom removal with 6 volunteers
    - Overall, 128 participants who achieved approximately 7 acres of invasive plant removal.

## **DISTRICT REPRESENTATIVE REPORTS**

- Old Business-
  - South Kitsap Regional Park – Discover Kitsap Parks Walk May 18 at 10am
  - Bench dedication at Haper Park - Jim and Marlene Heytvelt were honored for their 38 years of dedicated service to the park and estuary.
  - Port Gamble Stewards met on May 1 and have an upcoming work party May 18, 9am -12pm.
  - Discover Kitsap Parks Walk at Port Gamble Forest Heritage Park on June 29, 10-11:30am
  - Recent Gambler Graveler event was successful.
  - Restoration meeting May 21
  - Road traffic concerns on Hwy 104. Dangers to pedestrians' crossings highway to enter park. Request to Kitsap County to ask WSDOT to consider reducing speed limit in this area.
  - Next PG Steward ship meeting is June 5
- New Business
  - Who are the new Parks Point of Contact for the Silverdale Rotary? Jason Boddy is already in contact with Rotary.
  - Next PAB meeting lands on Juneteenth. County will honor this holiday. PAM meeting will need to be rescheduled. Email poll will be sent to PAB members.

## **PUBLIC COMMENT -**

- What is the plan to control Scotch broom, especially in logged areas at Port Gamble Heritage park? County can only use mechanical methods for removal, no pesticides are allowed. Removal is focused around the base of trees to shade out future growth.
- WSGA is working to keep Scotch Broom to a minimum at Square Lake
- Reminder that Fairgrounds has an established Disc Golf course.
- Kristen Fabry – Central Kitsap Community Council. Introduction and invite to partner with PAB.

Adjournment | **ACTION:** *Linda Berry-Maraist moved to adjourn the meeting. Nancy Whitaker seconded the motion. Motioned carried. The meeting was adjourned at 7:11PM.*



**PARKS ADVISORY BOARD ATTENDANCE**

<b>PAB MEMBERS</b>	<b>STAFF</b>	<b>PUBLIC (In Person)</b>
Larry Walker -Chair	Alex Wisniewski	Online public attendee names not captured
Linda Berry-Maraist	Alex Hardy	
Amy Smalley	Irene Weber	
Grady Martin	Chuck Cuzzetto	KC Patton
Dawn Dockter	Dee Tuttle	Sam Huff
Nancy Whitaker		Evelyn Schwerin
Jon Pearson		Kristen Fabry
		Mark Libby

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## Parks Department

1195 NW Fairgrounds Road, Bremerton, WA 98311  
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Alex Wisniewski, Director

# Director's Report

**Date:** 6/26/2024  
**To:** Parks Advisory Board  
**From:** Alex Wisniewski, Parks Director

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## Administration Program

### New Public Works Division = Changes to Capital Project Delivery

Recently, the Board of County Commissioners approved a structural and operational change to the Kitsap County organization. A new division in the Public Works department was created to oversee and facilitate all capital projects for the County and to manage the Facilities Department. This means the Parks department will no longer manage capital projects and, instead, will become a customer to this new division that will carry out capital projects on behalf of Parks. This change is anticipated to have a positive impact for Parks in that there will be a team with engineering and project management expertise that will work together to streamline projects and function more effectively and efficiently together than the single position that carried out these projects for Parks historically. Parks' Capital Projects Specialist position will transfer to Public Works to help staff the new division. There are still a lot of details to work out with regard to managing project priorities across multiple departments, but Parks is excited for this new approach to capital project management.

## Capital Projects Program

### Point No Point Park Beach Rehabilitation

The Phase 1 work of the beach and shoreline repair project has been completed. Construction plans for Phase 2 are currently being communicated to the regulatory agencies for their review and permitting processes. The regulatory agencies are the State of Washington's Department of Fish and Wildlife and Department of Ecology, US Army Corps of Engineers, US Coast Guard, and Kitsap County's Department of Community Development. Phase 2 work is currently targeted for the August 15-October 15 'fish window' which is the permitted timeframe for work in the shoreline. Until Phase 2 is complete, the parking lot at the park will remain closed to the public because the roadway has been narrowed due to the super sack sandbags and damage to the parking lot itself. The narrowed roadway is not wide enough for two vehicles to pass simultaneously causing both traffic flow challenges and emergency vehicle access concerns. Additionally, a corner of the parking lot has failed and rebuilding it will be a component of the construction scope of work. To alleviate impacts from the parking lot closure, Parks has entered into an agreement with WDFW to open their parking on April 1, a month earlier than they normally open the parking to the public. The agreement includes Parks maintenance assistance to pick up litter from the parking lot and to restock the bathroom with paper products daily.

### **Eagle's Nest HVAC**

Parks has contracted with Carrier to replace the old and failed HVAC units at the Eagle's Nest building at the Fairgrounds and Events Center that houses the Parks department offices and a rentable community space. The lead time is significant on the units and has been delayed multiple times by the equipment manufacturer. Anticipated completion of the construction of the HVAC units is now July.

### **Pavilion Curtain Beam**

The curtain beam in the Pavilion was evaluated in 2023 for its structural integrity; it was found to be structurally sound but requires some additional bracing. The repair work has been engineered and permitted with DCD. A contract for the work is currently underway, but not executed yet.

### **Port Gamble Forest Heritage Park – Ride Park and Parking Lots**

#### *Stottlemeyer Parking Lot and Trailhead (south end of park)*

- Construction of the parking lot has reached significant completion and was opened for public access on June 14. The new trailhead provides increased capacity and a more formal location for access to the park's trail system.

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

- Parks and Public Works are working together to ensure the designs for the parking lot, entrance road, and Sound To Olympics trail are all in alignment with each other. This work is currently underway and the 30% design concept is under review. Public Works will provide design/engineering oversight and construction management for the project; completion is anticipated in mid-2025.

## **Marketing and Events Program**

### **Policy and Fee Schedule Update**

Park staff are actively engaged in a comprehensive overhaul of its event policy and fee structure, emphasizing incorporating guidelines tailored for Special Park Events in parks other than the Fairgrounds and Events Center. This initiative also integrates refined booking protocols for all facilities to synchronize seamlessly with the event software system RecDesk. An internal review has been completed, and a review by legal and risk departments is underway. Subsequently, they will undergo a review and feedback process with the Parks Advisory Board before staff presents the updated policies to the Board of County Commissioners. The complete timeline is detailed below.

- Internal Review
  - Complete by May 31
- Admin/Legal/Risk Review
  - June 3 -14
- Staff Updates
  - June 17-21
- Parks Work Study/BoCC Update
  - June 24
- Stakeholder Review
  - June 24 – July 12
- Staff Updates
  - July 22 -26
- Admin/Legal/Risk Review (if needed)
  - July 29 – August 9



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Alex Wisniewski, Director

- PAB Sub-committee Review
  - August 12 -30
- Extra time for staff updates or legal/risk review
  - September 2 – 13
- PAB Approval
  - September 18
- Parks Work Study
  - October 16
- BoCC Approval
  - October 28

**RecDesk**

Parks Staff are actively processing event reservations for community buildings, picnic shelters, athletic fields, park events, and fairground events. Data on the number of reservations at each of the Parks Facilities is attached; please see *Attachment A*.

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

**July Public Events**

<b>Event</b>	<b>Date</b>	<b>Location</b>
Cub Scout Day Camp	July 8-12, 2024	Fairgrounds and Events Center
<a href="#">Wonder Camp</a>	July 8-12, 2024	Fairgrounds and Events Center
<a href="#">Kitsap Destruction Derby</a>	July 13, 2024	Thunderbird Arena @ Fairgrounds
Cub Scout Day Camp	July 15-19, 2024	Fairgrounds and Events Center
<a href="#">Kitsap Monster Trucks</a>	July 19-21, 2024	Thunderbird Arena @ Fairgrounds
<a href="#">Kitsap Pride</a>	July 20, 2024	Gordon Field 2 @ Fairgrounds
Cub Scout Day Camp	July 22-26, 2024	Fairgrounds and Events Center
<a href="#">Whaling Days</a>	July 26-28, 2024	Silverdale Waterfront Park
<a href="#">Big Top Gun Show</a>	July 27-28, 2024	President's Hall @ Fairgrounds
<a href="#">Kitsap Destruction Derby</a>	July 27, 2024	Thunderbird Arena @ Fairgrounds
Discover Kitsap Parks – Native Plants Guided Nature Walk	July 27, 2024	Coulter Creek Heritage Park

### **BoCC-Sponsored Events**

<b>Event</b>	<b>Status</b>	<b>2024 Attendance</b>
Martin Luther King Jr. Day	Event held on January 15, 2024, in the President's Hall	266
Military Appreciation Day	Event held on March 2, 2024, in the Pavilion.	1442
FARM Days	The event is scheduled at the Fairgrounds on May 20-21, 2024.	2400
Veterans Day Ceremony	The event is scheduled for November 11, 2024.	-
Toys for Tots	The event is scheduled for December 2024 in the President's Hall.	-

## **Maintenance & Operations Program**

### **Staffing**

Interviews for the Parks M&O Supervisor position were held on June 6<sup>th</sup>, four very qualified candidates were chosen for the interviews out of 32 applications. Following the interviews, the finalist was led on a tour of parks and facilities and met with most of the department staff – an effort designed to learn more about the candidate in a less formal environment and so the candidate could learn more about Kitsap County Parks. An offer of employment was recently sent to the finalist.

### **Stepping Up**

The Parks M&O Crew Supervisors – Jason Adkins, Jason Boddy, and Daniel (DJ) Hall – all took on additional responsibilities and tasks since Brian Hauschel's departure and performed extremely well. They stepped into new roles, represented the department to other groups, and took on additional work to keep the maintenance team functioning smoothly, and doing so during an extremely busy time of the year; they deserve a huge "thank you!" and recognition for a job well done!

## **Natural Resources Program**

### **Forestry**

Rayonier has completed their timber harvesting activities for 2024 in Port Gamble Forest Heritage Park. They will be performing road work on the west side of the park this summer in advance of next year's timber harvest. Road and trail closures will be communicated through Parks social media as well as with signage in the park.

### **Education and Outreach**

#### *Discover Kitsap Parks*

May featured a walk at South Kitsap Regional Park on May 18th lead by County Forester Kevin Ceder. This walk provided an opportunity for the community to learn about forest management in Kitsap County. We had 12 participants join us for this event. In June, there will be a walk at Port Gamble Forst Heritage Park lead by Our Forest Fund who will be speaking on the history of how Port Gamble became a part of the Kitsap County Parks system.



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Alex Wisniewski, Director

**Volunteers & Stewards**

*Highlighted Event*

- Location: Harper Park
- Event: Jim and Marlene Heytvelt Appreciation Event
- Description: On May 15<sup>th</sup> a small bench dedication ceremony was held in honor of Jim and Marlene Heytvelt at Harper Park. The Heytvelts were instrumental in the effort to create this park and are still very involved in the stewardship of the park to this day. We greatly appreciate all the work that they have done through the years in support of this park and creating a welcoming space for their community.

*Volunteer Work Parties*

- April Activity: 38 work parties (150 YTD)
- By the numbers...approximately:
  - 237 participants
  - 946 hours of volunteer work
  - 27 acres of restoration work (primarily invasive species treatment)
  - 6 miles of trail maintenance

<b>Location</b>	<b>Work performed by volunteers and staff</b>
A Quiet Place	<ul style="list-style-type: none"> <li>● Trail maintenance</li> <li>● Invasive plant removal</li> </ul>
Bandix Dog Park	<ul style="list-style-type: none"> <li>● Trail maintenance</li> <li>● Invasive plant removal</li> </ul>
Banner Forest Heritage Park	<ul style="list-style-type: none"> <li>● Trail Maintenance</li> </ul>
Chico Salmon Park	<ul style="list-style-type: none"> <li>● Trail maintenance</li> <li>● Invasive plant removal</li> </ul>
Coulter Creek Heritage Park	<ul style="list-style-type: none"> <li>● Invasive plant removal</li> </ul>
Erlands Point Preserve	<ul style="list-style-type: none"> <li>● Invasive plant removal</li> </ul>
Guillemot Cove	<ul style="list-style-type: none"> <li>● Trail maintenance</li> </ul>
Hansville Greenway	<ul style="list-style-type: none"> <li>● Invasive plant removal</li> <li>● Trail maintenance</li> <li>● Park patrolling</li> </ul>
Harper Park	<ul style="list-style-type: none"> <li>● Bench installation</li> </ul>
Howe Farm	<ul style="list-style-type: none"> <li>● Trail maintenance</li> </ul>
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> <li>● Wheelchair friendly trail construction</li> <li>● Tree debris clean-up</li> <li>● Park patrolling</li> </ul>
Keyport Central	<ul style="list-style-type: none"> <li>● Vegetation management</li> </ul>
Newberry Hill Heritage Park	<ul style="list-style-type: none"> <li>● Invasive plant removal</li> <li>● Forest monitoring</li> </ul>

North Kitsap Heritage Park	<ul style="list-style-type: none"> <li>• Trail maintenance</li> </ul>
Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> <li>• Trail maintenance</li> <li>• Invasive plant removal</li> </ul>
South Kitsap Regional Park	<ul style="list-style-type: none"> <li>• Trail maintenance</li> <li>• Invasive plant removal</li> </ul>

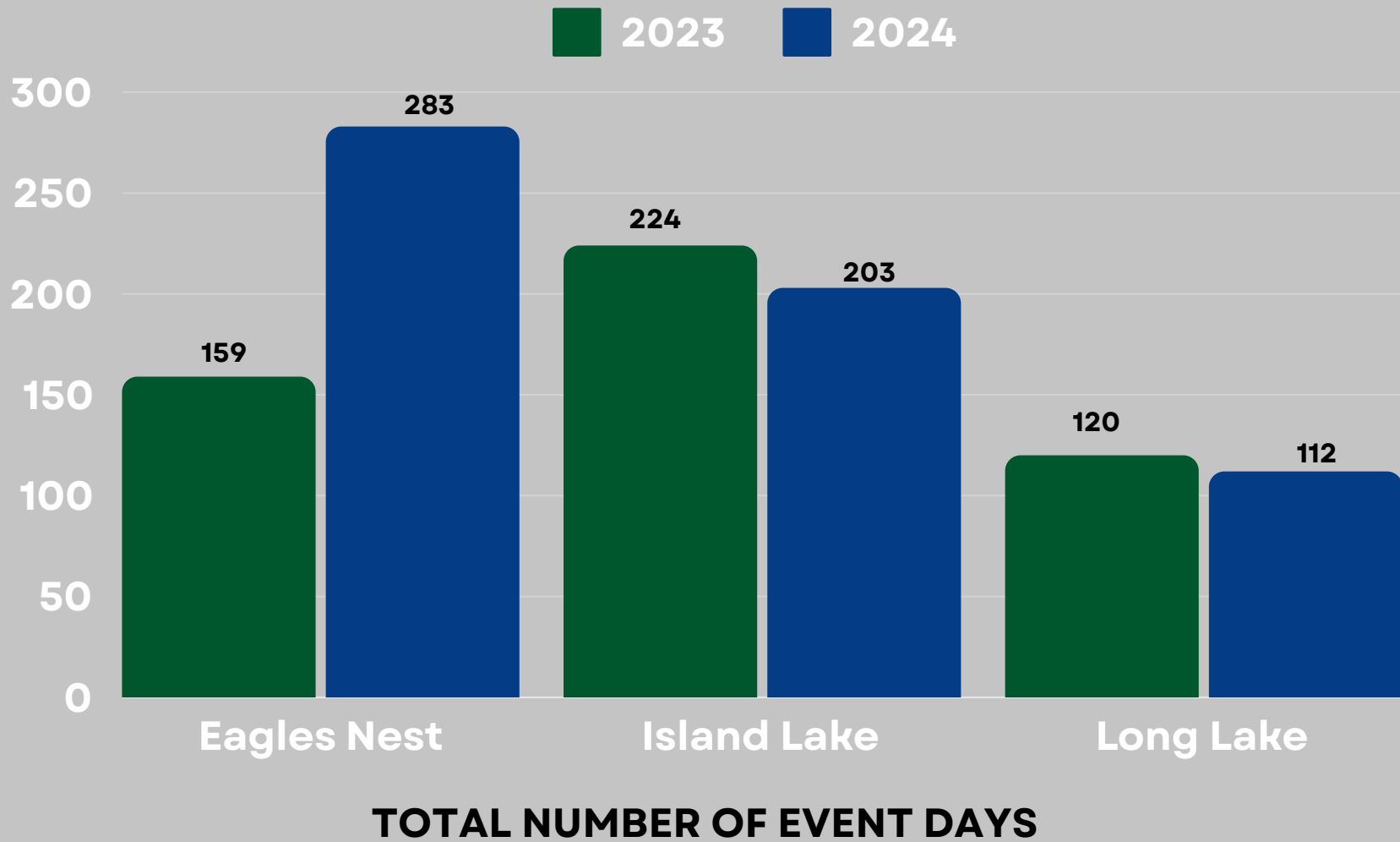
<b>Partners worked with this period</b>	<b>Work performed</b>
Mountain Vikes (youth mountain biking club) + D&D mountain Bike Club	<ul style="list-style-type: none"> <li>• Continued maintenance of adopted trail, The Hood (Port Gamble Forest Heritage Park)</li> </ul>
Evergreen Mountain Bike Alliance	<ul style="list-style-type: none"> <li>• Trail Maintenance at ride park</li> </ul>
Washington Trails Association	<ul style="list-style-type: none"> <li>• Trail construction at Stottlemeyer Trailhead (Port Gamble Forest Heritage Park)</li> </ul>
4-H	<ul style="list-style-type: none"> <li>• Education and invasive plant removal event at Newberry Hill Heritage Park</li> </ul>
Rotary	<ul style="list-style-type: none"> <li>• Maintenance of adopted Bluff Trail (Port Gamble Forest Heritage Park)</li> </ul>
US Navy	<ul style="list-style-type: none"> <li>• Removal of hazard tree debris and continued work on wheelchair friendly trail at Illahee Preserve Heritage Park</li> </ul>
Master Gardner Program	<ul style="list-style-type: none"> <li>• Maintenance of Master Gardener facilities at Anna Smith and Buck Lake Parks</li> </ul>

## **Planning Program**

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

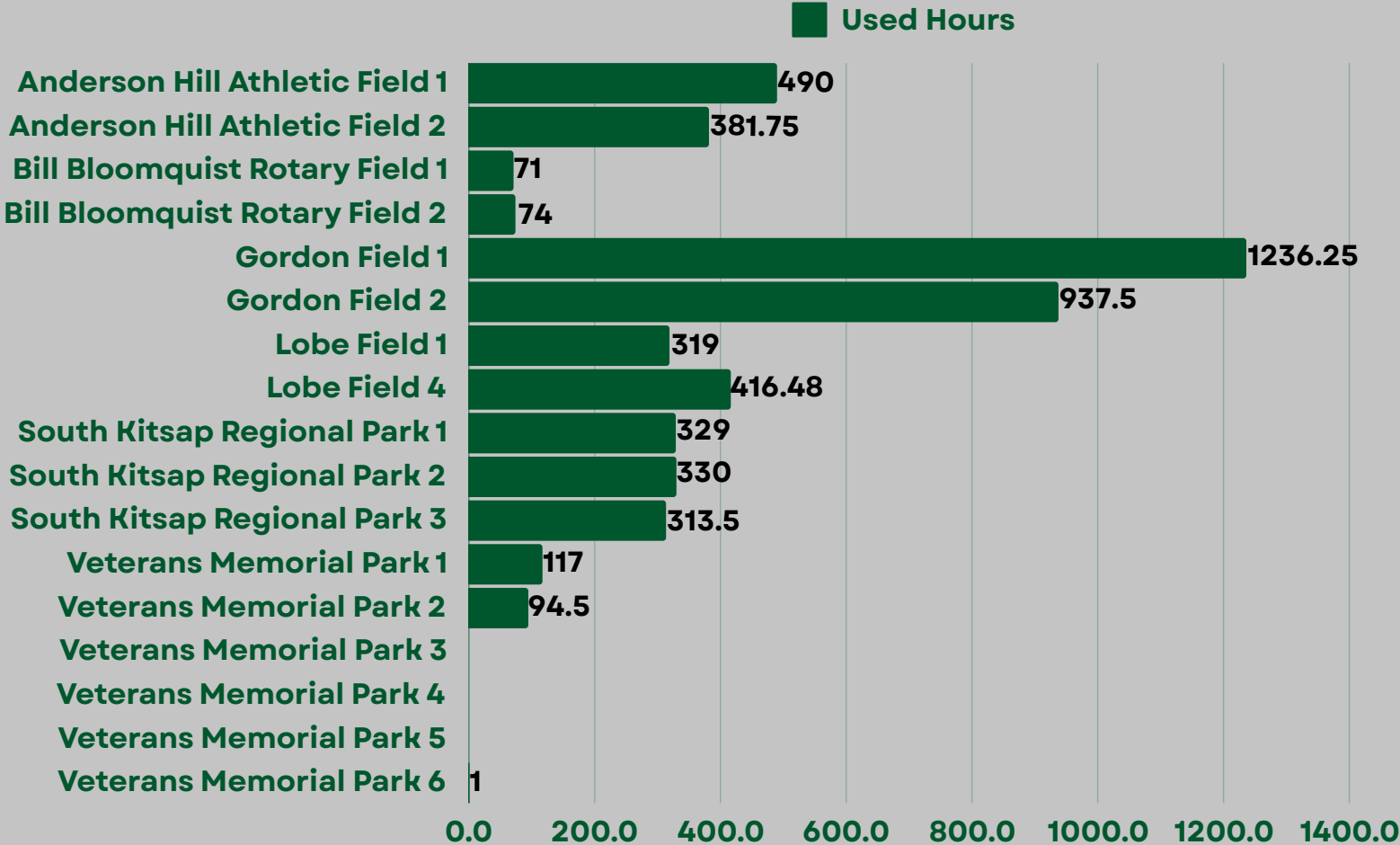
Staff and SCJ Alliance are reviewing the two sections of the draft PROS plan while the other sections are being drafted. Once all sections have gone through an initial review by staff, the full plan will then be presented to the Parks Advisory Board and shared publicly for feedback. The final review and approval timeline Parks for the Pros Plan will be updated once this delivery has been met. This includes draft reviews for comment and updating by Parks staff, the Parks Advisory Board, and the public, and required reviews for SEPA determination, Comprehensive Plan consistency, Planning Commission, Board of County Commissioners, and – finally – RCO.

# COMMUNITY BUILDING RENTALS





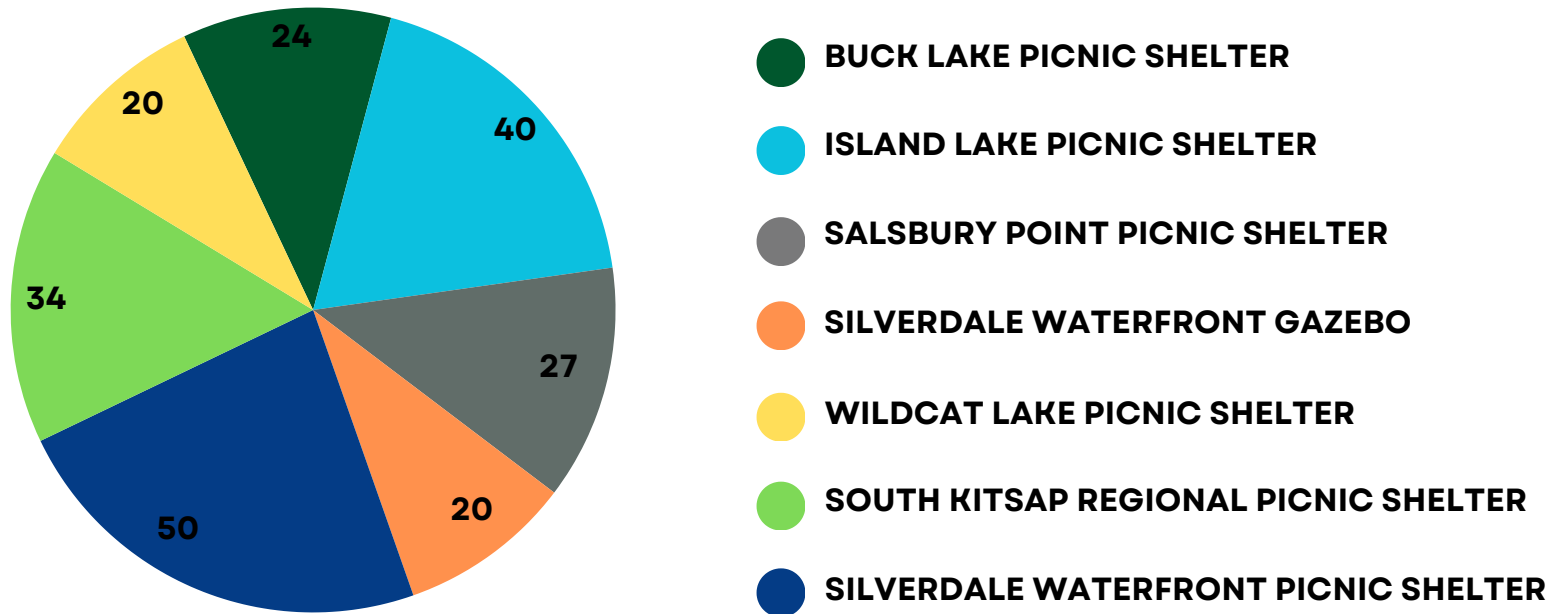
# 2024 ATHLETIC FIELD USAGE



**JANUARY - DECEMBER 2024: TOTAL NUMBER OF USED HOURS**

# PICNIC SHELTER RENTAL DAYS

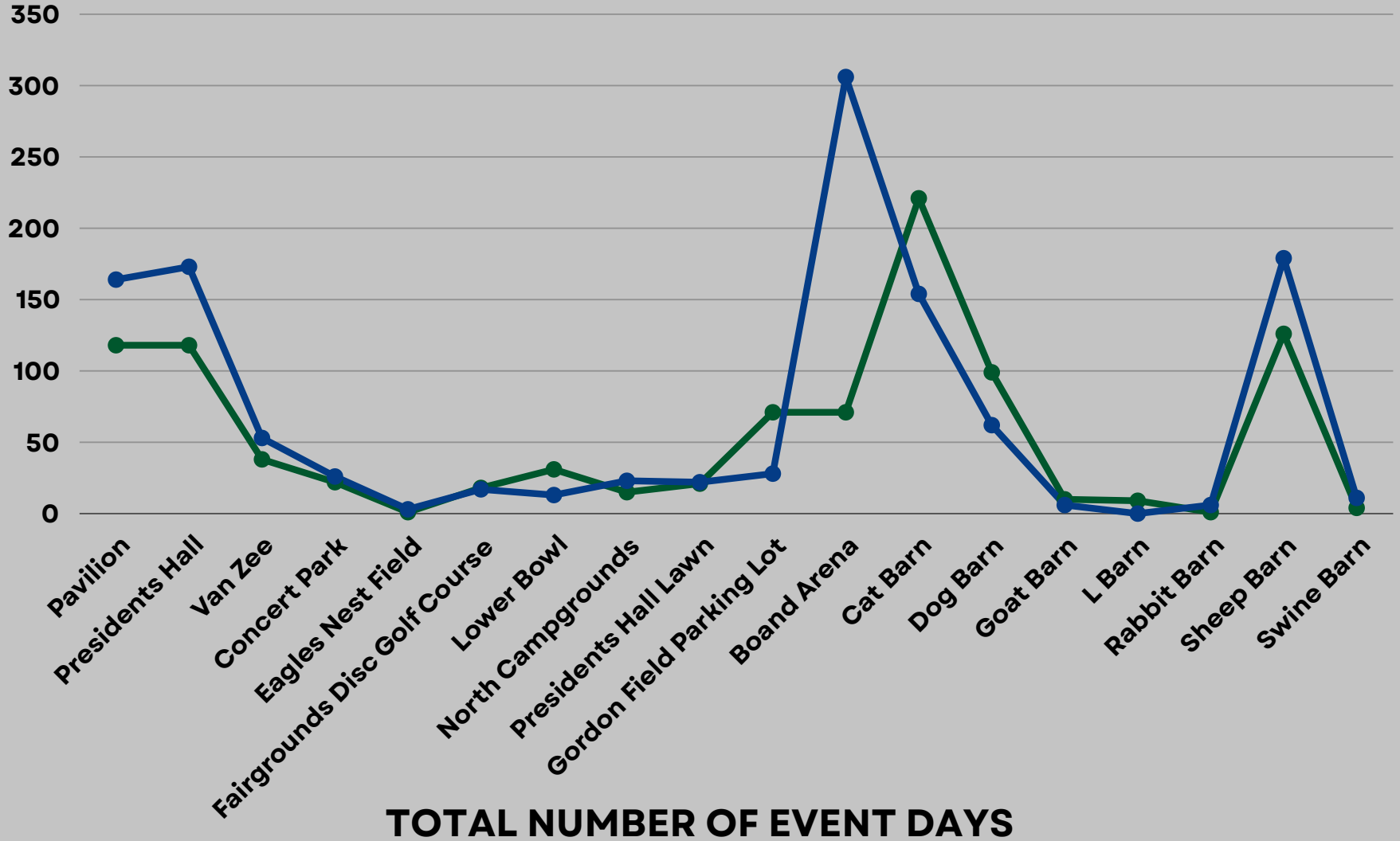
## APRIL - SEPTEMBER 2024: TOTAL NUMBER OF RESERVATIONS



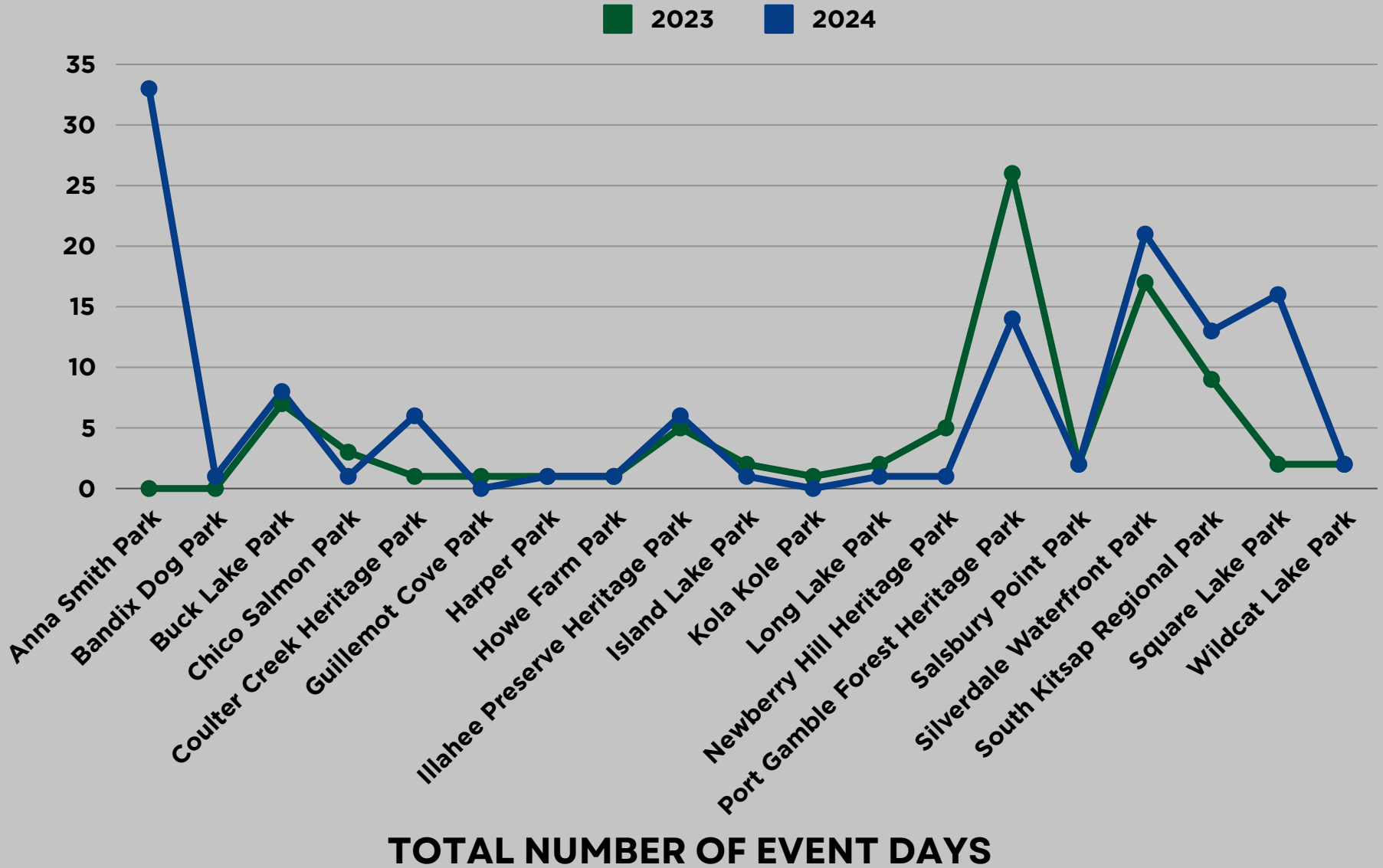
STARTED ACCEPTING RESERVATIONS IN JANUARY 2024.

# FAIRGROUNDS EVENTS

2023 2024



# SPECIAL PARK EVENTS





# Kitsap County Parks

Briefing Photos





# Harper Park

Bench Dedication for Jim & Marlene Heytvelt



# MASTER GARDENER ANNUAL PLANT SALE

MAY 11, 2024





# FARM DAYS

MAY 20-21, 2024





# CASCADIA REPTILE EXPO NW

MAY 18-19, 2024





# CENTRAL KITSAP FIRE & RESCUE KIDS' DAY

JUNE 1, 2024





# Capital Projects Delivery

**Parks**  
Planning  
Program

**Phase 1**  
*Visioning*

Demand & Needs Analysis, PROS Plan, Park Plans

Community Engagement

Project Concept

Funding/Grants

**Public Works**  
Capital Projects  
Division

**Phase 2**  
*Design*

Architect & Engineering (A&E)

Construction Drawings

Construction Estimates

Permits

**Phase 3**  
*Construction*

RFQ/RFP Bidding

Contract Negotiation

Contract Administration

Construction Management

**Parks**  
M&O Program

**Phase 4**  
*Maintenance & Operation*

Facility Opening

Inspections

Maintenance & Upkeep

Lifecycle Tracking & Evaluation