

KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, July 19, 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 <u>home page</u> of Kitsap County Parks website on the day of the meeting. The link is the bottom right-hand side under the heading: **Upcoming Parks Advisory Board Meeting**.

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

I. Welcome & Introductions

II. Adoption of the May 17, 2023 meeting minutes

III. Public Comment (3-minute limit/person)

IV. Special Presentations/Reports

a. PROS Plan Chris Overdorf, SCJ Alliance

b. Department Structure and Staffing Alex Wisniewski

V. Parks Report

a. Director's Report Alex Wisniewski

VI. Sub Committee Reports

a. None

VII. District Representative Reports

a. Old Business

b. New Business

VIII. Adjournment

Sub Committee	Туре	Focus Area	PAB Members	Parks Staff (may vary by topic)
Finance & Budget	Standing (per by laws)	 Operating Budget Funding Opportunities	Linda Berry-Maraist Grady Martin Jon Pearson	Parks Director
Capital Projects & Parks	Standing (per by laws)	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	Events and Rentals ProgramMarketingVolunteer ProgramYouth Engagement	Nancy Whitaker Amy Lawrence Amy Smalley Lisa Hurt	Marketing & Events Supervisor Natural Resources Supervisor
Planning & Property	Ad Hoc	 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 May 17, 2023 DRAFT MEETING MINUTES

The meeting was called to order at 6:02 PM by the Parks Advisory Board Vice Chair, Lisa Hurt. Guidelines of the hybrid Advisory Board Meeting were read.

WELCOME AND INTRODUCTIONS

APPROVAL OF MINUTES | ACTION: Larry Walker motioned to adopt <u>April 19, 2023,</u> meeting minutes. Lisa Hurt second motion. Minutes approved.

PUBLIC COMMENT

- Jim Heytvelt provided an update on Harper Park and Harper estuary restoration process. The Brian Abbott Fish Barrier Removal Board, Kitsap County and Senator Emily Randal have approved funds for this project.
- Carol Price propose that a portion of PGFHP be dedicated to conservation, restoration, and reforestation.

SPECIAL PRESENTATIONS-

 Capital Improvement Plan – discussed proposed changes to Capital Improvement Plan by adding projects, (including Point No Point Beach Restoration project), postponing projects, budget and funding source adjustments.

Larry Walker motioned to approve as presented. Linda Berry-Maraist second motion. Motion approved by all present Parks Advisory Board members.

DIRECTOR'S REPORT

No presentation provided.

SUB COMMITTEE REPORTS – No reports provided.

DISTRICT REPRESENTATIVE REPORTS

OLD BUSINESS

Propose adding boat striping at Olalla Boat Launch Park parking to designate trailer parking.

NEW BUSINESS

No report.

ADJOURNMENT | ACTION: Larry Walker moved to adjourn the meeting. Linda Berry-Maraist seconded the motion. The meeting was adjourned at 7:41PM.

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Joanne Clark, Chair	Alex Wisniewski	K.C. Patton
Lisa Hurt, Vice-Chair	Aaron Nix	Joseph Lubischer
Larry Walker	Alex Hardy	Jim Heytvelt
Nancy Whitaker	Victoria Lehto	Carol Price
Grady Martin		Kim Greenwood
Linda Berry-Maraist		Beverly Parsons

From: Alex Wisniewski
To: Marion Allen

Subject: RE: Public comment for parks advisory meeting **Date:** Wednesday, June 21, 2023 3:57:00 PM

Marion,

I will include your email to the PAB members for July.

In response to your points...

- 1. **Fees**. Kitsap County Parks does not currently have a fee for events that take place in any of our parks. Our current fee schedule is primarily only focused on facilities such as buildings, ballfields, picnic shelters, etc. We need to update our park fees so we can capture these additional (and new) types of events that the Parks department wasn't receiving the last time the fee schedule was updated. We recognize the deficiency here and we're working to correct this. Thus, it is not that Parks feels it is "unnecessary to ask for fees or a commission," rather, we don't have a fee to charge until we get one approved.
- 2. **Keys.** Parks checked out keys to EMBA because they have been constructing the ride park for the past 2 years this practice is common when a contractor needs daily access to a site to perform work. These keys are logged and tracked and will be returned to the department.

Thanks,

Alex Wisniewski (he/him) | Parks Director Kitsap County Parks awisniewski@kitsap.gov 360.337.5355

From: Marion Allen

Sent: Wednesday, June 21, 2023 12:52 PM **To:** Alex Wisniewski < AWisniewski@kitsap.gov>

Subject: Re: Public comment for parks advisory meeting

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Yes, please post at the July meeting, thanks.

On Wed, Jun 21, 2023 at 8:06 AM Alex Wisniewski AWisniewski@kitsap.gov> wrote:

Hi Marion,

Tonight's Parks Advisory Board meeting has been cancelled due to a lack of attendance by board members. Would you like your comments to be preserved for the July meeting? I'm also happy to provide you with a response if you'd like.

Please let me know.

Thanks.

Alex Wisniewski (he/him) | Parks Director Kitsap County Parks awisniewski@kitsap.gov 360.337.5355

From: Marion Allen

Sent: Tuesday, June 20, 2023 10:28 PM

To: Parks < Parks@kitsap.gov>; Alex Wisniewski < AWisniewski@kitsap.gov>

Subject: Public comment for parks advisory meeting

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To the parks board, Kitsap county

To be read as public comment at 6/21 Parks advisory meeting

Regarding the June 10th and 11th Evergreen Mountain Bike event at PGFHP

I was told that the mountain bike group would not have to pay any fees to the park because their event was being held on private property. Obviously, it would not be held there if not for the county ride park. On an afternoon walk in the park on June 10th, I saw vans running on the park roads as shuttle buses. There were signs at the ride park advertising the shuttle buses and I saw them going back and forth. This was definitely in the park. I don't know why the mountain bikers needed shuttles, but there they were.

This brings to my mind 2 other points. One is that the mountain bike organization reported to have over 500 people attending their event, which is quite a large number of bikes riding in our park. Each person was charged \$75 to attend, as well as other fees for lessons, food and alcohol. I am not quite unsure why the county felt it was unnecessary to ask for fees or a commission from this group.

The other point is the keys. I think it is time for the county to change the locks. There must be so many keys to the gate out there. The mountain bike group seems to have free reign of the park. An opportunity not given to any other group as far as I am aware.

Thank you, Marion Allen.....35 years a resident in kitsap county and taxpayer

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: 7/19/2023

To: Parks Advisory Board

From: Alex Wisniewski, Parks Director

Administration Program

Department Structure and Staffing

In 2021, in advance of refilling vacant and frozen positions (over one third of Parks' FTE's in total and nearly the entire management team), staff evaluated the department's operational structure with an eye on stability, efficiency, and positioning itself for future progress. While the department's vacancy rate was challenging, it provided an opportunity to identify and implement changes prior to refilling positions. Parks proposed, and the Board of County Commissioners approved, a variety of changes to the structure of the department, Parks' organizational chart, and some FTE positions. It took Parks until the end of 2022 to refill all vacant positions, but this has – unfortunately – been short-lived. The department now has some critical roles to refill including the Planner, Capital Projects Specialist, and Natural Resources Supervisor/Forester. Parks staff has learned a great deal since 2021 and is pursuing and proposing two new changes to the current staff structure:

Position	Proposed Change & Justification	Status
Parks Planner	Re-classify position to supervise the Capital Projects Specialist position and Capital Projects program. These program areas were originally set up to function independently, but there is often overlap in larger projects and there are crossprogram benefits from linking long-range department planning with Parks' 6-year Capital Improvement Plan. Uniting the planning and capital projects programs within Parks will provide improved cohesion, communication, and productivity.	Commissioners approved studying a reclassification of this position on June 21, 2023; study is inprocess.
Natural Resources Supervisor/Forester	Separate Natural Resources program management duties from Forest management projects by creating a new FTE, funded out of the Forestry budget (1721). The Forestry budget has been evaluated by the County's	Staff is seeking Commissioner approval to work with Human Resources to this

budget office and determined it has the ability to absorb funding 2 FTE's.

The Natural Resources program within Parks was created in 2021 by combining the Forester and Volunteer Coordinator positions into a singular team with a focus on managing the department's vast open space and natural area acreage – the Forester position assumed supervision while still managing all restorative thinning projects. Separating these duties into two distinct positions will allow the Forester to focus on oversight of forest thinning projects and, thus, will create capacity for the Natural Resources Supervisor to provide a higher level of supervision over staff and volunteers, create new policy and procedures focused on

natural resource management, develop and maintain partnerships, and to envision and develop a high functioning program unique to second position position mid-year.

Capital Projects Program

Point No Point Park Beach Rehabilitation

Kitsap County.

The pathway for this project has been made clearer since meeting with the associated regulatory agencies, the Tribes and the County's DCD permitting team. Parks had hoped the repair work needed to bring new stability to the beach and shorelines could be fast-tracked and accomplished in 2023. However, Parks has been notified that exemptions for SEPA and shoreline work will not be granted, and thus, Parks will need to go through the formal permitting process for each agency. Unfortunately, this will take time and will not be accomplishable for the new work to be completed in 2023. Nonetheless, Park is pursuing maintenance work to the beaches that would allow for it to be rebuilt back to pre-storm elevation levels. Since this would not provide the additional beach dune height and improved stability Parks is seeking, the department is exploring retaining the super-sack sandbag wall through the 2023/24 winter season. Parks is seeking permits for both the maintenance work to be done in 2023 and full permitting for the improved features, targeted to be done in 2024.

Eagle's Nest Perimeter Deck Replacement

The construction permit has been approved by DCD. The bid period for the work has closed and staff are currently evaluating them for completeness; awarding the low bidder and getting under contract will follow.

Island Lake Pier Rehabilitation

Tikar Construction provided the only bid for the repair work to the fishing pier that was damaged by arson activity. The project will not only include reconstructing the arson activity that burned most of the pier but will also replace the wood decking with new light-penetrating grid panels that are meet today's regulations from WDFW. The contract for the work is on the July 24, 2023 Commissioner meeting for approval. The fish window for this project is August 1-September 30, 2023.

Parks Department



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Alex Wisniewski, Director

Building Demolitions

Past park acquisitions have included structures in various state of repair/disrepair. Currently, there are five structures that have been identified for demolition throughout the Kitsap County Parks system. Three of the five structures contained asbestos, which the removal of this regulated material was contracted recently and is now complete. A request for proposals for demolition of the structures is in-process but has not yet been publicized. In advance of this, staff is seeking community interest to remove the cabin building form the fairgrounds (at no cost to the County) and, additionally, is exploring the viability of repurposing the building at Nick's Lagoon. While the department is entertaining these options, both may prove challenging as the fairgrounds cabin is structurally unsound and the Nick's Lagoon parcels contain heavy development restrictions in their deed of right documentation. Nonetheless, Parks is doing its due diligence prior to moving forward with demolition.

Port Gamble Forest Heritage Park – Ride Park and Parking Lots

Stottlemeyer Parking Lot and Trailhead (south end of park)

 The SDAP permit for the Stottlemeyer parking lot and trailhead was approved by DCD. Parks is currently working to prepare the bid documents for the formal bid process to construct the parking lot. Public Works has graciously offered construction management assistance for this project, it is projected to be completed in 2023.

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. Parks and Public Works staff recently met to resurrect finalizing this engineering and design work; it had been delayed to unforeseen staff departures in both departments.

Marketing and Events Program

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)
- Online reservations and payment portal: <u>Kitsap County Parks > Home (recdesk.com)</u>

BoCC-Sponsored Events

Resolution 065-2021, regarding the sponsorship of Martin Luther King Jr Day, Veterans Day, United Way Day of Caring, FARM Days, Toys for Tots, and Greater Kitsap Chamber of Commerce Military Appreciation Day at the Kitsap County Fairgrounds and Events Center is set to expire at the end of 2023. Parks Staff are evaluating ways this current practice may be updated; Staff anticipates bringing these to the BoCC in the Fall of 2023 for consideration.

Event	Status
Martin Luther King Jr. Day	Completed. The event was held on January 16, 2023
Military Appreciation Day	Completed. Event was held on March 11, 2023
FARM Days	Completed. Event was held on May 22-23, 2023
United Way Day of Caring	This event has indicated they will not use the
	Fairgrounds facilities in 2023 as they have in past years.
Veterans Day Ceremony	Confirmed for November 11, 2023
Toys for Tots	Confirmed for December 4-19, 2023

Maintenance & Operations Program

Fairgrounds and Events Center

Staff have been working to complete tasks lists to prepare the grounds and facilities for the upcoming 100-year anniversary of the Kitsap County Fair. Work has included striping parking lots, removal of hazard trees, reseeding of lawns, formalizing a gravel driveway to a storage building, fencing repairs, hedge trimming shrubs and pruning trees, plumbing repairs to barns, and general cleanup. Additionally, Kitsap Fair and Stampede Association acquired donated work to freshen up the barns with new paint. There is more to come during the next month, but great progress is underway.

Indianola Tennis Court

Vegetation between the tennis court and neighboring properties has been removed and wind screening has been installed for privacy of adjacent properties. Soliciting bids for resurfacing the court for both tennis and pickleball is in-process.

Coulter Creek

On the evening of July 4^{th,} a three-alarm fire occurred near the Bonneville powerlines off of Sunnyslope Road. Approximately 5-6 acres were burned with fire crews returning to the scene the following morning to extinguish remaining hot spots.

Other County Properties

Earlier this month Parks M&O mowed and line trimmed the former site of the Silverdale Community Center as well as the new Mile Hill facility near Port Orchard in preparation for the Day of Caring event.

Natural Resources Program

Forest Stewardship Program

Port Gamble Forest Heritage Park

Restorative thinning on the second, 190-acre and is projected to be completed in early August. Trails are closed as required and generally open where and when possible over the weekends to accommodate scheduled events and increased use. This unit is part of the 756 acres of timber rights the County acquired in 2022. A third Forest Practices permit for a 25-acre unit was submitted and is under review. Two additional forest applications have been submitted for different areas within the park; once approved, the permits are good for up to 3 years.

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Alex Wisniewski, Director

Volunteer Program Work Parties

June Activity: 27 work parties (160 YTD)

Anderson Landing Preserve Bandix Dog Park Banner Forest Heritage Park Buck Lake Calvinwood Calvinwood Chico Salmon Park Mork performed by volunteers and staff Trail work/Brushing, sign installation Trail work/Brushing, sign installation Trail work with give vegetation maintenance Bench building (2) for replacement Trail work with U.S. Navy General maintenance of Native plants garden (2 work parties) Invasive vegetation removal Illegal dumping clean-up Invasive vegetation removal Invasive vegetation removal Invasive vegetation removal
Bandix Dog Park Trail system mapping and sign installation(cont) Native vegetation maintenance Banner Forest Heritage Park Bench building (2) for replacement Trail work with U.S. Navy General maintenance of Native plants garden (2 work parties) Calvinwood Invasive vegetation removal Illegal dumping clean-up Chico Salmon Park Invasive vegetation removal Invasive vegetation removal Invasive vegetation removal
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Illegal dumping clean-up Invasive vegetation removal Invasive vegetation removal Invasive vegetation removal
Chico Salmon Park • Invasive vegetation removal Coulter Creek Heritage Park • Invasive vegetation removal
Coulter Creek Heritage Park • Invasive vegetation removal
Major illegal dump removal (3)
Erlands Point Preserve • Mowing
Releasing trees
Invasives removal
Fairgrounds & Events Center • Disc Golf- fairway maintenance
Guillemot Cove Preserve • Trail work-weedeating meadow
Hansville Greenway • Day of Caring event- "Free the Tree"
Harper Park • Day of Caring event-Invasive vegetation
removal
Trail maintenance
Howe Farm • Mowing
Illahee Forest Preserve Heritage Park • Trail work
Newberry Hill Heritage Park • Boardwalk repair
Invasives Vegetation removal-Old Timber
Partner project with Hope Worldwide
Nick's Lagoon • Trail work
Mowing
North Kitsap Heritage Park • Partner project with DTG recycling
Removed 2 abandoned cars and 1 motorcycle
Invasive vegetation removal
Forest Thinning
Port Gamble Forest Heritage Park • Scotch broom removal
Trail camera study
Bicycle festival preparation
Ride park work
Exclosure fencing removal begins
Forest Inventories
Silverdale Dog Park • Landscaping, mowing, hedging

	Work party-fence repair	
South Kitsap Regional Park	 Work continues on Port Orchard Rotary, 	
	Skookum, and SKHS construction of wheelchair	
	friendly trail	
	Native trees planted	
Square Lake	Trail work	
Wynn Jones	 Invasives removal, Trail work 	
Forest Stewards	Tabling event- Port Gamble	
	Forest Inventories	
	 Going away lunch for Arno Bergstrom 	
Discover Kitsap Parks	Wetlands Ecology walk and talk	
Retirement /All-hands meeting	Arno Bergstrom- going away	

Partners worked with this period	Work performed
Mountain Vikes (youth mountain biking club) + D&D mountain Bike Club	Trail building at Port Gamble Forest Heritage Park
Washington Trails Association	Trail work at North Kitsap
Mountaineers	Trail work at Banner Forest
DTG Recycling	 Hauling out abandoned vehicles North Kitsap
Hope Worldwide	 Invasives removal at Newberry Hill Heritage Park
South Kitsap High School-Honor Society	Wheelchair friendly trail at SKRP
Port Orchard Rotary	Wheelchair friendly trail at SKRP
Kitsap Live Steamers	Operations demonstration
Skookum	Wheelchair friendly trail at SKRP
Olympic College	Guillemot Cove monitoring
West Sound Disc Golf Association	Grounds maintenance
Our Forest Fund	Invasive vegetation removal Port Gamble
KPTOS	Trail work at Eglon
United Way- Kitsap	Day of Caring- Hansville Greenway
United Way Kitsap	Day of Caring- Harper Park
U.S. Navy	Trail work at Banner Forest

Planning Program

Parks, Recreation, and Open Space (PROS) Plan

On July 7, 2023, the first survey for the PROS plan went public; it purpose is focused on gathering data from community members focused primarily on gathering demographic data of park users, finding out which parks they visit, and what types of activities they enjoy doing. This survey will remain open through early August with weekly notices pushed out to the public. Additionally, focus group interviews are getting scheduled with stakeholders and other partner organizations. And a second survey is scheduled to go out later this summer that will be more future-focused and will target data collection pertaining to what the community would like to see from Kitsap County Parks. A schedule of key dates for work products and opportunities to provide Public comment is forthcoming and will be posted on the County's website by clicking on the link here: Kitsap County Parks - 2018 PROS Plan (kitsapgov.com).

Reservations January - July 2023 (212 Days)

	January
Athletic Fields	
Facility Name	Reservations
Anderson Hill Athletic Field #1	61
Anderson Hill Athletic Field #2	41
Bill Bloomquist Rotary Field #1	67
Bill Bloomquist Rotary Field #2	68
Gordon Field #1	257
Gordon Field #2	92
Gordon Field Parking Lot	34
Lobe Field #1	43
Lobe Field #2	1
Lobe Field #3	1
Lobe Field #4	99
South Kitsap Regional Athletic Field #1	11
South Kitsap Regional Athletic Field #2	14
South Kitsap Regional Athletic Field #3	19
Veterans Memorial Park: Field #1	95
Veterans Memorial Park: Field #2	8
Veterans Memorial Park: Field #3	0
Veterans Memorial Park: Field #4	0
Veterans Memorial Park: Field #5	0
Veterans Memorial Park: Field #6	0
Total	911

Fairgrounds and Events Center

Facility Name	Reservations
Boand Arena	47
Cat Barn	131
Concert Park Field	22
Dog Barn	17
Eagles Nest Field	1
Fairgrounds Disc Golf Course	12
Goat Barn	5
L Barn	4
Lower Bowl	27
North Campgrounds	15
Pavilion	65
Pavilion Conference Room	20
President's Hall	79
President's Hall Field	21
Rabbit Barn	1
Sheep Barn	62
Swine Barn	2
Thunderbird Stadium	19
Van Zee	22
Total	572

Facility Name	Reservations
Eagles Nest Community Building	216
Island Lake Community Building	139
Long Lake Community Building	60
Total	415

Picnic Shelters

Facility Name	Reservations
Buck Lake Picnic Shelter	17
Fairgrounds Log Picnic Shelter	3
Fairgrounds Picnic Shelter	4
Kitsap Kids Playground Picnic Shelter	12
Island Lake Park Picnic Shelter	15
Salsbury Point Picnic Shelter	20
Silverdale Waterfront Gazebo	16
Silverdale Waterfront Picnic Shelter	43
South Kitsap Regional Picnic Shelter	27
Wild Cat Lake Picnic Shelter	16
Total	173

Special Park Events

Facility Name	Reservations
Buck Lake Park	7
Guillemot Cove Nature Reserve	1
Illahee Preserve Heritage Park	1
Island Lake Park	3
Kola Kole Park	1
Long Lake Park	1
Newberry Hill Heritage Park	1
Norwegian Point	1
Port Gamble Forest Heritage Park	16
Salsbury Point Park	1
Silverdale Rotary Gateway Park	2
Silverdale Waterfront Park	16
South Kitsap Regional Park	9
Square Lake Park	1
Wild Cat Lake Park	1
Total	62

Total Reservations for All Facilities

Total	2133