



## KITSAP COUNTY PARKS ADVISORY BOARD MEETING

**DATE:** Wednesday, June 16, 2021

**TIME:** 6:00 PM - 8:00 PM

**LOCATION:** This meeting will be conducted via [Zoom](#).

Join Zoom Meeting: [Click Here](#)

Meeting ID: 816 4661 1165

Passcode: 333866

Dial: 1-253-215-8782

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Remarks for beginning remote advisory group meeting.

- I. Welcome & Introductions
- II. Adoption of the May 19, 2021 Minutes
- III. Opportunity for Public Comment – 3-minute limit
- IV. Parks Report
  - a. Director's Report (written only) – Alex Wisniewski
  - b. Reorganization and Hiring Plan – Alex Wisniewski
- V. Sub Committee Reports
  - a. Community Outreach/Youth Engagement
  - b. Parks & Property
  - c. Visitor Services
  - d. Park Code
- VI. District Representative Reports
  - a. Old Business
  - b. New Business
- VII. Adjournment

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### 2021 Work Plan

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



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Alex Wisniewski, Director

# Director's Report

**Date:** 6/15/2021  
**To:** Parks Advisory Board  
**From:** Alex Wisniewski, Parks Director

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## Events and Facilities Rentals Program

### Pavilion

Kitsap Rescue Mission continues to operate out of the Pavilion while they and Human Services are investigating alternate locations to move into until improvements to their new facility on Mile High Drive in Port Orchard are complete. The Pavilion does not have any reservations booked in June, or July. The Pavilion is under contract to be used for the County Fair for the entire month of August, however, the need for the building is questionable as Kitsap County Fair and Stampede Association has indicated they may host the event completely outdoors and not use the Pavilion or any other indoor space due to concerns about managing the State's COVID indoor occupancy requirements. The Pavilion is booked for events every weekend from mid-September through the end of the year.

## Volunteer Program

### Park Stewardship Groups

Throughout the county, our volunteer stewards have been hosting service events – creating community connections and continuing with park improvements, including:

- Trail maintenance at Port Gamble forest Heritage Park to mitigate drainage and fall-line issues and reconstruction after Rayonier thinning impacts
- Small diameter tree thinning (by hand) at North Kitsap Heritage Park
- Invasive plant removal at Chico Salmon Park and Erlands Point
- Trail work at Banner Forest Heritage Park to mitigate drainage issues
- Invasive plant removal at Newberry Hill Heritage Park

## Planning Program

### Port Gamble Forest Heritage Park - master plan

The 'programming' phase of the master plan process is fully underway with two public meetings scheduled in June. The first public took place on June 3<sup>rd</sup> and was a panel-style discussion with a focus on ecological restoration. The panel was made up of professionals from different industries (non-profit, for-profit, government) and was an interactive Q&A session with the public around healthy forest management practices. The meeting concept was born out of comments received on the topic during the first public meeting; the purpose is to provide an educational opportunity for the public to learn more about forest management practices and how it may interface with recreational uses on the same land.

The second meeting is scheduled for June 22<sup>nd</sup> and will be focused on sharing information about challenges and opportunities for park use, development, and management. The meeting will be interactive so the participating public can voice their opinions about various topics.

### **Forestry Program**

#### Square Lake Park

Ecologically-focused selective thinning efforts are underway at Square Lake Park. Thinning is active on the far east side of the park, approximately 50% of the permitted area is complete. The project is expected to continue through July and into August. Warm and dry summer conditions are predicted for the year which could slow operations if fire restrictions are imposed.

### **Capital Projects Program**

#### Harper Park

Advanced Construction was awarded the contract to install the pre-fabricated foot bridge made by Western Wood Structures. The bridge was delivered on June 9<sup>th</sup> and installation will follow; estimated completion is June 18<sup>th</sup>. During construction the park is closed to the public.

### **Administration and Operations**

#### Staffing and Department Structure

The Parks department experienced significant staff loss in the past 18 months and the challenge to refill these positions has been compounded by impacts from the COVID-19 pandemic. Currently, the department is operating at 70% capacity from pre-pandemic levels with 13 vacancies (out of 43 total FTE's). Rehiring some of the positions is already underway but others remain frozen and unbudgeted. Additionally, a few structural deficiencies exist that require some attention to better position the department for a more stable future. This lack of staffing and structural imbalance has left the department struggling to keep up with daily operations.

Staff has evaluated the department's organizational and staffing structure, purposed with ensuring filling vacant positions is done so according to priority and meets operational needs in an effective and forward-positioning manner. While the department's foundation is solid, staff has cited the need for some structural change to Parks' current make-up to develop a more organized, capacity-building, and sustainable team. This vision includes reorganizing departmental programs, some position changes (targeting vacancies) and an implementation timeline. The proposed plan has been reviewed by Finance, Human Resources, and the County Administrator and will be presented to the Board of County Commissioners on June 16<sup>th</sup>.