



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, July 21, 2021

TIME: 6:00 PM - 8:00 PM

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

Join Zoom Meeting: [Click Here](#)

Meeting ID: 896 3238 6487

Passcode: 937397

Dial: 1-253-215-8782

Remarks for beginning remote advisory group meeting.

- I. Welcome & Introductions
- II. Adoption of the June 16, 2021 Minutes
- III. Opportunity for Public Comment – 3-minute limit
- IV. Parks Report
 - a. Paintball Follow-Up – Alex Wisniewski & Colby Overholt
 - b. Director’s Report (written only) – 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

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.



Parks Department
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www.kitsapgov.com/parks

Alex Wisniewski, Director

Director's Report

Date: 7/19/2021
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

Staffing

A resolution recognizing the changes to Parks staffing positions, as presented to the BoCC on June 16th, will be brought before the Commissioners by Human Resources at the August 9th meeting for official adoption. These changes will allow the Parks department to refill positions which have been unbudgeted in the 2021 budget due to COVID-related financial impacts. Current status of hiring vacant positions:

	Position	Status
1.	Office Support Specialist	Hired. Start Date: 7-19-2021
2.	Events Coordinator	Hired. Start Date: 8-9-2021
3.	Volunteer Coordinator	Official offer given
4.	Parks M&O Supervisor	First interviews on 7-23-2021
5.	Fiscal Support Tech	Job posted, closes 7-26-2021
6.	Events Specialist	Job posting target: August
7.	Capital Projects Supervisor	Job posting target: August
8.	Public Relations & Communications Coordinator	Job posting target: September
9.	Planner	Job posting target: September
10.	M&O Crew Supervisor	Job posting target: October
11.	Office Support	Job posting target: October
12.	Volunteer Coordinator	Job posting target: October
13.	M&O Worker	Job posting target: November
14.	M&O Worker	Job posting target: November
15.	M&O Worker	Job posting target: November

Capital Projects Program

Harper Park

The bridge is finished! After reviving this project a few months ago, the contract work, construction, and installation are finally complete. The park was reopened after installation in late June and since then, other park improvements including new gravel on the trail, installing benches, interpretive signs, and a bike rack have been finished.

Port Gamble Forest Heritage Park – ride park and parking lots

The permit was approved in late June for construction of the mountain bike ride park. However, due to the recent heat wave and dry conditions, construction has been placed on hold. Once weather conditions are better and restrictions are lifted, the work will commence.

Preliminary design work for the parking lot off of Stottlemeyer Road is nearing completion but is still in draft form. It currently includes 22 standard parking stalls and 5 larger, pull-thru stalls for equestrian truck and trailer access. Land surveying and geotechnical reports for the ride park parking lot is complete and design is underway, targeting a lot with 75 standard parking stalls.

Events and Facilities Rental Program

Events and Rentals – general

State restrictions for small and large gatherings have been drastically reduced allowing most activities and special events to resume at near-normal capacities. The Fairgrounds has hosted several large weddings, a large company party, a food truck festival, and is fully booked on weekends for the rest of 2021.

Pavilion

The Kitsap Rescue Mission (KRM) continues to operate out of the Pavilion, but anticipates a complete move-out by July 31, 2021. The Parks department, Human Services department, and KRM are working together to ensure a smooth transition from homeless shelter to the Fair. The timeline is tight so communication and coordination are paramount.

Kitsap Fair and Stampede Association County Fair

The County Fair will happen but will be a smaller affair than past years due to impacts from the COVID pandemic; the event will take place August 25-29. All of the traditional activities – carnival, food and vendor booths, rodeo, concerts and entertainment, and 4-H – will all take place but will be reduced in size. Examples include fewer animals and youth participating in 4-H and fewer vendor booths in the Pavilion. This will be the first year the Kitsap County Fair and Stampede Association (KCFSA) will assume full management of the event. Parks and KCFSA have weekly meetings – and much more frequent informal communications – to ensure the event will be positioned for success.

Thunderbird Arena

Parks and KCFSA continue to work on finalizing an agreement for management of Thunderbird Arena. While use of the arena during the Fair is included in the Fair lease, this new agreement will expand KCFSA's management of the facility to cover the entire year. There are a few remaining items in negotiation including review and approval authority over marketing materials, signage, facility improvements, and allowable types of events. Additionally, Parks has contracted with a local structural engineer firm to conduct a physical assessment of the grandstands (40 years old) and bleachers (30 years old) to provide a status check on the facilities. The Fire Marshall's Office recently conducted two standard inspections of the facility and solutions to bring items that are out of compliance with today's building code are in process. Parks and KCFSA are working together to complete the fixes before the County Fair. This timeline is very tight, too.

Maintenance & Operations Program

Parks maintenance staff have been focused on the basics of park and grounds maintenance tasks this summer but has been challenged with bringing some ballfields back into playing condition because, as a matter of COVID-related budgetary reductions, irrigation was turned off during the 2020 summer. Improvements are in process but a complete rebound to pre-COVID conditions won't be had until 2022. Other park improvements completed to date include:

- Completion of Parks' tasks for the Department of Ecology grant at Harper Park



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Alex Wisniewski, Director

- Installation of security bollards at Wildcat Lake Park
- Addition of new picnic tables at the new picnic shelter at South Kitsap Regional Park
- Replacement and/or refurbishing of various playground elements at Castle Park at the Fairgrounds
- Trail work at Point No Point Park
- Clearing, trimming, limbing, and other general landscape work at the Fairgrounds and Events Center

Natural Resources Program

Volunteers and Park Stewardship Groups

Despite only having one Volunteer Coordinator currently, summer activities have not slowed down. Over the past month work parties with stewardship and volunteer groups took place at Harper Park (July 7), Erlands Point (July 9), Harper Park (July 10), North Kitsap Heritage Park (July 10), Banner Forest Heritage Park (July 10), Chico Salmon Park (July 10), Newberry Hill Heritage Park (July 17), and Port Gamble Forest Heritage Park (July 17). Of particular note is the trail work that happened at Harper Park in which 20 yards of gravel was spread to improve the trail tread and smooth the approach and transition to the new pedestrian bridge. Work was performed in partnership with the Washington Trails Association.

Forestry

Square Lake Park

Ecologically-focused selective thinning efforts continue at Square Lake Park. Thinning is active on the far east side of the park, approximately 50% of the permitted area is complete. Because of the dry and hot weather conditions, the Department of Natural Resources has placed our region in Level 2 restrictions for industrial forest operations; this means commercial forestry work may only be performed between 8pm-1pm and only when humidity levels are greater than 30%. These restrictions have slowed the selective thinning operations which will likely push activities into September or October.

Forest Stewardship Training

A new training program to educate volunteers on forest stewardship practices is scheduled to begin in September. Training courses will be taught by local experts and will focus on competencies such as waterfront, invasive plant, wildlife, wetland, and forest management practices. The program consists of both classroom and field work and is intended to produce stewards who can collect scientific data such as taking forest plot inventories and measurements.

Planning Program

Port Gamble Forest Heritage Park - master plan

The most recent formal public engagement was held on June 22nd. This meeting was premised on challenges and opportunities at the park in four different categories: *recreation, natural resource management, environmental and cultural education, and*

funding and economic development. There were approximately 75 members of the public in attendance and they were engaged in real-time polling to gain perspective and feedback.

The Master Plan team's focus has begun to shift from data collection and analysis to spatial planning and mapping – these efforts are just beginning but will eventually set the stage for the next public meeting in late September when alternative park development maps will be rolled out for public input.

Also underway is work to develop a trail classification system and trail design standards for the park. USFS trail guidelines are being used as the model for the general trail system with EMBA trail standards being used for the bike-only ride park facility and Ranger Corridor. Once complete, these trail classifications and designs will be reviewed and considered for adoption across all County Parks to create one singular and cohesive set of standards.