



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, April 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 [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 March 15, 2023 meeting minutes
 - III. Public Comment (3-minute limit/person)
 - IV. Special Presentations/Reports
 - a. Volunteer Program – 2022 Year in Review *Sierra Kross, Aaron Bartleson*
 - b. Volunteer Handbook *Sierra Kross, Aaron Bartleson*
 - c. Marketing & Communications *Chuck Cuzzetto*
 - V. Parks Report
 - a. Director’s Report *Alex Wisniewski*
 - VI. Sub Committee Reports
 - a. Planning & Property
 - i. Newberry Hill Heritage Park *Sub Committee, Aaron Nix*
(Culvert replacement at Anderson Creek)
 - 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 (may vary by topic)
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 	Linda Berry-Maraist Amy Lawrence	Parks Planner Natural Resources Supervisor

		<ul style="list-style-type: none">• Land Acquisition & Divestiture• Park Code	Joanne Clark Lisa Hurt	
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KITSAP COUNTY PARKS ADVISORY BOARD
March 15, 2023
MEETING MINUTES

The meeting was called to order at 6:01 PM by the Parks Advisory Board Chair, Joanne Clark. Guidelines of the hybrid Advisory Board Meeting were read.

WELCOME AND INTRODUCTIONS

Addition to agenda- NKHP Stewardship Group second special presentation from Joe Lubischer

- **APPROVAL OF MINUTES | ACTION:** *Jon Pearson motioned to approve February 15, 2023 meeting minutes. Linda Berry-Maraist second motion. Minutes approved.*
- **PUBLIC COMMENT**
 - Carol Price, Kitsap County resident, - Provided bibliography on research on amphibians and small mammals crossing asphalt and trails. Request to include this document as part of the PAB records for this meeting. In part to comment on STO.
Also provided an article behind the lawsuit that closed Oregon's Mount Hood Ski Bowl Bike Park. Due to previous medical emergencies that have occurred at PGFHP requests the Board, the Director and Parks Planner carefully consider how the PROS Plan deals with usage rules on the trails of our County Parks.
 - KC Patton, Kitsap Aircraft Radio Control Society, provided report on recent club member involvement at park work parties to clear scotch broom and plant trees at PGFHP
- **SPECIAL PRESENTATIONS-**
 - Joe Lubischer, NKHP Stewardship Group | 2022 Wetland Restoration – Norman Creek. Provided a briefing on this four-year stewards project. Presentation included photographs of the project's progress and results.
 - Alex Hardy, Parks Events and Marketing Supervisor | Provided an overview of new reservation software, RecDesk, for facility rentals and special park event reservations, purchased in May 2022 and launched in September 2022. Before RecDesk, Parks Department booked and tracked facility rental activity in-house using Microsoft Suite programs. This new software has streamlined internal operations and provided a better interactive public interface. Many features have enhanced the experience for the customer and staff. The online payment portal is a considerable advancement in collecting rental fees and improving security for financial transactions.
- **DIRECTOR'S REPORT**
 - Announced Capital Projects Planner, Matt Oxford has resigned as of March 15. Loss of this position will slow progress on the Capital Improvement Plan update and associated projects.
 - Capital Improvements Project – High Priority
 - Point No Point Park Coastal Erosion Restoration
 - Parking lots at PGFHP
 - Maintenance and Operations –
 - Parks and facilities seasonal opening April 1, 2023
 - Long Lake maintenance building recent break-in. Minimal loss but speaks to the storage and security challenges for Parks vehicles, equipment, and tools.
- Natural Resources –
 - Forest Stewards Training – second annual Forest Stewards training began March 15. This 4-day training includes classroom and field sessions led by Natural Resources staff.
- Parks, Recreation, and Open Space Plan Update- Parks published an RFQ in November 2022 and again in January 2023. SCJ alliance has been selected for consulting services. Project start date is set for April 1, 2023.

- **SUB COMMITTEE REPORTS** –No subcommittee reports
- **DISTRICT REPRESENTATIVE REPORTS**
 - Linda Berry-Maraist reported Port Gamble Stewards met on Monday, March 13. Anticipated grand opening for Ride Park is June 10, 2023. Stewards discussed Brush Leases and process for requesting additional funds. Request for follow-up meeting to discuss the structure of the Parks non-profit to understand and learn if it could better fit the needs of the stewardship groups.
 - Larry reported Banner Forest is adding one more day of stewardship work. Work parties happen on 4th Thursday of each month. February event was canceled due to ice.
 - Nancy Whitaker reported Newberry Hill Heritage Park stewardship meeting on March 16 and work party scheduled for Saturday March 18.
 - Amy Lawrence report Chico Salmon Park has a RV trailer parked for extended period. SeeClickFix app used to report issues to Kitsap 1.
- **OLD BUSINESS**
 - Joanne Clark inquired about the location of the Port-a-let at Olalla Boat Ramp.
- **NEW BUSINESS**
 - Silverdale Rotary Club meeting at Silverdale Waterfront Park discussion regarding management and care of the flag. American Flag violation due to no lighting.
- **ADJOURNMENT | ACTION:** *Nancy Whitaker moved to adjourn the meeting. Larry Walker seconded the motion. The meeting was adjourned at 7:06 PM.*

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Joanne Clark, Chair	Alex Wisniewski	Carol Price
Larry Walker	Alex Hardy	K.C. Patton
Nancy Whitaker	Brain Hauschel	Joseph Lubischer
Amy Lawrence	Chuck Cuzzetto	
Jon Pearson	Dee Tuttle	
Amy Smalley		
Linda Berry-Maraist		





Parks Department

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Alex Wisniewski, Director

Director's Report

Date: 4/19/2023
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Capital Projects Program

Point No Point Park Beach Rehabilitation

Design alternatives for the north beach rehabilitation project were reviewed by County staff (Parks, Public Works, Community Development) on March 15 and were refined for presentations to the regulatory agencies (Tribes, Washington Department of Fish and Wildlife, Army Corps of Engineers). Meetings with the regulatory agencies took place on March 22 and 29 and provided an opportunity for questions and feedback in advance permit submittal for the work. The regulatory agencies did not object to several of the options provided and offered insight to their preferred design concepts to stabilize the area where the erosion and over topping occurred. Timing for the necessary permitting was also discussed as the fish window (July 15-October 15), in which work can occur within the shoreline, is rapidly approaching. Updating the cost for this project will be included in an amendment to Parks' Capital Improvement Plan and will come before the Board of County Commissioners soon.

Eagle's Nest Perimeter Deck Replacement (Design)

Structural plans for the replacement deck are nearing the 90% design/permitting level and should be submitted shortly, initiating the building permit for DCD review and approval. Construction of a new deck and the replacement of the existing fire suppression system (sprinklers under the deck structure) is estimated to cost between 100-150k. These numbers will be refined as the design is updated. Updating the cost for this project will be included in an amendment to Parks' Capital Improvement Plan and will come before the Board of County Commissioners soon.

Island Lake Pier Rehabilitation

Parks is soliciting bids to repair the damage to the pier caused by an arson incident. The fish window for this project is August 1 through September 30, 2023.

Port Gamble Forest Heritage Park – Ride Park and Parking Lots

Ride Park

- Construction is nearing completion on the mountain bike ride park. Parks and Risk Management staff conducted a site visit on March 31 with members of Evergreen Mountain Bike Alliance (EMBA) to identify the remaining tasks required before the project may be deemed complete.

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. A revised landscaping plan was submitted on April 11.

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

Parks Staff are actively processing event reservations for community buildings, picnic shelters, athletic fields, park events, and fairground events.

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

Athletic Field Rentals

Requests for priority consideration for athletic field reservations for the upcoming August – December 2023 season are open through April 30.

- [Athletic Request Form: August - December 2023 \(cognitofrms.com\)](https://www.cognitofrms.com)

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
<i>Martin Luther King Jr. Day</i>	Completed. The 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 will present on this topic during the meeting.

Maintenance & Operations Program

Staffing

M&O has extended a conditional offer to a successful candidate for the last remaining FTE position. We’re hopeful to have this position filled by the end of the month.

Long Lake Maintenance



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Alex Wisniewski, Director

The first of two annual inspections of the septic tanks have been completed and the reports have been sent to the County Health Department.

Salsbury Point Park

The dock at the boat ramp was installed on April 7.

Fairgrounds

- E-Barn: Staff have removed the old copper water lines and has upgraded the distribution lines to PEX along with additional spigots.
- Castle Park: Sections of the perimeter fence were broken due to vandalism; it has since been repaired.

Athletic Fields

Parks is preparing to begin athletic field maintenance this month. This work entails aerification, topdressing (sand & seed), as well as fertilization. Staff will also be conducting irrigation testing in preparation for the summer months. Parks maintains 16 soccer and baseball/softball athletic fields.

Old Mill Park

The auto-locking devices on the restroom door were vandalized, causing it to no longer function. As a result, a port-a-let is at the park until the doors can be repaired.

Natural Resources Program

Forest Stewardship Program

Port Gamble Forest Heritage Park

- Restorative thinning on the first, 30-acre unit has concluded, and efforts are now focused on the larger second unit; the unit is 190 acres. It is anticipated the second unit will finish in June or July. These two units are focused within the 756 acres of timber rights the County acquired in 2022.

Public Outreach

- *The illustrated story boards that were shared a few months ago have been printed onto signs and will be installed in various locations across the park system and used to educate park users about the restorative thinning program.*

Forest Stewards Training

- The second annual Forest Stewards training has concluded; it produced 20 new volunteers to assist with gathering tree data, doing citizen science, planting trees, and helping update existing forest stewardship plans. 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

Year In Review: 2022

- Staff will present on the volunteer program.

Volunteer Handbook

- Staff will present on draft updates to Parks' Volunteer Handbook.

Work Parties

- March Activity: 26 work parties (70 YTD)

Location	Work performed by volunteers and staff
Anderson Landing Preserve	<ul style="list-style-type: none"> • Trail Brushing and drainage work • WDFW fish sampling
Bandix Dog Park	<ul style="list-style-type: none"> • Additional tree planting + mulching (Cedar, White Pine, and Hemlock)
Banner Forest Heritage Park	<ul style="list-style-type: none"> • Decommissioning of rogue trails x 3 • Remove broken park bench • Address hazardous trail conditions
Buck Lake	<ul style="list-style-type: none"> • Native plants tour- 42 participants
Chico Salmon Park	<ul style="list-style-type: none"> • Trail work and Invasive species removal • Install 60' of fencing
Coulter Creek Heritage Park	<ul style="list-style-type: none"> • Invasive vegetation removal/Trash pickup
Fairgrounds & Events Center	<ul style="list-style-type: none"> • Disc Golf- removal of hazard trees • Washington Youth Academy- sprucing up the grounds
Guillemot Cove Preserve	<ul style="list-style-type: none"> • Trail brushing- Mowing meadow
Hansville Greenway	<ul style="list-style-type: none"> • Boardwalk repair • Invasive vegetation removal
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> • Trail work with Washington Youth Academy • Downed tree removal • Forest Stewards Tour
Howe Farm	<ul style="list-style-type: none"> • 600' of new round rail fencing acquired (50% cost share with SKHS) • Fence layout completed
Newberry Hill Heritage Park	<ul style="list-style-type: none"> • Fire fuels reduction • Forest Stewards Tour
Nick's Lagoon	<ul style="list-style-type: none"> • Eagle scout project- new bench and fencing
Nike Park	<ul style="list-style-type: none"> • KPTOS spring cleaning
North Kitsap Heritage Park	<ul style="list-style-type: none"> • Invasive vegetation removal-Power Line trail • Trail work completed at Bay Ridge Loop-WTA • HPA/ DCD permits issued for XC trail re-route • Cleaning of culverts/drainage issues
Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> • Scotch broom removal • Trail work • Ride park work -D&D mountain bike group • Dig Day at Ride park with EMBA • Tree Salvage • Trail Decommissioning • Tree Planting • Bluff Trail work • 5,000 trees acquired for nursery
South Kitsap Regional Park	<ul style="list-style-type: none"> • Invasive vegetation removal with Washington Youth Academy • Prep for a new section of wheelchair friendly trail
Square Lake	<ul style="list-style-type: none"> • Prepare park for April 1 opening-CCHP volunteers
Wynn Jones	<ul style="list-style-type: none"> • Remove and repair boardwalk
Forest Stewards Training	<ul style="list-style-type: none"> • March 15,22,29 and April 5



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Alex Wisniewski, Director

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
Mountaineers	<ul style="list-style-type: none"> Trail work at banner Forest
Port Gamble S'Klallam Tribe	<ul style="list-style-type: none"> Tree Salvage at North Kitsap
WA Fish and Wildlife	<ul style="list-style-type: none"> Habitat work at North Kitsap Heritage park
Mountaineers	<ul style="list-style-type: none"> Trail work at Banner Forest Heritage Park
Olympic College	<ul style="list-style-type: none"> Fence installation and trail work - Chico Salmon Park
West Sound Disc Golf Association	<ul style="list-style-type: none"> Hazard tree removal
Our Forest Fund	<ul style="list-style-type: none"> Tree Lifting and Planting at Port Gamble Forest Heritage park
Washington Youth Academy	<ul style="list-style-type: none"> Invasive vegetation removal at SKRP and Trail work at Illahee Preserve Fairgrounds- grounds maintenance
Boy Scouts of America	<ul style="list-style-type: none"> Bench build and install at Nick's Lagoon and Anderson Point Preserve

Planning Program

Parks, Recreation, and Open Space (PROS) Plan

Staff published a Request for Qualification 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. On March 27, the Board of County Commissioners approved a contract with SCJ Alliance for these purposes. This is intended to be a robust revision that will be premised on strong community engagement and a comprehensive needs analysis. Upon completion, Parks will have honed focus and priorities and will be better positioned to provide a service model to best fit the needs/desires of the Kitsap County community. The PROS plan update is due by March 2024.

Coulter Creek Heritage Park Framework

With the recent departure of the Parks Capital Improvement Planner, the Department has had to re-shuffle some responsibilities to continue moving forward with much needed capital improvements. With this, the Park's Planner is helping to fill this role while also maintaining progress with planning projects. As a result, work will continue with master planning at Coulter Creek, but may be slowed due to this increased workload. Staff is targeting to have the first draft of the plan available for public review in June for initial

review, however, this timeline remains in flux. Staff remains optimistic that the project may be completed by the end of 2023.



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Alex Wisniewski, Director

April 10, 2023

Staff Report for Cora Avenue Property Divesture

TO: PAB Sub-Committee (Planning/Land)
FROM: Aaron C. Nix, Parks Planner
Cc: Alex Wisniewski, Parks Director

Attachments: Connecting Hawk's Ponds Campaign Flier, Site Map/Legal Description.

Dear Park Advisory Sub Committee,

Kitsap County Parks, late last year, received a request from Ken Shawcroft with the Hansville Greenway and the Great Peninsula Conservancy (GPC) for the County to consider selling a portion of the Cora Avenue property currently owned by the County (162802-3-008-2000, approximately 0.42 acres, Parcel B) to help raise funds for the campaign to acquire the 10-acre Hawk's Ponds Connection Property (212802-3-014-2005, 10.03 acres, known as the Knutson Property) as shown on the attached campaign flier.

The Cora Avenue property, (as shown on Page 2 of the attachments), consists of 3 parcels totaling 13.14 acres, but only the 0.42-acre parcel is being considered for sale at this time. An appraisal has not been ordered for this parcel at this time. Past sales are not reflective of the current market value for the parcel.

Hansville Greenway, as well as the GPC group, are currently running a funding campaign in order to raise approximately \$230,000 in order to acquire the Knutson Property, which is currently under a purchase agreement with the Hansville Greenway/GPC (PSA dated March 9, 2023). The monies acquired in the sale of the 0.42 acres Cora Avenue parcel would be used to supplement the funding campaign in order to acquire the Knutson Property.

Included within this staff report are both the title commitment, performed by Aegis Land Title Group, and the attachments from that report.

Both Parks' Staff and the Civil Division have reviewed the Knutson Property title report and supporting documents. No glaring legal issues were identified within the attached title report that includes a utility easement and a provision that states, "Grantee, their successors and assigns agree to maintain a memorial plaque on the subject real property bearing the language set forth on Exhibit "B". The plaque will be made of bronze or other suitable material and will be placed in a small cleared sitting area, which Grantee shall design to compliment the natural surroundings and which Grantee shall reasonably maintain. Grantee shall provide and maintain several benches." It is assumed that the provision for a plaque can/is being addressed on the remaining properties that are identified under a lone parcel number according to Kitsap County Records. Mr. Shawcroft has indicated that the plaque is the Greenway's responsibility to place, in accordance with the conditions placed on title for these properties. The County will need assurances that plaque responsibility has been met before closing.

Research has indicated that the 0.42-acre Cora Avenue parcel was not acquired with RCO funds and that no relevant conditions exist on this parcel, unlike other properties in which RCO funds were utilized.

Park's Staff Recommendation: Parks' Staff do not see an issue with divesting the 0.42-acre Cora Avenue parcel and putting it up for sale in support of the acquisition of 10 additional acres, identified as the Connecting Hawk's Ponds property, outlined within the campaign sheet and described above. The property to the West of the 0.42-acre Cora Avenue parcel can serve as a means of ingress/egress if future plans (as indicated within the original Hansville Greenway Concept) provide for connectivity from the shoreline in Hansville into the Greenway, as indicated.

Attachments

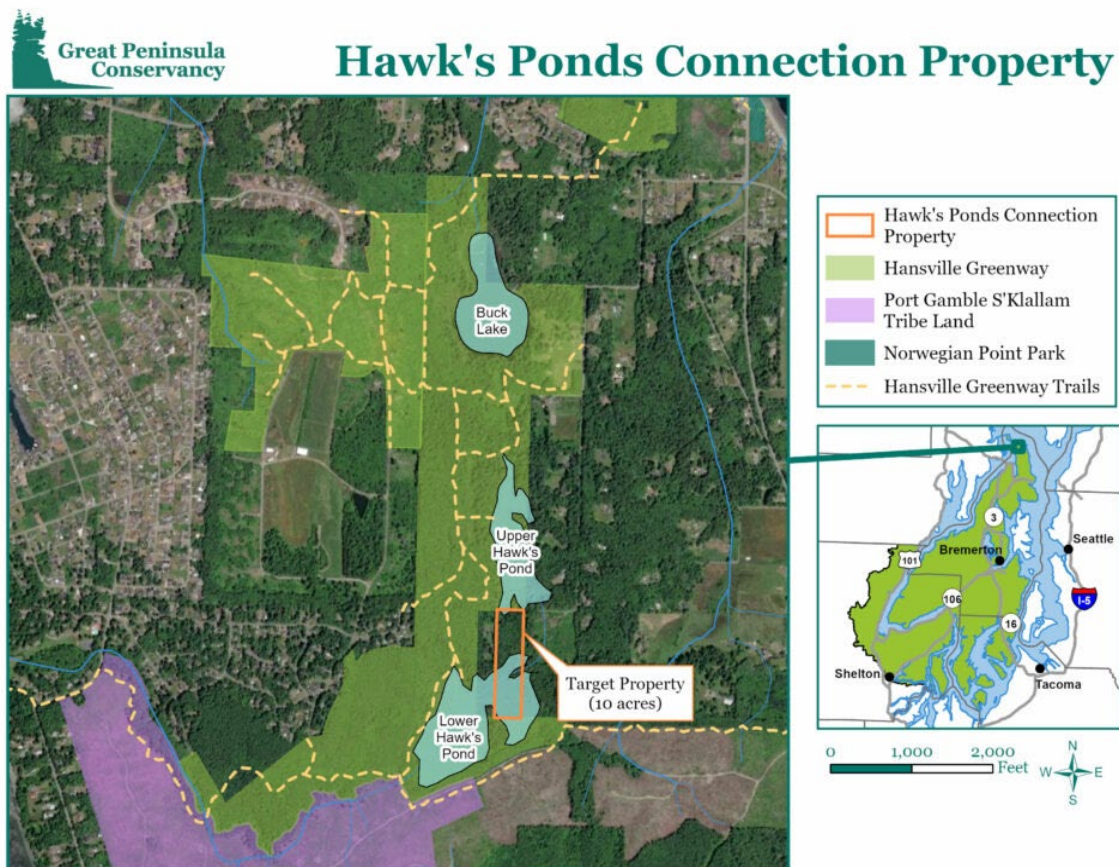
Hansville Greenway Campaign: Connecting Hawk's Ponds

Property Description:

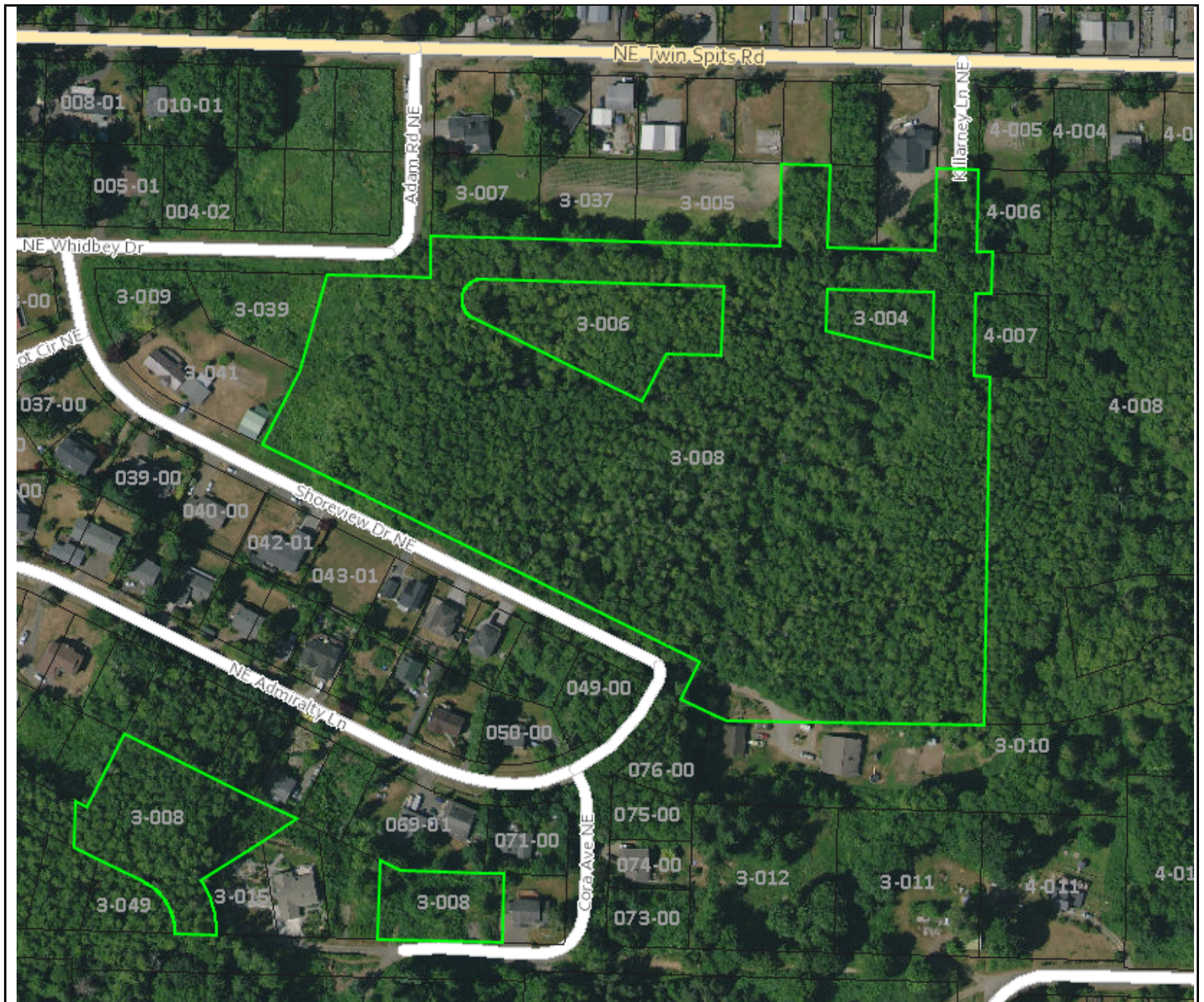
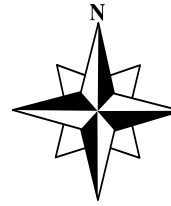
Great Peninsula Conservancy, the Hansville Greenway Association, and Kitsap County Parks and Recreation have an exciting opportunity to acquire a beautiful 10-acre parcel on the shores of two ponds and expand the Hansville Greenway. This undeveloped piece of land spans the upland forest between Upper Hawk's Pond and Lower Hawk's Pond. Both northern and southern boundaries connect to existing Hansville Greenway property. The wetland and forest habitats support black bears, beavers, river otter, eagles (pictured above), ospreys, fish, and amphibians.

Acquisition of this property will:

- Add permanent, varied wildlife habitat to the Greenway.
- Provide an unobstructed wildlife corridor from Upper to Lower Hawk's Pond.
- Prevent development on the property.
- Preserve three acres of mature forest.



Administration: The property will be owned by Kitsap County, as is most of the Hansville Greenway. Great Peninsula Conservancy is assisting with fundraising and will continue to monitor and enforce a conservation easement that it holds on the property that provides extra protection of the ponds and shoreline. Public access to the property will be limited but wildlife will be able to roam freely.



This is not a survey. It is provided as a convenience to locate the land indicated hereon with reference to streets and other land. It is not intended to show all matters related to the property including, but not limited to, areas, dimensions, assessments, encroachments, or location boundaries. It is not a part of, nor does it modify the commitment or policy to which it is attached. The company assumes no liability for any matter related to this sketch. Reference should be made to an accurate survey for further information.