



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, May 17, 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 April 19, 2023 meeting minutes
 - III. Public Comment (3-minute limit/person)
 - IV. Special Presentations/Reports
 - a. Capital Improvement Plan 2023-2028 *Alex Wisniewski*
(See Attachments A, B, C, D)
 - V. Parks Report
 - a. Director’s Report *Alex Wisniewski*
 - VI. Sub Committee Reports
 - a. Planning & Property
 - i. Capital Improvement Plan 2023-2028
(may be part of item IV.a.) *Sub Committee*
 - 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 <i>(may vary by topic)</i>
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 • Land Acquisition & 	Linda Berry-Maraist Amy Lawrence Joanne Clark	Parks Planner Natural Resources Supervisor

		Divestiture • Park Code	Lisa Hurt	
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KITSAP COUNTY PARKS ADVISORY BOARD

April 19, 2023

MEETING MINUTES

The meeting was called to order at 6:01 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:** *Jon Pearson motioned to adopt March 15, 2023, meeting minutes. Joanne Clark second motion. Minutes approved.*

- **PUBLIC COMMENT**
 - Joe Lubischer, North Kitsap Heritage Park
 - Request for status update regarding Kitsap County and RCO meeting pertaining to East-West STO study.
 - Concerns regarding County process for wetlands and wetland buffer checks for County projects.

- **SPECIAL PRESENTATIONS-**
 - Natural Resources
 - 2022 Year in Review- Aaron Bartleson presented an annual re-cap of the Partner Organizations projects, volunteer hours - 266 work parties with 43 groups for a total of 45,199 hours in 2022, training and education activities. Also shared Natural Resources Team goals for 2023.
 - Volunteer Handbook Revisions- Sierra Kross presented an overview of the process for updating the handbook. Discussions included Parks Advisory Board, Kitsap County Legal, Risk management and Stewardship Chair leads.
 - Marketing and Communications
 - Hidden Gem to Household Name – Chuck Cuzzetto presented a review and highlight of the Parks marketing strategies and goals to increase public awareness and participation, targeted outreach, and education. Also shared successes in social media growth, stakeholder engagement and some areas for improvements.

- **DIRECTOR'S REPORT**
 - Announced Natural Resources Supervisor, Arno Bergstrom has submitted notice of retirement as of June 30, 2023. Arno has been with Kitsap County Parks Department for 10 years.
 - Written Directors report provided.

- **SUB COMMITTEE REPORTS**
 - **PLANNING & PROPERTY**
 - Newberry Hill Heritage Park – Culvert replacement at Anderson Creek. Aaron Nix presented to the Parks Advisory Board the information regarding Kitsap County proposition to replace an existing fish passage barrier culvert on NW Newberry Hill Road with a new fish passable concrete box culvert. This project will require that the Kitsap County Public Works Department obtains 1,000 sq-ft of right-of-way from the Kitsap County Parks Department's Newberry Hill Heritage Park. The culvert project will also require an 1,100 sq-ft temporary construction easement (TCE) onto the Park property. Phil Struck, a consultant hired by Public Works present at meeting and available for questions.
ACTION - *Nancy Whitaker motioned to approve. Joanne Clark second motion. Vice chair, Lisa Hurt opened to vote. Advisory Board voted unanimously to pass.*
 - Cora Avenue Property Divesture – Request from Hansville Greenway and Great Peninsula Conservancy for Kitsap County to consider selling a portion of Cora Avenue property to help raise funds for campaign to acquire the 10-acre Hawk's Pond Connection Property.
ACTION - *Larry Walker motioned to move forward with project. Jon Pearson seconded motion. Vice Chair opened to vote. Advisory Council voted unanimously to pass.*

- **DISTRICT REPRESENTATIVE REPORTS**

- **OLD BUSINESS**

- Joanne reported there is a Port-a-Let at Olalla Boat Ramp park.

- **NEW BUSINESS**

- Joanne Clark inquired about the status of the request from Mr. Olsen for Life Vest and kiosk Olalla Boat Ramp park.

- **ADJOURNMENT | ACTION:** *Larry Walker moved to adjourn the meeting. Jon Pearson seconded the motion. The meeting was adjourned at 7:33PM.*

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC
Joanne Clark, Chair	Alex Wisniewski	K.C. Patton
Lisa Hurt	Aaron Nix	Joseph Lubischer
Larry Walker	Brain Hauschel	Phil Struck
Nancy Whitaker	Chuck Cuzzetto	
Jon Pearson	Dee Tuttle	
Amy Smalley	Aaron Bartleson	
Grady Martin	Sierra Kross	



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Alex Wisniewski, Director

Director's Report

Date: 5/17/2023
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

Finance

Parks has two staff dedicated to financial processing and budget management, both of which have planned protected leave during the coming months. One employee will be on leave for 2 months with a return to part-time work, the other will on leave 1.5 weeks with remote part-time working for 2-3 additional weeks. During this time, Administrative Services will be graciously assisting the department with payroll, purchasing, and invoice processing. Park is very appreciative for this help.

Recreation and Conservation Office (RCO)

Parks met with RCO staff on April 20 to discuss the potential route of the Sound To Olympics Trail through North Kitsap Heritage Park. Parks staff reflected on the trail concept, the potential routes, that the County acquired the park with the desire to link it to the trail, and that this was all shared with RCO during the grant presentations in 2014. RCO listened to staff and indicated they would provide a formal response. On May 8, 2023 RCO sent a letter to the County indicating the trail and design appear not to be compatible with the conservation purposes of the habitat conservation and salmon recovery grants used to acquire the property. RCO also indicated that if the County desired to pursue routing the trail through the park, it could request consideration for this by following RCO's Allowable Use Framework or Conversion Approval process. The County will wait until a new Commissioner has been seated in the north district before deciding how to proceed.

Capital Projects Program

Capital Improvement Plan (CIP) – Proposed Amendment

Please see Attachment 1 for narrative on the proposed CIP amendment and Attachment 2 for spreadsheet that outlines the proposed changes in projects, funding amounts, and funding sources. Parks staff will present on the topic and has invited staff from Administrative Services/Budget & Finance Office (Kristofer Carleson, Toby Linzmeier, Aimee Campbell) to be present for questions.

Point No Point Park Beach Rehabilitation

Design alternatives for the 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. Parks Staff is now arranging a pre-application meeting to review the proposed design alternatives with the County's Department of Community Development, the meeting request has been submitted. Once this is completed, final preparations will be done to submit the permitting package to the relevant regulatory agencies. This unplanned capital project is included in the proposed CIP amendment.

The project is currently structured into three proposed phases, these include:

1. Phase 1 – Reconstructing the shoreline dune along the north beach that was overtopped by the December King tide and storm events and then, subsequently eroded and washed back into the Puget Sound due to the volume of water receding across the beach. The targeted timeframe for this is during the fish window of July 15-October 15, 2023.
2. Phase 2 – Construction of an upland, foredune berm located closer to the park entrance road to provide a more robust and enhanced beach dune system. This phase also includes adding vegetation across the beach area to help stabilize the soils. This phase would happen during the same fish window as phase 1 but the plantings wouldn't take place until the fall months to better ensure survivability of the vegetation.
3. Phase 3 – Reconstruction of the rock revetment wall along the north shore in front of the historic lighthouse. This is proposed to include better slope alignment of the embankment and adding additional rocks and soil fabric to enhance stability. This is currently proposed to be completed in 2024 due to permitting constraints and the ability obtain credit for the mitigation work associated with the placement of the sand under phases 1 and 2.

Eagle's Nest Perimeter Deck Replacement

Design plans for the reconstruction of the Eagle's Nest deck are complete and a permit application has been submitted to DCD. Upon permit approval, a request for proposals for construction bids will be carried out, targeting construction this year. Once complete, the deck will function as the required secondary emergency exit for the building and will be brought up to ADA compliance standards. A budget increase and funding source change for this capital project is included in the proposed CIP amendment.

Island Lake Pier Rehabilitation

Permits from the regulatory agencies for the reconstruction of the pier have been approved. Construction material submittals have been provided to DCD for the required building permit. Staff is pursuing cost estimates for this repair work from arson activity. The fish window for this project is August 1-September 30, 2023.

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. These structures have been inspected for asbestos and other regulated materials and contracting for appropriate abatement is in process. We will be demolishing four of these structures in 2023; they are included in the proposed CIP amendment.

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.



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Alex Wisniewski, Director

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, 2023.

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. 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.

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 \(kitsapgov.com\)](http://kitsapgov.com)
- Online reservations and payment portal: [Kitsap County Parks > Home \(recdesk.com\)](http://kitsapgov.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 has been working to promote upcoming events (Discover Kitsap Walks) and work parties. Posts and email bulletins are issued at the beginning of the week for work parties occurring on the following weekend. Discover Kitsap Events are featured on the website and social media.

- Communications and Natural Resources Staff presented to the Naval Fleet & Family Support Center's Ombudsman Assembly on May 9th. Providing information on ways to recreate in Kitsap County Parks and opportunities to get involved. The Navy Family Ombudsman Program promotes healthy, self-reliant families.
- As promised, please find the links to the videos below:
 - Chico Salmon Park (<https://vimeo.com/821789902?share=copy>)
 - Island Lake Park (<https://vimeo.com/821790178?share=copy>)
 - Silverdale Waterfront Park (<https://vimeo.com/821790992?share=copy>)
 - Long Lake Park (<https://vimeo.com/821790516?share=copy>)

Maintenance & Operations Program

Staffing

M&O has filled its final vacancy, marking the first time since at least 2020 that all M&O crews have been fully staffed. Attention has now shifted to filling summer seasonal positions, interviews were recently completed.

Fairgrounds

- Castle Park: This wooden playground was installed in 2002, has served its useful life, and is in need of replacement. The playground is suffering from rot that will require intermittent closures to address maintenance needs until the replacement of the toys happens. Parks staff intends to update the site development plan for the fairgrounds prior to investing in a playground replacement.

Athletic Fields

All athletic fields have received their bi-annual maintenance. This work entails aerification, topdressing (sand & seed), and fertilization. Staff is conducting irrigation testing in preparation for the summer months.

Indianola Tennis Court

Vegetation between the court and neighboring properties has been removed due to ongoing maintenance and access issues. For privacy purposes, a wind screen was installed on the perimeter fencing.

Natural Resources Program

Forest Stewardship Program

Port Gamble Forest Heritage Park

- Restorative thinning on the second, 190-acre unit is well underway, and the public response has been good. Two story boards have been installed that describe the benefits of the restorative thinning. Trails are closed as required and generally open where possible over the weekends. It is anticipated the second unit will finish in July. This unit is part of the 756 acres of timber rights the County acquired in 2022. Planning is under way for three additional forest practices applications at Port Gamble that will close out 2023 goal of thinning 350 acres.

Public Outreach

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



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Alex Wisniewski, Director

Volunteer Program

Work Parties

- o March Activity: 36 work parties (108 YTD)

Location	Work performed by volunteers and staff
Anderson Landing Preserve	<ul style="list-style-type: none"> • Constructions and installation of (2) benches • Split rail fence installed
Bandix Dog Park	<ul style="list-style-type: none"> • Trail signs constructed and installed • Annual Dog Parks meeting (Howe Farm, Silverdale, and Bandix)
Banner Forest Heritage Park	<ul style="list-style-type: none"> • Vegetation Transplantation • 4th Thursday Work Party- Trail decommission
Buck Lake Park	<ul style="list-style-type: none"> • General maintenance of Native plants garden (2 work parties)
Chico Salmon Park	<ul style="list-style-type: none"> • Trail work and Invasive species removal • Install fencing
Coulter Creek Heritage Park	<ul style="list-style-type: none"> • Invasive vegetation removal/Trash pickup • Trail Brushing • Square Lake landscaping
Fairgrounds & Events Center	<ul style="list-style-type: none"> • Disc golf course work- event held
Guillemot Cove Preserve	<ul style="list-style-type: none"> • Earthday - trail work
Hansville Greenway	<ul style="list-style-type: none"> • Trail work
Howe Farm	<ul style="list-style-type: none"> • Earthday- Target Superstores Invasive Vegetation removal
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none"> • Wheelchair friendly trail scouting • Sign installation • Washington Youth Academy -trail work
Newberry Hill Heritage Park	<ul style="list-style-type: none"> • Fire fuels reduction • Kitsap Bank- Earthday 100+ participants • Invasives Vegetation removal • Sign Installation
Nick's Lagoon	<ul style="list-style-type: none"> • Repair vandalized door • Trail drainage work
North Kitsap Heritage Park	<ul style="list-style-type: none"> • Mowing- Blackberry removal • WTA -trail work
Port Gamble Forest Heritage Park	<ul style="list-style-type: none"> • Scotch broom removal • Trail work • Ride park work • Rotary work party • Earthday- invasive vegetation removal
South Kitsap Regional Park	<ul style="list-style-type: none"> • Port Orchard Rotary, Skookum, and SKHS construction of wheelchair friendly trail

Square Lake Park	<ul style="list-style-type: none"> • Prepare park for April 1 opening-CCHP volunteers
Wynn Jones	<ul style="list-style-type: none"> • Ivy removal and boardwalk repair
Kitsap Water Festival	<ul style="list-style-type: none"> • Provided education to 1,000+ students
Forest Stewards Training	<ul style="list-style-type: none"> • Completion of Training • Tabling event- Port Gamble • Forest Docent Training- Nature walks
Kitsap County Job Fair	<ul style="list-style-type: none"> • Tabling event to fill vacancies within department
Volunteer Lead Training	<ul style="list-style-type: none"> • 27 participants

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 building at Port Gamble Forest Heritage Park
Washington Trails Association	<ul style="list-style-type: none"> • Trail work at North Kitsap
Mountaineers	<ul style="list-style-type: none"> • Trail work at Banner Forest
Crossroad Rotary	<ul style="list-style-type: none"> • Trail work Port Gamble
Kitsap Bank	<ul style="list-style-type: none"> • Earthday at Newberry Hill Heritage Park
South Kitsap High School	<ul style="list-style-type: none"> • Wheelchair friendly trail at SKRP
Port Orchard Rotary	<ul style="list-style-type: none"> • Wheelchair friendly trail at SKRP
Washington Youth Academy	<ul style="list-style-type: none"> • Trail work at Illahee Preserve
Skookum	<ul style="list-style-type: none"> • Wheelchair friendly trail at SKRP
Olympic College	Trail work - Chico Salmon Park
West Sound Disc Golf Association	<ul style="list-style-type: none"> • Course prep for tournament
Our Forest Fund	<ul style="list-style-type: none"> • Invasive vegetation removal Port Gamble
Eagle Scouts	<ul style="list-style-type: none"> • Bench build and installation
Target Superstores	<ul style="list-style-type: none"> • Howe Farm- Invasive vegetation removal

Planning Program

Parks, Recreation, and Open Space (PROS) Plan

Staff are meeting bi-monthly with the consultant to maintain a continuous touchpoint and progress on the PROS Plan update. Currently, work is underway to develop a Public Participation Plan and refining the timeline of project deliverables. Included in both of these will be the development of a dedicated web page to the PROS Plan update to create singular location for information to be posted, shared, and accessed by the public. Additionally, work has begun to review the goals, policies, and objectives in the 2018 adopted PROS plan.

Coulter Creek Heritage Park Framework

During the framework process, staff has been diving into the history of the property and is uncovering areas where additional information is needed to help inform park goals and objectives. These include an extensive and yet, *not* well documented trail system and various plumbed connections of wetlands and ponds – all changes to the property that occurred prior to it coming into County ownership. Staff and park stewards are investigating these discoveries so they can better inform the future needs for the park.



Executive Summary

Issue Title: Parks Capital Improvement Plan – Proposed Amendment Narrative

The Parks Capital Improvement Plan is a strategic plan of immediate and forecasted capital projects identified as critical to the mission for the County and the Parks department. The plan serves as a listing of park-related capital improvement projects, acquisitions, development, and maintenance needs over a six-year period. Parks' current CIP for years 2023-2028 was approved in resolution 195-2022.

Brief History

Parks has been without staff to manage its Capital Improvement Plan since 2019. Due to this circumstance, capital projects have not advanced much during the past four years and the greater CIP program has not maintained the annual evaluation it requires to ensure estimated costs and project priorities remain current and updated. Thus, other than a few minor adjustments in 2021, Parks' 6-year CIP has largely not changed.

In November 2022, Parks filled its Capital Projects Planner position and began the process of reviewing the CIP program and moving some projects forward into design and permitting. With this vacancy filled, Parks was approaching an update to its CIP in two phases. Phase 1 was intended to result in a CIP amendment and would focus on immediate needs for 2023 projects including updating project budget estimates and adding emergency repairs to Point No Point Park (from the 2022 winter storm damage) as a project. Phase 2 would entail a more comprehensive review of the program including adding other known capital projects to the existing list and projecting out further than 6 years; the result of which would become the basis for Parks' 2024-2029 CIP proposal.

Unfortunately, the Capital Projects Planner position is vacant again as the staff left County employment in March 2023. Nonetheless, some projects were still able to progress and, collectively, are the foundation for this CIP amendment.

CIP Amendment Elements

Projects Added

- ***Point No Point Park – Shoreline Rehabilitation***

In November and December 2022 high tides coupled with low barometric pressure, rain, and winter storms resulted with an inundation of sea water and surface water into the park and the adjacent Hansville residential community. The rain and high tide levels combined with wind-induced waves resulted in sea water overtopping the park's eastern beach and the northern beach between Point No Point and Norwegian Point parks leading to flooding along Point No Point Road. When the tide lowered the impounded water receded back into the Puget Sound following the path of least resistance and lowest elevation, which was across the north beach of Point No Point Park. This recession of water eroded away the beach berm and beach area. Additionally, the storms also eroded the beach frontage at a section of parking lot, collapsed a different corner of the parking lot, swept away fencing in the park, and accelerated erosion behind the rock revetment that is protecting the embankment in front of the historic lighthouse. In response to the storm, Public Works

installed a super sack sandbag wall around the north beach to contain high tide levels and the Parks is keeping the park closed until repairs can be accomplished.

The repairs are currently under final design and the necessary permitting processes have begun. The project is proposed to be carried out in two phases. Phase 1A will include rehabilitation of the north beach by reconstructing the berm with coir matting, stabilizing the undercut parking area, and rebuilding the collapsed parking lot corner. Phase 1B will include adding a secondary foredune closer to the park entrance road and planting it and the rest of the beach area with appropriate vegetation to help hold the soils in place. Phases 1A and 1B are targeted to happen during the July 15-October 15 fish window, barring all environmental permitting is achievable by then. Phase 2 will include rebuilding the rock revetment in front of the lighthouse to better stabilize the embankment and reduce further erosion.

The design and permitting work are currently underway and is getting funded out of Parks' general fund operations budget, cost totals for contract KC-093-23 with amendment A total \$102,783.00. The construction estimates for Phases 1A and 1B is \$500,000; the Phase 2 construction estimate is \$500,000. Design, permitting, and Phases 1A and 1B are to be completed in 2023, Phase 2 is targeted for 2024.

- **Fairgrounds – Cabin Removal**

Between 1991-1995, two log-constructed structures (cabin and stables) were moved to the Kitsap County Fairgrounds and stored in the parking lot that today serves the Castle Park playground. The structures, once used to provide social services and food distribution by the Indian Center, were relocated from Silverdale Waterfront Park in Old Town Silverdale to make room for an expansion of the park. The cabin and stables were originally built in 1935 by the Navy at, what is today, Jackson Park in Bremerton for the Naval Ammunition Depot; they were moved to Silverdale Waterfront Park at an unknown time.

In 1995, Kitsap County advertised the cabins as “free to a good home” hoping someone from the community would remove them from the fairgrounds; this did not happen. In 2002, Kitsap County had two firms (McMenamin Engineering Consultants and Carrenden Enterprises, Inc.) conduct a “*structural wood destroying organism inspection on the cabins to identify the extent of structural damage from an infestation by wood destroying organisms.*” Carrenden Enterprises, Inc. provided a comprehensive review, concluding that the cabin was “*structurally unsound*” and “*the potential for catastrophic failure from structural collapse is considered high*” and the stables facility “*to be in imminent danger of catastrophic collapse.*” Between 2002-2007 the stables facility was deconstructed and discarded, and the log cabin building was relocated to its current site behind the President’s Hall on the Fairgrounds. In 2007 there was a failed attempt to develop a partnership between Kitsap County and the Pacific Northwest Photographic Society and in 2009 with the Log Cabin Historic Society to provide “*continued maintenance, restoration, and preservation*” of the log cabin. Since this time, restoration has not progressed, and the cabin remains in a state of disrepair and structurally compromised.

Permitting for the deconstruction of the log cabin has been completed. A request for bids has not yet been completed but is in-process, staff estimates costs should not exceed \$50,000.

Projects Postponed

- ***Illahee Forest Preserve Heritage Park – Restroom Installation***

Due to the loss of the Capital Projects Planner, staff is recommending postponing this project.

- **North Kitsap Heritage Park – Parking Lot Improvements and Restroom Installation**
Due to the loss of the Capital Projects Planner, staff is recommending postponing this project.
- **Guillemot Cove Nature Reserve – Cabin Removal**
Due to the loss of the Capital Projects Planner, staff is recommending postponing this project.

Funding Increases

- **Point No Point Park – Shoreline Rehabilitation**
See above for project details. Since this project was unplanned and unbudgeted, it requires an increase to Parks' CIP budget to cover project costs.
- **Fairgrounds – Eagle's Nest Deck**
The Eagle's Nest is a 2-story building at the Fairgrounds that contains a 1,700 square foot (approximate) deck and ramp that was originally built in 1994 when the building was constructed. The wooden deck has outlived its useful life to the point where it now requires replacement. The deck also serves as the mandatory secondary emergency exit from the building's upper floor. In addition to the deterioration of the deck structure, the deck does not meet current commercial use building code standards nor ADA requirements, so the reconstruction requires some design changes. And there is a fire suppression system underneath the deck that also needs to be replaced at the same time.

Parks contracted (KC-568-22 and KC-568-22-A) with a structural engineering firm in 2022 to design and permit the construction of a new deck; the contract cost is \$41,960.00. The engineering estimate for the new deck structure is \$181,326. The cost to replace the fire suppression lines is currently unknown but estimated to be approximately \$50,000.

- **Fairgrounds – Eagle's Nest HVAC**
The Eagle's Nest building HVAC operates off of two split-unit heat pumps, one for the first floor and another for the second floor; both units have failed and require replacement.

A cost estimate for removal/disposal of existing units and purchase/installation of new units was received utilizing the Sourcewell cooperative purchasing contract; cost is \$314,917.00 (excludes sales tax).

Funding Source Restrictions

- **Funding Sources**
Parks' primary funding source for capital projects has historically come from REET II revenues because REET I has been reserved to fund future capital improvements to the County's Courthouse. While REET II funds have been used successfully for capital projects throughout the County's park system, the RCW has been interpreted to *not* include the Fairgrounds and Event Center because this complex does not align with the definition of a "park." In contrast, it is instead viewed that the Fairgrounds and Event Center is a "recreational facility" and, therefore, not open to use REET II funding, but is open to REET I funding.
 - Under RCW 82.46.010, **REET I** provides for the funding of capital projects and provides a lengthy description of how "capital projects" are defined. The relevant portions of the definition that pertain to the Parks department includes the following language:

"...planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of...parks; recreational facilities;...; trails;..."

- Under RCW 82.46.035, **REET II** provides for the funding of capital projects and provides a lengthy description of how “capital projects” are defined. The relevant portions of the definition that pertain to the Parks department includes the following language:

“planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.”

This poses a conundrum for Parks because the Fairgrounds and Event Center contain the greatest number of buildings, structures, and built facilities that require significant capital support. Facilities at the complex that are not eligible for REET II funding include the Pavilion, President’s Hall, Van Zee, Eagle’s Nest, Thunderbird Arena, fairgrounds barns, Board Arena, Lobe baseball fields, Gordon soccer fields, tennis courts, camping areas, and parking lots. Given that REET II funding is not available for the Fairgrounds and Event Center, the use of other funding sources is needed for the three CIP projects at the Fairgrounds and Events Center (deck, HVAC, log cabin) as well as future capital needs. Funding options include:

- **REET I**
As discussed above, REET I supports a wider spectrum of park and recreation facilities and has been interpreted to be allowable for use at the Fairgrounds and Event Center. However, this funding source is currently being retained for a different capital project which has restricted its use.
- **Park Impact Fees**
Park impact fees are allowed to be collected per RCW 82.02.050 and per resolution 143-1992, Kitsap County collects park impact fees from new residential development in Kitsap County. Park impact fees may be used for “*publicly owned parks, open space, and recreation facilities.*” Currently, this account is being used to pay for debt services for Parks from past bond obligations. It pays out approximately \$188,000 in debt services each year, brings in \$377,569 annually, and has a current balance of \$1,239,062. The account is required to maintain at least twice the value of the annual payment obligation (\$376,000), which reduces the available balance to \$863,062.
- **Special Revenue (1501)**
Parks retains 20% of rental revenues from facility rentals for events (does not include picnic shelters, athletic fields, equipment rentals) in a special revenue account along with revenues earned from property and facility leases (i.e. cell towers, residential home rentals, Kola Kole rental, Lighthouse Society at Point No Point). The purpose of this account is to use the funds to maintain the facilities generating the revenues and to reinvest in the park system as needed. The account balance is currently \$884,078. The account generates approximately \$250,000 annually.
- **General Fund**
The County’s general fund could be used to fund capital projects.

Proposed CIP Changes

The details of Parks’ proposed amendment to the 2023-2028 CIP can be found in attachment A. It consists of:

1. Adding new projects that were previously not on the list.

- Point No Point beach rehabilitation (due to winter storm damage)
- Fairgrounds cabin deconstruction (for safety concerns)
- 2. Increasing project budgets to previously approved projects.
 - Eagle's Nest Deck
 - Eagle's Nest HVAC
- 3. Postponing previously approved projects.
 - Illahee Forest Preserve Heritage Park – restroom installation
 - North Kitsap Heritage Park – parking lot improvements and restroom installation
 - Guillemot Cove Nature Reserve – cabin deconstruction
- 4. Utilizing alternative funding sources to REET II on the Fairgrounds and Events Center.
 - Staff's preferred alternative: REET I (\$687,250)
 - Staff's secondary alternative: Impact fees for Eagle's Nest deck and Log Cabin Deconstruction (\$412,250) and Special Revenue for Eagle's Nest Deck (\$275,000)



**Kitsap County Parks
Capital Improvement Plan 2023-2028 - Proposed Amendment
5.4.2023**

Location	Project Description	Funding Source	2023 Approved	2023 Amended	Notes
Schold Farm/Clear Creek*	Master Plan	REET II	\$ 300,000	\$ 300,000	No change. Project managed by DCD.
Anderson Point Park	Parking Lot Expansion	Parks Capital Fund (3821)	\$ 22,000	\$ 22,000	No change.
Illahee Forest Preserve Heritage Park	Restroom Installation	REET II	\$ 47,631	\$ -	Project will not be completed in 2023, will be postponed.
North Kitsap Heritage Park	Parking Lot Improvements	REET II	\$ 210,000	\$ -	Project will not be completed in 2023, will be postponed.
	Restroom Installation	REET II	\$ 47,564	\$ -	Project will not be completed in 2023, will be postponed.
Port Gamble Forest Heritage Park	Ride Park, North Parking Lot, Stottlemeyer Parking Lot	Public Facilities District and REET II	\$ 1,950,132	\$ 1,950,132	No change.
Faigrounds & Events Center	Eagle's Nest Deck	Parks Capital Fund (3821)	\$ 50,000	\$ -	Shift expense to alternate funding source.
		Parks Special Revenue Fund (1501)	\$ 50,000	\$ -	Shift expense to alternate funding source.
		REET I, Park Impact Fees, Special Revenue, GF		\$ 275,000	Increase due to higher costs.
	Eagle's Nest HVAC	REET II	\$ 50,000	\$ -	Shift expense to alternate funding source.
		REET I, Park Impact Fees, Special Revenue, GF		\$ 362,250	Increase due to higher costs. Sourcwell purchasing agreement.
	Demolition of cabin (for safety concerns)	REET I, Park Impact Fees, Special Revenue, GF		\$ 50,000	New project and estimated cost.
Anna Smith Park	Demolition of garage (for park rehabilitation and structural safety)	REET II	\$ 10,000	\$ 10,000	No Change.
Nick's Lagoon	Demolition of house (for park rehabilitation and structural safety)	REET II	\$ 50,000	\$ 50,000	No Change.
Guillemot Cove Nature Reserve	Demolition of cabin and bulkhead (for park rehabilitation and structural safety)	REET II	\$ 50,000	\$ -	Project will not be completed in 2023, will be postponed.
Long Lake Park	Demolition of house (for park rehabilitation and structural safety)	REET II	\$ 50,000	\$ 50,000	No Change.
Point No Point Park	Beach Rehabilitation (Phase 1)	REET II (engineering & permitting)		\$ 120,000	New project due to impacts from winter storm events. Project currently funded out of Parks' general fund (9509), will transfer to Parks Capital Fund (3821)
		REET II (construction)		\$ 500,000	
Annual Total			\$ 2,887,327	\$ 3,689,382	

*Project managed by DCD

Color Key
New projects
Increased cost to previously approved
Postponed projects
Alternate funding source options

Proposed changes by funding source	
REET II	\$ 214,805.00
REET I	\$ 687,250.00
Parks Capital Fund (3821)	\$ (50,000.00)
Parks Special Revenue Fund (1501)	\$ (50,000.00)
Public Facilities District	None
Total	\$ 802,055.00

RESOLUTION NO. 195 - 2022

RESOLUTION APPROVING PARKS CAPITAL IMPROVEMENT PLAN 2023-2028

WHEREAS, the 2023-2028 Parks Capital Improvement Plan has been developed in conformance with the goals and policies of the 2018 Parks and Open Space Comprehensive Plan, adopted by Resolution 040-2018; and

WHEREAS, the 2023-2028 Parks Capital Improvement Plan containing recommendations for Parks capital improvements, acquisition, development, and maintenance projects and financing was submitted to the Kitsap County Board of Commissioners for review as part of the 2023 Parks capital preliminary budget; and

WHEREAS, on November 28, 2022, the Board held a public hearing to consider the Parks Improvement Plan; and

WHEREAS, the Kitsap County Board of Commissioners desires to adopt the attached Parks Capital Improvement Plan 2023-2028; and

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS RESOLVES AND HEREBY APPROVES, Parks Capital Improvement Plan 2023-2028.

Adopted this 28, day of November, 2022



BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

Edward E. Wolfe
EDWARD E. WOLFE, Chair

NOT PRESENT

CHARLOTTE GARRIDO, Commissioner

Robert Gelder
ROBERT GELDER, Commissioner

ATTEST:

Dana Daniels

Dana Daniels, Clerk of the Board



Kitsap County Parks Department | 614 Division Street MS-1 | Port Orchard, WA 98366

www.kitsapgov.com/parks | 360.337.5350 | parks@co.kitsap.wa.us

Kitsap County Parks
Capital Improvement Plan 2023-2028
11/14/2022

Location	Project Description	2023	2024	2025	2026	2027	2028
Schoold Farm/Clear Creek*	Master Plan	\$ 300,000	\$ 200,000				
Anderson Point Park	Parking Lot Expansion	\$ 22,000					
Ilahee Forest Preserve Heritage Park	Restroom Installation	\$ 47,631					
North Kitsap Heritage Park	Parking Lot Improvements	\$ 210,000					
	Restroom Installation	\$ 47,564					
Newberry Hill Heritage Park	Parking Lot Development		\$ 225,000				
	Restroom Installation		\$ 50,000				
Port Gamble Forest Heritage Park**	Ride Park	\$ 1,950,132					
	Ride Park Restroom						
	Ride Park Parking Lot						
	Stottlemeyer Parking Lot						
	Master Plan						
Fairgrounds & Events Center	Eagle's Nest Deck***	\$ 100,000					
	Eagle's Nest HVAC	\$ 50,000					
	Pavilion Fire Suppression				\$ 270,000		
	Pavilion/Fairgrounds Renovation						\$ 500,000
Anna Smith Park	Demolition of garage	\$ 10,000					
Nick's Lagoon	Demolition of house	\$ 50,000					
Guillemot Cove Nature Reserve	Demolition of cabin and bulkhead	\$ 50,000					
Long Lake Park	Demolition of house	\$ 50,000					
	Playground Installation		\$ 200,000				
Banner Forest Heritage Park	Parking Lot Improvements		\$ 200,000				
	Restroom Installation		\$ 47,725				
South Kitsap Regional Park	Parking Lot Improvements		\$ 100,000				
	Shelter/Main Parking					\$ 270,000	
	Artificial Turf Field						\$ 1,000,000
Norwegian Point Park	Fishing Pier		\$ 900,000				
Coulter Creek Heritage Park	Parking Lot Development			\$ 70,000			
	Restroom Installation			\$ 170,000			
Silverdale Waterfront Park	Bulkhead Repair			\$ 2,500,000			
Island Lake Park	Playground Replacement				\$ 175,000		
Wildcat Lake Park	Playground Replacement				\$ 175,000		
Salsbury Point Park	Playground Replacement				\$ 185,000		
Horseshoe Point Park	Playground Replacement					\$ 215,000	
Silverdale Waterfront Park	Playground Replacement					\$ 200,000	
Howe Farm	Barn Renovations					\$ 200,000	
Annual Total		\$ 2,887,327	\$ 1,922,725	\$ 2,740,000	\$ 805,000	\$ 885,000	\$ 1,500,000

*Project managed by DCD

**REET II + Public Facilities District funding

***REET II + Parks 1501 Special Revenue funding

REET II (new request)	\$ 9,500,002
REET II (previously approved, already in Parks' Capital fund)	\$ 164,920
Public Facilities District	\$ 1,025,130
Parks 1501 Special Revenue	\$ 50,000
6-Year CIP Total	\$ 10,740,052



Kitsap County Parks
Capital Improvement Plan 2023-2028
5/16/2023

Location	Project Description	2023	2024	2025	2026	2027	2028
Schold Farm/Clear Creek*	Master Plan	\$ 300,000	\$ 200,000				
Anderson Point Park	Parking Lot Expansion	\$ 22,000					
Ilahee Forest Preserve Heritage Park	Restroom Installation		\$ 47,631				
North Kitsap Heritage Park	Parking Lot Improvements		\$ 210,000				
	Restroom Installation		\$ 47,564				
Newberry Hill Heritage Park	Parking Lot Development		\$ 225,000				
	Restroom Installation		\$ 50,000				
Port Gamble Forest Heritage Park**	Ride Park	\$ 1,950,132					
	Ride Park Restroom						
	Ride Park Parking Lot						
	Stottlemeyer Parking Lot						
	Master Plan						
Faggrounds & Events Center	Eagle's Nest Deck*	\$ 275,000					
	Eagle's Nest HVAC*	\$ 362,250					
	Demolition of cabin (for park rehabilitation and structural safety)*	\$ 50,000					
	Pavilion Fire Suppression				\$ 270,000		
	Pavilion/Fairgrounds Renovation						\$ 500,000
Anna Smith Park	Demolition of garage (for park rehabilitation and structural safety)	\$ 10,000					
Nick's Lagoon	Demolition of house (for park rehabilitation and structural safety)	\$ 50,000					
Guillemot Cove Nature Reserve	Demolition of cabin and bulkhead (for park rehabilitation and structural safety)		\$ 50,000				
Long Lake Park	Demolition of house (for park rehabilitation and structural safety)	\$ 50,000					
	Playground Installation		\$ 200,000				
Point No Point Park	Beach Rehabilitation (Phase 1)	\$ 620,000					
Banner Forest Heritage Park	Parking Lot Improvements		\$ 200,000				
	Restroom Installation		\$ 47,725				
South Kitsap Regional Park	Parking Lot Improvements		\$ 100,000				
	Shelter/Main Parking					\$ 270,000	
	Artificial Turf Field						\$ 1,000,000
Norwegian Point Park	Fishing Pier		\$ 900,000				
Coulter Creek Heritage Park	Parking Lot Development			\$ 70,000			
	Restroom Installation			\$ 170,000			
Silverdale Waterfront Park	Bulkhead Repair			\$ 2,500,000			

Island Lake Park	Playground Replacement				\$ 175,000		
Wildcat Lake Park	Playground Replacement				\$ 175,000		
Salsbury Point Park	Playground Replacement				\$ 185,000		
Horseshoe Point Park	Playground Replacement					\$ 215,000	
Silverdale Waterfront Park	Playground Replacement					\$ 200,000	
Howe Farm	Barn Renovations					\$ 200,000	
Annual Total		\$ 3,689,382	\$ 2,277,920	\$ 2,740,000	\$ 805,000	\$ 885,000	\$ 1,500,000

*Project managed by DCD

**REET II + Public Facilities District funding

***REET I

	REET I	\$ 687,250
	REET II	\$ 10,184,922
	Parks Captial Fund (3821)	\$ -
	Public Facilities District	\$ 1,025,130
	Parks Special Revenue Fund (1501)	\$ -
	6-Year CIP Total	\$ 11,897,302