



# KITSAP COUNTY PARKS ADVISORY BOARD MEETING

**DATE:** Wednesday, March 16, 2022  
**TIME:** 6:00 PM - 8:00 PM  
**LOCATION:** This meeting will be conducted via **Zoom**.  
 Join Zoom Meeting: [Click Here](#) or Dial: 1-253-215-8782  
 Meeting ID: 840 8293 3352  
 Passcode: 204701

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

- I. Welcome & Introductions
- II. Adoption of the February 16, 2022 meeting minutes
- III. Public Comment (3-minute limit/person)
- IV. Special Presentations/Reports
  - a. Lisa Hurt – introduction of new PAB board member
- V. Parks Report
  - a. Director’s Report – Alex
- VI. 2022 PAB Positions – Nominating Committee
- VII. Sub Committee Reports – Board

| Old Structure      | Proposed Structure                    | Type                   | Focus Area   |
|--------------------|---------------------------------------|------------------------|--|
| Community Outreach | Finance & Budget                      | Standing (per by laws) | <ul style="list-style-type: none"> <li>• Operating Budget</li> <li>• Funding Opportunities</li> </ul>  |
| Parks & Property   | Capital Projects & Parks              | Standing (per by laws) | <ul style="list-style-type: none"> <li>• Capital Projects Program</li> <li>• M&amp;O Program</li> </ul>  |
| Visitor Services   | Community Outreach & Visitor Services | Ad Hoc                 | <ul style="list-style-type: none"> <li>• Events and Rentals Program</li> <li>• Marketing</li> <li>• Volunteer Program</li> <li>• Youth Engagement</li> </ul>           |
| Park Code          | Planning & Property                   | Ad Hoc                 | <ul style="list-style-type: none"> <li>• Planning Program</li> <li>• Natural Resources Program</li> <li>• Land Acquisition/Divestiture</li> <li>• Park Code</li> </ul> |

- VIII. District Representative Reports:
    - a. Old Business
    - b. New Business
  - IX. Adjournment
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**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:** 3/16/2022  
**To:** Parks Advisory Board  
**From:** Alex Wisniewski, Parks Director

## Administration Program

### Staffing

Current status of hiring vacant positions:

|     | <b>Position</b>                               | <b>Status</b>                          |
|-----|---|--|
| 1.  | Office Support Specialist                     | Hired. Start Date: 7-19-2021           |
| 2.  | Events Coordinator                            | Hired. Start Date: 8-16-2021           |
| 3.  | Volunteer Coordinator                         | Hired. Start Date: 9-13-2021           |
| 4.  | Parks M&O Supervisor                          | Hired. Start Date: 9-13-2021           |
| 5.  | Fiscal Support Tech                           | Hired. Start Date: 9-20-2021           |
| 6.  | Events Specialist                             | Hired. Start Date: 1-3-2022            |
| 7.  | Office Support Specialist                     | Hired. Start Date: 1-24-2022           |
| 8.  | Public Relations & Communications Coordinator | Hired. Start Date: 2-22-2022           |
| 9.  | M&O Crew Supervisor                           | Hired. Start Date: 2-28-2022           |
| 10. | M&O Crew Supervisor                           | Hired. Start Date: 2-28-2022           |
| 11. | Parks Planner                                 | Reference checks in-process            |
| 12. | Capital Projects                              | Job posting in progress                |
| 13. | Volunteer Coordinator                         | Closed 3-14, applications under review |
| 14. | M&O Lead                                      | Posted, closes 3-28                    |
| 15. | M&O Lead                                      | Posted, closes 3-28                    |
| 16. | M&O Lead                                      | Posted, closes 3-28                    |
| 17. | M&O Lead                                      | Posted, closes 3-28                    |
| 18. | Office Coordinator                            | Job posting in-process                 |
| 19. | M&O Worker                                    | Job posting in-process                 |
| 20. | M&O Worker                                    | Job posting in-process                 |

### No Child Left Inside

In early 2021, Parks partnered with Wild Society (local outdoor education nonprofit) and applied for an RCO grant to develop curriculum to provide youth outdoor education opportunities in Port Gamble Forest Heritage Park. Our grant application was just one spot below the funding cut-off level. Parks and Wild Society were recently notified by RCO that funding is now available for our submission, albeit at 50% funding rate for half of the time. The new grant timeline will commence on July 1, 2022 and conclude on June 30, 2023; Wild Society will target the Fall 2022/Spring 2023 school year to carry out the grant scope.

## Capital Projects Program

### Port Gamble Forest Heritage Park – ride park and parking lots

Phase 1 of ride park construction is nearly complete, and work has shifted to Phase 2 trails. The OAC project manager and Parks Forester were on-site with the EMBA builder

last week to look at use of forest understory plants to help with soil stabilization of the ride park features.

The SDAP permit has been tagged “complete” by DCD and now moves into a review phase. The Conversion Option Harvest Permit (COHP) that was submitted in February had an error but this has been corrected and resubmitted.

The design for the ride park parking lot is at 60% and the SDAP permit for construction will be submitted by the end of March. A COHP for this parking lot will also be submitted in the same timeframe.

## Events and Facilities Rental Program

### Events and Rentals

The current event totals for 2022 are included. Upon an internal review of staffing capacity following recent hirings and promotions of employees into different positions, the Parks department has adjusted services for the near future – through June 30 – at which time operations will be reassessed.

These temporary service changes include:

- **Picnic Shelters.** *Not reservable*; available on a first-come, first-serve basis only.
- **Athletic Fields.** Prepare fields before first rental only; *“turnovers” in between multiple rentals not available.*
- **Community Buildings.** Accepting *only 2-3 rentals per week.* This is a continuation of current and on-going reduced service.

### BoCC-Sponsored Events

| Event                             | Status   |
|-----------------------------------|--|
| <i>Martin Luther King Jr. Day</i> | Placeholder on the calendar for 2023.  |
| <i>Military Appreciation Day</i>  | The Military Appreciation Day Carnival and Informational Fair was held Saturday, March 5, 2022, in the Pavilion. The event was an interactive event that highlighted the community support for local military members, including Active Duty, National Guard Reservists, retirees, and their families. |
| <i>FARM Days</i>                  | CANCELED – 2022, event request submitted for 2023  |
| <i>United Way Day of Caring</i>   | Placeholder on the calendar for June 24, 2022; event application not yet submitted.  |
| <i>Veterans Day Ceremony</i>      | Placeholder on the calendar for November 2022; event application not yet submitted.  |
| <i>Toys for Tots</i>              | Placeholder on the calendar for December 2022; event application not yet submitted.  |

### COVID Testing Site

The test site at the fairgrounds has closed.

### Kitsap Fair and Stampede Association

The dates for the 2022 Kitsap Fair and Stampede event have been set for August 24-28.

## Maintenance & Operations Program

Spring is in the air!



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Alex Wisniewski, Director

Preparations are underway to open park bathrooms and gates on April 1! Preparations include charging irrigation lines, readying restroom plumbing, and tuning up mowing and other equipment.

### **Nick's Lagoon**

A tree at Nick's Lagoon toppled (root-ball pulled out of the ground) and damaged the corner of a neighbor's garage. The tree was removed and repairs to the garage are now completed.

### **Anderson Point Park**

Another landslide occurred in early March. The park is currently closed due to the hazard and Parks staff are working to clear the road/pedestrian access to the beach. Completion is anticipated by the end of this week.

### **Island Lake Park**

A structural engineer is assessing the fishing pier that was lit on fire in fall 2021. Parks anticipates rebuilding the pier but it will be dependent on the finding of the structural analysis report.

### **Veteran's Memorial Park**

On March 5<sup>th</sup> a large park clean-up event was hosted by Northwest Hospitality. The same day also began work for Layland Construction, contracted by Human Services, who performed even more clean-up activity of abandoned encampments throughout the park during the following week.

### **Fairgrounds**

The old E-barn copper water lines are getting replaced with more durable Pex piping, the upgrade should reduce brakes and leaks.

### **Ballfields**

Infield work was performed last month. Now, weather conditions have warmed and focus will shift to fertilizing and overseeding the grass areas.

## **Natural Resources Program**

### **Forest Stewardship Program**

Volunteers successfully planted over 5,000 tree seedlings in six parks to improve forest species diversity.

### **Volunteer Program**

#### ***Recent Activity***

##### ***Port Gamble Forest Heritage Park***

- The Hood trail corridor rebuild was completed and (3) different species of native trees were planted to increase forest complexity. Work was conducted by EMBA and the US NAVY.

- Three new benches built and installed along the Bluff Trail.
- Collaboration between Parks, Our Forest Fund, and the Evergreen Mountain Bike Alliance to restore disturbed areas of Port Gamble with 1,000 of native plants.

#### *Hansville Greenway*

- Greenway members, GPC, and Parks staff met on site at the newly acquired 100-acre “Greenway West;” trail connections, invasives management, and restoration goals were discussed.

#### *North Kitsap Heritage Park*

- Old, abandoned car was removed from the park near the SpineLine trail. Process involved cutting the car into manageable pieces so it could be hauled out of the park.

#### *Newberry Hill Heritage Park*

- Invasives weed removal in-process in preparation of March tree plantings.
- An unauthorized trail was decommissioned near the northeast portion of park.

#### *Banner Forest Heritage Park*

- Trail work to address drainage issues continues.
- Re-route of trails in the southwest corner of the park under review due to possibly being on private property.

#### *Illehee Preserve Heritage Park*

- Several hazardous trees near the parking lot were removed.
- Split Rail fencing was installed on the north end of the park to protect a wetland.
- Parks staff and stewards met with RCO area representative at park to discuss possible grant projects and funding opportunities.

#### *Howe Farm*

- Stream Stewards training program hosted at Howe Farm; program is hosted by Public Works Stormwater and WSU extension. Parks staff are participating in training.

#### *Chico Salmon Park*

- Trail work and hazardous tree removal performed.

#### *Keyport Saltwater Park*

- General park clean-up activities were performed.

#### *Hansville Greenway*

- Washington Trails Association performed trail work.

## **Planning Program**

### **Port Gamble Forest Heritage Park - master plan**

The draft Master Plan and Appendices documents were posted on the project website in early March and the fourth, and final, public meeting was held on March 7<sup>th</sup> to officially share them publicly. The March 7<sup>th</sup> meeting focused on a brief recap of the year-long master plan process and concluded with the sharing of recommendations and a questions and answer and comment period in which staff and the consultants responded in real-time to as many as possible. The remainder will be recorded with responses and posted on the project website. The comment period remains open until March 18<sup>th</sup> and stakeholder and focus group meetings are in-process to gain additional feedback. The master plan will come before the Parks Advisory Board and the BoCC in April.

**KITSAP COUNTY PARKS ADVISORY BOARD  
FEBRUARY 16, 2022  
MEETING MINUTES**

Remarks for the beginning of the remote Advisory Board Meeting were read.

The meeting was called to order at 6:02 PM by the Parks Advisory Board Chair, Jon Pearson.

Introductions were conducted around the room.

**APPROVAL OF MINUTES**

***ACTION:** Larry Walker moved for the approval of the November 17, 2021 meeting minutes. Amy Lawrence seconded the motion. MOTION CARRIED.*

***ACTION:** Larry Walker moved for the approval of the January 19, 2022 meeting minutes. Grady Martin seconded the motion. MOTION CARRIED.*

**PUBLIC COMMENT**

- Jim Aho- Raised awareness about the intent of the Park Stewards at Illaheel Preserve Heritage Park to raise \$105,000 in funding to purchase wetlands surrounding the park. The Park Stewards will be mailing out postcards to park neighbors to solicit donations.
- Jim Heytvelt- Provided a quick update on the Harper Park restoration project; Jim mentioned that two grant applications were submitted to obtain funding to finish the restoration project.

**DIRECTOR'S REPORT**

Alex Wisniewski presented the February 2022 Directors Report.

**2022 PAB POSITIONS: NOMINATING COMMITTEE**

*Jon Pearson, Chair, appointed Linda Berry-Marist, Larry Walker, and Amy Lawrence to serve as the Nominating Committee.*

**2022 PAB WORKPLAN**

- A discussion was held on the 2022 PAB Workplan; it was proposed to move the 2021 plan forward with the enforcement of park code and cultivating youth engagement through community outreach with the school districts at all grade levels.

***ACTION:** Larry Walker moved to carry the 2021 Workplan over and include park code and youth engagement to serve as the 2022 PAB Workplan. Amy Lawrence seconded the motion. MOTION CARRIED.*

## SUB COMMITTEE REPORTS

A discussion was held to discuss the future needs of sub-committees. It was recommended to include Capital Projects under the Parks & Property subcommittee. Staff will discuss requirements and subcommittee leads at a future meeting.

- Community Outreach – no updates
- Parks & Property – no up

**ACTION:** Larry Walker moved to recommend that Kitsap County transfer Snyder Fields and the Rude Road parcels to City of Poulsbo ownership with the caveat that the land remains open space for recreational purposes. Joanne Clark seconded the motion.

### ACTION

- Visitor Services – no updates
- Park Code – no updates

## DISTRICT REPRESENTATIVE REPORTS

- Larry Walker: Provided an update on the various projects and work parties occurring at Banner Forest Heritage Park.
- Linda Berry-Marist: Provided an update on the various projects and work parties occurring at Port Gamble Heritage Park.

## OLD BUSINESS

No old business was discussed.

## NEW BUSINESS

No new business was discussed.

## ADJOURNMENT

**ACTION:** Larry Walker moved to adjourn the meeting. Joanne Clark seconded the motion. The meeting was adjourned at 8:24 PM.

## PARKS ADVISORY BOARD ATTENDANCE

| PAB MEMBERS         | STAFF           | PUBLIC                  |
|---------------------|-----------------|-------------------------|
| Jon Pearson, Chair  | Alex Wisniewski | KC Patton               |
| Linda Berry-Maraist | Brian Hauschel  | Jim Heytvelt            |
| Amy Lawrence        | Alex Hardy      | Jim Aho                 |
| Larry Walker        |                 | Susan and Hank Anderson |
| Joanne Clark        |                 | David McBride           |
| Amy Smalley         |                 | Kim Greenwood           |
| Grady Martin        |                 | Jessica Evans           |
| Nancy Whitaker      |                 | Joe Lubischer           |

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