



**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:** 11/16/2022  
**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.  | Parks Director                                | Hired. Start Date: 1-19-2021  |
| 2.  | M&O Worker (Parks)                            | Hired. Start Date: 2-1-2021   |
| 3.  | M&O Worker (Parks)                            | Hired. Start Date: 2-3-2021   |
| 4.  | M&O Worker (Parks)                            | Hired. Start Date: 2-8-2021   |
| 5.  | Office Support Specialist (Events)            | Hired. Start Date: 3-1-2021   |
| 6.  | Office Support Specialist (Events)            | Hired. Start Date: 7-19-2021  |
| 7.  | Events Coordinator                            | Hired. Start Date: 8-16-2021  |
| 8.  | Volunteer Coordinator                         | Hired. Start Date: 9-13-2021  |
| 9.  | Parks M&O Supervisor                          | Hired. Start Date: 9-13-2021  |
| 10. | Fiscal Support Tech                           | Hired. Start Date: 9-20-2021  |
| 11. | Events Specialist                             | Hired. Start Date: 1-3-2022   |
| 12. | Office Support Specialist (Events)            | Hired. Start Date: 1-24-2022  |
| 13. | Public Relations & Communications Coordinator | Hired. Start Date: 2-22-2022  |
| 14. | M&O Crew Supervisor                           | Hired. Start Date: 2-28-2022  |
| 15. | M&O Crew Supervisor                           | Hired. Start Date: 2-28-2022  |
| 16. | Volunteer Coordinator                         | Hired. Start Date: 4-25-2022  |
| 17. | M&O Lead (Facilities)                         | Hired. Start Date: 5-9-2022   |
| 18. | M&O Lead (Parks)                              | Hired. Start Date: 5-9-2022   |
| 19. | M&O Lead (Parks)                              | Hired. Start Date: 5-9-2022   |
| 20. | M&O Lead (Parks)                              | Hired. Start Date: 5-9-2022   |
| 21. | M&O Worker (Events)                           | Hired. Start Date: 6-13-2022  |
| 22. | Office Support Specialist (Admin)             | Hired. Start Date: 6-21-2022  |
| 23. | M&O Worker (Parks)                            | Hired. Start Date: 7-5-2022   |
| 24. | M&O Worker (Parks)                            | Hired. Start Date: 7-11-2022  |
| 25. | Parks Planner                                 | Hired. Start Date: 7-18-2022  |
| 26. | M&O Worker (Events)                           | Hired. Start Date: 7-18-2022  |
| 27. | Office Support Assistant (Events)             | Hired. Start Date: 8-1-2022   |
| 28. | Events Specialist                             | Hired. Start Date: 8-29-2022  |
| 29. | M&O Worker (Parks)                            | Hired. Start Date: 10-17-2022 |
| 30. | M&O Worker (Parks)                            | Hired. Start Date: 10-17-2022 |
| 31. | M&O Worker (Events)                           | Hired. Start Date: 10-24-2022 |
| 32. | Capital Projects Planner                      | Hired. Start Date: 11-14-2022 |
| 33. | Office Support Specialist (Events)            | Interviews in-process         |
| 34. | Office Support Specialist (Events)            | Interviews in-process         |
| 35. | Events Coordinator                            | Interviews in-process         |
| 33. | M&O Worker (Parks)                            | Position advertised           |

# Capital Projects Program

## **Parks Capital Improvement Plan 2023-2028**

Staff has made minor adjustments from last year's CIP plan and has submitted it for consideration by the Board of County Commissioners for adoption as Parks Capital Improvement Plan for 2023-2028. Since the Parks department just recently filled the Parks Planner (July) and Capital Projects Planner (November) vacancies, staff has not yet had a chance to fully evaluate and update the CIP plan nor have completed any projects of note on the list. Thus, the proposed CIP plan for 2023-2028 largely reflects the previous plan. Now that Parks has these critical positions filled, it is expected that the proposed 2023 projects will commence in the coming year; at the same time, a more comprehensive update to the CIP will be part of the 2023 workplan.

## **CIP Retreat**

Parks held a retreat meeting on November 1 to begin the process of updating and transforming Parks' Capital Improvement Plan (CIP) and department-wide planning methodology. The retreat included all members of Parks' Management Team as well as the next line of crew supervisors and coordinators. The meeting included sharing the current CIP plan, the level of detail we'd like to add to it, and how it will integrate with other department planning efforts. The primary purpose for the meeting was to capture additional park, facility, and asset needs that are not represented in the current CIP. While the work from this retreat is not included in Parks' 2023-2028 CIP plan, it will be used to inform and update the next iteration (2024-2029) of the plan.

## **Request for Qualifications**

Request for qualifications have been drafted and are in the process of being published through the County's purchasing program for civil engineering/geotechnical services (on-call), environmental site assessments (on-call), and consultants to aide staff in updating the Department's Park, Recreation and Open Space Plan (due March of 2024). Staff intends to complete this process by mid-December and then move into contract negotiations so work may commence in 2023.

## **Fairgrounds, Events Center – Eagle's Nest Deck**

Staff is finalizing the contract with its selected consultant (C and G Engineers) to begin design and permitting work for the deck at the Eagle's Nest at 1195 Fairgrounds Road. The deck was deemed un-safe by the Fire Marshall, it has reached its useful life, and no longer conforms to today's building standards (Building was constructed and opened in 1994).

## **Island Lake Pier**

Permit applications have been submitted to both DCD and the regulatory agencies. Permit application has been deemed complete and is going through the DCD's review process. Because this project is the result of vandalism (arson), the repairs and replacement is being funded by Risk Management.

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

Work has commenced by Evergreen Mountain Bike Alliance (EMBA) to finish construction on the mountain bike ride park. Completion for the ride park is targeted for March 2023.

The SDAP permit for the Stottlemeyer parking lot and trailhead was submitted in January 2022 and remains in DCD's review process.

The SDAP permit for the ride park parking lot and trailhead was submitted in April 2022 and remains in DCD's review process.



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## Marketing and Events Program

### Events and Rentals

The 2022 calendar is fully booked out and we are no longer taking new event or rental requests. Applications for 2023 are steadily coming in and staff are processing them accordingly.

### BoCC-Sponsored Events

| <b>Event</b>                      | <b>Status</b>   |
|-----------------------------------|---|
| <i>Martin Luther King Jr. Day</i> | Confirmed for January 16, 2023  |
| <i>Military Appreciation Day</i>  | Confirmed for 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 2022 as they have in past years. |
| <i>Veterans Day Ceremony</i>      | Completed, event was held on November 11, 2022  |
| <i>Toys for Tots</i>              | Event will take place December 5-20, 2022 in the President's Hall.  |

### Marketing and Communications

#### *Website*

- Kitsap County Parks website traffic has increased from 49,675 visitors in quarter two (Mar-June) to 74,441 visitors in quarter three (July – Oct), an increase of about 49%. The most visited pages include the Fairgrounds, Home Page, and FAQ/Rules.
- Updates to the website are on-going, recent improvements includes posting notice of events that may have an impact on user experience (i.e., bike races or runs utilizing park trails), posting notice of events that are open to the public, and posting information on volunteer opportunities.

#### *Social Media*

- Facebook has seen an increase in followers with 217 new followers since quarter two, an increase of 19.9%. Social media campaigns have consisted of Volunteer accomplishments, recent projects, and events. Future campaigns are currently in development.

#### *Interpretive Signage*

- Staff are working with an artist to create interpretive graphics and messaging to help improve the department's public messaging for its restorative thinning efforts.

#### *Monthly Staff Newsletter*

- A monthly Staff Newsletter was created earlier this year to inform staff of details, happenings, and projects across departments. This newsletter has been well received by staff and will continue to be a resource to update staff.

### *Photography*

- A photographer is under contract to take still images and video of select parks and facilities for the website and promoting our parks and event and rental spaces.

### *SeeClickFix*

- Staff is currently working with Information Services to integrate the SeeClickFix system into the Parks Department. This will allow for reporting directly to parks staff of downed trees, vandalism, or other park impacted issues.

## **Maintenance & Operations Program**

### **Kitsap County Fairgrounds & Events Center**

All exterior power panels have been upgraded to GFCI requirements to meet current electrical code. Staff are now working on the interior power panels to make those GFCI compliant.

### **Winter Storms**

Storms have begun rolling in and it has already resulted in a few downed trees and lots of leaves! A hazard tree at Salsbury Point was professionally removed on November 8<sup>th</sup>. All other maintained trails have been cleared of blowdowns.

### **Salsbury Dock**

The dock was removed on October 28<sup>th</sup> and will require some minor maintenance over the winter and before the spring installation.

### **Vandalism**

The new shop at South Kitsap Regional Park fell victim to a break in and theft of county equipment including chainsaws, backpack blowers, and string trimmers; the garage door has since been fixed. Staff is working with Risk Management to replace the stolen items.

The Swine Barn at the Fairgrounds has also been broken into on multiple occasions; it appears to be done so for access to a covered space for skateboarding. During these break-ins, the barn has also been victim to graffiti and cut padlocks to gain access into the power panel to turn lights on. Staff have since turned the power off to the barn to reduce risk and prevent further unauthorized and illegal use.

## **Natural Resources Program**

### **Forest Stewardship Program**

#### *Square Lake Park*

- Ecologically based selective thinning at Square Lake has completed. Thinned area has been re-inventoried by staff and Forest Stewards to quantify the changed stand condition. Native shade-tolerant trees will be planted starting in January 2023.

#### *Wicks Lake*

- Ecologically based selective thinning has been completed. Thinned area is being re-inventoried by staff and Forest Stewards to quantify the changed stand condition. Native shade-tolerant trees will be planted by Forest Stewards in January 2023.



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### *Forward Planning*

- Staff is developing a multi-year plan for ecologically based restorative thinning efforts across the park system. The plan prioritizes forest stands using criteria such as tree age and forest density to identify priority stands in need of attention. Eventually, it will be incorporated into a grander plan that will overlay restorative thinning projects and timeline with other departmental planning efforts (i.e., CIP, master plans, etc.) to ensure program workplans are aligned.

### **Volunteer Program**

#### **October Activity: 34 work parties (238 YTD)**

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

- Orca Recovery Day event: invasive vegetation removal and trail maintenance.

##### *Hansville Greenway*

- On-going invasive vegetation removal, hazard tree removal.

##### *Illahee Forest Preserve Heritage Park*

- Sign painting completed, installation forthcoming.

##### *North Kitsap Heritage Park*

- Orca Recovery Day event: wetlands restoration project.

##### *Newberry Hill Heritage Park*

- Orca Recovery Day event: invasive vegetation removal.
- Trail corridor brushing on Wolfe Ridge trail,

##### *Banner Forest Heritage Park*

- Orca Recovery Day event: trail turnpike construction on Banner Slough trail. Work funded by a donation to the Parks Foundation and carried out by Washington Trails Alliance and volunteers.

##### *South Kitsap Regional Park*

- Scotch broom removal.

##### *Chico Salmon Park*

- Staff facilitated first annual "Backstage Pass" event for Kitsap County employees to get a tour/education opportunity to view the salmon running.

##### *Elrands Point Preserve*

- Removal of invasive plants on-going.

##### *Howe Farm*

- Orca Recovery Day event: trail work, invasive vegetation removal, trail brush work

##### *Anderson Landing Preserve*

- Fence repair at Bluff trail.

##### *Olympic View Park*

- Trail tread work and brushing trail corridors.

##### *Nick's Lagoon*

- Trail tread work, mowing, pruning, and invasive vegetation removal.

##### *Bandix Dog Park*

- Invasive weed removal on-going.
- New signs for trail network getting routed.

### *Anderson Point Park*

- Staff, in partnership with Washington Trails Association, is investigating the feasibility of developing a sustainable trail to access the beach.

### **Partners Worked with in October**

- The Mountaineers
- KPTOS
- Washington Trails Association
- Washington Youth Academy
- Boy Scouts of America
- Mid-Sound Fisheries
- Youth Build

## **Planning Program**

### **Coulter Creek Heritage Park Master Planning**

The public kick-off meeting for the Coulter Creek master plan was held on October 17, 2022, at the Long Lake Community Center. It was held in a hybrid fashion with 43 participants (in-person and virtual combined). The purpose of the meeting was intended to resurrect the work previously performed by past Parks staff (pre-COVID) and share it with the public to gain interest and excitement in advance of completing the master plan. A follow-up meeting is slated for Monday, November 28<sup>th</sup> from 6-8 pm at the Long Lake Community Building. This meeting will focus on the proposed land use designations that were identified by the technical advisory committee, along with beginning to identify elements to the Coulter Creek Heritage Park that members of the community would like to see included as part of this facility.

### **Capital Asset and Maintenance Management**

Significant work has gone into cataloging current park facilities and their respective components (i.e., playgrounds, benches, picnic shelters, buildings, etc.). Staff is giving some consideration towards integrating park/facility elements into an asset management software application that will help develop and track life expectancies and guide workplans, budget requests, and capital needs. Currently, the Parks maintenance team is using the software program Asset Essentials for daily operations to generate work orders, track expenses and labor, and create preventative maintenance tasks. However, the program is not yet being used to its fullest capability nor does it have a capital asset management component. For this latter item, there is a complimentary module (Predictor) that accompanies Asset Essentials, but Parks has not purchased this. In advance of doing the work to finish building out Asset Essentials and pursuing a purchase of Predictor, staff are investigating other similar software programs so an informed decision can be made. Staff recently received a demonstration of the program Cartegraph, which also has modules for maintenance and operations as well as capital asset management. This program is in use by Public Works. Research is on-going.

### **Island Lake Outfall**

A meeting date (mid-December) has been set with the Commissioner's Office, Park's Staff and the Silverdale Water District to discuss the outfall and lake filling operations that make up Island Lake Park and the surrounding community. A formal, engineered outfall is needed in this area, as the current system is problematic and needs to be updated to ensure consistency, especially in times of high lake water elevations.



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### **RCO Planning Grant - Fairgrounds and Events Center Master Plan**

Staff gained approval from the Board of Commissioners to apply for a Planning for Recreation Access grant – a brand new grant program – with the Recreation and Conservation Office with the State of Washington. Parks' proposal is to use the grant to launch a master planning effort for the Fairgrounds and Events Center complex focusing on the outdoor components of the Fairgrounds complex including adding soccer fields and other athletic amenities, improvements to existing baseball fields (i.e. artificial turf), outdoor event venues, day use playground and picnic area, and pedestrian and ADA connections to improve access and safety between event areas. The last time Kitsap County fairgrounds was master planned was in 1987.

### **Parks, Recreation, and Open Space (PROS) Plan**

A formal scope of services has been prepared by Kitsap County Staff to aid with facilitating the PROS Plan update process and to meet our March 2024 deadline mandated by the State of Washington and to remain eligible for RCO grants. A request for qualifications (RFQ) for these services will be posted the week of November 14, 2022; staff are hopeful to have a consultant chosen and under contract prior to the new year. The notice to proceed will not be issued until after the new year, as funds have been requested within Parks' 2023 budget. The intent is to have the PROS plan update done by the end of 2023 and submitted to RCO prior to our March 2024 deadline.

### **Port Gamble Forest Heritage Park - framework**

The original draft framework was posted on the project website on February 28, 2022 for public review and comment. Since then, it has been presented/shared with stakeholders, Tribes, focus groups, the Parks Advisory Board, and the Board of County Commissioners (BoCC) to answer questions and receive comments. On July 11, 2022, the framework, comments, and an "FAQ" document was presented to the BoCC as an official public hearing. This same information was shared with the Parks Advisory Board (PAB) on July 20, 2020. The feedback collected from these collective efforts guided edits to the framework, which was presented to the BoCC on August 8, 2022 and shared publicly on August 10, 2022. Due to comments received from the community, the County conducted a non-project SEPA review for the framework; the result was a Determination of Non-Significance for the framework. On November 28<sup>th</sup>, the Board of County Commissioners will consider whether or not to adopt the framework or whether to consider it as part of the PROS Plan and Comprehensive Plan updates – both efforts are underway and may be used to inform the importance, benefits, and impacts of the framework.