



## KITSAP COUNTY PARKS ADVISORY BOARD MEETING

**DATE:** Wednesday, September 15, 2021

**TIME:** 6:00 PM - 8:00 PM

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

Join Zoom Meeting: [Click Here](#)

Meeting ID: 827 7466 3700

Passcode: 338013

Dial: 1-253-215-8782

---

Remarks for beginning remote advisory group meeting.

- I. Welcome & Introductions
- II. Adoption of the July 21, 2021 Minutes
- III. Opportunity for Public Comment – 3-minute limit
- IV. Special Presentations/ Reports
  - a. Port Gamble Master Plan Presentation – David McBride (30 Minutes)
  - b. County Fair Report – Randy Hatfield (20 Minutes)
- V. Parks Report
  - a. Staff Hiring Update – Alex Wisniewski (10 Minutes)
  - b. Director’s Report – written only (5 Minutes)
- VI. Sub Committee Reports
  - a. Community Outreach
  - b. Parks & Property
  - c. Visitor Services
  - d. Park Code
- VII. District Representative Reports
  - a. Old Business
  - b. New Business
- VIII. Adjournment

---

### 2021 Work Plan

- **Park Code** – Review, propose, and advise Parks Department with edits and revisions to the Park Code.
- **Operational and Event Policy** – Review and advise Parks Department’s update to event and other operational policies.
- **Youth Engagement** – strategic push for additional youth engagement opportunities working with organizations and connecting through High Schools.
- **Port Gamble Master Plan** – Participate, review, and provide input throughout master plan process and help foster community involvement.
- **Park Board By-Laws** – Review and propose changes to PRAB governing policies to bring them into alignment with each other.
- **PROS Plan** – Review 2018 PROS Plan and track areas that require addition, edits, or expansion in preparation for PROS Plan update.

Kitsap County Parks Advisory Board  
Draft Minutes July 21, 2021

REMARKS FOR THE BEGINNING OF REMOVE ADVISORY BOARD GROUP MEETING READY BY CHAIR JON PEARSON.

Meeting called to order at 6:00 PM by Chair Jon Pearson

PRAB Members Present: Emily Kleiner, Joanne Clark, Kathryn Thompson, Josh Hopp, Jon Pearson, Linda Berry-Maraist, Larry Walker

Staff Present: Alex Wisniewski, Leigh Snyder

Members of the Public: 3

Adoption of the June 16, 2021 Minutes

Motion: Josh Hopp  
Discussion: None  
Action: Approved

Second: Kathryn Thompson

**Public Comment:** Jim Heytvelt – South End Park Maintenance Supervisor is the contact if something needs to be repaired or fixed. What is standard for the Parks – call Kitsap 1 or Parks? I have been taking care of the Harper Estuary for 30 years – we are working to get funding from the State for restoration work. I have been working with DCD, Public Works- but need someone from Parks -for the next application for grant funding may we enlist the aid of the Parks Planner or Capital Project Manager when those jobs are filled? Asking for someone from the Parks Department to come out and spend 45 minutes with me.

Alex W. – thank you Jim for your volunteerism at Harper Park – contact information should be the Parks Department and should be located on Parks Kiosks. If there is no contact information, we need to rectify that. The next phase of projects we will provide a representative – currently it is me until we have a Planner or Capital Projects hire. Requested an item added-Grieving Phone. Ok with PRAB.

**Directors Report:** (see Attached)

- Paintball Follow Up-Alex Wisniewski & Colby Overholt-Kitsap Paintball -contacted us for new home for paintball activities 2 months ago and brought it before the PRAB. We have answers to the questions (See Power Point)-20 years off Waaga Way, 4-7K visitors annually, open only on weekends, most use is from Kitsap and Jefferson Co., Family-friendly 10 years of age and up.

Colby -We would continue with weekends only if proposal is approved with some events on Friday to see what the interest and participation would be. Clearing 1 acre for parking 3-5 acres for playing areas, game areas enclosed with 20' feet netting, operated form 40' Conex box for entrance, ticket sales not permanent, paid it biodegradable made up of mostly fish oil, create trails on property, \$1,000 per month to County and volunteer work parties. Group has a full-size excavator for their use and has 40-50 volunteers -they are also used as referees. They are willing to volunteer at other parks. Located on south side of Lake Flora road. All players receive a mandatory safety brief. On the previous site there were Honey Buckets for restrooms. Jon asked

if the clearing will be done under Forest Management practices? We currently have a permit approved for thinning for next year of this property. If we move forward with the proposal, we may need to modify that permit and timing. It will be like what we are working on for parking lots at Port Gamble. Trails -we do not have standards yet but are developing them at Port Gamble and will look to adopt at all the parks. The site is approximately 40 acres we would be using 25-30 acres due to the topography. The netting on the old course stayed up all the time – on this course we would lower them on a portion on the straight portion, we do check for wildlife prior to the commencement. They could crank the netting up rather than drop it if that is preferred. Another Conex box may be added to the entrance and we use plastic tarps for customers if it rains. Trails are planned to go around trees it is more brush clearing. Rather than \$1000.00 per month it was proposed as a percentage of the gross. Colby is open to negotiation. He is willing to do a fundraiser annually for the Parks Department and volunteering at the Parks. Alex asked if we are ready to move forward? Josh Hopp stated he is ready to move forward with this concept.

Jon proposed we move this to the Parks and Property to go forward

Motion: Larry	Second: Emily
Action: Approved	

- Grieving phone in parks as proposed by Local Girl Scout Troop- 2-minute video link will be sent. Phone is placed in serene location (symbolic) people use it to communicate with family members or friends they have lost. Concept started in Japan. Currently in Olympia and one in Clark county. Girl Scouts have proposed to do this project here at Newberry Hill Heritage Park. Kathryn liked the idea and a presentation will be done with the Stewardship Group. Jon concurred. Follow up in August/September PRAB meeting. Linda Berry-Marist liked the idea as it is low impact and does not feel the PRAB needs to get involved. LBM -give it to staff, KT-agreed and Joanne just want to make sure the stewards are involved. Hand off to staff.
- Josh Hopp asked about the Fire Marshall inspection of T-Bird is it effecting revenue? Alex W. -we are in the process of completing an agreement with the KFA taking over the operation of the stadium. The items specifically are -stairs (2 sets) out of compliance, Rodeo group is rebuilding. Grandstands themselves are being inspected, railings do not meet compliance -gaps greater than 4 inches. We are working in partnership with the Fair Association to discuss funding the work.

**Subcommittee Reports:**

- **Community Outreach/Youth Engagement**-Alex chaired grant application No Child Left Inside - we are the first alternate. May still get funding depending on the projects ahead of us. Can we look at how this program may get funded out of other monies? Alex stated this is a great concept and is at the heart at what we do. We can look to partner with others to provide education. There is nothing we can do on this in 2021 but can look at it in 2022.
- **Parks & Property**-nothing to report
- **Visitor Services**-nothing to report
- **Park Code**-nothing to report-Jon is on the committee with Alex, Larry

**District Representative Reports-**

- South – Banner work parties, Olalla Boat Launch-last week 10 boat trailers! In communication with new store owners so they are not using it any longer as a parking lot for the store. No complaints and impacts less this year from the 4<sup>th</sup> than in years past. Neighbors are assisting in policing the area. Anderson Point Park – additional parking? Has DCD had any permits issued? Where is this project at? Alex has heard the permit is ready to go and we need to do the work but has also heard no one knows where it is. It will be on the 2022 Capital Projects list and is funded.
- Port Gamble – met July 12<sup>th</sup>, Parks Masterplan, Ride Park and Stottlemeyer Parking lot. Projects on hold due to the fire danger. Survey was done at trailheads – most visitors from this area use the main parking lot and Stottlemeyer. Most people prefer not to pay fees. Support County funding. Open to taxes for park. Requested restrooms and more parking. Lots of dog use, walking and bike use. Maps requested have been printed, received, and posted -funded by Parks. Lot of shellfish harvesting at Pt. Gamble. Meet all the guidelines for consumption. Level of CPH’s continue to decline.
- Josh – Mary Earl and Clear Creek Trail -communication about the Markwith property across from the dog park. Public Works said they can move the storage to the Parks property. Mary Earl does not want to do that and wants to work with Public Works to have them address the problems/issues. Alex is aware and the issues are being discussed among different departments in the county.
- Great Peninsula Conservancy 3-Million Grant – acquire the divide property adjacent to the NKHP continues an 800-acre wildlife corridor.
- Questions regarding the “Dog Parks” came up. Unclear if we have an agreement or a draft agreement. Alex will look into it. We need a receptacle for the mutt mitts.

Old Business: none

New Business: none

Adjournment

Motion: Larry

Second: Joanne

Discussion:

Action: Adjourned at 8:00



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](http://www.kitsapgov.com/parks)

Alex Wisniewski, Director

# Director's Report

Date: 8/15/2021  
 To: Parks Advisory Board  
 From: Alex Wisniewski, Parks Director

## Administration Program

### Staffing

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

	Position	Status
1.	Office Support Specialist	Hired. Start Date: 7-19-2021
2.	Events Coordinator	Hired. Start Date: 8-16-2021
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	Job posting: September
7.	Public Relations & Communications Coordinator	Job posting: September
8.	M&O Crew Supervisor	Job posting: September
9.	M&O Crew Supervisor	Job posting: September
10.	Planner	Job posting target: October
11.	Capital Projects Supervisor	Job posting target: October
12.	Office Support	Job posting target: October
13.	Volunteer Coordinator	Job posting target: October
14.	M&O Worker	Job posting target: November
15.	M&O Worker	Job posting target: November
16.	M&O Worker	Job posting target: November
17.	M&O Worker	Job posting target: November

## Capital Projects Program

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

Phase 1 of ride park construction is underway; trails are getting roughed-in and some of the wooden structural features are getting built. However, due to the dry conditions final work to firm-up and compact the soils won't happen until rain is received.

Design work for the parking lot off of Stottlemeyer Road is nearly complete and the application packet for the construction permit is in-process with cost estimates due soon. The parking lot includes 22 standard parking stalls and 5 larger, pull-thru stalls for equestrian truck and trailer access.

### **Parks Capital Improvement Program**

Staff have been working through past 6-year capital plans to adjust and refine. An updated schedule of projects is still in draft form and is being developed in coordination with planning and natural resource restoration efforts. The goal is to create a comprehensive action plan for the park system to ensure department programs are in sync with each other.

## **Events and Facilities Rental Program**

### **Events and Rentals – general**

The events team had a very busy month of August primarily focused on preparing the fairgrounds for the County Fair, turning over the Kitsap Sun Pavilion after the departure of the Kitsap Rescue Mission, ensuring the safety and readiness of the Thunderbird Arena, and supporting the daily operations of the Kitsap Fair & Stampede Association (KFSA) as they hosted the annual Kitsap Fair and Rodeo for the first time. The community buildings at Long Lake and Island Lake Parks also received regular rentals, and Island Lake is booked-out every weekend for nearly the rest of the year.

### **Kitsap Fair and Stampede Association**

#### ***County Fair***

KFSA hosted the 5-day Kitsap County Fair and Stampede from August 25-29. Despite a late decision to proceed with event due to impacts from COVID, the event functioned smoothly. The event was smaller in scale than past years with reduced vendors, 4-H entries, and visitors but did provide an outdoor event opportunity to the community during a challenging time. KFSA and Parks staff will meet in the coming weeks to review the event so KFSA may begin preparations for 2023.

#### ***Thunderbird Arena***

Parks and KFSA finalized an agreement for management of Thunderbird Arena and use of the white house as office space. Parks contracted with a local structural engineer firm to conduct a physical assessment of the grandstands (40 years old) and bleachers (30 years old) to provide a status check on the facilities. The report found these facilities to be in sound condition and made recommendations to help ensure longevity into the future. Parks staff and KFSA will work together to develop a plan of action to achieve the report recommendations.

## **Maintenance & Operations Program**

Routine park maintenance continues to be the focus as the summer months come to a close. Post-Fair, staff have worked on general repairs to irrigation breaks, lawn ruts, and overall impacts to the grounds and buildings.

Vandalism, graffiti, and theft has increased in the past month and forced maintenance staff to deviate from normal planned activities to react and respond to unforeseen issues. Vandalism and graffiti have been notable at Veteran's Memorial Park, Nick's Lagoon, Island Lake Park, and Silverdale Waterfront Park and two trailers were stolen from the Fairgrounds and Long Lake Park – both were behind gates and had secondary locking devices attached.

Playgrounds on the North end of the county have received new play chips for fall protection. Plans for additional fall protection in the central and south end playgrounds will occur in the next month.

Athletic fields throughout the county are being prepped for Fall maintenance including aeration, top dressing, and fertilizing.



**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](http://www.kitsapgov.com/parks)

Alex Wisniewski, Director

## Natural Resources Program

### Forestry

#### ***Square Lake Park***

Ecologically-focused selective thinning efforts continue at Square Lake Park. Thinning activities have concluded on the east side of the lake and have moved to the west side, efforts are expected to be completed in late October. Tree seedlings have been ordered for planning at Square Lake and several other parks; planting will begin in January.

#### ***Newberry Hill Heritage Park***

The replacement of culvert #5 in the park, the last fish passage project, is currently underway. This project is a requirement from a previous forest thinning permit. The new culvert will allow for better water flow across a service road/trail interior to the park for better fish passage to increase spawning opportunities.

### Volunteers and Park Stewardship Groups

Over the past month work parties with stewardship and volunteer groups took place at Nick's Lagoon (Aug 2<sup>nd</sup>, 3<sup>rd</sup>, and 6<sup>th</sup>), Harper Park (Aug 5<sup>th</sup>), Chico Salmon Park (Aug 7<sup>th</sup>), Banner Forest (Aug 14<sup>th</sup>), North Kitsap Heritage Park (Aug 14<sup>th</sup>), South Kitsap Regional Park (Aug 11<sup>th</sup> and 27<sup>th</sup>), Port Gamble Forest Heritage Park (Aug 21<sup>st</sup>), Newberry Hill Heritage Park (Aug 21<sup>st</sup>). Sam Howarth, newly hired Volunteer Coordinator, began work on September 13<sup>th</sup>; the calendar of events for September currently includes 13 work parties across the park system.

## Planning Program

### Port Gamble Forest Heritage Park - master plan

The next public meeting is scheduled for September 29<sup>th</sup> and will focus on spatial planning, specifically the potential for park development in the northern region of the park and proposed changes to the trail network. Based upon comments and participation from the previous public meetings and an analysis of land-use restrictions and opportunities, three alternatives have been developed suggesting varying levels of park development – all of which mesh with overarching goals for the park and master plan project. The proposed changes to the trail system and the alternatives have been shared with the Suquamish and Port Gamble S'Klallam tribes and will be shared with the public for comment and feedback.