

KITSAP COUNTY PARKS ADVISORY BOARD

September 19, 2024

MEETING MINUTES

The meeting was called to order at 6:00 PM by the Parks Advisory Board Chair, Larry Walker. Guidelines of the hybrid Advisory Board Meeting were read.

WELCOME AND INTRODUCTIONS

APPROVAL OF MINUTES | ACTION: *Linda Berry-Maraist motioned to adopt August 21, 2024, meeting minutes. Dawn Dockter seconded the motion. Minutes approved.*

PUBLIC COMMENT

- KC Patton – Kitsap Aircraft Radio Control Society updates. Work on Sunnyslope road is in progress and expected to complete in a couple of weeks. Second season in partnership with Experimental Aircraft Association to build models with the Young Eagles who are involved with the EAA. Six participants signed up, course begins on September 28, 2024 and ends April 1, 2025.

SPECIAL PRESENTATIONS/REPORTS-

- 2025 Budget Book - Parks Director presented an overview of the 2025 budget information gathered over the past few months. The budget office creates a budget book for all departments each year that is published publicly. Most 2025 department budgets have been posted for public review.

Board discussion, concerns and questions -

- Concern regarding the open Planner position's drop in salary which will cause more difficulties to fill the position. County is not positioned to be competitive for candidates in this field.
Parks is considering hiring an Associate Planner as the pool of applicants did not meet minimum requirements for a Planner position. A recent Compensation Study conducted for Kitsap County will implement the findings of this study of the next few months. This will hopefully place Kitsap County in a more competitive position in the market.
- Clarification provided regarding the Parks Capital Projects Specialist position that is permanently under the Public Works Capital Projects Division. This is not the Planner position. Additional clarification regarding staff costs for this position.
- Where will salary increases be funded from? Does Parks have to make cuts to accommodate the salary increases? The expense will be spread out across the General Fund.

- Board Discussion – Funding for Natural Resource Positions
Linda Berry-Marist shared the concerns raised at Parks Advisory Board meeting on August 21, 2024, regarding the funding source for the Natural Resource Supervisor position. The suggested has been made previously that this position be funded from the Parks Department retaining a larger percentage of the revenues from events and facility rentals. Concerns about the on-going conflict of interest with the Natural Resources needing to cut trees to fund two staff positions.
Linda shared a letter drafted to the Board of County Commissioners with a recommendation to increase Parks' retention of fees from facilities and events.

PAB members voted on sending the letter to the Board of Commissioners. Unanimously agreed.

PAB members voted on moving two positions to general fund - Majority voted Yes.

Director suggests offering multiple concepts in the letter as ways to accomplish the request.

Board consensus on the recommendation to Commissioners.

Parks Director will inform the Commissioners and County Administrator of the PAB's desire to recommend to the Commissioners that they would like to see this change.

PARKS REPORTS

- PAB Position Nominating Sub-Committee- Chair and Vice-Chair positions
Lisa Hurt, Amy Lawrence and Nancy Whitaker volunteered to be on the committee.

DIRECTOR'S REPORT

- Capital Project Program Update –
 - Point No Point Phase 2 Beach and Shoreline repair project. Local permits in place. State and Federal permits are still pending. Those permits are specific to work being performed in the water during the 'fish window/water work' from August 15 - October 15. This work will not occur this year. Engineering consultant is determining what scope items of Phase 2 can be done sooner and outside of shoreline restrictions. Items that are not in the water and are landward are repairs to the parking lot and adding beach materials to the north beach to elevate for protection and stability. Elevating the north beach will allow sandbags to be removed and widen the road to the parking lot. Many projects will be postponed until the 'fish window' in 2025.
 - The HVAV units that have delayed 5 times this year have finally arrived locally. Project is moving forward.
 - North Gateway parking lot at Port Gamble is on schedule for construction in the first half of 2025
- Events and Marketing Program Update –
 - In August the Fair event and Blues Festival took place at the Fairgrounds. These are two of the largest and highly successful events at this location. All Parks Programs collaborated in a beautification day at the fairgrounds.
 - Event and Facility rental date monthly review.
- Maintenance and Operations Program Update–
 - Ball field operations - Spring and Fall turf management practices are crucial. Successful collaborations with Events Program to coordinate around the user groups to schedule field maintenance during busy field use season.
 - Six M&O staff attended Irrigation Technician Training through Rain Bird.
 - Two Position vacancies - offers sent to candidates
 - Rental houses are undergoing repairs and maintenance. Recent building inspections to assist in determining future use for some rental locations.
- Natural Resources Program Update -
 - Rayonier roadwork at Port Gamble will impact the roads around Port Gamble Forest Heritage Park
 - Discover Kitsap Walks
 - August event at Illahee Preserver – History of the park and its acquisition
 - September event at NKHP - Ecosystem services
 - Washington Youth Academy – Cadets perform thousands of hours of service
- Planning Program Update –
 - PROs Plan – County made an internal decision to adjust the remaining timeline and the sequencing of the PROS Plan for its approval based on the end of the year congestion on the Commissioners, and other schedules, most specifically with regards to the County Comprehensive Plan. Approval of the Comprehensive Plan will move forward and be completed by the end of 2024. Once completed, the PROs Plan will move forward for review and approval in early 2025.
Second draft should be available for review soon.

SUBCOMMITTEE REPORTS –

- Community Outreach & Victors Services sub-committee met on September 13, 2024. Sub-committee discussed the new event policies for Park facilities rentals fees. The intent is to bring the policies and fees to the PAB at the October meeting.

DISTRICT REPRESENTATIVE REPORTS

- Newberry Hill Heritage Park – Recent work party with Youth Academy was very successful removing scotch broom.
- Banner Forest – lots of trail brushing and maintenance.

PUBLIC COMMENT –

- Joe Lubischer-

- Importance and usefulness of restorative thinning – Currently it is mainly a logging program. The first cut at North Kitsap and the recent at Port Gamble had no specification for leaving standing dead trees per acre or leaving wood on the ground. This activity is important to woodpeckers and salamanders. There are opportunities to expand the definition of restorative thinning.
- Question about planning and funding for resource/ecological assessments at Port Gamble, Eglon, and Coulter Creek.
Parks Director clarified that the “one-time requests” shared at the August 21, 2024, PAB meeting were presented as a budget request and not a Capital component.
Once the acquisition for the Eglon property is completed, Parks will install County signage with Parks rules and continue to work with the KPTOS on trail maintenance in 2025.

Adjournment | **ACTION:** *Jon Pearson moved to adjourn the meeting. Nancy Whitaker seconded the motion. Motioned carried. The meeting was adjourned at 8:05PM.*

PARKS ADVISORY BOARD ATTENDANCE

PAB MEMBERS	STAFF	PUBLIC (In Person)
Larry Walker – South	Alex Wisniewski - Director	Online public attendee names not captured
Lisa Hurt - North	Irene Weber – Natural Resources Program Supervisor	
Linda Berry-Maraist - North	Bre Ganne – Maintenance and Operations Supervisor	
Dawn Dockter - South	Alex Hardy – Events and Marketing Supervisor	
Nancy Whitaker - Central	Dee Tuttle – Office Support Specialist	
Amy Lawrence - Central		
Amy Smalley – South		
Jon Pearson – Central		
