



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, January 15, 2025
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 November 20, 2024 meeting minutes**
- III. **Public Comment (3-minute limit/person)**
Public comments are welcome at this time. If you have questions or are seeking information from the Parks Department, please contact us at parks@kitsap.gov so that your inquiry may be directed to the appropriate Parks Department staff for a response.
- IV. **Special Presentations/Reports**
 - a. Introduction: Carmen Smith, Parks Planner *Alex Wisniewski*
- V. **PAB Workplan** *Alex Wisniewski, Board*
- VI. **Sub-Committee Assignments** *Board*
 - a. Prior to choosing sub-committees to work on, Board should reflect on these questions:
 - i. *Are the sub-committees working as currently defined and structured?*
 - ii. *Are any changes to the sub-committees needed?*
- VII. **Parks Report**
 - a. Director's Report *Alex Wisniewski, Alex Hardy, Irene Weber, Bre Ganne*
- VIII. **Sub-Committee Reports**
 - a. None
- IX. **District Representative Reports**
- X. **Public Comment (3-minute limit/person)**
- XI. **Adjournment**



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

2025 Sub Committee Assignments

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 		Parks Director
Capital Projects & Parks	Standing (per by laws)	<ul style="list-style-type: none"> • Capital Projects Program • M&O Program 		Parks 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 		Marketing & Events Supervisor Natural Resources Supervisor
Planning & Property	Ad Hoc	<ul style="list-style-type: none"> • Planning Program • Natural Resources Program • Land Acquisition & Divestiture • Park Code 		Parks Planner Natural Resources Supervisor

2025 Agenda Items and Sub-Committee Meetings

Month	Task or Agenda Item	Board or Sub-Committee Assignment
January	Board Chair and Vice Chair Elections	Board (completed in October 2024)
	PAB Annual Workplan	Board
	Sub-Committee Assignments	Board
	Events Year in Review	Board
February	PROS Plan	Board
March	PROS Plan	Board
April		
May		
June	Annual Operations Budget Review	Finance & Budget
July	Annual Operations Budget Review	Board
August		
September	Nominating Sub-Committee (appointed by Chair)	Chair
October	Annual Capital Improvement Plan Review	Capital Projects & Parks
November	Annual Capital Improvement Plan Review	Board
December		

KITSAP COUNTY PARKS ADVISORY BOARD
DRAFT November 20, 2024
MEETING MINUTES

The meeting was called to order at 6:03 PM by the Parks Advisory Board Chair, Larry Walker. Guidelines of the hybrid Parks Advisory Board Meeting were read.

WELCOME AND INTRODUCTIONS

APPROVAL OF MINUTES

ACTION | *Jon Pearson motioned to adopt October 16, 2024, meeting minutes.
Amy Smalley seconded the motion.
No corrections. Minutes approved.*

PUBLIC COMMENT

- Mark Libby – Kingston Parks Trails and Open Space Committee
 - A work party on November 16th at Carpenter Creek and Carpenter Lake Preserve focused on trail clean up, boardwalk repairs and slip prevention
 - One of the switchbacks on the ADA compliant trail has become eroded and needs to be repaired
 - Several spruce trees in the bog are dying
 - Kola Kole Park - waiting for water access to the Scout Hall. This building needs a sink and bathroom. Suggestion to provide a portable toilet at this location
 - Hazardous trees -
 - Nike Park – Dead hemlocks are potential danger to neighboring home. Reported issue via See, Click, Fix
 - Quiet Place Park – couple of dead evergreen trees have a potential to fall on the road and power lines
 - At the Commissioners request, James Bunn was added to the KPTOS committee’s distribution list
- Sam Huff – West Sound Disc Golf Association
 - Recap on temporary disc golf course opportunity at Square Lake. Agreement for activity May through November 2024
 - Last event on the weekend November 23/24 will be a fund raiser for South Kitsap Helpline
 - Group provided general trail brushing and trash collection. Also provided surveillance at park and observed timber theft which was reported to Parks Department
 - WSDGA appreciates the opportunity and believes this was a great success for the community and are enthusiastic about ongoing development of potential new disc golf courses in Kitsap County.
 - Over the 12 days the course was open, there were 775 rounds of golf played. High demand for an additional course in this area.
 - During the six months the course was set up at Square Lake, 667 hours of volunteer work was performed

PAB chair asked for more information on the timber theft observation. Director provided additional information regarding legal process against individuals. PAB discussion about historical issues with timber theft at County Parks.

SPECIAL PRESENTATIONS/REPORTS-

- Draft of Forest Stewardship and Restoration Policy - Irene Weber & Kevin Ceder
 - Initially rolled out in 2012. Updated in 2015
 - This policy determines what needs done in our forests to help promote the ecological integrity and function
 - Staff have analyzed the existing data for what was done in the past and what needs to be done in the future
 - Proposed policy updates were reviewed by external experts from various agencies and tribes,

academic institutions and conversation groups. The comments and feedback provided have been added to the draft.

- PAB Property and Planning subcommittee reviewed draft on November 14 and 19th
- Next steps will be to conduct Public Meetings with Public Comment periods, site visits and other outreach before presenting to Board of County Commissioners.
- Kevin provided an overview of the draft policy details.

- Park Capital Facilities Plan 2025-2050 – Alex Wisnieski
 - This six-year plan for capital project is updated yearly.
 - Provided review of capital project accomplishments in 2024

ACTION | PAB recommendation to move forward with CFP updates
 Motioned Jon Pearson
 Seconded – Linda Berry- Maraist
 Approved unanimously

PARKS REPORTS

DIRECTOR’S REPORT

- Continue work on event’s policies and fees updates.
- Forest Plan – draft version in process. Will be presented again to PAB in 2025
 - Draft included in meeting packet. Parks staff continue to collect comments and feedback

SUBCOMMITTEE REPORTS –

- Planning and Property subcommittee met several times to discuss forestry policy

DISTRICT REPRESENTATIVE REPORTS –

- Port Gamble Stewards met in November. Two work parties happened in November. A tree planting work party will occur on Saturday, November 30. Regular work party on December 21 will be a demonstration project of native vegetation planting in collaboration with North Kitsap Trails. NKT spoke to Commissioner Rolfus regarding the concerns about the hazards on State Route 104 at Bayview parking lot. Public Works is in contact with WA State requesting rural improvements to address this issue.

PUBLIC COMMENT

- Joe Lubischer-
 - Culvert previously mentioned is working just fine. The problem with beaver deceivers is that they provide a wonderful framework for Wattle and Daub construction. Provided stewardship history with beavers.
- Parks Director read Public Comment – Andrew Garland and Kenny Cook representing Local 2876 Kitsap Fire and Rescue Professional Firefighters Union propose to contribute both financially and through volunteer labor to enhance Harper Park.

Next PAB meeting January 2025.

ADJOURNMENT

ACTION | *Linda Berry-Maraist moved to adjourn the meeting.
 Lisa Hurt seconded the motion.
 Motioned carried. The meeting was adjourned at 8:13PM.*

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	Alex Hardy – Events and Marketing Supervisor	

Dawn Dockter - South	Irene Weber – Natural Resources Supervisor	
Linda Berry Maraist - North	Kevin Ceder – Stewardship Forester	
Jon Pearson – Central	Chuck Cuzzetto – Public Relations & Communications Coordinator	
Amy Smalley – South	Dee Tuttle – Office Support Specialist	



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Alex Wisniewski, Director

Director's Report

Date: 1/15/2025
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Administration Program

Staff Introduction: Carmen Smith

Parks is very happy to welcome Carmen Smith to join the Parks Department team as the next Parks Planner! Carmen started work on January 15.

1st Amendment Audit Training

On January 15 Parks staff requested and received a brief training from Krista Carlson, Public Information Officer, about 1st Amendment Audits. The purpose of the training was to explain what these are, discuss how staff should respond, and actions to take. Tristan Lees, Prosecuting Attorney for Parks, was also present and assisted answering questions from staff.

Capital Projects Program

Point No Point Park Beach and Shoreline Repair

Parks is happy to have the Public Works Capital Facilities Division (PW-CFD) assume project management on this project. Parks remains the 'owner' of the project but will now have PW-CFD shoulder oversight of the contracts, bidding, and construction. Permits with the regulatory agencies (State of Washington's Department of Fish and Wildlife and Department of Ecology, US Army Corps of Engineers, US Coast Guard, and Kitsap County's Department of Community Development) are still under review and pending.

Eagle's Nest HVAC

This project is complete.

Port Gamble Forest Heritage Park – North Gateway Parking Lot

The project has entered the permitting phase and is currently underway. A DNS was issued on November 15, 2024 for SEPA but it was appealed on December 4, 2024. A meeting will be held with the Hearing Examiner on January 16, 2025 to discuss the appeal process and next steps. The original timeline for the project included going to bid in January with construction to conclude by mid-2025. The SEPA appeal process will delay this timeline; a new timeline is not yet known.

Marketing and Events Program

Events By the Numbers and Events Calendar

The end of 2024 marks the second complete year for Parks Staff utilizing RecDesk for event reservations for community buildings, picnic shelters, athletic fields, park events, and fairground events. Event data for the 2024 calendar year is attached.

- Outward-facing events calendar: [Kitsap County Parks Event Calendar \(kitsapgov.com\)](https://www.kitsapgov.com)
- Online reservations and payment portal: [Kitsap County Parks > Home \(recdesk.com\)](https://www.kitsapgov.com/recdesk)

February Public Events		
Event	Date	Location
West Sound Roller Derby Bout	February 1	Pavilion @ Fairgrounds and Events Center
Kitsap Quilters Guild Quilt Show	February 14-15	Presidents Hall @ Fairgrounds and Events Center
Kitsap Wedding Expo	February 15	Pavilion @ Fairgrounds and Events Center
Kitsap Antique Show	February 22-23	Presidents Hall @ Fairgrounds and Events Center

BoCC-Sponsored Events

Event	Status	2025 Attendance
Martin Luther King Jr. Day	January 20, 2025	
Military Appreciation Day	March 15, 2025	
FARM Days	May 19-20, 2025	
Veterans Day Ceremony	November 11, 2025	

The Commissioner's Office will be implementing changes to their event support practice. The Parks department will help communicate these changes in early 2025; implementation of the changes will not take place until 2026.

Maintenance & Operations Program

Storm damage and cleanup

Parks staff have been diligently working to clean up debris and fallen trees from the recent storm, focusing on parks and trails. They've swiftly repaired the boardwalk at Guillemot Cove and cleared drains and culverts across the county, ensuring most of the seasonal leaf litter has been removed.

Wynn Jones

The team is also addressing various issues at the deteriorating Wynn Jones rental house, including furnace and plumbing repairs. A home inspector has been contracted to conduct a full condition assessment following concerns raised by the property management company. A recent Washington Trails Association work party completed maintenance on the trails in the park, bringing to light the parking and access road issues at the park.

Septic Repairs

Septic systems at Wildcat Lake Park, Salsbury Point Park, Square Lake, and Horseshoe Lake have been brought back into compliance after inspections identified necessary repairs totaling \$12,500. Emergency repairs and investigations were carried out at the Guillemot



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Alex Wisniewski, Director

Cove rental house and Long Lake’s holding tanks, with costs reaching \$10,000, though the full repair costs are still pending.

Fairgrounds Event Center

During the holiday season, Parks M&O staff dedicated two weeks to deep cleaning event spaces and equipment at the Fairgrounds. This included attending to hundreds of tables and chairs. These large-scale collaborative projects are helping to boost morale and foster cooperation among the parks staff across programs.

Natural Resources Program

Staffing Changes

Victoria Lehto and Sierra Kross have both left the Parks Department for new career opportunities. While these positions are vacant, there will be a reduced number of public volunteer work parties as there is not enough staff capacity to cover all regularly scheduled events. January through March 2025, Parks will host one public work party per month in each region. Details for each of these work parties can be found on the Parks website. The work party events are listed below.

January		February		March	
Date	Location	Date	Location	Date	Location
1/4	Chico Salmon Park	2/4	Chico Salmon Park CANCELLED	3/1	Chico Salmon Park
1/11	Banner CANCELLED	2/8	Coulter Creek	3/8	Banner
1/11	North Kitsap	2/8	Banner CANCELLED	3/15	North Kitsap
1/18	Newberry	2/8	North Kitsap CANCELLED	3/15	Coulter Creek CANCELLED
1/18	Coulter Creek CANCELLED	2/15	Port Gamble	3/15	Port Gamble CANCELLED
1/18	Port Gamble CANCELLED	2/22	Newberry	3/22	Newberry CANCELLED

Volunteers & Stewards

Volunteer Work Parties through December 2024

- Activity: 20 work parties (357 YTD)
- By the numbers...approximately:
 - 134 participants
 - 796 hours of volunteer work
 - 4 acres of restoration work (primarily invasive species treatment)
 - 0.5 miles of trail maintenance

Location	Work performed by volunteers and staff
Illahee Forest Preserve Heritage Park	<ul style="list-style-type: none">● Illegal dumping clean up● Trail maintenance● Park patrolling
Newberry Hill Heritage Park	<ul style="list-style-type: none">● Invasive plant removal● Trail maintenance● Park patrolling
Olympic View Park	<ul style="list-style-type: none">● Trail maintenance
Port Gamble Forest Heritage Park	<ul style="list-style-type: none">● Invasive plant removal● Native plant demonstration area planting

Partners worked with this period	Work performed
Mountain Vikes (youth mountain biking club) + D&D mountain Bike Club	<ul style="list-style-type: none">● Continued maintenance of adopted trail, The Hood
Disc Golf Club	<ul style="list-style-type: none">● Trail maintenance at disc golf course
Evergreen Mountain Bike Alliance	<ul style="list-style-type: none">● Trail maintenance at ride park
WTA	<ul style="list-style-type: none">● Trail maintenance at Wynn Jones
WCC	<ul style="list-style-type: none">● Scotch broom removal at Port Gamble
US Navy	<ul style="list-style-type: none">● Illegal dump clean up at Illahee Preserve

Planning Program

Parks, Recreation, and Open Space (PROS) Plan

The timeline details for the review and approval process for the draft PROS plan is scheduled to take place February - July 2025. Details of the timeline were shared in December and are also attached.

IT'S ALL ABOUT THE

2024 YEAR IN REVIEW



COMMUNITY BUILDING RENTALS



ATHLETIC FIELD RENTALS



FAIRGROUNDS AND EVENTS CENTER RENTALS



SPECIAL PARK EVENTS



PICNIC SHELTER RENTALS

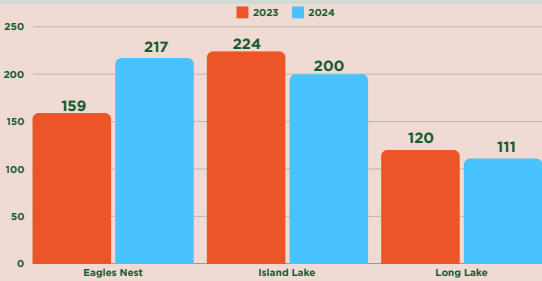
2024 EVENT TOTALS



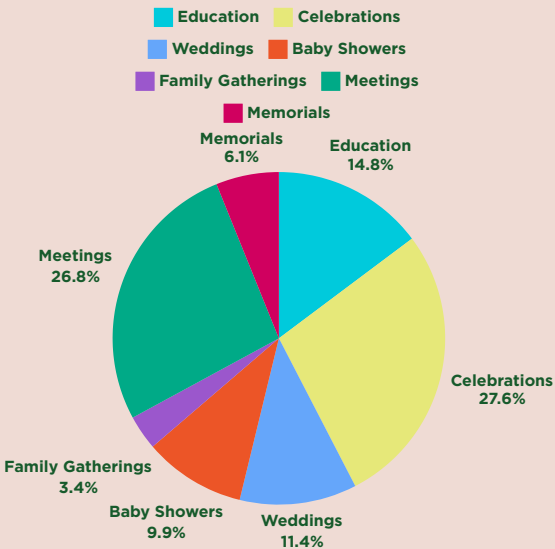
3882 RESERVATIONS

3179 Total number of reservations in 2023

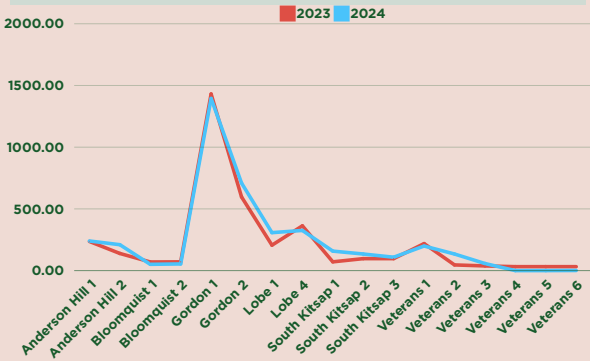
COMMUNITY BUILDINGS: RESERVATION DAYS



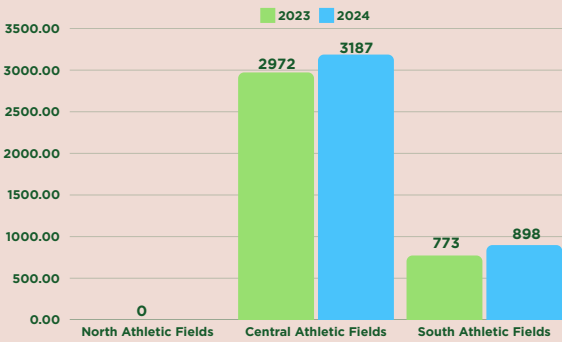
COMMUNITY BUILDINGS: RESERVATION TYPES



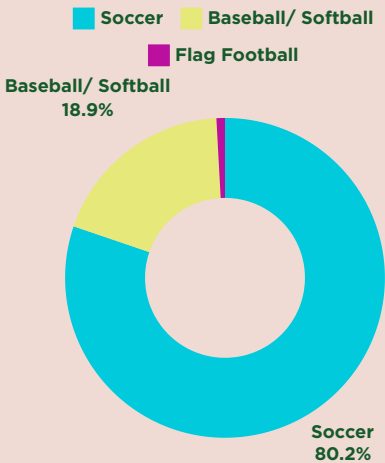
ATHLETIC FIELDS: FIELD USAGE IN HOURS



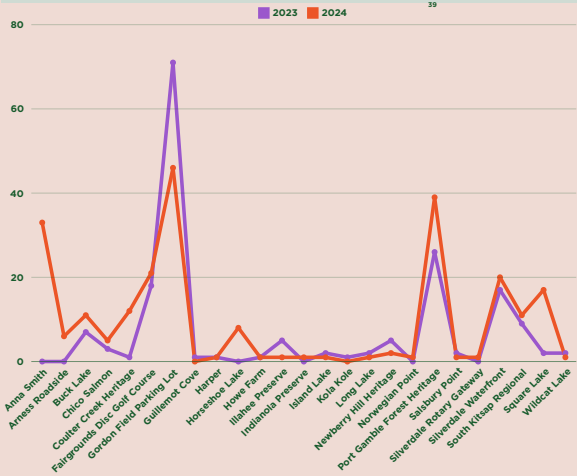
ATHLETIC FIELDS: USAGE IN HOURS BY REGION



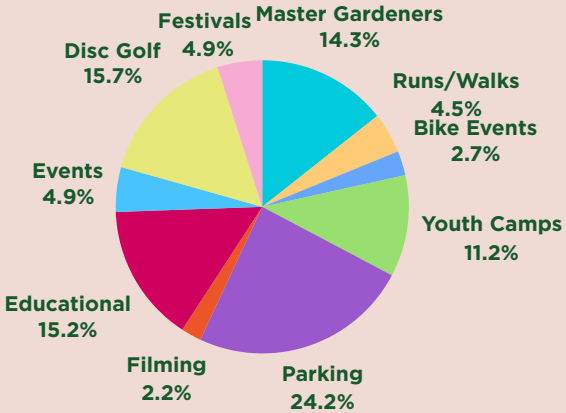
ATHLETIC FIELDS: USAGE BY SPORT



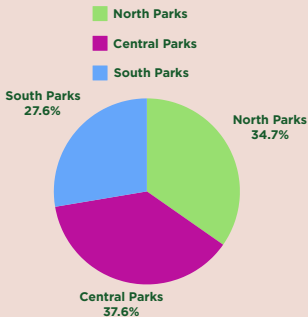
SPECIAL PARK EVENTS: RESERVATION DAYS BY PARK



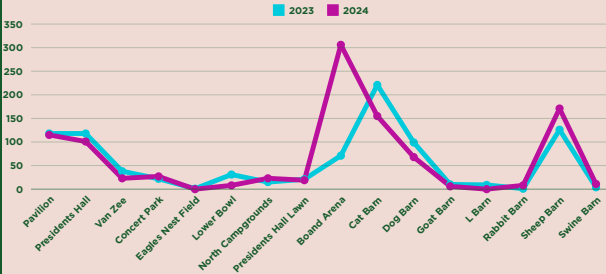
SPECIAL PARK EVENTS: EVENT TYPE



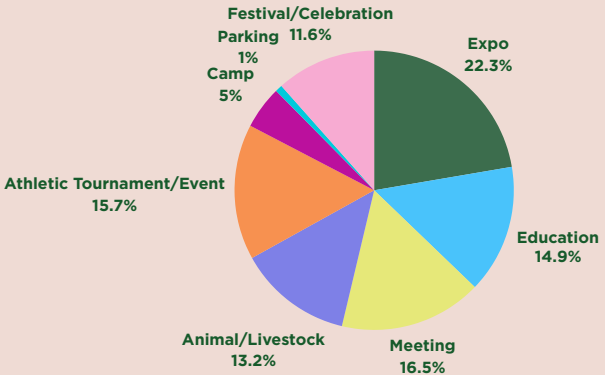
SPECIAL PARK EVENTS: EVENTS BY REGION



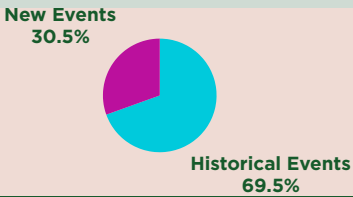
FAIRGROUNDS & EVENTS CENTER: RESERVATION DAYS



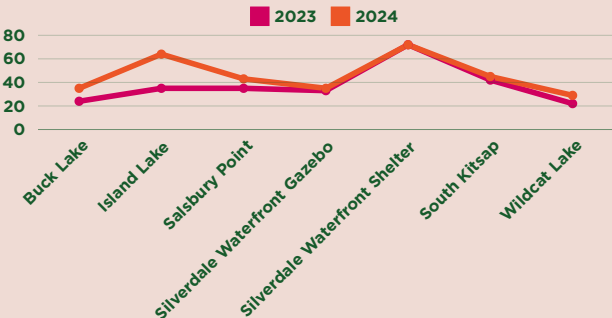
FAIRGROUNDS & EVENTS: EVENT TYPE



FAIRGROUNDS & EVENTS: NEW VERSUS HISTORICAL EVENT DAYS



PICNIC SHELTER RENTALS: RESERVATION DAYS



IT'S ALL ABOUT THE
2026 GOALS



**COMMUNITY
BUILDING
RENTALS**



**ATHLETIC
FIELD
RENTALS**



**FAIRGROUNDS
AND EVENTS
CENTER
RENTALS**



**SPECIAL
PARK
EVENTS**



**PICNIC
SHELTER
RENTALS**

OPERATIONS

1. PARTICIPATE IN MAINTENANCE EVALUATION STUDY FOR DEPARTMENT
2. WORK WITH RECDESK TO IMPROVE REPORTS TO MEET DEPARTMENT NEEDS
3. DEVELOP AND IMPLEMENT EVALUATION MATRIX AND PROCESS FOR PARK EVENTS (INVOLVES M&O AND NR)

PROJECTS

1. LEAD AND COMPLETE EVENT POLICIES AND FEES UPDATE
2. DEVELOP NAMING RIGHTS AND SPONSORSHIP POLICIES
3. DEVELOP AGREEMENT WITH SOUTH KITSAP GIRLS SOFTBALL (BILL BLOOMQUIST ROTARY PARK)



Parks, Recreation, and Open Space Plan

Timeline to Approval

Who	What	When
Board of County Commissioners (BoCC)	Distribute PROS to BoCC	January 27
Public (Manchester Community Advisory Council)	Present PROS to public for comment period kick-off	February 4
Public (Central Kitsap Community Council)	Present PROS to public for comment period kick-off	March 5
Parks Advisory Board (PAB)	Distribute PROS to PAB	February 10
Department of Community Development (DCD)	PROS to DCD for compliance review with 2024 Comp Plan	February 10
Public	Draft PROS Public Comment Period	February 10 – March 16 (5 weeks)
Suquamish, Port Gamble S'Klallam, Squaxin Tribes	Draft PROS to Tribes for Review and Comments	February 10 – March 16
Public (North Kitsap Public Meeting)	Present PROS to public for comment period kick-off	February 11
Parks Advisory Board (PAB)	Present PROS to PAB	February 13
Parks Advisory Board (PAB)	PAB provides comments and a recommendation	March 19
SCJ Alliance	Update PROS based on PAB and public comments	March 17 – March 28
Department of Community Development (DCD)	PROS to DCD for Non-Project SEPA Determination	March 31
Public	SEPA Determination 14-day public comment period	April 7 – April 20 (2 weeks)
Board of County Commissioners (BoCC)	PROS to BoCC for Review of Public Comments	April 16
Planning Commission	PROS Briefing (15 minutes)	May 6
Planning Commission	Distribute PROS to Planning Commission	May 6
Planning Commission	Present PROS to Planning Commission	May 20
Planning Commission	Deliberation on PROS	June 3
Planning Commission	Finding of Fact & Approval	June 3
Board of County Commissioners (BoCC)	PROS to BoCC for Review of Planning Commission Findings	TBD (week of June 9-13)
Board of County Commissioners (BoCC)	PROS to BoCC for Presentation and Open Public Hearing	June 23
Public	Public Comment Period for Public Hearing	June 23 – June 30 (1 week)
Board of County Commissioners (BoCC)	PROS to BoCC for Deliberations	TBD (June 30 – June 4)
Board of County Commissioners (BoCC)	PROS to BoCC for Deliberations	TBD (June 7 – July 11)
Board of County Commissioners (BoCC)	PROS to BoCC for Deliberations	TBD (July 14 – July 18)
Board of County Commissioners (BoCC)	PROS to BoCC to for Approval	July 21
Recreation and Conservation Office (RCO)	PROS to RCO for Approval	TBD (July 28 – August 1)