



KITSAP COUNTY PARKS ADVISORY BOARD MEETING

DATE: Wednesday, March 19, 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 February 19, 2025 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. Kitsap County Budget Reductions in 2026 *Alex Wisniewski*
 - b. Parks, Recreation, and Open Space (PROS) Plan *Carmen Smith, Alex Wisniewski*
 - i. Public Comments and Plan Edits
- V. **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?*
- VI. **Parks Report**
 - a. Director's Report *Alex Wisniewski, Alex Hardy, Irene Weber, Bre Ganne*
- VII. **Sub-Committee Reports**
 - a. None
- VIII. **District Representative Reports**
- IX. **Public Comment (3-minute limit/person)**
- X. **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 | Linda Nancy Larry | Parks Director |
| Capital Projects & Parks | Standing (per by laws) | <ul style="list-style-type: none"> • Capital Projects Program • M&O Program | Lisa Dawn | 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 | Nancy | 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 | Lisa Dawn Linda | 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 |
| | PAB Annual Workplan | Board |
| | Sub-Committee Assignments | 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 February 19, 2025
MEETING MINUTES

The meeting was called to order at 6:02 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 | Linda Berry Maraist motioned to adopt January 15, 2025, meeting minutes.
Dawn Dockter seconded the motion.
Dawn Dockter requested edit to sentence “*5min recess for review of Directors Report*”, amended to say “*5min recess for review of PAB Workplan*”.
Minutes approved as amended.

PUBLIC COMMENT

- KC Patton | Kitsap Aircraft Radio Control Society –
 - Presented a model aircraft built by the EAA Young Eagles group last year. The EAA group is in the process of building another model.
 - The first Saturday of each month, April to Oct., at 10am, is competition day. The Public is welcome
- David Onstad | Port Orchard
 - Upon review of PROS Plan he discovered Appendix X is missing. It is mentioned on page 18 of the PROS Plan but is not included.
 - Table on page 48 lists stakeholders interviewed for the PROS Plan. There is no summary for the Parks Stewards interviews. There are summaries for everyone else but not for the Park Stewards.
- Request to have Appendix X and the information about Parks Stewards comments made available for review before the public comment period ends. And extend the public comment period after the missing documents are made available.

PAB member Dawn Dockter expressed thanks to Park User Group representatives for their reports and the commitment the groups have to their “part of the park.”

PAB member Linda Berry Maraist announced the departure of Eric Baker. Eric worked for the Kitsap County Board of Commissioners office for 34 years. And acknowledged his contributions and impact to the Parks Department and County wide.

Also announced the final transaction of the Kitsap Forest and Bay Conservation project. Parks acquired 467 acres with the assistance of conservation futures.

PAB WORKPLAN -

PAB meeting packet included an updated draft version of the proposed PAB Workplan based on the conversations at January PAB meeting. Parks Director asked PAB to provide additional feedback.

ACTION | Dawn Dockter motioned to approve the PAB Workplan as proposed.
Linda Berry Maraist seconded the motion
Workplan was approved unanimously.

Lisa asked if there was any time or money put aside for developing the website page that would provide answers to questions asked at the PAB meetings.

Director shared that the Parks website does have a FAQs page, and he will check with staff on the updated schedule.

SUBCOMMITTEE ASSIGNMENTS -

Chair reviewed current committee assignments and requested PAB member discuss if these are the

correct committees for 2025.

PAB members discussed different structure options for sub-committees, sub-committee meeting guidelines, and responsibilities of the sub-committees.

PAB Chair recommends sub-committee structure remains the same.
Some PAB members selected the following committees.

| | |
|---|---|
| Finance and Budget | Linda Berry Maraist Nancy Whitaker Larry Walker |
| Capital Projects and Parks | Lisa Hurt Dawn Dockter |
| Community Outreach and Visitor Services | Nancy Whitaker |
| Planning and Property | Lisa Hurt Dawn Dockter Linda Berry Maraist |

PAB Member assignments for 2025 will be further discussed at the next meeting.

**SPECIAL PRESENTATIONS/REPORTS-
PROS PLAN**

Director presented the PROS Plan Presentation that is being publicly presented around the County. During next month’s PAB meeting, PAB members can discussion any public comments on the PROS Plan to identify specific items for review or recommendation. During the April PAB meeting, members can review any edits to PROS Plan from the recommendations and further discussion.

PAB Chair requests Director send message to all PAB members to request they review the PROS Plan and provide feedback to the Parks Office as soon as possible.

Dawn Dockter to coordinate PAB member small groups to discuss sections of PROS Plan and bring feedback to full Advisory Board.

PARKS REPORT – Packet provided No presentation

SUB-COMMITTEE REPORTS – No reports

DISTRICT REPRESENTATIVE REPORTS –

- North District – report of harassment from motorcyclists at PGFHP. Director recommends calling police and not confronting.

PUBLIC COMMENT

- Carol Price | Comments on PROS Plan schedule
 - Does the public comment close on the 16th? Request to extend that deadline and provide more time for public review and comments.
- Judy & Don Willott | Comments on PROS Plan
 - Concerns about the ambiguity in how people speak of access and accessibility. A request to look closely (at PROS Plan) and have a clear statement about the importance of people with movement and other limitations, being able to have the true park experience.

ADJOURNMENT

ACTION | *Dawn Dockter moved to adjourn the meeting.
Linda Berry Maraist seconded the motion.
Motioned carried. The meeting was adjourned at 8:10 PM.*

PARKS ADVISORY BOARD MEETING | 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 | Bre Ganne – M&O Supervisor | |
| Linda Berry Maraist - North | Camern Smith – Parks Planner | Hank Anderson – KPMS |
| Nancy Witcher – Central | Chuck Cuzzetto – Public Relations & Communications Coordinator | David Onstad – KEC |
| | Dee Tuttle – Office Support Specialist | KC Patton - KARCS |
| | | Jessica Rice – Fathoms of Fun |
| | | Rick Feeney – SKRP Steward |
| | | |
| | | |



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: 3/19/2025
To: Parks Advisory Board
From: Alex Wisniewski, Parks Director

Capital Projects Program

Point No Point Park Beach and Shoreline Repair

The Public Works Capital Facilities Division (PW-CFD) has assumed project management. Parks remains the ‘owner’ of the project, but PW-CFD is providing oversight of the contracts, bidding, and construction. Some of the 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) have been approved, others remain under review.

Port Gamble Forest Heritage Park – North Gateway Parking Lot

The project remains in the permitting phase. A DNS was issued on November 15, 2024 for SEPA but it was appealed on December 4, 2024. A pre-hearing meeting was held on January 16, 2025 to plan out the appeal hearing details; the hearing is scheduled for March 20 and anticipated to only require one day for arguments. In early February, the parties discussed terms attempting to reach an agreement that would result with a withdrawal of the appeal. An agreement was not reached at that time, but recently the appellants notified Kitsap County they would now agree to the original terms. The appeal was officially withdrawn on March 18, 2025. A new timeline for the project is under development.

Marketing and Events Program

Events By the Numbers and Events Calendar

Data on the number of reservations at each of the Parks Facilities is attached; please see *Attachment A*.

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

| March Public Events | | |
|--------------------------------------|------------|--|
| Event | Date | Location |
| Just Between Friends | April 9-12 | Pavilion @ Fairgrounds and Events Center |

| | | |
|---|----------|---|
| Styrofoam™ Collection Event | April 19 | Van Zee @ Fairgrounds and Events Center |
| West Sound Roller Derby | April 19 | Pavilion @ Fairgrounds and Events Center |
| Circus on Ice | April 19 | Presidents Hall @ Fairgrounds and Events Center |
| Daddy Daughter Dance | April 26 | Pavilion @ Fairgrounds and Events Center |

BoCC-Sponsored Events

| Event | Status | 2025 Attendance |
|----------------------------|-------------------|------------------------|
| Martin Luther King Jr. Day | January 20, 2025 | 300 |
| Military Appreciation Day | March 15, 2025 | |
| FARM Days | May 19-20, 2025 | |
| Veterans Day Ceremony | November 11, 2025 | |
| Toys for Tots | December 13, 2025 | |

The Commissioner's Office and Parks are partnering on the implementation of 2024 Board-directed changes to the County's event support practices. Changes will be communicated to event organizers in early 2025 in close collaboration with Board members. Implementation of the changes will not take place until 2026.

Maintenance & Operations Program

Storm Cleanup

Staff and volunteer sawyers simultaneously worked to remove over 150 trees that were uprooted or fallen during the recent windstorm which caused widespread power outages across the county. The fallen trees were primarily located in Illahee Forest Heritage Park, Guillemot Cove Reserve, Island Lake Park, Fairgrounds & Events Center, Harper Park, and South Kitsap Regional Park. Staff responded quickly and efficiently, ensuring that parks and parking lots were safely cleared while volunteers focused on clearing trails. Staff then shifted their efforts to assist volunteer sawyers in removing large trees at Port Gamble Forest Heritage Park, Newberry Hill Heritage Park, Hansville Greenway, and other undeveloped parks.

Fairgrounds Buildings Repairs

E Barn Roof

The storms and rain have caused significant damage to the fair barns over the years, resulting in roof leaks, rotting walls, and gutters that cannot be replaced due to rotten fascia. The recent windstorm also tore roofing off several barns at the fairgrounds, particularly the "E" barn, which hosts many equestrian events. The patchwork additions to this barn's construction have caused water to drain inside the building instead of outside. As a result, the building requires a new roof and structural upgrades.

Water Lines

The water supply line to the President's Hall was repaired as were multiple other water line repairs needed across the Fairgrounds, including at the E Barn and Rabbit barn. New water lines were installed with PEX and PVC.

Washington Youth Academy

Crews from the Washington Youth Academy (WYA) provided valuable assistance to staff at South Kitsap Regional Park (SKRP) and Lobe ballfields by helping to prepare the fields for the upcoming season. Their efforts included hours of hand weeding and the raking warning



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Alex Wisniewski, Director

tracks and infields. This collaboration with WYA was a welcome addition to the early season ballfield preparations as staff had not utilized WYA for this work in recent years. Plans are being made to continue involving WYA in ballfield maintenance, especially at SKRP and Veteran's Memorial Park where baseball fields could benefit from additional hand raking.

Opening Day

Staff have been diligently preparing parks for the April 1 opening by cleaning up storm and tree debris in parks that are currently closed, refurbishing BBQs and picnic tables, de-winterizing facilities, and readying parking lots and bathrooms for visitors. The playground safety surfacing at Horseshoe Lake Park was upgraded from sand to playground chips, enhancing the safety of the aging playground. Additionally, the parking lot owned by Washington Department of Fish and Wildlife (WDFW) on Point No Point Road was reopened on March 14. Parks has an agreement with WDFW in which Parks staff provide basic maintenance on the property, including daily checks for ground litter and restocking the bathroom with paper products, in exchange for having the lot open earlier than normal and to accommodate visitation to the area due to the Point No Point parking lot closure.

Homeless Encampment Cleanup and Staff Training

Parks staff, in collaboration with the HEART team, have been actively cleaning up abandoned sites at various locations including Illahee Forest Heritage Park, Old Mill Park, and South Kitsap Regional Park. To better learn about the challenges faced by unhoused individuals, staff participated in a "Homeless not Helpless" training session conducted by Trisha Munson of Common Street. The session was held immediately following M&O's annual Spills and Stormwater Pollution Prevention Plan training. Marrying these two trainings together helped provide a comprehensive understanding of the challenges of being unhoused and resulting environmental impacts as well as empowering staff with strategies to intervene before camps are established. This "Homeless not Helpless" training emphasized empathy, understanding, and early intervention, while highlighting the connection between unhoused activity, watershed impacts, and staff safety. During abandoned encampment cleanups, Parks staff encounter various hazards including needles, drugs, bloodborne pathogens, and human waste. Staff were trained to identify and address these hazards. This comprehensive approach reflects Parks' commitment to creating a safer and more supportive environment for all park visitors.

Natural Resources Program

Volunteers and Trails

Featured Project:

Washington Youth Academy (WYA) has contributed 1,702 labor hours to the park system in 2025. This year, the Cadets have volunteered at:

- Veterans Memorial Park
- Newberry Hill Heritage Park
- South Kitsap Regional Park
- Illahee Preserve Heritage Park

- Fairgrounds & Events Center
- Wildcat Lake Park

Volunteer Work Parties in January 2025

- Activity: 27 work parties (59 YTD)
- By the numbers...approximately:
 - 388 participants
 - 2340 hours of volunteer work

| Location | Work performed |
|-----------------------------|--|
| Chico Salmon Park | <ul style="list-style-type: none"> • Invasive species removal |
| Coulter Creek Heritage Park | <ul style="list-style-type: none"> • Invasive species removal |
| Hansville Greenway | <ul style="list-style-type: none"> • Trail maintenance and park patrolling |
| Newberry Hill Heritage Park | <ul style="list-style-type: none"> • Invasive species removal • Windstorm repair |
| Port Gamble Heritage Park | <ul style="list-style-type: none"> • Trail improvements and sign installation |
| Illahee Preserve | <ul style="list-style-type: none"> • Trail maintenance and park patrolling |

| 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 Gordon Park 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 and Port Gamble |
| WYA | <ul style="list-style-type: none"> • Trail maintenance and invasive species removal |
| US NAVY | <ul style="list-style-type: none"> • Invasive Species and trail maintenance |

Planning Program

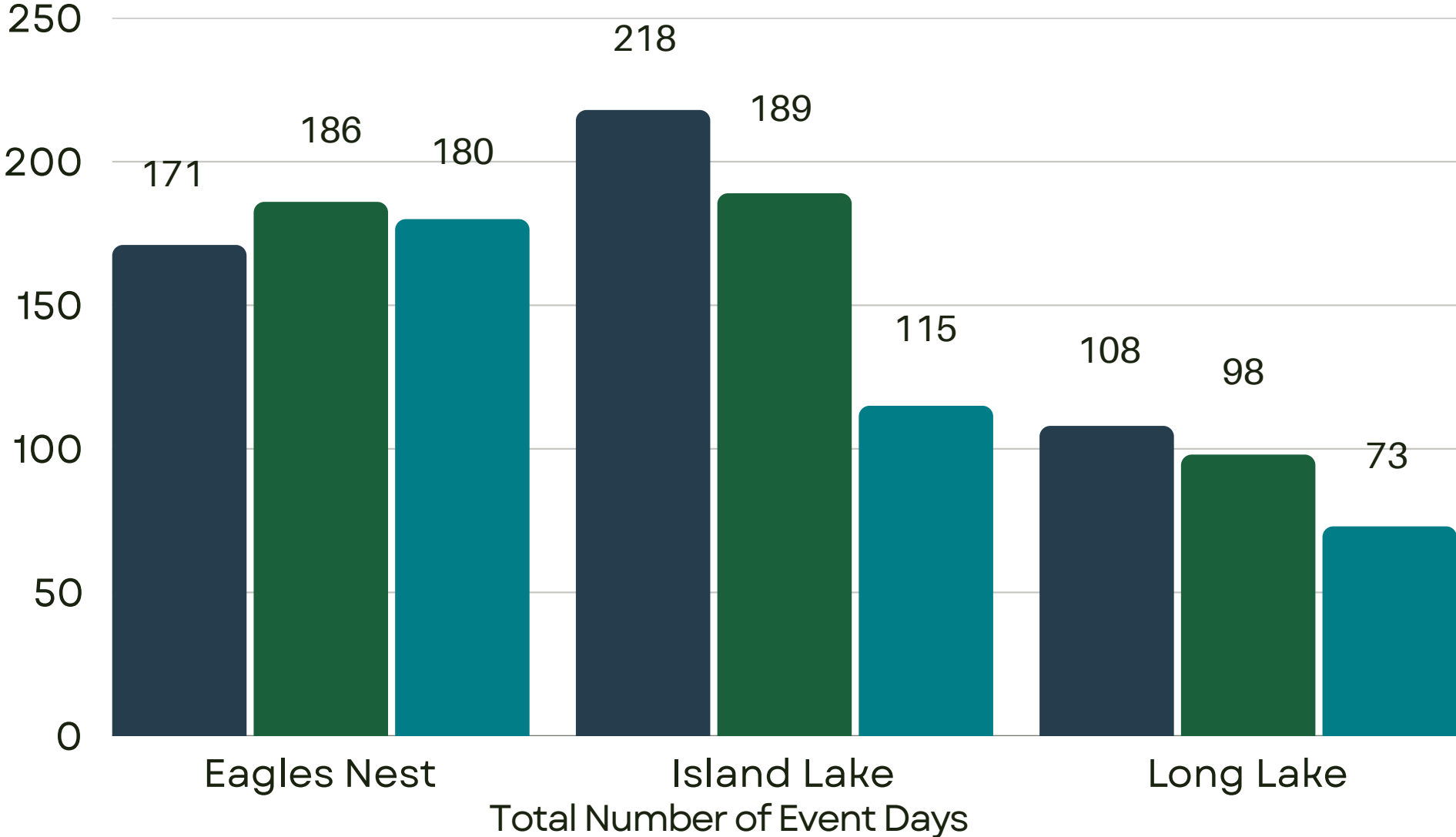
Parks, Recreation, and Open Space (PROS) Plan

The review and approval process for the Draft PROS Plan is scheduled to take place February - July 2025. The Draft PROS plan was released on February 10, 2025, for a five-week public comment period, which ended on March 16, 2025. Comments received are available for the public to review on the PROS website. The Parks Department has been recording and responding to the comments and making edits to the plan accordingly. Edits made to the plan are also being tracked and will be posted on the PROS website.

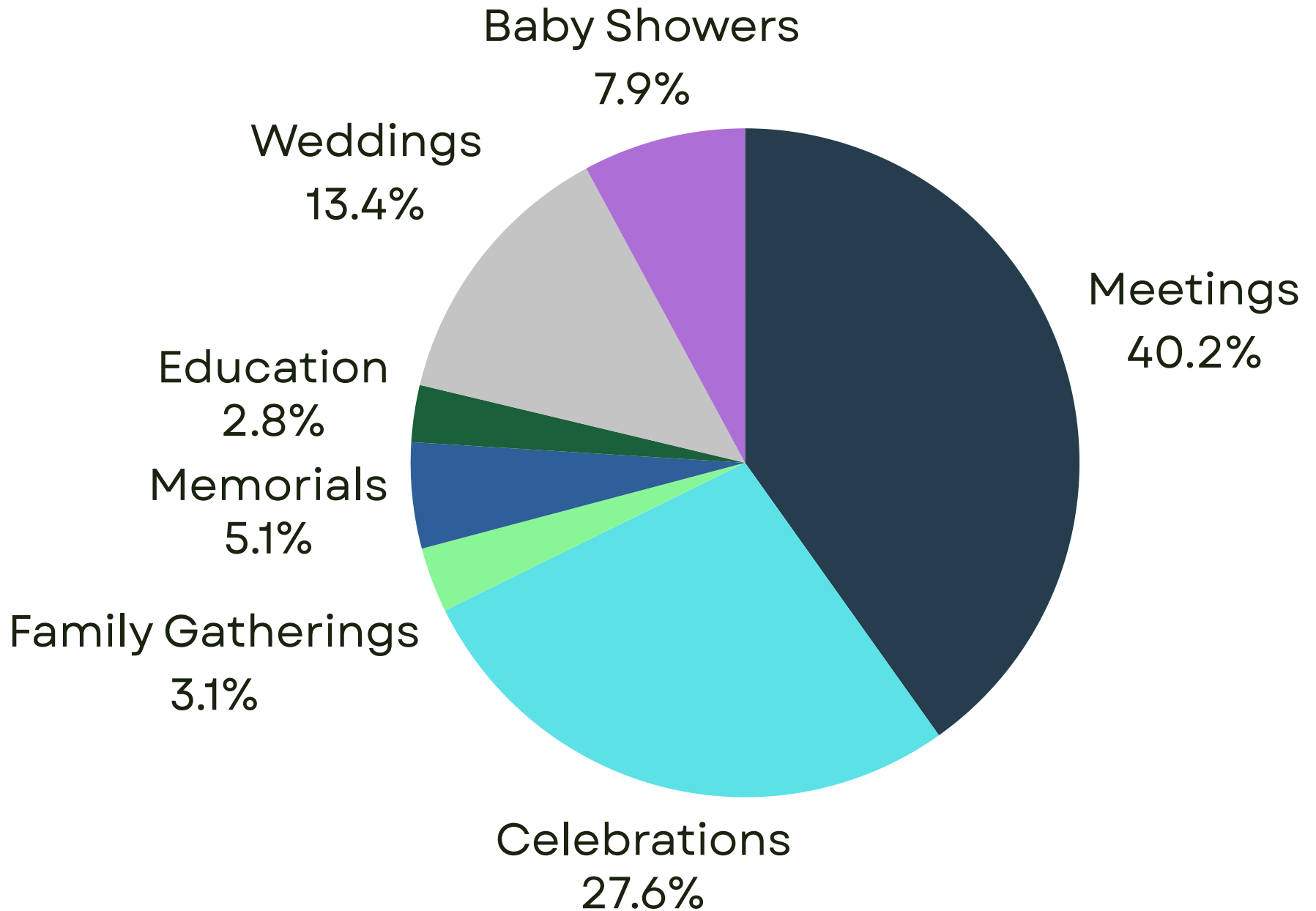
The Parks Department has also been preparing the non-project SEPA checklist for submittal to DCD for review and a Determination. Next steps for the plan include review by DCD (as mentioned above), Planning Commission, Board of County Commissioners, and Washington State Recreation and Conservation Office (RCO). An updated schedule can be viewed in *Attachment B*.

COMMUNITY BUILDING RENTALS

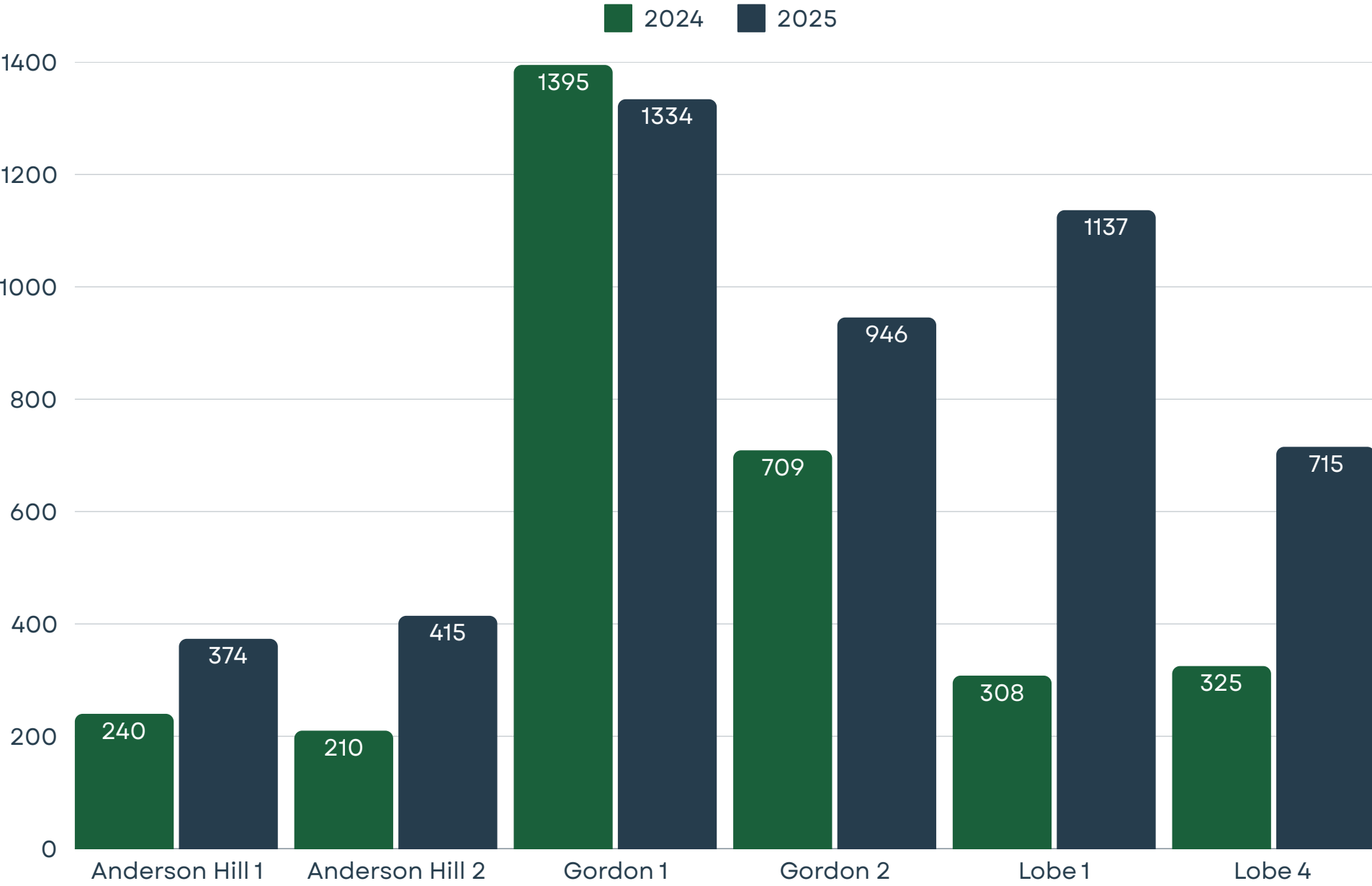
2023 2024 2025



COMMUNITY BUILDING RENTALS

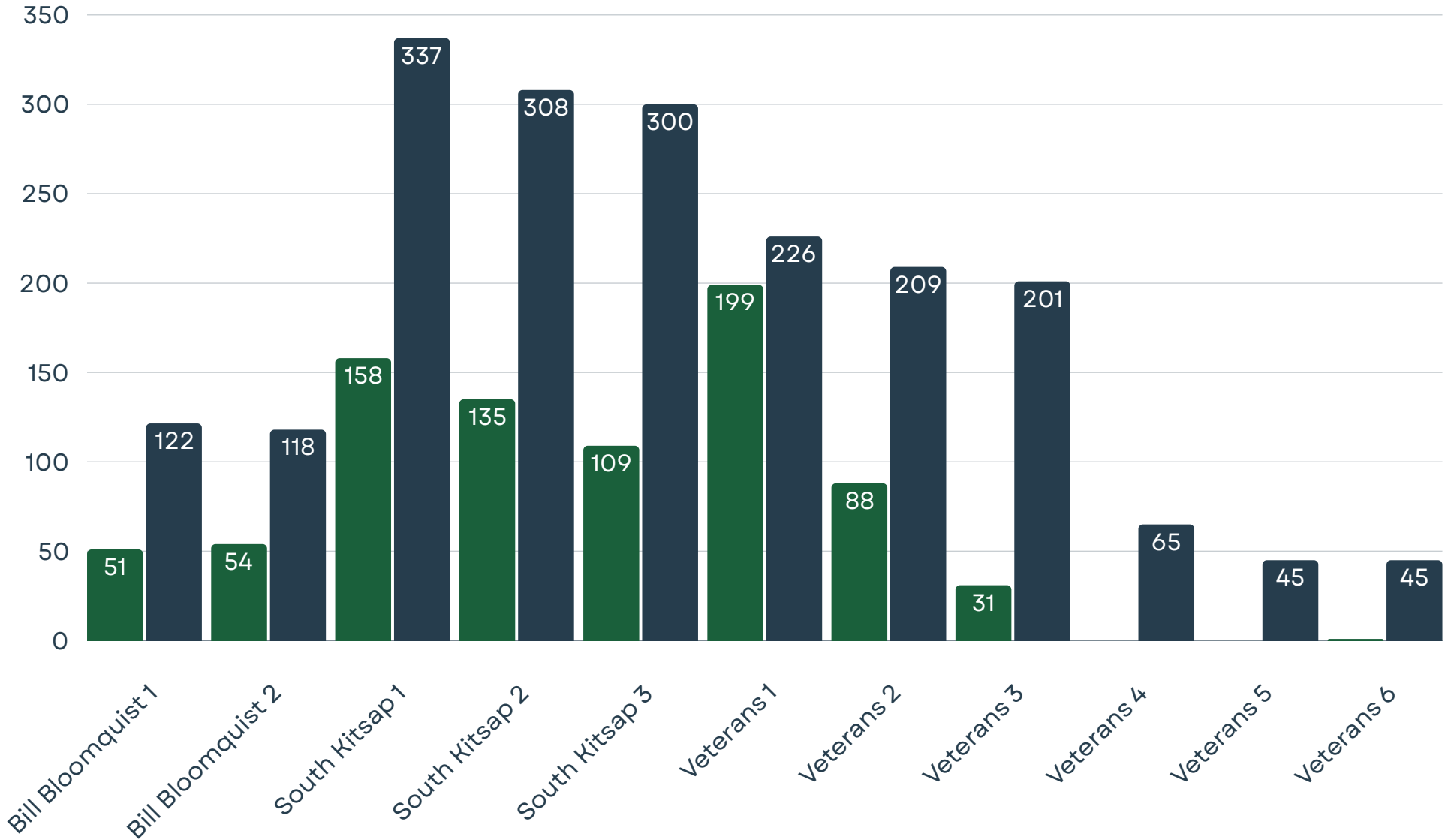


ATHLETIC FIELD USAGE IN HOURS CENTRAL



ATHLETIC FIELD USAGE IN HOURS SOUTH

2024 2025

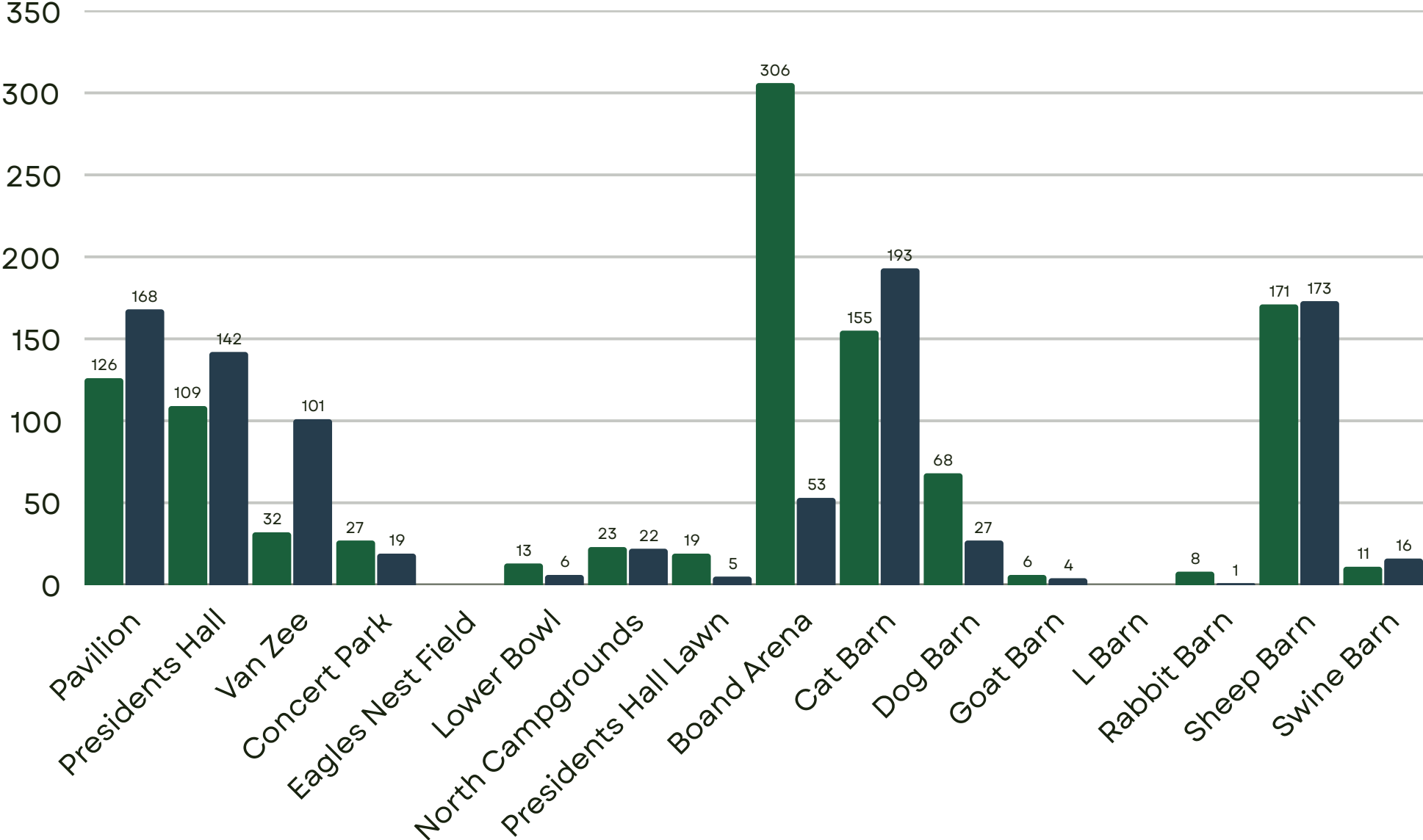


PICNIC SHELTER RENTAL DAYS

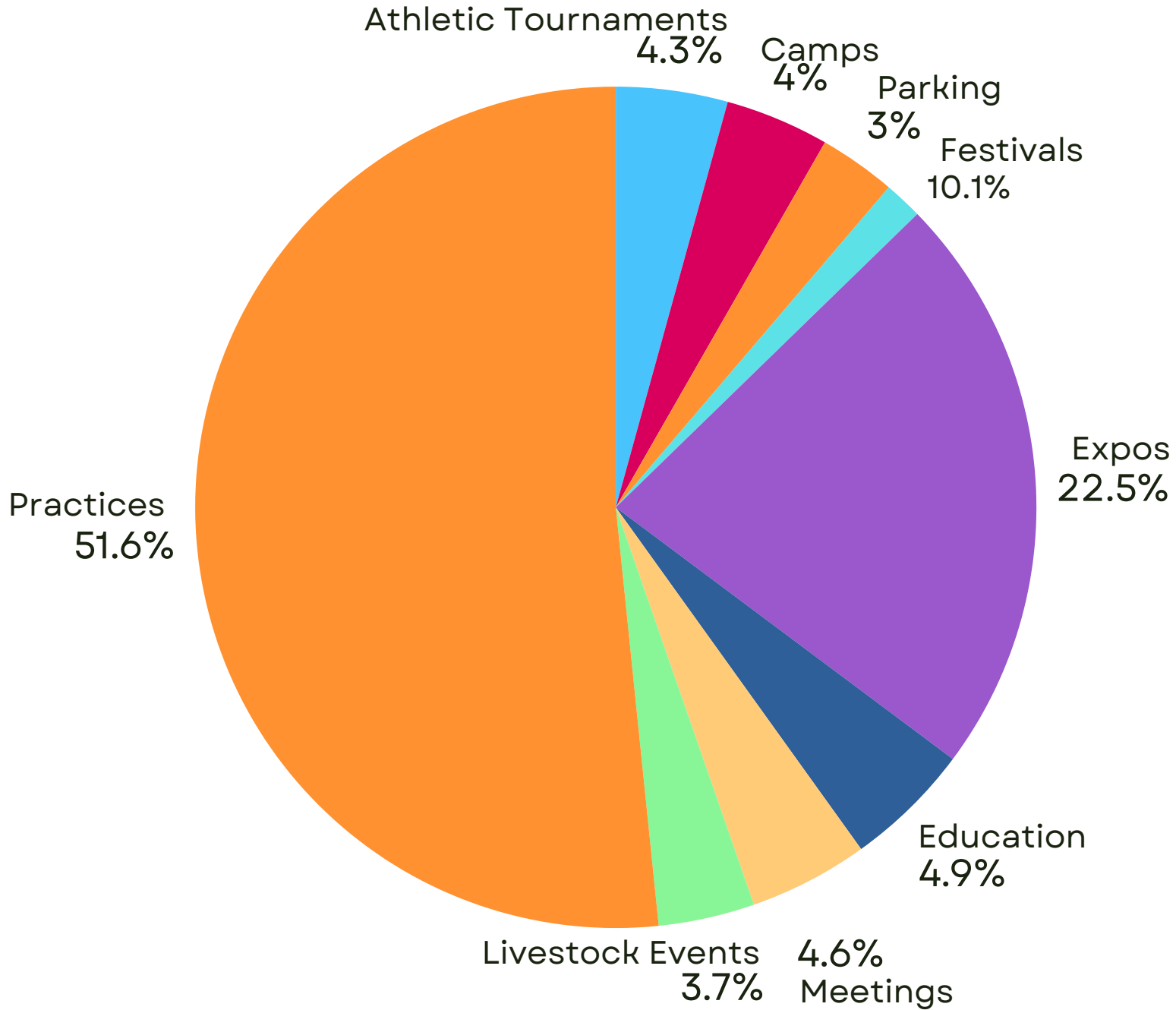
COMING APRIL 2025

FAIRGROUNDS EVENT DAYS

2024 2025

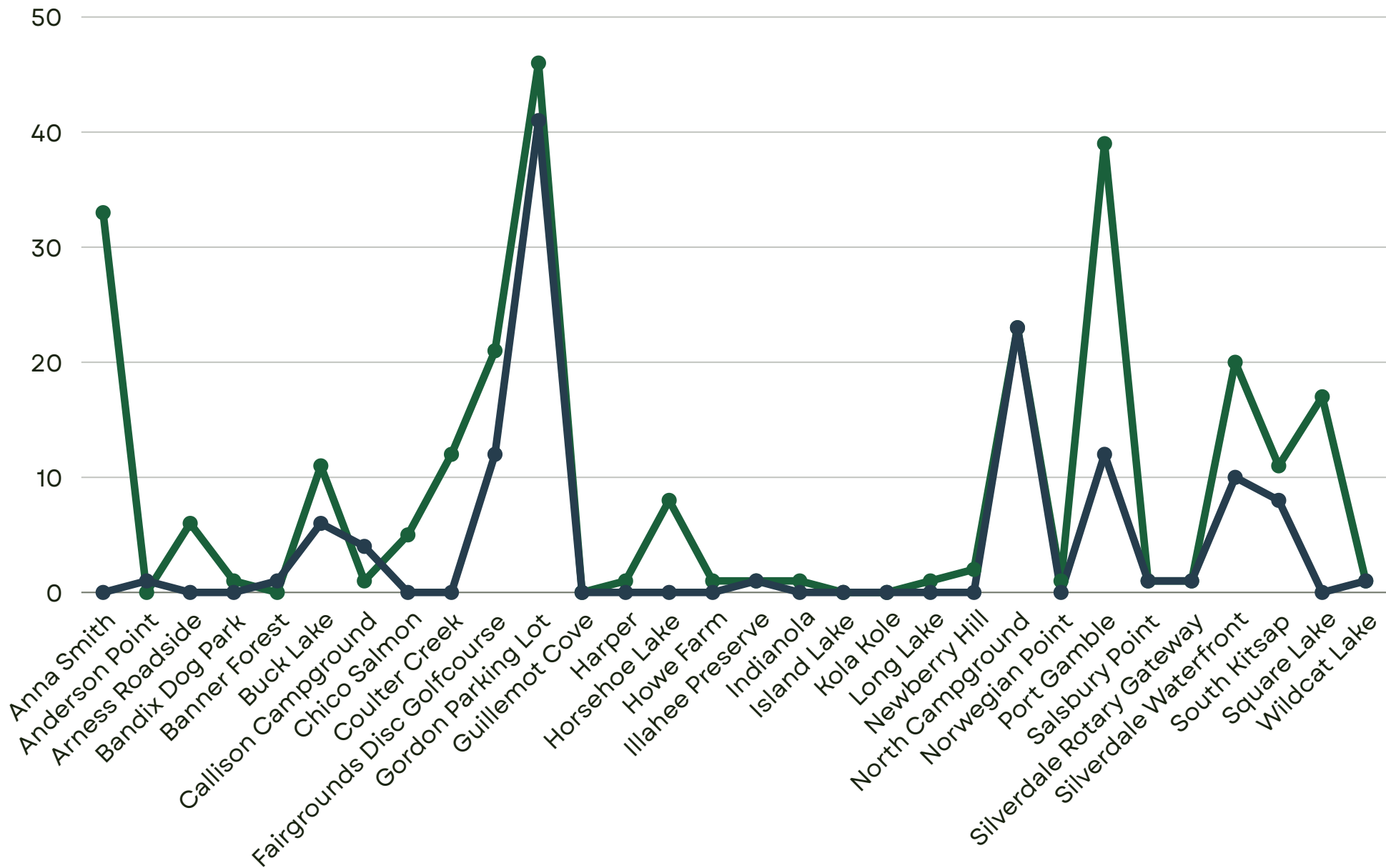


FAIRGROUNDS EVENTS



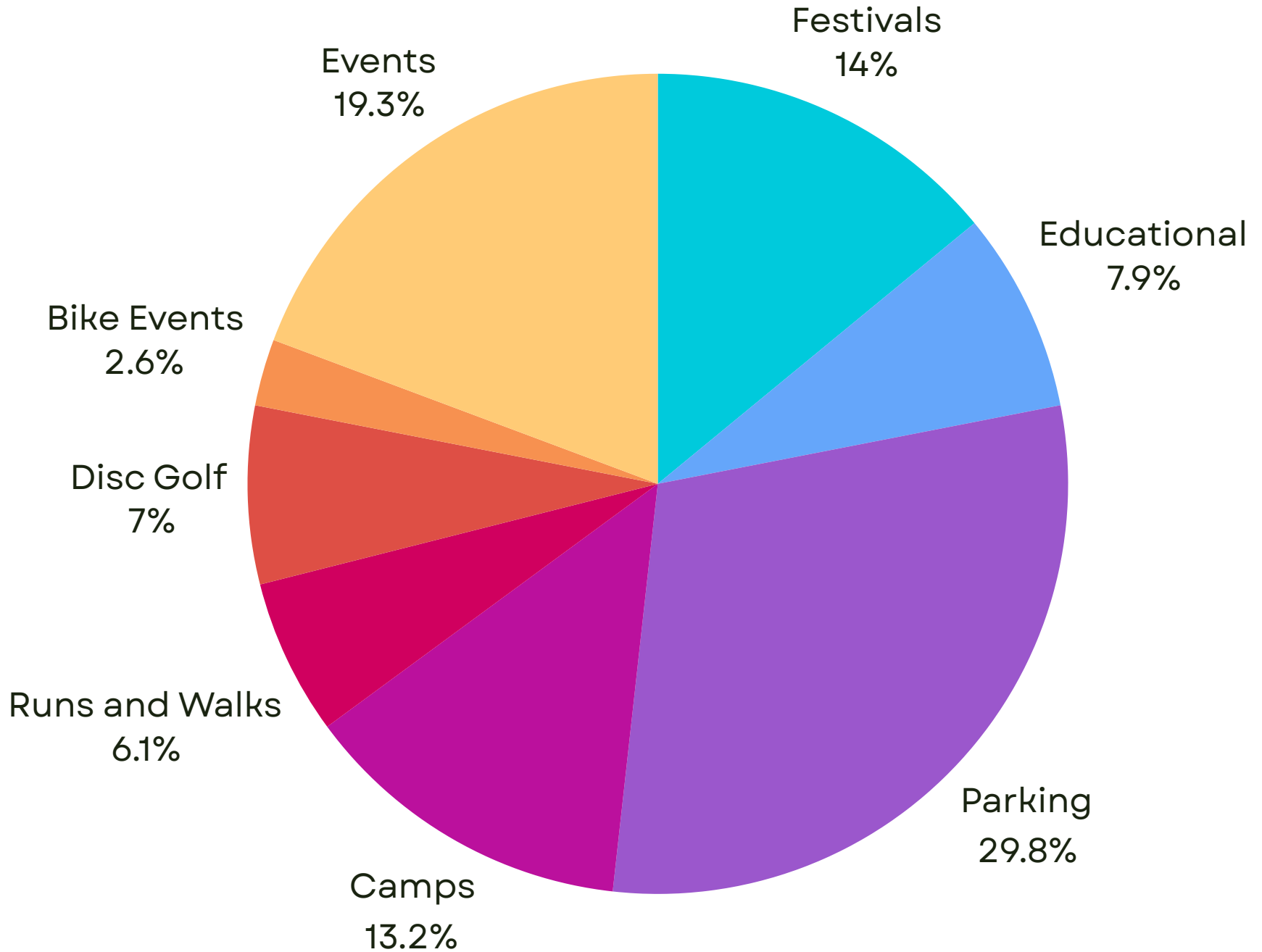
SPECIAL PARK EVENT DAYS

2024 2025



TOTAL NUMBER OF EVENT DAYS

SPECIAL PARK EVENTS





Parks, Recreation, and Open Space Plan

Timeline to Approval

| Who | What | When |
|---|---|----------------------------------|
| Board of County Commissioners (BoCC) | Distribute PROS to BoCC | January 27 |
| 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 15 (5 weeks) |
| Suquamish, Port Gamble S’Klallam Tribes | Draft PROS to Tribes for Review and Comments | February 10 – March 15 |
| 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 19 |
| Public (South Kitsap Public Meeting) | Present PROS to public for comment period kick-off | February 20 |
| Public (Central Kitsap Community Council) | Present PROS to public for comment period kick-off | March 5 |
| Parks Advisory Board (PAB) | PAB provides comments and a recommendation (or April meeting) | March 19 |
| SCJ Alliance | Update PROS based on PAB and public comments | March 17 – March 28 |
| Board of County Commissioners (BoCC) | PROS to BoCC for Review of Public Comments | March 24 |
| 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) |
| Planning Commission | PROS Briefing (15 minutes) | April 15 |
| Planning Commission | Distribute PROS to Planning Commission | May 6 |
| Planning Commission | Present PROS to Planning Commission | May 20 |
| Public | Planning Commission 2-week public comment period | May 20 – June 3 (2 weeks) |
| 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) |

Kitsap
County
Parks

Briefing Photos
March 19, 2025

Tree Blowdown Cleanup

- Island Lake Park
- South Kitsap Regional Park
- Port Gamble Forest Heritage Park



BBQ Refurbishment & Waterline Repairs



- BBQ's: Various Parks
- Waterlines: Fairground barns and President's Hall



Homeless Encampment Cleanup

- Old Mill Park
- South Kitsap Regional Park

Washington Youth Academy

Lobe Ballfield Maintenance





Volunteerism in Parks

- Tree blowdown in Hansville Greenway
- USS Ronald Reagan at Erland's Point
- Washington Youth Academy at Illahee Preserve Heritage Park