

APPROVED
April 16, 2014

PARKS ADVISORY BOARD MINUTES MARCH 19, 2014

Welcome & Introductions:

Chairman Alvin Andrus called the meeting to order at 6:00 P.M., welcomed the board, staff and members of the public.

PRAB Board Members Present: Alvin Andrus, Jon Pearson, April Gatz, Susan Cruver, Frank Stricklin, Anthony Otto, & Stacy Geiger.

Staff Members Present: Jim Dunwiddie, Dori Leckner, Billie Schmidt, Arno Bergstrom, Ric Catron & Leigh Snyder

Adoption of Agenda and February Minutes: Agenda adopted with discussion to include a comments section at the end of the agenda.

Board Action: Minutes adopted with the change of correcting the name of Michael Anthony to Michael Arnold in the nominating committee section.

Correspondence & Communication: Jim Dunwiddie presented information of a letter that has been received from an attorney, representing several residents of Millihanna Road. The letter has been forwarded to the department's assigned Civil Prosecutor.

Frank Stricklin suggested a meeting with the Mycological Society as a result of recent emails pertaining to the department's personal harvest policy. The Society would like the signs removed and the policy discarded. Mr. Stricklin feels they can resolve the issues once they have a face to face meeting.

Opportunity for Public to Address the Board: Jim Heytvelt updated members on the Harper Park Estuary, several small meetings have been held. WDFW has completed a survey of the area to include a thorough topographical map and tidal action map. Soil samples have also been taken. Target date is April for the WDFW conceptual design for the estuary. Physical work estimated to being sometime in 2015.

Mr. Heytvelt asked about the status of park divestiture. Director Dunwiddie stated 2 parcels have been removed from the original list Keyport Central Park and Colchester site as they are Public Works properties. The Littlefields parcel will go to the City of

Poulsbo. The subcommittee should reconvene to discuss partners for some of the remaining properties like School Districts. The current review list includes 17 parcels.

Beverly Howald spoke about Guillemot Cove and voiced her concern about the barn that has collapsed and the bridge issue. There is increased beaver activity and folks are doing damage trying to get to the beach. She offered to get involved in the Stewardship group, specifically writing grants to get a boardwalk constructed.

Troy Olson – Thanked everyone for the work that has been done to get the Anderson Point Park re-opened. He feels the park should reopen prior to any work being completed. He said that he attended a meeting that he thought the risk manager stated there isn't danger of slippage at this time. Jim Dunwiddie spoke to this issue stating the final report from N. L. Olson has been obtained today we will go through the report and then start with the design process. Mr. Dunwiddie reiterated that the park remains closed. Stating that will it is estimated to take approximately 2 months to go through the permit process; work anticipated to start June or July and completion the end of August. The issue with Millihanna Road is separate from the Park closure and is being worked on and reviewed by the Civil Prosecutor.

Kathryn Simpson asked about a timeline for construction and the Park to reopen? Jim Dunwiddie responded that there should be a timeline available by the end of April. She asked if there was new signage to indicate the Park is closed? The Park is open to water access and there are new signs posted where the park is closed that can be seen from the beach/water access. She noted that Millihanna Road residents recently called 911 on a family of 4 walking in to visit the park. She feels that the park reopen.

Amber Callipo spoke about her experience when 911 was called on her family trying to visit the park. She is very sad the gate is up to keep folks out. Her family has used the Park since purchasing their home on Banner Road. They have always walked in and out with no issues until the recent one. She is at a loss to understand why authorities were called by folks living on Millihanna Road. April Gatz said the issue is escalating and to reiterate that the park is closed, and that all need to abide by the law. Susan Cruver stated that this is a high priority with the board and we will follow the process and create and follow the timeline set forth.

Another citizen spoke up to say if there is a problem with the access to the park the title company, the title company may have some liability. Mr. Dunwiddie stated the easements are quite muddled and the Civil Prosecutor is working on trying to reconstruct for clarity.

In answer to Don Clark, Director Dunwiddie said that gate opening/closing vary by site and that at some parks it is staff and at others it may be neighbors.

Becky Brown said there was a community meeting attended by Charlotte Garrido, April Gatz, Mike Gordon and Doug Frick. She said no imminent danger from falling trees or slides. What is the real “Why” the park is closed?

Joel Colvos, said that SaveAnderson.com – 2K visitors per month. It seems no one is really clear on the access to the park.

A citizen voiced his concern about the eroding boat launch/parking lot at Olalla Boat Launch. Director Dunwiddie stated that staff and the county Risk Manager has been out to look at the site, and researching safety measures and funding.

Haley Barrett asked why many people from the county have attended meetings and folks that live on Millihanna Road have heard nothing. A representative from S.A.P.P. (Save Anderson Point Park) stated all meetings are open to all folks. She said that after the comments made about the Millihanna Road residents on the S.A.P.P. website it would not be comfortable for them to attend.

Katheryn Simpson said the County responded to her public records request about the park and complimented staff on responsiveness and cooperation.

Sam Huff, West Sound Disk Golf, is looking for a site in South Kitsap. They currently have three sites. They need 20-30 acres and the group puts in 1000 volunteer hours per year. He specifically feels Coulter Creek would be a great site for them. He was asked to leave his contact information.

Joanne (last name not known) wants park property accessible to all citizens and everyone to have respect for the folks that live on Millihanna Road.

Directors Report – All staff reports are placed on line with the agenda each month. The Public Hearing on the Code Revision for Commercial activities is scheduled March 24. The Annual Stewardship meeting is March 25, 6:30-8:30, Island Lake Community Center. The Kitsap County Volunteer Reception is Tuesday April 8, 5:00 to 6:30 at the County Administration Building. South Kitsap Skatepark Association has been a valued partner and we attempting to prepare a Memorandum of Agreement for the group to assume portions of maintenance. In turn, reduce fees for their events, specifically the 1st Anniversary of the Skate Park on June 23, 2014, will be extended. The department will be receiving funds from the sale of an easement (Old Mill Park) bridge project on Bucklin Hill as some 2200 square feet of the park will be purchased at \$26,800. The temporary construction easements will garner an additional payment of \$106,800.

Staff Reports – Parks Resources Superintendent (Dori Leckner) – Salsbury Point Boat launch dock is being installed on April 14th. Guillemot Cove – working with the tribe and WDF&W to re-route the trail, and remove the blocked bridge. Risk Management

said that from the barn and nest house, the use of construction fencing or tape is appropriate, and danger/caution signs installed. Port Orchard Rotary is making site improvements at Bill Bloomquist/Rotary Park including a new sign, seeding, fencing and backstop repairs. We are moving forward on the demolition of the VFW building in Kingston and the Wildcat Lake home. Working with South Kitsap Little League on a Harper Park Memorandum of Agreement for field use.

-Operations Superintendent (Billie Schmidt) - Village Greens Golf Course is now open and ready for play. The course will be closed Tuesdays for maintenance. She invited all to visit and see the recent improvements made to the club house, which includes a new ADA entrance. There will be a Youth Golf Camp put on by the SkyHawks. She acknowledged folks like Lyman Construction who volunteered and made donations of materials and time to improve the golf shop.

-Forest Stewardship Program (Arno Bergstrom) – 11 Park Stewards recently completed 8 week Stream Stewards training put on by WSU Extension. The County will use these stewards to help with forestry duties. On March 29th tree planting in the north end of the county will begin – the Port Gamble Block specifically. Brush leases are going through a period of adjustment as there is growing activity in the parks. Parkland has been leased to these folks and they have permits showing authorization to pick. The activity is good for the park ecosystems. He noted that he has received complaints about damage to the road at Banner Forest, and conducted an inspection. The damage was not caused by the Brush Harvesters, but rather a natural occurrence from the weather and runoff. Stewards have been out and cleared out the culverts and now the roads are in good shape.

-Parks Project Coordinator (Ric Catron) - Plans submitted for Phase 1C for improvements to the SKRP Skate Park expansion, parking improvements and trails. STEM project at Newberry Hill Heritage Park – student shelter is scheduled for final inspection. Parking lot improvements at PNP Lighthouse begins in April. In all there are 10 projects in various stages.

-Sub Committee Reports – Stewardship – There has been some slight damage to the road at Newberry Hill Heritage Park which closed off some roads to harden. A burn permit has been obtained to burn large pile of Scotch Broom. Cleared one acre and planted 200 Sitka Spruce (bear resistant) NKHP.

-Forestry – Hired contractor Forest Management Services Corp. to administer VDT operations for Kitsap County. Working to harden roads prior to any logging and have culverts to install on standby.

Old Business – none

New Business – none

Comments – Frank Stricklin thanked Director Dunwiddie for all he has done for the county parks!

Adjournment – 7:45 P.M.

KITSAP COUNTY PARKS DEPARTMENT

Director's Monthly Report

March 2014

Park Code Revision

Ordinance Amending Sections 10.12.120 and 10.12.130 of the Kitsap County Code Relating to Commercial Use of Kitsap County Parks was presented to Board of County Commissioners. A Public Hearing is scheduled for March 24 at 5:30pm as part of the Commissioner's regular meeting

Annual Park Steward Meeting

The meeting is scheduled for Tuesday, March 25th at Island Lake Community Center, 1087 NW Island Lake Road, Poulsbo, 6:30 – 8:30pm. The agenda includes a round-robin of stewardship group successes for 2013, announcement of the volunteer projects that will receive funds this year, and a presentation on Grant Tips.

County Volunteer Appreciation

County Commissioner's Appreciation event is scheduled Tuesday, April 8 at the County Administration Building, 3rd Floor, 614 Division Street, Port Orchard, 5:00-6:30pm.

Anderson Point Park

The second draft of the N.L. Olson & Associates' draft Geotech report was posted on the department website. County staff reviewed and asked for clarification on a few items. The final report is expected soon.

Port Gamble Shoreline Block Cleanup

The Port Gamble S'Klallam Tribe and the Washington State Department of Ecology are working together to remove debris, remnant pilings, derelict gear and vessels throughout the Bay. The project is being funded by Ecology. The goal of this project is to improve beach habitats for fish, shellfish and local residents by removing tires, broken docks and remnant wood, metal and boat scrap, concrete or asphalt, tarps, buried fish nets, vessels and other items from the Bay's beaches. Removal of creosote-treated pilings and other debris will also eliminate ongoing sources of contamination. Ecology will also be working with local landowners to remove specific debris from their properties. Work is anticipated to begin this spring.

North Kitsap Heritage Park Expansion

Additional funding is being researched to complete the acquisition project. Parks has secured three grants (\$892,000) for the purchase of 366 additional acres adjacent to the 477 acre Heritage Park.

Forest & Bay Project

Staff working with North Kitsap Trails Association to develop potential grant applications for acquisition of parcels to accommodate the "Sound to Olympics" trail plan.

**Parks Department
Parks Resource Superintendent Report
March 2014 PRAB**

A. Parks

- Work continues at Salsbury Point Park on the partnership with commercial and non-commercial users. Revised PSE agreement is being submitted for review.
- Power has been established at Howe Farm Park the next task is water connection from the well to an outside/underground spigot for future community gardens.
- Port Orchard Rotary is working toward new 2014 site improvements. A new park entrance sign and team seating is on the schedule for this year at Rotary Park.
- Arcs will be cutting up downed trees in the first phase of the project with Parks providing an assist. The next phase of work will be to fall the second phase of trees leaving all remaining down trees and brush for wildlife habitat.
- Anna Smith House vacated.
- Working with an abatement contractor in the first phase of demolition for the Wildcat Lake house and VFW building.
- Preparation has started to demolish a small wood shed at PNP Lighthouse Park in preparation of new L.I.D. parking project.
- Agreement finalized with KRL and KC Parks for management of the KCC.

B. Parks Project Coordinator

- a. Anderson Point- edits are being made to the draft received from engineering consultant N. L. Olson & Associates.
- b. Comp Plan Update – interdepartmental kick-off meeting was held. Next meeting May 1.
- c. Illahee Preserve – Ongoing discussions with the Illahee Preserve Stewardship in regard to various grants. A State Ecology Grant was submitted to acquire 2 additional parcels at the southeast end of the Preserve. An RCO grant will be submitted by May 5 for additional land acquisitions; including park inholdings, a wetlands property, and parcels south of the current park boundary.
- d. Newberry Hill Heritage Park – Coordinating efforts with the NHHP Stewardship group for construction of a covered shelter south of Klahowya Secondary School.
- e. Norwegian Point – Plans were submitted on behalf of the Hansville Greenway Association (HGA) for a gazebo. The HGA will provide engineer plans, materials and labor for a 195-foot square gazebo.

- f. Salsbury Point – Boat launch project has been submitted to DCD, State Ecology and U.S. Corps of Engineers for review/approval and permits. Consultant is Reid Middleton Engineering. Envision project to be under construction during the July environmental window.
- g. South Kitsap Regional Park – BRRA consultant is preparing the engineering drawings for Phase 1A. Anticipate plan submittal to DCD (Department of Community Development) by mid March with the 120 day expected review.
- h. Community meeting held on February 26th for the first of the 4 Parks permeable parking lot replacement at Point Not Point. Construction bids due March 14 with an estimated time line April-early June 2014.

C. Parks Stewardship Coordinator

- a. Anderson Landing – Stewardship and Navy volunteers coordinated to remove a failed viewing platform. Material from the platform was donated to Newberry Hill Heritage Park for use on their projects.
- b. Banner Forest – Volunteers are working on clearing brush from the service road so that it is passible for vehicles.
- c. Clear Creek – Clear Creek volunteers are gearing up for their Salmon in the classroom program that will be running through March.
- d. Hansville Greenway – Volunteers are experimenting with new ideas to keep boardwalks and bridges from getting slippery.
- e. Howe Farm – Volunteers are putting together a site plan for a community garden.
- f. Newberry Hill Heritage Park – Stewards are working with the Lighthouse Program (a special needs program) and with Central Kitsap School District to establish an educational wetland. Stewards are working with Arno to prepare for VDT logging.
- g. North Kitsap Heritage Park – Volunteers are working with Arno to plant 2,000 trees in one day.
- h. Point No Point – Docents are recruiting and scheduling training for new docents.
- i. Salmon Viewing Park – Volunteers had their 2nd Annual community clean – up with 26 people attending on a very cold day.
- j. Volunteer Coordinator has finalized the stewardship budget for 2014 and is in the process of completing the volunteer reports for 2013.

Parks and Recreation Department Superintendent of Operations Report

Fairgrounds & Events Center, Village Greens Golf Shop, Permitting Process, Marketing
March 2014

1. Facilities

- a. Thunderbird Stadium wall repairs - KDDA has the permit and are working with maintenance staff to schedule the repairs.
- b. Pavilion HVAC has been repaired and is working well.
- c. Village Greens Golf Shop has a new ADA entrance and restroom and was freshened up on the inside with paint etc. Additional support to paint and freshen up the outside of the building and entryway is being sought.

2. Fairgrounds

- d. The Department of Agriculture Safety Grant – Priorities have been set, estimates are being gathered for the projects slated to be started first.
- e. Eagle Scout Projects
 - i. Playground fencing – The candidate is setting a date for the project to be completed in late March or early April.

3. Rental/Events

- a. Big Events held included: **February** - Kitsap Business Expo, Private Wedding, Wedding Show, Kitsap Conservation District Plant distribution; **March** – Roller Derby – Wild West Showdown, Doo For You (free aged manure distribution to the public), Swap & Shop, Awana Games, Home & Garden Show, Neighborly Greetings
- b. Upcoming Events include: **March** - Swap & Shop, Peninsula Dog Fanciers Dog Show, Cocker Spaniel Dog Show, Military Appreciation Day, Coastal Conservation Association Banquet, **April** – Antique Show, Volleyball Tournament, USSSA Softball tournament, RAGS, 4H Camp Spaghetti Feed, Water Festival, CK Family Fun Night, Baseball Tournament, Easter Egg Hunt, Rabbit Show, Just Between Friends Children's Consignment Sale, Animals 101.
- c. Staff have brought in two additional events for the year: Junior Roller Derby, and Mixed Martial Arts.

4. Staffing/Training

- d. Village Greens Golf Shop staffing – Staff have been hired and two have been trained to use the new POS system.
- e. Risk Management held training for maintenance workers regarding new chemical labelling system going into affect.

- f. Bruce Waterbury will attend an event conference in Olympia in March.
- g. On site training was held for our maintenance staff regarding equipment use, repair and maintenance of same.
- h.

5. Grant Projects

- a. Lobe Field Bull Pen – Partnering with the purchasing department to get this sent to bid.
- b. Lobe Field Press Box and Backstop – An architecture quote has been submitted as requested by PFD to PFD to determine if they will fund the project.
 - c. Dept. of Agriculture grant. See above under Fairgrounds.

6. Marketing

- i. **Fairgrounds & Events Center Folder** – An initial print of 500 has been ordered.
- j. **Event Booths** – Staff manned a booth at the Kitsap Business Expo and Kitsap Wedding Show in February and will do so for Military Appreciation Day in March.
- k. **Kitsap Visitor's Bureau** – We will attend an upcoming workshops aimed at marketing Kitsap County specifically the three districts.
- l. **Press Releases** – Press release on Village Greens Golf Course re-opening this month sent.
- m. **Newspaper Ads** – Ads placed in Kitsap Sun and its tributaries focusing on the season opening event at Village Greens Golf Course.
- n. **Internet Ads** – Staff met with Kitsap Sun to get a report on the ads that were placed and the number of clicks received as well as the number of referrals received.

7. Permit Process

- o. Nothing new to report

8. Village Greens Golf Shop

- p. Season opening day was a success. 60 golfers attended and played in the rain. Two prizes were awarded for the Closest to the Pin Contest.
- q. Golf instruction will resume in March under Bruce Weir; Staff are also looking for an additional instructor who can work more than just once a month.
- r. Skyhawks Sports Camps will provide golf camps for SKSD spring break (March 31-April 4, 2014) and summer break. They use the SNAG method to teach golf which is fun for kids.

- s. Bruce Weir is our merchandiser.
- t. We are speaking with youth development organizations in an attempt to get youth instruction and programming at the course (for more than just camp).
- u. Installation of the new ADA entrance and restroom is mostly complete. Still waiting on the railing installation and some electrical work to be completed.
- v. We are in the process of coordinating a league and golf tournament. The tournament will be scheduled in the summer and will be held to raise funding for the course.

9. Sponsorships

- w. Nothing new to report other than at VGGC above

10. E-Tix Program

- x. The staff brainstormed solutions to issues with the program that came up prior to the Roller Derby event. We feel with the solutions we came up with we won't have these same issues arise for others.



Kitsap County Forest Stewardship Pilot Program Report

March 19, 2014

Timber Harvesting and Marketing Services

American Forest Management has been selected as the professional service provider; the contract is in the review process; anticipate final approval in April, 2014.

Special Forest Products - Brush Lease

Brush harvesting is in full swing and is anticipated to continue into early April when they shut down for the new growth. Citizens, stakeholders and park stewards are adjusting to brush harvesting at Banner Forest, Coulter Creek, Newberry Hill, North Kitsap Heritage Parks and six geographically associated regional parks. Issues of litter, authorized vehicle access are being addressed.

Forest Stewardship Plans and Plan Implementation for Individual Parks

A Forest Practices Application (FPA) is being prepared for forest restoration thinning in Newberry Hill Heritage Park with variable density thinning scheduled to begin in July/August 2014. The Forest Stewardship plan for North Kitsap Heritage Park is being lead by a team of NKHP volunteer Stewards. The timeline for a draft plan is May 2014.

Forest Lands at Risk Grant

The Parks Department -Forest Stewardship Program is a partner in the Forest Lands at Risk grant lead by Kitsap County - Department of Community Development. The project focus is to maximizing the long-term ecological function on 7,500 acres of OPG forestlands at risk of development. I am specifically involved with: the identification of priority areas for conservation and forestry; conducting site assessments to refine management recommendations; and lead site scale forest ecosystem restoration efforts.

For 2014, this grant funded project will focus on forest restoration on new and qualified park property, specifically the 535 acre Port Gamble Shoreline Block; the 366 acre North Kitsap Heritage Park Expansion; and 180 acres of the OPG Divide Block: the Hansville Greenway and North Kitsap Heritage Park. Restoration work will primarily consist of invasive plant control, under planting of 11,000 shade tolerant trees seedlings, and developing and implementing road maintenance and abandonment plans (RMAP's) for each of the two new park properties. Some fire risk abatement work will also be done on portions of the Port Gamble Shoreline Block.

March 19, 2014



2014 Work Plan - Forest Stewardship Program

Kitsap County Parks Department

Forest Stewardship Planning

North Kitsap Heritage Park w/Expansion	February – May
Anderson Landing Preserve	June - July
Port Gamble Shoreline (Heritage Park)	March - December

Forest Inventory/Assessment

Port Gamble Shoreline (Heritage Park)	March – December
Coulter Creek Heritage Park	June – September

Variable Density Thinning Operations

Forest Practice Application	February - March
Newberry Hill Heritage Park - 120 acres	August - September

Forestlands at Risk Grant

Under planting 11,000 tree seedlings	February - April
RMAPS Fieldwork/Planning/Implementation	April - December
Fire Risk Abatement (thinning)	August - December
Noxious Weed Control Planning/Implementation	March - December