

**APPROVED**

**June 18, 2014**

Kitsap County Park Advisory Board  
Minutes May 21, 2014

Susan Cruver called the meeting to order in the absence of Alvin Andrus at 6:00pm.

Board Members Present: Susan Cruver, Stacy Geiger, Jon Pearson, Frank Stricklin, April Gatz, Michael Tucker, Anthony Otto and Jennifer Gerstal.

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

10 members of the public present.

Motion to approve the April 16<sup>th</sup> minutes made by Frank Stricklin with a second by Jon Pearson.

Action taken: motion carried and minutes approved.

Correspondence & Communication – none

Opportunity for the Public to Address the Board:

Jim Heyvelt provided an update to the Harper Estuary – traffic studies of the area have been compiled, he is hopeful comments from the public will be taken into consideration. April 29<sup>th</sup> a meeting was held to establish the site history, May 4<sup>th</sup> a beach walk was taken with a scholar who educated the folks who attended about the vegetation and creatures who live on site. May 6<sup>th</sup> a Cultural Resources Representative of the Suquamish tribe explained how the land was formed. Go to the County Website and look for the Harper Estuary tab to find all information regarding the efforts going on there.

Joanne Clark – asked for an update on the progress at Anderson Point Park – Jim Dunwiddie responded that there is a contract under county review with Parametrix to services to create the plan and manage construction. It is on the BoCC agenda for June 9<sup>th</sup> at a cost of \$68K. It is estimated that bids will go out in July and perhaps early to mid August for start of construction if permitting goes as planned. She asked what the status is with the neighbors on the road – per Mr. Dunwiddie since this falls under potential litigation he has no comment.

Don Clark – asked if the boat launch plans are still on track for Olalla. Ric Catron answered that the project is on schedule but nothing is anticipated to be done on site until after the fishing/boating season.

Directors Report – South Kitsap Skatepark Association is planning their 2<sup>nd</sup> annual “Skate Jam” on June 22<sup>nd</sup>. We are in the process of refining an agreement with this group that will exchange maintenance of the site by them for fee waivers of their events.

Public Accommodation philosophical discussion held with the County Commissioners addressing capital facilities plan to provide basic and minimum public accommodations at County Heritage and Regional parks. The lack of parking, restrooms and formal trailheads were noted. The cost over 6 years is approximately \$1.9 million.

Kitsap County is partnering with the National Water Trails Program. Interested parties will be contacted for partnership opportunities. Alliance members will start to be recruited in the next 60 days. The National Park Service will assist in providing signage for beaches and in other ways.

Parks Resources Superintendent Report – no questions or comments to the published report. Dori explained the reason the restrooms are currently locked at this facility is due to a failure of the wet well capacitors. The pumps will need to be pulled tomorrow for inspection/repairs.

Park Project Coordinator - Point No Point construction on schedule and slated to be completed mid June. Start of construction was April 30<sup>th</sup>. In answer to Anthony Otto the discovery of the remains on site have not further impacted the project and are in the hands of the State Department of Archeology and there is no further comment that can be made at this time.

Superintendent of Operations Report – no questions or comments to the published report.

Forest Stewardship Pilot Program Report – published report available on website.

Subcommittee Reports: Forestry – Stream stewards and members of the county were trained by Derek Churchill PHD on the ICOS system for marking trees when managing a forest for wildlife. Mapped root rot pockets and mapping began in wetlands N250 to determine the legal status under FPARS. Full report is attached.

NHHP Stewardship Report – Construction on the teaching wetland site has begun with an April work party. The parameters of a safe pond will be met by using a stand pipe in order to reduce the maximum amount of water stored. The wetland must be no deeper than 18”, a debris excluder will be attached to the standpipe for safety. Rhodie Hill was mowed, consolidated fire fuel stacked at DNR for chipping, Elephant Cage cleaned out at KSS and the material belonging to the stewards has been stored at Colen Coreys.

Mushroom meeting – In attendance were representatives from KPMS, NKHP Stewards, NHHP Landowners, Forester, and Frank Stricklin NHHP-PRAB-WSU Stream Steward, NHHP Steward, all parties agree that there be no commercial picking in the parks, personal use only. Leaning towards the State guidelines of 3 gallons per person or 1 gallon with 3 species plus one. The plus one could be a cauliflower mushroom which could be larger than a gallon in and of itself. Next meeting scheduled for June 18th.

Old Business: - Frank Stricklin was honored with the Silver Plate Award as reported by Jim Dunwiddie – well deserved and it is a pleasure to be associated with him.

New Business: - none

Comments from the Board – Jon Pearson asked about the bridge being dismantled at the Harper Estuary by vandals. What are the plans to replace? What is it made of? It is made entirely of aluminum and per Frank Stricklin the NK Trail Association has 2 - 60 foot pieces of decking that they are unable to use. Contact Paul Larsen to see if it can be used at Harper.

Motion made for adjournment by Jon Pearson and a second provided by Anthony Otto. Meeting adjourned at 6:35 by Susan Cruver.

# KITSAP COUNTY PARKS DEPARTMENT

## Director's Monthly Report

May 2014

### Public Accommodation Philosophy

Mid-month, there was a philosophical discussion with the County Commissioners addressing a capital facilities plan to provide basic and minimum public accommodations at County Heritage and Regional Parks. The lack of parking, restrooms, and formal trailheads were noted. Approximately \$1.9 million will be required to construct new or improve existing facilities over 6 years.

Additionally, playground replacement and group picnic area development would be a second and final phase with a focus on Regional Park amenities. A six year plan projected to cost \$1.5million.

Criteria for priorities and locations will be drafted and discussed as part of the 2015-2020 Capital Improvement Budget request.

### County Building Repair & Replacement Fund

Two years ago, the County created and funded a Building Repair & Building Program to address larger facility maintenance and replacement projects, including Parks. Through discussions with the County Commissioners, most future structural park projects will be funded through the Capital Budget. Projects routinely under the auspices of the Facilities Department (HVAC, communication, security, etc.), will continue to be funded through BR&R allocations.

Funds are allocated to contract for the evaluation and assessment of all park structures to report age, composition, life expectancy, replacement costs, etc., to be used as the foundation of a long term building/structure capital funding program.

### Grant Application

The grant application for acquisition of easements and/or parcels to accommodate the "Sound to Olympics Kitsap Gap" trail plan, part of the Forest & Bay Project/Port Gamble Shoreline Block Area has been submitted.

The grant with Illahee Preserve Foundation in developing grant applications for the acquisition of parcels adjacent to present preserve was not submitted. Alternate approaches are being researched

### Horseshoe Lake Park

The park opened Friday, May 16 for the 2014 season. The area is cooperatively being maintained with Key Pen Park District (3<sup>rd</sup> year). The specific park season will run through September 28, as opposed to the closing of the park the last few years after Labor Day.

### Anderson Point Park

The Bremerton firm Parametrix has teamed with N.L. Olson & Associates in preparing proposal to prepare the scope of services and construction drawings for the Anderson Point slide project.

Park Director's May 2014 Report

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### Salsbury Point Park

Letter has been sent to WA State Department of Natural Resources, Aquatics and Geology Division, requesting that DNR's commercial fishing contracts include a restriction which prohibits the use of Salsbury Point County Park as an offloading location for the Vinland Tract.

Mid-month, Commissioner Gelder hosted a meeting with neighbors and Tribes to discuss a vehicular management plan at the site. New traffic patterns, parking, and vehicle standing areas were discussed, with anticipation that markings and signage will be provided for Memorial Day weekend,

### North Kitsap Heritage Park Expansion

Although no firm resolution to funding shortage, it is hoped that this project can close by late June 2014. Three grants (\$892,000) have been secured for the purchase of 366 additional acres adjacent to the 477 acre Heritage Park.

### Long Lake Improvement District

County Commissioners conducted a Public Hearing on the proposed multi-year, \$1million project to improve water quality. No action was taken as the public comment period was extended.

**Parks and Recreation Department  
Parks Resource Superintendent Report  
May 2014 PRAB**

**A. Parks**

- a. Anderson Point Park – Parks staff working on a trail/ditch maintenance and operations plan towards the existing park trail in the park.
- b. Salisbury Pont Park – Work continues on a partnership with commercial and non-commercial users. Meeting set to work out parking strategy.
- c. Howe Farm Park – Power established at the park and well. Parks staff working on water connection from the well, to an outside/underground spigot for future community gardens.
- d. Assisted Arcs in cutting up downed trees in first phase of the project. Parks staff worked with Arcs volunteers and contractor to fall second phase of trees at the park. All remaining down trees and brush to be left for wildlife habitat. Chips to be staged at the park, and to be used throughout all parks.
- e. Working on a standardized gate system for large tracks of parklands.
- f. Meeting held with planners and event coordinators with OPG, towards on-going OPG and Port Gamble Park events.
- g. Parks staff working with abatement contractor towards the Wildcat Lake house and the VFW building, for demo.
- h. Parks staff working with local community members for power for community events at Kola Kole Park, and a new roof to the Kingston Cooperative Preschool Building and to form a community group to perform on going maintenance at the park. Cowboys from the FGEC Rodeo may re-purpose some of the fallen down barn siding at the FGEC from the Barn at Guillemot Cove.
- i. Parks staff working with Point No Point Lighthouse Docents/Friends towards the Washington State Lighthouse License Plate Funding Program of 2014, to fund the remaining window repairs and replacement inside the lighthouse.
- j. Agreement finalized with SKELL towards the use and maintenance of Harper Park field.
- k. Parks staff worked (2) days with 50 Washington Youth Academy, to conduct general park cleanup at Island Lake Park on May 9<sup>th</sup>.
- l. We will be working with community volunteers to establish a parks stewardship group at Nicks Lagoon Park.
- m. We continue to struggle cleaning up and clearing homeless encampments in our parks particularly South Kitsap Regional Park.

**B. Parks Project Coordinator**

- a) Point No Point Construction began on the parking lots replacement April 30, 2014. Construction is estimated to take 6 weeks. Park is open, but the parking lot is closed during construction. Parking is currently available at the overflow lot at the State's DFW resort property.
- b) Norwegian Point – Hansville Greenway Association (HGA) has provided engineer Plans, materials and labor for a 195-foot square gazebo. Plans approved March 10. Construction has started with gravel laid down for the foundation.
- c) South Kitsap Regional Park – Skatepark expansion illustrations are now on the County Parks webpage.

**C. Parks Stewardship Coordinator**

- a) A Quiet Place – Work party volunteers cleared trails in the park.
- b) Angeline Park – spring clean-up work day held.
- c) Bandix Dog Park – Kitsap Dogs, Inc. held their annual meeting and work party at Bandix.
- d) Clear Creek – Volunteers held their annual earth day event with CKHS. They cleaned up the community garden located at the Markwick property.
- e) Coulter Creek – Volunteers worked to chip many of the trees cut down 2 years ago.
- f) Harper Park – Volunteers are documenting the left of the metal bridge as vandals are coming in under the cover of night and removing bridge sections a little at a time.
- g) Howe Farm – Volunteers removed Scotch Broom and filled in holes in the meadow area.
- h) Illahee – Volunteers worked in conjunction with the Washington Youth Academy to place woodchips on trails.
- i) Nick's Lagoon – Stewardship group had their first work party and removed noxious weeds. Wetland Steward, Frank Stricklin, toured the property with me and determined there is currently no beaver activity in this area.
- j) Coordinating National Day of Caring projects with Hansville Greenway, Newberry Hill Heritage Park, and Howe Farm.
- k) CK Super Saturday set for May 17. Students will be cleaning up the Central Kitsap County parks.

**Parks and Recreation Department  
Superintendent of Operations Report**

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

**A. Facilities**

- a. Thunderbird Stadium wall repairs have been completed. One broken sign is still being worked on.
- b. Vandals report for the April - thieves broke off hasps and locks on several outbuildings near the barns, cost to replace hasps and repair damage approximately \$75, broke the locks off 3 barns and pried the Tracyton soccer shed door open, cost to cure for Co. \$50 for locks, kicked in the press box door at Gordon field - replacement door and frame cost \$350; stole fittings off water truck stored in a secure facility cost \$200.
- c. Person who broke through fencing at Stampede Way repaired/replaced it to satisfaction.

**2. Fairgrounds**

- a. The Department of Agriculture Safety Grant –
  - i. The Thunderbird Stadium light poles project has been contracted with Peninsula Pole. Swine Barn roof support beams have been ordered. Ceiling insulation tile specifications have been sent in to Purchasing who told us to go ahead and purchase, and the sidewalk in front of the Eagles nest has been looked at by 3 entities and they have provided estimates. Scheduling of these projects is set for next week and the week after.
  - ii. B list of tasks for this grant is being compiled.
  - iii. Match of labor is close to having been met with the T-bird repairs of the wall.
- b. Eagle Scout Projects
  - i. Kiosk for the Disc Golf course is in process
  - ii. The storage space on Lobe field was cancelled due to a death in the family of the scout that was going to do this project

**B. Rental/Events**

- a. Big Events held included: **April** - CK Family Fun Night, Rabbit Show, Just Between Friends Children's Consignment Sale, Puma's exhibition scrimmage game, **May** –Swap & Shop, Master Gardener's Plant Sale, Patient Appreciation Day, Corey's Day on the Farm, Older American's Conference
- b. Upcoming Events include: **May** - Private Wedding, Destruction Derby (2), Pumas Games (2), Baseball tournament, Swap & Shop, Memorial Day Breakfast, Field Day, Neighborly Greetings, Bus Rodeo, Puma's Game, Destruction Derby. **June** – Bluejackets games (5), Swap & Shop, Kids Day, Baseball tournament, North Mason Graduation, Central Kitsap



Graduations (4 schools), Olympic College Graduation, Gun & Knife Show, United Way Day of Caring, Thunderbird Rodeo, Soccer Tournament, Roller Derby (Derby Brats), Scale Model Show, Skyhawks Sports Camp.

### **C. Staffing/Training**

- a. Jesi Ogo rehired for the front desk position.
- b. Risk Management put on a Blood Borne Pathogens Training for maintenance staff at the Fairgrounds.
- c. 3 staff attended a training on dealing with angry customers.

### **D. Grant Projects**

- a. Lobe Field Bull Pen – a schedule has been set for construction.
- b. Lobe Field Press Box and Backstop – PFD asked for and we were granted additional funds to cover architectural drawings. The drawings as well as the scope of work are in process.
- c. Department of Agriculture Fair Safety grant. See above under Fairgrounds.
- d. LID Grant – Staff have received an extension to December 31, 2014. Projects to be completed this year include the gutter installation of the barns (under contract), Infiltration systems at the Thunderbird Stadium and Van Zee (design completed), Manure Cover installation (kit chosen). Scheduling of these projects is underway.

### **E. Marketing**

- a. **Press Releases** – many articles have been released regarding the forestry program this month.
- b. **Newspaper Ads** – Kitsap Sun has been sent 4 different ad concepts to be placed in papers late May and June. Those ads include a coupon for Village Greens, Life Vest Kiosks for lake parks, rental properties, and vandalism hurts campaign.
- c. **Internet Ads** – 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.

### **F. Permit Process**

- a. Permit process was changed a bit – specifically the event paperwork and filing to better track and communicate with customers as well as better internal communication and control.

### **G. Village Greens Golf Shop**

- a. We continue to seek an additional golf instructor who can work more than just once a month, and who can put on a junior golf camp. Met with someone who the current PGA Pro suggested, but although he had attended the PGA program, he didn't have any teaching experience on his resume. Until we get an instructor who can spend time at the course, we

will not have any golf camps or large volume of lessons. The current golf pro has come up once in March and once in April to conduct a few lessons each time.

- b. Seeking an extra help staff for 15 hours a week as well as to cover the vacations of the part time golf attendants.
- c. An initial contract has been sent to The First Tee for fall programming for disadvantaged youth.
- d. The ramp railing has been installed; the final lighting has been completed. Waiting on the parking lot striping for handicap spots to be completed. Once that is complete, we can call the building inspector.
- e. Staff is in process of coordinating a county league as the tournament was too big for current staff to put on.

#### **H. Sponsorships**

- a. Seeking sponsors for the Fairgrounds & Events Center and Village Greens.

#### **I. E-Tix Program**

- a. A new contract addendum has been written which will be included in full contract ticketed events as well as ticketed permit events. This addendum will identify those customers who have chosen to use the E-Tix program, the process has been explained to them by staff and that they understand the parameters.



## **Kitsap County Forest Stewardship Pilot Program Report**

**May 21, 2014**

### **Forest Stewardship Plans and Plan Implementation for Individual Parks**

A Forest Practices Application (FPA) will be submitted by next week for the forest restoration thinning in Newberry Hill Heritage Park with variable density thinning scheduled to begin in July/August 2014.

Trees that will be removed in the thinning are being marked and this is expected to be completed by the end of June.

The Forest Stewardship planning for North Kitsap Heritage Park is being lead by a team of four NKHP volunteer Stewards. The timeline for a draft plan is August 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.

The remaining 1600 Western red cedar seedlings have been healed in for a fall 2014 planting. Planting will occur in November in riparian areas under existing stands of maturing red alder at Port Gamble and North Kitsap Heritage Park.

Summer work will consist of the mapping roads and culverts at Port Gamble and North Kitsap; and creating a Road Maintenance and Abandonment Plans (RMAP) for both parks. Grant funds maybe used for road maintenance and culvert replacement.