

APPROVED
July 17, 2014

Kitsap County Parks Advisory Board

Amended Minutes June 18, 2014

Chair Alvin Andrus called the meeting to order at 6:04pm.

Board Members present: Frank Stricklin, Anthony Otto, Michael Tucker, Stacy Geiger, Susan Cruver, April Gatz and Alvin Andrus

Staff Present: Jim Dunwiddie, Arno Bergstrom, Dori Leckner, Terri Lyman, Ric Catron and Leigh Snyder

Nine members of the public were in attendance.

Chair called for a motion to approve the minutes from May. Susan Cruver made the motion with Frank Stricklin providing the second.

Action Taken: Motion carried & minutes approved as written.

Correspondence & Communication: none

Opportunity for the Public to Address the Board:

Nelson Lancaster of the Kitsap Live Steamers invited the PRAB and Parks staff to their "Friends & Family" barbeque & potluck luck event at SKRP on July 19 at 4:00pm. There will be free train rides beginning at 10:00 am.

Jim Heyfeldt would like to see an announcement on Facebook to indicate that the agenda for the PRAB meeting is now available. He would like a larger garbage can for Harper Park that is somewhat raccoon proof. Dori Leckner will look into it. Harper Estuary continues to be an ongoing project. He would like to see one person organize the information about various tests etc. being done for their webpage.

Becky Brown asked for a status update on Anderson Point Park and the Millihanna Road situation – Jim Dunwiddie indicated that lawyers from both sides are talking regarding the road and that can be his only comment on that situation, the contract has been awarded and permits need to be obtained once the plans are finalized with an *estimated* construction date of September 1, 2014. Construction will take approximately 15 working days.

Directors Report:

Just a reminder although it's not a Park – the department is also involved in the Kitsap County Fair & Stampede each year. This is a five day event with an attendance of 75K. The event has been reorganized and restructured so that in 2013, the fair paid for itself for the very first time event. There was \$200K in sponsorship money raised in 2013.

The BOCC approved the transfer of the 1.8 acre Little Valley Ball Field site to the City of Poulsbo. Staff will be working on the paperwork necessary to complete the transfer.

Commissioner Streissguth will be touring the Central Kitsap area parks and fairgrounds facilities with Dori Leckner and Billie Schmidt on the 19th of June. She will be able to see firsthand the opportunities and challenges we face in regard to the central area Parks and facilities.

South Kitsap Skatepark Association is hosting the second anniversary of the opening of the Skate Park on Saturday, June 21, 2014 from 11am to 5pm.

Parks, DCD, Greater Peninsula Conservancy, the Central Kitsap School District and the Salmon Enhancement group are working on projects at the Little Anderson Creek watershed. This is a valuable working partnership and we hope the folks at the WSU extension will provide a clearing house for information listing projects and updates.

DNR will update their paperwork to remove Salsbury Park from their list of available commercial loading sites. In the meantime, we have placed signage directing patrons where to park, obtained a holding area for the commercial trucks to use while waiting to load and partnered with Public Works and DCD to reset parking stalls and traffic flow. The Sheriff will now be able to easily identify violations. Anthony Otto asked if the Park Code Resolution will not move forward in regard to Commercial Use of Parks – Jim stated that he doesn't know if the resolution will come up again in the near future.

Forest Stewardship Pilot Program Report:

Arno Bergstrom stated the first phase of the Variable Density Thinning project is near completion – all trees will be marked by month end. The Forest Practices application has been received by DNR. Thinning should begin in late July or early August. Brush harvesting will begin on June 30th. Salal harvesting will be spread out over the next eight months rather than the rush to harvest that we experienced this past January/February. The mushroom harvesting policy draft is anticipated to be on the agenda for the July 16th PRAB meeting.

Parks Resources Superintendent: No questions on published report.

Superintendent of Operations: No questions on published report.

Parks Project Coordinator:

There are 9 projects currently in process. The parking lot at Point no Point was completed on June 13th and turned out very well. We have defined parking stalls to include handicapped parking. The lot is elevated and has a nice view of the wetlands. Improvements at SKRP – redlined comments back from planning with the consultant working on revisions. This is anticipated to take 30 days or so and then the project can go out to bid. The Salsbury Point Boat Launch project is currently in the hands of the Army Corps of Engineers with work anticipated to begin in late July or early August. Anthony Otto asked what the expansion entails at SKRP – Ric Catron answered:

parking lot expansion, grading fields for play and trails enhancement. Mr. Otto asked for a copy of the plans – Ric will provide to him.

Subcommittee Reports:

Frank Stricklin, Forestry:

...Met stewards on site for VDT (Variable Density Thinning) and tree marking training. Visited site where this practice has been applied in early April and was not happy with the way it looked after the VDT. Returned two weeks ago and found that it looks so much better already. ..ALSO visited a site where the VDT occurred two years ago and it looks marvelous now. Walked part of Little Anderson Creek property to survey and make corrections. Set a 230' foot buffer around the wetlands. Stewards will be setting the culvert in the teaching wetlands at Newberry Hill Heritage Park this Saturday. Group will also be pulling debris and cars out of the wetlands during the Day of Caring. Question was asked as to what the number of trees should be per acre and Frank answered that the average is recommended to be 140 for wildlife habitat.

Stewardship Group #2 NKHP:

Arno Bergstrom reported that a Forest Stewardship plan for the park is being developed and may be ready for PRAB review in August or September. The park currently has 360-380 trees per acre which is too many to support vegetation as forage for wildlife. Some of the group has been down to see what has been done at NHHP and are involved in the tree marking class and work. This is a dedicated group of volunteers.

Old Business: None

New Business: None

Comments from the Board:

April Gatz asked that the plans and progress be noted on an action item list for the citizens to see in regard to Anderson Point Park. Per Mr. Dunwiddie the plans and specs can be posted on the website.

Alvin Andrus mentioned recent brush trimming on the north trail at Clear Creek. Dori indicated that Public Works is responsible for that trail and not parks. Citizens may contact them to express any concerns.

Susan Cruver moved for the meeting to be adjourned and April Gatz provided the second.

Meeting adjourned by Chair Alvin Andrus at 6:42pm.

KITSAP COUNTY PARKS DEPARTMENT

Director's Monthly Report

June 2014

County Building Repair & Replacement Fund

The County Commissioners have approved the transfer of \$134,000+ from the County's Building Repair & Building (BR&R) Fund to the Parks Capital Account; major portion for Kitsap Sun Pavilion roof repairs. Projects relating to structural repairs will now be funded directly through the Capital Budget. "Systems-type" needs (HVAC, communication, security, etc.), will continue to be funded through BR&R allocations managed by the County's Facilities Department.

Anderson Point Park

The contract with Parametrix to prepare construction specifications and drawings, submit permits, and provide construction management was approved. A job walk occurred the week of June 9.

County legal staff is contacting the attorney representing Millihanna Road residents.

Salsbury Point Park

WA State Department of Natural Resources, Aquatics and Geology Division responded favorably to my request that DNR commercial fishing contracts include a restriction prohibiting the use of Salsbury Point County Park as an offloading location for the Vinland Tract.

New traffic patterns, parking, signs, and vehicle standing areas created in time for Memorial Day weekend. Changes appear to be successful, although the evaluation period has been only a few weeks.

Port Gamble

A public access plan is being developed with the Olympic Property Group as required within the purchase agreement. The plan focus is the cooperative arrangement to coordinate special events requiring the use of both park and OPG properties.

Veterans Park

The potential future use of reclaimed water at the facility will be discussed with West Sound Utility District representatives. Permits, end user agreements, rates, and community outreach program will be investigated. The park presently does not have an irrigation system.

County Comprehensive Plan

Staff has been participating in conversations with DCD staff in developing the upcoming County Plan. The parks and recreation component of the existing plan will be thoroughly re-worked as the emphasis of the types of acquisition and development has changed since the last adopted plan. The philosophies, approaches and strategies

stated in the Kitsap County Parks, Recreation & Open Space Plan (PROS) will be the basis of the planning document revision.

Park Director's June 2014 Report

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North Kitsap Heritage Park Expansion

No update on the acquisition of additional acreage.

Long Lake Improvement District

No further action has been taken on the proposed multi-year project to address water quality.

Kitsap County Fair & Stampede

County Fair to be held August 20-24. Schedule: Xtreme Bulls-August 20, Rodeo–August 21-23, and D Derby August 24. Country star John Michael Montgomery will perform in the arena, after Xtreme Bulls, on August 20. Anticipate 200 vendors, exhibitors, and concessions. The five day Fair features amusements, performances, livestock and educational exhibits, Children's Circus and more.

Central Kitsap Community Council

On June 19th, I will provide an update on the department's budget, capital improvement strategy, land review, Fair, etc. Frank Stricklin will present the Newberry Hill Heritage Park Community Forestry Plan.

Point No Point Lighthouse

The Lighthouse Society will receive \$4,760 grant from the WA Lighthouse License Plate Fund to replace windows at the lighthouse.

Parcel Transfer

County Commissioners approved, by resolution, the transfer of the 1.83 acre Little Valley Ballfield parcel to the City of Poulsbo. The availability of the land was a result of the review of 79 parcels for appropriateness as a county park.



Kitsap County Forest Stewardship Pilot Program Report

June 18, 2014

Forest Stewardship Plans and Plan Implementation for Individual Parks

A Forest Practices Application (FPA) has been submitted 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 by trained staff and volunteers. Marking is expected to be completed by June 30th.

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.

Brush Harvesting

Brush harvesting is scheduled to resume on the leased park property starting on June 30th. The season will continue through the summer, fall and early winter. Salas harvesting will be spread out over the next eight months rather than the rush to harvest that we experienced with the leases starting this past January/February.

Mushroom Harvesting Policy Committee

The mushroom harvesting policy committee is making good progress. Expect to see a draft policy on the agenda for the July 16th Parks Advisory Board Meeting.

Forest Lands at Risk Grant

The project focus is to maximizing the long-term ecological function on 7,000 acres of OPG forestlands at risk of development.

2014 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.

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.

Parks Department
Parks Resource Superintendent Report
June 2014 PRAB

Parks

- Anderson Point Park – work continues on trail/ditch maintenance.
- Agreement sent to SKELL for signature for the use and maintenance of Harper Park field.
- Point No Point Lighthouse – looking to the Washington State Lighthouse License Plate Funding Program of 2014 for assistance to fund the remaining window repairs and replacement inside the lighthouse proper.
- Work continues building a partnership with all parties - commercial and not commercial users of Salsbury Point Park.
- Demolition to begin on the VFW building June 11, 2014 with the Wildcat Lake house to follow.

Park Project Coordinator

- Parking lot replacement at Point No Point is going well. Reminder that the park is open with parking provided at the State DFW Resort property overflow.
- The three other lots (Horseshoe Lake, Wildcat Lake, & Olalla Boat Launch continue through the design/review/permitting process.
- Anderson Point – Parametrix has been retained as the engineering consultant charged with preparing the drawings/permitting for the next phase.
- Salsbury Point –boat launch is awaiting the U.S. Corps of Engineers review and approval of the project. Construction will need to be done during the environmental window which is mid July through mid October.

Volunteer Coordinator Parks

- Arness – Volunteer, Les Poole, will be helping staff with garbage removal from the park this summer.
- Banner Forest – An Eagle Scout is replacing the kiosk on the service road and building some new benches.
- Clear Creek – Clear Creek Task Force and KCP are partnering with law enforcement to clear homeless camps along the trail.
- Guillemot Cove – Stewards have begun monthly work parties to maintain trails.
- Hansville Greenway – graveling areas of trails this month in preparation for winter.
- Harper Park – metal thieves continue to plague the bridge at the park,
- Island Lake – volunteers and staff cleaned the beach in preparation for the Kids Fishing Program.
- Long Lake – Park has been adopted by the Girl Scouts for the summer.

- Newberry Hill Heritage Park – stewards held their annual rummage sale and made over \$700. Klahowya School is working with stewards on interpretive displays for the Children’s Forest.
- Nick’s Lagoon –Stewards are working on a Site Plan with tentative plans to present to the PRAB in July.
- North Kitsap Heritage Park – Volunteers are working with Arno and the Newberry Hill Heritage Parks stewards to develop a forestry plan for this park. They are also assisting Arno and NHHP stewards in marking trees for VDT at NHHP.
- Norwegian Point-The Sid Knutson gazebo should be completed in mid-July. Volunteers are working with graphic artists to develop interpretive panels that will go inside.
- Veteran’s Memorial – Volunteer Mick Hersey worked with Lowes to provide a new flag at the park. The flag was raised, along with other flags at the same time, in a ceremony on Memorial Day.

Volunteer Coordinator

- National Day of Caring is on Friday, June 27th. We have projects scheduled at the Fairgrounds, Hansville Greenway, Newberry Hill Heritage Park, and Howe Farm. If you would like to participate go to the United Way website at:
http://unitedwaykitsap.galaxydigital.com/aam/general/event/?doc_id=664
- The Parks Department participated in Eco Fest on May 31st at Stillwaters Environmental Center.
- Lori will be attending Culture to Culture training in June.

Parks and Recreation Department Superintendent of Operations Report

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

A. Facilities

- Thunderbird Stadium wall was crashed into again at Destruction Derby – at the first race following the repair. Plans are being made for repairs. New layout has been made with more ecology blocks and tires and an 8 foot buffer zone and will be checked by staff on Thursdays before giving the go ahead for the event on Saturday.
- Vandals/thieves broke off the right arm of the sand digger at the playground. Cost to replace is approximately \$225 plus tax and shipping.

B. Grants

- The Department of Agriculture Safety Grant –
 - The Thunderbird Stadium light poles project has begun and is nearly completed.
 - Swine Barn roof support beams – one has been installed, the other will be done within the next two weeks.
 - Swine Barn Ceiling insulation tiles are being installed – about 1/3 done at this time. This is taking longer than expected.
 - Sidewalk in front of the Eagles nest will be put out to bid.
 - Fire inspection items are being taken care of.
 - Retaining wall by the L Barn is in process of being re-done with concrete to match existing wall further down the north side of the barn. Forms are in, concrete to be poured within the next two weeks.
- PFD Funding
 - Lobe Field Bull Pen – fencing has been installed, but corrections need to be made; trees and signs have been removed; a survey and levelling need to be done; mounds and plates need to be installed.
 - Lobe Field Press Box and Backstop – architectural drawings have been made and an estimate of \$280,000 has been submitted by the architect. Staff will present this to the PFD to determine if the project is on hold or can move forward with additional money from the PFD.
- LID Grant
 - Gutter installation of the barns is nearly complete.
 - Gutter spout project to tie into the existing permeable pavement is in design.

- Infiltration systems at the Thunderbird Stadium and Van Zee will go out to bid in July, with construction to begin in September
- Manure Cover installation bid will go out in July with construction to begin in September.

C. Rental/Events

- Big Events held included: **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** – Kids Day, Bluejackets games (5), Swap & Shop, Baseball tournament, North Mason Graduation, Central Kitsap Graduations (4 schools), Olympic College Graduation.
- Upcoming Events include –**June** – Washington Youth Academy Graduation, Gun & Knife Show, United Way Day of Caring Breakfast Kickoff, Kitsap Transit Bus Rodeo, Kitsap Puma's Game, Baseball tournament, Thunderbird Rodeo, Soccer Tournament, Roller Derby (Derby Brats), Scale Model Show, Skyhawks Sports Camp. **July** – Skyhawks Sports Camps (5), Van Zee private party, Puma's Game, Bluejackets Games (12), Destruction Derbies (2), Olympic Summer Baseball, Little League District Tournament for 16 year olds (called the Little Big League), Cub Scout Day Camp (3 weeks), New Life Day Camp (1 week), baseball tournament, Night of Miracles (religious event), Grand Slam Baseball Camp (1 week).

D. Staffing/Training

- Staff contracted with WestSound Workforce to fill the vacant extra help position of golf shop attendant.
- An Extra Help position at the Fairgrounds is still available at 30 hours a week for maintenance.
- Golf instructor (contracted position) still sought for Village Greens Golf Course.
- Staff presented part of a webinar on recycling at fairs put on by Keep America Beautiful.
- Interviews are being set up for ticket sellers.
- Volunteers are being sought for Fair – Still Life Superintendent, Info booth. The job description for the Still Life Superintendent position and ad on the volunteer county website.

E. Marketing

- **Press Releases** – many articles regarding parks projects this month, no need for further press releases.
- **Newspaper Ads** –Kitsap sun has put 4 different ads in area papers in June. Those ads include a coupon for Village Greens, Life Vest Kiosks for lake parks, rental properties, and vandalism hurts campaign. A 2014/2015 plan for the use of the \$25K in naming rights funds has been provided to the Kitsap Sun.

F. Permit Process

- The online reservation availability calendar continues to have glitches. Staff are working on updating software with the county IT staff. Staff have put up a notice on the calendar.

G. Village Greens Golf Shop

- An additional golf instructor is being sought. Because of this vacancy, there will be no junior golf camp this year.
- Waiting on the parking lot striping for handicap spots to be completed. Once that is complete, we can call the building inspector.
- Bid has been accepted and is in contract phase for painting of the exterior of the Golf Shop. This should be completed in July.
- Special Olympics has begun their training at the course and will do so once a week through mid August. There should be about 12 Olympians attending this. A volunteer is providing the training for this program.

H. Sponsorships

- Staff is seeking sponsors for the Fairgrounds & Events Center and Village Greens Golf Course.

I. E-Tix Program

- Scanner computers (netbooks) are using Windows XP and since this is no longer supported by Microsoft, can no longer be used. E-Tix has not yet tested Windows 8 with the programming, so the netbooks cannot yet be replaced nor can another program be installed on them. E-Tix has provided us with 2 scanners until the issue is resolved.
- A ticket seller is being trained to trouble shoot, set up and tear down ticket booths for events so that only one full time staff person needs to be present.