

APPROVED

February 18, 2015

Kitsap County Park Advisory Board

Minutes January 21, 2015

PRAB members present: Alvin Andrus, Susan Cruver, Ani Gatz, Frank Stricklin, Larry Walker and Joanne Clark.

Staff Present: Jim Dunwiddie, Dori Leckner, Billie Schmidt, Steven Starlund, Arno Bergstrom, Ric Catron and Leigh Snyder.

7 members of the public in attendance

Meeting Called to order at 6:00 PM by Chairman Alvin Andrus

Action

Motion made to approve minutes by Frank Stricklin with a second by Susan Cruver. Motion passed and minutes approved.

Correspondence & Communication – Jim Dunwiddie commented we have had 5 recent resignations from the PRAB and welcomed new members Larry Walker and Joanne Clark. Letters or emails of resignation received from Anthony Otto & Michael Tucker. Staci Geiger and Susan Smith asked that their appointments not be extended and Jennifer Gerstal is relocating to South Korea.

Opportunity for Public to Address the Board –

Jim Heytvelt provided an update on the Harper Estuary and the new Harper Pier. Thanked Parks maintenance staff for sprucing up the entrance to Harper Park. Full details about the estuary can be found on the county website. He also proposed a new park “Harper Underwater Marine Park”.

Matt Tyler Manager of the Jefferson County Parks and Recreation Department introduced himself and Doug Hubert a member of his board. He thanked Jim and the department for spending time with him today to go over some of the things we are doing here in Kitsap County and has invited staff and PRAB members to come visit them in Jefferson County.

Nelson Lanchester of the Kitsap Live Steamers thanked Parks for the reports on the website with the agenda. Asked when the problem trees will be taken down at SKRP and the parking lot finished. Staff has a meeting with a contractor tomorrow and removal could begin as early as next week. Plans with requested changes are in the

hands of the DCD department this process is ongoing. KLS have had some vandalism to their site but overall less than years past.

Directors Report: Jim Dunwiddie reported that Anderson Point Park embankment repair and stabilization project is complete. Safety issues are being addressed. The ditches along the trail leading to the construction area to be re-established by the end of February with full restoration finalized in July/August. Public Works is assisting with replacing a culvert and managing storm water runoff at the parking area. County legal staff has had good discussions with the Millihanna Road residents' attorney.

Banner Forest Management Plan will be slated for the BOCC meeting on February 24th.

We will continue our partnership with Key Pen Parks at Horseshoe Lake this allows for sharing of cost and maintenance duties and to extend the season as last year.

The two minors injured at Horseshoe Lake recently were not in the part but at the Horseshoe Lake Boat Launch.

We are considering opening the gates to Long Lake Park during normal closure months as we have had success at Island Lake in extending the season for the public.

Forester: Brush harvesting has resumed in some of the parks. Implementation of forest restoration activities continue at the new Port Gamble and North Kitsap Heritage Parks. The Forest Lands at Risk Grant expires- March 31, 2015. Planning for the forest restoration thinning at Newberry Hill Heritage Park and North Kitsap Heritage Park is underway.

Superintendent of Operations: Boand Family Foundation update – contractor unable to obtain the required bond amount and has asked the County to consider a lessor amount. This is now under consideration. Village Greens Golf Course is set to re-open March 9th.

Resource Superintendent: Norwegian Point Park - working with Public Works to install a split rail fence by the Gazebo. Point No Point – we are 90% done with the restoration. Staff and volunteers have been restoring the lighthouse and duplex back to the original 1930's condition. The docents and friends of the lighthouse are a very committed group and the work they have done is excellent. Working with the South Kitsap Rotary Club to share cost on a new sign for the Park – the rendering has been approved. The Rotary Club is looking to make improvements in fencing and back stops this year.

Parks Planner: Steven Starlund our newly hired Parks Planner introduced himself to the PRAB. He comes to Parks with many years of experience working in this field. He is looking forward to new opportunities and challenges. He has met with 4 Stewardship

groups and the Water Trails Coalition. He will begin to work on the Port Gamble Heritage Forest with the first question being addressed is to define and classify the park land.

Subcommittee Reports: Newberry Hill Heritage Park – removed culvert and obliterated spur road behind the Children’s Forest and the haul road from Nicholas to the future main park entrance. Cleared and reopened Wolf Ridge. We worked with our FONHHP assisting with DNR grant implementation –noxious weed removal, tree planting, shrub planting, ladder fuel reduction, hazard tree removal, and Western White Pine pruning to reduce blister rust. Pulled car hulks from brush and removed the tank trap. (See Full Report)

Forest Sub-committee: Working group is meeting weekly to prepare for mapping unit 12. One member mapping streams another delineating wetlands. One member is sharing her extensive knowledge of the park and the Suquamish Tribe has offered mapping services. Arno has discussed the 2015 work plan. Minimal capital improvement expenditures are projected for 2015.

New Business: Nomination committee report will be held over to next month as the chair of the committee was unable to attend tonight’s meeting.

Old Business: Land acquisition process was discussed. Frank Stricklin offered salient points as to what the PRAB role is and isn’t in the process.

Question from Joanne Clark as to the status of the Olalla Boat launch – Ric replied that the consultants are working on the process with DCD and we are looking to start work in the spring. Ric added that this project is on track as a Spring start has always been the target.

Motion to adjourn was made by Larry Walker with a second by Joanne Clark.

Action: Meeting adjourned by Alvin Andrus at 7:20pm.

Kitsap Count Park Advisory Board

Draft Minutes November 19, 2014

PRAB members present: Alvin Andrus, Susan Cruver, Jennifer Gerstal, Stacy Geiger, Anthony Otto, Frank Stricklin, & Keith Grellner.

STAFF members present: Dori Leckner, Arno Bergstrom, Ric Catron & Leigh Snyder.

Members of the public present: 1

Meeting called to order to order by Chair, Alvin Andrus at 6:02 PM

Action

Motion made by Frank Stricklin to accept the October 15th minutes as written, seconded by Anthony Otto. Motion carried.

Correspondence & Communication: none received

Opportunity for Public to Address the Board: no comments

Directors Report: no report at this time

Community Forester – Arno Bergstrom –status report on the Community Forestry Program –the first VDT (variable density thinning) has been completed at NHHP. The final figures are not yet available. We look forward to VDT beginning at NKHP in 2015. Citizen stakeholders and park steward participation continue to be a key factor in the successful implementation and public acceptance of the Community Forestry Program. A full report is available on the website.

There is an ongoing Urban Forestry restoration project at Pt. Gamble along the shoreline. A Washington Conservation Corps crew of 6+ will be laying mulch next week. This is a Department of Ecology funded project. In January this same crew will be working at Newberry Hill Heritage Park. This group has done good work and we will invite them back if there is sufficient funding in 2015.

Superintendent of Operations – Billie excused absence (full report available on the website.)

Parks Resources Superintendent – The Point No Point Lighthouse holiday lights go up December 6th from 10:00-2:00 pm, there will be hot cocoa for the kids who will be

hanging handmade decorations. All are welcome to attend. No questions or comments on the report as published.

Parks Project Coordinator – The parking lots at both Wildcat and Horseshoe Lake Parks will be wrapped up on November 28th. No questions or comments on the report as published.

Stewardship Groups – Frank Stricklin- NHHP group has been busy mapping wetlands in the south portion of the park. This data will be submitted to the DNR for their review. This information may allow for corrections to be made to state maps. Gates have been installed at the North end of the part and 7 new culverts have been completed to move water from the road into the woods. Road erosion has been handled well and the forest looks good after the VDT.

Old Business – none

New Business - Frank Stricklin presented a low tech wooden sign for trails and markers to be used in the parks for review by the Parks Resources Superintendent. These are inexpensive and the volunteers can do the work.

Thank you to Stacy Geiger for her years of service as she will not seek reappointment to the PRAB for 2015.

Comments: Alvin Andrus commented on the recent Kitsap Sun article regarding the transaction on the property commonly known as “Place of the Bear”. Arno Bergstrom responded to clarify the article that there are no “trails” on the property only old roads for timber access. Alvin also spoke to the current Prosecuting Attorney regarding the progress at Anderson Point with the homeowners along the road.

A motion to adjourn the meeting was made by Frank Stricklin with a second by Susan Cruver.

Action

Meeting adjourned at 6:35. There is no scheduled meeting in December.

KITSAP COUNTY PARKS DEPARTMENT

Director's Monthly Report

January 2015

Budget

The 2015 \$4,052,423 Operating Budget was approved, representing an 11.1% increase over 2014. During the first-quarter 2015, \$134,891 will added for deferred maintenance projects and equipment.

The 2015 Capital Improvement Plan of eight (8) project categories and \$758,000 has been approved. The funding of the projects will be provided via a first-quarter budget amendment.

Staffing

Recruitment is underway for three (3) new Park Maintenance positions, approved in 2015 budget, in anticipation for March 1 hire dates.

Steven Starlund, Parks & Open Space Planner, began his employment with our team in December.

Anderson Point Park

Embankment repair and stabilization project completed first week of January. Safety issues are being addressed. The ditches along trail leading to construction area to be re-established by end of February. The full restoration of the ditches will not be finalized until July/August. Public Works assisting with replacing a culvert and managing storm water runoff at the parking area.

County legal staff has had good discussions with the Millihanna Road residents' attorney.

Management Plan for Banner Forest Heritage Park

The draft (recently distributed to PRAB) was discussed with the County Commissioners last November. County acceptance process is being discussed.

Heritage Park at Port Gamble

Department staff is working with Commissioner Gelder in developing an organizational structure for the group to be involved in preparing a Master Plan/Stewardship plan this year. The structure and focus of the group is expected to be finalized mid-February.

RCO Grant – Bike Park

Favorable response has been received for the department's grant application to RCO for the acquisition of approximately 200 acres which may be used as a Bike Park. The acquisition area, part of the Forest & Bay Initiative, is in proximity to the Port Gamble shoreline block acquired February 2014.

Kitsap Water Trails

The department will play a major role in the planning of the Kitsap Water Trails. A series of meetings are scheduled to develop a plan leading toward the creation of an alliance of stakeholders (cities, ports, private land owners, public works, etc). Steve Starlund will serve as the department's representative.

LID Parking Lot Projects

The parking lot projects at Wildcat Lake Park and Horseshoe Lake Park have been completed. Chris May, Manager, Clean Water Kitsap (formally SWWM) provided a very informative presentation to the BoCC, January 12, on the benefits of permeable surfaces. The PNP, Wildcat Lake and Horseshoe Lake Parks were used as examples. The presentation and meeting should be available on BKAT. The final cooperative project, Olalla Boat Launch, is scheduled to be constructed late spring 2015.

County Comprehensive Plan

Staff continues to participate in activities scheduled by DCD staff relating to the development of the 2016 Comprehensive County Plan. Staff participated in all three district-centered community sessions. Parks will be asked to reach out to stewards and affiliated groups to solicit additional feedback and information to be used in preparing the plan's goals and objectives.

Illahee Preserve

The Illahee Preserve Stewardship Committee has identified parcels adjacent to the Preserve that they feel are crucial to the regional and Preserve. Marketing and donation strategies are being formulated. There is a potential donor organization that may participate in funding. Parks staff will work with the group in developing a RCO grant application for the 2016 funding cycle.

Salsbury Point Park

The Boat Launch replacement project was completed late December 2014. Staff arranging a meeting with Commissioner, Sheriff, and facility users to evaluate the corrective measures (striping, signs, etc) made last year.



2015 Work Plan – Community Forestry Program

Kitsap County Parks Department

Forest Stewardship Planning Completion/Adoption

North Kitsap Heritage Park	February
Port Gamble Shoreline (Heritage Park)	June
Four Regional Parks (See below)	August – October

Variable Density Thinning Operations (Restoration Thinning)

Forest Practice Applications	February – March
North Kitsap Heritage Park – 50 acres	April - May
Newberry Hill Heritage Park - 220 acres	June through September

Forestlands at Risk Grant (Reimburse Cost Center \$30K)

Forest Stewardship Planning – NKHP	February
Implement Forest Restoration @ NKHP	February - March
Under planting 2,000 tree seedlings	February - March
RMAPS Fieldwork/Planning/Implementation	February - March
Fire Risk Abatement (thinning)	February - March
Noxious Weed Control Planning/Implementation	January - March



Timeline for Individual Park - Forest Stewardship Plan Development

Kitsap County Parks Department

Heritage Parks

North Kitsap Heritage Park	Q1 2015
Port Gamble Heritage Park	Q2 2015
Coulter Creek Heritage Park	Q3/Q4 2015

Regional Parks

Anderson Landing Preserve	2015
Illahee Forest Preserve	2015
Guillemot Cove Reserve	2015
Wicks Lake	2015

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

*Fairgrounds & Events Center, Village Greens Golf Shop, Permitting Process, Marketing
January, 2015*

A. Facilities

- Pavilion Settling – A Geotec engineer will be consulted. It is important to determine the cause of the settling. Borings may be taken to assist in determining the cause of the settling.
- The Pavilion rear garage door is broken and in lockout-tag out status. Estimates to be obtained to repair by mid February.
- Staff is working to make the Presidents’ Hall entryway more attractive. Due to funding considerations this will be done in a phased approach. The first phase will be to balance the plants in the front of the building and possibly adding plants for a floral cover.

2. Grants

The Department of Agriculture Safety Grant – This grant ends June 1, 2015. The matching volunteer hours have been completed. The match dollars are still available and being worked on.

- Electrical – the barn area light sensors are nearly completed
- Valve box replacement is underway
- The Swine Barn ceiling is being worked on
- Fire alarm siren and strobe lights will be added in the Pavilion Locker rooms

Boand Family Foundation Grant - Lower Arena Cover –

- The MOU was completed between the County and the Kitsap Community Foundation.
- The funds were turned over to the Kitsap Community Foundation.
- Contractor is in the process of obtaining a performance bond.
- 4H has requested changes to the sketches of this building allowing them to host more certified events which will help with the costs of maintenance. Their priority is the roof dimensions and 4-H is willing to forego the seating and storage to get the correct size of the roof. This request was turned over to the KCF by staff and is being reviewed for feasibility.

- **PFD Funding**

- Lobe Field Press Box – on hold –additional funding needed.
- Synthetic Turf for the Lobe infields – on hold – additional funding needed.

LID FAIRGROUNDS GRANT

- LID Grant – this grant was extended to June 30, 2015. There have been some contractual language changes requested by the contractor awarded the bid.
- Infiltration systems at the Thunderbird Stadium and Van Zee – Permit has been issued, staff are waiting for the contract negotiations to be finalized.
- Manure Cover contract – The contractor has been given the go ahead to begin construction. A timeline has been provided.

B. Rental/Events

- Events held included: **November** – OVAC swap meet, District 10 AA Gratitude Banquet, Veteran’s Day Celebration, Miss Kitsap Fair & Stampede Pageant and Banquet, Holiday Gift & Food Fair, Fall Festival of Gems, Just Between Friends Consignment Sale, Neighborly Greeting Sale. **December** – Rocky Mountain Elks Foundation Banquet, Olympic Duals Wrestling Tournament, Northwest Wrestling Club Wrestling Tournament, Hammerhead Wrestling Tournament, and Toys For Tots. January to date – Volleyball Tournament, Martin Luther King Jr. Celebration.
- Upcoming Events include – **January** – Volleyball Tournament #2, Special Olympics Basketball. **February** – Daddy Daughter Dance, Bremerton Gun Show, Volleyball Tournament #3, Kitsap Quilt Show, Kitsap Business Expo, Kitsap Wedding Show, Wild West Showdown – Roller Derby Tournament, Kitsap County Antique Show, Awana Games.

C. Staffing/Training

- All Fairgrounds maintenance staff and office staff First Aid & CPR training, Disaster First Aid.
- January 23rd fairgrounds maintenance staff and events staff will attend Situational Awareness training.
- January 30th all Fairgrounds maintenance staff and office staff will attend Search & Rescue Training.
- March 6th all Fairgrounds maintenance staff and office staff will attend Fire & Utility and Evacuation Training. This will conclude the emergency preparedness trainings.

D. Marketing

- Ads in the Kitsap Sun this this month and last included the following topics – January (for February) - Golf Course – Season Opening

- February - Fairgrounds & Events Center * – The Next Big Thing should be held at the Kitsap Fairgrounds & Events Center
- February - Sports Rentals* – due date April 1st for July – December field use

E. Permit Process

- We continue to revise reservation processes and documents to make them easier for the customer to complete and understand.

F. Village Greens Golf Shop

- Will re-open on March 9 – fun activities planned again this year.
- Golf instructor – Staff sent a sample contract to a golf pro who may be interested in the position.

G. Sponsorships

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

H. E-Tix Program

- No new report

I. Work Parties

- **Eagle Scout projects** – Eagle Scout candidates have chosen the following projects on the Fairgrounds:
 - Making Benches for the Fair – (staff have signed off on this project)
 - Adding flag poles to Gordon Field
 - Rebuilding fencing along the ridge above the Lower Horse Arena – (staff have signed off on this project)
 - Changing the old hand-wash stations into a recycle center.
 - Making marketing Kiosks and benches for the fronts of the Presidents' Hall and Pavilion.

Parks Resources Superintendent Report

January 2015

Park Report

- **Buck Lake** –staff is working with WDFW and KC Weed Coordinator to remove the weeds/vegetation in the swimming area.
- **Evergreen Room** – building store rooms for building users due to the closure of the rest of the SCC Building.
- **Howe Farm Barn** – clearing out for the potential building improvements
- **Nest House** will be demolished with the material from the house and barn disposed of.
- **Newberry Hill Heritage Park**- Permission has been granted to remove and install the laydown area. Work in progress. Stewards and Parks staff will be blocking off the decommissioned trail and post park signs. The HOA on the other end will do the same.
- **Nicks Lagoon** - encroachment and park trailhead location will be a topic of discussion with the KC Prosecutors Office – Civil Division.
- **Norwegian Point Park** – volunteers and staff are requesting the removal of all the park rocks and the installation of split rail fencing. Rock removal scheduled by the end of January by Public Works and new fencing to be in place April 1st.
- **Point No Point** –Plans are being made for the remaining fence install, duplex work is 90% complete, Interpretive Signs for the PNP/LH Parks will be discussed in February.
- **Port Gamble Shoreline Block** – 20 cubic cards of illegally dumped waste has been removed to date. Gates to be installed.
- **Rotary Park** – working with the Port Orchard Rotarians towards a new park sign, the ball field fencing improvements are being reviewed by their board. Installation of field bollards is set for April.
- **Sinclair Inlet Warehouse** – being cleared and cleaned for the potential to lease the space to an interested party.

Parks Stewardship Coordinator

- **Anderson Landing** – Stewards worked with WSU, Navy and AmeriCorps to remove non-native vegetation and replant with native vegetation.
- **Banner Forest** – Due to the multiple wind events stewards have been busy to keep trails open and free of downed trees. Stewards met with Steven Starlund to address a drainage issue on Banner Slough.
- **Carpenter Lake** – Stewards are in the development stage for a series of interpretive signs for the Lake and estuary.
- **Hansville Greenway**- as with Banner Forest the stewards have worked continually throughout the month to keep trails open and free of downed trees.

- **Howe Farm** – Dog park stewardship group is reorganizing.
- **Illahee** – Stewards developed and printed a new trail map/brochure.
- **Indianola Waterfront Preserve** – Preserve has been closed due to a large group of fallen cedar trees that created safety issues. Stewards are working with staff to obtain quote for removal of the hazards and on a plan to either re-open the existing trail or re-route.
- **Newberry Hill Heritage Park** - Wind events in December caused park stewards to work to keep trails open and free of downed trees, Volunteer crew from the Department of Ecology is working with Steward Frank Stricklin to remove non-native vegetation and replant with native trees. 2 new gates have been installed to secure the park after the recent logging. Arno Bergstrom is working with the group to decommission haul roads after logging. Trails are being reestablished and signs replaced that were damaged during logging. A raised bed nursery in the park laydown area is planned using existing materials.
- **North Kitsap Heritage Park** – Arno is working with Stewards to develop a Forest Management Plan for this park, the group has designed and printed a new trail map. With assistance from the Suquamish Tribe and the North Kitsap Trail Association a new mural has been painted on the side of the barn at the Miller Bay Road parking lot. A dedication and blessing ceremony was held at the site and attended by Commissioner Gelder, members of both the Suquamish and S’Klallam Tribes and the public.