

**APPROVED**

**MARCH 18, 2015**

**Kitsap County Park Advisory Board  
Minutes February 18, 2015**

Meeting called to order at 6:00PM by Chair, Alvin Andrus.

Introductions of Board and Staff – PRAB Members Present – Alvin Andrus, Joanne Clark, Jon Pearson, Larry Walker, Frank Stricklin, Ani Gatz and Keith Grellner.

Staff Present – Jim Dunwiddie, Billie Schmidt, Lori Raymaker, Steven Starlund, Arno Bergstrom Dori Leckner, & Leigh Snyder.

20 members of the public were present.

Motion:

Date: 2/18/15

**Motion by:** Ani Gatz                      **Second by:** Joanne Clark

Motion: To approve the January 21, 2015 Minutes

Discussion: None

In Favor: Unanimous

**Action:** Minutes accepted

Correspondence & Communication: Letter from Erik M. Meehan President Kitsap Live Steamers

Public to Address the Board – Jim Heytvolt gave an update on the Harper Estuary Restoration Project – next community meeting is in early spring, County has been surveying for bridge and the community has put together a 5 year picture documentary of the site before, during and after restoration. The community is very concerned that the boat launch that must be relocated is relocated in the estuary not elsewhere.

Sharon Bouchane – concerned that the Kitsap Computing Seniors can't schedule meetings after May at the SCC and Warren Bouchane appreciates the new storage room but is concerned about where their group will relocate to. Ani Gatz stated she could give them information on alternative meeting space after the meeting if they are interested.

Kathryn Simpson – very concerned about the delays in re-opening Anderson Point Park – When will the park be open? Requested a copy of the gate agreement before it goes to the BOCC for approval/adoption and who will have control of the gate? Jim Dunwiddie answered that we had a successful meeting with the homeowners on Millihanna road, construction repairs have been delayed due to weather – we have 6-8 weeks worth of safety repairs and other work to do. This has been added as an addendum to the contract so this work can be completed. See - Parks Website for full update.

Mark Libby – asked about our non-motorized trail plan? Jim answered a committee has been formed but this is a Public Works Project. He will be asking for participation from the PRAB and will have more information in 2 weeks. The contact at Public Works is Steve Padua.

Molly Foster of Public Works presented information about the new one lane roundabout easement that will be installed on the Seabeck/Holly Road. This will slow cars down and prevent accidents. Storm drainage and culverts will be updated which will be better for fish and will add value for Newberry Hill Heritage Park. Construction is slated to begin late April to early May and will wrap up the end of October to early November.

Nicks Lagoon – Presentation by Barbara Banks Chair of the Nicks Lagoon Stewardship Group hand outs of the work plan and Stewardship Document. This group has a few work parties scheduled to improve the trail systems within this park and to get back on the community radar. They would like to place emphasis on the educational opportunities within this park.

**Directors Report** – Next Tuesday at 6:00PM Island Lake Park is the annual Stewardship meeting. There will be a presentation at next months meeting of the Comp Plan by a representative from DCD. We are in the process of researching the property on the Harper Estuary to determine the owner with the Port of Bremerton. This will give us direction to the question proposed about the possibility of an underwater park in that area. Commissioner has held a successful discussion with the neighbors along Millihanna Road and there is an understanding and a plan. We have started preliminary work on an MOU just hours ago with the County Civil Attorney. It appears that the County will be maintaining and operating the gate.

County Forester – Warm weather is hurting our tree planting plans. We will proceed at Newberry Hill Heritage Park with restoration planting and planting will be ongoing at both North Kitsap Heritage Park and Port Gamble through March. Danger tree removal has been completed at Rotary Park with reforestation planting scheduled the first week of March. Brush harvesting is now underway on the leased park property and will continue through spring into early summer. Marked timber is to be harvested in areas to be cleared for the planned Phase II project at South Kitsap Regional Park. Danger trees have also been located there and additional clearing may be deemed necessary there as well.

Superintendent of Operations – Pavilion replacement garage door work successfully completed on Friday February 13<sup>th</sup>. No interference with scheduled events occurred. No update on the lower arena roof to date, Monday the construction at Thunderbird Stadium for the infiltration system began. Thank you to Joanne Clark and Jon Pearson from the PRAB for attending the Business Expo and manning our booth. We could use some help at our booth for Saturday's wedding show. Village Greens Golf Course re-opens March 9<sup>th</sup> with a day of free golf.

Resource Superintendent – Rotary Park clean up of stumps etc. will be completed by Park Staff. New sign by the Rotarians will be installed in the next 10 days. Demolition of the restaurant and residence at Norwegian Point Park slated to begin soon. Grading at the parking lot at Port Gamble begins tomorrow morning.

Park Planner – Port Gamble begins their Stewardship plans by first understanding the landscape of the property and its heritage. First meeting held last night with members of 2 tribes, recreational interests, & neighbors etc. represented. First order of business is to “do no harm”. New signs will be installed at major access areas. We will balance preservation with recreation and meet once a month for the next four months. Silverdale Waterfront Park is in need of complete restoration and we are working on plans to replace playground equipment. We look to include activities for older youth as well.

Subcommittee Reports – Forestry Committee – Met to discuss wildlife protection plan and to see what the state minimum standards are for emergency equipment to come in to the park. We want to make sure we are compliant. The North Kitsap Heritage Park plan and tree planting were discussed.

- Newberry Hill Heritage Park – Met with WSDFW, State Biologists to come to a resolution to remove the old Newberry Hill Road in the park. This area could be prime Coho rearing habitat. The Suquamish tribe asked us not to build a bridge but rather to dig the road out and build a boardwalk – we will lose part of the wetland but it will fill back in over time. This action will excavate the road back to a natural grade. Armoring the new roads with pit run. This material will not cut horses feet. Finishing the grant to map the wetlands with the last GPS coordinates done this AM. Our goal is to get Coho and sea run cut throats back to this area one day.

Old Business – Frank Stricklin would like to meet with the Mycological Society to discuss cauliflower mushrooms as they are supposed to inhibit root rot in trees. Arno Bergstrom will make that arrangement.

New Business –

Jon Pearson reported that the nominating committee has nominated Alvin Andrus for a second term as Chair and Ani Gatz for Vice Chair. No floor nominations were given.

Motion:

Date: 2/18/15

**MOTION BY:** LARRY WALKER

**SECOND BY:** FRANK STRICKLIN

**MOTION:** Nomination of Alvin Andrus as Chair and Ani Gatz for Vice Chair of the Parks Advisory Board for the 2015 term.

**DISCUSSION:** None

In Favor: Unanimous

**Action:** Approved

Comments – Ani Gatz would like a subcommittee formed for the underwater park proposal after the information is gathered.

Meeting adjourned by Chair Alvin Andrus at 7:15PM.

# KITSAP COUNTY PARKS DEPARTMENT

## Director's Monthly Report

February 2015

### Anderson Point Park

Kitsap County and the Millihanna Road residents are near agreement and resolution to the public use of the private road accessing Anderson Point County Park. The foundation of the agreement is Kitsap County's commitment to improve and maintain Millihanna Road as an extension of the county park.

Public use of the road will be limited to daytime use only, consistent with Parks Department standard practice. Under the draft agreement, Kitsap County Parks Department will assume responsibility for operation and maintenance of the gate off Banner Road. The opening and closing of the gate will correspond with park hours.

Improvements to Millihanna Road will be phased through the coming year and is contingent upon favorable weather conditions. Completion of the work is expected to require the temporary closure of Millihanna Road (and also the Park), but the work will be scheduled to minimize closures.

The current repair work within Anderson Point Park is expected to continue for approximately 6 to 8 weeks. A safety fence will be placed along the recently completed embankment stabilization project. Measures will also be taken to reduce or eliminate further storm water runoff. These measures including improving ditches, as well as installing culverts, outfall sleeves on cross pipes, and water bars at the top of the trail. Additionally expansion of the existing parking lot is being evaluated.

### Port Gamble Forest Heritage Park Stewardship Plan

A group of stakeholders has been appointed to develop a Master Plan/Stewardship Plan, and will meet for the first time Tuesday, February 17. A number of work sessions and public meetings are scheduled in anticipation of having a draft plan for the County Commissioners by the end of June 2015. PRAB representation in this group is welcomed.

### Kitsap County Comprehensive Plan

Staff continues to participate in activities related to the development of the 2016 Comprehensive County Plan. DCD staff will make a presentation to the Parks & Recreation Advisory Board during March 2015 meeting. Parks has been 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. DCD staff is scheduled to make a presentation during the February 24<sup>th</sup> annual stewardship meeting.

### Horseshoe Lake Park

The Department and Key Pen Park District will continue with a shared maintenance program for the 2015 season. The season will run mid-May to late September. This will be the 4<sup>th</sup> year of the unique relationship.

Management Plan for Banner Forest Heritage Park

County acceptance process is being discussed.

Staffing

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

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. Organizers will make a presentation to the Parks & Recreation Advisory Board during the upcoming March 18<sup>th</sup> meeting.

South County Storage Facility

The department minimally utilizes a portion of a large storage building in Gorst, which fronts a portion of the Sinclair Inlet. The owners of the adjacent motorcycle dealership are interested in leasing a portion of the building. Staff is working with our contracted real estate management company in preparing the lease for the partial use of the building.



## **Kitsap County Community Forestry - Pilot Program Report**

**February 18, 2015**

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

Planning for the 2015 forest restoration thinning at Newberry Hill and North Kitsap Heritage Park is underway. Park stewards are engaged and assisting with wetland and riparian delineations and the establishment of timber harvest boundaries. Forest Practice Applications for 2015 thinning at Newberry Hill and North Kitsap Heritage Parks will be submitted before the end of February. Tree marking will begin in early March.

Work continues on the forest stewardship plan for North Kitsap Heritage Park (NKHP). The NKHP stewards are holding a community meeting on Thursday, February 26<sup>th</sup> to take public comments on the plan. The NKHP Forest Stewardship Plan will be on the PRAB agenda for March.

### **Brush Harvesting**

Brush harvesting is underway on the leased park property and will continue through spring into early summer. Both salal and evergreen huckleberry are being harvested.

### **Forest Lands at Risk Grant**

The grant ends on March 31, 2015. Implementation of forest restoration activities continue at the new Port Gamble and North Kitsap Heritage Parks. Activities include invasive plant removal and tree planting and non-commercial thinning of extremely dense stands for fire risk reduction, forest health and wildlife habitat enhancement. Areas infested with Himalayan blackberry will be cleared and planted with western red cedar and grand fir.

The mapping of roads and culverts, wetland and riparian areas at Port Gamble and North Kitsap Heritage Park continues. Road Maintenance and Abandonment Plans (RMAP) for both parks will be completed in the first quarter of 2015. It is planned that grant funds will be used for culvert replacement essential to the protection and restoration of wetland and stream function.



### **Urban Forest Restoration Projects**

Two Urban Forest Restoration grants with the Washington State DNR Urban and Community Forestry program are being implemented. The first of two project sites has focused on invasive plant removal and reforestation of marine shoreline area at the new Port Gamble Forest Heritage Park.

The second project has removed Scotch broom in the southern portion of Newberry Hill Heritage Park and will be planted with a mixture of conifers specie.

The grants provide a six member crew (Sound Corps) for one month for each of the project sites. The value of each of these crews for four weeks is \$20,000. Park Volunteer Stewards and other citizen volunteers will be recruited to assist with these projects.

Because of some double booking of WCC crews, three additional weeks were awarded to help complete additional projects at both Newberry Hill and Port Gamble Forest Heritage Parks. All work is expected to be completed in by early May.

### **Rotary and South Kitsap Regional Parks**

Danger tree removal has been completed at Rotary Park with reforestation planting scheduled for the first week of March. Marked timber is be harvested in areas to be cleared for the planned Phase II project at South Kitsap Regional Park. Danger trees have also been located and additional clearing maybe deemed necessary to improve long term public safety.

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

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

## **A. Facilities**

- Pavilion Settling – Rob Henry of Art Anderson & Associates completed his inspection. He indicated the settling of the building does not indicate imminent danger of progressing not does it indicate a building collapse. He has advised repeating the survey of the building in July. He checked the broken garage door in the back of the Pavilion and determined it is not connected to the settling of the building.
- The Pavilion rear garage is scheduled to be replaced February 20-25. After 3 bids A1 Garage Door has been selected. The construction work on the door may impact at least 2 events.
- Entryway attractiveness – staff and volunteers are working to make entryways more attractive. Trimming, adding color, balancing plant sizes and framing, etc.
- Vandalism/Destruction – The Kitsap Kids Playground on the fairgrounds was vandalized significantly with spray paint. Volunteer David Grant has cleaned up most of it. The fencing on Stampede Boulevard was hit by a car in the middle of the night – repaired by staff.
- Staff hired a consultant to test athletic field turf components and to set up a best practices turf management plan. The objective of a turf management plan is to grow stronger roots and provide better nutrients to the grass. Cost is more than \$37,000 for Lobe and Gordon Field Complexes. In addition to turf management, the soil samples taken have shown too much sand vs clay in the infields of Lobe Fields. It was recommended to excavate 4 inches of soil from each field and replace with 4 inches of infield mix. This comes at an increased cost and will need to be done in stages. Staff is seeking funding sources for both of these recommended plans. The first installment of fertilizer has been ordered and will be put down in March.

## **2. Grants**

- The Department of Agriculture Safety Grant – This grant ends June 1, 2015. The grant funds are nearly used up. The matching volunteer hours have been completed. The match dollars are still available and being worked on.
  - Electrical – the barn area light project - complete
  - Valve box replacement is underway
  - The Swine Barn ceiling insulation project - complete
  - Pavilion Locker Room - addition of Fire alarm siren and strobe lights – work in progress



- Gates at the Stampede Boulevard and Kitsap Kids Playground entry -work in process
- Dog Barn rotten wood base replacement is underway
- Board Family Foundation Grant - Lower Arena Roof
  - County Commissioners will determine acceptance of the proposed bond. Staff met with KCF, Ron Gascoyne, and 4H representatives and re-designed the arena and roof structure. It will now be open on all sides, be 130' x 260'. The road will need to be relocated around the structure. The building will contain a metal 2 story announcer's booth, and will have a separate storage building. 4H has agreed to widen the arena. This will allow for easier rental of the facility for barrel racing and other horse events. Staff is working with WSU/4H on an agreement regarding use of this facility, maintenance of the arena, etc.
- PFD Funding
  - New owner of the Blue Jackets has requested possible improvements to Lobe Field #1. These may change the Press Box request.
- LID Grant – ends June 30, 2015
  - Infiltration systems at the Thunderbird Stadium and Van Zee – construction begins February 16<sup>th</sup>.
  - Manure Cover contract – The contractor has been given the go ahead to begin construction. Permitting is in process. A timeline has been provided.

## **B. Rental/Events**

- Main event season begins this month and runs through December.
- Events held included: **February** – Daddy Daughter Dance, Bremerton Gun Show (new event), Volleyball Tournament.
- Upcoming Events this month include – Kitsap Quilt Show, Westsound Business Expo, Kitsap Wedding Show, Wild West Showdown – Roller Derby Tournament, Kitsap County Antique Show. **March** – KCD Tree Sale & Distribution, Doo For You, 4H Camp Fundraiser, Awana Games, Peninsula Home & Garden Show, Peninsula Dog Fancier AKC Dog Show, Military Appreciation Day, CCA Banquet. maintenance and events staff.
- February 20 – Fairgrounds Maintenance will attend Blood Borne Pathogens training.
- March 6<sup>th</sup> Fire & Utility and Evacuation Training for all Fairgrounds maintenance and office staff concluding the emergency preparedness training.

- Share Point Conversion training attended by all Parks staff.
- Job ads were placed for extra help staff to be hired at end of March.
- Village Greens Golf Staff (laid off during closure) have both accepted positions beginning March 9, 2015.

### **C. Marketing**

1. Ads in the Kitsap Sun include the following topics
  - 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 1<sup>st</sup> for July – December field use
  - Weddings – Facilities For The Most Important Day in your life
2. Targeted Ads on the Internet through Kitsap Sun – new ads have been made. Ads are performing well.
3. Facebook Page has been updated daily – 458 likes – go to [Facebook.com/KitsapCountyParks](https://www.facebook.com/KitsapCountyParks) and like this page to get all announcements – please share with all your Facebook friends.
4. Websites for Village Greens and the Parks Department- updated daily
5. GovDelivery – postings for the county website, Facebook page, Twitter Account, and text messaging - updated weekly.
6. County Staff bulletin board on the intranet has been updated each month
7. Events Calendar is updated through June
8. Marketing booths will be set up at the following events held in the Kitsap Sun Pavilion -West Sound Business Expo, Kitsap Wedding Show, Military Appreciation Day, and the US Navy's Winter Expo. Park Board Members are welcome to assist in staffing these booths.

### **D. Permit Process**

- We will work with the county's process improvement manager to improve our current process for the storage of permit documents.

### **E. Village Greens Golf Shop**

- Season opening is March 9 – Free Day of Golf, fun activities planned.
- Skyhawks Sports has agreed to provide SNAG (Starting New At Golf) golf training to youth ages 5-11.
- Seeking another golf instructor for the high season for older youth and adults.

### **F. Sponsorships - Nothing new to report**

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### **G. Staffing/Training**

- February 13 – Situational Awareness training to be held for all Fairgrounds

### **H. E-Tix Program**

- Two upcoming shows will be selling tickets through the county E-Tix program. The Wild West Showdown in February/March and the Peninsula Home Show.

#### **I. Work Parties**

- Eagle Scout projects – 5 Eagle Scout candidates continue to make progress on each of their projects on Fairgrounds.
- Washington Youth Academy sent a cadre of 50 youth to assist in weeding in early February.
- Three dedicated volunteers have worked diligently one on Fairgrounds landscape maintenance, one on playground maintenance, and the third on the Safety Grant projects.



## **Parks Planning**

**Steven Starlund | Ric Catron**

### **Port Gamble Heritage Forest – Stewardship Planning**

A Stewardship Steering Committee has been formed and the initial planning meeting will be Feb. 17 at the Suquamish Tribe’s Museum. We have 12 members on the Committee representing: recreation and conservation interest groups, Port Gamble S’Klallam and Suquamish Tribes, Pope Resources and consultants representing wildlife, shellfish and transportation interests. Planning will incorporate resource assessment, stewardship issues and concerns, natural preserve areas, and allowable public access and recreation. Planning process will conclude June 30. DOE Grant contract for \$175,000 will provide for studies, staff planning time and any on-site stewardship activities.

Currently: Three Kitsap County Parks “project/planning” signs at three locations to designate the change of property ownership at existing public access/trailhead areas. Trailheads are scheduled to be cleared of garbage, debris, and invasive vegetation this month. Existing parking will be graveled to control parking and control drainage. Two informational kiosks will be installed to show KCP ownership boundaries, stewardship considerations, trails and forest use rules.

### **Silverdale Waterfront Park – Playground**

Planning is underway to replace the outdated playground equipment and “refresh, and re-imagine” the day-use/play areas of the park. Planning staff has been researching other successful playground in the area, new play equipment, and informally surveying parents and children (of many ages), to get a fresh look at the potential park improvements. Our capital budget is \$162,000.

### **Howe Barn – Demolition & Use Consideration**

Plans for demolition of the west wing were submitted to Department of Community Development (DCD) for approval [1/15/2015]. Completed review is anticipated by the end of February. Contract would be advertised in March. Howe Barn Stewardship Group has been tasked with helping to envision immediate and long-term use of the barn, once it is deemed safe. We are also requesting consideration of the long-term use/function of the surrounding landscape.



### **LID Parking Lots Construction**

Horseshoe Lake and Wildcat Lake parking lots passed the DOE inspections.

### **Salsbury Point Boat Launch**

Project close-out is awaiting final invoices, stamped Engineer's signature on the "as-built" project plans to complete the final report to the Recreation and Conservation Office (RCO).

### **South Kitsap Regional Park**

Plans have been re-submitted to DEC (2/09/2015) for approval. Anticipated review and approval is March, 2015. Once approved, we can advertise. Anticipated construction time if five months from bid award.