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


Staff Present: Jim Dunwiddie, Dori Leckner, Arno Bergstrom and Leigh Snyder

9 members of the public attended.

Motion:

Motion by: Larry Walker Second by: Keith Grellner
Motion made to accept the November 18, 2015 minutes as presented.
Discussion: None
Action: Minutes accepted by unanimous vote.

Report from Nominating Committee – Alvin Andrus reported that the committee recommendation to serve as Chair is Ani Gatz and for Vice-Chair Larry Walker.

Motion:

Motion by: Jon Pearson Second by: Keith Grellner
Motion made to accept the nominations for Chair and Vice-Chair as recommended by the Nominating Committee.
Discussion: None
Action: Nominations accepted Ani Gatz voted in as Chair and Larry Walker as Vice-Chair.

Correspondence & Communication: None

Opportunity for Public to Address the Board: Nelson Lanchester of the Kitsap Live Steamers reported they are still trying to clean up debris and damage from the recent winter storms at SKRP. Pat Stricklin voiced concerns over off leash dogs and their waste both at NHHP and Banner Forest. It was discussed and agreed that the public needs to be educated on both matters – suggestions of signage at the parks, information on the Parks Website, education of the public by stewardship groups, providing mutt mitts, etc. There is also some concern that the brush pickers are leaving garbage. Perhaps this and the issue of them wearing a bright color can be addressed when the leases are up for renewal. Frank Stricklin indicated they are so quiet and usually dressed in green that they have spooked patrons on occasion.

Susan Anderson expressed concern over being allowed to rent ½ of the President’s Hall for future events instead of the entire building to help defray costs. Her group the Mycological Society had used SCC in the past. Jim Dunwiddie said we will try and work with her group. Terry Hubbard of ARCS spoke a bit about his club—they fly everyday and support aviation clubs at 2 schools. If you are interested go to KITSAP ARCS.ORG to find out more about their programs. John R, asked why piles of rocks are placed strategically at Banner Forest – Larry Walker answered that they were placed there as part of the Stewardship Groups work efforts to shore up trails. He also noted that the Kiosk at Jackson Park (SKRP) is loose and flimsy and that there is no kiosk by the trains. Dori
indicated that she will get the kiosk repaired and that a new kiosk on the Marbeth end of the park is on the work list. The PRAB acknowledges the potential of Navy training in Parks and will hold discussion if and when facts are provided.

Illahee Preserve – Jim Aho- spoke about his groups continued efforts to purchase properties to complete the preserve. They purchased 25.5 acres last year and have an option on another 10.7 for this year. They are looking to complete purchases to add a south access. They are looking for appropriations from the State and a 50% RCO match grant. Thanked the Parks Department for the recently completed Belden purchase. Some thought is going into the possible creation of a 3 acre dog park as Bremerton is lacking one.

Directors Report: Monday the BOCC will award the Lobe Field contract for improvements for the first phase. A $49,200 Agricultural Grant has been awarded to complete safety issues at the Fairgrounds. The Belden property purchase closed a couple weeks ago. Fees have been changed we are now comparable to other areas. We have a lot of demand for our fields and don’t feel the change in fee will impact that demand.

Community Forestry Program – Logging should be wrapped up by the end of February or first part of March at NHHP. We are busy planting seedlings. Frank Stricklin and Arno Bergstrom are preparing a presentation of the County Forest Stewardship Program for the BOCC on February 22, 2016.

Park Resources Superintendent – (See Written Report) Frank Stricklin thanked Dori for the use of the chipper at NHHP.

Operations Superintendent – (see written report)

Planning – (See written report and planning yearbook)

Stewardship Groups – NHHP- Frank Stricklin reported that the crews from the 20K labor grant are working on fire mitigation, removing ladder fuels. We have made improvements in bird meadow to open it up for easier bird watching. We are trying a new technique by using heat to disrupt the cellular composition on scotch broom. Removing English Ivy using a 5% acidic acid solution as an experimental treatment. Please come out and look at the restorative work Arno has done at the park – we are planting 1000 trees tomorrow. Next we will move up to the North end to clean up the slash piles from the loggers.

In February there will be a report from the Field Usage/Historical Usage Sub-Committee.

Old Business – Please take a look at the 2015 Yearbook provided by planning.

New Business – Come early to the meeting April 20, 2016 at the Greater Hansville Community Center for a tour of the park at Buck Lake.

Motion:

<table>
<thead>
<tr>
<th>Motion by: Frank Stricklin</th>
<th>Second by: Kathryn Thompson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion: Adjourn Meeting</td>
<td>Discussion: None</td>
</tr>
<tr>
<td>In Favor Unanimous</td>
<td>Action: Meeting adjourned 7:22 PM</td>
</tr>
</tbody>
</table>
2016 Operating Budget

County Board of Commissioners adopted the 2016 County budget, including $4,282,180 General Fund appropriation to the Parks Department. The budget represents a 5.6% increase over the 2015 budget. The “status quo” budget limited increases to a salary adjustment, medical benefits, and inter-fund charges. No other increases were approved with the exception of $52,500 to cover utility expenditures.

Employee Compensation & Budget

The County has taken the first steps in implementing a new employee compensation and classification program for all 1,100 employees. A majority of the positions and classifications fall within bargaining units and are in various forms of negotiations. If necessary, funding to cover any increases will be added to the 2016 Budget

2016 – 2021 Capital Budget

The Six Year Capital Budget Plan, previously distributed, has been adopted. Approved 2016 projects total $1,171,000.

Illahee Acquisition

The 1 acre “Belden” parcel, located in the midst of Illahee Preserve, has been acquired. The adjacent area may be a focus of future grant applications

Silverdale Community Center

The asbestos abatement contract is under review. The bid specifications for the demolition and removal of the debris are being developed. The building was recently used as a training location by CKFR. Additional first responder training will be coordinated through the department and contractors

Property Management Ordinance

A Public Hearing is scheduled for January 25th on the adoption of an ordinance containing procedures to address the numerous occasions to acquire private property or dispose of existing assets. The purpose of the ordinance is to provide for effective management and protection of all County property, ensure maximum economic return from sales, rentals, or leases of County property, and provides for the disposing of surplus property and worthless County property.

Director’s Report
Event Center/Fairgrounds – Tennis Courts

A Memorandum of Agreement has been drafted to outline the responsibilities of the Parks Department and Central Kitsap School District in the partnership in renovating the tennis courts at the Event Center/Fairgrounds. CKSD will provide $20,000 towards the project. Olympic High School uses the facility for their tennis programs. We anticipate construction this summer.

State Inmate/Mission Creek Program

The WA Department of Corrections has suspended the program with the County until L&I coverage and payment issues are resolved. This program has become a vital component in providing adequate grounds and building maintenance.

Millihanna Road – Anderson Point Park

The draft Road Maintenance Agreement is under review, and will be coordinated with Public Works. The agreement memorializes the Parks Department’s responsibility for maintaining Millihanna Road and the entrance gate.

KLS Agreement

A draft Licensed Concession agreement had been forwarded to Kitsap Live Steamers representative, for their review. A meeting to address their concerns is being scheduled.

Fair Board

Mike Brady and Maaren Stroble have been elected President and Vice President, respectively, of the Fair & Rodeo Advisory Board. The Board held a full day retreat on January 9th. The Fair is scheduled August 24 – 28, 2016.
Community Forestry Program Update

January 2016

South Kitsap Regional Park – Timber removal for Phase II Project

Status: The downed trees have been removed and sold. Danger tree assessment and planning will get under way in February on the east side of the park including the area occupied by the Live Steamers.

Restoration Thinning at Newberry Hill Heritage Park

Status: Restoration thinning has been underway at Newberry Hill Heritage Park since early September; as of this week, approximately 65 acres have been restored representing 1/3 of project acres. Thinning operations are expected to be completed in late February/early March. Net revenue as of 12/31/2015 was $97,500 with 217 loads. With 2/3rd of the restoration thinning remaining at Newberry Hill Heritage Park, we’re on pace to come in at between $220,000 and $250,000 on net timber revenue.

Urban Forestry Restoration Grants

Two Urban Forestry Restoration Grants were submitted and awarded: one for Newberry Hill Heritage Park; and the second for Port Gamble Forest Heritage Park. Washington Conservation Corps Crews are working at Newberry Hill and will be at Port Gamble in May 2016.

Tennis Court – Tree Removal

Kitsap County Public Works will pay $300 for 30 foot Douglas fir and cedar logs with root wads attached. Most of the remaining logs could be sold to Manke as Chip-n-saw. I have another buyer for the white pine logs. The extent of site clearing and grading is to be determined and will ultimately affect the total cost and possible net revenue. At this stage, I’m recommending Coen and Sons for this project with an operational date of late January/early February.
## Community Forestry Program Projects

<table>
<thead>
<tr>
<th>Project List</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timber Removal @ South Kitsap Regional Park</td>
<td>Deadline: December 2015</td>
</tr>
<tr>
<td>Restoration Thinning @ North Kitsap Heritage Park</td>
<td>Completion: September 4, 2015</td>
</tr>
<tr>
<td>Restoration Thinning @ Newberry Hill Heritage Park</td>
<td>September 2015 through March 2016</td>
</tr>
<tr>
<td>Fairgrounds &amp; Event Center Tennis Courts – tree removal</td>
<td>January/February 2016</td>
</tr>
<tr>
<td>Park Wildfire Protection Planning</td>
<td>September 2015 through December 2016</td>
</tr>
<tr>
<td>Port Gamble Forest Heritage Park - Forest Stewardship Plan</td>
<td>September 2015 through March 2016</td>
</tr>
<tr>
<td>North Kitsap Heritage Park - Forest Stewardship Plan</td>
<td>September 2015 through March 2016</td>
</tr>
<tr>
<td>Park Steward Training/Education</td>
<td>September 2015 through March 2016</td>
</tr>
<tr>
<td>Restoration Tree Planting</td>
<td>February through March 2016</td>
</tr>
<tr>
<td>Planning 2016 Restoration Thinning</td>
<td>November 2015 through February 2016</td>
</tr>
<tr>
<td>Relocation of Oysters @ Port Gamble Forest Heritage Park</td>
<td>February through April 2016</td>
</tr>
<tr>
<td>Restoration Thinning @ Port Gamble Forest Heritage Park</td>
<td>April 2016 through July 2016</td>
</tr>
<tr>
<td>Restoration Thinning @ North Kitsap Heritage Park</td>
<td>August 2016 through October 2016</td>
</tr>
<tr>
<td>Coulter Creek Heritage Park – Forest Stewardship Planning</td>
<td>May 2016 through December 2016</td>
</tr>
<tr>
<td>Banner Forest Heritage Park – Forest Stewardship Planning</td>
<td>May 2016 through December 2016</td>
</tr>
<tr>
<td>Urban Forestry Restoration Program Projects</td>
<td>January through May 2016</td>
</tr>
</tbody>
</table>
A. Facilities
   a. Light poles in lower bowl – one is hooked up and ready to be used. The other should be operational in February.
   b. The Parks Office repairs from the flash flood before fair – completed in December.
   c. Pavilion interior – Plan is to paint the beams so that they don’t stick out so much, working on fitting into budget.
   d. Pavilion Settling – will survey again in July to keep an eye on this, as the survey in 2015 did not indicate it is continuing to move.
   e. Eagle Scout Projects – Scout #1 - Turning 1 existing but no longer used hand wash station into recycle station is nearly completed, waiting for signage. Scout #2 – Installing flag poles at Gordon Field. Project still in design phase. Scout #3 – Kiosk for Presidents’ Hall and Pavilion with benches – staff trying to contact scout to see if this is still happening. Scout #4 – Eagles Nest Patio – project was worked on over the January 9-10 weekend.

2. Grants
   a. Boand Family Foundation Grant - Lower Arena Roof
      1. Frame is all up, roof panels are up on the south side, 1/5 of the roof panels are up on the north side. Side trim panels are completely up on the north side, and about 1/5 are up on the north side. Electrician is on site doing electrical work prior to lighting being installed. Lighting is being purchased. End of January is still goal to be completed.
   b. PFD Funding
      i. Phase One - Lobe Field Improvements.
         1. Architect is putting bid package together.
         2. Next step - put out to bid once package is complete – anticipate 2 weeks.
   c. USTA Grant – Volunteer is waiting for company to give him an estimate that spells out the process and fees. Once he gets this he will submit.
   d. Department of Agriculture Health & Safety Grant – Staff submitted 1 grant but the Dept. of Agriculture called and said they broke it into 3 grants. 1 for electrical and fire safety hood, 1 for repaving in several areas, and 1 for water control. Awaiting decision.

B. Rental/Events
   a. Events held included: December: Pygmy Goat Show, Rocky Mountain Elks Foundation Banquet, Seeds of Grace Bazaar, Olympic Duals Wrestling Tournament, NWWC Wrestling
Tournament, Toys For Tots, Hammerhead Wrestling Tournament. **January:** Volleyball Tournament, Gut Check Challenge Wrestling Tournament

- Upcoming Events include: **January** – Martin Luther King Jr. Celebration, Volleyball Tournament, Derby Brats Bout, Special Olympics Basketball Tournament. **February before next board meeting** – Daddy Daughter Dance, Derby Brats Bout, Volleyball Tournament.

**C. Staffing/Training**

- **November** – SharePoint End User Training
- **December**
  - PEAK Green Belt (Process Improvement) training – 1 staff, 4 days
  - Diversity Training for supervisors and managers
- **January**
  - Scheduled – Blood borne pathogens – maintenance staff
  - Scheduled – Process Improvement Kaizen – Facility Rental Permit Process
  - Scheduled – Safety check on noise while using equipment
  - MC Crew will not be scheduled this month due to new requirements by the state. Risk Manager is working on this.

**D. Marketing**

1. Websites were updated for Parks ([www.kitsapgov.com/parks](http://www.kitsapgov.com/parks)) and Village Greens ([www.Villagegreensgolfcourse.com](http://www.Villagegreensgolfcourse.com)).
2. Facebook page was updated. Look for Kitsap County Parks and like it.
3. County Sharepoint Intranet was updated.
4. Ads placed on [www.kitsapgov.com](http://www.kitsapgov.com) on the county calendar
5. Events posted to Govdelivery – county mass e-mail list.
6. Events posted to County Bulletin Board for staff.

**E. Permit Process**

- Lean Process – Staff met with county’s process improvement manager. 3 process improvements are planned for 2016:
  - a. Just Do It - Retention files for facility permitting – take them from paper files to electronic files – this is in process.
  - b. Kaizen – Facility Rental Permit Process – this is scheduled for the week of January 25. Staff working on gathering pre-Kaizen information and completing pre-Kaizen check list.
  - c. Project - Fair – This project has yet to be scheduled, but will involve meeting regularly (typically monthly). Who is to be involved has yet to be set.

**F. Village Greens Golf Shop**

- Closed for the season, opens again March 14. One staff set to retire in April.
- First Tee contract has been signed and is ready to begin in the spring. Staff is scheduling meeting with new executive director.
G. E-Tix Program
   a. December - 2 Wrestling events went well.
   b. January – 1 Wrestling tournament going well
   c. March - Roller Derby Showdown, Home & Garden Show scheduled.

H. Work Parties
   a. Volunteer David Grant on leave of absence until April. Staff checking in on the playground and taking care of needs there until he returns.
   b. Volunteer Cliff Hanson continues to put in many hours each week to assist Fairgrounds maintenance with a variety of tasks.

I. Vandalism
   a. Grass lot near the playground continues to be destroyed by reckless drivers. Staff working with Olympic High School security and County Sheriff. Blockades have been installed, but cars continue to drive over curbing, through plantings.

J. Capital Projects 2016
   a. 1st Quarter
      a. HVAC units in the Pavilion – $90,000 from 2015. Contract is going through the county process, once signed by all staff will schedule. $45,000 from 2016. Two units to be installed. Will be put out to bid within the next 3 weeks.
      b. Concession Equipment - $17,000 to replace old and worn out concession equipment for Lobe Fields. Staff are working on getting an assessment of the equipment. An informal bid (obtaining 3 quotes) will be done.
      c. Hood - $16,000 for Presidents’ Hall Kitchen type 1 hood – staff met with purchasing department, will provide an informal bid for this, purchase and install.
   b. 2nd Quarter
      a. Tennis Courts Improvements – .45 acres of trees will be removed in January per Arno. School District trees will be thinned, scheduling now. Funding - $30,000 in capital funds and $20,000 promised by the Central Kitsap School District (MOA in process). In addition to this, staff submitted Crowd Funding application through NRPA, and volunteer is waiting for an estimate that spells out what will be done and will submit the USTA grant proposal. The project is estimated to cost $50,000 for the resurfacing and painting. Any additional funds will be used for a walkway between the courts, lighting, and/or paving the parking lot.
      b. Pavilion lower Restroom Floor – $40,000 to replace flooring in lower restrooms. Staff is working with the purchasing department and Home Depot (Team Depot grant was in process prior to the holiday season and put on hold).
   c. 3rd Quarter
      a. Pavilion Roof Repair & Painting - $150,000. Staff is working on obtaining estimates and purchasing will put out to informal bid once specifications are put together.
d. 4th Quarter

a. **Concession Upgrade** - $100,000 to upgrade concession building. Staff met with Purchasing Department. This will go out as an informal bid, kit purchased, and installed.

b. **Storage Building** - $42,000 for Presidents’ Hall storage. Staff met with Purchasing. A state contract is in place for metal storage buildings, so just need to choose one that fits the budget, purchase and construct.
Central Parks

Anderson Hill Athletic Fields
Staff working on new wording and signs for this facility. Present rule signs conflict with site use. Staff working on new handicap parking and user parking requirements.

Anderson Point Park
Parks staff installed round stock fencing in (2) locations to deter public traffic. Area will be signed and will have trees planted. Continue to monitor the park ditches and culverts.

Silverdale Community Center
Waiting on contract to start abatement work. Demolition bid going out on the street. KCSO and CKFR may conduct training at the building prior to demolition.

Guillemot Cove
Parks staff looking into the demolishing of the old Nest House, and the removal of the contents from the Nest house and the Barn. Also, researching funding sources to maintain and repair the (7) culverts and various ditches on the main service road.

North Parks

Kingston Community Center
Parks staff and KRL staffing are partnering with local volunteers and DEM, to manage the second annual Severe Weather Shelter. The program runs from 1 November thru 31 March of each year.

Norwegian Point Park
Park volunteers and parks maintenance staffing to remove all the old rotten decking next to the boat house, and the water side of the boat house. Round stock fencing slated to be installed by spring.

Point No Point Lighthouse Park
Volunteers have donated time and funds, for the installation of an irrigation system for the duplexes and portions of the park.

Buck Lake Park
Parks staff working with WDFW and KC Noxious Weed Coordinator, on lake weed removal to restore swimming area.

Salsbury Point Park
Kitsap P.U.D. installing water to the park. KC Parks to keep well for irrigation purposes.
South Parks

Anderson Point Park
Staff still working the trail and ditches, clearing and removing trees. Fencing installed on erosion location, to deter public access and further erosion. Signs and restoration work to follow.

Parks staff to work with county legal staffing on water and erosion from the adjacent property owner.

The installation of the photocell on the gate, by parks department electrician.

Rotary Park
Parks staff to remove trees in various locations in the park and install a drainage ditch, to improve field play. Parks staff looking to improve to allow for more use on these fields, with local youth soccer for fall use and little league play in summer.

Harper Park
Parks staff working with county purchasing department and park volunteers, on the salvaging/surplusing of the old metal bridge.

SKRP
Parks staff continues to work with KCSO, to deter illicit activities at the park. Increased presence of KCSO. Community volunteers conducting weekly cleanups at the park. Parks staff closed/locked interior gate at Lund Ave entrance, to deter this activity.

Siding removal from field #2 and #3 slated, and the installation of chain link for replacement. The installation of the irrigation weather station component slated for installation.

Park Stewardship Reporting

Point No Point
Volunteers and staff decorated the Light house for the Holidays. Docents welcomed 71 visitors to the Lighthouse for the Hansville Holiday Home tour.

Docents worked with Constance Blackburn to film a short segment about Point No Point Lighthouse history for the Inside Report news program and a longer segment for the Around Kitsap program. Inside Report will air in January.

Hansville Greenway
Volunteers worked numerous hours removing downed trees and debris from the December storms.

Banner Forest
Volunteers worked numerous hours removing downed trees and debris from the December storms.

Illahee
Volunteers are working to secure funding to purchase remaining properties from the Timber’s Edge development.
Anderson Landing
Volunteers worked numerous hours removing downed trees and debris from the December storms. Also added cedar shakes to the park KIOSK. Re-roofing completed.

Newberry Hill Heritage Park
Volunteers worked numerous hours removing downed trees and debris from the December storms.

Guillemot Cove
Volunteers worked numerous hours removing debris off of trails from the December storms.

Point No Point
Volunteers will be decorating the Lighthouse for the holidays. The Lighthouse will be part of the Hansville Holiday Homes Tour on Saturday, December, 12th. Tickets for the Home Tour can be purchased at the Hansville Store.

Banner Forest
Stewards partnered with the Parks department, GPC, REI, and Evergreen Mountain Biking to build a trail turnpike at the bottom of Crocking Frog Trail.

Stewards are working on constructing a new trail reroute between Echos and Flying Squirrel trails. Most of Echos and Flying Squirrel will be decommissioned once the new reroute is completed.

Anderson Landing
Park stewards and stream stewards partnered with WSU, Public Works, and the Parks Department to plant native plants along Little Anderson Creek estuary.

Newberry Hill Heritage Park
Stewards and working with US Fish and Wildlife to apply for a grant to replace 5 culverts with a new bridge.

Time Oil Park
Volunteers are prepping for the Annual Salmon Tours. The event will be on Saturday, November 14th from 10am – 2pm.

Updates –

- Posting for the last (2) new FTE position in the parks. Applications being reviewed.
- Parks staffs are working with the Kitsap Audubon Society on interpretive signs at Point No Point Lighthouse Park.
- Parks staff is conducting a Chain Saw Safety class for volunteers.
- All groups are working on their 2016 work plans.
- All stewardship groups are completing their 2016 work plans and budgets.
PORT GAMBLE FOREST HERITAGE PARK – Stewardship | Trails

Staff has Hydraulic Permit (HPA) to WDFW and a building permit for a new pole-stringer bridge/boardwalk design and construction. EMBA, Backcountry Horsemen and GPC have pledge support for the construction and materials purchase. Anticipated construction in February.

Forest Block property acquisition is currently in negotiations with Olympic Property Group (Pope). County staff are finalizing the appraisal of the property with separate values for timber, development rights and land, and working with DOE funding options. Ride Park acquisition process is underway with appraisals and grant funds purchase finalized in 2017.

Staff completed the final Resource Stewardship and Public Access Plan for the Park. With resource assessments and related reports, the document is 250 pages. Only a few hard copies are printed. PDF copies are available upon request and will be posted to our website.

KOLA KOLE PARK – Historic Schoolhouse Exterior Restoration

Advertisement for bids for lead paint abatement and soil removal work is underway. We have extended the existing Contractor to do some window/wall finish work in the south upper classroom for safety and security.

Staff will be applying for an Historical Society Grant this Spring to continue to restore the upstairs interior with improvements to electrical and lighting, insulation, walls, and ceiling in anticipation of Kingston Historical Society use of that room for storage.

Silverdale Waterfront Park – Replace Playground Equipment

Kompan playground equipment is ordered and anticipate delivery by February 15, at which time demolition and installation can begin. Staff will schedule a “ground breaking” with Commissioner Wolfe.
Banner Forest – wetland trail improvement

Two hundred feet of existing trail through the GPC Preserve was improved with a raised turnpike construction, including two in-trail, box-culverts. Our new turnpike survived the onslaught of rainfall (river on the trail). Work parties will assess the drainage pattern and add additional gravel to the trail structure.

Historic Howe Farm Barn – Restoration & Farm-Park Planning

Barn restoration has begun and is progressing, even with winter’s storms. Concrete footings are ready for pour for the south wall. Additional work includes removal of barn debris, expanded structural damage interface with 1946 barn, and electrical panel relocation and upgrade.

Staff is working with a Bainbridge Island farming nonprofit—Friends of the Farm, to determine the best “active-farming” options for the farmstead. A new orientation sign has been posted to alert the public about this historic farmstead and its future.

South Kitsap Regional Park -- Park Expansion

The re-scoping of the work plans for this park improvement project, with additions to the Skate Park, parking, and interior trails, are being revised for a re-bidding of the project, which had an initial bid amount well over our budget.

2016 Capital Budget has a new project slated for upgrading and expanding the playground on the north end of the park. Planning will begin this Spring.

2015 Parks Planning Yearbook

Staff completed a summary of 2015’s planning and construction accomplishment, and challenges. Copies are available for PRAB.
2015 Parks Planning Yearbook
Jim Dunwiddie, Parks Director

Parks Planning & Project Staff: Steven Starlund | Ric Catron

Director:

County Park Planning & Projects Staff (photos maybe)
Parks & Open Space Planner:

Project Coordinator

Forester

Parks Superintendent

Office & Contracts Manager

Parks Administration

**2015 Parks Planning Yearbook – Introduction**

Parks Planning has the responsibility for acquisitions, grants, site planning, design and construction administration of the County’s substantial inventory of parks and open spaces. This Yearbook is a snapshot of park planning projects accomplished in 2015.
Banner Forest Turnpike Trail Construction

Geotextile Placement

CROSS SECTION
## Park Planning, Acquisition, and Construction Projects

<table>
<thead>
<tr>
<th>Park / Project Title</th>
<th>County District</th>
<th>Project Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson Landing</td>
<td>District 2</td>
<td>Repair trail and lookout safety</td>
</tr>
<tr>
<td></td>
<td></td>
<td>–Steven Starlund</td>
</tr>
<tr>
<td>Banner Forest</td>
<td>District 2</td>
<td>Improve recreation trail system</td>
</tr>
</tbody>
</table>

**Detail:** 2015 storms caused landslides/fallen trees impacting trail access.

- Trails to be realigned as necessary.
- Split-rail safety fencing to be installed at cliff edge overlooking Hood Canal.

**Challenges / Opportunities:** Safety hazard averted.

**Banner Forest**

- Development of Management Plan adopted and included recommendation for trail revisions.
- Staff and Park Steward volunteers dPlan will allow for the de-commissioned accessioning realigned of inappropriate and un-necessary trails and located new trail routes.
- 270 ft. of trail turnpike Team effort resulted in completion of an adopted Plan.
- Boardwalk was constructed through central lowland wetlands for year-round use and environmental protection.

**Challenges / Opportunities:** Great Peninsula Conservancy, and Park volunteers organized large scale trail work parties. REI grant monies afforded the construction materials. More than 50 volunteers participated in trail preparation and construction.
• to minimize environmental impacts.

Barker Creek/Schruhl Property Exchange  District 3  Acquire adjacent park lands to protect salmon habitat.  Ric Catron

Detail: Project progress was delayed for several years due to staff turnover, funding limitations and landowner agreements.

•  Private landowner Land exchange of 7.48 acres for adjacent parcels along Barker Creek.

•  Challenges / Opportunities: New County owned 7.48 acre parcel provides desired habitat for salmon protection.

•  This project had lingered for several years due to staff attrition. Initial parcel was acquired with WA State RCO RCO grant moniesfunds. Land exchange involved working with the RCO office in Olympia.

McPherson - Howe Farm Barn Restoration

BEFORE
WORK IN PROGRESS
**Belden Property Acquisition – Illahee Preserve**

- 1.0 acre acquisition in the heart of the preserve.
- Property has an asbestos-contaminated mobile home and storage shed to be removed in the future.
- “Friends of Illahee” has requested that the existing barn be retained for future use.

**Gulliment Guillemot Cove Pedestrian Bridge**

- **District 3 – Steven Starlund**
  - Construct Trail Foot Bridge at Beach Trail

  Detail: Recent beaver activity had flooded existing trail and changed creek channel. New crossing was required for safety and environmental protection.
  - Volunteers constructed a new foot bridge. Replace current bridge and realigned the lower meadow trail which has been impacted by beaver flooding. Minor trail realignment may be required.
  - Challenges / Opportunities: Staff designed a new bridge structure using an “expanded fiberglass grid” panel.

**Howe Farm West Barn Restoration**

- **District 2 – Ric Catron**

  - Barn is the focal point of the Howe Farm Farmstead.
  - 1920’s west barn to be restored. Barn to be re-purposed after restoration.
  - Funding has delayed this Project in past years. Restoration work is a team effort with Engineer, Contractor and staff.

  Project required a re-scope and Re-Bid. Construction started in November and will be completed winter 2016. Barn to be re-purposed after restoration.
**Howe Farm Farmstead**

**Update Farmstead Vision & Management Plan**

**District 2**

**Steve Starlund**

**Detail:** Need to develop an appropriate "farm-park" Plan for the 21st century taking into account historic preservation, passive recreation, forest lands and agriculture.

- Park Stewards (volunteers) continue to oversee the protection of this historic site with construction of split rail fencing, invasive weed removal, youth-developed garden, orchard plantings and general landscape clean-up work parties.
- Park Staff began researching other Historic farm/park operations in Washington.
- McPherson-Howe Farmstead Orientation Map was designed and installed at the new park kiosk.

**Challenges / Opportunities:** Staff has examined several previous plans were not achievable.

- Continue examination of other Puget Sound models of historic farms, considering sustainable operation models, and develop partnerships, mentorship and long-term for operation potential phased implementation.

There are opportunities for partnerships with WSU Extension and Friends of the Farms.

**Howe Farm West Barn Restoration**

**District 2**

**Restore Original Historic Barn Structure**

**Detail:** Barn is the focal point of the original farmstead and was in disrepair, ready to collapse.

- Restoration began in November. 1920’s west barn is undergoing deconstruction and rebuilding using much of the original barn wood.
- Restoration work is a team effort with contract engineer, construction contractor and staff.

**Challenges / Opportunities:** Project required a re-Scoping and re-Bid. Construction started in November and will be completed Winter, 2016. Barn to be evaluated for appropriate use after restoration.
Kingston Schoolhouse Restoration
Illahee Preserve – Timbers Edge Acquisition

Detail: Pending private property development spurred local interest in purchasing of land adjacent to the Illahee Preserve.

- Property acquisition is complete for the acquisition of 25 acres of forested lands adjacent to Illahee Preserve.

Challenges / Opportunities: Legislative allotment for property purchase. RCO Project Application was required, including an approved Salmon Recovery Project Plan and review appraisals to complete the approval for a reimbursement of $300,000 as part of the project. Private donations contributed more than $120,000 toward that purchase.

Illahee Preserve – Belden Property Acquisition

Detail: Lands within the long-term boundary of the Illahee preserve were in private ownership and there was a willing seller for one of the parcels, including a barn and well.

- Purchased 1.0-acre acquisition in the heart of the preserve with Conservation Futures funds.

Challenges / Opportunities: Property has an asbestos-contaminated mobile home which needs to be abated and removed.

Keta/Time Oil/Chico Creek – Steven Starlund

- Develop plan to balance transportation, community and Tribal interests.
1909 Kingston Schoolhouse @ Kola Kole Park  District 1  Restoration of Historic Schoolhouse–Ric Catron

Exterior

Detail: 100 years of wear, several years of exterior paint, boarded upstairs windows resulted in a poor presentation of an historic structure and culturally significant site.

- Staff researched historic schoolhouse paint colors and matched cedar shingle stain “lettuce green” and cedar siding (cream) colors. Contractor replaced upper story cedar shingles and lower story cedar lap siding. Re-painted exterior with original and pigments. Replaced upstairs windows.
- Moisture ants impacted wooden foundation beams, requiring replacement.
- Change Order will allow for partial refurbishment of one of the two upstairs classrooms.

Challenges / Opportunities: Due to soil build up around the foundation, decayed foundation joist beams were exposed and replaced. Moisture ants impacted wooden foundation beams, requiring replacement.

Lead paint was discovered in the soil. Contaminated soil will be removed and replaced. Increased public appreciation has spurred more restoration interest.
Olalla Board Launch and Parking Improvements

Point No Point New “Pavers” Parking

Commented [SS1]:
Keta/Time Oil/Chico Creek  District 2  Natural Stream Channel Restoration

Detail: Within this pocket park on Chico Creek are plans and funding to restore the natural stream corridor for floodplain dynamics and fish habitat.

- Working with the Suquamish Tribe and County DCD to best develop this critical habitat and provide for public viewing and interpretive opportunities.

Challenges / Opportunities: Park Stewards have created park fencing and trails to the stream for fish viewing and interpretive talks. Keeping some of that opportunity after the park landscape and stream bank alteration will be a design challenge.

- In soil will require soil abatement. Project has come has come in over Bid amount.

North Kitsap Trail (formerly Mosquito Fleet Trail)  District 1 - Steven Starlund

- Xyz
- Xyzz
- Xyzzz

Olalla Boat Launch Parking Lot  District 3  Restore Saltwater Launch Ramp and Parking - Ric Catron

Detail: Old parking lot was sluffing off into adjacent Olalla Estuary.

- Replaced existing, failed asphalt parking lot at boat ramp. Work was completed within construction “fish window”. Old parking lot was sluffing off into adjacent Olalla Estuary.
- Rain Garden installed at water’s edge to capture parking lot pollutant runoff.
Challenges / Opportunities: Funding was anticipated through County Surface Water Management Program. New funds required.

Project originally funded from SSWM.

Point No Point Restroom District 1 Purchase of Construction “Kit” Restrooms for Park—Ric Catron

Detail: PNP Park is a heavily-used year-round, and has two “porta potties” servicing the recreation public.

- A Romtec brand restroom was selected selected back in 2012 when the parking lot was being designed.
- Restroom will provide 2 stalls and a utility room. Architecture to be compatible with historic lighthouse structures.
- Decision was made to order direct from Romtec to save funds. As this is a new Vendor for the County we had to first put the Project out to Bid. Parks staff is working with Purchasing and other County departments to complete purchase.
- Project will go out for Bid construction in late winter/early spring 2016.

Challenges / Opportunities: Complications arose to get a contract for the specific design recommended for this site. Parks staff is working with Purchasing and other County departments to complete purchase.
Port Gamble Trails and Trailhead Improvements / Shellfish Management
Port Gamble Forest Heritage Park Stewardship Plan  

**District 1**  

**Resource Stewardship & Public Access Plan**

**Detail:** Stewardship and Public Access Planning was funded from the Washington State Department of Ecology grant. Planning began in January, 2015 and was completed in June, 2015.

- Six months of resource assessments, public use and management issues addressed and a land use classification system initiated for resource protection guidelines.
- Major park-wide garbage clean-up with volunteers and coordinating organizations including; GPC, EMBA, NKTA and REI.
- 60 pg. Resource Stewardship & Public Access Management plan was developed with a citizen Steering Committee, Park staff, technical consultants and advisors. Board of County Commissioners adopted Plan July 13, 2015.
- Two new trailhead parking areas, entrance signage installed including a “You Are Here” map.
- Relocation of sensitive areas’ Beaver Pond Trail and new trail routed and constructed.
- Developed Forest Ecological Restoration Plan – Arno Bergstrom, Forester, Park staff teamwork prevailed.

**Challenges / Opportunities:**

This 6-month DOE contract timeframe created an accelerated effort to gather natural and cultural resource assessments, recreation needs and interests, management issues, public involvement, and decision making.

Park staff teamwork prevailed.

Port Gamble Bike-Ride Park Acquisition  

**District 1**  

**Property Acquisition for Mtn. Bike Area**

**Detail:** Steven Starlund

- Acquisition was initially dependent upon federal LWCF funding.

- Congress did not authorize funding in time for federal FY 2015/2016 (October 1, 2015). Project purpose is to acquire ~200 acres of forested uplands in the Port Gamble Block from Pope Resources for a mountain bike trail facility, which would also access existing trails within the Park and adjacent Pope forestlands. Park was anticipated to be funded by the federal Land and Water Conservation Fund (LWCF), but funding authorization was delayed.
• Congress has since authorized funding for this federal program.
• County staff has prepared a timeline for the acquisition process to be completed in 2017. This
  acquisition was dependent upon federal LWCF funding, which was delayed in Congress. Congress did authorize funding in time for federal FY 2015/2016 (October 1, 2015).

**Challenges / Opportunities:** Acquisition monies through RCO was delayed Acquisition was dependent upon federal LWCF funding, which was delayed in Congress. Congress did authorize funding in time for federal FY 2015/2016 (October 1, 2015).

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**Salsbury Point Boat Ramp Improvement**

**Before**

![Before Image](image1)

**After**

![After Image](image2)

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**Silverdale Waterfront: 2016 -- New “Inclusive” Equipment and Surfacing**

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Port Gamble Stewardship & Access Plan

- Stewardship and Access Planning was funded from the Washington State Department of Ecology grant. Planning began in January 2015 and was completed in June.
- Board of County Commissioners adopted Plan July 13, 2015.
- Park Rules developed.
- Two new trailheads and one kiosk has been constructed.
- Complete Plan with all appendices in process of being printed.

Salsbury Point Boat Ramp

- **Detail:** The northern-most boat ramp was replaced. The original had failed and was beyond its usable life span. Concrete panels were utilized in lieu of traditional poured-in-place concrete for a longer life cycle.
- Construction was completed in December 2014, and all paperwork was finalized until January 2015.
- **Challenges / Opportunities:**
  - The northern-most boat ramp was replaced. The original had failed and was beyond its usable life span. Concrete panels were utilized in lieu of traditional poured-in-place concrete for a longer life cycle.
  - This project had started in 2010 but was postponed due to lack of staffing until 2014.

Silverdale Waterfront Park

- **District 3**
- Replace Playground Equipment
- Ric Catron
Replacement of existing playground which has structurally failed, had that has exceeded its safe life span. The existing facility design and play opportunities were out of date and did not address a wide range of play needs and access.

- Park staff researched and received training in playground architecture and inclusive play principles. Phase 1, new Kompan playground will feature a sailing ship, climbing dome and spinner.
- Construction is anticipated to start in February 2016.

Challenges / Opportunities: Kompan is a widely municipal playground equipment company, but was a new Vendor for the County, and Parks had to go through an initially complicated process to secure this design.

- similar process as we did with the Romtec restroom to select and install. Parks staff continues to work with Purchasing and other County departments to refine the purchasing process.

**South Kitsap Regional Park (SKRP) District 3**

**Skatepark and Field Improvements / New Restroom**

**Detail:** Ric Catron

- Phase IC Improvements will allow for expansion of the skatepark, internal trails and field improvements and restroom.
- Updated Construction Project took 51 weeks for DCD Plan approval. Low-Bid came in over $200,000 above Estimate. Project has been re-scoped, Plans are being revised and will go for re-Bid in 2016. A Romtec restroom similar to the Point No Point (PNP) Restroom is planned. Construction/Installation is scheduled for 2016.

**Challenges / Opportunities:** Project took 51 weeks for DCD Plan approval. Low-Bid came in over $200,000 above Estimate. Project has been re-scoped and will be re-bid in 2016.
South Kitsap Regional Park (SKRP) Restroom  District 3  Ric Catron

A Romtec restroom similar to the Point No Point (PNP) Restroom is planned.

Once full approval for the PNP restroom is authorized, then staff can move forward on the purchase of the SKRP restroom.
Point No Point Regional Park – Fishermen & House on Barge
Long-range Planning

Non-Tangible Projects

North Kitsap Paved Commuter Route Trail (formerly Mosquito Fleet Trail)  District 1  Public Works

Transportation Corridor Planning

Detail: County Public Works is designing a shared-use, paved transportation corridor through North Kitsap Heritage Park.

- Public Works will begin public outreach and work with our Stewardship Group.

Emergency Response Plan

Detail: Parks began discussions to review our emergency response protocol and needs, including; county-wide mapping and classification of trails, park address locations and communication with emergency response agencies.

- Work with Park Stewards to update trail GPS locations, names and trail classifications trail/road inventory.

Kitsap Peninsula Watertrails
Detail: County-wide planning for regional “watertrail” facilities; launch and landing areas for hand-powered vessels.

- Working with Watertrails Advisory Committee to develop a draft management plan including; signing KC Parks watertrail sites, marketing, outreach and education recommendations, and outline key management policies.

Regional Open Space Strategy

Detail: Representing Commissioner Garrido, working with a planning team on long-range planning and management of Open Space throughout a four-county area. Emphasis was placed on establishing long-term stewardship of those newly acquired lands and habitats and an “organizational structure” to coordinate planning and funding opportunities.

Parks Planning / Design / Contract Administration / Construction Process

Detail: Working with Parks staff and County Purchasing Department to Dec – Jan. Work with Terri and Leigh to better develop contracts and purchasing process.

- Developed a Planning/Design/Construction Process Matrix, detailing tasks, responsible lead roles and procedures.
- follow, contract and approve our park projects, with an agreed upon planning process and work on outlining a project planning manual to further illustrate our processes, contract forms, templates, etc.
- Dec. – Jan. – Park projects and Programs Coordination – Meet with Arno and Dori to update on planning and construction and forestry projects to better coordinate what happens in the field.

Steven Starlund
Comp Plan Update

• Parks staff has been attending DCD meetings, open houses and other outreach efforts.

Emergency Response Plan

• Xyz
KITSAP COUNTY BOARD OF COMMISSIONERS

Robert Gelder, Chair

Charlotte Garrido
Kitsap Peninsula Water Trails

Regional Open Space Strategy

Parks Planning/Design/Construction Administration/Construction process

- Refine process for consistency, efficiency and timeliness.

Edward E. Wolfe

PARKS TEAM SUPPORT:

Support for project planning, construction review, resource assessments, volunteer involvement and on-the-ground work, and administrative staff support are all essential part of any park planning and development project.
It takes a team:
Jim Dunwiddie – Director
Dori Leckner – Parks Superintendent
Steven Starlund – Parks and Open Space Planner
Ric Catron, Parks Projects Coordinator
Arno Bergstrom – Parks Forester
Lori Raymaker – Volunteer Coordinator
Terri Lyman – Office Supervisor
Leigh Snyder and Anna Tolan – Contracts and Accounts
Jesi Ogo - Office Assistant /Photo Layout Design

Guillemot Preserve

“The root of all my good work is an early respect for, regard and enjoyment of scenery... and extraordinary opportunities for cultivating susceptibility to the power of scenery.”
– Fredrick Law Olmsted, Landscape Architect
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