

KITSAP COUNTY PARKS ADVISORY BOARD
MINUTES FEBRUARY 17, 2016

Meeting called to order by Chair Ani Gatz at 6:00 PM.

Introduction of the Board – PRAB members present – Jon Pearson, Larry Walker, Joanne Clark, Ani Gatz, Keith Grellner, Susan Cruver & Frank Stricklin. Excused –

Elizabeth Grady, Kathryn Thompson, David Tucker & Brian Kilpatrick

Staff Present: Jim Dunwiddie, Dori Leckner, Arno Bergstrom, Steven Starlund & Leigh Snyder.

Commissioner Garrido and 7 members of the public were in attendance.

Motion:

Motion by: Larry Walker **Second by:** Joanne Clark

Motion to accept the January 20th, 2016 minutes Discussion: Accept minutes with the addition that the board acknowledged the potential of Navy training in Parks and will hold discussion if and when facts are provided.

Action: Minutes approved with addition.

Correspondence & Communication: Jim Dunwiddie reported a letter was received from Alvin Andrus tendering his resignation from the PRAB. David Tucker has been appointed to replace him.

Opportunity for Public to Address the Board: John Blindauer asked for the status of the Mycological Society using ½ the Presidents Hall for its event at a reduced cost. Jim Dunwiddie answered the question is under review, however, historical use by use needs to factor in to the discussion. He also attended the Banner Forest work party Saturday and wondered how word gets out about work parties and other news. Larry Walker, who is a BF Stewardship committee member said he will email him with information. Dori Leckner will look for ways to post on the park kiosks.

Directors Report: Asbestos abatement will start on February 19, 2016 at the Silverdale Community Center and will take approximately three weeks. The bid for demolition of the building will then go out. Met with the Kitsap Regional Library who will be vacating the Kingston Community Center in mid April. Property Ordinance passed by the BOCC. A Public Hearing will be held regarding of the disposal of the Kingston Community Center. A meeting was held with the Sheriff, the Under Sheriff, Chief of Patrol, & Dori Leckner to discuss expanding presence in the park, training, volunteers, and establishing a point of

contact with law enforcement. It was a great discussion and the first positive item to come out of it will be the attendance of the Community Resource Officer at the annual stewardship meeting Wednesday the 24nd of February at the Eagle's Nest on the Fairgrounds.

Community Forestry Program Report: Thinning will likely continue at NHHP through March. Frank Stricklin and Arno Bergstrom present to the BOCC 5:30 Monday, February 22. (also available on BKAT) Work began on this pilot program in 2011. 9Report Attached).

Operations Superintendent: Event Center Capital Project update – HVAC site walk today. Tennis Court improvements to be early March, Pavilion restroom floor replacement may not have to go through the bid process, and the bid is out for the Pavilion roof seal and painting. (Full report Attached)

Parks Resources Superintendent: Worked with a crew from the Nimitz on clean up and maintenance projects at Norwegian Point Park. Navy volunteers will also perform tasks at Point No Point Lighthouse Park, February through May, to build an ADDA ramp to the wildlife viewing platform, remove the small retaining wall and resetting of the split rail fencing near the wetlands. (Full Report Attached)

Parks Planning – Silverdale Waterfront Park -Old playground equipment will be removed starting February 22 followed by installation of the new equipment on February 29th. (Full Report Attached)

Stewardship Groups – NHHP- letter shared written to Captain John Ring who provided AIMD Volunteers from the USS Nimitz (CVN68) to work in the park on the 9th and 10th of February. The group cleared a mile of Scotch Broom and planted over 700 Native plants at the Interactive Wetlands Site. Special recognition to the leadership of Ensign Garske. Recognition of Northwest Logging (Justin Melton who rented an excavator and cleaned ditches and armored Rhodie Hill and Ravens Trail. Thank you to Arno Bergstrom and Keith Asbury for their quick response to an erosion control issue on Old Loop Parkway. (Letter and Report Attached)

Banner Forest –the turnpike construction is underwater and we will need to bring the trail up to alleviate. Steven Starlund was asked if more grating material can be provided.

Priority of Use – Sub-committee has met 2-3 times and have come up with several recommendations. The report is being prepared for future PRAB meeting.

Old Business – Staff provided explanation of Rom Tech restroom as being a pre-fab vault toilet kit – similar to the units at Howe Farm and Silverdale Rotary Skate Park. It was noted Anderson Point Park has an erosion issue with water and debris runoff from an adjoining property. Jim Dunwiddie answered that the situation is currently under discussion with the Civil Prosecutor. He will provide an update to the PRAB when available.

New Business: Frank Stricklin would like to propose a new subcommittee composed of leaders of various stewardship groups to meet and address issues in common.

Jim Dunwiddie reported that the Washington State Fair Managers Conference will be held at the Baymont Inn March 19th. The 4-H agreement is close to being complete with the exception of the Equine portion. This will be addressed separately.

Keith Grellner – BOCC will be hearing a proposal for Homeless Encampments on February 22, to allow certain organizations/groups to establish camps (possibly tents) with regulations. Commissioner Garrido stated a volunteer group has been working on this issue for two years. The camps must have access to running water etc. and will help folks with services and network resources. Keith encouraged citizens to come to the February 22, 2016 BOCC meeting.

Susan Cruver addressed the native plantings at the Olalla Boat Launch and observed the beach grass is great and the fescue is doing ok and should continue to fill in.

Motion:

Motion by: Susan Cruver **Second by:** Joanne Clark

Motion made to adjourn meeting.

Discussion: none

Actions: Meeting adjourned 6:45PM

KITSAP COUNTY PARKS DEPARTMENT

Director's Monthly Report

February 2016

Silverdale Community Center

The asbestos abatement contractor has begun work. The bid specifications for the demolition contract specifications have been prepared, but the advertisement of this project will be contingent upon having a firm date for the completion of the asbestos removal. A walk through with potential demolition contractors can not be conducted while the asbestos abatement is being performed.

Property Management Ordinance

The ordinance containing procedures to address the numerous occasions to acquire private property or dispose of existing assets was adopted by the County Commissions on January 25. The Property Management Committee is being formed.

Kingston Community Center

Meeting scheduled with Kitsap Regional Library staff to coordinate the move out of the community center to the new Village Greens site in Kingston. Use of the building will terminate at the time of their vacating the center.

Kola Kola Park

Meetings will continue with Kingston Trails/Parks Committee to address potential use and maintenance of the fields at the park.

State Inmate/Mission Creek Program

There is no update to the suspended WA Department of Corrections program utilized by the department. This program has become a vital component in providing adequate grounds and building maintenance.

Contracts and Concessions

Two- year contract has been executed with Kitsap Pumas for continued use of Gordon Field.

A three-year contract with SK Batting Ranges is being finalized for the company to continue operating batting cages at South Kitsap Regional Park.

A three-year contract with Crazy Eric's to operate a food concession (publicly bid) at various fairground areas and facilities will be awarded this month.

A draft agreement had been provided to Kitsap Live Steamers last fall to address their operation at South Kitsap Regional Park. A meeting to discuss the draft with KLS representatives was held last month. Officers are to provide additional information on future building plans.



Community Forestry Program Update

February 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 be under way on the east side of the park including the area occupied by the Live Steamers.

Restoration Thinning

Status: Restoration thinning has been underway at Newberry Hill Heritage Park since early September; as of this week, approximately 2/3 of project acres have been thinned. Thinning operations are expected to be completed in early March. Net revenue as of 2/09/2016 was \$142,082 with 327 loads. With 2/3rd of the restoration thinning remaining at Newberry Hill Heritage Park, we're on pace to come in at around \$200,000 in net timber revenue.

Forest Practices Applications are being prepared for the 2016 restoration thinning projects.

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 completed their work at Newberry Hill and will be at Port Gamble in May 2016.

Tennis Court – Tree Removal

Anticipate an early February start date or sooner if Coen and Sons are ready to go on this project.



Community Forestry Program Projects

Project List	Timeline
Timber Removal @ South Kitsap Regional Park	Deadline: December 2015
Restoration Thinning @ North Kitsap Heritage Park	Completion: September 4, 2015
Restoration Thinning @ Newberry Hill Heritage Park	September 2015 through March 2016
Fairgrounds & Event Center Tennis Courts – tree removal	January/February 2016
Park Wildfire Protection Planning	September 2015 through December 2016
Port Gamble Forest Heritage Park - Forest Stewardship Plan	September 2015 through March 2016
North Kitsap Heritage Park - Forest Stewardship Plan	September 2015 through March 2016
Park Steward Training/Education	September 2015 through March 2016
Restoration Tree Planting	February through March 2016
Planning 2016 Restoration Thinning	November 2015 through February 2016
Relocation of Oysters @ Port Gamble Forest Heritage Park	February through April 2016
Restoration Thinning @ Port Gamble Forest Heritage Park	April 2016 through July 2016
Restoration Thinning @ North Kitsap Heritage Park	August 2016 through October 2016
Coulter Creek Heritage Park – Forest Stewardship Planning	May 2016 through December 2016
Banner Forest Heritage Park – Forest Stewardship Planning	May 2016 through December 2016
Urban Forestry Restoration Program Projects	January through May 2016

Parks and Recreation Department Superintendent of Operations Report

Fairgrounds & Events Center, Village Greens Golf Shop, Permitting Process, Marketing
February 2016

A. Facilities

- Turf Management – Staff will move forward with this program in March.
- Light poles in lower bowl – work began on the wiring February 8th.
- The Pavilion floor is prone to staining. Staff have worked with the company that installed the flooring to ensure the proper methods and cleaners are being used to help alleviate the issue.

2. Grants

- Boand Family Foundation Grant - Lower Arena Roof
 - The roof structure is complete. Contractor working on gutters, moving roof runoff to the retention pond, and putting the sides onto the announcer's booth. Contractor has ordered lights. Wiring completed pending receipt of the order.
- PFD Funding

Phase One - Lobe Field Improvements.

Construction began on February 2. Concrete footings for the seating areas was poured on February 8. Change order was put in for the left field fence line to expand social area. Next steps will be to install concrete forms, then pour the concrete pad and backstop. Install netting and fencing. Staff are working on turn, warning track.

- USTA Grant – No movement on this – it is volunteer driven.
- NRPA Crowd Funding – The National Recreation and Parks Association has agreed to assist staff in a social media blitz which will include social media from the Kitsap County Parks Department, Kitsap County, Central Kitsap School District, Tennis League, and the NRPA's social media – with the intent that everyone who sees it will share it. The campaign aims to raise \$15,000 for a walkway and lighting for the Tennis Courts. This 30 day social media blitz begins at the end of March.
- Department of Agriculture Health & Safety Grant – Received \$48,200 to re-pave rough areas that cause tripping, to put gutters on the west side of the L-Barn. This project to go to bid in March with work being completed by end of July.

B. Rental/Events

Events held included: **January:** Volleyball Tournament, Gut Check Challenge Wrestling Tournament, Martin Luther King Jr. Celebration, Volleyball Tournament #2, Derby Brats

Bout, Special Olympics Basketball Tournament. **February** – Daddy Daughter Dance, Gun Show, Derby Brats Bout #2, Volleyball Tournament #3, New Life Night to Shine. West Sound Business Expo, Kitsap Quilters Quilt Show, Kitsap Wedding Expo, Awana Games, and Antique Show. **March** - Roller Derby Showdown, Vintage Market, Gun & Knife Show, Spaghetti Feed Fundraiser, KCD Tree Distribution & Sale, New Life Youth Conference, Home & Garden Show, Peninsula Dog Fancier's Dog Show.

C. Staffing/Training

- January
 - Blood borne pathogens – maintenance staff
 - Process Improvement Kaizen – Facility Rental Permit Process
 - Safety check on noise while using equipment

D. Marketing

- Websites were updated for Parks (www.kitsapgov.com/parks) and Village Greens (www.Villagegreensgolfcourse.com).
- Facebook page was updated.
- County Sharepoint Intranet was updated.
- Ads placed on www.kitsapgov.com on the county calendar
- Events posted to Govdelivery – county mass e-mail list.
- Events posted to County Bulletin Board for staff.

E. Permit Process

Lean Six Sigma Process – Lose the wasted time and gain standardization

The Just Do It portion of this is in process – it involves changing paper copies into electronic copies for retention purposes. Clarification on retention law has been provided to ensure compliance. Kaizen went well for the Permit Process Improvement. 7 staff spent a week paring down 4 processes into one. Now working on completing the To Do List (PEAK Plan). The new leaner process should roll out to the customer in May.

F. Village Greens Golf Shop

Opens again March 14. Free Golf Day. Contests. One staff set to retire in April. Seeking new staff. Marketing for First Tee Program from both organizations will soon be rolled out. Both Golf Instructors plan to return.

G. E-Tix Program

- January – Wrestling tournament went well.
- March - Roller Derby Showdown, Home & Garden Show scheduled.
- May – Destruction Derbies begin

H. Work Parties

- 9 sailors from the Nimitz assisted the Disc Golf Folks in clearing out logs in the underbrush.
- Washington Youth Academy being scheduled for upcoming projects.
- Mission Creek Crew will not be scheduled this month.
- Eagle Scout Projects – Scout #1 – Hand wash station into recycle station – complete. Scout #2 – Installing flag poles at Gordon Field. Project still in design phase. Scout #3 – Kiosk for Presidents' Hall and Pavilion with benches – status unknown. Scout #4 – Eagles Nest Patio – Project complete. A new Eagle Scout Candidate has chosen the project of putting a flag pole at the memorial area.

I. Vandalism

Staff found vehicle tracks on Concert Park. Minor damage to lawn.

J. Capital Projects 2016

- 1st Quarter
 - **HVAC units in the Pavilion** – Contract to install 4 units this month. Two additional units to be installed.
 - **Concession Equipment** - \$17,000 to replace equipment for Lobe Fields.
 - **Hood** - \$16,000 for Presidents' Hall Kitchen type 1 hood. Staff waiting for quotes.
- 2nd Quarter
 - **Tennis Courts Improvements** – .45 acres of trees to be removed. School District trees will be thinned, scheduling now. Funding - \$30,000 in capital funds and \$20,000 promised by the Central Kitsap School District. Forester is trying to schedule tree contractor to cut down trees. MOA is close to being signed by the school district.
 - **Pavilion lower Restroom Floor** – \$40,000 to replace flooring in lower restrooms. Staff has not received any response from Home Depot, towards a corporate sponsored project.
- 3rd Quarter
 - **Pavilion Roof Repair & Painting** - Informal Bid to go out in March.
- 4th Quarter
 - **Concession Upgrade** – An informal bid being devised for contractor to build a pre-fab building.
 - **Storage Building** - Staff met with exhibit equipment contractor to determine whether to add a storage building onto the existing building to purchase a stand alone metal storage unit.

KITSAP COUNTY PARKS DEPARTMENT

Parks Resource Division Monthly Report February 2016

Central Parks

Anderson Hill Athletic Fields

Tree removal along the fields still a work in progress. This will increase air flow and more sunlight onto the fields, thus allowing the fields dry out, and increase play on the fields.

SWF Park

Parks staff to install new park lighting – bollard style. KC Public Works to make sidewalk repairs, to eliminate liability and trip hazards to the public.

Anderson Point Park

Parks staff to work with park volunteers in planting hillside and placing logs and tree root wads. Continue to monitor the park ditches and culverts.

Silverdale Community Center

Contract signed and contractor starting on abatement. KCSO and CKFR may conduct training at the building prior to demolition.

North Parks

Kingston Community Center

Parks staff to meet with KRL staffing to discuss the closure of the building. Meeting to take place February 17th.

Norwegian Point Park

U.S.S. Nimitz sailors to perform general park maintenance on February 8th. Community member offered his assistance and equipment to remove decking and boat house add-on. FEMA denied our request for funds. UST removal contract being routed.

Point No Point Lighthouse Park

. Navy volunteers to perform tasks in the park February thru May. Building an ADA ramp to the wildlife viewing platform, removal of the small retaining wall and resetting of the split rail fencing near the wetlands.

Salsbury Point Park

Navy volunteers to come and conduct general park cleanup on February 9th.

South Parks

Anderson Point Park

Staff still working the trail and ditches, clearing and removing trees. Signs and restoration work to follow.

SKRP

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.

Veterans Park

The removal of dead trees along the frontage of the park ongoing.

Park Stewardship Reporting

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.

Updates –

- Posting for the last (2) new FTE position in the parks. Applications being reviewed.
- Work plans and budget requests are being completed by all stewardship groups.



KITSAP COUNTY PARKS

Parks and Recreation Advisory Board – February 2016

Parks Planning Report

Steven Starlund | Ric Catron

KOLA KOLE PARK –Historic Schoolhouse Exterior Restoration

Contractor completed window/wall finish work in the south upper classroom for safety and security. Staff is developing a landscape restoration plan which will include removal of contaminated soil.

Staff is working with the Kingston Historical Society to outline their storage needs in the upstairs.



Pt. No Pt. Restroom



Contract for Romtec Restroom Kit purchase has been approved by Board of Commissioners. Final colors for doors and trim to match Lighthouse scheme.

Parametrix Engineering can now proceed with permits. With permits approved, we can go to bid for a contractor to construct with the Romtec kit. Construction anticipated to begin Spring, 2017.

Harper Estuary Restoration Project

Project Description: The County has plans for the restoration of the Harper Estuary and make roadway improvements at the site. Currently a Kitsap County Park, it is used for passive recreation. In addition, there is an informal boat landing used for kayak and small boat launch, along with small boats on trailers at higher tides.

The proposed project will not alter the existing use of the property. The fill removal and channel improvements will restore the estuary. The boat landing will be relocated and reduced in size as part of the project, maintaining the current use with less impact to the environment. During construction, the boat ramp will not be available for public use.



Historic Howe Farm Barn – Restoration & Farm-Park Planning



KITSAP COUNTY PARKS

Barn restoration is well underway. Concrete footings have been poured for the south wall.



Additional work includes removal of barn debris, expanded structural damage interface with 1946 barn, and electrical panel relocation and upgrade.

Orchard: Staff is working with Peninsula Fruit Club, WSU Extension and Howe Farm Stewards to assess the historic orchard's health and begin a seasonal pruning with volunteers.



Vegetation Management / Gardens: Staff is also working with WA Conservation Corps crews this spring to clear scrub vegetation and prune trees along the Mile High and Long Lake Roads for landscape views of the farm for travelers.

Met with Stacy James, Kitsap County's new Veteran's Program Coordinator to discuss a proposed Veteran's Victory Garden at the Farm Park.

Beaver pond: A beaver population has successfully dammed a tributary of the Salmonberry creek and has flooded approx. 3 acres in the park's valley. Subsequently the cedar grove is both inundated and the beavers have girdled the cedars. This stand will become snags and habitat for roosting waterfowl and raptors. Planning is underway to construct a walkway around the beaver dam to facilitate access to the upland woodlot habitat.

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 Parks' capital budget. Revised plans received from BCRA 2.8.16.

Assumed timeline:

2/24 – Purchasing to advertise (3-week window)

3/16 – Bids close

5/11 – Contract awarded, allow up to 60 days.

5/16 – Start of construction, allow up to 10 weeks.

7/25 – Construction complete.

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.



KITSAP COUNTY PARKS

Silverdale Waterfront Park –Replace Playground Equipment

Old playground equipment and surfacing will begin demolition on Feb. 22, followed by installation starting on Feb. 29.

Completion and opening ceremony to be scheduled in early March.



“Spinner”

PORT GAMBLE FOREST HERITAGE PARK – Stewardship | Trails

Staff is awaiting approval of the Hydraulic Permit (HPA) to WDFW and a DCD Building Permit for a new pole-stringer bridge/boardwalk design and construction. EMBA, Backcountry Horsemen and Great Peninsula Conservancy have pledged support for the construction and materials purchase. Anticipated construction in March. Forest Block property acquisition is currently in negotiations with Olympic Property Group (Pope) to determine timber values and acreage to be acquired. Ride Park acquisition process is underway with a 2017 schedule for appraisals and grant funds purchase.



Staff completed the final Resource Stewardship and Public Access Plan for the Park. With resource assessments and related reports, the document is 240 pages. PDF copies are available upon request and will be posted to our website.

Future Forestland Acquisitions: OPG has proposed a \$1.3 million dollar acquisition cost to Dept. of Ecology for property development rights and reserves a “timber deed”. Funds are to be spent on the Pt. Gamble bay-side of the north ridge. “Timber Deed” refers to purchasing the land base and providing OPG the rights to harvest the trees and replant over 20-30 years, the forest resource returns to County. Negotiations are under development.