

APPROVED

May 18, 2016

KITSAP COUNTY PARKS ADVISORY BOARD
Minutes April 20, 2016

Meeting called to order at 6:05 by Chair Ani Gatz.

Introduction of the Board – PRAB members present – David Tucker, Frank Stricklin, Kathryn Thompson, Joanne Clark, Ani Gatz, Elizabeth Grady, Larry Walker, John Grintner, Brian Kilpatrick. Absent: Susan Cruver & Jon Pearson.

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

Members of the Public: 12

Motion:

Motion by: Kathryn Thompson **Second:** David Tucker
Motion to accept the March 18, 2016 minutes as presented
Discussion: None
Action: Minutes approved by unanimous vote

Correspondence & Communication – None

Public Comment:

- Ted Karanson from Kitsap Live Steamers thanked Parks for removing trees. Advised the Park and KLS were on KOMO this past Saturday. If you missed the broadcast check out the KLS website.
- Susan Anderson – Kitsap Mycological Society – happy to see a Resolution coming before the Board of County Commissioners to allow for ½ space rent fees for both the Kitsap Sun Pavilion and Presidents Hall.
- Short video presentation from the Norwegian Point Park Stewardship group outlining the history of the park and buildings and its’ direction in the future. Thanks to parks and the Navy volunteers who assisted with the latest removal of blackberries and weeds. The next step will be to work with Parks and the Hansville Community to develop a master plan. PRAB members Kathryn Thompson and John Grinter as well as Parks Resources Superintendent Dori Leckner thanked the Hansville Greenway group for hosting the meeting and providing the video presentation.

Directors Report – Jim Dunwiddie – In addition to the written report provided he will be a member of the panel for the CK Campus Development Services Consultant interviews. We have been looking at what the difference is at Illahee in regard to disposal of pet waste as this park does not have the issue we are experiencing in other parks. The difference we believe is the availability of mutt mitts at a station with the disposal can that

is taken out to be removed on a weekly basis. We will partner with Clean Water Kitsap to see if we may implement this system in other parks where pest waste disposal is an issue. The agreement with Kitsap Live Steamers is anticipated to be completed in May.

Superintendent of Operations – Billie Schmidt – In addition to the written report provided to update the restroom floor replacement at the Kitsap Sun Pavilion. This work is scheduled and will be done in May.

Parks Resources Superintendent –Dori Leckner – No questions regarding the report provided. Elizabeth Grady asked about purple pipe with the possibility of treated water used for irrigation at the Fairgrounds specifically the ball fields as reported in the paper. Neither Dori nor Jim had heard of anything happening on the Fairgrounds but the possibility was raised at South Kitsap Regional at one time. It would be cost prohibitive to bring in pipe now. Frank Stricklin advised that a good resource for her to speak to would be the engineer at Silverdale Water. John Grinter said it's always good to look to water retention and conservation where it makes sense long term. Dori indicated the Kingston Community Center closed on the 28th. Kathryn Thompson notes that Kola Kole Parks looks great. Dori commented further on the pest waste program – 35 gallon container, mutt mitts, signage provided and the stewards bring the container out for Waste Disposal to carry away – great program in partnership with Clean Water Kitsap, Parks, and the Stewardship group.

Park Planning – Steven Starlund – NKHP shared used paved ADA at the stream crossing – Public Works project – will be paved with a side bar with gravel for horses and runners. Information will be available in May on the Public Works website and Parks will post a link, there has been a meeting with Commissioner Gelder and the Park Stewards. The travel corridor will follow an old logging road – the stewards were concerned about the parking area management and access. These items will be further addressed. Public Works will do an outreach for the new bridge being built at the Harper Estuary which we have found out Kitsap County does not own. The area is owned by DNR and WDFW. We do own property there and when work begins on the new culvert in exchange for using our land as a staging area we will receive a terraced walk way down to the estuary with a hand launch for watercraft. Public Works will do more public outreach as the project progresses. May 5th Oyster relocation up at Port Gamble - must relocate the oysters away from the pilings that will be removed. State Historical society was pleased with the aging of the new materials fro the Howe Farm Barn project – they could not tell which was the new wood. New trailhead stated at Port Gamble as Arno discovered the original road to the old mill, a work crew has cleared and roughed in the trail.

Stewardship Committee Reports:

- Newberry Hill Heritage Park –Maprika is now very accurate for all trails in the park after being surveyed with a GPS and the data submitted. Work continues to clean up from the storm damage and recent thinning. All trails open but the trail to the

beaver dam. 6 culverts scheduled to be replaced. This Saturday a work party of students from Klahowya will pull scotch broom.

- Banner Forest – storm clean up continues. May work party to raise the trail up over the wetlands that was underwater from the winter storms.
- Port Gamble – Storm clean up completed, all trails open. Stumps from thinning process cut down to alleviate any hazard. Moved the Voo Doo raise to the south end. Raised \$1,600 from that event for the park. Working on a Stewardship plan for the entire property. May 14th the Stottlemeyer race – largest in the state – will be held – historically this event has raised \$5,000 for park trails.

Old Business – Ani Gatz - Communications draft plan being reviewed and vetted by the County. The recommendations on historical use document has been completed and turned over to Parks.

New Business - Joanne Clark mentioned a citizen concern at Anderson Point Park with people driving on a private driveway, dogs off leash and running free. She advised the citizen to call 911 or come to the PRAB meeting to voice any concerns. He is in the process of re-signing his property and hopefully that will act as a deterrent. Thank you to the Parks Department for all the work done at Olalla beach.

John Grinter mentioned that Bainbridge Island is moving forward on a non motorized 10-12 foot pathway for the regional trail network that will tie in Sound to Olympics Trail.

Motion:

Motion: Larry Walker	Second: Kathryn Thompson	:
Motion to Adjourn		:
Discussion: None		:
Action: Approved by unanimous vote at 7:34 PM		:

KITSAP COUNTY PARKS DEPARTMENT

Director's Monthly Report

April 2016

PRAB Discussion Items for County Commissioner Action

The Board of County Commissioners has the following Resolutions, as Consent Agenda items, for their April 25, 2016 meeting.

1. Resolution renaming "Time Oil Park" to "Chico Salmon Park."
2. Resolution establishing new rental fees for the partial use of Presidents Hall and Kitsap Sun Pavilion.

Park Season Opening

For over two decades, the majority of county "lake" parks have been gated closed October through March. In an effort to evaluate the resources needed to support an extended season, Island Lake County Park remained open 2014-15. Long Lake County Park remained open through the winter of 2015-16. The extended period for public utilization has been without incident, and has not created a burden to parks staff.

All parks and restroom facilities were open for the season on April 1. Horseshoe Lake and Wildcat Lake County Parks will continue with a Spring-Fall operating schedule. Horseshoe Lake County Park will operate May 7 through October 2 under a shared maintenance agreement with KeyPen Park District..

Lobe Field #1 Improvements

The project funded by the Kitsap County Public Facilities District is near completion. "Punch List" walk through was conducted April 14. There were a few fencing and netting items to be addressed. Additional safety netting and fencing requested as Change Orders. Project timeline will not impact play. First game scheduled April 16.

Silverdale Community Center

The asbestos and lead abatement was completed, and bids were advertised for the demolition. Contract for demolition, material removal, and site grading is being reviewed. Both project contracts are under cost estimates. Sheriff's Department and First Responder training will be conducted in the facility late April through May. Demolition is expected to begin after Memorial Day.

Kingston Community Center

The Kitsap Regional Library closed operations on April 9. We conducted April 14. The Chuck Wagon Senior Nutrition program will continue using the facility twice a week through April. Department staff will secure the building after April 28. The sale of the facility to Coffee Oasis is expected to be completed late June.

Kitsap Live Steamers License

The draft License Agreement with Kitsap Live Steamers is under county review. The initial license period is five (5) years. The future KLS building expansion, proposed for 2017, will be treated, separately, through a Memorandum of Understanding.

Joint Grant Application

The Board of County Commissioners has approved a joint DCD-Parks grant application for the WA Department of Natural Resources' Landscape Scale Restoration Program on assessing, conserving and managing forest landscapes. The County's letter of interest was one of five selected to continue with a full proposal.

Parks and Recreation Department Superintendent of Operations Report

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

Facilities/Grounds

Baseball fields open, renovated Lobe Fields #1 to open April 15.

- Colorful plantings will be added to the Parks Department entryway.
- Eagle Scout Projects – 2 completed, 2 in progress, 1 starting soon
- Wi-Fi in Presidents' Hall and Pavilion is now at maximum capacity. Staff and IS Dept. are working on a low cost solution to hold the bandwidth high at the facility.
- Fertilizing, aerating, and seeding sports fields is under way.

Grants

Boand Family Foundation Grant - Lower Arena Roof

- Drainage – DCD requested re-design of the drainage plan, change pipes on south side to PVC pipe with smooth wall and add clean out's on all gutters. Contractor waiting for final plan before scheduling work.
- Staff and contractor will build up base at announcer's booth for entry pad
- Painter hired for the stairs and railing
- Ribbon cutting ceremony in June – details will follow.

PFD Funding

Phase One - Lobe Field Improvements.

- Backstop padding is on
- Installation of netting ongoing.
- Punch list walk through scheduled for April 14
- Staff working on warning track and sprinkler system
- Completion date of April 15th anticipated.

USTA Grant – no new update.

Department of Agriculture Health & Safety Grant – Contract has been signed by all. Bid sent out for paving and L-Barn Roof gutters. Timeline for completion of both projects is late June to July.

- Gutter site walk took place on April 6th.
- Site walk for paving is scheduled for April 14.

Rental/Events

- Events held included: **Late March** – Peninsula Home & Garden Show, Peninsula Dog Fancier Dog Show, **Early April** – CCA Fundraising Banquet, RAGS, Derby Brats Bout, Water Festival, Just Between Friends Children's Consignment Sale, South Kitsap FFA Spring Fair, Puma's Exhibition game, Military Appreciation Day.
- Upcoming Events include: **April** – Bremerton Gun Show, Volleyball Tournament, Kitsap Pumas game, Rabbit Show, Fuchsia Sale. **May** – KCMS Fun Run, Fair Market Animal Ice Cream Social, Master Gardener's Plan Sale, Derby Brats Bout, Baseball Tournament (2), Pumas Game, Corey's Day on the Farm, Patient Appreciation Day, CKSD Bus Rodeo

Staffing/Training

- Cross training of event processing staff began and is ongoing weekly. Trainings have included: EventPro Actions tracking, Electronic Readerboard Programming, Key Card Access Programming, Fairgrounds & Events Center special processes; SharePoint Training, Cognito online forms training.
- Upcoming trainings include Ballfield Rental special processes; Plain & Simple Effective Workplace Writing, SharePoint Training.

Marketing

- Staff met with Kitsap Sun regarding online ads and printing existing brochures; KS will provide estimate and plan for 2016.
- CrowdFunding on NRPA went live March 29, sent out by the NRPA and social media. Staff seeking spot in County employee newsletter. BKAT to broadcast.
- Multiple ads continue to be placed in Kitsap Sun newspapers included:
 - a. Vandalism campaign
 - b. Facility rentals
 - c. Next Big Thing (Fairgrounds & Events Center)
 - d. Village Greens Golf Course
 - e. Village Greens Golf Course May special
- Websites were updated for Parks (www.kitsapgov.com/parks) and Village Greens (www.Villagegreensgolfcourse.com)
- Facebook page was updated.
- County Sharepoint Intranet has been updated.
- Events 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.

Permit Process - to be renamed Reservation Process by May 1

Lean Process – Process improvement is going well, staff have:

- Completed approximately 65% of the PEAK Plan (9 tasks)
- Submitted 6 documents to the director for approval
- Cross training has begun
- Determined issue and repaired - Readerboard and Key Access Issues on Fairgrounds
- Set up an event paperwork tracking system in EventPro
- Begun putting an online application together

Village Greens Golf Shop

- Opened March 14 - 56 patrons attended.
- First Tee is scheduled to begin April 25. Preview event to be held on April 17 with bbq and skills challenge. Registration open now: www.thefirstteesps.org.
- One staff person is set to retire May 21st. Job ad has been placed.
- Extra Help staff has been hired to begin April 16.

E-Tix Program

- Home & Garden Show went well in March
- Destruction Derby events beginning in May
- Hiring ticket sellers – job ad posted
- Staff working on Fair tickets

Work Parties

- Volunteer David Grant returned to his post at the Kitsap Kids Playground.
- Volunteer Cliff Hanson volunteers three days a week assisting Fairgrounds maintenance with a variety of tasks.
- Forty-five Washington Youth Academy members assisted maintenance on 3 occasions. Projects included digging a trench for the tennis courts drainage; Lobe Field Phase #1 Improvements; and pulling scotch broom.
- Twelve Sailors from the US Navy (USS Nimitz) assisted staff in getting the warning track put in on Lobe Field #1 during Phase #1 Improvements.

Vandalism/Theft

- Gator stolen November of 2014 was returned on April 1st.
- Vehicle driven through fence at Tibardis and Fairgrounds Road by Thunderbird Stadium.

- Resurfacing project will take care of the tagging done to the Tennis Courts.

Capital Projects 2016

- **HVAC units in the Pavilion** – Contractor will schedule once parts received.
- **Concession Equipment** – Completed.
- **Hood** - Presidents' Hall Kitchen type 1 hood - Staff is seeking quote for ventless hood. This has been recommended by several fire suppression companies.
- **Tennis Courts Improvements** - Tree removal has been started, to be completed by April 17.
- Contract in process in resurfacing project.
- Fund Your Park campaign began on March 29 and will run through April 28 – social media crowd funding campaign. Funds raised will cover drainage, restrooms, and stair project. Extra funds will cover enlarging doors to the courts to allow access for maintenance machinery, electrical outlets at each court, and storage.
- **Pavilion lower Restroom Floor** – In contract process.
- **Lobe Fields PA System upgrade** – Plan and estimate received. Looking to incorporate an upgrade of the Gordon Field system.
- **Pavilion Roof Repair & Painting** – In contract process.
- **Concession Upgrade** – Estimate being sought for concrete pre-built buildings.
- **Storage Building** – Seeking estimates on 20'x20' stand alone structure to be placed adjacent to the Presidents' Hall.

KITSAP COUNTY PARKS DEPARTMENT

Parks Resource Division Monthly Report April 2016

A. 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.

Anna Smith Park

House slated for demolition. Contract signed.

Bremerton Naval Hospital Crew adopted the park. Conducted first work party on April 8th, performing general park cleanup.

Illahee Preserve

Contract signed for mobile home removal work pending demo permit.

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.

Silverdale Community Center

Contractor awarded. Contract being routed and signed.

Guillemot Cove

Research continues to find funding sources to maintain and repair the (7) culverts and various ditches on the main service road.

B. North Parks

Kingston Community Center

All tenants to be out of the building April 9th. Walk thru with KRL staffing set for the 14th of April. Meals on Wheels in the building until the 28th.

Kola Kola Park

Parks staff completed turf program. Pressure washing and general park cleanup completed.

Norwegian Point Park

Next steps to add sand, boat house repairs and a new fence installed. New park entrance sign to be installed. Well house repairs needing to be done.

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. Will install an ADA ramp to the wildlife viewing platform.

Buck Lake Park

Parks staff working with WDFW and KC Noxious Weed Coordinator, for lake weed removal to restore swimming area.

Salsbury Point Park

Parks staff working with contractor on floating dock repairs. Floating dock installation set for the 8th of April.

Suquamish Pathway Park

W.C.C. to work with parks staff limbing and pruning trees, encroaching on adjacent property.

C. South Parks

Anderson Point Park

Staff continue work on 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 partner with other county departments for a solution to the water and erosion from the adjacent property owner.

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

Horseshoe Lake Park

Partnership with Key Pen Parks. Park opens May 7th.

SKRP

Increased presence of KCSO has helped to deter some illicit activities at the park. Parks staff closed/locked interior gate at Lund Ave entrance.

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.

Various locations for trees to be removed by contractor.

Village Greens Golf Course

Golf Course opens for a new season.

Veterans Park

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

KCSO and Port Orchard Police working with parks staff for solutions to the homelessness/camps in the woods.

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.
- Parks staff training: NPDES/IPM and Situational Awareness with KC Risk Management. Electrical safety training with PSE.

Parks and Recreation Advisory Board – April 2016

Parks Planning Report

Steven Starlund | Ric Catron

KOLA KOLE PARK –Historic Schoolhouse

Green Earthworks Construction (GEC) NW Inc. received a Notice of Award for \$25,327.10 to remove the contaminated soil from around the landscaping and playground. Contract approval period – 1 month. Anticipated work -- 2 wks. Schoolhouse playground is currently closed with a fencing and sign.

Park staff and Kingston Historical Society will be applying for a Washington State Historical Society Grant to pursue upstairs classroom improvements to provide for safe and secure storage and occupancy by the Kitsap Historical Society.



PORT GAMBLE FOREST HERITAGE PARK – Stewardship | Trails | Oysters

Staff is working with the Great Peninsula Conservancy and the North Kitsap Trail Association to develop new and improved trail extensions within the park, according to our Stewardship Plan. WCC Crews have completed the Beaver Trail improvements including cedar fence styles to restrict use to the original trail for pedestrians only, as a wildlife viewing area.

Staff is awaiting approval a DCD Building Permit for a pole-stringer bridge/boardwalk design and construction and working to get USFS standard bridge and boardwalk designs as an “off the shelf” permitted structure for future projects. Volunteer construction is anticipated in May.



Great Peninsula Conservancy is coordinating with Park Staff for a “Save the Oysters” event, to re-locate oysters around the shoreline pilings. Even is scheduled for Saturday, May 7, 10-2pm



SAVE THE OYSTERS! Great Peninsula Conservancy, Kitsap County Parks, REI and Kitsap Forest & Bay Project are teaming up to relocate oysters growing near the pilings in Port Gamble Bay. If we don't move them now, the oysters will be buried and lost when pilings are removed in cleanup efforts this summer! Want to Help? Bring your waterproof boots, heavy duty gloves and a five gallon pail or large storage tote on May 7th at 10am to Port Gamble e Heritage Park. Stay for a tail gate oyster roast!

Pt. No Pt. Restroom

Point No Point Restroom Construction Contract Bid opens April 15, closes May 10. Contract approval = 1 month. Anticipated construction start in early June; allowing 8 weeks for contract.



Historic Howe Farm Barn – Restoration & Farm-Park Planning

1920's Barn_restoration is 90% complete. Additional work is scheduled to shore-up the 1946 Barn with interior support posts, install roof gutters to both barns and add drain-rock around the foundation

Before



After



Sun Path
Construction
Company
Restoration Work



Orchard: Peninsula Fruit Club, WSU Extension and Howe Farm Stewards began pruning of the old orchard remnants and look at the health and stewardship need for the new orchard plantings.

Community Gardens: Kitsap County's Veterans Alliance will join the Youth Garden area of the park and begin to develop their plot. Park staff installed a new farm gate to allow for ease of garden access.



Silverdale Waterfront Park –Playground Open!

Ribbon cutting opening ceremony **Saturday March 26, 10am** at the park. Almost 100 youngsters, of all ages, swarmed over the new play equipment on that opening day.



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 have been to fit Parks' capital budget. Revised specifications have been submitted and received DCE approval. Project contract approval is anticipated in early May. Construction start in mid-May and allowing for 10 weeks for completion in late July.

OTHER RELATED PARK PLANNING:

North Kitsap Heritage Park Shared-Use Travel Corridor Project – A Public Works (PW) Project planned for construction in 2017 (paved trail). Public Works is working to accommodate ADA use with small grade inclines and provide for equestrian and trail runners' on a gravel shoulder along the length of the shared-use corridor.

Landscape Scale Management Forest Plan

Park and DCD Environmental staff submitted a grant proposal letter of interest to WA DNR for a long-range forestland planning project. Our proposal was selected out of 50 requests to complete a full application to the USDA Forest Service for a region-wide forest landscape planning project.