Meeting called to order at 6:03 by Chair Ani Gatz.


Staff Present – Jim Dunwiddie, Dori Leckner, Billie Schmidt, Arno Bergstrom & Leigh Snyder

Members of the Public: 9

Motion:

Motion by: Larry Walker    Second: Kathryn Thompson
Motion to accept the April 20th minutes with changes to the spelling of words “Maprika” and “free”
Discussion: None
Action: Minutes approved by unanimous vote

Correspondence & Communication – None

Public Comment

- Hank Anderson thanked the Parks Department for the change in fee structure to the Presidents Hall and Pavilion.
- Tom Huffman – Kitsap Live Steamers President – has signed the agreement with the County and is looking forward to the group’s next project. Jim Dunwiddie indicated that the approval of the agreement with KLS is on the BOCC consent agenda for May 23, 2016 and thanked the KLS.

Directors Report – Jim Dunwiddie – There is a meeting scheduled with the residents of Millehanna Road to sign the Road Maintenance agreement. Representatives from DCD, PW and WDFW have all looked at the washout at Anderson point and have come up with solutions for a fix. We are waiting on permits – the parking lot will be closed for one day while work is being completed. We will provide public notification via signage and a post to the website prior to any closure. We anticipate that work will occur in July. There will be a presentation to the Board of County Commissioners from the County Property Management Committee to surplus the 3- Bay warehouse in Gorst. Access is unsafe for staff hauling trailers and big equipment. Proceeds would be used to construct a new storage area for Parks at the South County Road Shed.

Community Forester – Arno Bergstrom – Thinning finished at NHHP except for culvert replacements. Those are slated for replacement next wee along with road work and clean up. Planning is in process for the Port Gamble Forest Heritage Park and North Kitsap Heritage Park in 2017. Plans are also underway for a stewardship plan for Coulter Creek and Banner Forest. Urban forestry restoration grant is now complete. Work done in April was exceptional a full report will follow. Danger tree removal is done at the Tennis Courts at the Fairgrounds and the Callison rental. Arno will compile Community Forestry report addressing questions once all information is
available. Elizabeth Grady stated she is very supportive of the new brush leases having provisions for sanitary facilities for their workers as previously discussed.

Operations Superintendent – Billie Schmidt – The Harry and Jayne Boand Family Equestrian Center may have the ribbon cutting pushed back as we are needing 1200 yards of fill to level out the arena floor. (See full report)

Parks Resources Superintendent – Dori Leckner – questions from Ani Gatz regarding the last 2 FTE positions? Dori stated the interviews for those positions will occur after she returns May 30th. (See full report) Frank Stricklin advised that there have been (unsubstantiated) reports of a homeless encampment of up to 30 tents on DNR land off Gross Road. A campfire was reported in the north end of the park. Stewards are making late evening passes through the area. (See full report)

Park Planning – Jim Dunwiddie called attention to the 5 grants the department has applied for will not call for any addition funds as we are using funds previously spent for the match. (See full report)

Stewardship Committee Reports:

- NHHP – Frank Stricklin – Thanks to JD Drannon for work on trail pruning in the north 250 and mountain bike trails, Super Saturday Volunteers from KSS pulled a ton of Scotch Broom on Saturday the 23rd of April a special thanks to Joanne Corey for heading up this effort. New stream steward Karl Erickson is rebuilding the staff/crest gauges used to monitor hydroperiods in the park. Karl is donating his 25 hour minimum requirement to NHHP.
- Banner Forest – Larry Walker- trails are cleared of tress blown down during the recent storms, Boy Scouts, Community, Navy Volunteers are assisting in building up the turnpike with one more work party scheduled in June. Eagle Scout project has resulted in 3 new benches installed and replacement of a broken bench.
- Jim Dunwiddie added – Phase 1C at SKRP – refocused bid is and the contract is estimated to be completed warded and work started in July.

Old Business:

Elizabeth Grady spoke about what she learned from Morgan Johnson about “gray water” and its various uses. Frank Stricklin called out thanks to the Parks Department especially Billie’s crew for the great work for the annual “Corey’s Day on the Farm Event”. Day one saw over 2000 participants with day two at 700. Great success. Joanne Clark spoke community concerns with crab pots being left at the Olalla boat launch, a derelict vessel, and garbage. There is concern over safety as well. Dori advised that the crab pots are fine as long as they are removed by the time the park closes. Derelict vessels are the responsibility of the DNR once reported we do not have jurisdiction, any safety concerns call 911. Joanne also mentioned that Parks needs to put up signs stating “no fires” permitted. She also thanked Dori for her work at APP – is there any work planned for the path to the beach that has so many large rocks making it difficult for some walkers? Dori advised that it on her list and a budget item.

New Business: None
Comments: None

Motion:

**Motion**: Jon Pearson  
**Second**: Joanne Clark  
Motion to Adjourn  
Discussion: None  
**Action**: Approved by unanimous vote at 6:56PM
Executive Summary

Issue Description: Parks Department Briefing

Meeting Date: May 11, 2016
Attendee: Jim Dunwiddie

Action Requested At This Meeting: Monthly briefing of Parks Department projects and initiatives.

Grant Application Development

The department has prepared grant applications for five state-funded grants; recreation, conservation and heritage, during the two-year grant application cycle. There has been an effort to maximize the funding of current projects and project areas to use as local grant match. Summary attached, pages 3-5.

Park Project Status Reports

- Silverdale Community Center - The contract for demolition of the facility is on the Commissioner’s May 9, 2016 Meeting Agenda. The work will not begin until after the Sheriff’s May 27th training exercise.

- Kingston Community Center - The Chuck Wagon program concluded the use of the facility on April 26th. All communication equipment has been removed. The building will have been secured by Parks staff, including changing locks.

- Howe Farm Barn – West Wing (“A” attached)
- Kola Kole School (“B” Attached
- Event Center Lobe Field #1 Improvements (“C” attached)
- Point No Point Restroom (“D” attached)
- Fairgrounds Tennis Court Resurfacing (“E” attached)
- South Kitsap Regional Park Improvements (“F” attached)
- Fairgrounds Lower Area Roof Structure (“G” attached) – Ribbon Cutting June 28

Kitsap Live Steamers Concession

Concession Agreement with Kitsap Live Steamers drafted, and will be presented for Commissioner approval May 23. The agreement period is 5 years.
Recommendation of Park Name Change

Park Stewardship Coordinator and Park Stewardship group to meet with Suquamish Tribe representatives to discuss the renaming of Time Oil Park to Chico Salmon Park. The change reflects a request from the Park Stewards and recommendation of the Parks Advisory Board. A resolution addressing the name change will be presented at later time.

Gorst Warehouse

In 2005, Kitsap County purchased the former “Bremer Mill Site” with funds from RCO Grant 03-1181C, and acquired the adjacent “Port Orchard Sand and Gravel site” through a land exchange.

In April 2007, a Boundary Line Adjustment was filed to merge the two properties together, creating “Parcel A (322401-4-108-2002) and Parcel B (322401-4-109-2001)”.

Parcel B is protected by a Deed of Right for Conservation Purposes, filed September 2007 as part of RCC grant #03-1181C.

Parcel A was declared “Surplus Property” and was sold in 2008 for $245,000 to Dionas Enterprises, LLC. In 2014, Dionas Enterprises granted the County an access easement over this property for ingress and egress to and from the County's maintenance warehouse.

The Park Maintenance warehouse is located on Parcel B. In 2015, a Replacement Deed of Right was filed to remove the county's warehouse and property directly in front of it from the protective deed of right. The State's granting agency, RCO, agreed to this action because the property was not purchased with state funds, and it made sense that the maintenance warehouse not be included in a DOR for Conservation Purposes.

This action now creates the opportunity for Kitsap County to file another Boundary Line Adjustment to remove the warehouse and adjacent property from this parcel. The one story 3,840 sq. ft. warehouse was constructed in 1976.

The Property Management Committee supported the request to surplus the warehouse facility.
Parks is prepared to apply for five state-funded grants; recreation, conservation and heritage, during the two-year grant application cycle. There is an effort to maximize the funding of current projects and project areas to use as local matches.

Grantors:

- Washington State Recreation and Conservation Office (RCO) –eligible under two funding categories: Lands Acquisitions and Local Parks. Project cost match is 50%.

- Washington State Heritage Capital Projects, administered by WA State Historical Society and the WA State Department of Archaeology and Historic Preservation. Match is at least 66.67%.

Priorities: Parks’ grant requests are in response to:

- Increased recreational use and demand, at our largest developed Regional Park;

- Saving the last vestige of a undeveloped landscapes in Illahee which adjoins our nature Preserve and;

- Providing for public enjoyment of the County’s historic remnants with the restoration of historic structures and landscapes.

2016 grant requests include:

Kola Kole Park-- Historic Kingston Schoolhouse: County-funded Phase I restored the exterior of the 1909 Heritage Schoolhouse, including new roof, cedar shake and plank siding, painting and toxic soil removal. Phase II includes; interior restoration for occupancy and longevity of the structure and function of this historic site and building.

Phase II Grant Request Improvements will restore the second floor classrooms for potential public use. Improvements will include testing for lead/asbestos, insulation HVAC, electrical, re-plastering and re-painting, refinishing the hardwood floors; and in the north classroom removal of the faux paneling on the walls and roof, and restoration of the ceiling to the original condition. The planting beds surrounding the school house will be re-landscaped to the more-appropriate circa-1909 vintage, incorporating low-maintenance, drought-tolerance and sustainability qualities to the gardens. Interpretive signage will showcase the history of the school house and park.
Illahee Preserve – Critical Landscape Acquisition: Grant monies to complete open-space consolidation of lands adjoining the southeast boundary of our forested preserve. Phase I Acquisition added 25.5 acres of forested and riparian habitat to the Preserve, funded with private donations, and a Washington State RCO Salmon Recovery Grant in 2015.

Phase II Acquisition is seeking funds to acquire an additional 7.5 to 10 acres of undeveloped forestland and an historic homestead property, to provide for public access and passive recreation on that remaining open space area, adjacent to the Preserve. This will provide the only public access point into the eastern boundary of preserve. Property owner is a willing-seller, with an approved subdivision plan which would, if not purchased for the Preserve, be sold as 46 platted home sites.

Silverdale Waterfront Park: Phase I County-funded capital project funded a replacement of 27-year old deteriorated playground equipment, as part of the functional and aesthetic “overhaul” of this stunning waterfront park, a destination park for Silverdale and the surrounding communities.

Phase II Grant Request will further enhance the center of the park. Improvements will include removal of excessive concrete, stressed, under-performing urban plaza trees and outdated picnic tables. New swings with engineered bark surface, and additional climbing boulders will be added to supplement the playground. New picnic tables, benches and shade trees will be added around the perimeter. A narrow strip of turf will be replaced with a perennial and small shrub border to provide year-round interest, increase pollinators to the site, and overall improve the ecological health and aesthetics of the park.

South Kitsap Regional Park – Active-use urban recreation development: Earlier completed development phases included: initial playground equipment, large scale skatepark, 1-mile, and soft-surfaced ADA perimeter trail.

Phase ID Request improvements will complete Phase I development in the Regional Park Master Plan. Completion project elements include; north road entrance re-route, roadway rain gardens, parking, traffic-calming, internal trail segment, restrooms and playground expansion, will be completed.
2016 STATE GRANT APPLICATION PROPOSALS

Page 3

**Howe Farm Park:** Heritage Barn Restorations --Phase I, a County-funded capital project restored both the 1920's era barn and the 1946 family farm barn to a stable and seful condition. Work entailed a new concrete foundation, new support posts and beams, new flooring, new roof and re-use of the original historic siding.

**Phase II Grant Request** includes improvements which will complete the barn restoration, adding safety enhancements, floor stabilization, and secure barn doors, to provide for historic equipment storage, public education and group events within the heritage barns. ADA access will be provided to the lower level. New electrical will bring the building up to current Building Code for needed overhead lighting and electrical outlets throughout the building on the first and second floors. Interpretive signage will explain the history of the barns, the farm and surrounding farmscapes.

**RCO & Heritage Projects' Match:** Match is the project sponsor's contribution to a project, is a statutory requirement, and reflects local commitment to the project.

**Note:** Eligible match contributions on all of these proposed grant applications are derived from recent County-funded capital projects, assembled as part of the larger park project and total cost. The requested grant amount is needed to complete the total project. The match amount is what the County has already invested in the park project. There are no requested, additional County funds required to satisfy these match requirements.

Following is a summary of the total project cost, the grant request and the available match provided:

<table>
<thead>
<tr>
<th>RCO Local Parks:</th>
<th>Project Total</th>
<th>Project $</th>
<th>Request Amt.$</th>
<th>Match $ / %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illahee Preserve</td>
<td>Acquire 10 acres</td>
<td>$1.3M</td>
<td>$650K</td>
<td>$455K / 50%</td>
</tr>
<tr>
<td>SKRP</td>
<td>Master Plan-Phase 1D</td>
<td>$500K</td>
<td>$290K</td>
<td>$290K / 58%</td>
</tr>
<tr>
<td>Silverdale Waterfront Phase II</td>
<td>$355K</td>
<td>$175K</td>
<td>$180K / 50%</td>
<td></td>
</tr>
<tr>
<td>Howe Farm</td>
<td>Restoration</td>
<td>$250K</td>
<td>$123K</td>
<td>$127K / 50%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Washington Historical Society</th>
<th>Project Total</th>
<th>Project $</th>
<th>Request Amt.$</th>
<th>Match $ / %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kola Kole</td>
<td>Schoolhouse Restore</td>
<td>$400K</td>
<td>$110K</td>
<td>$296K / 73%</td>
</tr>
</tbody>
</table>
PROJECT: Howe Farm Barn

DATE: May 4, 2016

LAST REPORT: March 31, 2016

PURPOSE: Restoration of Howe Farm West Wing

COST: $110,000

FUNDING: Capital Funding

GRANT DEADLINE: N/A

SUCCESSES: Sun Path Custom Construction awarded $80,766 contract. Construction began November 18, 2015.

OPPORTUNITIES: Change Orders 1-4 were approved by the BoCC on March 14 for debris removal/disposal, electrical, additional wood replacement @ transition of 1920’s and 1940’s barns and concrete ramp. New roof, siding and door has been installed

NEXT STEPS: BoCC to approve Change Order # 5 on May 23 for rain gutters, drainage gravel, and siding repairs on both the 1920s and 1946 barns due to heavy rot and moisture. Change Order # 6 for the 1946 barn is in the queue for approval. Improvements will repair stairs, joists/beams and as funds allow, whitewashing the barn.

NEEDED RESOURCES: Improvements as noted will stabilize the structures and allow for public access and use.

NOTABLE PROJECT ACCOMPLISHMENT TIMELINE

<table>
<thead>
<tr>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stabilize, deconstruct and rebuild.</td>
<td>Continue reconstruction.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>
PROJECT: Kola Kole School
DATE: May 4, 2016
LAST REPORT: March 31, 2016

PURPOSE: Painting and window replacement
COST: $120,000
FUNDING: Capital Funding
GRANT DEADLINE: N/A

SUCCESSES: Work began August 3, 2015 to replace the existing cedar siding, shingles, second story windows, then repaint. Additional work was required for building foundation rot and minor interior work in one of the two second story classrooms. Structural and interior construction completed.

OPPORTUNITIES: Soil Abatement Bid exceeded funds available. Project was re-scoped and re-Bid in winter 2016. Re-Bid was still high and required additional funds. Parks staff will undertake some work. Parks staff submitted RCO grant for foundation landscape improvements. If awarded grant, funds would be available in late 2017.

NEXT STEPS: GEC NW Inc. was low Bid for soil abatement. Contract came back May 2. Work is being scheduled/coordinated.

NEEDED RESOURCES: None at this time.

NOTABLE PROJECT ACCOMPLISHMENT TIMELINE

<table>
<thead>
<tr>
<th>1ST QUARTER</th>
<th>2ND QUARTER</th>
<th>3RD QUARTER</th>
<th>4TH QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural</td>
<td>Soil abatement.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>completed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soil Abatement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>still to do.</td>
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<td></td>
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</tbody>
</table>
PROJECT: Lobe Field #1 Improvements
DATE: May 2, 2016
LAST REPORT: April 4, 2016

PURPOSE: To improve the appearance & functionality of field.

BUDGET: $198,000
EXPENDED TO DATE: $104,818
FUNDING SOURCE: PFD

SUCCESSES: Substantial Completion Certificate signed. Punch list and change orders submitted. Met with Nor-Pac Seating to assist with repositioning ADA and bleacher on third base side. Purchasing approved using Better Built Barns for umpire dressing room with a PO.

OPPORTUNITIES: Punch list and change order items pending. Waiting for bleacher repositioning plan from Nor-Pac Seating.

REVISIONS: Contract period had been extended to June 30 for change orders and punch list items.

NEXT STEPS: Punch list and change order items completed. Repositioning ADA seats and bleachers. Order umpire dressing room and schedule installation.

NEEDED RESOURCES: Contracts to push through change orders

NOTABLE 2016 PROJECT ACCOMPLISHMENT TIMELINE

<table>
<thead>
<tr>
<th>1ST QUARTER 2016</th>
<th>2ND QUARTER</th>
<th>3RD QUARTER</th>
<th>4TH QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pour concrete</td>
<td>Install netting. Complete dugout changes. Move fence lines. Replace irrigation heads. Replace warning track &amp; sod. Purchase &amp; Install Umpire Dressing room Invoice PFD</td>
<td></td>
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</tbody>
</table>
PROJECT: Point No Point Restroom

DATE: May 4, 2016

LAST REPORT: March 31, 2016

PURPOSE: Permanent restroom facility for Point No Point Park.

COST: $129,000

FUNDING: Capital

GRANT DEADLINE: N/A

SUCCESSES: When the Point No Point parking lot was designed and constructed in 2013/14, an area was set aside for a future Romtec restroom. BoCC approved Contract for purchase February 4. Engineering plans finalized and submitted to the Department of Community Development (DCD) for review/approval/permits and to Purchasing for Bid.

OPPORTUNITIES: Nothing at this time.

NEXT STEPS: Project out to Bid April 15. Bids due May 10.

NEEDED RESOURCES: None at this time.

NOTABLE PROJECT ACCOMPLISHMENT TIMELINE

<table>
<thead>
<tr>
<th>1ST QUARTER</th>
<th>2ND QUARTER</th>
<th>3RD QUARTER</th>
<th>4TH QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DoCC approval of purchase. Engineering Plans finalized.</td>
<td>Project out to Bid.</td>
<td>Click here to enter text.</td>
<td></td>
</tr>
</tbody>
</table>
PROJECT: Fairgrounds Tennis Court Re-Surfacing

DATE: May 2, 2016

LAST REPORT: March 29, 2016

PURPOSE: To resurface the tennis courts

BUDGET: Estimated at $50,000

EXPENDED TO DATE:

FUNDING SOURCE: USTA Grant is no longer an option, Crowd Funding raised approximately $6,000, CKSD funding $20,000, County Capital Funding $30,000

SUCCESSES: Bid completed significantly lower than estimate. NRPA Crowd Funding site brought in nearly $6,000. Tree removal on berm completed. Contract sent to low bidder for signature.

OPPORTUNITIES: Tree removal clean up.

REVISIONS: With additional funds will add stairs, restroom, drainage. Unable to meet all USTA grant requirements.

NEXT STEPS: Schedule with contractor.

NEEDED RESOURCES: Arno Bergstrom to help with tree cleanup. Crowd Funding Check.

NOTABLE 2016 PROJECT ACCOMPLISHMENT TIMELINE

<table>
<thead>
<tr>
<th>1ST QUARTER 2016</th>
<th>2ND QUARTER 2016</th>
<th>3RD QUARTER 2016</th>
<th>4TH QUARTER 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit NRPA Crowd Funding Application</td>
<td>Complete Crowd Funding</td>
<td>Anticipated project completion early 3rd quarter</td>
<td></td>
</tr>
<tr>
<td>Bid Project Submit USTA Grant</td>
<td>Award Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crowd Funding on NRPA (March)</td>
<td>Cut Timber</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin Project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PARKS DEPARTMENT STATUS REPORT

PROJECT: South Kitsap Regional Park – Phase 1C Improvements
DATE: May 4, 2016
LAST REPORT: March 31, 2016

PURPOSE: Expansion of park facilities, including skate park, pedestrian connections, field grading and stormwater improvements.

COST: $655,990
FUNDING: RCO Grants and Capital Funding
GRANT DEADLINE: March 31, 2017
SUCCESSES: N/A


NEXT STEPS: Project went out to Bid April 25. Bids due May 12.

NEEDED RESOURCES: None at this time.

NOTABLE 2016 PROJECT ACCOMPLISHMENT TIMELINE

<table>
<thead>
<tr>
<th>1ST QUARTER</th>
<th>2ND QUARTER</th>
<th>3RD QUARTER</th>
<th>4TH QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans/Specs completed.</td>
<td>Project out to Bid, then Contract award.</td>
<td>Estimated completion late July</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>
PROJECT: Lower Arena Roof Structure

DATE: 5/2/2016

LAST REPORT: 3/29/2016

PURPOSE: To construct a roof over the Lower Equestrian Arena.

BUDGET: $500,000 Grant

FUNDING SOURCE: Boand Family Foundation via Kitsap Community Foundation.

GRANT DEADLINE: 3/15/2016

SUCCESSES: Punch list items – Stairs have been painted. New plan sent to DCD for drainage. Road completed.

OPPORTUNITIES: Punch list: Drainage plan approval by DCD. Change pipe on south side and add clean outs by contractor. Re-grade area leading to Announcer’s Booth. Park staff need to address water running off of hillside into arena.

REVISIONS: Should WSU decide not to go forward with agreement, an RFP to operate the arena will be put out. Draft is ready.

NEXT STEPS: Contractor to change drainage pipe and add cleanouts. Staff and contractor to address access to announcer’s booth. MOU with WSU for 4H operating arena. 4H needs to add fill dirt to level arena and hide footings. Maintenance to address water running off of hillside into arena. Signage to be hung (staff will assist Ron Gascoyne). Plantings. 4H to build storage building. Parks Staff to move bleachers into arena. Ribbon Cutting Ceremony.

NEEDED RESOURCES: DCD to approve drainage plan. Contractor to complete drainage changes. WSU to agree to draft MOU. Parks staff to address runoff situation. 4H bring in 1200 yards of fill dirt, level arena, put in fencing. Maintenance staff assist in hanging signs. Plants need

<table>
<thead>
<tr>
<th>1st Quarter 2016</th>
<th>2nd Quarter 2016</th>
<th>3rd Quarter 2016</th>
<th>4th Quarter 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roof Completed</td>
<td>WSU to sign MOU. New road graded. Arena widened. Practice arena retired Storage building built by 4H. Bleachers moved. Fence put up. Address runoff.</td>
<td>Open Ribbon Cutting Ceremony set for June 28</td>
<td></td>
</tr>
</tbody>
</table>
Restoration Thinning

Restoration thinning started in 2015 on 240 acres of forested parkland was completed in early March 2016. Monitoring points have been established and a wide range of forest ecosystem metrics will be monitored on a 3 year interval.

Restoration thinning planned for 2016 will start in late June or July at Port Gamble Forest Heritage Park; and finish with a second restoration project at North Kitsap Heritage Park expected to be completed in December.

Forest Stewardship Planning

Citizen engagement, field work and the preparation of forest stewardship plans for Coulter Creek and Banner Forest Heritage Parks will begin in June. These plans will be reviewed by stakeholders/stewards and presented to PRAB in the 4th quarter of 2016.

Urban Forestry Restoration Grant

The Washington Conservation Crew, provided for under Urban Forestry Restoration Grant, completed their work during the month of April. They over two weeks building trails, pruning trees and removed invasive plants and picked up trash at Port Gamble Forest Heritage Park. They also did restoration work at Norwegian Park, Suquamish Pathway Park and Bill Bloomquist Rotary Park.

Danger Tree Removal

Danger trees were removed at the fairground tennis courts and around the Callison rental house.
## Community Forestry Program Projects

<table>
<thead>
<tr>
<th>Project List</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<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 June 2016</td>
</tr>
<tr>
<td>Planning 2016 Restoration Thinning</td>
<td>November 2015 through June 2016</td>
</tr>
<tr>
<td>Relocation of Oysters @ Port Gamble Forest Heritage Park</td>
<td>April 2016</td>
</tr>
<tr>
<td>Restoration Thinning @ Port Gamble Forest Heritage Park</td>
<td>June 2016 through September 2016</td>
</tr>
<tr>
<td>Restoration Thinning @ North Kitsap Heritage Park</td>
<td>September 2016 through December 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 April 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>January through March 2017</td>
</tr>
</tbody>
</table>
Parks and Recreation Department
Superintendent of Operations Report
Fairgrounds & Events Center, Village Greens Golf Shop, Permitting Process, Marketing
May 2016

Facilities/Grounds

- Irrigation breaks on baseball fields are being repaired – has affected some of the grass on Field #1 and #2.
- Extra Help staff getting weeds under control
- Eagle Scout Projects – 2 in progress, 2 in planning stage
- Wi-Fi in Presidents’ Hall and Pavilion - will test with password protection for large events – first trial run will be graduations
- Equipment breakdowns have put staff behind in mowing
- Pavilion Restroom Flooring renovation under way
- Staff seeking funding options for 2 grass lots currently unusable for 6 months during the year. Additional parking is needed for larger events.
- Staff seeking solutions for event road crossing safety

Grants

Boand Family Foundation Grant - Lower Arena Roof

- Drainage – DCD approved design for drainage, contractor will schedule to make changes
- Staff and contractor will build up base at announcer’s booth for entry pad
- Stairs and railing have been rust protected and painted
- Ribbon cutting ceremony June 28 at 4pm

PFD Funding

Phase One - Lobe Field Improvements.

- Punch list walk through occurred April 14
- Notice of Substantial Completion was sent
- Punch list items are in process with fencing completed
- Change order items are being priced, then need to go through contract process and then scheduled
- Staff working on getting bids for umpire dressing room

USTA Grant – Staff and volunteer have decided not to pursue as requirements were not able to be met.
Department of Agriculture Health & Safety Grant – Both bids have been completed.

- Gutter bid was excessive project on hold for now
- Paving bid was awarded, in contract process – scheduled to be completed in July

Rental/Events

- Bookings are up
  - Staff report Community Rooms and Picnic Shelters are close to being completely booked on weekends through mid-September, with just a few dates remaining. Fairgrounds & Events Center has multiple events each weekend through July and after Fair through end of December.
  - From May 1st – May 11 – 70 reservations have been processed in 2016 vs. ___ in 2015.
  - Events held included: **Late April** – Bremerton Gun Show, Volleyball Tournament, Kitsap Pumas game, Rabbit Show, Fucshia Sale. **Early May** – KCMS Fun Run, Fair Market Animal Ice Cream Social, Master Gardener’s Plant Sale, Derby Brats Bout, Baseball Tournament, Pumas Game, Corey’s Day on the Farm, Patient Appreciation Day, CKSD Bus Rodeo
    - Corey’s Day on the Farm reached record number of attendees with over 3,000

- Upcoming Events include: **Late May** – Falcon Gun & Knife Show, Pumas games (2), Destruction Derby (2), Derby Brats Bout, Memorial Day Breakfast. **Early June** – Kids Day, Destruction Derby, Montessori Field Day, CKSD graduations (3)

Staffing/Training

- 2 extra help maintenance staff began work week of May 9
- Cross training of event processing staff – weekly: Trainings included: Ballfield Light procedures, Maintenance baseball calendar reports, Athletic fields scheduling, Adding payments to accounts, SharePoint training – scanning and entering events, Developing and tracking event To Do’s, Plain & Simple Effective Workplace Writing (2 office staff)
- Upcoming trainings include: Maintenance staff on Ballfield light procedures, EventPro for maintenance staff (viewing schedules), Kronos for maintenance staff, Hallogen for maintenance staff, E-Tix procedures, Active Shooter training (county wide)

Marketing

- Kitsap Sun won the bid for Naming Rights at the Pavilion, includes ads,
- CrowdFunding on NRPA completed
• 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 daily
• 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
• Google Events Calendar is updated
• Visitor’s Bureau was sent events calendar to add to their website

Reservation Process

Lean Process

• 6 key documents await director approval – needed before implementation can move forward
• 2 documents await Legal and Risk approval/rewording – needed before implementation can move forward
• Online application is being constructed
• Kiosk materials have been purchased

Village Greens Golf Shop

• First Tee opened April 25 with 3 sessions. Registration open now: www.thefirstteesps.org.
• One staff person set to retire May 21st. Waiting for candidates list to set interviews, will schedule substitutes until position is filled.
• Extra Help staff began work in April.
• Weekend numbers were up in May from 2015 with over 1800 of those attending being military vs 163 last year

E-Tix Program

• Destruction Derby events begin May 21, tickets on sale now online
• Hiring ticket sellers – interviewed, screening backgrounds – begin May 21
• Fishing Derby tickets on sale now online, 41 spots left
• Fair & Stampede tickets on sale now online
• Thunderbird Rodeo Tickets being constructed and will be available by end of month

Work Parties
• United Way Day of Caring project submitted for June 24
• Volunteer David Grant continues to maintain Kitsap Kids Playground
• Volunteer Cliff Hanson volunteers three days a week assisting Fairgrounds maintenance with a variety of projects
• Mission Creek Crew is being missed, staff eagerly await their return

Vandalism/Theft
• Returned stolen gator is back on grounds after minor repairs, needs rust cover and paint which staff will do
• Minor tagging on playground was immediately removed by volunteer
• Reckless driving in Gordon Field parking lot – staff talked with offender who promised not to do it again

Capital Projects 2016
• HVAC units in the Pavilion – Contractor will schedule once parts received.
• Concession Equipment – Completed.
• Hood - Presidents’ Hall Kitchen type 1 hood. Fire Marshal was sent ventless system for approval. Once approved, PO will be made and purchase made, installation will then be scheduled. Completion by end of July is hoped.
• Tennis Courts Improvements –
  • Tree removal is completed. Some clean up to follow.
  • Contract out for resurfacing contractor signature.
  • May 16 is tentative start date for top two courts for resurfacing
  • Fund Your Park campaign raised over $6,000
  • Lower Bid for resurfacing means most if not all projects on list will be completed
  • Drainage project has been started, with verbal instruction from SSWM department
• Pavilion lower Restroom Floor – Contractor is installing floors, project will be completed by end of May.
• Lobe Fields PA System upgrade – Bid sent to Purchasing. Purchasing decided to change it to RFP – in process of making the change, then will be sent out to public.
• Pavilion Roof Repair & Painting – Contract set to sign by the BOCC on June 13th, scheduling is being worked out with contractor.
• **Concession Upgrade** (new press box on Lobe #1) – Staff is working with several vendors to obtain estimates. Storage building kits seem to be the way to go for both price and durability.

• **Storage Building** for Presidents’ Hall – Staff checked pricing for concrete, wood, and metal buildings. Metal Building is the only one that fits budget. Staff has 3 estimates and will submit RFP or Bid for contractor to construct kit. Will need building permit, concrete pad, insulation, and electrical in addition to kit construction.
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. 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. Project completed on 5-6-2016.

Illahee Preserve
Next step to dispose of the mobile home. Waiting on title report.

SWF Park
Parks staff to install new park lighting – bollard style – bollards on order. KC Public Works to make sidewalk repairs, to eliminate liability and trip hazards to the public. Project completed on 4-21-2016. Parks staff working on the installation of new downspouts and tiling the downspouts. Project completed on 4-28-2016.

Silverdale Community Center

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
We are officially closed and out of the community center business.

Kola Kole Park
Parks staff maintaining all of this park. Possible Park volunteers to re-roof the old storage building.

Norwegian Point Park
Next steps to add sand, boat house repairs and a new fence installed. New park sign installed on 5-1-2016.

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. This work completed on 5-3-2016. Navy volunteers to perform tasks in the park February thru May. Building an ADA ramp to the wildlife viewing platform. Job completed on 4-28-2016. Removal of the small retaining wall behind the lighthouse. This work completed on 4-17-2016. Resetting of the split rail fencing near the wetlands.

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. Parks staff working with contractor on floating dock repairs.

Island Lake Park
Central Kitsap School District students performing various maintenance tasks, while completing credits for school. Program runs from 5-3 to 6-18-2016.

South Parks

Horseshoe Lake Park
Opened officially on May 7th.

Anderson Point Park
Staff still working the trail and ditches, clearing and removing trees. The lower trail washout area is being evaluated for repairs in 2016. Under review with WDFW and the tribe.

Rotary Park
Parks staff to remove trees in various locations in the park and install a drainage ditch along field #1 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.

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 with the WCC and parks staff.

KCSO and Port Orchard Police working with parks staff on 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.
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 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.
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.