Meeting called to order by Chair Ani Gatz at 6:02 PM.


Staff: Jim Dunwiddie, Dori Leckner, Billie Schmidt, Arno Bergstrom, Steven Starlund, and Leigh Snyder.

Members of the Public: 3

Approval of August 17, 2016 Minutes

<table>
<thead>
<tr>
<th>Motion by: Larry Walker</th>
<th>Second: Joanne Clark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion to accept the August 17, 2016 minutes as presented.</td>
<td></td>
</tr>
<tr>
<td>Discussion: None</td>
<td></td>
</tr>
<tr>
<td>Action: Motion approved by unanimous vote</td>
<td></td>
</tr>
</tbody>
</table>

Correspondence & Communication: none

Public Comment:

Jim Aho presented of the current plans and challenges faced by the Illahee Preserve Stewardship Group (report attached). The hearing for the wetland application for the All Secure Storage Project, adjacent to the Preserve, has been continued pending the analysis on both the wetlands and the stream by the Army Corps of Engineers. Kathryn Thompson suggested that PRAB wait until there is a determination before the board further discusses an opinion.

Directors Report:

Provided aerial photos of the potential DNR property transfer of parcels - Eglon block (640 acres), and Burley- Olalla (300 acres) which may occur late 2017 or 2018. The county has indicated their interest in both parcels. This transfer would be similar to the previous Rude Road (West Poulsbo) acquisition.

The Fair was successful this year with $100K in materials donated, $220K in Sponsorships. Community support has been tremendous. It appears that revenue will exceed direct and indirect expenses by $2436. This event could not be done without the support of the community and the many hours of volunteer work.

The budget presentation was made September 20. There is a potential for parkland to increase from 7,400ac to 9,600ac by the end of 2017. A funding source and policy, $150 to $400 per acre, needs to be secured, similar to the study at Port Gamble using a grant of $175K from the Department of Ecology. The information was instrumental in assessing the property, and used as a basis for managing public use and natural resource protection.
The PRAB will be asked to support community comment efforts in support of the Parks Recreation and Open Space Plan in the coming year.

**Staff Reports:**

Forestry Report – See report - No questions.

Operations – Lower arena bowl ready for final inspection and occupancy permit. The BOCC and Director will determine the parameters for the operation and use of the building – insurance coverage will be required & a process developed for use. Report provided.

Resources – See report – Frank Strickland thanked Parks Resources for their continued support at Newberry Hill Heritage Park. Joanne Clark asked what name the sign would show when installed at Olalla – Dori Leckner responded “Olalla Boat Launch”.

Planning – Report provided. SKRP expansion – construction to begin September 26th. Project includes the expansion of the skate park, field improvements, and a restroom. A new rail fencing was installed at Port Gamble, view point trails and a roughed in 1 mile Bay Shore Trail along the bluff to the south of the parking lot. Support for the fence and gravel provided by the Great Peninsula Conservancy via a REI Grant.

**Stewardship Reports:**

North Kitsap – master plan update meeting September 22nd. Open house, Kingston Village Green facility, looking for participation from other north end parks and associations.

Newberry Hill – thanks to the LDS Third Ward for their help with scotch broom removal. The group is working to armor the roads and getting ready for winter.

Banner Forest – Forest walk with Arno held with photo documentation to be posted on The Friends of Banner Facebook page to educate patrons about restorative thinning.

Anderson Point Park – Stewardship group is still in the preliminary phases of forming.

**Old Business –**

By Law Amendment – Membership

By Law amendment considered to reduce PRAB membership from 12 to 9 (4 to 3 members per Commissioner District) in an attempt to address consistent quorums. It was noted that there will be at least one vacancy in each Commissioner District by the end of December 2016.
Motion: Kathryn Thompson  Amended: Frank Stricklin  Second: Larry Walker

Recommend to the Board of County Commissioners that the PRAB reduce its members from 12-9. Motion amended by Frank Stricklin to take effect January 1, 2017.

Discussion:
Elizabeth Grady disagrees with reducing the size of the board nor the request from this board to the BOCC to hold off on appointments for 30 days as recommended at the August meeting of the PRAB.

Kathryn Thompson and Keith Grellner both offered that a smaller group may work better together. Jon Pearson also agreed that a 9 member board will have a greater chance for a quorum so business can be conducted. Joanne Clark agreed that a smaller board may function better.

Action: Motion approved 8 in favor 1 opposed

Ani Gatz asked for a status update on the App to allow citizens to report vandalism in the parks. Jim Dunwiddie responded that the County Risk Manager is approaching other governmental users about resolutions to legal and risk issues.

New Business:

Elizabeth Grady distributed an employment add, noting her concern about brush picking subcontractors. She voiced concerns about substandard wages and conditions, and that the county should not be engaging contracts with this type of business. She would like to curtail the practice. PRAB has asked that she provide additional documentation to support her concerns, for future PRAB discussion.

Adjournment:

Motion: Larry Walker  Second: Jon Pearson
Motion to Adjourn
Meeting adjourned at 7:52PM
Newberry Hill Heritage Park

The Inter Local Agreement (ILA) between Kitsap County and Central Kitsap School District for use of respective properties within Newberry Hill Heritage Park/Klahowya Secondary School complex has been drafted. The School District adopted agreement on August 31. County acceptance is scheduled September 26.

Potential DNR Land Transfers

DNR representatives met with Board of County Commissioners on August 24 to discuss potential transfer of parcels to Kitsap County for park purposes. The discussion focused on two (2) blocks of land; the “Eglon” block is 640 acres, and the “Burley-Olalla” block of approximately 300 acres. Aerial photos attached.

2017 Operating Budget

Citizen’s Budget Committee presentation scheduled Tuesday, September 20 at 2:45pm, Commission Chambers, Port Orchard. Budget being presented is within the guidelines established by the County; status quo. The full power point presentation will be sent to PRAB under separate email.

Parks Briefing with County Commissioners– September 14 Executive Summary

Attached
Executive Summary

Issue Description: Parks Department Briefing
Meeting Date: September 14, 2016
Attendee: Jim Dunwiddie

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

2017 Parks Capital Improvement Budgets - Revised Draft

The draft 2017 Capital Improvement & Maintenance Project Budget, presented to the County Commissioners during the August 1 Parks Briefing has been revised. Three projects, contingent on successful grant applications, have been removed from the project list. Additionally, two smaller restroom projects for the Fairgrounds/Event Center have been combined into one larger facility to accommodate future expansion of Gordon Field.

Attachments: Draft 2017 Capital & Maintenance Program (Page A)

2017 Operating Budget

The department has adhered to the direction of the Budget Call Letter and will be submitting a “status quo” operating budget for 2017. Two budget summary comparisons are provided to show budget changes based in the budget approved January 1, 2016 and the current year budget including budget adjustments made the 1st and 2nd quarters. The attached chart is provided to indicate personnel changes as part of a re-organization anticipated in 2017.

Attachments:
2016-2017 Budget Summary Comparison-Approved January 2016 Budget (Page B-1)
2016-2017 Budget Summary Comparison-Amended 2016 Budget (Page B-2)
2017 Parks Department Re-Organization Chart (Page B-3)

Potential By Laws Revision – Parks Advisory Board

The Parks Advisory Board will entertain a revision to the PRAB By Laws during their September 21 meeting. The discussion item is to consider the reduction of the number of appointed members to address attendance/quorum issues. Each Commissioner District presently has one vacancy or one pending vacancy, thus, no present member would be removed due to the revision.
September 14, 2016
Page 2

2016 Fair & Stampede Update

Ticket sales and financial reconciliation being performed at time of brief summary. Preliminary data and cost analysis will be presented.

Park Project Status Reports

- Point No Point Restroom ("C" attached)
- South Kitsap Regional Park Improvements ("D" attached)
- Event Center/Fairgrounds
  - Tennis Court Surfacing ("E" attached)
  - Kitsap Sun Pavilion Roof ("F" attached)
  - Fairgrounds Lower Area Roof Structure ("G" attached)
- Howe Farm Barn Restoration ("H" attached)
- Upcoming community projects
  - Norwegian Point Park Boathouse roof scheduled 3rd week, September
  - Preliminary discussions – approved KLS track expansion at South Kitsap Regional Park
  - Design Lobe Field #1 Press Box – anticipate RFP mid-September

Central Kitsap School District - ILA

The Parks Department and CKSD staff has had discussions about land transfers to accommodate future school needs and the county’s interest. Under the ILA, CKSD would grant the County a license to use the CKSD property for construction of parking and access to Newberry Hill Heritage Park. The County would grant CKSD/Klahowya Secondary School a license to use County property for public recreation and storm water detention purposes. Each entity shall indemnify and hold the other entity harmless from and against any and all claims arising out of the other’s use of property.

MAP ATTACHMENT "I"
# KITSAP COUNTY PARKS

**Draft 2017 Capital & Maintenance Program Plan**  
*For Discussion Only*

## IMPROVEMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Location</th>
<th>Description</th>
<th>2017</th>
<th>Potential Funding Options</th>
</tr>
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<tbody>
<tr>
<td>General</td>
<td>Heritage/Regional</td>
<td>Trail heads</td>
<td>20,000</td>
<td>Grants: 20,000, REET II: 50,000</td>
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<tr>
<td>General</td>
<td>Access Control-PG</td>
<td>Gates/Fences/Stobs/etc</td>
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<td>Conserving Futures: 10,000, Capital Balance: 90,000</td>
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<td>Long Lake</td>
<td>Picnic Area Improve</td>
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<td>Capital Balance: 70,000</td>
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<td>Waterfront Parks</td>
<td>Water Trail Site Improve</td>
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<tr>
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<td>South Kitsap</td>
<td>Playground Improve</td>
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<tr>
<td>Heritage</td>
<td>Port Gamble</td>
<td>Parking</td>
<td>70,000</td>
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<tr>
<td>Community</td>
<td>Anderson Hill</td>
<td>Restrooms</td>
<td>152,000</td>
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<tr>
<td>Regional</td>
<td>Island Lake</td>
<td>Picnic Area Improve</td>
<td>40,000</td>
<td></td>
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<tr>
<td>Community</td>
<td>Silverdale Waterfront</td>
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<td>Event Center</td>
<td>Air Handler</td>
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<td>Island Lake</td>
<td>Pavilion Roof Replace</td>
<td>29,000</td>
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<tr>
<td>Regional</td>
<td>Salsbury Point</td>
<td>Water Connection</td>
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<td>Regional</td>
<td>Event Center</td>
<td>Bleacher Improvement</td>
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<td>Heritage</td>
<td>Illahee</td>
<td>Acquisition</td>
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<td>Safety Improvements</td>
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<td>Maintenance Bldg Repair</td>
<td>22,000</td>
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<td>General</td>
<td>South County</td>
<td>Park Storage</td>
<td>250,000</td>
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**TOTAL**  
2,125,000 | 835,000 | 920,000 | 120,000 | 250,000
<table>
<thead>
<tr>
<th>Year</th>
<th>Expenditures</th>
<th>Revenue</th>
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</thead>
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<td>S &amp; W and BENEFITS</td>
<td>PROGRAM &amp; FACILITY USE</td>
</tr>
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<td>2017</td>
<td>3,045,356</td>
<td>1,201,200</td>
</tr>
<tr>
<td>2016*</td>
<td>2,786,645</td>
<td>1,174,200</td>
</tr>
<tr>
<td>% Change</td>
<td>9.3%</td>
<td>2.3%</td>
</tr>
<tr>
<td></td>
<td>1,167,597</td>
<td>341,800</td>
</tr>
<tr>
<td>% Change</td>
<td>0.7%</td>
<td>7.1%</td>
</tr>
</tbody>
</table>
# 2016 – 2017 Budget Summary Comparison

## Amended 2016 Budget**

<table>
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<tr>
<th>EXPENDITURES</th>
<th>2016**</th>
<th>2017</th>
<th>% Change</th>
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</thead>
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<tr>
<td>S &amp; W and BENEFITS</td>
<td>2,867,583</td>
<td>3,045,356</td>
<td>6.2%</td>
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<tr>
<td>OPERATING EXPENSES</td>
<td>1,213,350</td>
<td>1,167,597</td>
<td>(3.7)%</td>
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<td>INTERFUND CHARGES</td>
<td>319,185</td>
<td>341,800</td>
<td>7.1%</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>4,400,118</strong></td>
<td><strong>4,554,753</strong></td>
<td><strong>3.5%</strong></td>
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</tbody>
</table>

## REVENUE

<table>
<thead>
<tr>
<th></th>
<th>2016**</th>
<th>2017</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM &amp; FACILTY USE</td>
<td>1,186,200</td>
<td>1,201,200</td>
<td>1.3%</td>
</tr>
<tr>
<td>OTHER SOURCES</td>
<td>343,656</td>
<td>373,576</td>
<td>8.7%</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>1,529,856</strong></td>
<td><strong>1,574,776</strong></td>
<td><strong>2.9%</strong></td>
</tr>
</tbody>
</table>

*“B-2”*
PROJECT: Point No Point Restroom

DATE: August 31, 2016

LAST REPORT: July 25, 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 constructed in 2013/14, an area was set aside for a future Romtec restroom. BoCC approved Contract for restroom purchase February 4. Sealevel Bulkhead Builders was the low-Bid at $67,786. BoCC approval July 11. Pre-construction meeting with staff, Contractor and Engineer (Parametrix) June 21. Work began 12. Restroom assembly kit arrived July 18. Work/staging area is secured with a temporary construction fence.

OPPORTUNITIES: Change Order #1 to move Century Link phone lines, ($1,201.50) scheduled for County approval September 12. During construction the existing electrical connection was found to be dead, and a new connection was required. A hose bibb for maintenance needs was added. A substitute paver is required since the current pavers are not available.

NEXT STEPS: Project completion is anticipated mid-September.

NEEDED RESOURCES: None at this time.

NOTABLE PROJECT ACCOMPLISHMENT TIMELINE

<table>
<thead>
<tr>
<th>1\textsuperscript{ST} QUARTER</th>
<th>2\textsuperscript{ND} QUARTER</th>
<th>3\textsuperscript{RD} QUARTER</th>
<th>4\textsuperscript{TH} QUARTER</th>
</tr>
</thead>
</table>
| BoCC approval of purchase. 
Engineering Plans finalized. | Project out to Bid and Contractor selected. | Award of Contract. 
Start and finish construction. | |
**PROJECT:** South Kitsap Regional Park – Phase 1C Improvements

**DATE:** August 31, 2016

**LAST REPORT:** July 25, 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:** Project originally Bid in September, 2015. Bid greatly exceeded Budget. Project re-scoped to eliminate park features. Project was re-Bid April 25. Sealevel Bulkhead Builders was the low-Bid for $379,500 + sales tax. BoCC approved construction contract July 11.

**OPPORTUNITIES:** DCD has yet to issue the Building Permit, first dependent upon them receiving Certificate of Insurance and a pre-construction meeting – which DCD themselves schedules. COI forwarded on July 11.

**NEXT STEPS:** Pre-construction meeting held August 31, 2016. Construction anticipated to begin late September.

**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>
</table>
PROJECT: Fairgrounds Tennis Court Re-Surfacing

DATE: September 5, 2016

LAST REPORT: July 25, 2016

PURPOSE: To resurface the tennis courts

BUDGET: Estimated at $50,000

EXPENDED TO DATE:

FUNDING SOURCE: Crowd Funding raised approximately $6,000, CKSD funding $20,000, County Capital Funding $30,000

SUCCESSES: Replacement net posts delivered. Forester moved trees back and graded a slope. Trench constructed to divert water away from Courts 3 & 4.

OPPORTUNITIES: Contractor to finish the job.

REVISIONS: With additional funds will add stairs, restroom, drainage.

NEXT STEPS: Fill dips & Cracks (in process). Resurface, Stripe, Drainage on N side of courts, Restroom, Stairs

NEEDED RESOURCES: Contractor to finish resurfacing. Park staff to put in drainage, level and add ¾" minus rock to parking area, re-assemble restroom and stairs. Good weather.

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</td>
<td>Award Contract</td>
<td>Cut Timber</td>
<td></td>
</tr>
</tbody>
</table>

"E"
**PARKS DEPARTMENT**

**PROJECT:** Pavilion Roof Repairs

**DATE:** September 5, 2016

**LAST REPORT:** July 25, 2016

**PURPOSE:** Repair and paint or replace Pavilion Roof

**BUDGET:** $150,000

**EXPENDED TO DATE:** $0

**FUNDING SOURCE:** Capital Funds

**SUCCESSES:** Pressure washing complete, repairs made, a portion of the roof sealant applied to the storage portion of the building.

**OPPORTUNITIES:** Putting more people on this job at the same time would be better.

**REVISIONS**

**NEXT STEPS:** Seal and paint roof.

**NEEDED RESOURCES:** 1. Contractor

**NOTABLE 2016 PROJECT ACCOMPLISHMENT TIMELINE**

<table>
<thead>
<tr>
<th>1&lt;sup&gt;ST&lt;/sup&gt; QUARTER</th>
<th>2&lt;sup&gt;ND&lt;/sup&gt; QUARTER</th>
<th>3&lt;sup&gt;RD&lt;/sup&gt; QUARTER</th>
<th>4&lt;sup&gt;TH&lt;/sup&gt; QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Call Fields Roofing</td>
<td></td>
<td>2. Complete painting roof</td>
<td></td>
</tr>
<tr>
<td>3. Put Bid together - February</td>
<td></td>
<td>Anticipated completion - September</td>
<td></td>
</tr>
<tr>
<td>4. Put out to Bid - March</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROJECT: Lower Arena Roof Structure

DATE: 9/30/2015

LAST REPORT: 9/1/2015

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

COST: $500,000 Grant

FUNDING: Board Family Foundation via Kitsap Community Foundation.

GRANT DEADLINE: 1/31/2016

SUCCESSES: 1. Permit approved. 2. Announcer's booth moved. 3. Fencing moved. 4. Light poles moved. 5. Electric brought to SW Corner. 6. Construction began on 9/25/15 -- site levelled and footings being dug. 7. First construction meeting occurred on 9/29/15 and are scheduled every Tuesday at 11:30am at the Parks office conference room.

OPPORTUNITIES: 1. WA Tractor may donate use of a gator during construction for the contractor as it is a large site – this will save time.

NEXT STEPS: 1. Hazard trees need to be removed – working two angles – Rodeo’s guy, forester’s guy. Waiting for scheduled date. 2. 4-H, WSU, Parks Staff, Attorney’s for both sides, Risk Management from both sides meet to hammer out the MOU. 3. Footings put in, then girders.

NEEDED RESOURCES: 1. County & WSU enter into MOU to operate arena (Need legal and risk management on this one). 2. Tree guy - remove hazard trees. 3. Parks staff - move road. 4. 4H expand arena. 5. PW/4H relocate catch basin.

<table>
<thead>
<tr>
<th>3rd Quarter 2015</th>
<th>4th Quarter 2015</th>
<th>1st Quarter 2016</th>
<th>2nd Quarter 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Permit complete</td>
<td>1. Trees come down</td>
<td>1. Roof Completed</td>
<td>1. New road graded</td>
</tr>
<tr>
<td></td>
<td>4. MOU completed</td>
<td>4. Fence put up</td>
<td>4. Storage building built</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Rentals taken</td>
<td></td>
</tr>
</tbody>
</table>
PROJECT: Howe Farm Barn  
DATE: August 31, 2016  
LAST REPORT: July 25, 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 1-6 were approved by the BoCC for debris removal/disposal, electrical, additional wood replacement @ transition of 1920's and 1940's barns, concrete ramp, rain gutters, stair replacement, joists, beams, drainage gravel and siding repairs on both the 1920s and 1946 barns. New roof, sliding door & windows have been installed, rotted siding replaced, access road has been re-graveled. Parks staff has started to wash and prime buildings. July 27 "Open House".  
NEXT STEPS: Staff will finish washing, priming and re-painting as schedules allow.  
NEEDED RESOURCES: N/A  

**NOTABLE PROJECT ACCOMPLISHMENT TIMELINE**

<table>
<thead>
<tr>
<th>1ST QUARTER</th>
<th>2ND QUARTER</th>
<th>3RD QUARTER</th>
<th>4TH QUARTER</th>
</tr>
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<tbody>
<tr>
<td>Stabilize,</td>
<td>Contractor</td>
<td>Click here to enter</td>
<td>Click here to enter</td>
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<tr>
<td>deconstruct and</td>
<td>restoration</td>
<td>text.</td>
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</tr>
<tr>
<td>re-build.</td>
<td>complete.</td>
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"H"
Community Forestry Program Update

September 2016

Restoration Thinning

Restoration thinning operations at Port Gamble Forest Heritage Park will begin the week of September 18th.

Per the restoration thinning schedule in Forest Stewardship Plan for Newberry Hill Heritage Park, a 50 acre unit in the southern most part of the park is being schedule for the first quarter of 2017.

Planning for thinning at North Kitsap Heritage Park continues and is expected to occur mid to late 2017.

Forest Stewardship Planning

Forest inventory and wetland/stream data collection is underway at Coulter Creek Heritage Park. This information will inform the restoration prescriptions, a core element of the forest stewardship plan and master plan for the park.

On September 10th, the Banner Forest Stewards did a walk through the Park to examine forest stands that may need restorative thinning. The knowledge gain from this field experience is a vital step in drafting the forest stewardship plan for the park.

Urban Forestry Restoration Grant

A 2016/2017 Urban Forestry Restoration Grant was awarded to Kitsap County Parks. Additionally, the Parks Department will be hosting the WCC crew for the next 12 months starting October 1st. The grant award is for one month, and two additional months have been awarded for hosting the crew. The month that we will have the services of the crew are October 2016 and February and May 2017. Crews will be working on projects at Port Gamble Forest, Newberry Hill and North Kitsap Heritage Parks. Several regional and community parks will also get assistance with restoration activities including: noxious weed control, tree planting, road culvert maintenance and tree pruning.
# Community Forestry Program Project - Timeline

<table>
<thead>
<tr>
<th>Project List</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td>Park Wildfire Protection Planning</td>
<td>September 2015 through December 2016</td>
</tr>
<tr>
<td>Planning 2016 Restoration Thinning</td>
<td>November 2015 through December 2017</td>
</tr>
<tr>
<td>Restoration Thinning @ Port Gamble Forest Heritage Park</td>
<td>September 2016 through January 2017</td>
</tr>
<tr>
<td>Restoration Thinning @ Newberry Hill Heritage Park</td>
<td>February through March 2017</td>
</tr>
<tr>
<td>Restoration Thinning @ Coulter Creek Heritage Park</td>
<td>April through August 2017</td>
</tr>
<tr>
<td>Restoration Thinning @ North Kitsap Heritage Park</td>
<td>September through December 2017</td>
</tr>
<tr>
<td>Coulter Creek Heritage Park – Forest Stewardship Planning</td>
<td>May 2016 through February 2017</td>
</tr>
<tr>
<td>Banner Forest Heritage Park – Forest Stewardship Planning</td>
<td>May 2016 through February 2017</td>
</tr>
<tr>
<td>Danger Tree Planning and Removal – South Kitsap Regional</td>
<td>October 2016 through April 2017</td>
</tr>
<tr>
<td>Urban Forestry Restoration Program Projects</td>
<td>October 2016 and February &amp; May 2017</td>
</tr>
<tr>
<td>Park Steward Training/Education</td>
<td>September 2016 through March 2017</td>
</tr>
<tr>
<td>Restoration Tree Planting</td>
<td>January through March 2017</td>
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</tbody>
</table>
Facilities/Grounds

- Eagle Scout Projects – 2 in progress with 1 recently completed.
- Fair clean up took longer this year due to less Mucky Monday participation.

Grants

Boand Family Foundation Grant - Lower Arena Roof

- Fill dirt is complete, ready for inspection
- Installation of fence, plants and sign on east end pending.

PFD Funding

Phase One - Lobe Field Improvements.

- Update -Umpire Dressing room exterior painting, modified ramp and landing will be completed by staff.
- Change orders – are in process and should be completed by end of September

Department of Agriculture Health & Safety Grant

- Hood – being installed with anticipated completion and inspection by end of September.

Rental/Events (Economic Development)

- Events held included: **Late August** – Kitsap County Fair & Stampede. **September** – Olympic HS Tennis, CTA Sewing Sale, Cross Country Events (2), Bremerton Gun Show, Church Concert, Destruction Derby last event for the season, Volleyball Tournament, Hoe Down Throw Down, Gig Harbor Kennel Club AKC Dog Show, West Sound Quilt Show, Home & Recreation Show

Staffing/Training

- Staff attended records management training.

Marketing

- New posters made for the felt marketing booth back drop – used at Fair booth
- Working with Kitsap Sun for add standardization.
- Websites were updated for Parks ([www.kitsapgov.com/parks](http://www.kitsapgov.com/parks)) and Village Greens ([www.Villagegreensgolfcourse.com](http://www.Villagegreensgolfcourse.com))
Facebook page was updated daily
County Sharepoint Intranet has been updated
Events posted to Govdelivery – county mass e-mail list
Google Events Calendar is updated
Visitor’s Bureau provided calendar to add to their website & Facebook

Reservation Process

Lean Process

Online applications are in beta testing

Village Greens Golf Shop

First Tee summer sessions had enrollment of 37 children. Fall session begins September 12.
Extra Help staff will work through September
Golf instructor running a tournament on September 17

Work Parties

Volunteer David Grant continues to work hard to maintain Kitsap Kids Playground
Volunteer Cliff Hanson volunteers three days a week assisting Fairgrounds maintenance with a variety of projects
Mission Creek Crew on Fairgrounds every Monday
Thank you to the many volunteers for the month of August who assisted in preparation, during the event and some cleanup for the 2016 Kitsap Fair & Stampede.

Capital Projects 2016

HVAC units in the Pavilion – Units are in, contractor is in process of installing the control systems
Hood - Presidents’ Hall Kitchen type 1 hood. Hood is in, suppression system is in pending electrical installation, testing and inspection.
Tennis Courts Improvements –
Courts 1 & 2 have pitted surfaces that need to be addressed before new surface installation can begin.
Net posts on 3 courts in process of being replaced.
Next step will be surface emulsion and painting of all courts
Lobe Fields PA System upgrade – To be installed after Press Box is placed
Pavilion Roof Repair & Painting – Roof is being sealed and painted.
Concession Upgrade (new press box on Lobe #1) –Informal bid specifications developed for pre-fab steel building.
Storage Building for Presidents’ Hall – Permit is being processed.
Central Parks

Anderson Hill Athletic Fields
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
Members off the U.S. Nimitz adopted the park. Will be installing new round stock fencing along the pond, general park cleanup and removing English ivy.

SWF Park
Parks staff to install new park lighting – bollard style – electrician scheduling the installation. Gazebo to be re-roofed in October, in-house work.

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. Researching funding sources to maintain and repair the (7) culverts and various ditches on the main service road. Parks staff looking into the overall condition of the beach house, whether to keep or not.

Wildcat Lake Park
Parks staff working with local companies towards prices and cost towards the piling removal in swimming area. Parks staff to re-roof the restroom building this fall.

Old Mill Park
Parks staff to work with local volunteers to rehab the front entrance into the park. Entrance and front of the park to be landscaped.
North Parks

Kola Kole Park
Parks staff maintaining all of this park. Parks staff completed fall turf maintenance of fields. Storage building re-roofing slated for this fall. Building painted.

Norwegian Point Park
Well house, power pole and electrical improvements. Future park master planning process.

- Volunteers have reinforced the back of the boathouse to protect from water intrusion into the building. The next step will be painting portions of the building.
- Community volunteers working with local contractor to re-roof the boathouse. Slated to be completed the 3rd week in September.

Point No Point Lighthouse Park
Resetting of the split rail fencing near the wetlands performed by Coast Guard sailors. Working on a press release with local fire agencies towards the NO BEACH FIRES allowed, due to more recent beach fires.

- Volunteers completed the ADA access ramp to the wildlife viewing platform.
- Audubon Society volunteers are working with staff to develop an IBA (Important Birding Area) interpretive sign for the park. Kitsap Audubon Society is paying for the manufacture of the sign.

Buck Lake Park
Parks staff working with DNR, WDFW and KC Noxious Weed Coordinator, on lake weed removal to restore swimming area.
Parks staff working with local companies towards costs of piling removal in swimming area.

Salsbury Point Park
Parks staff to re-roof the lower well house this fall. New landscaping to be added in flower beds around the unisex restroom.
South Parks

Horseshoe Lake Park
Parks staff working with local companies towards prices and cost towards the piling removal in swimming area.

Anderson Point Park
Staff still working the trail and ditches, clearing and removing trees.
The lower trail washout area work to be completed on September 19. Park to be closed during this time frame and re-opened on the 20th.
Parks staff started performing Milihanna Road maintenance – looks great.
Additional BEACH FIRE PROHIBITED signs went back on the beach. Park boundary signs in place.

Olalla Boat Launch
Patrons from Al’s store across from the launch, have started using the park parking lot for store use.
Parks staff installed BEACH FIRES PROHIBITED sign, PARK USE ONLY sign and soon the new park entrance sign will be installed.

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 removing the old metal bridge.

SKRP
Parks staff continues to work with KCSO, to deter illicit activities at the park. Increased presence of KCSO. Parks staff looking at performing work inside the horseshoe pit, park and ball field.
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 –**

- 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 staff training: Active Shooter Training in the fall.
- Parks staff training: CPR/1st Aide.
Parks and Recreation Advisory Board – August.2016

Parks Planning Report
Steven Starlund | Ric Catron

PORT GAMBLE FOREST HERITAGE PARK – Stewardship | Trails

New Shoreline access improvements including: parking rail fencing, view point trails, and roughed in a 1-mile Bay Shore Trail along the bluff to the south of the parking area. On Sept. 10, sixty-two volunteers worked on these improvements. Financial support for the fence and gravel materials was from an REI Grant award to the Great Peninsula Conservancy. Several Target Store employess also volunteered at the event. Volunteers prepared >300 ft of packed gravel trail for new vistas and trailheads.

Note: We are installing Caution signs at the “beach access” to warn of the existing bluff debris hazard and the deep mud issue on the beach. Pope/DOE Cleanup project will do additional bluff work this month to remove concrete and rebar.
Point No Point -- Restrooms

Construction is near complete for Romtec restrooms with interior painting remaining. Open for “service” Sept. 16.

Kitsap County Fair – New Parks Booth Display

New Fair Displays highlighting park programs were developed to enhance visibility and offer a quick “read” at our Fair Booth.
Historic Howe Farm Barn

Barn restoration work was concluded with the addition of a gravel drain-skirt around the structures to protect the exterior siding of both barns. White-wash painting on the 1946 barn was completed.

South Kitsap Regional Park

Park Phase 1-C Expansion: Sealevel Builders was awarded the bid for park improvements including skate park additions. DCD has a mandatory preconstruction meeting and the contractor is awaiting a Notice to Proceed following final review of project scope details by Parks. Parks is in the process of getting an engineer contractor on board, and applying for a construction permit for new Romtec restrooms.