

APPROVED
FEBRUARY 15, 2017

Kitsap County Parks Advisory Board
Eagle's Nest, Bremerton
Minutes January 18, 2017

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

Introduction of the Board: Joanne Clark, Frank Stricklin, Kathryn Thompson, John Grinter, Jon Pearson, Ani Gatz, Elizabeth Grady & Tleena Ives. Excused: Larry Walker

Staff: Jim Dunwiddie, Leigh Snyder

Members of the Public – 7

Approval of the November 16, 2016 minutes

Motion: Frank Stricklin **Second:** Jon Pearson
Motion to accept the November 16, 2016 minutes as presented.
Discussion: None
Action: Minutes approved by unanimous vote.

Nominating Committee Report: Frank Stricklin presented candidates for Chair – Ani Gatz and Vice Chair – Larry Walker for 2017.

Motion: Jon Pearson **Second:** Kathryn Thompson
Motion made to close nominations and vote on the candidates as proposed.
Discussion: None
Action: Motion passed by unanimous vote.

Correspondence & Communication: Jim Dunwiddie reported that the South Kitsap High School rowing team had just sent in a detailed proposal for use at Long Lake. It will be reviewed. The request is much more involved and comprehensive than originally presented.

Public Comment: Thank you to the County and Parks for the recent Port Gamble Block purchase and a special thank you to Arno Bergstrom for the recent low impact logging efforts – much appreciated. CK Council has a “Parks” committee and will be sending alternating members to attend the monthly PRAB meetings. Jim Dunwiddie offered to attend one of their meetings and make a presentation. President of ARC’s Chuck Maguire thanked department for their support and they are working on the master plan for Coulter Creek in South Kitsap.

Directors Report: The SKHS rowing team proposal as stated previously is quite extensive. They are looking for a boat house, sponsorship of annual regatta and summer use. There will be discussions and dialogue with the group. Our PRAB meeting February 15th will piggy back off a community meeting for the Harper Estuary and will be held at Colby United Methodist. The community event is scheduled from 4:00PM to 6:00PM. Staff attendance at PRAB meetings is being prorated as we are stretched thin with the amount of nightly meetings. Specific topics will be addressed by Staff when necessary. Annual Stewardship meeting will be held in February. Lori Raymaker is currently working to get all notes and minutes for the various groups compiled

so they may be uploaded to the website. Details on the meeting will be provided on the website and via email. Certificate of Occupancy has been issued for the covered arena and a meeting is scheduled with a non-profit equestrian organization for potential management and operation. Contract cancelled for the resurfacing of the tennis courts due to difficulty with the work involved – MOU being prepared with CKSD to assume responsibility for surfacing and scheduling. Discussions continue with Parks, Kitsap Public Facilities District and a youth non-profit organization to construct Gordon Field #2, and preliminary discussions have been held regarding upgrading certain athletic fields at the Event Center for both school and community use. The recent Port Gamble acquisition increased the parklands by 18% this event and the magnitude of staff illness has eaten into time to discuss fee revisions. We will advise of a date soon. Outstanding field use fees for both 2015 and 2016 seasons are currently in collections.

Anderson Point Park – question raised by Joanne Clark – is there a solution for the runoff from the neighboring property? Yes. The Public Works Department has made the necessary revisions to channel the water next to the road down to the beach as advised and recommended by WDFW and other entities.

South Kitsap Regional Park – question posed by Ani Gatz – has there been a measurable decrease in vandalism with the increased partnership with law enforcement as noted in the Parks Resources report? It is difficult to measure, however vandalism is lower in the Parks but recent break-ins have occurred to several buildings all over the Fairgrounds. The incidents are currently under investigation by law enforcement.

Committee Reports:

North Kitsap Heritage Park – work continues on the master plan.

Community Forestry – met with various groups (WDFW, Representatives of the Suquamish Tribe, DNR & Arno Bergstrom) to tour NHHP in regard to the Forest Practices application and to find more ways to help the fish.

Newberry Hill Heritage Park – South Sound Church of Christ assisted in readying an area along a seasonal stream for various plantings. Monday CK student will be planting Southern White Pine. The Scotch Broom removal process continues. Elizabeth Grady mentioned how much she appreciates the work of the NHHP Stewards.

Old Business: Retreat date after discussion will be held Friday February 3rd from 9:00 AM to 1:00 PM. The venue will be either the Eagle's Nest or Island Lake Community Center. Confirmation will be sent to the PRAB.

New Business: None

Board Comments:

Frank Stricklin mentioned a new stream steward class coming up. This class will be 2 parts – 4 weeks water and 4 weeks commercial forestry. Participation of potential stewards from Coulter Creek is encouraged.

John Grinter mentioned the new guidebook out for Kitsap Trails. It is a new series and favorable to the county.

Motion by: John Grinter **Second:** Joanne Clark

Motion to adjourn

Discussion None

Action: Meeting adjourned by Chair Ani Gatz at 7:52PM

February PRAB Meeting

Colby United Methodist Church February 15. Following community gathering hosted by Commissioner Garrido and Public Works to discuss future of Harper Estuary/ and Harper Park.

Staff Attendance

Competition for staff time has increased dramatically due to acquisitions, projects, and facilities. Staff will attend quarterly for program updates or issues.

Lori Raymaker will attend the February meeting to make a 10-15 minute presentation on the Volunteer and Park Stewardship programs.

Steven Starlund will present the Park Recreation and Open Space Implementation plan during the March meeting.

Stewardship

Notes and minutes of our various stewardship groups will be posted on our website

Annual Stewardship Meeting scheduled Tuesday, February 28 in Eagles Nest

Covered Arena

Certificate of Occupancy received last week. Meeting scheduled with non-profit equestrian organization for potential management and operation. Work for Kitsap Community Foundation to donate facility.

Event Center

Difficulty with re-surfacing of tennis courts. Contract cancelled. MOU being prepared for CKSD to assume responsibility for surfacing and scheduling. (Kitsap doesn't schedule any activities).

Athletic Fields

Discussions continue with Parks, Kitsap Public Facilities District, and a youth non-profit organization to construct Gordon Field #2.

Preliminary discussions with CKSD regarding the upgrading of certain athletic fields at the Event Center for school district and community use.

Fees

Timing and magnitude of the Port Gamble acquisition and the timing and magnitude of staff illnesses have eaten into time to discuss fee revisions. We will pick a meeting date to discuss 2017 fees...soon! We were able to pro-rate a fee to accommodate the roller derby brats. Outstanding field use fees for both 2015 and 2016 seasons are in collections.

SKHS Rowing Proposal

Received last week. More than school program...access during summer. Construction of Boat House, storage buildings, request for department to co-sponsor regattas...etc.

OPERATIONS SUPERINTENDENT

JANUARY 2017

Facilities/Grounds

- Eagle Scout Projects – 1 in progress
- Lobe Field #1 – staff cleaned up debris and couches left by renter
- Pavilion Roof leaks were repaired by contractor
- Parks office septic pump failed. Staff able to get one pump working. Staff working with septic company to resolve 2nd pump issue.

Grants

Boand Family Foundation Grant - Lower Arena Roof

- Occupancy permit has been issued
- Viking Fence scheduling the installation of fencing.

PFD Funding - Phase One - Lobe Field Improvements.

- Change orders – Viking Fence has erected some of the fencing, anticipate netting installation by end of week, final fencing completion is being scheduled by contractor.

Department of Agriculture Health & Safety Grant

- Project complete. Staff working on billing.

Rental/Events (Economic Development)

- Events held included: **December** – Rocky Mountain Elk Foundation Banquet, Bremerton Gun Show, Pygmy Goat Show, Olympic Duals Wrestling Tournament, NWWC Wrestling Tournament, Toys For Tots, Hammerhead Wrestling Tournament. **January Events** – Gut Check Challenge Wrestling Tournament, Volleyball Tournament, Martin Luther King Jr. Event Bremerton Gun Show, Volleyball Tournament, Special Olympics. **February** – Volleyball Tournament, Night To Shine, Daddy Daughter Dance, West Sound Business Expo, Kitsap Quilters Show, Kitsap Wedding Show, Antique Show, Awana Games

OPERATIONS SUPERINTENDENT

JANUARY 2017

Staffing/Training

- Staff attended county benefits fair on site in November and December
- 1 staff to attend Change Management Training in December
- Village Greens Golf Course Staff on lay off November 21 – March 12, both Golf Shop Attendants have expressed interest in returning, as have the maintenance and shop extra help staff
- Mission Creek Crew scheduled each Monday to assist Fairgrounds Maintenance
- Maintenance Staff training scheduled for 2017
 - January 13 - CPR/1st Aid Training
 - January 19-20 – Shop Storage Organization
 - January 27 – Job Safety, Blood Borne Pathogens
 - February 3 – Job Task Training on a variety of tasks, Project Management
 - February 10 – Equipment Use policies, procedures, and hands out training refreshers
 - March 24 – Irrigation Training and refresher
 - May – 5-6, 19-20 Project Completed from Feb 3 training

Marketing

- Staff working with Kitsap Sun to provide standardized ads
- Staff working with graphic artist to update four brochures
- Staff working with Kitsap Sun to provide ads for the fall (part of naming rights for Kitsap Sun Pavilion)
- All websites, Facebook and calendars have been updated and sent out
- Visitor's Bureau was sent events calendar to add to their website & Facebook
- Staff have moved forward with Parks Website updates for new website

Reservation Process - Lean Process

- SOP being finalized

Village Greens Golf Shop

- Closed for the season
- Reopens March 13 with free golf for all

OPERATIONS SUPERINTENDENT

JANUARY 2017

E-Tix Program

- Wrestling Tournament Ticketing went well
- Next ticketed event is Home Show in March

Work Parties

- No new work parties

Vandalism/Theft

- Parks office window was broken in an attempt to gain access to the building.
- Thieves/Vandals broke into the Pavilion, Presidents' Hall and White House all in one night – leaving broken window, door, interior doors and door frames and exterior wall repair needed. Repairs in process. Sheriff believes they have caught one of the suspects.
- Tibardis Fence was damaged by a reckless driver

Capital Projects 2016

- HVAC units in the Pavilion – Completed. Facilities setting to set up training for staff in January to program system.
- Tennis Courts Improvements – Contractor was sent notice of termination. Director working on another solution going forward.
- Lobe Fields PA System upgrade – Gordon Field PA System equipment purchased by contractor, anticipates installation in February. Installation for Lobe Fields will be after Press Box is installed.
- Pavilion Roof Repair & Painting – Project Complete.
- Concession Upgrade (new press box on Lobe #1) – 3 quotes from metal building kit vendors have been received. Staff working with Purchasing to determine which bid is the best one to take.
- Storage Building for Presidents' Hall – Concrete slab is poured, framing is up, trusses are up. To be completed are walls and roof panels, insulation, doors, electrical and lighting.

Parks Resource Division Report

January 2017

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

Members off the Bremerton Naval Hospital adopted the park and will be conducting general park cleanup and removing English ivy.

SWF Park

Parks staff to install new park lighting – bollard style. Working on seawall lighting repairs. The installation of new park trash containers going in the month of January.

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 in spring 2017. Parks staff to re-roof the well house in spring 2017. Soliciting bids for a new roof on the maintenance/mechanical shop.

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. Slated to be completed in spring 2017.

Parks Resource Division Report

January 2017

North Parks

Kola Kola Park

Parks staff maintaining all of this park. Parks staff completed fall turf maintenance of fields. Storage building re-roofing slated for this fall. Upstairs window work to be completed by parks staff this month.

Point No Point Lighthouse Park

Parks staff in partnership with Public Works staffing, removed vegetation and spoils from the parks wetlands and surrounding ditches, to improve water flow in the park wetlands. HPA to be submitted in April, work to be done in September.

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

New landscaping to be added in flower beds around the unisex restroom. Floating dock to be installed in April, and decking repairs to be done prior.

Island Lake Park

The new flooring to be installed this month at the log cabin. Work started on January 9th. Building to be closed the entire month for building painting, improvements and landscaping improvements.

Soliciting bids for the new roof at the picnic shelter.

South Parks

Horseshoe Lake Park

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

Key Pen partnership again this year.

Anderson Point Park

Parks staff started performing Milihanna Road maintenance – looks great.

The smaller gravel to be added to the trail this spring by a contractor.

Rotary Park

Parks Resource Division Report

January 2017

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. Postponed due to the Harper Estuary project. Park parking lot being used as a staging area until project completion.

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.

The revision to the Horseshoe Pitch area underway between parks staff and the HPA.

Parks staff working with the WYA to remove invasive weeds, scotch broom and install plantings in various areas of the park – More color.

Parks staff will be overhauling the open lawn area by the playground.

Parks staff installing a new wooden fence along the Lund Ave entrance adjacent to the BMX, to deter bike activity in the roadway.

Updates –

- 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: CPR/1st Aide.
- Parks staff to have additional training and safety measures put in place to minimize sharps exposures.
- Parks staff attending ISA training in December.
- Active Shooter Training slated for the spring of this year.
- Blood Borne Pathogen Training/Sharps Training.

Parks Resource Division Report

January 2017



Parks Planning Report

January 2017

Parks and Recreation Advisory Board – January, 2017

Parks Planning Report

Steven Starlund | Ric Catron

South Kitsap Region Park – Expansion

Perimeter trails and Skate Park additions are 80% complete. Finish landscaping has been delayed due to frozen ground. Removal of the north berm top soil was spread onto the open field for a future play area.

The engineering contract for a new restroom construction has been awarded to Akana. Once a contract is prepared and signed by the BoCC, they'll prepare construction drawings and specifications for permits. We will then advertise for construction work, and place an order for the restroom "kit", similar to Romtec restroom at Point No Point.



PORT GAMBLE FOREST HERITAGE PARK -- Trails | New Park Acreage



1356 acres have been purchased with Dept. of Ecology funds. The County will own the land and Pope Resources (seller) will retain the right to timber management and harvest for 30 years. Parks will begin developing a public access and trail plan for the new acreage. [See new land acquisition map] The County will begin work to complete the purchase of a ~200-acre parcel intended for a mtn.-bike and adventure park with a RCO grant. The completion schedule for that purchase would likely be in the third quarter of 2017.

Beaver Pond Boardwalk replacement is progressing with setting of log stringers. Weather has delayed completion of this substantial boardwalk replacement project. Funding of boardwalk decking and rails are part of a REI grant, which supports the multi-use trail facility.



Parks Planning Report

January 2017

Point No Point --Restrooms



Completion of the restroom and scheduled opening has been delayed due to necessary revisions to the building height in order to meet FEMA flood resilience and environmental standards. Staff is working with DCD, FEMA and our engineering contractor to retrofit the build

ing to meet federal requirements.

North Kitsap Heritage Park – Recreation/Landscape Planning

NKHP Stewards began writing and mapping a Land Classification and Resource Management Plan for the Park. Stewards are discussing various management issues and stewardship goals for the Heritage Park. Draft planning will continue for a few months and then invite larger public review and involvement.



Harper Estuary

Work is progressing with dredging of toxic sediment and brick removal. Harper Park parking area is being used for equipment staging and clean sand “capping” materials. During the three month construction period, the park field is closed, with fenced access to park trails.

Coulter Creek Heritage Park



Overgrown Xmas tree farm/decadent forest

Staff is assessing the commercially managed forest landscape within the 1100-acres Heritage Park. In 2017 natural resource/landscape planning will begin. Included in those discussions will be the status of the leased Calvinwood Camp, by WA State Parks.

McPherson-Howe Farm

Parks Planning Report

January 2017

Park staff and volunteer stewards met with Commissioner Garrido to consider a full spectrum of ideas toward planning and managing a “living history” farming museum. Commissioner is forming an expanded interest group to include Historical Society members, Conservation District staff and others, to help move this vision, step by step. Park stewards and staff are laying out new trails and improving trail access to the farm’s beaver pond and woodlot.



Community Forestry Program Update

January 2017

Restoration Thinning

Restoration thinning operations at Port Gamble Forest Heritage Park have been underway since late October and will continue into February 2017. The next restoration project will be in the southern most end of Newberry Hill Heritage Park starting in late February. This will be followed by a restoration thinning and root rot mitigation project at South Kitsap Regional Park in March 2017. Restoration thinning will start in the western portion of Coulter Creek Heritage Park in June/July

Planning for thinning at North Kitsap Heritage Park continues and is expected to occur in late 2017 or the first quarter of 2018.

Forest Stewardship Planning

Forest inventory and wetland/stream data collection is still 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. We are actively seeking community members to assist with the preparation of the Coulter Creek Forest Stewardship Plan.

The tree and ecosystem metrics are being compiled for the Banner Forest Heritage Park – Forest Stewardship Plan.

Urban Forestry Restoration Grant

The WCC crews will be working on projects at Port Gamble Forest, Newberry Hill and North Kitsap Heritage Parks starting on January 30th. Forest restoration activities that the crew will be working on including: road and trail work, noxious weed control, tree planting, road culvert maintenance, tree pruning, wetland and riparian delineation, and marking trees for restoration thinning.

Community Forestry Program Update

January 2017

Community Forestry Program Project - Timeline

Project List	Timeline
Park Emergency & Wildfire Protection Planning	January through June 2017
Planning 2017 Restoration Thinning	January through December 2017
Restoration Thinning @ Port Gamble Forest Heritage Park	January through February 2017
Restoration Thinning @ Newberry Hill Heritage Park	February through April 2017
Restoration Thinning @ South Kitsap Regional Park	March/April 2017
Restoration Thinning @ Coulter Creek Heritage Park	June through November 2017
Restoration Thinning @ North Kitsap Heritage Park	October through December 2017
Coulter Creek Heritage Park – Forest Stewardship Planning	January through June 2017
Banner Forest Heritage Park – Forest Stewardship Planning	January through March 2017
Urban Forestry Restoration Program Projects	February & May 2017
Park Steward Training/Education	January through March 2017
Restoration Tree Planting	January through April 2017