

APPROVED
MARCH 15, 2017

Kitsap County Parks Advisory Board
Colby United Methodist Church
Minutes February 15, 2017

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

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

Special Guest: Commissioner Charlotte Garrido

Staff: Jim Dunwiddie, Lori Raymaker & Leigh Snyder

Members of the Public: 9

Approval of the January 18, 2017 minutes

Motion: Frank Stricklin **Second:** Joanne Clark
Motion to accept the January 18, 2017 minutes as presented
Discussion: None
Action: minutes approved unanimous vote.

Correspondence & Communication: None

Stewardship Report – Lori Raymaker –Parks Stewardship Coordinator- written report provided. Statistics for 2014 show 21,206 volunteer hours just in parks! The dollar amount calculated for this service is \$28.99 per hour which equals 10 full time workers. Volunteers are critical to the success of the Department and in some cases can be used as match money for grants. The hours for 2016 will be available through the County report in April. All volunteers need to record their hours. Hours can be recorded and tracked online by the volunteer or simply sent to me and I will record for you. Annual Stewardship meeting February 28th at the Eagle’s Nest 6:00 PM please RSVP Lori Raymaker.

Public Comment: Jim Heyvelt will focus on documenting the changes and progress **for** the Harper Estuary. He will turn over his “Harper Park” responsibilities to Mike Collins. Mike has worked with the Banner Forest group for many years and although he will still assist there he is looking forward to volunteer projects at Harper Park.

Directors Report: The focus for 2017 should be trail identification and first responder access as is spelled out on the work plan for the Department. The volunteer subcommittee may recommend to model after the new Bainbridge Island system. Steven Starlund will attend the March PRAB meeting to speak to the timeline for the PROS plan and Jim Aho will give an update on the Illahee acquisition plan. Arno Bergstrom will give us a report in April on “root rot” in the parks. There will be a community meeting this Saturday to discuss the substantial root rot at SKRP particularly in the area the Kitsap Live Steamers occupy. Many trees need to be removed with a March 6th date anticipated to start. Gorst Warehouse sale – negotiations pending receipt of third appraisal. Close to agreement with CKSD to take over the tennis courts, they will be taking over repairs, maintenance and scheduling. We are looking to partner with the CKSD and the PFD to renovate 2 ballfields and a follow up meeting for the operation of the Board Family covered arena with a

non-profit is scheduled for next week. We are in legal discussions with the design firm to have the Howe Farm Barn door re-designed. The PNP restroom is not FEMA approved and we have taken a legal approach with the design/engineering firm to remedy for compliance and approval by FEMA. Flood doors may be an option to cure.

Staff Reports: attached – no questions.

Subcommittee Reports:

Newberry Hill – Frank Stricklin – pulling noxious weeds and planting Western White pine where the root rot was. CK students planted 200 trees and a church group helped prep the area.

Banner Forest – Mike Collins – reported 4 hours were spent last Saturday clearing the main service road due to storm damage. Focus now will be to clear the trails.

Community Forestry – re-evaluating the south end of NHP in regard to wetlands/fisheries. Restorative forester is held up due to rebuilding an engine for a vital piece of equipment.

Old Business: See retreat recap.

New Business: Frank Stricklin is looking for departmental assistance to avoid unauthorized or old maps from being uploaded to various systems (MAPRIKA, GARMIN etc.) Perhaps the group subcommittee working on signage can provide an assist with this.

Adjournment:

Motion: Jon Pearson **Second:** Joanne Clark
Motion for adjournment
Discussion-None
Action: Motion passed – meeting adjourned at 7:15 PM.

Community Forestry Program Update

February 2017

Restoration Thinning

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

Planning for thinning at North Kitsap Heritage Park continues and is expected to occur in 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 still seeking community members to assist with the preparation of the Coulter Creek Forest Stewardship Plan.

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

Urban Forestry Restoration Grant

The WCC crews worked on projects at Port Gamble Forest, Newberry Hill and South Kitsap Regional 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

February 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 @ South Kitsap Regional Park	March/April 2017
Restoration Thinning @ Newberry Hill Heritage Park	May through August
Restoration Thinning @ Coulter Creek Heritage Park	September through December 2017
Restoration Thinning @ North Kitsap Heritage Park	January through March 2018
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

Parks Resource Division Report

February 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 on in the month of January.

The removal of (3) flag poles slated for this month.

Preventative maintenance to be conducted on shelter roof.

Soliciting bids for the installation of pour in place playground surfacing.

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. Staff looking into the overall condition of the beach house, whether to keep or not.

Wildcat Lake Park

Parks staff working with local companies to come up with price and cost for piling removal in the swimming area.

Parks staff to re-roof the restroom building and 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 with landscaping. Slated for completion spring 2017.

Parks Resource Division Report

February 2017

North Parks

Kola Kola Park

Staff maintains all of this park. Fall turf maintenance, upstairs window work and paneling installation complete. Storage building re-roofing slated for fall 2017. completed.

Point No Point Lighthouse Park

Staff in partnership with Public Works staff, removed vegetation and spoils from the parks wetlands and surrounding ditches. This will improve water flow in the park wetlands. HPA to be submitted in April, work to be done in September. Waiting on WDFW staffing review of the work.

Buck Lake Park

Parks staff working with DNR, WDFW and KC Noxious Weed Coordinator on lake weed removal to restore swimming area. Staff is working with local companies toward the cost 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, with decking repairs to be done prior.

Island Lake Park

The new flooring has been installed at the log cabin. Soliciting bids for the new roof at the picnic shelter. Rock and landscaping improvements to the building in April.

South Parks

Horseshoe Lake Park

Parks staff working with local companies to pencil out the cost of piling removal in the swimming area. There will be a continuation of the successful Key Pen partnership this year.

Anderson Point Park

Parks staff started performing Milihanna Road maintenance – looks great. Smaller gravel to be added to the trail this spring by a contractor.

Veterans Park

Scout and volunteers refurbished and installed a flag pole/flag behind the gun mounts.

Parks Resource Division Report

February 2017

Rotary Park

Staff to remove trees in various locations in the park and install a drainage ditch along field #1 to improve field play. Staff looking to improvements that will allow for more field use by local youth soccer for fall and little league play in summer.

Harper Park

Staff removing the old metal bridge. Work has been postponed due to the Harper Estuary project. Park parking lot being used as a staging area until project completion.

SKRP

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.

Parks staff updates:

- Staff is conducting a Chain Saw Safety class for volunteers.
- Training: NPDES/IPM and Situational Awareness with KC Risk Management.
- Training: CPR/1st Aide.
- Additional training and safety measures put in place to minimize sharps exposures.
- Active Shooter Training slated for the spring of this year.
- Blood Borne Pathogen Training/Sharps Training.

Stewardship Coordinator

Point No Point

Friends of PNP are applying for a License Plate grant to repair the copper plating on top of the tower roof. Hopefully this will alleviate the water intrusion into the south wall of the tower room.

Port Gamble

Coast Guard volunteers will be working on the Shoreline Loop trail this month

North Kitsap Heritage Park

Stewards are working on a new Stewardship Plan

Parks Resource Division Report

February 2017

South Kitsap Regional Park

30 South Kitsap High School students worked on MLK day to pick up litter throughout the park.

Banner Forest

Stewards are busy clearing brush and downed trees on all trails

Newberry Hill Heritage Park

A church group worked with stewards on MLK day to prep an area to replant after thinning

Guillemot Cove

An Eagle Scout constructed a new boardwalk across the meadow for year-round access to the beach trail.

A large section of the Ridge Trail washed out in the December 2016 storms. The trail is completely impassible. Stewards are designing a trail re-route to bypass the washout. Anticipate the trail to be closed until at least June 2017.

Parks Resource Division Report

February 2017

Erecting a Flag Pole in honor of a Friend

By Marion Hersey, Flag Chairman, John Paul Jones WASSAR

On the 7th of July 2016, I was contacted by Lori Raymaker. She is the Volunteer Coordinator of the Kitsap Parks Department. She informed me that there was a future Eagle Scout that wanted my assistance with moving and installing the flagpole at Veteran's Memorial Park in Port Orchard in honor of a neighbor that was killed in Afghanistan

Of course I was interested as I had restored and painted the guns with the assistance of sailors from the USS Stennis two years ago and it was my goal to bring the pole here.

For the last 6 months Daniel King, his mother and grandfather have been working on it and on the 14th of January, along with about 15-20 of his family and friends ensured the pole was refurbished, hole was dug and sleeve cemented in to allow for the raising of the flag.

On 15 January Flag pole was raised set in sleeve and a flag was raised.

As Flag Chairman of the John Paul Jones Chapter WASSAR, I surprised him with the presentation of the first flag and a Flag Certificate honoring him for doing this project.

Respect for our Veteran's Memorials is again shown, this time as an eighteen year old's Eagle Scout Project.



Operations Report

February 2017

Facilities/Grounds

Eagle Scout Projects – 1 in process

Lobe Field #'s 3 & 4 and Gordon Field #2 – damaged to the grass areas due to weather –staff will repair in spring.

Staff working on several projects to improve the appearance of main areas of Fairgrounds. Anticipated completion is May.

Grants

Boand Family Foundation Grant - Lower Arena Roof

Installation of fence delayed due to weather. Rescheduling with vendor.

PFD Funding - Phase One - Lobe Field Improvements.

This project is complete with site walk with architect, PFD and contractor held last week for close out.

Department of Agriculture Health & Safety Grant

Project complete. Staff working on billing. Anticipate completion and final report by end of February.

Rental/Events (Economic Development)

Events held included: **January** - Bremerton Gun Show, Volleyball Tournament, Special Olympics. **February** – Volleyball Tournament, Night To Shine, Daddy Daughter Dance, Kitsap Quilters Show, WestSound Business Expo, Kitsap Wedding Expo, Antique Show, Awana Games. **March** - Vintage Market, Kitsap Puma Tryouts, Kitsap Conservation District Tree Sales, Falcon Gun Show, Military Appreciation Day, Doo For You.

Staffing/Training

Staff working with HR to get extra help staff and Village Greens Golf Course Staff back on board for season

CPR/1st Aid – Maintenance staff and some office staff have completed. Another training will be held at the end of the month for remaining staff

Staff training January/February:

Operations Report

February 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 8 – CPR/1st Aid for office staff

February 10 – Equipment Use policies, procedures, and hands out training refreshers

To be held:

February 27 – CPR/1st Aid for office staff

March 24 – Irrigation Training and refresher

May – 5-6, 19-20 Project Completed from Feb 3 training

Marketing

Kitsap Sun in process of creating standardized ads

Staff working with graphic artist to update four brochures

Staff working with Kitsap Sun to provide ads for the winter and spring (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 has put Parks Website updates in place for new website which goes live February 13, includes mobile application

Reservation Process - Lean Process

SOP being finalized.

Village Greens Golf Shop

Reopens March 13 with free golf for all

E-Tix Program

Next ticketed event is Home Show in March. Staff is working to schedule ticket sellers. Staff is working with Home Show to set up tickets for show.

Operations Report

February 2017

Work Parties

Staff in discussion with Washington Youth Academy to set up work party.

Vandalism/Theft

Window in Eagles Nest appears to have been shot by a bb gun

Reckless driver in several parking lots and in lower bowl – lower bowl will need to be graded in spring.

Capital Projects 2016

HVAC units in the Pavilion – Completed. Facilities I planning to set up training for staff, scheduled for February to program the system.

Tennis Courts Improvements – No new report

Lobe Fields PA System upgrade – Gordon Field PA System installed and working. Installation for Lobe Fields will be after Press Box is installed.

Concession Upgrade (new press box on Lobe #1) – Company with lowest quote for kit could not accept County's purchasing requirement , second bid was too high. Staff working with purchasing department to determine next move.

Storage Building for Presidents' Hall – Most of the building is complete - awaiting delivery of roll up door from east coast. Contractor submitted estimates for possible change order adding concrete to Presidents' Hall and new rollup door to prevent need for use of forklift from this location. Staff determining feasibility.

Capital Projects 2016

Capital Funding for restroom facility has been approved. Staff working with community to determine Gordon Field Phase 2 plan. Meeting of interested user groups planned for February 23 at 6pm in the Eagles Nest. Additional funding for the field will come from a combination of grants, private donations, and Public Facilities District funding. That portion of Phase 2 is planned to begin in 2018.

Capital Funding for bleachers behind the ADA seating for Lobe Field #1 has been approved. Staff seeking options.

Parks Planning Report

January 2017

Parks and Recreation Advisory Board – January, 2017

Parks Planning Report

Steven Starlund | Ric Catron

South Kitsap Region Park – Expansion

Skate Park additions, perimeter trails landscaping and ADA parking areas are near completion. New entrance signs and park approach signs are being ordered. Substantial Completion walk-thru is scheduled for Feb. 10.



A new restroom is on schedule for construction adjacent to the skatepark. A Romtec “kit” has been selected for this new block restroom.

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

Volunteers are working to update the new land acquisition property using our Land Classification system allocating resource management areas and public access/use opportunities.

The log boardwalk at the Beaver Pond trail is progressing with the leveling of the log stringers. Backcountry horsemen have agreed to haul the 4”x10” planks needed for the boardwalk decking.

Trails: Volunteers from the Great Peninsula Conservancy and US Coast Guard are continuing to complete the Shoreline Beach access trail and the Bay-Shore Bluff trail loop. Park staff and our Park’s Forester are working with North Kitsap Trail volunteers to route an extension to the Stumps Trail which will add several miles of trail and roughly follows cleared paths opened up by recent forest thinning operations.

Staff and Commissioner Gelder met with volunteers who are doing research and pre-park planning for the mountain bike Ride Park and a proposed “outdoor adventure park”, for soon-to-be acquired, Ride Park property adjacent to the northwest corner of our existing park ownership.

Point No Point --Restrooms

Completion of the restroom is dependent on the issuance of a Flood Protection Certificate. Retrofit design options with “flood doors” are being considered to meet FEMA standards and DCD approval. Opening date is not yet determined.

Parks Planning Report

January 2017

North Kitsap Heritage Park – Recreation/Landscape Planning

Working with NKHP Stewards for a submittal to the Salmon Recovery Funding Board (SRFB) for a grant for a rustic bridge to replace an undersized culvert in the park. Presentation to the SRFB will begin on Feb. 15.

Harper Estuary

Work is complete on the dredging of toxic sediment removal at the estuary and the “sand cap”. Due to the underlying of brick layers for early road construction, there are still brick remnants (non-toxic) along the shoreline. Public Works is proceeding with the planning and funding requests for the new bridge crossing. This project, when fully funded, will add an ADA path to the shoreline. Currently the slope of the sandy shoreline on the north side of the roadway is suitable for hand-launch of recreational boats and shoulder parking



Parks and Open Space Plan 2018 (PROS)

Park staff are reviewing our 2012 PROS Plan and other regional recreation and open space plans. Significant in this review is the information gathered as part of the County’s recent Comprehensive Plan. This adopted plan provides current county-wide demographics, mapping resources, recreation and open space inventories and growth trends. A planning process outline is underway and includes recommended steering and technical committees, a public involvement and publicity strategy, plan outline, and schedule targets. The County’s 2018 PROS Plan is due to the WA Recreation and Conservation Office (RCO) by March 2018.