

**APPROVED**  
**APRIL 19, 2017**

Kitsap County Parks Advisory Board  
Island Lake Community Room  
Minutes March 15, 2017

Meeting called to order by Chair Ani Gatz at 6:00 PM.

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

Staff: Jim Dunwiddie, Arno Bergstrom, Steven Starlund & Leigh Snyder

Guest: Jim Aho – Illahee Preserve Acquisition update

Approval of the February 15, 2017 minutes

**Motion:** Joanne Clark      **Second:** Larry Walker  
Motion to accept the February 15, 2017 as presented  
Discussion: None  
**Action:** minutes approved unanimous vote

Correspondence & Communication: None

Jim Aho – presented an update on the Illahee Preserve Acquisition (See attached presentation information)

Opportunity for Public to address the Board: Lynn Schorn of the Port Gamble Steering Committee asked that there be better communication with the stewardship groups when planned forestry projects change or take longer than first anticipated. Her group felt a little blindsided by the length of time the thinning has taken over and above what was communicated. Don Willott, representing the Kitsap Audubon Society expressed concern with the length of time the thinning is taking and the scope of the project being larger than anticipated. The group is appreciative of the partnership with Parks and just ask for more communication. Jim Dunwiddie suggested written reports from planning & forestry could be provided to the stewardship groups for their group

Directors Report: Dedication scheduled June 24<sup>th</sup> SKRP expansion of the skate park. The skate park association is putting this together. Restroom at Point No Point is anticipated to open in May. We are in the process of obtaining a third appraisal for the Gorst Warehouse sale. This is a shared cost with a possible buyer. Proceeds will fund a small maintenance facility in the South End. Wells Fargo Bank has approached the County with a proposal to donate 19.95 acres of property to the County at Coulter Creek. This is a make sense acquisition. WFB will pick up all costs. Meeting held with Public Facilities District, users and representatives of youth soccer non-profit groups to discuss 2<sup>nd</sup> artificial turf field at Gordon Field. SWM will address drainage issues at the Silverdale Dog Park. Park will be closed next Tuesday. Village Greens Golf Course re-opened on Monday. Ramp service installation at Salsbury will take place on April 12<sup>th</sup>. Agreement is in the works with CKSD for the tennis courts – the school district will handle all scheduling and maintenance once the agreement is finalized. Long Lake Improvement District has pass a 9 year water quality improvement plan. Parks has three parcels

on the lake – this will be a cost of \$1,350 each. April 26<sup>th</sup> will be the Volunteer Appreciation Event.

Staff Reports – (see attached) no comments or questions.

Root Rot – Arno Bergstrom- serious issue at SKRP particularly around the area of the Live Steamers train track. This is an issue of public safety. We have posted the site, held meetings, and sent out postcards to property owners surrounding the park. Commissioner Garrido is aware of the issue and supports the solution. A tour of the affected areas was held on Saturday for the public. The ground is saturated with the recent rains, we have had some significant wind events this past winter -making the remedy for the pockets of dead and dying tree removal a necessity. This is a high use park and hugely popular with the public –communication and outreach has been our focus. We will continue to do so with the assistance of the Live Steamers who are the ambassadors in the park and will add extra signage. Root Rot is a naturally occurring disease that we cannot totally eradicate but can assist in the control and slowing of the disease in our parks. Removal of the diseased tree pockets is a critical piece of that plan – trees resistant to the disease will be replanted. Elizabeth Grady wants the communication to the public expanded, Frank Stricklin asked if the slash would be laid down or taken out. Is there a plan to involve the Live Steamers in chipping and spreading that material out? Arno responded with the outline of the public communication that has taken place and stated the logging would be ecologically based and the Steamers have/will be involved to some degree.

Stewardship Committee Reports:

Newberry Hill Heritage Park – root rot pockets and weather have caused trees to fall. Group will be clearing trails.

North Kitsap Heritage Park – wetland mapping

Banner Forest – Clearing debris as there are lots of downed trees.

Kingston Park & Trails – mapping connecting trails.

Forest Subcommittee – Tribe, WDFW and stewards found new fish connections at NHHP and are working to restore them.

Non- Motorized Trails – Public Works is working on TIP projects where trails meet public roads.

Communications Committee – working on the educational video for Point No Point Park.

Visitor Services – seeking details and demonstration of use by the SK School District rowing team request.

Parks & Property – no report.

Steven Starlund – Draft Sign Manual – looking for consistency in our Park signage - see attached Draft Policy

Steven Starlund – PROS Plan – high level overview presented with comments and feedback requested from PRAB. (See attached draft) Requested volunteers for a committee from PRAB.

**Motion:** Jon Pearson                      **Second:** Larry Walker  
Motion to accept Elizabeth Grady, Tleena Alves & Larry Walker as members of the PROS sub-committee.  
Discussion: None  
**Action:** Approved by unanimous vote.

Old Business: Frank Stricklin reminded the PRAB that there is a “Beaver Bill” before the legislature that would allow the capture and relocation of problem animals on the western side of Washington as it does on the Eastern side. Please call and express your representative in support of this bill.

New Business: None

**Motion:** Larry Walker                      **Second:** Joanne Clark  
Motion to adjourn meeting  
**Action:** approved by unanimous vote

Meeting adjourned at 8:03

# Operations Report

## March 2017

### Facilities/Grounds

- Eagle Scout Projects – 1 in process – War Memorial and Gun and Bell area
- Lobe Field #'s 3 & 4, and Gordon Field #2 – repairs to turf in process
- Staff received estimate on Parks Office Re-roof – will be seeking additional estimates
- Maintenance performed spring cleaning. Items no longer useful to Stokes Auction for bid/sale March 18.

### Grants

#### Boand Family Foundation Grant - Lower Arena Roof

- Fence posts in contractor scheduling rail installation
- Legal working on transferring donation of roof from KCF to Kitsap County

#### Department of Agriculture Health & Safety Grant

- Projects completed. Staff working on billing. Anticipate completion of billing and final report sent mid-March.

### Rental/Events (Economic Development)

- Events held included: **February** - 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.
- Upcoming Events: **March** - Home & Garden Show, Cocker Spaniel Show, PDF Dog Show. **April (before Park Board Meeting)** - CCA Banquet, Volleyball Tournament, RAGS, Private Wedding, Bremerton Gun Show, Volleyball Tournament #2, Water Festival.

### Staffing/Training

- Village Greens Golf Course Shop Attendants return to work March 13
- Extra Help for Fairgrounds Maintenance begin April 3
- Staff attended County Lean Workshop
- Staff attended Web Refresh Workshop
- Staff attended webinar for website ADA compliance (Section 508 Refresh)
- Maintenance staff training scheduled for March was postponed due to event needs
- Staff training held:
  - February 3 – Job Task Training on a variety of tasks, Project Management
  - February 8 – CPR/1<sup>st</sup> Aid for office staff
  - February 10 – Equipment Use policies, procedures, and hands on training – postponed due to event needs
  - February 27 – CPR/1<sup>st</sup> Aid for office staff

# Operations Report

## March 2017

- March 24 – Irrigation Training and refresher – postponed due to event needs
- May – 5-6, 19-20 Maintenance to work on Project from Feb 3 training

### Marketing

- Kitsap Sun standardized ads went out for Village Greens Golf Course and Fairgrounds & Events Center
- Staff working with graphic artist to update four brochures
- Staff working with Kitsap Sun to provide ads for the spring (part of naming rights for Kitsap Sun Pavilion) and to set up a schedule for the 2017 contract.
- 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 went live February 13, includes mobile application

### Reservation Process - Lean Process

- Process went live February 27, staff report no major issues
- Staff collecting data for reporting purposes

### Village Greens Golf Shop

- Reopens March 13 with free golf for all, contests and prizes

### E-Tix Program

- Next ticketed event is Home Show in March. Staff have schedule ticket sellers and tickets are online. Staff is setting up tickets for Fishing Derby and Destruction Derby.

### Work Parties

- April 1 – Washington Youth Academy is scheduled to assist in clearing rocks from Board Arena

### Vandalism/Theft

- No new reports

### Capital Projects Carried Over from 2016

- HVAC units in the Pavilion – Facilities reports that there are two issues that they are working on – 1 unit is still not communicating with them, 1 unit is having intermittent issues which appear to be related to wiring. Facilities is working to setting up a training for Fairgrounds staff on use of scheduling program.
- Tennis Courts Improvements – ILA in process with CKSD, Fairgrounds maintenance to grade 2 ADA parking spots and add crushed rock for ADA

# Operations Report

## March 2017

accessibility for court #'s 1 & 2, also will get the restroom back to working condition. Funds for these projects will be from the Crowd Funding completed in 2016.

- Lobe Fields PA System upgrade – Installation for Lobe Fields will be after Press Box is installed.
- Concession Upgrade (new press box on Lobe #1) – Informal Bid sent to Purchasing. Site walk March 14. Closes March 30.
- Storage Building for Presidents' Hall – Building complete – Awaiting final inspection and Certificate of Occupancy.

### Capital Projects 2017 and Beyond

- Gordon Field Improvements Phase #2 – Synthetic Turf for Field #2 - Public Meeting of interested user groups took place on February 23 at 6pm in the Eagles Nest. Representative from the Public Facilities District and six user groups were present. Staff and grant writer led the meeting. An RCO grant along with PFD funding, Capital Funds, and community donations are needed to complete this project. 2020 is the planned completion if funded.
- Capital Funding for bleachers behind the ADA seating for Lobe Field #1 has been approved. Staff seeking options.
- HVAC replacement for Pavilion – Funding for one unit provided in capital. Will wait until funding is available for both units that remain so the job will be finished once completed.

# Parks Resource Division Report

March 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

Working on seawall lighting repairs.

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. *Project completed*. 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.

### Chico Salmon Park

The new park sign was installed 2-weeks ago.

# Parks Resource Division Report

March 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 and paneling installation completed. *Work completed.*

### 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. 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.

Parks staff working with contractors towards costs of piling removal in swimming area. Parks staff replanting several new Thundercloud Plum trees in parking lot.

### 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

Soliciting bids for the new roof at the picnic shelter.

Rock and landscaping improvements to the building in April.

### Arness Roadside Park

Parks staff working with Stillwaters Education Center staffing on the placement of estuary interpretative signage at the park. Installation to take place this month.

## 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. One minor culvert washout. Work to be completed in 30 days.



# Parks Resource Division Report

**March 2017**

## Veterans Park

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

## 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. 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.

## Parks staff 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/1<sup>st</sup> Aide.
- Parks staff to have 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

# Parks Resource Division Report

**March 2017**

## North Kitsap Heritage Park

Stewards are working on a new Stewardship Plan

## Banner Forest

Stewards are busy clearing brush and downed trees on all trails

## 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.

# **Community Forestry Program Update**

**March 2017**

## **Restoration Thinning**

Restoration thinning operations at Port Gamble Forest Heritage Park are winding down and are expected to be completed before April 1. The restoration thinning and root rot mitigation project at South Kitsap Regional Park in start immediately after Port Gamble. The restoration project in the southern most end of Newberry Hill Heritage Park will start in early June. Restoration thinning will start in the western portion of Coulter Creek Heritage Park in August/September.

Restoration thinning at North Kitsap Heritage Park will occur in the first quarter of 2018.

## **Forest Stewardship Planning**

Forest inventory and wetland/stream data collection continues 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. Several community members will be assisting with the preparation of the Coulter Creek Forest Stewardship Plan and doing wetland and riparian delineation work.

## **Urban Forestry Restoration Grant**

The WCC crew completed a range of projects at Port Gamble Forest, South Kitsap Regional and Point no Point Parks during the month of February. 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 Project - Timeline**

March 9, 2017

# Community Forestry Program Update

March 2017

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 March 2017
Restoration Thinning @ South Kitsap Regional Park	April through June 2017
Restoration Thinning @ Newberry Hill Heritage Park	August through September
Restoration Thinning @ Coulter Creek Heritage Park	October through December 2017
Restoration Thinning @ North Kitsap Heritage Park	January through March 2018
Coulter Creek Heritage Park – Forest Stewardship Planning	January through August 2017
Banner Forest Heritage Park – Forest Stewardship Planning	January through August 2017
Urban Forestry Restoration Program Projects	May 2017
Park Steward Training/Education	January through March 2017
Restoration Tree Planting	January through April 2017

March 9, 2017

# Parks Planning Report

March 2017

## Parks and Recreation Advisory Board – March, 2017

### Parks Planning Report

Steven Starlund | Ric Catron

#### South Kitsap Region Park – Expansion

Skate Park additions, perimeter trails landscaping and ADA parking areas are complete. Park Entrance Signs are ordered. Fencing and parking improvements on the north side (playground area) of the park have been added to the project due to project savings. A new playground/splash pad addition is in the planning stage. Contract for a new Romtec restroom is in the County approval process.



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

The log boardwalk at the Beaver Pond trail will be completed this month and available for hikers, bikers and horse crossing. Volunteer groups have raised \$10K to support this project. Volunteers from the Great Peninsula Conservancy, US Coast Guard, Evergreen Mountain Bike Alliance, REI and North Kitsap Trail Association have completed graveling the trail access to the shoreline and the first Bay-Shore Bluff trail loop, through a mature forest, with stunning bay vistas. Concept designs and construction standards are being explored for the mountain-bike Ride Park and a proposed “outdoor adventure park”, for soon-to-be acquired, Ride Park.

#### Point No Point --Restrooms

**Completion** of the restroom is dependent on the issuance of a Flood Protection Certificate. Retrofit design options with “flood doors” have been accepted to meet FEMA standards and DCD approval. Opening date is anticipated in May.

#### North Kitsap Heritage Park – Recreation/Landscape Planning

NKHP Stewards submitted a Salmon Recovery Funding Board (SRFB) grant letter of interest for a timber bridge to replace an undersized culvert in the park and beaver dam. Technical reviews were favorable and request for a full Grant Application has been requested. Grant application is due March 20.

#### Illahee Preserve

As a requirement for the Salmon Recovery Acquisition Grant, a Salmon Stewardship Plan has been completed, thanks to the research and work of volunteer, Jim Aho. Copies are available on request.



# **Parks Planning Report**

**March 2017**

## **Parks Sign Manual**

Staff is working to develop a Parks Sign Manual to set signing policy, administration roles, and sign standards. [Draft Policy is attached]

## **Parks and Open Space Plan 2018 (PROS)**

Parks staff are reviewing the 2012 PROS and updating elements from the County's Comprehensive Plan. An overview of the PROS Plan with plan requirements, plan outline, schedule, and a summary of the 2012 Goals and Objectives will be presented at the March PRAB meeting, along with a handout for further review. The County's 2018 PROS Plan is due to the WA Recreation and Conservation Office (RCO) by March 2018.