Kitsap County Parks Advisory Board
Agenda
March 21, 2018
Long Lake Community Center
5448 Long Lake Rd. SE, Port Orchard, WA

Welcome & Introductions

Adoption of the February 21, 2018 minutes

Opportunity for Public to Address the Board – 3 minute limit

Director’s Report

Sub Committee Reports
  • Communications
  • Parks & Property
  • Forestry
  • Visitor Services
  • Finance Committee

Park Stewardship Reports

Old Business

New Business

Adjournment

NEXT MEETING
April 18, 2018 6:00pm
Greater Hansville Community Center
6778 Buck Lake Rd. NE, Hansville, WA
Executive Summary

Issue Description: Parks Department Briefing

Meeting Date: March 26, 2018
Attendee: Jim Dunwiddie

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

PROS Plan Acceptance

WA Recreation and Conservation Office corresponded that the Kitsap County 2018 Parks, Recreation and Open Space Plan had been reviewed and that the plan meets all specified planning requirements. RCO acceptance is a requirement for Kitsap County's eligibility to participate in all Recreation and Conservation Funding Board grant programs as listed in the agency's accompanying report.

Planning


Coulter Creek Heritage Park - Staff preparing assessment report, and developing community outreach plan for discussion with District Commissioner, leading to Land Classification of the 1,195 acre park and 118 acre Calvinwood parcel.

Port Gamble Forest Heritage Park - Regular monthly meeting schedule set for staff, park steward chair, and Evergreen Mountain Bike Association and West Sound Chapter EMBA representatives, to discuss future Ride Park. Staff has met with King County Community Partnership Grants Program Manager to discuss King County Park Bike Park partnerships.

RFP Norwegian Point Park Fishing Pier consulting service and Geotech service to be advertised by end of month.

Parks Advisory Board

Parks & Policy Subcommittee – Parcel review scheduled. Issues being discussed include night riding, eBikes, shellfish harvesting, unattended aircraft, and Park Code rewrite.
Partnerships

Draft ILA with Ken Pen Parks for the shared maintenance responsibilities at Horseshoe Lake County Park for the 2018 season is being reviewed.

MOA to be drafted for Kitsap Soccer Alliance to assume maintenance and scheduling community use of Anderson Hill Park athletic fields.

WA Department of Agriculture Grant Applications - Fairgrounds

- $30,000 Grant match – Lighting Upgrades
- $50,000 Grant match – Replace Temporary supply with Permanent System
- $25,000 Grant match – Erosion Control and Retention Wall Replacement

Park Project Status Reports

- Anderson Hill – Restrooms (attached - page 3)
- Wildcat Lake – Picnic Shelter (attached – page 4)
- South Kitsap Regional Park – Restrooms (attached – page 5)
- South Kitsap Regional Park – Explorer Adventure Trail (attached – page 6)
- Fairgrounds Event Center
  - Communication System Upgrade (attached – page 7)
  - Board Arena Sewer Connection (attached – page 8)
  - Parking Lot Light LED retrofit (attached – page 9)
  - Lobe Field #1 Press Box (attached – page 10)
PARKS DEPARTMENT

PROJECT: Anderson Hill Restrooms
DATE: February 28, 2018
LAST REPORT: January 31, 2018

PURPOSE: Modular Restroom
BUDGET: $152,000
EXPENDED TO-DATE: $43,823.09
FUNDING SOURCE: Capital

SUCCESSES: Project is complete

OPPORTUNITIES: N/A
REVISIONS: Door handles have been ordered.
NEXT STEPS: Door handles to be installed by Parks staff.
NEEDED RESOURCES: N/A

NOTABLE 2017/2018 PROJECT ACCOMPLISHMENT TIMELINE

<table>
<thead>
<tr>
<th>2017 1ST QUARTER</th>
<th>2017 2ND QUARTER</th>
<th>2017 3RD QUARTER</th>
<th>2017 4TH QUARTER</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
<td>County Administrator approval.</td>
<td>Permit review and approvals.</td>
<td>Restroom installed.</td>
</tr>
<tr>
<td>2018 1ST QUARTER</td>
<td>2018 2ND QUARTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading completed. DCD permit finaled.</td>
<td>Open restroom for the season.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
PARKS DEPARTMENT

PROJECT: Wildcat Lake Picnic Shelter

DATE: February 27, 2018

LAST REPORT: January 31, 2018

PURPOSE: Group Picnic Shelter

BUDGET: $50,000 + $9,805 in the Tri-Babes Donation Account

EXPENDED TO-DATE: $43,365.11

FUNDING SOURCE: Capital + Tri-Babes

SUCCESSES: Project down-scaled. Project went out for second Contractor Bid.

OPPORTUNITIES: Labor force donation of time and materials to reduce overall project costs.

REVISIONS: Electrical component removed from Project.

NEXT STEPS: Forestry division to continue clearing site. Area to be graded.

NEEDED RESOURCES: Awaiting approval of Contractor Contract.

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<tr>
<th>2017 1ST QUARTER</th>
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<th>2017 4TH QUARTER</th>
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<tbody>
<tr>
<td>2018 1ST QUARTER</td>
<td>Project re-advertised for Contractor.</td>
<td></td>
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PARKS DEPARTMENT

PROJECT: South Kitsap Regional Park Restrooms

DATE: February 27, 2018

LAST REPORT: January 31, 2018

PURPOSE: Permanent restroom facility

BUDGET: $167,000

EXPENDED TO-DATE: $77,065.50

FUNDING SOURCE: Capitol

SUCCESSES: Change Orders approved by BoCC. Restroom has gone into manufacturing phase.

OPPORTUNITIES: N/A

REVISIONS: N/A

NEXT STEPS: N/A

NEEDED RESOURCES: Awaiting Contractor Contract approval by BoCC.

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<th>2017 2ND QUARTER</th>
<th>2017 3RD QUARTER</th>
<th>2017 4TH QUARTER</th>
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</thead>
<tbody>
<tr>
<td>Engineer hired, purchase of restroom kit Plans.</td>
<td>Stamped Plans received from Romtec.</td>
<td>Plans submitted for Permits.</td>
<td>Permits approved.</td>
</tr>
<tr>
<td>2018 1ST QUARTER</td>
<td>2018 2ND QUARTER</td>
<td>2018 3RD QUARTER</td>
<td>20184TH QUARTER</td>
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<tr>
<td>Change orders approved. Restroom kit into manufacturing phase.</td>
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PROJECT: South Kitsap Regional Park – Forest Explorer Adventure Trail (NRPA/Disney)

DATE: February 27, 2018

LAST REPORT: February 27, 2018

PURPOSE: Nature Trail

BUDGET: $11,000

EXPENDED TO-DATE: $196.15

FUNDING SOURCE: NRPA Grant

SUCCESSES: Granite boulders and stone blocks donation secured. Area has been cleared and rough -graded. Storyboard developed and natural features identified. Artist has been identified to assist with graphics. Lumber materials list developed. Native plant materials selected for landscaping. Outreach to Rotary, Scouts and SK School District.

OPPORTUNITIES: Rain has delayed construction.

REVISIONS: N/A

NEXT STEPS: Site visit with Artist. Potential talk to Rotary.

NEEDED RESOURCES: Financial/ labor assistance from boy scouts, Rotary and other groups is desirable to expedite construction and enhance Project beyond the modest $11,000 Budget.

NOTABLE 2018 PROJECT ACCOMPLISHMENT TIMELINE

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<th>3RD QUARTER</th>
<th>4TH QUARTER</th>
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<tbody>
<tr>
<td>Clearing, pre-planning/design, budgeting, and outreach.</td>
<td>Click here to enter text.</td>
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PROJECT: Fairgrounds Communication Upgrade

DATE: February 28, 2018

LAST REPORT: First Report

PURPOSE: Upgrade telephone wiring to better support emergency alarm systems on the Fairgrounds

BUDGET: $20,000

EXPENDED TO-DATE: Click here to enter text

FUNDING SOURCE:

SUCCESSES: Staff met with George Geyer to discuss project and budget.

OPPORTUNITIES: George Geyer to make a plan and set second meeting to determine next steps.

REVISIONS:

NEXT STEPS: George Geyer to make a plan and set second meeting.

NEEDED RESOURCES: George Geyer. Plan.

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<th>3RD QUARTER</th>
<th>4TH QUARTER</th>
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<tr>
<td>- Initial meeting with George Geyer</td>
<td>- Schedule Activity and set timeline</td>
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<tr>
<td>- Set Plan</td>
<td>- Begin</td>
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<tr>
<td>- Completion</td>
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PARKS DEPARTMENT

PROJECT: Board Arena Septic to Sewer
DATE: February 28, 2018
LAST REPORT: January 29, 2018
PURPOSE: Address restroom permanency
BUDGET: Estimate: $10,000 for construction, $6,000 for engineered drawings
EXPENDED TO-DATE: Click here to enter text
FUNDING SOURCE:
SUCCESSES: Engineering in e-contract process
OPPORTUNITIES:
REVISIONS: Sewer hookup less expensive option to new septic field

NOTABLE PROJECT ACCOMPLISHMENT TIMELINE 2017/2018

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<thead>
<tr>
<th>1ST QUARTER 2018</th>
<th>2ND QUARTER 2018</th>
<th>3RD QUARTER 2017</th>
<th>4TH QUARTER 2017</th>
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</thead>
<tbody>
<tr>
<td>Contract with engineer</td>
<td></td>
<td></td>
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<tr>
<td>Staff work on getting restroom water winter protected for use year round</td>
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<td></td>
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<tr>
<td>• Get drawings</td>
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<tr>
<td>• Bid project</td>
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<tr>
<td>• Contract Construction contractor</td>
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</tr>
<tr>
<td>• Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Open restrooms</td>
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</table>
PROJECT: Fairgrounds Parking Lot Light LED Retrofit

DATE: February 28, 2018

LAST REPORT: January 29, 2018

PURPOSE: Change out 52 lights in Fairgrounds Parking lots to LED lights. Save energy, had to replace 34/52 ballasts anyway.

BUDGET: Click here to enter text

EXPENDED TO-DATE: Click here to enter text

FUNDING SOURCE: 1501 And PSE Grant Reimbursement

SUCCESSES: Obtained cost estimates. Sent Grant notice to BOCC via Director. Writing PSE grant for reimbursed 70% cost reimbursement. Ordered and received test bulb.

OPPORTUNITIES:

REVISIONS:

NEXT STEPS: Determine if test bulb will work. Submit PSE grant. Contract with PSE. Purchase and replace bulbs with retrofit LED kits.

NEEDED RESOURCES: Electrician. PSE grant.

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<th>2ND QUARTER</th>
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<th>4TH QUARTER</th>
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<tbody>
<tr>
<td>Complete grant</td>
<td>Purchase parts</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Receive Grant</td>
<td>Complete project</td>
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<tr>
<td>Contract with PSE</td>
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</table>
PROJECT:  Fairgrounds Concession Upgrade (Lobe Press Box)

DATE:  February 28, 2018

LAST REPORT:  January 29, 2018

PURPOSE:  Upgrade the Concession Building/Press Box in Lobe Fields

BUDGET:  $100,000

EXPENDED TO DATE:  $0

FUNDING SOURCE:  Capital Funding


OPPORTUNITIES:  Bolt installation, to hold framework, to be scheduled with special inspector. Work on hold until inspector is available. Contractor waiting for quote for wall padding change if concrete wall is cut.

REVISIONS  DCD requested spiral staircase. Approved.

NEXT STEPS:  Construction. Inspections.

NEEDED RESOURCES:  Contractor. DCD.

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<th>4TH QUARTER 2017</th>
</tr>
</thead>
</table>
| Use existing Board Arena booth drawings and re-bid. Secure Contractor after no bids submitted. | Award contract. Notice to Proceed. | Permitting | • Permitting completed  
• Purchase supplies  
• Begin construction |

| 1ST QUARTER 2018 | 2ND QUARTER 2018 |  |  |
|------------------|------------------|  |  |
| • Construction  
• Foundation  
• Supports  
• Building | • Construction completion  
• Inspections Open |  |  |
Parks Report
January 2018

Stewardship/Volunteers

- Staff met with both the Fair Manager and Assistant Livestock Director to determine appropriate Washington Department of Agriculture Fair Health and Safety Grant areas to apply for to cover greatest needs. The areas chosen are electrical upgrades, lighting upgrades and soil erosion control.

Projects

- Lobe #1 – Press Box – concrete pad complete.
- Eagles Nest- roof replacement- contract awarded
- Wildcat Lake – Picnic Shelter – contract awarded, shelter kit ordered.
- Silverdale Waterfront Park - Request for Proposal prepared for a “poured-in-place” safety surface for the playground structures.
- Norwegian Point Park - Request for Proposal prepared for engineer/design/permitting plans for a fishing pier.

Planning

2018 Parks and Open Space Plan (PROS) – Final Plan was adopted by BoCC on Feb.26, and sent to Washington State Recreation and Conservation Office (RCO). RCO approved the plan. Kitsap Parks is now eligible for grant applications for the next six years.

Port Gamble Forest Heritage Park. -- Parks is supporting Great Peninsula Conservancy for an REI Co-op Community Grant Award for an improved water trail site and picnic area at the Shoreline Trailhead.

Port Gamble Forest Heritage Park. -- Sound to Olympic Trail Feasibility Draft Study is complete with recommended preferred route options. Open House and public review is scheduled for Wednesday, March 28th, 6:30-8:00, Village Green, Kingston

Coultter Creek Heritage Park. – Staff has ordered Heritage Park Planning Signs for several entry points of the park property. As forest restorative thinning is being completed, staff is coordinating a technical advisory committee to develop a landscape management plan. After that is completed, a conservation and recreation steering committee will be formed to complete a public access and recreation plan for the park.

North Kitsap Heritage Park – Volunteer Stewards completed a Draft Landscape Classifications and Public Access Plan following Parks Plan format. Public review of the completed "Draft Landscape Classifications and Public Access Plan" (following Parks
Plan format) is scheduled in April. Park Stewards are developing a Trails Plan and a "Properties of Interest" for a proposed Long-term Boundary and potential future land acquisitions.

South Kitsap Regional Park – NRPA/Disney Forest Explorer Trail. Park staff is working with a graphic illustrator to develop an illustrated trail map. Parks is seeking sponsorship and volunteers to help construct the trail features.

Events
March Events at the Fairgrounds: Redeemed Revival Vintage Market, Second Chance Prom, Kitsap Conservation District Tree Sale, Military Appreciation Day, Twin Lakes Spaghetti Feed, Semancik Foundation Crab Feed, Doo For You, HBA Home and Garden Show, Cocker Spaniel Show, PDF AKC Dog Show, County Agencies Hiring Event, Coastal Conservation Association Banquet, Volleyball Tournament.