

**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**

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### **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**

North Kitsap Heritage Park – Stewards presented draft Land Classification Plan to Parks Advisory Board, February 21. Public presentation being scheduled.

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 re-write.

### **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**

# **STATUS REPORT**

**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

**SUCCESSSES:** 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**

<b>2017 1<sup>ST</sup> QUARTER</b>	<b>2017 2<sup>ND</sup> QUARTER</b>	<b>2017 3<sup>RD</sup> QUARTER</b>	<b>2017 4<sup>TH</sup> QUARTER</b>
N/A	County Administrator approval.	Permit review and approvals.	Restroom installed.
<b>2018 1<sup>ST</sup> QUARTER</b>	<b>2018 2<sup>ND</sup> QUARTER</b>		
Grading completed. DCD permit finalized.	Open restroom for the season.	N/A	N/A

# **PARKS DEPARTMENT**

# **STATUS REPORT**

**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

  

**SUCSESSES:** 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.

## **NOTABLE 2017/2018 PROJECT ACCOMPLISHMENT TIMELINE**

<b>2017 1<sup>ST</sup> QUARTER</b>	<b>2017 2<sup>ND</sup> QUARTER</b>	<b>2017 3<sup>RD</sup> QUARTER</b>	<b>2017 4<sup>TH</sup> QUARTER</b>
Shelter kit advertised. Notice of Award issued by Purchasing.	Stamped, Engineer Plans arrived for Permits.	Indigo Designs prepared drain field map. Construction signs ordered.	Permits approved. Project advertised for Contractor.
<b>2018 1<sup>ST</sup> QUARTER</b>			
Project re-advertised for Contractor.			

# **PARKS DEPARTMENT**

# **STATUS REPORT**

**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

**SUCSESSES:** 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.

## **NOTABLE 2017/2018 PROJECT ACCOMPLISHMENT TIMELINE**

<b>2017 1<sup>ST</sup> QUARTER</b>	<b>2017 2<sup>ND</sup> QUARTER</b>	<b>2017 3<sup>RD</sup> QUARTER</b>	<b>2017 4<sup>TH</sup> QUARTER</b>
Engineer hired, purchase of restroom kit Plans.	Stamped Plans received from Romtec.	Plans submitted for Permits.	Permits approved.
<b>2018 1<sup>ST</sup> QUARTER</b>	<b>2018 2<sup>ND</sup> QUARTER</b>	<b>2018 3<sup>RD</sup> QUARTER</b>	<b>2018 4<sup>TH</sup> QUARTER</b>
Change orders approved. Restroom kit into manufacturing phase.			

# **PARKS DEPARTMENT**

# **STATUS REPORT**

**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

**SUCCESSSES:** 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**

<b>1<sup>ST</sup> QUARTER</b>	<b>2<sup>ND</sup> QUARTER</b>	<b>3<sup>RD</sup> QUARTER</b>	<b>4<sup>TH</sup> QUARTER</b>
Clearing, pre-planning/design, budgeting, and outreach.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**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:**

**SUCCESSSES:** 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.

**NOTABLE 2018 PROJECT ACCOMPLISHMENT TIMELINE**

<b>1<sup>ST</sup> QUARTER</b>	<b>2<sup>ND</sup> QUARTER</b>	<b>3<sup>RD</sup> QUARTER</b>	<b>4<sup>TH</sup> QUARTER</b>
<ul style="list-style-type: none"><li>• Initial meeting with George Geyer</li><li>• Set Plan</li></ul>	<ul style="list-style-type: none"><li>• Schedule Activity and set timeline</li><li>• Begin</li><li>• Completion</li></ul>	Click here to enter text.	Click here to enter text.



# PARKS DEPARTMENT

# STATUS REPORT

**PROJECT:** Boand 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:**

**SUCCESSSES:** Engineering in e-contract process

**OPPORTUNITIES:**

**REVISIONS:** Sewer hookup less expensive option to new septic field

**NEXT STEPS:** Complete Engineer contract process. Obtain drawings. Bid and contract construction. Construction.

**NEEDED RESOURCES:** Funding. Civil Engineer. Purchasing. Contractor.

## NOTABLE PROJECT ACCOMPLISHMENT TIMELINE 2017/2018

		<b>3<sup>RD</sup> QUARTER 2017</b>	<b>4<sup>TH</sup> QUARTER 2017</b>
		Obtain options and estimates for project and engineered drawings.	Submit bid for engineer
<b>1<sup>ST</sup> QUARTER 2018</b>	<b>2<sup>ND</sup> QUARTER 2018</b>	<b>3<sup>RD</sup> QUARTER 2018</b>	<b>4<sup>TH</sup> QUARTER 2018</b>
Contract with engineer Staff work on getting restroom water winter protected for use year round	<ul style="list-style-type: none"><li>• Get drawings</li><li>• Bid project</li></ul>	<ul style="list-style-type: none"><li>• Contract Construction contractor</li><li>• Construction</li></ul>	<ul style="list-style-type: none"><li>• Open restrooms</li></ul>

**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

**SUCSESSES:** 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.

**NOTABLE 2017 PROJECT ACCOMPLISHMENT TIMELINE**

<b>1<sup>ST</sup> QUARTER</b>	<b>2<sup>ND</sup> QUARTER</b>	<b>3<sup>RD</sup> QUARTER</b>	<b>4<sup>TH</sup> QUARTER</b>
Complete grant Receive Grant Contract with PSE	Purchase parts Complete project	Click here to enter text.	Click here to enter text.

# PARKS DEPARTMENT

# STATUS REPORT

**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

**SUCCESSSES:** Materials ordered, projected to arrive March 21. Concrete cured. Rollup Door contractor confirmed order. Potential change order based on quote to cut existing concrete wall. Interior spiral staircase ordered, anticipated mid-March delivery.

**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.

## NOTABLE 2017 PROJECT ACCOMPLISHMENT TIMELINE

1 <sup>ST</sup> QUARTER 2017	2 <sup>ND</sup> QUARTER 2017	3 <sup>RD</sup> QUARTER 2017	4 <sup>TH</sup> QUARTER 2017
Use existing Board Arena booth drawings and re-bid. Secure Contractor after no bids submitted.	Award contract. Notice to Proceed.	Permitting	<ul style="list-style-type: none"><li>• Permitting completed</li><li>• Purchase supplies</li><li>• Begin construction</li></ul>
1 <sup>st</sup> QUARTER 2018	2 <sup>nd</sup> QUARTER 2018		
<ul style="list-style-type: none"><li>• Construction</li><li>• Foundation</li><li>• Supports</li><li>• Building</li></ul>	<ul style="list-style-type: none"><li>• Construction completion</li><li>• Inspections</li></ul> 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 28<sup>th</sup>, 6:30-8:00, Village Green, Kingston

Coulter 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 Parks Report Template

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.