

Kitsap County Park Advisory Board
Minutes July 18, 2018

Meeting called to order at 6:00 by Chair Larry Walker.

Introduction of the Board and Staff

Members of the Board Present: Larry Walker, Ani Gatz, Frank Stricklin, John Grinter, Josh Hopp, Brian Higgins, Kathryn Thompson & Joanne Clark. Excused: Jon Pearson

Staff: Jim Dunwiddie, Travis Buell, Leigh Snyder

Members of the Public -3

Approval of the June 20, 2018 Minutes

Motion: Ani Gatz **Second:** Joanne Clark

Discussion: addition of Ani Gatz regarding the Fitness/Disney Trail comments.

Action: motion passed with addition as noted above.

Public Comment: Molly Lee spoke in support of the Rude Road Property being designated as a Heritage Park. She asked what the process is to make that determination/decision. Larry Walker explained that the Parks and Property Subcommittee will be meeting to come up with criteria to make determinations regarding property currently owned by Parks and for future property that may come to Parks. This process will follow the PROS plan guidelines and be consistent with current policy and public comment obtained during the PROS plan process. The subcommittee will bring their recommendations to the full PRAB. Kathryn Thompson indicated that the measuring system needs to be built and fleshed out. The process will involve a site visit and evaluation. John Grinter commented that Bainbridge Island just went through a similar process when considering/purchasing property for Open Space and offered to obtain their project document for the subcommittee to review.

Directors Report: Jim Dunwiddie-Amendment in the works with the Coast Guard for the PNP Lighthouse lease renewal. Coast Guard is currently making some inspections at the site. Working on a 5 year renewal currently.

Resolution will be adopted Monday creating an "At Risk Youth" training program for 16 youths. This will be a week- long training in how to complete an application and apply for work, how to complete a resume and a 4 -day work project – 8 hours per day with a \$50 stipend to be paid. Parks is tasked with the project designation and Juvenal Services will administer. This program is being funded by authorization of the BoCC. Set to begin the week of August 1st.

Keith Grellner of the Health Department and past PRAB member is assisting Public Works and Parks to come up with a better way for the handling and disposal of syringes.

Port Gamble Ride Park Agreement is in first draft stage. The Ride Park group hopes to have a late August or early September community informational meeting.

Horseshoe Lake septic system is in failure as of notification today. Parks will get cost estimates to cure and a scope of work. Portable facilities are on site.

WSU equine agreement is in place for this years Fair. This allows for the participation of 4-H youth equine activities.

Parks has recently discovered a new property addition of a 2- acre baseball park just outside of Bremerton. This apparently came to parks when the Tracyton Water district dissolved. The Tracyton Pee Wees are the current tenants and have done an excellent job to maintain the field. This will go through the sub-committee for possible surplus.

Assistant Director – Travis Buell – Task Tracking – This is currently a time consuming manual process. We looked at several automated process solutions, went through lean process improvement review and have selected “Dude Solutions” as the vendor for our new program. We are very excited to work with this program/vendor. The support is local (Poulsbo) and hope to have in place with training completed January 2019. This program is GIS based, will allow maintenance to track hours, identify work tasks by pinpointing location, will cut down windshield time and there will be a volunteer component. The system will have the ability to import data from the current Volgistics system. This more accurate data collection will assist the department when applying for grants, and allows for staff hours to be tracked and charged to Capital projects.

Subcommittee Reports:

- Communications -next meeting scheduled for after Fair.
- Parks & Property – Criteria evaluation form to be developed, review current property list, review of two potential “future donation” properties to be done first. Members of the PRAB asked to send all general criteria suggestions for the evaluation form to Larry Walker.
- Visitor Services – draft 3 of fees policy ready, draft of a fees generation spreadsheet in the works with staff, discussion of possible fees packages for various events/customers possible –goal to present at the annual PRAB retreat. Next meeting will be in September.
- Finance Committee – next meeting scheduled for August 10th.

Stewardship Reports:

North Kitsap Heritage Park – no new report

Olalla Beach – Seagrass plantings mowed down by Volunteer. Volunteer has been educated as to proper maintenance and has done a great job cleaning up. Dori Leckner is aware and re-planting will be done in the fall.

Newberry Hill Heritage Park – UW senior is conducting amphibian research at the Park. She caught an American bullfrog which is very bad – non-native and invasive. The stewards hope to keep the traps up to catch more and will look to destroy egg clusters in the fall. Illegal trail builders marked trail through the wetlands – flags pulled and turned situation over to enforcement. Rare plant discovered in the part only found in Washington State – the Nome plant or New Beria Conjesta.

Banner Forest – working on rough clearing main surface road for tractor to come in and assist in clearing trails where possible for good fire breaks. Trail clearing remains a priority.

Old Business: Kathryn Thompson attended a non-motorized trail citizens meeting where Matt Stanley from EMBA made a presentation on the ride park at Port Gamble. The bill on electric bicycles passed the Washington State Senate. It determined classifications etc.

New Business: Frank Stricklin wants to use PRAB as stakeholders in the Beaver Relocation Program he is involved in. This program has been very successful in other parts of the state. DNR will be the biggest stakeholder.

Jim Dunwiddie – concert recently held at the Fairgrounds by the Clearwater Casino group had some challenges due to the liability portion of the contract with the Sovereign Nation. Compromise reached with limited liability. This was applied as a **one time** option only. The issue was created due to the sale and consumption of alcohol on the floor of the venue. Attendance was 600+.

Adjournment

Motion: Frank Stricklin **Second:** Josh Hopp

Discussion – None

Action: Meeting adjourned at 7:11 PM



Executive Summary

Issue Description: Parks Department Briefing

Meeting Date: August 15, 2018

Attendee: Jim Dunwiddie and Travis Buell

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

Fair Sustainability Study

Professional Services contract for the Fair Sustainability study is under review. The scope of work will include:

- Stakeholder interviews
- Evaluation of current business operations
- Financial analysis of current business model
- Analysis of different operating models
- Analysis of current fair layout, activities, and features
- Assist in the development of guiding policy and processes
- Evaluation of target markets for participation and sponsorship
- Recommendations for future business operations
- Present best suggested course of action for continued fair operation and management

A formal report and presentation is anticipated by January 2019

PNP Lighthouse – US Coast Guard Inspection

US Coast Guard representatives conducted hazardous chemical test sampling on the PNP Lighthouse property, leased by the County, for a liability assessment. The lease renewal is under review by Parks.

Kitsap Pumas Impact – Gordon Field Rental 2016-2018

2016	Days	Hours	2017	Days	Hours	2018	Days	Hours
Matches	12	49	Matches	8	35	Matches	6	24
Practices	96	163	Practices	50	112	Practices	43	104
Camps	15	42	Camps	20	52	Camps	0	0
	<u>123</u>	<u>254</u>		<u>78</u>	<u>199</u>		<u>49</u>	<u>128</u>
Revenue	\$11,560		Revenue	\$8,800		Revenue	\$5,840	

Port Gamble Forest Heritage Park – Ride Park

Parks and DCD staff preparing revised forest practices application.

Regular meetings for staff, park steward chair, EMBA and its' West Sound Chapter continue to discuss planning and agreements necessary for the development of the Ride Park. The first draft agreement has been shared with group. A community information meeting is being scheduled.

2016 & 2017 Capital Budget Amendment

The 2016 and 2017 Capital Budgets, respectively, were approved as part of separate 6-year Capital Improvement Budgets adopted by the County Commissioners by resolution. The Parks Department, with conversation with Department of Administrative Services, desires to re-allocate project budgets within the 2016 funds provided. Additionally, the Parks Department desires to re-allocate funding and revise project listings within the 2017 funds provided for the year. A resolution addressing the revisions to the 2016 and 2017 Parks Capital Budgets can be drafted and presented in September. Note: The revisions do not affect any changes to fund allocations.

Attachment "A" Capital Projects

2019-2024 Parks Capital Improvement Budget – Discussion Draft

The Parks Department is responsible for the maintenance and management of 10,500 acres of land, 73 park locations, 130+ structures, and 300,000 sq. ft. of interior rental space. Kitsap County is being challenged to meet public park demands due to the lack of funding of basic visitor accommodations. Work progresses in providing adequate parking, restroom facilities, and clear trail access and identification.

The 2019 Capital Improvement Plan continues the approach to meeting Park guests' expectations, at a minimum, by providing adequate public access and accommodations at the larger Kitsap County Parks. The funding of the 2019-2024 capital improvement plan is a substantial step in providing areas and facilities, meeting the essential health and safety needs of visitors at all Heritage and Regional Parks

The public process involved in the updating of the County Parks, Recreation and Open Space Plan (PROS) earlier this year provided valuable feedback to setting priorities for current and future areas and facilities.

Attachment "B" **Draft** Kitsap County Parks 2019-2024 Capital Budget Plan

Project Summary

- *South Kitsap Regional Park - Disney/NRPA Trail* – Ribbon cutting scheduled September 8.
- *Norwegian Point Park Pier Proposal* – Project scope has been established. Cost proposal in process.
- *Fairgrounds - Lobe Field #1 Press Box* – Original project has been completed. A change order has been process to height of concrete backstop wall, reduce and re-install backstop wall safety padding, revise backstop poles and netting.
- *Fairgrounds Electrical Improvements* - WA Department of Agriculture Fair Health and Safety grant awarded for purchase of Pavilion stringer electrical cords and 21 permanent distribution boxes/vaults on grounds.
- *South Kitsap Regional Park- Restroom* – Opened August 7
- *Fairgrounds – Restroom Sewer Conversion* – Project in process for bidding.
- *Silverdale Waterfront Park – Safety Surface-* Contract awarded for project scheduled to begin after Labor Day.
- *Coulter Creek Heritage Park – Resource Assessment* – Project completed. Resource group featured representatives from the Park Board, Tribe, and environmental groups. Classification system “suggestions” will be helpful in community discussions pertaining to the parks’ plan to begin this September.
- *Buck Lake Park – Playground* –Community and stakeholders meetings have been held to develop a concept plan for the playground replacement project.

CAPITAL PROJECTS

2016	Adopted Budget	Revised Budget
Trail Heads / Signage	\$ 15,000	\$ 15,000
Event Center - Concession Equipment	\$ 17,000	\$ 2,446
Resurface Tennis Courts	\$ 30,000	\$ 16,061
Event Center - PA System & Lighting	\$ 37,000	\$ 37,000
Event Center - Storage Building	\$ 42,000	\$ 38,324
Event Center - Concession/Press Box Equipment	\$ 100,000	\$ 120,000
Pavilion Replace Restroom Floors	\$ 16,000	\$ 16,000
Pavilion Air Units	\$ 40,000	\$ 32,763
Pavilion Roof Repairs	\$ 45,000	\$ 45,000
Banner Forest - Restrooms	\$ 150,000	\$ 145,604
Island Lake Replace Flooring	\$ 82,000	\$ 72,000
Wildcat Lake Picnic Shelter	\$ 27,000	\$ 16,748
North Kitsap Heritage Park Restroom	\$ 50,000	\$ 75,271
Illahee Restroom	\$ 82,000	\$ 72,000
South Kitsap Regional Park Restroom	\$ 85,000	\$ 72,000
Anderson Point - Parking Lot Expansion	\$ 110,000	\$ 153,685
South Kitsap Regional Park - Park Trail (Jackson Ave)	\$ 22,000	\$ 22,000
Howe Farm - Barn Doors/Security Lighting	\$ 12,000	\$ 11,712
	\$ 8,000	\$ 6,386
2016 Project Total	\$ 970,000	\$ 970,000

2017	Adopted Budget	Revised Budget
Gates & Fences	\$ 50,000	\$ 50,000
Island Lake - Picnic Area	\$ 40,000	\$ 21,691
Long Lake - Picnic Area	\$ 55,000	\$ 30,000
South Kitsap Regional Park - Playground	\$ 90,000	\$ 90,000
Anderson Hill - Restrooms	\$ 152,000	\$ 40,602
Event Center - Restrooms/Septic	\$ 290,000	\$ 60,000
Safety Improvements - Event Center	\$ 50,000	\$ 60,000
Trail Heads/Signage	\$ 20,000	\$ 20,000
Water Trail Site - Waterfront Parks	\$ 10,000	\$ 10,000
Air Units - Event Center	\$ 50,000	\$ 50,000
Bleacher Improvement - Event Center	\$ 35,000	\$ 35,000
Island Lake - Pavilion Roof	\$ 29,000	\$ 29,000
Park Resource Storage	\$ 250,000	\$ 250,000
Salsbury Point Park - Water Connection	\$ 22,000	\$ 22,000
Wildcat Lake - Maintenance Building Repair	\$ 77,000	\$ 41,707
Horseshoe Lake - Septic Replacement	\$ -	\$ 45,000
Salsbury Point Park - Septic Replacement	\$ -	\$ 65,000
Port Gamble Restroom	\$ -	\$ 85,000
Salsbury Point Park - Restroom	\$ -	\$ 85,000
Howe Farm Barn - Interior	\$ -	\$ 130,000
2017 Project Total	\$ 1,220,000	\$ 1,220,000

"A"

KITSAP COUNTY PARKS

Draft Capital Plan 2019-2024 for discussion

IMPROVEMENTS	2019	2020	2021	2022	2023	2024	Totals
Bulkhead Assessment/Re-armor -SWP	100,000		1,000,000				1,100,000
Architect - Kole Kola Schoolhouse	50,000						50,000
Restroom Construction - SKRP	155,000						155,000
Parking/Driveway Construct - General	55,000						55,000
Sprinkler System Design/Install - Pavilion	20,000		270,000				290,000
Environ/Hydro Assessment - Clear Creek	350,000	300,000					650,000
Playground - Long Lake	250,000						250,000
Bridge/Culvert Replace - NKHP	65,000						65,000
Bridge/Culvert Replace - NHHP	60,000						60,000
Repair/Renovate Contingency	120,000	120,000	100,000	100,000	100,000	110,000	650,000
Tennis Court Resurface - Indianola	37,000						37,000
Parking - Port Gamble	120,000		150,000				270,000
Restroom - Port Gamble	180,000						180,000
Playground - Island Lake	250,000						250,000
Artificial Turf Lobe #1 - Fairgrounds		400,000					400,000
Artificial Turf Field - SKRP		70,000		1,200,000			1,270,000
Water Trail Site - Waterfront Parks		10,000	10,000		20,000		40,000
Picnic Area - Wildcat Lake		160,000					160,000
Playground Improve - Silverdale Waterfront		225,000					225,000
Picnic Area - Horseshoe Lake		80,000					80,000
Picnic Area - Salsbury Point		36,000					36,000
Picnic Area - Silverdale Waterfront		140,000					140,000
Parking - Coulter Creek		80,000					80,000
Playground - Salsbury Point		185,000					185,000
Playground - Wildcat Lake		250,000	250,000				500,000
Restrooms - Coulter Creek		190,000					190,000
Restrooms - Port Gamble		180,000					180,000
Pier Construct - Norwegian Point			900,000				900,000
Turf Field - Gordon #2 - Fairgrounds			400,000				400,000
Picnic Area - Buck Lake			100,000				100,000
Sports Courts - South Kitsap				200,000	300,000		500,000
Playground - Horseshoe Lake				215,000			215,000
Pavilion Renovation				1,000,000	1,500,000		2,500,000
District Complex					750,000		750,000
Totals	1,812,000	2,426,000	3,180,000	2,715,000	2,670,000	2,610,000	15,413,000

FUNDING SOURCE

Parks Capital Account Fund Balance	120,000	120,000	100,000	100,000	100,000	110,000	650,000
REET II	1,672,000	2,306,000	3,080,000	2,615,000	2,570,000	2,500,000	14,743,000

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Parks Advisory Board Report

August 2018 Planning

Projects

- Norwegian Point – PND Engineering is developing a project schedule and proposed cost for engineer/design/permitting plans for a fishing pier. Contract agreements will be developed this month.
- South Kitsap Regional Park – Romtec Restroom and sidewalk extension is complete. NRPA/Disney “Forest Explorer Trail” is complete with final interpretive signs developed. A formal trail opening is tentatively scheduled for Sept. 8.
- Silverdale Waterfront – Working with contractor to set a date for installation of safety surfacing for the playground structures -- September – October..
- Buck Lake Playground. – Concept layout and recommended play equipment has been developed.

Planning

- Coulter Creek Heritage Park. – The Technical Advisory Committee developed Draft Resource Management Guidelines and Landscape Classifications. A public involvement plan, and invitations for recreation stakeholder and community participation for the Public Access and Recreation Plan will begin in September.
- Port Gamble Forest Heritage Park Ride Park Project. – Representatives from Evergreen Mountain Bike Alliance are preparing a phased Ride Park event area (trails) development plan. Upon approval, Phase I construction is anticipated to begin in October.
- Port Gamble Forest Heritage Park Shoreline Access Improvement and Ridge Trail View Platform. Concept plans for the REI/GPC - funded trail improvement projects include; watertrail site improvements, interpretive kiosks, and bike/hike ridgetop view platform.
- Harper Estuary and Park Enhancement. – Parks will receive reimbursement from the DOE Grant for design and construction of park improvements including; a potential hand-launch boating boardwalk, day-use picnic area, trails, and interpretive displays.
- North Kitsap Heritage Park. – Park Stewards drafted a Trails Master Plan, to be reviewed and completed this Fall. Plan includes passive and active trail corridors, construction and signage standards, regional trail connectivity, and future trail development recommendations.
- Sound to Olympics Trail RCO Grant. -- staff is working to select potential acquisition properties for the North Kitsap “Gap”, funded by RCO, as part of the long-range plan for this regional trail corridor.

- RCO Grants. – Staff will complete PowerPoint presentations for four park projects for scoring by statewide Technical Review Committees in Olympia. Final PowerPoint presentations, and statewide scoring will be completed in mid-August.
- PROS Plan/Comp. Plan Amendments. -- Staff prepared briefing materials and participated in three KC Open House and Public Hearing events to amend our 2018 PROS Plan into the 2016 County Comp Plan.

NHHP Stewardship Report August 2018



Discovery of two sites containing Gnome Plant. Rare on the landscape and formerly known as Newberry congesta.

Cedar beams to be used on the Beaver Loop Boardwalk were picked up in Indianola this past week. These beams were made from salvaged cedar trees and were made with the help of North Kitsap Heritage Park steward Paul Larson and his brother Mark.



More plants. Running Clubmoss found in the wetlands south of the Seabeck Highway.

Scotch Broom removal, ongoing.

Pebble Count started on the unnamed tributary to Wildcat Creek as part of the Rosgen Geomorphic Stream Reach Analysis.



Boardwalk on Salal Trail nearing completion. Work halted due to fire danger.