

**KITSAP COUNTY PARK ADVISORY BOARD
AGENDA
March 20, 2019
Island Lake Community Center
1087 NW Island Lake Rd., Poulsbo, WA**

Welcome & Introductions

Adoption of the February 20, 2019

Opportunity for Public to Address the Board – 3- minute limit

Director's Report

Sub Committee Reports-

- Communications
- Parks & Property
- Finance Committee
- Visitor Services

Park Stewardship Reports-

Old Business

New Business-

Adjournment

**NEXT MEETING
April 17, 2019
Long Lake Community Center
5448 Long Lake Rd. SE, Port Orchard, WA**

Parks Staff Report

March 2019

Parks/Projects

- Buck Lake Playground. – Playground design and building permit submitted for DCD. Contract approval scheduled 3/11/19 by BoCC. Hazard tree removal complete. Playground installation scheduled to begin June 3.
- Harper Estuary and Park Enhancement – Park staff conducted an on-site “walkshop” tour with local citizens to discuss potential park improvements. Parks staff is in discussion with WA DNR as to what can be enhanced on their aquatic-land ownership within the Park boundary (ballfield area). Contract work is underway to clean and restore the picnic shelter and drainage issues. Parks has submitted a building permit/SEPA to replace the pedestrian trail bridge. Further public workshops will provide input for long-term use and re-development the park’s ballfield. Project is funded with a WA Dept. of Ecology grant.
- Howe Farm Park – Staff is working with Great Peninsula Conservancy which has received an REI Co-op Grant to improve designated trails throughout the park and improve the boardwalk around the beaver pond.
- Port Gamble Forest Heritage Park --. Interpretive signs depicting the Port Gamble Bay Cleanup and volunteer restoration work at the shoreline, are scheduled to be installed 3/22/19.
- Illahee Preserve – Olympic College students are preparing interpretive signage for a new wetland spur trail within the park. Staff have reviewed the trail location and are working with the students on their sign design and text.
- Norwegian Point – Phase 1 – Contractor, PND, is preparing presentation materials summarizing their Topo survey and Geotech Investigation. Staff is preparing a community outreach and review process.
- Rock and landscaping improvements to the building at Island Lake Park in April and throughout the summer. Staff to work on a plan for the phase 1 entrance. Plans for submittal in October.
- Received the Tenancy Letter from the Coast Guard, towards leasing of the property Point No Point Lighthouse.
- Parks staff working with the WYA to remove invasive weeds, scotch broom and install plantings in various areas of the park at SKRP.
- Parks staff have completed overhauling approximately 80% the open lawn area by the playground at SKRP.
- Posted (2) vacant M&O Worker positions in parks. Interviews set for 3/27 & 3/28.
- Viking Fence has completed backstop improvements and fencing at Kola Kola Park completed. Slide replacement slated for the 20th of March.
- System-wide – 5 vault toilets for Banner, Illahee, Newberry Hill, North Kitsap, & Salsbury.

- Buck Lake Playground -
 - Contract approved by BOCC on 3/11/19.
 - Sand and sod removal slated for 3/20. Site fencing went up on 3/20.
 - Playground equipment ordered. Slated arrival and install mid-April. Work to be completed 3 May.
- SKRP – Staff met onsite on 2-7-19, to discuss/plan parking lot, playground and new restroom details, logistics and budgets. Working with purchasing on engineering services for three park projects as required per DCD.
- Norwegian Point - PND to submit preliminary schematics for pier length and profile. Original wharf extended beyond parcel boundary into DNR waters. Staff meeting with PND staffing on 3/15, to discuss plan, for Jim and commissioner to review, prior to having community meeting.
- Howe Farm Barn - 1 RFQ submitted. Committee to review and meet to discuss on 2/13 on Art Anderson and Associates for the interior work and sprinkler system install costs.
- Anderson Point Parking Lot – Public Works staffing removed (9) trees and stumps, to be used in storm water projects. Permitting is required at this point, to establish
- LED Parking Lot Light Retrofit – supplies on site-project anticipated to take one week to complete.
- PA system upgrade at Lobe Field #1 – complete.
- Walking path from OHS through tennis court and playground area update – path leveled and rock in process. Paving is scheduled later in March.
- Anderson Point Parking Lot – Public Works staff removed 9 trees and stumps. Permitting is required to establish 10 parking spaces. Anticipate late summer project.

Forestry/Projects

- Draft Forest Stewardship plan for Wicks Lake is under review by community members and stakeholders.
- Forest Stewardship planning for Banner Forest Heritage Park is in the early development stages. Emphasis is on educating park stewards on the benefits and science of ecological forest management. Anticipate draft plan in Q4 of 2019.
- Newberry Hill Heritage Park – bridge design and bid specifications are completed; and is permitted by WA Department of Natural Resources and WA Department of Fish and Wildlife.
- The WA Dept. of Natural Resources has notified Kitsap County that “local governments” are no longer eligible for the Family Forest Fish Passage Program (FFFPP) and will be withdrawing all FFFPP applications effective April 30, 2019.
- Forest Practice Application (FPA) for East Coulter Creek Heritage Park/Calvinwood was approved February 1, 2019. This permit covers 764 total acres with net 380 acres (50%) that will be ecologically thinned. Thinning operations are expected to start by May.
- Flagging buffers and property boundaries for the FPA is underway for Wicks Lake Park.

- Forest Practices Hydraulics Permit (FPH) under preparation for bridge project at Newberry Hill Heritage Park. FPH was approved on February 22, 2019. The bid package for the modular bridge is being prepared. Bidding for the bridge installation will follow.
- Cove base installation in the Presidents Hall planned for late Spring.

Planning

- Howe Farm Barn – Contractor, AAA, has begun to assess the engineering design and cost of water-main access to service a fire extinguisher system.
- South Kitsap Regional Park – An RFQ is out to bid for engineering work required to expand the parking area and site development for a new restroom and playground.
- Norwegian Point / Finn Creek – Wild Fish Conservancy has completed a feasibility study to develop concepts for the restoration of Finn Creek (within the park) to a natural channel. Full restoration which would replace the existing roadway ditch, culvert and tide-gate structures and develop a “ring berm” to contain seasonal flooding. This study meets the requirements of the initial RCO acquisition grant. Parks and County Stormwater will review for impacts and flooding issues.
- Port Gamble Forest Heritage Park – Evergreen Mountain Bike Association (EMBA) has completed a draft layout for three phases of the Ride Park development. Staff is reviewing and assisting with county permit applications.
- Coulter Creek Heritage Park -- Staff is awaiting selection and formation of a Public Access and Recreation Steering Committee to proceed with recreational planning recommendations, including Square Lake State Park, Calvinwood Retreat Center.
- North Kitsap Heritage Park – Park Stewards have completed a Draft Resource Management Plan and Landscape Classification Plan. After Park staff review, there will be public review with presentations in Kingston and Indianola.
- Planning underway for the Washington Maintenance Conference and Rodeo for January 15-16, 2020. Staff is working on schedule, sponsors, marketing and training.

Volunteer Coordinators

- Preparing for the County wide volunteer reception in April – including generating our annual volunteer report, compiling volunteer photos from 2018, and
- Jackson and Rachael are working on standard operating procedures for logging volunteer hours, tool inventory, and sign in/liability forms. We are also working on communicating administrative and policy changes to our steward groups.
- Illahee Preserve submitted a trail request to create a wetland trail, it is under review.

- Park tours with stewardship committee presidents are scheduled with Rachael Fleck during the last week of February and the start of March to provide guidance and a firsthand look at the needs of parks and volunteers.
- North Kitsap Heritage Park Master Plan completed and submitted to the county for further approval.
- Point No Point Lighthouse Docent Program ramping up for another season. Season to start April 6th.
- Newberry Hill – volunteers continued removing scotch broom at a stewardship work party (2/23). Frank Strickland and company host stewardship projects outside of the monthly work party, including working with local students two days a week
- Harper Park – actively seeking new volunteers for a stewardship group. Introductory session for stewardship group planned for March 20th 6:30pm-7:30pm
- Banner Forest – ongoing work parties focusing on trail maintenance and invasive species removal. Walkthrough scheduled with Erik Pederson, Great Peninsula Conservancy, for March 13th to learn more about the Banner Slough and partnership with GPC
- South Kitsap Regional Park – Publicity of volunteer opportunities at this park are set to begin. Flyer submitted for approval.
- Staff working with the Navy every Wednesday at Harper Park, removing ivy along the field and trail into the first leg of the park.
- Staff attending a 2- trail building class/course with Pacific Crest Trail. Training is April 13th and 14th.
- Staff will be getting trained to be the 2 – departmental CPR/1st aide coordinators. Will conduct departmental training as required.
- Staff are gearing up for the parks season with NKFR and Mary Bridge Children's Center for ordering, stocking and maintaining all lake park Life Vest Loaner Kiosks. Anticipated completion April 1st.
- Staff received chain saw training. Staff to give parks volunteers this semi-annual training.

Events

- March Events: Josephine's Redeemed Revival Vintage Market, Twin Lakes Fundraising Banquet, Semancik Foundation Fundraising Banquet, Kitsap Conservation District Tree Sale, Doo for You, Military Appreciation Day, Kitsap Home & Garden Expo, Cocker Spaniel Show, Peninsula Dog Fanciers AKA Dog Show, Central Kitsap Fire & Rescue Annual Banquet, Coastal Conservation District Association Fundraising Banquet, Olympic Premiere Volleyball Club Tournament.
- New Events
 - Sol Fest – large mini-fair sized event. Staff and customer to meet to make final arrangements next week. Contract underway. June 27-30
 - Extreme Midget Wrestling – June 8

- June Bug Vintage Flea Market – June 1
- PDF Dog Agility show – September 21-22
- Craft Fair – Fundraiser - Backpack for Kids – December 6-8