

Kitsap County Park Advisory Board
Adopted Minutes February 19, 2020

PRAB members Present: Larry Walker, Joanne Clark, Jon Pearson, Kathryn Thompson, Josh Hopp, Jenise Bauman & Amy Lawrence

Staff Present: Jim Dunwiddie, Travis Buell, Alex Hardy, Steven Starlund, Rachael Fleck, Jackson Lee, Ashley Dupler & Leigh Snyder

Members of the Public -5

Meeting Called to Order at 6:04 by Chair Larry Walker

Nomination Committee Report: Kathryn Thompson reported the committee nominates Jon Pearson for Chair and Josh Hopp for Vice Chair.

Motion: Kathryn Thompson Discussion: None Action: Motion passed -Jon Pearson Chair & Joh Hopp Vice Chair	Second: Jenise Bauman
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Jim Dunwiddie thanked Larry Walker for his four years serving as Chair.

Adoption of the November 20, 2019 minutes

Motion: Larry Walker Discussion: None Action: Motion passed – minutes adopted	Second: Kathryn Thompson
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Public Address: Jim Aho of the Illahee Forest Stewardship group reported that the Department of Commerce granted \$300K to go along with the \$200K raised by citizens to make the last parcel purchase for Timbers Edge a reality on February 14, 2020.

Presentation: Final Draft – Harper Park-Presenters Christina Kereki DCD and Steven Starlund Parks – (See Attached for full report).

Discussion – Stewardship group will be involved in the area marked on the map as TBD, stewards will work on annual trail maintenance, noxious weed control, etc. There is an active stewardship group.

Motion: Kathryn Thompson Discussion – nothing further Action: Motion passed to send this to the BoCC with PRAB endorsement.	Second: Larry Walker
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Directors Report – (See Attached) County has received 4 proposals for a management plan for the management of Port Gamble Forest Heritage Park. Jim Dunwiddie, Travis Buell, Karen Goon and Mark Schorn are on the review panel. Public Facilities District has granted Parks with 1.7 million dollars towards the PGFHP projects. Conservation futures have been opened for other non-profit groups to apply for grant funds – more information to follow.

Travis Buell- Group of Stewards, Stewardship Coordinators met today to discuss what our policy should be around E-Bikes. It was a very positive and productive discussion. Stewards will go back to their groups with questions to gather feedback and will report at the April PRAB meeting.

Planning update – (See Annual Report) attached.

Alex Hardy- CKSD policy and fee structure agreement-this agreement aligns our fees for field usage with the CKSD -this will result in decreases in both administrative and labor costs. This was a collaborative effort between Parks and CKSD.

Recommendation from the PRAB to endorse and send to the BoCC

Motion: Kathryn Thompson

Second: Larry Walker

Discussion: Meeting will be set up with user groups and the Visitor Services Sub-Committee to roll out the agreement and get feedback. It had been discussed with several legacy groups.

Action: Passed

KCS Sustainability, Market Analysis & Recommendations from Study –

- Facility Rental pricing – raise daily rate for Pavilion to 3K from \$2500, Eagles Nest from \$45 to \$50.
- Non- Profit Discount Policy is currently 25% which is high. Formalize and tighten up this policy. Reduce the discount to 10-15%. Use discounts as an incentive to encourage new events/customers.
- Bump Policy – suggest that a clause be added to the rental agreement that the county may bump the event for another outside of a 6- month window.
- Formalize the cancellation policy. (We will be working with the Visitor Services Subcommittee on policy revisions/formulations)
- Contract with an alcohol provider. Profits could be 20-30% from sales. Reduces the liability to the county as the provider would carry insurance and provide security.
- Food Service provider – look for variety and different options for customers – offer a preferred provider list to choose from.
- Ticketing Services – upgrade by finding a new source or do not offer the service.
- Pipe & Drape – customer feedback is that it’s costly and in poor condition. Look to upgrade or change once current contract with vendor is up.
- Inspections & Fees – Fire Marshall Inspection fee is \$350 -work with the Fire Marshal to come up with pre-approved templates for event layouts that would avoid an inspection fee.
- L & I inspections spider boxes are \$56 per unit if they are unplugged. We need to work with L & I to come up with an action plan that would allow for inspections either every 90 days, semi- annually or annually.
- Focus on marketing -build connections and target events that meet the demographic of Kitsap County and close surrounding area.
- Re-Brand to the “Event Center” – get away from the Fairgrounds name and connotation.
- Train staff to pay attention to details, uniforms specific for event staff that project a neat and professional appearance.
- New event software that is user friendly for the customer and will gain efficiencies.
- Facility improvements – pain, pay attention to details, fix the air conditioning unit in the Eagles Nest and add air conditioning to the Presidents Hall.

Stewardship Update – (see attached Report) Annual Stewardship Meeting is Thursday-February 27, 2020 at the Island Lake Community Center.

Subcommittee Reports –

Community Outreach – at last meeting discussed building partnerships through education to develop a new generation of stewards. Possible fundraiser for the Parks Foundation to raise awareness about stewardship groups. Encourage participation and reach out to youth through the schools and youth groups.

Parks and Property – met regarding North Kitsap Heritage Park Stewardship Plan and the Director will schedule the next meeting shortly.

Visitor Services – covered by Alex Hardy.

Park Stewardship Reports:

Banner Forest – clearing trails from windblown debris from recent storms.

Old Business – Anderson Point Park re-opened after a 3- hour tree removal was accomplished. Waiting for stormwater to schedule the parking lot work.

New Business -upcoming March meeting -Community Forest Program update and discussion around Veterans Memorial Park.

Adjournment:

Motion: Larry Walker

Second: Josh Hopp

Discussion: None

Action: Meeting adjourned at 7:40 by Chair Jon Pearson