

APPROVED

MARCH 19, 2014

PARKS ADVISORY BOARD MINUTES FEBRUARY 19, 2014

Welcome & Introductions:

Chairman Jon Pearson welcomed the board, staff and members of the public. The meeting was called to order at 7:00 PM.

PRAB Board Members Present: Jon Pearson, Alvin Andrus, Michael Arnold, April Gatz, Jennifer Gerstal, Susan Cruver, Frank Stricklin, Anthony Otto, Susan Smith & Stacy Geiger.

Parks Staff Present: Jim Dunwiddie, Dori Leckner, Billie Schmidt, Arno Bergstrom, Ric Catron & Leigh Snyder.

Public Attending: 9 members attending

Adoption of Agenda and January Minutes: Motion made to adopt the Agenda and second provided. Motion carried. Jennifer Gerstal requested an addition be made to the February minutes in regard to her comments about the SCC. The motion was made by Frank Stricklin and second provided by Michael Arnold to adopt the amended January minutes.

Correspondence & Communication: nothing to report

Nominations Committee Report: Committee member Jennifer Gerstal reported that their proposal is for Alvin Andrus as chair and Susan Cruver as Vice Chair. Discussion held as to the office of Secretary as per the by-laws as that position is currently filled by Parks Staff. It was suggested by Michael Arnold that the PRAB consider amending the by-laws to remove that requirement at a later date. There is also a position available for an "at large" member. Jennifer Gerstal volunteered to serve in this capacity. Motion made by Jon Pearson with a second by Stacy Geiger to vote on the slate of candidates as presented. Motion passed by unanimous vote.

Opportunity for Public to Address the Board: Becky Brown asked about the Geotech Draft that was made public on February 22 for the closed Anderson Point Park. When will the final report be available? Has staff visited the Park recently after the rains to see if any additional damage has been done? What changes are recommended and what can we expect and when? Jim Dunwiddie stated that an update will be made on this topic under "Old Business". Troy Olson spoke and mirrored Becky Browns concerns and questions regarding Anderson Point Park, informed the Board that 30 folks attended a community meeting on February 8th that was also attended by

Commissioner Garrido who stated that a timeline will be made public on March 1st in regard to the Park.

Presentation: Mike Walton the Executive Director of the Kitsap Public Facilities District presented a check to the Director for the press box at Gordon Field. The KPFD has worked in partnership with the Parks Department over the years to make improvements to the Presidents Hall and Kitsap Sun Pavilion, built Gordon Field which allowed for the Pumas Developmental Soccer League to call it their home, and make improvements to Lobe field. This has been a great partnership over the years and will continue to be so. Two ongoing projects ongoing are the completion of the purchase of the press box at Gordon Field and improvements to Lobe field. Director Dunwiddie thanked the KPFD and acknowledged the group as instrumental in obtaining the lights at Lobe field with a \$60K contribution and challenge to the BOCC for a match in funding.

Directors Report: We will be changing the monthly reports and beginning in March they will be a part of the agenda package on the Website. The Department has recently obtained property commonly known as the “Port Gamble Block” consisting of 535 acres with 1.5 miles of shoreline. Commissioner Gelder will hold a public meeting and is very interested in stakeholder involvement in regard to public access and use. Very happy to report that after I made a presentation to the BOCC we have received \$400K into our capital account for the following improvement projects – Anderson Point Park, How Farm Barn, Roof on the Kingston Co-op Pre-School and drainage at Kola Kola Park. These are the most urgent of many deferred maintenance projects we are in need of capital to carry out. I will be meeting with Commissioner Streissguth to outline and discuss what it will take to bring up the Silverdale Community Center to “use ability” status. Proposed change in the Park Code regarding Commercial Activity in our parks is part of a three prong approach between Parks, Sherriff, and Public Works to address the commercial activity that is occurring in our Parks. There is a real issue at Salsbury Point Park in regard to commercial activity 18 wheel container trucks being loaded 24 hours per day with forklift activity. By amending the code we will require a permit signed by the Director for any commercial activity taking place in our parks. This amendment will give the Sherriff “teeth” to enforce according to the recommendation of our Civil Prosecutor. If the PRAB gives a thumbs up I will present the code change to the BOCC at a work study with a Public Hearing to follow on March 24th. Motion made to accept by Alvin Andrus and Jennifer Gerstal supplied the second – motion passed.

Staff Reports:

Resource Superintendent: Dori Leckner explained the Camp or Park Host program currently under construction. This will be a volunteer who will have a site (RV ready with power, water hook up, possible shower facilities) and perform set duties. The candidate for the Host position will need to successfully complete a background check,

volunteer application, interview, be certified in First Aid and CPR, & complete County Volunteer training. They will perform light duties such as weeding, restocking restrooms, picking up garbage and most important act as in information source to the public users of the park. They will be “eyes” in the park educating the public in the rules of the park. The first position will be part of a partnership at Point No Point with the Department of Fish & Wildlife. The volunteer will be evaluated at the end of their term and must tack and log hours. Jennifer Gerstal asked if the Host will have some form of ID and Dori answered yes whether it would be a badge, hat or vest that will be determined. Jon Pearson asked about the training and Dori answered that the program is under development so that information is not yet complete. Michael Anthony made a motion that the department move forward with the development of this program and April Gatz provided the second. The motion to move forward with the Camp/Park Host program was passed.

Operations Superintendent: Billie Schmidt reported that Village Greens Golf Course is set to reopen on March 10th. All are invited to the grand re-opening a day of free golf, events and contests. There will be a Golf Pro available for lessons. We are opening on a 6 day a week schedule. The course will be closed on Tuesday, which has historically been the day of lowest attendance, and that is the day the majority of the maintenance will occur.

Forester: Arno Bergstrom reported all the Brush Leases have been awarded for annual revenue of \$35,287 per year for the next three years. Parks stewards and user groups will get familiar with the harvesters out in the parks – fine tuning will occur and Arno will work with leaseholders to make sure permits are hanging in vehicles, ID is being carried, and that they are all wearing identifying clothing such as vests. Frank Stricklin commented that there has been a little bit of an issue and one of the leaseholders will attend the Newberry Hill Stewardship meeting. Anthony Otto commented that each harvester should realize that they may be asked for ID. Arno commented that these are professional harvesters and they should have no problems showing the proper identification and will actually assist by being eyes in the parks.

Parks Project Coordinator: Ric Catron passed out the revisions for the completion of the skate park at SKRP. He has been working in partnership with the South Kitsap Skatepark Association to make sure their input for the design is heard and incorporated. We will not be removing any trees. We will be addressing the parking situation and making sure we have good pedestrian connections. Construction is estimated for the fall of this year and should take 6-8 weeks.

The bid for the Point No Point parking lot improvements will go out in one week. There will be a community meeting in Hansville next Wednesday to discuss the project with the community. Work should happen in May. This is a delicate project with the beach

on one side and wetlands on the other. The blackberries will be removed and the area replanted with native plants.

Stewardship Groups: Frank Stricklin commented that right now the main topic is Stream Stewards training which is very good. He encouraged members of the public interested to attend this training. Jon Pearson commented he attended the North Kitsap Heritage Park annual meeting – it was very good and well attended.

Community Forestry: Frank Stricklin met with Arno to interview candidates for the Timber Harvester. They came away with two candidates that were terrific. There was a second “field” interview for each of these candidates that were finished today. There is no clear cut winner and the decision will be very difficult as we have two very well qualified professional candidates. There is a fine balance when you harvest timber to make revenue that you can use to improve the area parks.

Old Business: Jim Dunwiddie addressed Anderson Point Park –the Geotech report from NL Olson focused its efforts on saving the road where the County concern is to address making the road a trail. We had sent the report back to them to ask that they focus on the trail and maintenance of same. We felt for our purposes the report was a bit over engineered and over designed. We have received a revised report with an emphasis on the “trail” aspect. We will work with the DCD and Public Works engineers who will review and come up with questions/comments. I will be meeting with Commissioner Garrido next week. There were no real surprises contained in the report and we should be able to meet the public information timeline of March 1, 2018. We estimate that any plans will take 2 months for a DCD review and any construction or restoration might then begin in July as the work must be done during dry weather. There will be a need for extra maintenance and we will need a strong Stewardship group willing to provide that with particular attention to ditch maintenance. Jon Pearson encouraged the citizens present tonight concerned with the Anderson Point Park talk to like minded folks about forming a Stewardship group when we are ready.

New Business: Dori addressed the question raised earlier about have any recent inspections of Anderson Point Park taken place due to the recent bad weather –no there has not been any inspections. The access road issue is being worked on by the Civil Prosecutor who is aware that this must be addressed – Parks will not be involved in this part of the process.

Meeting was adjourned at 7:10 with Director Dunwiddie thanking Jon Pearson on behalf of the department and PRAB for his service.

KITSAP COUNTY PARKS DEPARTMENT

Director's Monthly Report

February 2014

Grants

- Operations Superintendent, Billie Schmidt, developing safety improvement project list to be funded by the recently-awarded WA State Department of Agriculture matching grant of \$50,000 for the Fairgrounds/Event Center. Volunteer hours and donations are eligible as the County match.
- March deadline for RCO Grant Application for assistance toward land acquisition to expand Illahee Preserve. Recently met with Illahee Preserve reps to discuss project.
- The \$25,000 grant application submitted for the \$100,000 replacement of the Howe Farm Barn roof was not approved. Alternate funding is being investigated. This project has been rejected three times although applications have been re-written and grant amounts reduced.

Park Code Revision

Ordinance Amending Sections 10.12.120 and 10.12.130 of the Kitsap County Code Relating to Commercial Use of Kitsap County Parks has been distributed. If supported by PRAB, the process would include a discussion with the Board of County Commissioners, followed by a formal Public Hearing.

Anderson Point Park

N.L. Olson & Associates' draft Geotech report was received mid-January and posted on the department website. There was an internal County review, and comments submitted. The revised draft will require additional internal review.

Park Funding Needs

County Commissioners discussed a list of one-time maintenance and repair projects that continue to be delayed due to lack of funding. Projects requiring immediate attention include stabilization issues at Anderson Point Park, Howe Farm Barn deficiencies, Kola Kole Pre School roof replacement, and Event Center/Fairgrounds drainage.

Projects requiring PRAB review and comment by the end of March:

- Permit Policies & Procedures
- Area Management Plans
- Parcel Review

Camp Host Program

Modeled after the successful WA State Park program. The draft agreement with WDFW, in regard to the development of their Point No Point Boat Launch, includes the County's willingness to have a program in place and attempt to secure a Camp Host at the site. There is a potential to use the program in other parks within the system. Draft distributed to PRAB. A review and comment meeting was scheduled for PRAB input; anticipating support at the February PRAB meeting.

North Kitsap Land Acquisition

- The closing of the **Port Gamble Block**, consisting of 535 acres and 1.5 miles of shoreline, occurred February 12. Preliminary meeting with County's Special Projects Manager was held to discuss strategies for the development of a plan to address access and improvements on the shoreline piece.
- The acquisition of the **North Kitsap Heritage Park Expansion** continues to be on hold until additional funding is secured. Parks staff has secured three grants (\$892,000) for the purchase of 366 additional acres adjacent to the 477 acre Heritage Park.

Community Centers

- The lease with the Kitsap Regional Library, agreeing to assume the daily operation, management, and minor repair of the entire **Kingston Community Center** has been executed. Parks Department will continue to pay for the utilities.
- Preliminary cost estimates were prepared for Commissioner Streissguth outlining projected **Silverdale Community Center** maintenance expenditures for the next 5 years.

Cost Recovery Based Fees

The permit fees reviewed with the PRAB continues to be formatted for adoption by the County Commissioners. Anticipated adoption by mid-February has been delayed.

**Parks and Recreation Department
Parks Resource Superintendent Report
February 2014 PRAB**

A. Parks

- a. Anderson Point Park – Developing a maintenance and operations plan toward the existing park trail in the park to put in place once the park is re-opened.
- b. South Kitsap Regional Park – Chain gate stolen and destroyed. Playground swings and hardware stolen. Replacement costs - \$800.00.
- c. Veterans Memorial Park – In the process of removing old remaining backstop on field #4. Parks staff working with field users on creating parking in the old playground/basketball court footprint. Minor park improvements.
- d. Working in conjunction with the DNR, in the removal of creosote logs and washed up debris on beaches at Nick's Lagoon will get piling, boats, and barge/large floats removed by barge and helicopter. Work to be conducted mid – March.
- e. New tenant moved into the Maggs House 1 February.
- f. Partnering with local community members for power for community events at Kola Kole Park.
- g. We are in the process of putting together costs towards the Guillemot Cove Nest House and Barn, for demo.
- h. Golf shop demo and remodel is the current project at Village Greens Golf Course.
- i. We have been able to tackle a backlog of work including tree pruning in the various parks. (Kitsap Sun article.)
- j. Prepping small wood shed for demo at PNP Lighthouse Park, in preparation of new L.I.D. parking lot project.

B. Parks Project Coordinator

- a. Anderson Point – Engineering Consultant N.L. Olson & Associates undertook a geological assessment of the 2010 slide damage. A draft report was submitted mid-January 2014 indicating size of slide, along with recommendations for repairs and cost estimates. The draft was posted on the County webpage. County staff is reviewing the draft, and changes are anticipated.
- b. Comprehensive Plan Update – Kitsap County is required to update the Comp Plan by June 2016. Existing language in the current Plan has been reviewed with recommendations for changes. The Internal Review Team will kick-off a group meeting in early February.

- c. Howe Farm Barn – We were unsuccessful in our request of a heritage grant to restore the barn at Howe Farm.
- d. Norwegian Point – The Hansville Greenway Association will be submitting plans for a gazebo. The association will provide Plans, materials and labor for a 195-foot square gazebo.
- e. Harper Park – Interdepartmental kick-off meeting was held in mid-January to discuss future restoration efforts of this south end estuary.
- f. South Kitsap Regional Park – We continue to work with the Columbia Cascade Company to conceptualize a future playground expansion as funds become available.

C. Parks Stewardship Coordinator

- Stewardship Group held their annual meeting.
- Suquamish Pathway Park - Volunteers are clearing brush to increase visibility into the park in order to improve safety.
- Banner Forest - Work party cleared Lizard King and Banner Alley and downed trees from previous weekend storm
- South Kitsap Regional Park - Teachers, parents, and students picked up litter at SKRP as part of Martin Luther King Jr. Day of Service.
- Newberry Hill Heritage Park - Chanterelle Trail was changed to Ravens Trail to alleviate some of the mushroom activity in the area.
- Newberry Hill Heritage Park - Stewardship group is working on chipping brush debris from trimmings to prep for logging.
- Time Oil Park - Volunteers are appreciative of the Parks staff who installed a kiosk for the volunteers to use at this park.
- Stewardship Groups have completed 2014 work plans.
- We have drafted a plan for a Volunteer Park Host program.
- Work was completed on the Kitsap County Park Stewardship Handbook.
- Staff is coordinating with KEEP (Kitsap Environmental Education Programs,) Klahowya School, the Conservation District, and the Newberry Hill Stewardship group to install a rain garden and interpretive signage at Klahowya School as part of the children's forest at Newberry Hill Heritage Park.

Staffing/Training

- Staff in-house training started. Will conclude in February 2014.
- Staff tree pruning conducted by department ISA arborist.

Sponsorships

- Staff soliciting donations for park shelter plumbing, plants, shelter/park picnic table lumber, topsoil and plant material.

**KITSAP COUNTY PARKS DEPARTMENT
SUPERINTENDENT OF OPERATIONS REPORT**

FEBRUARY 2014

**FAIRGROUNDS & EVENT CENTER, VILLAGE GREENS GOLF SHOP, PERMITTING PROCESS &
MARKETING**

Facilities –

- In need of volunteer unfamiliar with the buildings at the Fairgrounds to go through them and submit suggestions from a “fresh perspective”.
- Thunderbird Stadium wall repairs – Kitsap Destruction Derby Association will begin repairs once the permit has been issued.
- Presidents Hall painting is complete – it is a great improvement to the building.
- Pavilion HVAC – we have had issues with the unit since December –Facilities Maintenance is working to get the units back to full functioning capability with a new control system that allows our Maintenance staff to adjust temperature as needed for specific events.
- Pavilion elevator is currently down – Thyssen has been recalled to take a look and repair. This will be the second repair in less than a month.

Fairgrounds –

- Working to obtain costs and scheduling etc. of projected listed as priority for the Department of Agriculture Safety Grant.
- A police report filed for the 10 hose bibs damaged and the brass spigots that were removed.
- David Grant, volunteer, continues to help monitor the Kitsap Kids Playground and does a great job of keeping it maintained.
- The playground fencing project is currently in the design phase as per our Eagle Scout working on it.

Rental/Events -

- February events – scheduled/held – Special Olympics Basketball, Daddy Daughter Dance, Quilt Show, Volleyball Tournament, Kitsap Business Expo, Private Wedding, Wedding Show, and Kitsap Conservation District Plant Distribution.
- Coming in March – Roller Derby –Wild West Showdown, Doo For You (free aged manure distribution to the public), Swap & Shop, Awana Games, Home & Garden Show, Neighborly Greetings, Peninsula Dog Fanciers Dog Show, Cocker Spaniel Dog Show, Military Appreciation Day, Coastal Conservation Association Banquet.
- Working to fill the building with events in mid April-May. We have a large block of time available.

Staffing/Training –

- Tamara Krueger has been promoted to Office Assistant III taking the place vacated by Tarrah Dofelmier.
- Currently working with Personnel to replace the Front Desk/Reception Desk position vacated by Tamara.

- Interviews will be conducted for the second permanent part time position at the golf shop this month. Course opens March 10, 2014 and training will occur that week.
- Safety trainings will be held by Risk Management for our maintenance for use of the Harness and respirator for Fairgrounds staff and at the end of the month on the new chemical labelling system going into effect.
- Bruce Waterbury will attend an event conference in Olympia coming up in March.

Grant Projects –

- Lobe Field Bull pen – project will go out to bid this month and is funded by the PFD.
- Lobe Field Press Box and Backstop – this project will go out to bid in July as work will need to be done during the off season (August-February).
- Department of Agriculture Grant – (See above Fairgrounds) projects are expected to be underway in March and can extend through June 2015.

Marketing –

- Fairgrounds and Events Center Folder – quotes are currently being obtained and we seek to print 500. These will be used to market the event center.
- Event Booths – we will maintain booths at both the Kitsap Business Expo and Wedding Show in February and at Military Appreciation Day event in March.
- Kitsap Visitors' Bureau – we will attend a workshop for each district of Kitsap County. These will be designed to market Kitsap County.
- Press Releases – press release on volunteers sent out this month
- Newspaper Ads – working with Kitsap Sun to schedule the release of ads focused on rental facilities, the Fair and Village Greens Golf Course.
- Internet Ads – Held meeting with Kitsap Sun to get a report on the ads that were placed and the number of clicks received, and referrals received.

Village Greens Golf Shop –

- Re-open March 10th with a free day of golf, games, clinics and prizes.
- Golf instruction will resume under Bruce Weir, PGA golf pro. He will also provide merchandise at the golf shop. He has been in the business for 38 years.
- Skyhawk's Sports Camps will provide golf camps for SKSD spring break (March 31-April 4, 2014) and summer break. They use the SNAG method to teach golf making it fun for kids.
- Second golf instructor for more frequent instruction, is interested and an interview is being scheduled.
- Installation of the new ADA accessible entrance and restroom is proceeding well. The door will be located on the west side of the building. Public Works will provide concrete work to level the entryway with the parking lot. We continue to seek financial support in the community for these projects. Two sponsors, Lyman Construction (in kind work and materials) and Floor Decorators – Carpet One (flooring). We thank them!
- Point of Sale computer system is being programmed for the opening of the shop.

Sponsorships –

(See Village Greens above)

E-Tix Program, Permit Process -Nothing new to report



Kitsap County Forest Stewardship Pilot Program Report

February 19, 2014

Timber Harvesting and Marketing Services

The RFQ soliciting contract services for Timber Harvest Management & Marketing yielded responses from 4 forestry consulting firms. Interviews have been completed, the contract is in the review process; anticipate final approval in March, 2014.

Special Forest Products - Brush Lease

Four brush leases have been awarded. These are three years with contracts that total \$35,287 per year. These brush leases are for Banner Forest, Coulter Creek, Newberry Hill, North Kitsap Heritage Parks and six geographically associated regional parks.

Forest Stewardship Plans for Individual Parks

The Newberry Hill Heritage Park - Forest Stewardship Plan was adopted by the Kitsap County Board of Commissioners on January 27th. Work has begun on the North Kitsap Heritage Park Forest Stewardship plan this month lead by a team of NKHP volunteer Stewards. Port Gamble Shoreline (Heritage Park): there will be a preliminary planning process involving stakeholders and community members; and I will be involved in advancing the forest stewardship component.

Forest Lands at Risk Grant

The Parks Department -Forest Stewardship Program is a partner in the Forest Lands at Risk grant lead by Kitsap County - Department of Community Development. The project focus is to maximizing the long-term ecological function on 7,500 acres of OPG forestlands at risk of development. I am specifically involved with: the identification of priority areas for conservation and forestry; conducting site assessments to refine management recommendations; and lead site scale forest ecosystem restoration efforts.

For 2014, this grant funded project will focus on forest restoration on new and qualified park property, specifically the 535 acre Port Gamble Shoreline Block; the 366 acre North Kitsap Heritage Park Expansion; and 180 acres of the OPG Divide Block: the Hansville Greenway and North Kitsap Heritage Park. Restoration work will primarily consist of invasive plant control, under planting of 11,000 shade tolerant trees seedlings, and developing and implementing road maintenance and abandonment plans (RMAP's) for each of the two new park properties. Some fire risk abatement work will also be done on portions of the Port Gamble Shoreline Block.

February 19, 2014



2014 Work Plan - Forest Stewardship Program

Kitsap County Parks Department

Forest Stewardship Planning

North Kitsap Heritage Park w/Expansion	February – May
Anderson Landing Preserve	June - July
Port Gamble Shoreline (Heritage Park)	March - December

Forest Inventory/Assessment

Port Gamble Shoreline (Heritage Park)	March – December
Coulter Creek Heritage Park	June – September

Variable Density Thinning Operations

Forest Practice Application	February - March
Newberry Hill Heritage Park - 120 acres	August - September

Forestlands at Risk Grant

Under planting 11,000 tree seedlings	February - March
RMAPS Fieldwork/Planning/Implementation	April - December
Fire Risk Abatement (thinning)	August - December
Noxious Weed Control Planning/Implementation	March - December