



OPEN SPACE CONSERVANCY TRUST SPECIAL VIDEO MEETING

Thursday, July 21, 2022 at 5:00 PM

BOARD MEMBERS:

Chair Thomas Hildebrandt
Vice Chair Carol Lynn Berseth
Secretary Geraldine Poor
Board Members: Lisa Anderl, Marie Bender,
Hillary Ethe, and Craig Olson

LOCATION & CONTACT

Mercer Island City Hall – Zoom Meeting
9611 SE 36th Street | Mercer Island, WA 98040
Phone: 206.275.7706 | www.mercerisland.gov

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the Staff Liaison at least 24 hours prior to the meeting at 206.275.7706.

Registering to Speak: Individuals wishing to speak live during Appearances will need to register their request with staff at 206.275.7793 or email andrea.larson@mercerisland.gov and leave a message before 4 PM on the day of the meeting. Please reference "Appearances" on your correspondence. Each speaker will be allowed three (3) minutes to speak.

Join by Telephone at 5:00 PM: To listen to the meeting, or speak under appearances, via telephone, please call **253.215.8782** and enter Webinar ID **834 5130 0163** and Password **074222** when prompted.

Join by Internet at 5:00 PM: To watch the meeting, or speak under appearances, over the internet via your computer, follow these steps:

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **834 5130 0163**; Enter Password **074222**

CALL TO ORDER & ROLL CALL, 5 PM

PUBLIC APPEARANCES

REGULAR BUSINESS

1. Approval of Minutes for the April 21, 2022 Meeting
Recommended Action: Approve the April 21, 2022 minutes.
2. Election of Officers
3. Engstrom Title Transfer Update
4. Permanent Restroom Facility
5. Special Events Policy Revisions
6. Off-Leash Dog Update

OTHER BUSINESS

7. [Quadrant](#) Reports
8. Topics for future discussion
9. [Next](#) Scheduled Meeting – October 20, 2022

ADJOURNMENT

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OPEN SPACE CONSERVANCY TRUST BOARD MEETING MINUTES April 21st, 2022

CALL TO ORDER AND ROLL CALL

Chair Hildebrandt called the meeting to order at 5:02 PM

Chair Thomas Hildebrandt, Vice Chair Carol Lynn Berseth, Secretary Geraldine Poor, and Trustees, Hillary Ethe, Craig Olson and Councilmember Anderl participated remotely using a video teleconferencing platform by Zoom.

Staff participating remotely included: Deputy Public Works Director Alaine Sommargren, Parks Operations Manager Sam Harb, Natural Resources Project Manager Lizzy Stone, Fire Marshal Jeromy Hicks, and Trails and Urban Forestry Specialist Andrew Prince

PUBLIC APPEARANCES:

No public appearances

REGULAR BUSINESS:

1. Approve Minutes of the November 3rd, 2021 and January 20, 2022, Meetings

Corrections: none

Motion by Hildebrandt; moved by Berseth and seconded by Olson to:
Approve the Minutes of the November 18th meeting.

PASSED: 6-0

FOR: (Hildebrandt, Berseth, Anderl, Ethe, Olson, and Poor)

Corrections: Correction to the January 20th, 2022 minutes where the sentence "that might be missing" repeated twice, typo.

Motion by Hildebrandt; moved by Olson and seconded by Berseth to:
Approve the Minutes of the January 20th meeting.

PASSED: 6-0

FOR: (Hildebrandt, Berseth, Anderl, Ethe, Olson, and Poor)

2. Restoration Work plan

Staff Natural Resources Project Manager Lizzy Stone discussed the draft 2022 Pioneer Park and Engstrom Open Space Restoration Work plan. Stone gave a broad overview of work done by quadrant as well as the various groups that would be doing the work. Staff answered questions that the Board had including invasive removal methods and budget constraints. There was interest in the board for staff to analyze the budget and get an update on a realistic budget number to stay on track with the goals of the Pioneer Park management plan.

Consensus- There was unanimous consensus by the Trustees to approve the 2022 Restoration Work plan

3. Fire Management Plan revisions

Deputy Public Works Director Sommargren, Project Manager Stone and Fire Marshall Hicks discussed the changes to the Fire Management Plan

Consensus- There was unanimous consensus of the Board to approve the Fire Management plan

4. Trails Work Plan

Trails and Urban Forestry Specialist Andrew Prince presented on the 2022 Trails Work Plan. Prince also presented on the state of the trail system as a whole and his suggestions for updating the trail system in the future. Trustee Bender noted that in the Fire Management plan there was a mitigation action item for Parks staff to work with MIFD to develop a plan to improve trail access for vehicles. Deputy Director Sommargren noted that this was probably a carry over from a previous version and could most likely be eliminated.

Consensus- Unanimous consensus of the Board to approve the 2022 Trails Work Plan

5. Special Events Policy Discussion

Sam Harb, Parks Operations Manager presented the Pioneer Park and Engstrom Special Events Policy. Trustees asked questions and made recommendations to make changes to the

Board asked staff to make the change to remove item 5 from section 1 and make preamble that off trail use of Pioneer Park and Engstrom Open Space for a special event is prohibited, except in cases of scientific research, educational purposes and forest health purposes. Staff will make a change to the wording and bring back for a vote

6. Letterboxing update

Sam Harb, Parks Operations Manager let the Board know that the recreation team has some staff that would be able to help with this program later in the year.

OTHER BUSINESS

Quadrant Reports

Northwest quadrant – Some mud on trails, wet conditions, display boards looking worn and might need replacement. Parking restriction on 84th seems to be working pretty well. Vegetation at crosswalk at SW corner of NW quadrant could use some pruning to make more visible to pedestrians.

Northeast quadrant – Trails looking maintained and passable, ivy rings

Southeast quadrant – Crew out fixing waterbars

Board expressed interest in being included in future volunteer events

Next Meeting

The next meeting is scheduled for July 21st, 2022, at 5:00 PM.

ADJOURNMENT

There being no further business to come before the Open Space Conservancy Trust, the meeting was adjourned at 7:16 PM

Thomas Hildebrandt, OSCT Chair

Attest:

Andrea Larson, City Clerk



OPEN SPACE CONSERVANCY TRUST STAFF REPORT

Item 5
July 21, 2022
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Special Events Policy Revisions	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve the revisions to the Pioneer Park Special Events Policy	

STAFF:	Sam Harb, Parks Operations Manager
COUNCIL LIAISON:	Lisa Anderl
EXHIBITS:	Exhibit A Revised Special Events Policy

SUMMARY

BACKGROUND

In the April 4th 2022 Open Space Conservancy Trust Board meeting, the Trust requested staff make changes to the Pioneer Park Special Events Policy and bring it back for a vote. Staff removed conditions related to off trail usage except for approved educational, scientific or forest health activities.

RECOMMENDATION

Approve the revisions to the Pioneer Park Special Events Policy

Special Events in Pioneer Park and Engstrom Open Space

Open Space Conservancy Trust owns Pioneer Park and Engstrom Open Space for the purpose of preserving and protecting them as natural ecosystems. Special events in Pioneer Park and Engstrom Open Space may cause long-term or cumulative damage to the ecosystem when heavy trail use or off-trail use occurs, either as part of the event or incidental to the event. The goal of this policy is to prevent damage to the ecological resources contained within these properties.

At the same time, the Trust seeks to encourage the use of its properties by the citizens of Mercer Island. The City of Mercer Island Parks and Recreation Department acts on behalf of the Trust. The purpose of this policy is to provide policy direction to the Parks and Recreation Department when special events in Trust properties are being proposed. This policy provides Parks and Recreation staff guidance to allow the public reasonable access to the Trust properties for special events while regulating special event activities to prevent damage. This policy is supplemental to the Parks and Recreation Special Events Policy for events that occur in Pioneer Park and Engstrom Open Space only. Please note that the off-trail use of Pioneer Park is prohibited except for approved educational, scientific or forest health activities.

1. The following are criteria that are used to determine what conditions or restrictions may be placed on special events in Pioneer Park and Engstrom Open Space.
 - a. If any of the following are expected, then the event requires a Special Event application, review and permit:
 - i. The group size is more than 50 people
 - ii. The event is timed or competitive
 - iii. The event involves trail use other than walking
 - iv. The group will occupy a fixed portion of the park for more than 10 minutes
 - v. The group will block any trail or inhibit the safe passage of park users
2. Special Event applications that are located in Pioneer Park and/or Engstrom Open Space may be subject to the following reviews:
 - a. Review by the Parks Natural Resources Coordinator or designee
 - b. Supplemental information, including maps and details showing environmental protection measures the applicant is proposing. Examples of such submittals can be provided by Parks and Recreation staff.
 - c. A presentation to the Open Space Conservancy Trust at one of its regular bimonthly meetings.
3. The City of Mercer Island Parks and Recreation Department reserves the right to deny a special event application if it determines that an event will negatively impact Pioneer Park and/or Engstrom Open Space. This includes poor performance or unpaid damage claims on previous special events. The applicant may request that the Open Space Conservancy Trust review the determination of Parks and Recreation staff.
4. Special events may be subject to the following conditions:

- a. Temporary environmental protection features, such as fencing, plywood, ground covering, erosion control fabric, etc.
- b. Site monitors at areas expected to be impacted to prevent off-trail use. The applicant may propose to provide site monitors, but Parks and Recreation reserve the right to require its own staff or paid independent staff to provide monitoring. Parks and Recreation staff cost \$37/hour with a 3 hour minimum.
- c. Damage deposit proportional to the size of the group and the duration of activity, as follows:
- d.

		Number of participants			
		50-99	100-149	150-199	200-249
Event length	1 hour	\$500	\$1,000	\$1,500	\$2,000
	2 hours	\$600	\$1,200	\$1,800	\$2,400
	3 hours	\$700	\$1,400	\$2,100	\$2,800
	4 hours	\$800	\$1,600	\$2,400	\$3,200

Any numbers or times in excess of what is listed will be calculated proportionally. These are 2013 dollars and the fee schedule will be adjusted to keep pace with inflation.

- e. Any damage that occurs that is not covered by the damage deposit will be charged to the event organizer. Restoration costs typically run three to five dollars per square foot in 2013 dollars.
- f. Restoration plan – a schematic repair plan for anticipated impacts, including trail damage, vegetation damage, soil erosion and soil compaction.

5. Areas of concern

- a. **The ravine in the northeast quadrant.** This terrain is steep and erodible. The trails are single track for the most part. Passing is difficult without going off-trail. Going off trail is likely to cause erosion and plant damage. Large and competitive events are expected to have high impact. Monitoring is typically required for events in this area.
- b. **The southeast quadrant.** These trails are shared by horseback riders. Passing equestrians is difficult without going off trail. Coordination with the Saddle Club is required.
- c. **Secondary trails, all quadrants.** Secondary trails are single track trails for the most part. Passing is difficult without going off-trail. Some trails are poorly drained and users tend to walk on the edges, which causes widening. Best used in the dry season for large group events. Monitoring may be required.
- d. **Picnic area across from shopping center.** This is a popular entry point to the park, and can get consistent traffic from park users throughout the course of an event. Timed or competitive events may need monitoring and/or signage to alert park users to the event. Blocking access to this area is not permitted.