

## **KEY PENINSULA METROPOLITAN PARK DISTRICT**

### **d.b.a. KEY PENINSULA METRO PARKS**

**P.O. Box 70, Lakebay, Wa. 98349**

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### **Board Meeting Minutes**

**Monday, January 8, 2007**

**The public meeting was preceded by a 6:40PM study session.** The Board reviewed the Park System Survey form. The intention is to have the survey published in the February 2007 issue of the KP News as a full page advertisement with a colored border repeating "Key Peninsula Metro Parks" for visibility.

**The public meeting was called to order at 7:52PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by Clerk Kip Clinton.**

**Commissioners Present:** Elmer Anderson, Ross Bischoff, Caril Ridley, Kip Clinton: also present for KPMPD was Scott Gallacher, Executive Park Director.

**Citizens Present:** Bruce Nicholson, Rick Sorrels, Mike Hayes (KP Community Fair), Kurt Self (KPLL).

**Approval of Agenda:** The agenda was amended to include "New Business/Disaster and Emergency Preparedness. It was moved, seconded and passed 4/0 to approve the amended agenda.

**Acceptance of Commissioner Paula DeMoss's Resignation:** It was moved, seconded and passed 4/0 to formally accept Paula DeMoss's resignation from the KPMPD Board of Commissioners. The Board wishes to thank Paula for all her efforts on behalf of Key Peninsula parks, KPMPD and the citizens of the Key Peninsula; they hope that Paula will remain involved in the Park District as a private citizen as her schedule permits.

**Election of Officers for 2007:** Caril Ridley was elected President 4/0, Elmer Anderson was elected Vice President 4/0 and Kip Clinton was elected Clerk 4/0. President Caril Ridley presided over the meeting from this point on.

**Citizen Comments:** Rick Sorrels stated that in his opinion the financial officer should not be the same person spending the funds; he is referring to Executive Director Scott Gallacher. He said that while he feels Scott is honest, it could raise questions. (It should be noted that KPMPD policy is that both the Clerk AND the President or the Vice President sign the funding vouchers before they are submitted the Pierce Co. Budget and Finance; also it is in the purview of the "executive/operational" branch of any business or governmental body to bring a budget to the legislative/board-of-directors). Rick also mentioned that he has been researching the Open Public Meetings Act and believes that KPMPD should publish prior notice of their 6:30pm study sessions even though not action is taken at the study sessions. Bruce Nicholson asked the status of the program guide; Scott said development was deferred due to other issues.

**Good of the Order:** KP Framing installed the windows and the new door in the concession building pro bono. KPLL moved the dugouts and Dick Hassan is working on the fencing around Field 2.

### **Special Presentations by Committees or Citizens: New Business**

No new business by Committees or Citizens.

### **Special Presentations by Committees or Citizens: Old Business**

**1. Land Acquisition Committee:** No report.

**2. DNR 360:** The Gig Harbor Chamber of Commerce sponsored a "meet your public officials" presentation on Jan. 4<sup>th</sup> or 5<sup>th</sup>. Pat Lantz, Larry Seaquist, Derek Kilmer and Doug Sutherland

(DNR), among others, were there. KPMPD attendees were Elmer Anderson, Ross Bischoff, Kip Clinton and Scott Gallacher. Kip spoke with Pat Lantz about the DNR 360; she was surprised that it had not yet been transferred and said to contact her in Olympia to discuss the problem. At the end of the meeting all four KPMPD representatives spoke to Doug Sutherland about the issue; he suggested that the state legislature could rent the property long term for KPMPD use. KPMPD said that they thought that their constituents would not want to fund capital improvements on rented property but that they would pursue all paths possible.

**3. Community Plan:** No report.

**4. Park System Comprehensive Plan:** There will be no committee meetings in January. The survey will be published in the February KP News; there may be meetings in February. Bruce Nicholson said that the 3<sup>rd</sup> Monday of each month at 7:00PM works for his schedule; Scott suggested the meetings be at Volunteer Park. The committee currently consists of Caril Ridley, Bruce Nicholson, Scott Gallacher and Kip Clinton.

#### **Staff Report (See Attached Report)**

**1. Home Park:** PALS requested changes to the plans submitted in December. Scott has contacted Ed Robison and updated Terry Lee.

**2. Volunteer Park:** Thanks to KP Framing the new windows for the concession building and the new door have been installed. The donated metal bars will be installed across the windows this spring. The attic space is now insulated. KPLL volunteers helped Dick Hassan move the dugouts along Field 2. They had deteriorated and will now be repaired.

**3. Rocky Creek:** Four trees came down across the trails; Scott notified the County Asset Manager and is waiting to find out how the County wants to proceed.

**4. Programs:** 3-on-3 Men's Adult Basketball will be offered at the Civic Center. Winter Break Basketball Camp was cancelled due to lack of registrations. Pee Wee Basketball Skills Program will start on Jan. 20<sup>th</sup>.

**5. Meetings:** The Peninsula School District Task Force will meet on Jan. 9<sup>th</sup> and 23<sup>rd</sup>. KGI Watershed Group will meet on Jan. 16<sup>th</sup>; Scott will give a presentation on grant use. The Cushman Trail Phase 2 meeting will be in Gig Harbor on Jan. 17<sup>th</sup>. Scott expects to attend these meetings. WRPA Legislative Day is Jan. 25<sup>th</sup> in Olympia; Director Gallacher recommended Commissioners attend to lobby for the DNR 360.

#### **Business Meeting**

**1. President's Report:** No report.

**2. Minutes:** It was moved, seconded and passed 4/0 to approve the minutes of October 9, 20, 30, and November 13, 2006.

**3. Financial Report:** Scott presented the Board with a P&L and 2004, 2005, and 2006 Balance Sheets as requested. The current balance with Pierce County Budget and Finance and the Venture Bank depository fund is \$39,729.00. The financial report was approved 4/0. Scott mentioned that the Board may want to think about investing any excess funds in with Pierce County to earn interest in the future. It can be done on a monthly basis and re-deposited each month if funds are need.

**4. Unfinished Business/Legal Council Contract:** President Caril Ridley signed the 2007 legal retainer contract with Disend and Disend.

**5. Unfinished Business/Key Peninsula Little League:** The Commissioners signed the 2007 contracts with KPLL; Kurt Self will take the contracts to the KPLL Board for their signatures. KPLL is having 2007 sign-ups in the concession building at Volunteer Park on Jan. 6, 8, 10, 13, and 15, 2007. Kurt Self stated that a new manager has offered to build new dugouts on Field 3, one on skids (3<sup>rd</sup> base side) so it can be moved and a second stationary one on the 1<sup>st</sup> base side.

Consensus was to instruct Scott to collaborate with Kurt on the Field 3 dugout project and proceed.

**6. Unfinished Business/Key Peninsula Community Fair Contract:** It was moved, seconded and passed 4/0 to approve the January 8, 2007 version of the KPCF/KPMPD 2007 Addendum to the Special Use Agreement. Commissioners signed the agreement and Michael Hayes will take it to the KPCF Board Meeting on Jan. 9, 2007.

**7. Unfinished Business/Park System Survey:** It was moved, seconded and passed 4/0 to authorize Executive Director Scott Gallacher to issue the survey as discussed with possible revisions due by Friday. It was moved, seconded and passed 4/0 to publish the survey in the KP News as a full page advertisement with color and classify the survey in the budget as advertising.

**8. New Business/Resolution 2007-01 Appointment of Agent to Receive Claims for Damages as per RCW 4.96:** This housekeeping resolution was recommended by WGEP (KPMPD's insurer) to formally appoint individuals to receive any payments paid by KPMPD's insurer as a result of damage claims. The individuals appointed were Executive Director Scott Gallacher and Clerk Kip Clinton. It was moved, seconded and passed 4/0 to approve Resolution 2007-01. R 2007-01 will be filed with the Pierce County Auditor's office.

**9. New Business/KP Lions Club Sign Request:** The KP Lions Club would like KPMPD to place a 4'x4' sign on the Field 2 fence to thank the Lions Club for their volunteer work. Consensus was for Scott to talk to the KP Lions Club about a time limit for a large sign (2 years?) and a smaller permanent bronze "Thank you" plaque. Rick Sorrels suggested that KPMPD might install a display case/plaque to list volunteers.

**10. New Business/Emergency Preparedness Report:** Commissioner Ross Bischoff stated that Pierce Co. Red Cross wants to be pro-active on the KP. They are looking at the Middle School as a potential shelter site but they will need a staging area for kitchen (and other) trailer/tents in case of a major emergency. Volunteer Park is a logical site. Grant money is available through the Red Cross for emergency preparedness/services. Ross will get a contact number for the Red Cross. It is noted that Volunteer Park is already a designated Landing Zone for emergency helicopter transport.

**11. Executive Session/Human Resources:** An executive session to discuss employee issues began at 9:42PM and ended at 10:10PM at which point the Board reconvened. After the Board returned to the public meeting it was moved, seconded and passed 4/0 to increase Mark Conniff's wage to \$11.33/hour effective Jan. 1, 2007. It was moved, seconded and passed 4/0 to increase Scott Gallacher's monthly Medical Allowance to \$600.00/month.

**12. Commissioners Comments:** No additional Commissioner Comments.

**Meeting Adjourned:** The regular public meeting of January 8, 2007, was adjourned at 10:25PM. The February meeting will be on Monday, February 12, at 7:30PM in the Annex building at the Key Peninsula Sport Center and Fairground (Volunteer Park) and will be preceded by a 6:30PM study session; the March meeting will be on March 12 at 7:30PM and may be preceded by a 6:30pm study session. The fourth Monday of each month is reserved for special topic meetings should any be required.

Respectfully submitted by Kip Clinton, Clerk KPMPD.

*Disclaimer: KPMPD's minutes are not official until approved by the Board of Commissioners. There may be errors in the unofficial minutes which are brought to the Clerk's attention and corrected at the time the Board addresses and approves the minutes. The Clerk wishes to apologize to the public and other Commissioners for any errors which may occur in the unofficial minutes; she cannot talk and take notes at the same time.*

