

**KEY PENINSULA METROPOLITAN PARK DISTRICT**  
**d.b.a. KEY PEN PARKS**

**P.O. Box 70, Lakebay, Wa. 98349**  
**253-884-9240 and info@keypeninsulaparks.com**

**Board Meeting Minutes**  
**Monday, January 14, 2008**

**The public meeting was preceded by a 6:30PM study session.** The topics were the Children's Home Society and Key Peninsula Little League's proposal to build permanent batting cages adjacent to the south fence line of Field 1. Representatives of the Children's Home Society explained to the Board what the CHS does and how they would use the \$500.00 grant. No representative of KPLL appeared; Executive Director Scott Gallacher reported on the negotiations for the batting cages; he recommended that they be side-by-side instead of end-to-end, that they be located between the storage containers and the south fence of Field 1, that they not extend beyond the ends of the storage containers and that above ground structures be removable to preclude vandalism when not in use.

**The public meeting was called to order at 7:30PM in the Volunteer Park Annex Building by Clerk Kip Clinton.**

**Commissioners Present:** Elmer Anderson, Greg Anglemyer, Ross Bischoff, Bruce Nicholson and Kip Clinton. Also present for KPMPD was Scott Gallacher, Executive Park Director, and Administrative Assistant Laura Armstrong.

**Citizens Present:** Rick Sorrels, Barbara Rowland, Marcy Cummings-Cohoe (Vaughn Elementary PTA), Tina Self (Vaughn Elementary PTA).

**Oath of Office for Elected Commissioners:** Clerk Kip Clinton administered the Oath Of Office to Elmer Anderson (Position #1) and Bruce Nicholson (Position #4).

**Approval of Agenda:** The agenda was amended to include the Minutes of November 26, 2008, a single topic meeting on the 2008 Budget. The amended agenda was approved 5/0.

**Nominations for 2008 District Offices:** There were no changes or additions to the Dec. 10, 2008 proposed nominations: Elmer Anderson for President; Greg Anglemyer for Vice- President; Kip Clinton for Clerk. The Board elected 5/0 to following positions: Elmer Anderson, President; Greg Anglemyer, Vice President; Kip Clinton, Clerk.

**Citizen Comments:**

**Good of the Order:** Laura Armstrong was hired as KPMPD's new Administrative Assistant. Welcome aboard, Laura!

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

**1. Vaughn Elementary Playground Equipment Grant Request:** Commissioner Bruce Nicholson invited the Vaughn Elementary PTA, represented by Tina Self (Treasurer, Vaughn Elementary PTA) and Marcy Cummings-Cohoe (Vaughn Elementary teacher and parent), to give a presentation to the Board about their new playground and request a grant to finish the build-out of the playground. They said that the playground has become a de-facto community park, that the PTA has raised some \$70,000.00 to build the existing structure and they would like KPMPD to fund the remainder of the build out. They lack a Climbing Play Structure and Pole and Slide (Bib Toys and Cascade/Brent Oliver, rep and designer) and they need some seating for parents. The PTA has negotiated with the school district to allow public use during non-school hours of the structure and some associated parking. The school district is grading and draining the site, Home Depot has helped with some supplies for the existing structure and volunteers provided the labor. Estimated build out cost, with volunteer labor, is \$18,034.11. The school would maintain the facility and Big Toy parts are replaceable. President Anderson noted the playground is not

available to the general public during school hours. Vice President Anglemyer asked about age-appropriateness of the equipment. He was told that the structure is for ages 5—12 with some areas for younger children and some for older children; when designing the layout, they attempted to build challenges, both physical and imaginative, for all ages of grade school children. A water fountain is available, but restroom facilities are not (KPLL provides a sanican during baseball season when they rent the fields for practice). President Anderson asked about ADA access; there is an asphalt path from the parking area to the structure and some equipment is accessible to, and useable by, people with disabilities. The President thanked the PTA representatives for giving the presentation.

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

**1. Playground Committee:** Barbara Rowland, as a member of the Playground Committee, showed the Board an adult swing set and gazebo that Port Townsend Parks has near their playground. She stated that the swing is popular with the adults. The meeting of the Home Park Playground Committee is January 23, 2008, at 7:00PM in the Home Fire Station's meeting room. President Elmer Anderson chairs the committee. There was discussion about placing a sandwich board sign on the shoulder of the road by the Home Fire Station a few days in advance of the meeting.

**Business Meeting**

**1. Minutes:** It was noted that the minutes of Nov. 13, 2007 had been approved on Dec. 10, 2007 and that the Board had not approved the Nov. 26, 2007, single topic meeting minutes regarding the 2008 budget. The minutes of Dec. 10, 2007 and Nov. 26, 2007 were approved 4/0/1 (Commissioner Nicholson abstained).

**2. President's Report:** President Elmer Anderson presented the Board with a written statement. In it he stated the 2007 KPMPD accomplishments which were drafting and adopting a Comprehensive Park Plan, the Taylor Bay acquisition project; finally getting a building permit for the Home Park Picnic Shelter and bidding the site work; the Property Tax Resolution and the Skate Park. He said the KPMPD needs to follow through with the Home Park Picnic Shelter and perhaps a playground, Volunteer Park improvements, Rocky Creek and Maple Hollow trail development and developing a management plan and park at Taylor Bay. He said that KPMPD must re-establish committees to help the Commissioners and staff with Park District goals. He requested that all Board members respect each other's opinions, act civilly and keep to the topic at hand. He reminded the Board that Roberts Rules govern the meetings but, as long as all present respect each other, meeting should be able to continue in an informal manner.

**3. Financial Report:** The Zoo/Trek deposit to KPMPD's Pierce Co. Budget fund was \$10,965.79; the balance in that account is \$31,267.48. 14 vouchers (requests for Pierce Co. Budget and Finance to issue a "warrant" or check) in the amount of \$6093.03 are not yet deducted from that balance. The adjusted balance is \$25,174.45. The balance in KPMPD's Venture Bank depository account is \$5247.28. Clerk Clinton asked if KPMPD had received any payment from the KP Community Fair on the past due 2007 balance. Executive Director Gallacher said that no payment had been received and he would follow up on the matter; the KP Community Fair had not yet contacted him about scheduling a date for 2008.

**4. Staff Report (see attached report):**

**a. Home Park:** see Unfinished Business/Home Park Permit.

**b. Volunteer Park:** The main gate is being locked at night due to a tree theft incident on the adjacent Public Works Transfer Station property. Staff moved a gate from the KP Middle School trail to the SE corner of the tennis court/skate park to restrict vehicle night access to the unlighted area of the parking lot.

**c. Concession Building:** A contractor will be installing a counter top extension and swinging door so that the kitchen may be secured. This will allow the dining area to be used by other groups when the concessionaire does not need it. KPMPD is soliciting prices to replace the old grill.

**d. Skate Park:** Commissioner Nicholson suggested that a cobblestone type material be installed at the entrance to the Skate Park to prevent skateboarders from skating into the parking lot from the skate park; cobblestone is too rough to skateboard across, but wheelchairs and other ADA transport can cross it. The Commissioners thought that this was a good idea. Staff plans to install an 8' rolling gate at the entrance for night security. Staff plans to install an 8' internal rolling gate at the entrance for night security.

**e. Training Opportunities:** Vice President Greg Anglemyer asked about the Wa. Recreation Conservation Office Grant Workshops scheduled for February 5 in Mt. Vernon, Feb. 6 in Tukwila and Feb. 7 in Centralia. Staff and Commissioners are eligible to attend. Pierce Co. Agencies are holding their own WRCO meeting on Jan. 17. It is restricted to agencies and will be similar in content to the February meetings.

**f. Web Site:** The Washington State Dept. of Information Services offers web site design service to other public agencies. Scott has contacted them to get a quote about redesigning the KPMPD site. They also maintain sites for a price or offer technical assistance so that agencies can manage their own site. They recommend a program called "Dreamweaver" (\$600.00) for site maintenance. An Adobe compatible package is available. It includes Dreamweaver Photoshop, and one other (\$1200.00). There was a discussion about KPMPD's current web Current web site designer. The Adobe program is supposed to be fairly intensive, but KPMPD could edit Maps, etc. should KPMPD purchase it. Scott was instructed to follow up on local bids for redesigning the web site in addition to the WSDIS bid.

**g. Meetings:** Executive Director Scott Gallacher, Commissioner Bruce Nicholson and Clerk Kip Clinton attended the Gig Harbor Chamber of Commerce's Legislative Day on January 11, 2008, at the Gig Harbor Civic Center. Commissioner Clinton said that she thanked Rep. Pat Lantz, Rep. Larry Seaquist and Sen. Derek Kilmer for their efforts regarding the DNR 360 and requested that they work, this year, on eliminating the 80:20 ratio in the Trust Land Transfer Legislation so that it would function in the way intended (keep public lands public by purchasing DNR public land in developing areas and transferring title to other public park and recreation agencies). The goal is to have the Trust Land Transfer program PURCHASE the DNR 360 (DNR Horseshoe Lake Property) instead of lease it for 50 years. They all said they would work on it during this session. **Public Agency Legislative Day** is Thursday, Jan. 24, 2008, where agencies can go and lobby their legislators in Olympia. KPMPD has Appointments with Derek Kilmer at 7:30AM, Larry Seaquist at 8:00AM and Pat Lantz at 9:00AM. Vice President Greg Anglemyer suggested the Commissioners look at Tacoma Metro's Legislative Topic Agenda; it covers a lot of points pertinent to park districts. The Board plans to remind the Legislators about the Trust Land Transfer ratio change also.

**5. Unfinished Business/Home Park Permit:** The permit will run out March 5<sup>th</sup>, so KPMPD will have to apply for a 6 month extension. The extension will probably be required because of the soil type; the clay soil cannot be worked when it is too wet. Rick Sorrels said that the first extension is usually automatic. Staff has received a second site bid with a third expected. Some of the bidders are including tree removal in addition to stump removal and site grading/excavation/storm water infiltration system. The insurance carrier said that during site work (tree removal, excavation, and building) the area must be posted "**Construction Area—Keep Out**" to indemnify KPMPD. Vice President Anglemyer suggested that a "Coming Soon..." sign be posted on the existing Home Park sign so the public is informed as to what is happening. Bid award is expected in February.

**6. Unfinished Business/Taylor Bay:** SRF awarded the \$500,000.00 grant for purchase of the 32 acres of upland/stream front property. Trust for Public Lands is exercising its option on **ALL THREE PARCELS!!** Still not a “done deal” for KPMPD but a lot closer.

**7. Unfinished Business/Batting Cages:** This issue was discussed at the study session. Executive Director Gallacher was instructed to pursue the issue with KPLL.

**8. Unfinished Business/Marketing Slogan:** Commissioner Nicholson had submitted a resolution to adopt a marketing slogan. He had been unaware that the Board had previously approved by consensus “Key Pen Parks—the Key to Your Next Adventure” and graciously withdrew his resolution.

**9. Unfinished Business/Medical Benefit Package:** Staff has found a package that is within the 2008 budget and requires a minimum of 2 employees (2 of KPMPD’s 4 employees already have better coverage through their spouse’s employer and would opt out). Premera Blue Cross offers it through the Association of Washington Businesses. It would require KPMPD to join the Association of Washington Businesses (\$75.00 annual dues). The deductible would be \$1500.00 with a \$30.00 co-pay required. Currently KPMPD pays \$600.00 per month as a medical insurance contribution to Executive Director Gallacher and he purchases his own insurance privately; other KPMPD employees are covered by Labor and Industries for on the job injuries. The monthly payment in this plan would not be substantially greater than current outgo for employee medical insurance benefits. There was discussion about how benefit offers help retain good employees.

**10. Unfinished Business/Request for an Audit in 2008:** The Board discussed whether KPMPD should request an audit in 2008 by the State; KPMPD has not yet been audited. Districts which receive less than \$200,000.00/year may be audited on a 3 year rotation or receive a simple request for certain types of information. The agency being audited pays for the audit. The discussion centered around whether to wait until the State initiates the audit or to request one, given the budgetary impact. Rick Sorrels said that the Fire Dept. is audited every year because of their budget (substantially more than the park district’s). He suggested that KPMPD ask the Fire Dept. what is involved when they are audited and what it generally costs. Scott was instructed to ask Fire Dept. staff about what an audit entails and what it usually costs.

**11. Unfinished Business/501c3 to Benefit Park Issues on the Key Peninsula:** Executive Director Gallacher said that the district’s attorneys had referred him to an attorney in Bremerton regarding establishing a 501c3 nonprofit entity for park related issues. Consensus was to defer this project to a committee to be established for this purpose.

**12. Unfinished Business/Review of District By-Laws:** Deferred.

**13. New Business/Resolution 2008-01 Amending the Human Resource Policy by Changing Pay Periods from Twice per Month (Semi-Monthly) to Once Every Two Weeks (Bi-Weekly):** This is strictly a book keeping resolution to make employee pay periods more predictable. It was moved, seconded and approved 5/0 to pass Resolution 2008-01.

**14. New Business/Resolution 2008-02 Amending Resolution 2006-03 Establishing Commissioner Compensation to Reflect the Current Compensation Amount per RCW 35.61.150:** The compensation rate increased by \$20.00 to \$90.00 per day from \$70.00 per day with a maximum annual compensation of \$8,640.00. There was discussion about the limitation clauses previous Boards had included as well as how to legally waive compensation. There was discussion about the clause “conduct business of the District exclusive of official public board meetings SHALL NOT BE ENTITLED TO COMPENSATION unless compensation for such business of the District is pre-approved by the board on a case-by-case basis.” President Anderson was concerned about that clause. Clerk Clinton explained it was inserted in the original resolution to allay citizen concerns about potential abuse. It was moved, seconded and passed 3/1 (Commissioner Nicholson)/1 (Vice President Anglemyer—not voting as differentiated from

abstaining) to approve R 2008-02. It was moved, seconded and passed 4/0/1 (Vice President Greg Anglemyer not voting) that any appointed or elected commissioner duly appointed to an official KPMPD Committee shall be entitled to compensation when serving on that committee.

**15. New Business/2008 Committees:** President Anderson said that KPMPD should re-establish its committees; he suggested that the Board take home the current committee list and Commissioner Nicholson's proposed committee list and think about it. Vice President Anglemyer stated that according to Robert's Rules of Order standing committees are automatically dissolved unless they are formally reconstituted each year. He said that some of the proposed duties of the new committees are rightly the responsibility of staff. This topic will be discussed further at the next meeting, possibly January 28 or February 25; the Board President will decide whether to call a second monthly meeting.

**16. New Business/Retainer Contract for Planning/Engineering Firm:** Executive Director Gallacher recommended that the Board consider entering a retainer contract with a professional planning/engineering firm such as AHBL or Parametrix. He said that KPMPD should issue a Request for Proposals (RFP) on an annual basis. The Commissioners asked him to get more information on planning firms and have interested businesses give presentations before the Board later this year.

**17. New Business/Program Guide:** Commissioner Bruce Nicholson stated that KPMPD should produce a program guide. He said that the park district could collate the information (public and private recreational programs on the Key Peninsula) and present it to the Key Peninsula News for publication; the associated costs could be offset with advertising. The alternative is for KPMPD do publish it "in house" and direct mail it or arrange for an insertion into the KP News. He suggests the park district also use its web site to publish the information and link to other sites of interest. Clerk Clinton suggested that KPMPD start with the web site first while recreational program information is collected. Commissioner Ross Bischoff stated that the Key Peninsula Business Association is publishing a brochure which contains some of this information already; it is due out this spring. Barbara Rowland said that any recreational program/event/workshop/class guide should be printed on a single sheet for easy reference. Rick Sorrels said that Pierce County Park and Recreation is printing a program guide in association with Tacoma Community College; he suggested KPMPD may be able to participate in that as another means of distribution. Tina Self said that she works for a firm that does saturation direct mailings; they have different brochures, printing types and could quote mailing costs. President Anderson appointed Commissioner Nicholson chairman of the Program Guide Committee. Executive Director Gallacher said that the 2008 Budget includes \$6000.00 for a program guide with a total Marketing budget of \$12,000.00 and an additional \$2000.00 for software (which could be used to publish/design the program guides).

**18. New Business/District Maps:** Commissioner Nicholson wanted KPMPD to acquire various maps of the Key Peninsula. Staff and the other commissioners pointed out that KPMPD already has a variety of maps on hand, as well as maps developed by Pierce County for the KP Community Plan.

**19. New Business/Vaughn Elementary School Playground:** Vice President Anglemyer said that larger public recreational grants from KPMPD should be open to competition from the whole community. Executive Director Gallacher stated that the 2008 budget has \$25,000.00 set aside for grants to other entities and \$75,000.00 for a Volunteer Park Master Plan; he reminded the Commissioners that the funds will not be available until after April (tax collection) and that monies can be moved around. Barbara Rowland said that as a tax payer she wouldn't object to a small donation to this PTA/School District project since it is helping the community. She said she would object to a large grant going to any other project that is not part of the park district. The funds should stay with the park district. No action was taken on this request.

**20. New Business/Real Estate Excise Tax:** The funds reserved by the county (\$150,000.00 requiring a 1:1 match to access) were used by Pierce County Parks for other projects. The previous Director of Pierce County Parks had told KPMPD (and KPPRD, the previous district) that the funds would be available in perpetuity.

**21. Other Minor Matters/2008 Retainer Contract with Kenyon Disend, Atty.:** The new 2008 retainer contract rates increased by \$5.00 per hour to \$200.00 per hour for a senior partner. It was moved, seconded and passed 5/0 to approve the 2008 retainer contract with Kenyon Disend, Attorneys.

**22. Other Minor Matters/KP Civic Center Youth Basketball Program Lease:** Deferred.

**14. Commissioners Comments:** President Anderson thanked the Board for selecting him to the office. He reiterated the 2007 accomplishments of the District (the Comprehensive Plan, Taylor Bay project, Home Park picnic shelter permit, VP's skate park and the property tax resolution for funding. He listed a number of goals for 2008 (Volunteer Park improvements, trail maintenance at Rocky Creek and DNR's Maple Hollow, Home Park capital improvements and re-vamping of the committees) and encouraged the board members to work together while respecting each others differences. (See attached "President's Statement").

**15. Executive Session:** An Executive Session to address Human Resource issues was called at 11:00pm; estimated length was 20 minutes. The regular meeting was resumed at 11:20pm.

**16. Unfinished Business/Employee Medical Benefit Package:** It was moved, seconded and passed 4/1 (Commissioner Nicholson voted Nay) to approve a group health employee medical benefit package with Premera Blue Cross (aka Health Choice Plan) through the Association of Washington Business with the Park District becoming a member of Association of Washington Business for an annual dues payment of \$75.00 with eligible employees working a "full-time" minimum of 30 hours per week and a 3 month probationary period and a \$1500.00 annual deductible and a \$30.00 co-pay required.

**Meeting Adjourned:** The regular public meeting of January 14, 2008, was adjourned at 11:30pm. A single topic meeting regarding committee formation may be held on January 28, 2008, at 7:30pm at Volunteer Park. The regular February meeting will be on February 11, 2008 at 7:30pm at Volunteer Park and may be preceded by a 6:30PM study session. KPMPD reserves the fourth Monday of each month for single topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

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.*