

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

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

Board Meeting Minutes

Tuesday, April 5, 2005

The meeting was called to order at 7:40PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by Jerry Schick, Vice President KPMPD.

Commissioners Present: Jerry Schick, Caril Ridley, Ross Bischoff. Kip Clinton arrived at 7:45PM; Paula DeMoss arrived at 8:00PM. Also present for KPMPD was Scott Gallacher, Park Director.

Citizens Present: Mike Salatino, Ben Thompson, Hugh McMillan, Chuck West, Rich Henry.

Minutes: Approval of February and March minutes was tabled until the next meeting.

Financial Report: The end of March balance with Co. Budget and Finance is \$47,541.07. The Zoo/Trek Sales Tax deposit to the KPMPD fund was \$12,178.21 and March expenses were \$5068.89. A \$896.99 deposit consisting of refunds of overpayments and field rent in the amount of was deposited to KPMPD's Venture Bank account. A service charge of \$7.00 for that account left \$1910.05 in it. The Voucher Transmittal letters of April 1 and 4 were approved. Ben Thompson, as KPPRD's financial officer, reported that Angel Guild requested KPPRD return the funds they donated to KPPRD for the repair of the score booth. KPMPD decided that KPPRD, not Metro, should be responsible for the return of this grant since KPPRD has some \$7500.00 in its County Budget and Finance fund.

Park Director's Report: See attached report. Nicholson came out with their engineer. He recommended that KPMPD replace the high flow fixtures in the restrooms with low flow fixtures to get more effective use of the water system. Nicholson bid \$1560.00 to repair the piping and electric in the pump room and reset the well head lower. The proposal is to correct the 'bad' fixes and return the system to the original design. Scott has contacted Graybar Electric about prices for security light fixtures around the buildings; their bid for fixtures is \$630.00. The lighting around the horseshoe pit will require more research; Scott is thinking about directional parking-type lights. A Peninsula Iron Works representative walked Volunteer Park with Scott. They recommend rocks or logs on either side of the gateposts for the north access road and that the gate to the school be 24' because of tree roots. They are starting manufacture of the gates and will paint them black; Scott will repaint the gates after they are installed for visibility. Scott is still looking into a prefab cover for the water cistern; Jerry suggested a utility vault cover or a sheet of steel. WGEP is OK with the jousting proposal as long as they see copies of the insurance coverage by the proposing parties and copies of the Hold Harmless Waiver in advance. Fields 4/5 (the westernmost cleared area) has been used as a garbage dump and storage area for discarded material under the old park district. It was moved seconded and passed 5/0 to allow Scott to surplus or discard any unusable items on Fields 4/5 (the upper field).

Communications Report/Good of the Order: All park district commissioners are reminded to update their PDC forms by April 15. The WGEP has arranged a 'rider' to KPMPD's insurance at no cost so that KPPRD may be covered until August 31, 2005, by which time WGEP expects KPPRD to be dissolved.

Citizen's Comments: Hugh McMillan reminded KPMPD that it has access to the KP News and the Peninsula Gateway through him; KPMPD could have press releases in the Gateway each week, just send them to Hugh.

Old Business

1. **Land Acquisition Committee:** DNR sent 3 copies of their Trust Land Transfer Proposal to the Legislature. They are on file in the KPMPD office at KPSCF.
2. **Home Park and Rocky Creek:** Someone stole the pipe gate at Rocky Creek. Scott put up a cable to discourage unauthorized vehicle access. Caril suggested that a cedar post and rail fence and gate be installed. There was discussion about vandalism problems regarding wooden barriers. Scott was instructed to get prices on cedar rail fencing and gates and steel gates for the Rocky Creek picnic area. The Home Park Infrastructure meeting conclusion was that a picnic shelter would probably be a desirable and useful structure. It was moved, seconded and passed 5/0 to have the Lions Club proceed with the installation of a 16'x32' picnic shelter at Home Park.
3. **Little League:** Pepsi Cola is sponsoring a LL Hit and Run Competition on May 1.
4. **Adult Softball:** No report.
5. **Policies and Operational Procedures:** Scott recommends that KPMPD join the Washington Recreation Parks Association. They are an additional resource for technical advice, training, grant information, among other things. The annual membership dues are \$150.00. It was moved, seconded, and passed 5/0 to join the WRPA. There was discussion about a master plan for Volunteer Park; Kip and Caril mentioned that KPMPD adopted KPPRD's old Park Plan Committee. That committee had started to develop a Park System Plan. As part of that plan it had held ONE meeting on Volunteer Park. There was discussion about reinitiating the Park System Plan in the near future. Paula brought Resolution R2005-03 to KPMPD. The effect of this resolution is to rescind Resolution R2004-02 which had obligated KPMPD to pay KPPRD's financial obligations while KPMPD was purchasing KPPRD's properties and renegotiating leases. Because all properties and leases have been transferred, KPMPD no longer needs to financially support KPPRD. Resolution R2005-03 passed 5/0.
6. **Caril Ridley's Report on Other Park Related Issues:** Caril said that the Community Planning Board is going to be finishing the Environmental Element of the plan. She would like the KPMPD to authorize her to request the following addition to the "Criteria for Open Space" Section 13.1 on behalf of the KPMPD: "Provide incentives to promote public access to Open Space." It was so moved, seconded, and passed 5/0.
7. **Capital Improvements KPSCF:** See Park Director's Report. It was moved, seconded and passed 5/0 to accept Nicholson's bid to repair the water system to the original design and reset the well head lower. It was move, seconded and passed 5/0 to accept Graybar Electric's bid for security light fixtures around the buildings. Scott said that KPMPD should start Master Plan proceedings for KPSCF (Volunteer Park).
8. **Park Administration Issues:** Scott has changed the days that Eric works so that tournament scheduling may be more flexible. He is going to ask Wa. Labor and Industries if it would be acceptable for Eric to accumulate comp time instead of overtime so that Eric could take "paid" days off in the winter when the Parks are not as busy; essentially Eric would accumulate "day off credits" during the summer and use them as paid days in the winter. Scott has been investigating the cost of Utility Vehicles (the old tractor has been the catch-all transport at VP—a utility vehicle for smaller jobs would extend the tractor's life). He recommends the Kubota as the best value (\$12,000.00 est.). He will get bids from the Kubota dealers. He is also looking into new mowers (toward next year we hope); he hopes to get in touch with the Mariner's groundskeepers to get recommendations. He is investigating the costs of a laptop computer for the office (\$2000.00) and says that DSL is the only feasible option for internet access due to prohibitively high costs of other alternatives. Since only one or two potential vendors responded to KPMPD's vendor list ads, it was moved, seconded and passed 5/0 to adopt as potential vendors for bid solicitations all businesses listed in the Kitsap telephone directory, all Tacoma and Pierce County

telephone directories, and the South King County telephone directory. It was moved, seconded and passed to have Scott attend the WGEP seminars about employee management on April 8 in Bellevue, the ADPA seminar on April 19 in Olympia, and the Grounds Maintenance Turf class on April 7 in Everett. Eric has already attended the April 4 Turf class (cost \$59.00). There was discussion about Scott and Eric being CPR and 1st Aid certified (they are) and the possibility of the KPMPD purchasing an AE defibrillator. Chuck said that the Fire Department is only a couple of minutes away and responds immediately to any aid calls from the parks.

9. KP Community Fair: Mike Salatino, representing the KP Community Fair, asked why the word "Fairgrounds" was not on the old sign which was replaced at the entrance the KPSCF (Volunteer Park). Kip said that that sign was the one found stolen and found several years ago. It matches the one that is hanging adjacent to the KP Highway. Neither sign has the word "Fairgrounds" on them; this was apparently not an issue under KPPRD. Jerry Schick said KPMPD would take the matter under advisement. Mike asked permission to have Phil Radcliffe in to shift dirt/mulched shavings in the Agrivision area; the KPCF plans to use that area for camping. It was move, seconded and passed 4/0 to allow Phil Radcliffe to partially regrade the Agrivision area. (KPCF issues were discussed before Paula arrived.)

New Business/Additions to the Agenda

1. Concession Stand/Concessionaire: The Key Peninsula Preschool wants to sell candy and other novelties at the park. There was discussion about allowing other parties to allowing other parties to sell items at VP when the regular concessionaire is not there. It was moved to allow Scott, as Park Director, to schedule other parties to act as concessionaires when the contracted concessionaire (John Bischoff) was not at KPSCF (Volunteer Park). Nonprofit entities would be charged \$5.00 per 4 hour time block and For Profit entities would be charged \$15.00 per 4 hour time block. The motion passed 5/0. John Bischoff paid KPMPD \$24.00 for the opening day which was 10% of his sales. Ross said that the hot dogs sold out but the strawberry shortcake did not sell well. Scott said that KPMPD has not yet received a copy of John Bischoff's insurance. Apparently Safeco posted it to the wrong address; Ross will see a copy gets faxed to Scott for the files. It was moved, seconded and passed 4/0 (Ross recused himself) to charge a daily concession fee of \$25.00 for a test market period through May 3, 2005, with the concessionaire to give a report on sales during that period. The fee amount will be revisited at the end of the test market period on May 3, 2005.

2. Programs: The Community House is having a Walkathon starting at KPSCF on May 21. The middle school will be using the tennis courts after school starting on April 19. Scott is looking into organizing a Movie Night in conjunction with the Civic Center.

3. Skate Park: Chuck West said the first meeting of the Skate Park Fund Raising Committee will be at the Harbor Rock Café on May 16 (third Wednesdays of each month). \$5000.00 is needed for starting the design process; his group needs a site designated by KPMPD. He will be meeting with the City of Milton re. their skate park; Scott was authorized to go with him.

Meeting Adjourned: The meeting of April 5, 2005, was adjourned at 9:50PM. The next scheduled meeting of KPMPD is Monday April 18, 2005 at the KPSCF Annex at 7:30PM. The following KPMPD meeting will be on Tuesday, May 3, 2005 at 7:30PM at the KPSCF Annex. The next scheduled KPPRD meeting may be on Monday April 11, 2005 at 7:30PM at the KPSCF Annex; contact Mike Salatino to verify. KPPRD's second April meeting may be on Monday April 25 at 7:30PM in the KPSCF Annex.

Respectfully submitted by Kip Clinton, Clerk KPMPD.