

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday, April 14, 2008

The public meeting was preceded by a 6:30PM study session. President Elmer Anderson and Vice President Greg Anglemyer were present at the start of the study session; Clerk Kip Clinton arrived at 7:00PM; member-at-large Ross Bishoff arrived at 7:10PM. David and Cynthia Pappas expressed their concern that KPMPD opposed their request to the Pierce County Council to vacate an undeveloped road right of way dating from the late 1800's abutting their Key Center area property. The commissioners present discussed the proposed KPMPD recreation opportunity grant program and suggested changes to the document. President Anderson presented information about Home Park Playground Committee recommendations; they recommend "Big Toys" as the vendor. The HPPC wants to be sure that the Home Park Project is finished once begun. Elmer recommended that KPMPD transfer the \$50,000.00 budgeted for Taylor Bay use change property taxes (KPMPD will not owe the taxes) to Home Park. This will allow installation of a prefabricated vault toilet (instead of a "Sani-can") and a small sport court for "pick-up" basketball (see #3.j. Staff Report/Meetings) and similar type activities. The picnic shelter excavation contractor (Home Excavation) will donate the cost of the additional earth moving. Playground equipment installation is expected to begin in June.

The public meeting was called to order at 7:40PM in the Volunteer Park Annex Building by President Elmer Anderson.

Commissioners Present: Elmer Anderson, Greg Anglemyer, Ross Bischoff; Kip Clinton arrived at 7:00PM and Bruce Nicholson arrived at 7:30PM. Also present for KPMPD was Scott Gallacher, Executive Park Director, and Administrative Assistant Laura Armstrong.

Citizens Present: Rick Sorrels, Barbara Rowland, Marty Marcus, Kurt Self (KPLL), Molly Whittemoore, Kristi Adams, Chris Fitzgerald, David and Cynthia Pappas (present at the study session, but left before the 7:30PM regular meeting).

Approval of Agenda: The agenda was amended to move Staff Report discussion regarding Dutchers Cove to be beginning of the meeting to accommodate Commissioner Bischoff. The amended agenda was approved 5/0.

Staff Report/Dutchers Cove: Executive Director Gallacher said that Trust for Public Lands is working on a grant application and they have the property under "option". There are two upland parcels totaling 15 acres and 26 acres of tidelands which are currently designated for aquaculture. TPL, KPMPD and various Washington State Agencies are working to protect the tidelands; they are considered "sensitive". Because of this, staff expects access limitations for public use; an "interpretive center" at the upland access point with specific hours and staffing might be established for control purposes.

Citizen Comments: Rick Sorrels said that the Pierce County Council was to vote on a Vicious Animal Ordinance later in the week and that they passed the KP Community Plan the previous week. He also mentioned that Fire Commissioner Alan Yanity was convicted of 4th degree assault. Molly Whittemoore of Palmer Lake commented on proposed Resolution 2008-09 (funding school playground equipment with park district funds); she opposed giving park district funds to any project where the public is locked out on weekends and otherwise excluded on weekdays. She adamantly wants to keep park funds for PUBLIC parks. (Commissioner Bischoff excused himself from the regular meeting at 7:45PM due to health reasons.) Barbara Rowland commented upon proposed Resolution 2008-09 and another proposed resolution; she was

opposed to contraction out park maintenance as well as donating the Park District's tax revenues to the School District. She works in the education field and her opinion is that park funds should be kept for park purposes; the schools have enough funding and could pay for their own playground equipment if they chose to do so.

Special Presentations by Citizens: New Business

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Business Meeting

1. Minutes: "Item 22. New Business/District Purchased Medical Insurance for Park District" in the minutes of March 10, 2008, was clarified by staff. The Health Insurance Plan benefit doesn't provide for dental or vision at this time because not enough employees are currently enrolled in this plan; several employees are covered by another employer's plan or a spouse's plan. Rick Sorrels said that there was an error in "Citizen's Comments"; the Shoreline Citizen Advisory Committee, which is tasked to revise Pierce County's Shoreline Management Regulations, meets on Thursdays. The corrected/clarified minutes of March 10, 2008 were passed 4/0.

2. Financial Report: The Pierce County Budget and Finance fund report indicated a March 31, 2008 balance of \$63,601.38 with \$7620.41 in undeposited March warrants (checks). The adjusted balance available in KPMPD's Pierce County Budget and Finance fund is \$55,980.97. The Zoo/Trek deposit to the fund was \$9552.62 (\$330.00 less than the same month in 2007) and early property tax payments were \$25,033.28. Deposits to Venture Bank depository account were \$1,146.54 resulting in a balance of \$9690.32. March expenses were \$22,190.13

3. Staff Report (see attached report):

a. Home Park: Excavation began on April 8.

b. Volunteer Park: 16 teams participated in a Select Baseball Tournament; the Spring Co-Ed League begins April 15; Pee-Wee T-Ball (3½ to 4½ years old) is accepting registrations.

c. Concession Building: The roof is leaking around the sheet metal hood vent; the repair cost is \$300.00+tax by Lakebay Roofing. Staff will have them install a roof vent along the peak of building at the same time (additional \$800.00+tax); currently the building has no roof vents.

d. Equipment: Staff has quotes from John Deere, Kubota and New Holland for tractors; Scott is using John Deere specs as a standard.

e. KPLL: The opening day ceremony was on April 12; the games start on April 14. President Anderson attended and said he was very impressed with KPLL's Opening Day.

f. Taylor Bay: The formal celebration by TPL will be on May 13 in downtown Bremerton in late afternoon.

g. Maple Hollow: Staff removed 20+/- bags of trash.

h. Rocky Creek: Someone removed some of the wooden bollards which restrict trail access; staff drove nails through the base and repositioned them in concrete for anchoring.

i. Grants: The Youth Athletic Facilities Grant which staff wrote but had to be applied for through a non-profit youth athletic organization (KP Little League), was funded and staff is finishing the required "Memorandum of Understanding" between KPMPD and KPLL required by the terms of the grant. KPMPD will first pay for the improvements to Field #1 as detailed in the grant, KPMPD will submit the statements to KPLL. KPLL will pass these charges on to Wa. State ROC which will reimburse KPLL. KPLL will then reimburse KPMPD. Staff is concentrating on applying for the following ROC grants to KPMPD projects: Maple Hollow Restoration; Volunteer Park Upper Field (western most undeveloped field or Field #4) Development Phase 1; Minter Creek Property Acquisition; Dutchers Cove/Sewell Property (see above); Taylor Bay Invasive Species Removal Grant.

j. Meetings: On March 26 Executive Director Gallacher, President Anderson and Vice President Anglemyer attended a KPMS 6th grade Math Class which, as a class project, designed a neighborhood park (300'x360'). KPMPD representatives were impressed with the 19+/- students and their presentations. The students all included a basketball court and picnic area other ideas included a paintball facility, climbing wall and an ice cream stand. Vice President Anglemyer said that this demonstrates how the park district and schools can partner in environmental education and parks.

k. Training Opportunities: On May 4-7, 2008, in Portland, Ore., staff has signed-up for the National Summit on Environmental Stewardship for People, Parks and Public Lands. The National Association of Recreation Resource Planners is having a workshop on May 13-15, 2008 in Missoula, Montana for \$400.00 per person. The National Recreation and Parks Association Convention will be Oct. 14-18 in Baltimore, Maryland.

l. Staff: Executive Director Gallacher has created a Recreation Assistant 1 position and will begin advertising for an employee. It is a ¾ time entry level position and combines programming, special projects and event organizing, and maintenance tasks.

4. Board Committee and Advisory Council Reports:

a. Home Park Playground Committee (Commissioner Anderson, Chair): See "Study Session" regarding HPPC recommendations. Marty Marcus said that about a dozen people worked to change the HP "junkyard" into the existing park; the people at that time expected it to remain somewhat "natural". He said that there is a difference between a natural area and an organized playground. Commissioner Nicholson asked if the sport-court would be large enough to play pickleball; the discussed size is approximately 35'x50' in the SE corner close to the KP Highway. Consensus was to approve HPPC recommendations.

b. Program Guide Committee (Commissioner Nicholson, Chair): Commissioner Nicholson asked the other Commissioners if they had any other inclusions to the proposed web guide listings. Vice President Anglemyer inquired whether recreational activities/facilities distant to the Key Peninsula should included in the listing; most Board Members thought that listings should be restricted to Key Peninsula, Gig Harbor Peninsula and Port Orchard locations. They also thought that there should be some designation whether a activity/facility is a public entity or private commercial venture. Commissioner Nicholson expects Spring, Summer and Fall printed versions. President Anderson advised the Board to get additional input back to Commissioner Nicholson for study session discussion at the May 12, 2008, meeting.

c. Human Resource Committee (Commissioner Anglemyer, Chair): Vice President Anglemyer said the HRC, after surveying comparable sized districts, suggests an annual salary range for the position of Executive Director from \$55,000.00 to 80,000.00 with a 2008—2009 salary of \$59,000.00 to start June 1, 2008. An annual review in April will be conducted by the chair of the HRC and the President of the Board. Every May, the review recommendation regarding performance and salary increases with the new salary to commence on June 1 of that year. The HRC also recommends that KPMPD either provide cell phones or reimburse business use of personal cell phones up to \$40.00 per month. Currently mileage is reimbursed, but it is recommended that reimbursement be increased to \$0.505 per mile. It is also recommended that that KPMPD enroll in the state retirement program; the current cost to KPMPD would be 0.0613 of the amount earned with a variable employee contribution. Once enrolled a public agency cannot withdraw from the program. Estimated costs of this program for 2008 are \$9,000.00. A study about "buying back" credit for previous years of employment should be done; this would be a separate issue from the Executive Director's contract. Commissioner Nicholson asked how the range was determined; Vice President Anglemyer said that since most districts are not as small as KPMPD, the comparison was based upon

- supervisory duties. Commissioner Nicholson reminded KPMPD that it has a limited budget.
- 5. Board President's Report:** President Anderson said that about a week ago Elmer received a telephone call from a Taylor Bay neighbor. She thanked him for the Park District acquiring the Taylor Bay properties. She was delighted that KPMPD had acquired the land and intends to conserve it. Executive Director Gallacher said that the Park District Office has received telephone calls from a numerous neighbors expressing the same opinion.
 - 6. Unfinished Business/Road Vacation:** It was moved, seconded and passed 4/0 to instruct staff to work with the land owners adjacent to the undeveloped 162nd Ave. KPN road right-of-way (the subject of Pierce Co. Ordinance 2007-114) and preserve public access in some form to the entire aforementioned right-of-way while allowing the adjacent land owners (the Pappas) to develop their land as intended.
 - 7. Unfinished Business/REET (Real Estate Excise Tax):** Pierce County Councilman Terry Lee is researching the issue.
 - 8. Unfinished Business/Resolution 2008-05 Authorizing the Surplussing of Certain KPMPD Equipment, Specifically the Lang Electric Grill, the Ransome Mower and a Glass Merchandiser:** It was moved, seconded and passed 4/0 to approve Resolution 2008-05.
 - 9. Unfinished Business/Resolution 2008-03 Establishing Policy and Procedures Regarding Use of the District's Credit Card:** It was moved, seconded and passed 4/0 to approve Resolution 2008-03.
 - 10. Unfinished Business/Key Pen Parks Grant Program:** Staff will make the changes suggested in the study session in time for the May meeting. There will be five \$1000.00 grants and one \$20,000.00 grant with an open-ended application time. Notice will be by publication in the newspapers.
 - 11. Unfinished Business/District Logo Contest:** Additional changes were made to the "people silhouette" logo.
 - 12. Unfinished Business/Washington State Recreation Conservation Office Grants:** Executive Director Gallacher has a meeting with RCO staff regarding KPMPD's Comprehensive Park System Plan to discuss whether it has a "Habitat" element in it or not. A "Habitat" element or separate plan is required to qualify for "habitat" grants.
 - 13. Unfinished Business/John and Wendy Glennon Lease:** No changes; staff is working on it.
 - 14. Unfinished Business/Committees:** No report.
 - 15. Unfinished Business/Minter Creek Properties:** 5 acre mostly upland property is offered for \$135,000.00 with \$30,000.00 for the 3 acre bottom land/creek front/estuary wetland. Because the property owner wants to be cashed-out of the 5 acre property the Morris Foundation (the private group which has fronted the cost for Harbor Family Park on the Gig Harbor Peninsula) proposes to purchase it and hold it in trust for KPMPD purchase with an option on the 3 acre wetland; they will charge interest. President Anderson asked why KPMPD couldn't purchase the 3 acre wetland outright and have the Morris Foundation hold in trust the 5 acre parcel. Staff will review the matter with legal counsel; no action was taken to approve an agreement with the Morris Foundation.
 - 16. New Business/Amend Mission Statement to Include a Conservation Element (requested by Clerk Clinton):** Clerk Clinton requested that this topic be deferred because of Executive Director Gallacher's meeting with RCO (see #10 Unfinished Business/Washington State Recreation Conservation Office Grants).
 - 17. New Business/Park District Executive Director Compensation and Benefit Package for 2008-2009:** It was moved, seconded and passed 4/0 to approve an increase in the Executive Director's annual salary to \$59,000.00, increase automobile mileage reimbursement to \$0.505 per mile and to reimburse business cell phone usage up to \$40.00 per month. A motion to enroll in the state personnel retirement program with the understanding that all employees would be

required to enroll in the plan and a mandatory employee contribution would be required was tabled until the May meeting. The impact mandatory contribution requirements would have on staff and the KPMPD 2008 budget were the concerns. Staff was directed to investigate the impact of the mandatory contribution upon KPMPD employees and the cost of the "buy-back" option. Chris Fitzgerald asked about how the salary increase would be implemented; it is retroactive to the first of the fiscal year and monthly adjustments will be made to reach the annual salary level of \$59,000.

18. New Business/Home Park: The 2008 budget for Home Park was \$50,000.00. The recommended playground configuration exceeds that budget by \$22,500.00 with some of this due to the cost of clean fill material to level the site; an additional \$20,000.00 was budgeted for a single stall pre-cast concrete vault toilet however the actual cost is \$10,000.00. No costs have been determined yet for a sport court though consensus is that this is a good idea. KPMPD had budgeted \$50,000 to pay Current Use Assessment Taxes when Taylor Bay changed from Forest to Park lands but Pierce County forgave them; President Anderson recommended using those funds to make up the difference in Home Park development. It was moved, seconded and passed 4/0 to approve the purchase of a single stall pre-cast concrete vault toilet for Home Park, approve the Home Park playground design proposed by Big Toys and Cascade Recreation and purchase of said equipment with installation, initiate site grading work for a sport court at Home Park and fund the additional expenses by reallocating the \$50,000.00 budgeted for Taylor Bay property taxes to Home Park capital improvements. Staff was directed to investigate the cost associate with a sport court, the possibility of a permeable surface for paving and associated county permit impacts.

19. New Business/Travel Costs for Staff and Commissioner Attendance at Certain 2008 Park and Recreation Conventions and Seminars (requested by Vice President Anglemyer): Vice President Anglemyer volunteered to attend the National Association of Recreation Resource Planners in Missoula, Mt., in May and the National Recreation and Parks Association Convention in Baltimore, Md., in October. Vice President Anglemyer offered to use personally accrued frequent flyer miles to defer district costs. It was moved, seconded and passed 4/0 to have Vice President Anglemyer represent KPMPD at the October NRPA Conference in Maryland and reimburse him for expenses incurred.

20. Point of Order/Extension of the April 14, 2008 Meeting of KPMPD beyond the 9:30PM Deadline: It was moved, seconded and passed 2 (Clinton and Nicholson)/1 (Anglemyer)/1 Not Voting (Anderson) to extend the April 14, 2008 meeting to 10:00PM in order to address all items on the scheduled agenda.

21. New Business/Resolution R 2008-06 Establishing a Budget and Planning Committee (proposed by Commissioner Nicholson): Discussion postponed to the next regular meeting.

22. New Business/Resolution R 2008-07 Crediting Documented Volunteer Labor Performed by Any Group, Institution or Individual Toward Reduction or Elimination of Current or Future Park Use and Rental Fees (proposed by Commissioner Nicholson): R 2008-07 was moved and seconded. Discussion centered about the term "volunteer" implying no remuneration for services performed or goods donated. Executive Director Gallacher said that currently KPMPD does this on a case by case basis, but it would be impossible to blanket credit volunteer labor. The motion failed on a 1 (Nicholson)/2 (Anglemyer and Clinton)/1 Not Voting (Anderson) vote.

23. New Business/Resolution R 2008-08 Requiring Contracting Out of All Park District Maintenance and Operation Costs (proposed by Commissioner Nicholson): Discussion on this resolution was deferred until May.

24. New Business/Resolution R 2008-09 Requiring KPMPD to Enter into Negotiations with the Peninsula School District to use Park District Funds to Build Playgrounds at Key Peninsula Elementary Schools: Commissioner Nicholson stated that he has seen no support for this proposal and pulled the resolution.

25. New Business/Equipment—Tractor Rental Purchase: Estimated costs are \$35,000.00 to \$40,000.00 on the state vendor list under Wa. State Contract #08506. There was discussion about the type of tractor to purchase. It was moved, seconded and passed 3/1 to purchase the John Deere tractor.

26. New Business/Key Peninsula News Coffee Table Book: The Key Peninsula News is publishing a Key Peninsula Pictorial History Coffee Table Book. Inclusion as a sponsor is \$750.00 and would cost-accounted against Advertising. Consensus was to Sponsor the book.

27. Commissioners Comments/Good of the Order: Kurt Self of Key Peninsula Little League thanked staff for opening day preparations and said that the PA system worked great.

28. Meeting Adjourned: The regular public meeting of April 14, 2008, was adjourned at 9:58PM. The regular May meeting will be on May 12, 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.