

## **KEY PENINSULA METROPOLITAN PARK DISTRICT**

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

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

Board Meeting Minutes

Tuesday, May 3, 2005

The meeting was called to order at 7:38PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by Paula DeMoss, President KPMPD.

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

**Citizens Present:** Fred Ramsdell, Ed Taylor.

**Minutes:** The minutes of April 19, 2005, were approved 5/0.

**Financial Report:** The April deposit of KPMPD's fund with Co. Budget & Finance was \$8648.83 from Zoo/Trek Sales Tax revenues (January) and the expenditures were \$8406.79. The expense breakdown was: employee wage/salary \$5728.36; quarterly employment taxes \$1227.15; supplies and maintenance material \$844.91; utilities \$382.37; training seminar \$59.00; dues and subscriptions \$150.00; advertising \$15.00. KPMPD's Venture Bank depository account has \$2437.89 in it; no deposits were made to it in April. Nancy Lind requested reimbursement in the amount of \$126.18 for out of pocket expenses by Walt Lachnit (member of Friends of Rocky Creek Conservation Area) to correct a potential hazard on and around the bridge that Key Bank employees built; it was moved, seconded and passed 5/0 to reimburse Walt Lachnit in the amount of \$126.18.

**Park Director's Report:** See attached report. (See also 'Capital Improvements KPSCF'.) Scott attended a April 19 training seminar on "Americans with Difficult Personalities" put on by several attorneys who specialize in employer/employee (public agencies) law. They recommend that public (and private) employers have an employee handbook to avoid any misunderstandings; the cost to customize one for KPMPD would be \$1000.00 to \$1500.00. This issue was tabled for now. On April 21 Scott met with Pierce Co. Parks, Pen. School District, Gig Harbor and Pen. Metro Parks to discuss recreation activity planning on the two peninsulas. Jeremy Bubnick, Pierce Co. Parks' employee who was doing the G.H. Peninsula recreation activity planning, was reassigned to Sprinker, so the two peninsula metro park districts will probably have take over that responsibility. The KP News and Gateway are putting together a summer recreation issue; there was a discussion about Pen. Metro Parks and G.H. taking over publishing the Co.'s guide. They want KPMPD to join them; it was decided they probably want KPMPD to help with the expense of publication since most of the programs in that guide serve the G.H. peninsula primarily. Scott has recommends the purchase of a Kubota utility vehicle model RTV 900 Turf with the following accessories: plastic top V4221; rear work lights V4223; rear trailer hitch V4228; tail lamp guard V4227; bed liner V4229; front accessory box V4235; turn signal/hazard kit; superwinch ATV 2000 V4251; warn 2.5 CI winch w/remote switch V4253; and winch mounting kit V4254. The reason for the winch is to yard out fallen trees. It will have dump bucket capabilities, seat 2 people, and pull a trailer, broadcast spreader, lawnmower, field drag, etcetera. Other features are turf tires and automatic gearing. Dimensions are 60" w x 120" l x 8 1/2' h with a weight of 1830 lbs. Scott recommends purchasing the vehicle on a 3 year basis with monthly payments of about \$350.00; he recommends that KPMPD keeps an emergency balance of \$25,000.00 in the account with Co. Budget and Finance. Jerry moved to authorize Scott Gallacher, Park Director, to purchase the previously discussed Kubota Utility Vehicle from Kitsap Farm and Garden for \$11,866.82 with tax on a 3 year contract at 5.49% interest. Ross seconded the motion. The motion passed 5/0. Scott mentioned that the lawnmowers are really worn out; KPMPD will need to purchase another one soon. Scott would like to get some recycled 50 gallon plastic drums to

make into garbage cans; there are garbage can flip tops designed to fit them; this was not pursued. Scott would like to purchase some NRPA manuals; consensus was to have Scott put together a list. To keep the restrooms clean over the weekends, we may need to have some temporary part time help over the summer. Consensus was to have Scott look into a seasonal employee for the summer (student?). Scott and Jerry will be meeting with a web site designer on Friday; Caril would also like to attend. There will be a Volunteer Park Master Plan meeting on Thursday, May 19, at 7PM in the Annex.

**Communications Report/Good of the Order:** On May 1 Pepsi held a Pitch, Hit & Run event at KPSCF (Volunteer Park). 50 young people participated in the event; everyone had a good time. Hugh McMillan was there for the Gateway. Scott issued press releases for Coed Adult Softball (first meeting May 26), the Pepsi event, the first Volunteer Park Master Plan meeting on May 19 at 7PM, and a request for **VOLUNTEERS!!**

**Citizen's Comments:** No citizen comments.

### Old Business

**1. Land Acquisition Committee:** The governor has not yet signed the state budget document which authorizes the DNR Trust Land Transfer (north 360 acres/Minter Creek); she has 30 days to sign the budget. Ed said that KPMPD should wait until the transfer is confirmed before it holds any master planning meetings for the property; he will keep KPMPD apprised of the situation. Ed said that Bob Oke has been a key factor in getting DNR to consider the 360 for the Trust Land Transfer program and his efforts should be recognized. The 70 acres of public works land north of KPSCF (Volunteer Park) is another option for acquisition or management. The county has two options; they could give KPMPD the most usable 12+/- acres (camping and some trails) immediately north of KPSCF or they could take out the 6+/- acres of the actual old garbage dump and give KPMPD the rest. The second option is preferred by KPMPD. Scott spoke with Terry Lee who thought Maple Hollow (DNR property) may be a lease option in the future. Ed would like KPMPD to try to locate a park designer (preferably a volunteer?) to help in the master plan for Volunteer Park and future facilities. Fred thinks it would be a good idea to have Volunteer Park surveyed for future reference.

**2. Home Park and Rocky Creek:** The women prisoners work crew from Purdy Corrections are going to be shifted to another area so they will not be available to clean Rocky Creek. Scott contacted Pierce Co. Corrections; their work crews are \$1000.00/day. The Lions Club is working on getting Pierce Co. Planning and Land Services to approve the picnic shelter plans so they can get started constructing.

**3. Little League:** Scott has the contract for LL but it needs to be signed. It should contain a reimbursement clause for Field 1 light use as previously agreed. It should also state that the signs around the fields should be maintained by the lessee, small sign (4'x4') rental is \$25.00/year, large sign (4'x8') rental is \$50.00/year, the signs should be hung appropriately (so as not to damage the fences), and the leasor has the right to approve the content of the signs. As an Appendix A, Scott will include detailed responsibilities of KPMPD and LL to avoid confusion. LL is not currently raking the chalk lines out of the fields after use or picking up their garbage around the dugouts after games. They have tried to drive their equipment onto the fields to drag them; this requires preapproval. Jerry would like Scott, as Park Director, to have the authority to give approval for third parties to bring equipment onto the fields. Consensus was that he has that authority as Park Director. LL requested that fall baseball start July 23 and run through the end of September with time out for the KP Community Fair. Because of Adult Softball LL may need to be flexible regarding the fields for a fall season. They want to use Fields 2 & 3 Monday through Friday. Everyone decided it would be OK as long as the contract for fall season specified the concerns. Scott said that LL's field use rent for April is \$1865.00 with an additional \$130.00

for reserved fields for T-ball games. Scott will keep track of the field use and bill LL for field use and the lights on Field 1. The benches on Field 3 may be superfluous after the dugouts are completed but LL has not yet built the new dugouts; the benches and part of the fence will have to be moved then.

**4. Adult Softball:** Scott has issued a press release for first signup meeting for a mid/late summer Coed Adult Softball season. The date is May 26, 2005 at KPSCF.

**5. Policies and Operational Procedures:** As KPMPD purchases new equipment, a policy will be needed to permit only park district staff or authorized volunteers to operate park district mechanical equipment/rolling stock (insurance). Resolution R 2005-05 to authorize Scott Gallacher, as Park Director, to surplus or discard materials stored on the westernmost fields (Fields 4 and 5) of the KPSCF (Volunteer Park) was passed 5/0.

**6. Caril Ridley's Report on Other Park Related Issues:** Caril has no report about the KP Community Plan this week. She will miss the next KPMPD meeting because of KP Community Plan scheduling conflicts and is therefore excused.

**7. Capital Improvements KPSCF:** Nicholson Drilling completed the repair to the water system. They tested the fill rate of the irrigation cistern; it fills at the rate of 4"/hour (1 2/3 hours). The float refill switch worked as planned. They shortened the well head pipe and installed two bollards to protect it from vehicles. Fred Ramsdell designed, built and installed a new secure cover for the irrigation cistern. Scott will metalize and paint it. It was recommended that 4 low flow fixtures be purchased and installed in the restrooms to prevent low water pressure at the Glennons' residence (gatekeepers); the estimated cost is \$650.00. This potential purchase was not discussed further. Peninsula Iron Works will be out to install the 3 new gates later this week; Jerry suggested that all the gates have reflector strips on them. One new security light fixture (purchased from Graybar Electric) was installed on the Concession Building; Scott will be picking up new light fixtures for the Horseshoe Pit Area, the Annex, and the restroom areas later this week. To save employee time, Scott would like to investigate the costs of automating the sprinkler system with popup heads on Field 1; it was decided to let Scott explore the issue.

**8. Park Administration Issues:** In the future this item will be covered under 'Park Director's Report'.

**9. KP Community Fair:** Scott is concerned about the possible damage to the fields by the KP Community Fair. Consensus was to maintain the fields and document the condition of the fields prior to the KPCF use and after the Fair. KPCF is responsible for any damage to Volunteer Park.

**10. Concessionaire Report:** No report.

#### New Business/Additions to the Agenda

**1. May 7 Livable Community Fair Booth:** Booth setup is at 8AM to 9AM. Scott will be there all day; Paula will be there in the morning and Kip will come about noon. Breakdown is at 3PM. There was a discussion about what to take; maps, programs and brochures are needed by KPMPD.

**2. KPPRD:** No report.

**3. New Programs:** Scott would like to put on a Movie Night. KPMPD will need to rent a projector, a PG/PG13 movie and a 12'x12' screen. It will be a family night outdoors. The expected costs would be about \$700.00. Donations for the KP Community Services Food Bank will be accepted. It will be a test showing; if it is well received, we may repeat it. Movie night was moved, seconded and passed 5/0. Scott would also like to try to put together several trips; one to Wild Waves, a Skate Park, Sequim Lavender Festival, and a Wine Trip. There was discussion about insurance, trip costs and where to get a vehicle. It was decided to that the trips should at least breakeven. It was moved, seconded, and passed 5/0 to allow Scott to proceed with the Summer Trip Programs.

**Meeting Adjourned:** The KPMPD meeting of May 3, 2005, was adjourned at 10:00PM. The next scheduled meeting of KPMPD is Monday May 16, 2005 at the KPSCF Annex at 7:30PM. The following KPMPD meeting will be on Tuesday, June 7, 2005 at 7:30PM at the KPSCF Annex. The next scheduled KPPRD meeting will be on Monday May 9, 2005 at 7:30PM at the KPSCF Annex. KPPRD's second May meeting may be on Monday May 23 at 7:30PM in the KPSCF Annex.

Respectfully submitted by Kip Clinton, Clerk KPMPD.