

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday, May 12, 2008

The public meeting was preceded by a 6:30PM study session. The online version of the Program Guide was discussed.

The public meeting was called to order at 7:30PM in the Volunteer Park Annex Building by President Elmer Anderson.

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

Citizens Present: Rick Sorrels, Kristi Adams came in later in the meeting.

Approval of Agenda: The agenda was amended to delete the listed Human Resources Committee subtopic of Salary and Benefit Comparison. The amended agenda was approved 4/0. Bruce expressed a concern about the Open Public Meetings Act and the Human Resources Committee; it was explained that only two commissioners are on the HRC, it only brings recommendations/research to the entire Board, and it takes no actions on its own.

Moment of Silence for the Passing of Commissioner Ross Bischoff: Ross Bischoff passed away from cancer at the end of April; the Board observed a moment of silence in respect. His memorial will be on Saturday May 17, 2008, at 1:00PM at the Key Peninsula Lutheran Church. He will be missed.

Citizen Comments: Rick Sorrels said that when Pierce County replaces the old Glencove Bridge and makes it more pedestrian-friendly he expects Camp Seymour's campers to use the old Glencove Marina boat launch more than they do now which might preclude any use by the general public.

Special Presentations by Citizens: New Business

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Business Meeting

1. **Minutes:** The minutes of April 14, 2008 were approved 4/0.
2. **Financial Report:** The balance in Venture Bank is \$14,835.32; April deposits were \$5145.00. The balance in the Pierce County Budget and Finance fund is \$252,674.80; Zoo/Trek funds deposited were \$9765.94 and first half property taxes deposited from April were \$202,241.09. Total vouchers written in April were \$21,167.33. KPMPD books show an actual balance of \$246,820.67 (reflecting vouchers written but outstanding). Consensus was to invest \$10,000.00 for 3 months with Pierce Co. Budget and Finance. Commissioner Nicholson had a question about how to apply for Commissioner Compensation; staff said they would e-mail the form to him. Clerk Clinton asked about moving some Venture Bank funds to Pierce Co. Budget and Finance; staff said they were trying to figure out which expense accounts needed to be credited (example "Utilities" for re-imbusement payments for Field #1 lighting) before moving the funds.
3. **Staff Report (see attached report):**
 - a. **Home Park:** Fill is being installed to level the Playground Area; equipment installation is expected August 4—8. The picnic shelter is moving a few feet east because of the required

parking lot and storm water infiltration system.

- b. Volunteer Park/Concession Building:** The Pepsi machine was vandalized again; Pepsi will not replace it.
 - c. Equipment:** Staff is working with John Deere representatives on a lease/purchase for a new tractor with accessory equipment.
 - d. KPLL:** Due to wet weather 300 pounds of ball-field-dry material (\$11.00 per 50# bag) has been used by KPLL (currently provided for free by KPMPD). Only a few days were cancelled because of rain.
 - e. Taylor Bay:** The TPL celebration will be on May 13 in Bremerton; please RSVP. Staff is discussing fence boundary ideas with adjoining property owners.
 - f. Maple Hollow:** Boy Scout Troup 212 from Gig Harbor cleaned up the road entrance on April 12.
 - g. Rocky Creek:** Staff is working with a graphic designer to produce a trail map for public use/distribution.
 - h. Programs:** Pee-Wee T-Ball is almost full; Summer Co-ed League registration has begun for season opening on July 15; staff is working on selecting movie titles for Summer Friday Night at the Movies. President Anderson suggested that Volunteer Park host afternoon “playdays” on “Movie Nights”. KPMPD Summer Camps are Skyhawks Soccer and Golf, Minihawks, KMPD youth basketball, and KPMPD cheer camp. There was discussion about discussing with the YMCA and Pen Met Parks whether KPMPD could arrange some access for Key Peninsula citizens to the YMCA’s new facility in exchange for some sort of KPMPD monetary contribution; President Anderson directed staff to research this. Executive Director Gallacher suggested approaching Camp Seymour about some summer public use of their private facility in exchange for some KPMPD funding; Commissioner Anglemyer suggested a cover for the Camp Seymour swimming pool in exchange for limited public access; Commissioner Nicholson suggested negotiating some public access for non-motorized boat launching at the old Glencove Marina site. Rick Sorrels said that Camp Seymour has not acted “neighborly” regarding water access from adjacent properties.
 - i. Grants:** A contract must be signed with KPLL for the Youth Athletic Facilities Grant. Staff applied for grants for Maple Hollow Restoration, Volunteer Park Upper Field (Field 5/6) Phase 1, Minter Creek Property Acquisition, and Dutchers Cove. The Fish and Wildlife Invasive Species Removal grant was NOT funded (staff has spoken to Earth Corp on price quotes for KPMPD funding of invasive species removal).
 - j. Meetings:** 91 people volunteered on Parks Appreciation Day on April 19. May 10 is the Livable Communities Fair at the Civic Center; Vice President Anglemyer volunteered at the KPLCF and said that the people he spoke with were excited about parks and the park district’s progress. Executive Director Gallacher attended the May 4—6 National Summit on Environmental Stewardship for People, Parks, and Public Lands in Portland, Oregon. He attended a presentation on Water/Trail/Environmental Restoration on the Columbia Slough; he thought that “How Children and Youth Connect to the Environmental Stewardship” was valuable; and the Director of Tacoma Metro Parks gave a presentation on “Creating Open Space and Environmental Stewardship with Innovative Nature Based Playground Designs”; also mentioned was using sport courts as large chess/checker sets.
 - k. Training Opportunities:** The NRPA conference is in Baltimore MD, Oct. 14—18.
 - l. Staff:** KPMPD is accepting applications for a Recreation Assistant 1 position.
- 4. Board Committee and Advisory Council Reports:**
- a. Home Park Playground Committee (Commissioner Anderson, Chair):** There is a sign up in HP asking for donations and volunteers. Concrete curbing for the playground area is

being researched; concrete may be less expensive than plastic. Bids for the concrete work on the parking area, pathway and picnic shelter have been solicited; a local concrete company has offered the concrete at the wholesale cost. Staff has not yet researched a sport court; Rick Sorrels said that when the KP Community Plan takes effect it requires a 30' setback from the KP Highway.

b. Program Guide Committee (Commissioner Nicholson, Chair): Consensus was to publish the program guide on the Key Pen Parks web site before actually going to print.

c. Human Resource Committee (Commissioner Anglemeyer, Chair): No report.

5. Board President's Report: No report.

6. Unfinished Business/Road Vacation: Executive Director Gallacher met with the Pappas, Councilman Terry Lee and Mike Kruger, Council Assistant (the Pierce Co. Planner who wrote the KP Community Plan) about the Pappas' requested road vacation. They are trying to figure out how to vacate the undeveloped dedicated road right-of-way and still retain some sort of public easement along the length of the right of way for future trail use. Rick Sorrels said that he went to the County and got a copy of the Right-of-Way deed; he will provide Executive Director Gallacher with a copy to forward to KPMPD's legal counsel.

7. Unfinished Business/REET (Real Estate Excise Tax): Councilman Terry Lee's staff is researching the issue.

8. Unfinished Business/Resolution 2008-10 Establishing a Key Pen Parks Grant Program: Staff made the changes requested at the April 14, 2008, regular meeting. It was moved, seconded and passed 4/0 to approve Resolution 2008-10. Vice President Anglemeyer suggested that every Appendix should include a revision date. This resolution prompted an "Appearance of Fairness/Nepotism" discussion. Clerk Clinton explained that in 2004 KPMPD considered this and established a policy about it. In effect if a Commissioner is a member of a club or similar established group that has a request of the Park District and will benefit from approval of that request, that Commissioner can bring the issue/topic/request before the Board for discussion and can participate in that discussion, but that Commissioner MUST recuse himself from voting on the issue. Similarly a family member of a Commissioner cannot be employed by the Park District. (Example: A commissioner is the parent of a Boy Scout and that Scout's Troup wishes to lease a park for a campout; the commissioner can bring the issue to the Board and participate in the discussion but MAY NOT vote on the subsequent motion.) This discussion illustrated the need to create a Handbook for Commissioner (a winter project for staff).

9. Unfinished Business/District Logo: The winning logo was "clip-art" based upon Adobe patterns; there was discussion about whether Key Pen Parks should use this. Staff is researching another source for the logo—whatever is logo is used to "Brand" Key Pen Parks will define it for a very long time! There was discussion about paying a professional to design a logo/letterhead for the District.

10. Unfinished Business/Washington State Recreation Conservation Office Grants and Habitat Element Requirement for the Key Pen Parks Comprehensive Plan: Consensus was that Wildlife Habitat Preservation is a valid objective for Key Pen Parks, however a separate Comprehensive Habitat Plan is require to apply for wildlife habitat stewardship/preservation grants. Vice President Anglemeyer suggested contacting the University of Washington, the Evergreen State College, and Washington State University about writing a Habitat Plan specific to the Key Peninsula for KPMPD. He pointed out that Pierce County Parks is also still obligated to assist KPMPD. Commissioner Nicholson asked whether KPMPD could access Pierce County's maps; Executive Director Gallacher said that the KGI Watershed group did shorelines for their study. Consensus was that KPMPD needed a cost estimate.

11. Unfinished Business/John and Wendy Glennon Lease: Staff discovered that KPMPD owns the land under the Glennons' manufactured house so an interlocal agreement with the

School District is not required; he found that it is still listed as property of the old park district (KPMPD purchased all assets of the old park district). Staff will take the Superior Court order dissolving the Key Peninsula Park and Recreation District into the Pierce County Auditor's Office and find out how to change the property title. Staff will then work on a Memorandum of Understanding with the Glennons.

12. Unfinished Business/Committees: No discussion.

13. Unfinished Business/Amend Mission Statement: Clerk Clinton withdrew this topic due to the Habitat Plan requirement by WRCO; it will be addressed when KPMPD writes its new Habitat Plan this fall/winter.

14. Unfinished Business/Enrollment in the State of Washington Public Employees

Retirement System: There was discussion about what it would cost if KPMPD "bought back" to Executive Director Gallacher and other staffs' employment-start dates (\$16,904.55 paid over 15 years). The current retirement rate contribution is 6.13% of gross wage/salary with and estimated 2008 cost to the District of \$7000.00. Executive Director Gallacher had spoken to other staff members and they agreed to enrollment into this retirement plan. Commissioner Nicholson was concerned about the effect on the budget. It was moved, seconded and passed 3/1 (Commissioner Nicholson) to approve enrolling in the Washington State Public Employees Retirement System. It was moved, second and passed 3/1 (Commissioner Nicholson) to adopt a program to buyback the retirement years from the start of employment to the current date with an approximate overall cost of \$17,000.00 with the Park District paying the entire cost amortized over 15 years.

15. Unfinished Business/National Recreation and Parks Association Conference Costs for Commissioner Travel and Attendance: It was approved at the previous meeting to have Vice President Anglemyer attend the Oct. 14—18, 2008, Baltimore conference; he plans to use his frequent flyer miles. The conference fee for a member registering before August 22, 2008, is \$390.00 with hotel fees of \$175.00--\$225.00 per night.

16. Unfinished Business/Resolution 2008—06 to Establish a Budget and Planning

Committee (Commissioner Nicholson): It was moved to approve the resolution as stated so that discussion about the resolution may take place. Commissioner Nicholson said that he proposed one committee handle these two tasks for ease of structure. Clerk Clinton objected to the text of the resolution which required KPMPD to "conserve financial resources by divesting operational and maintenance costs" associated with the park district and contracting them out. She said words matter. The motion died for lack of second.

17. Unfinished Business/Resolution 2008—08 Requiring KPMPD to Contract Out All Maintenance and Operational Functions of the Park District (Commissioner Nicholson):

Withdraw by Commissioner Nicholson.

18. Unfinished Business/Minter Creek Properties: Key Pen Parks was asked to sign a contract with the holding company which has the 1 year option on the two Minter Creek stream-front parcels near the fish hatchery. The asking price for the 5 acre parcel with buildable uplands is \$150,000.00 with closing costs; the 3 acre wetland property is an additional \$30,000.00. The contract requires a down payment of \$10,000.00 with monthly payments of \$2000.00. Commissioners Nicholson, Clinton and Anderson expressed a desire to proceed with no reservations; Commissioner Anglemyer wanted to walk the property to ensure that it can be developed as some sort of park or pocket park. Consensus was 4/0 to proceed with the project as long as it remained within budget.

19. Point of Order/Extension of the May 12, 2008 Meeting of KPMPD beyond the 9:30PM Deadline: It was moved, seconded and passed 4/0 to extend the May 12, 2008 meeting to 10:00PM in order to address all items on the scheduled agenda.

20. New Business/Use Agreement with Key Peninsula Little League as Part of the Youth Athletic Facilities Grant: Executive Director Gallacher wrote the grant application and it was

accepted; one of the grant conditions is a 20 year annually renewable contract between KPMPD and KPLL. The way the grant would work is that KPMPD acts as the "bank" and loans KPLL the front money to do the improvements to Field #1 at Volunteer Park as specified in the grant. KPLL then forwards copies of the paid expense statements to WRCO which reimburses KPLL the expended funds at a 60% ratio. KPLL then pays KPMPD back using the reimbursement funds at a ratio of 60% of the original loan. Essentially KPLL acts as a "pass-through" conduit for funding purposes. The Park District avoids any "undue enrichment of a private group" issues because the improvements are being done to district property. Staff sent a copy of the grant and a sample contract to legal counsel. Commissioner Anglemyer was concerned that the contract address the possibility of KPLL leaving before the 20 year period required by the grant and whether KPMPD would be liable to reimburse WRCO; staff said that in that eventuality we would probably go to court. No action was taken.

21. New Business/ 2008 Budget Revision: The 2008 budget will require revision as some items are over budget and others are under budget at this point in the fiscal year. This topic will be discussed at the 6:30PM study session prior to the August 11, 2008 regular meeting.

22. New Business/Resolution 2008-11 Authorizing the Executive Director to Apply for Funding Assistance for Five Washington Wildlife and Recreation Program Grants Through the Washington State Recreation and Conservation Office (WRCO): It was moved, seconded and passed 4/0 to approve Resolution 2008-11.

23. Other Minor Matters: Staff will advertise in the June KP News for applicants to fill Commissioner Ross Bischoff's unexpired term. The RCWs allow 60 days to fill the position so candidates will be interviewed at the July 14 meeting and a vote will be taken at that time. Vice President Anglemyer directed staff to e-mail notice to anyone who had attended any type of KPMPD meeting; consensus was that KPMPD should be pro-active in filling the position.

24. Commissioners Comments/Good of the Order: Goodbye Ross.

28. Meeting Adjourned: The regular public meeting of May 12, 2008, was adjourned at 9:46PM. The regular June meeting will be on June 9, 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.

