

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PENINSULA METRO PARKS

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

Board Meeting Minutes

Monday, July 25, 2005

The meeting was called to order at 7:30PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by Paula DeMoss, President KPMPD.

Commissioners Present: Paula DeMoss, Jerry Schick, Ross Bischoff; Kip Clinton, Caril Ridley. Also present for KPMPD was Scott Gallacher, Executive Park Director.

Citizens Present: James Bosch of Fire District 16, Hugh McMillan of the Lions Club, Nick Robison, Lori Robison, and Sam Raymond and her daughter, Mike Salatino of KPPRD.

Minutes: The minutes of the July 5 regular meeting and the July 18 retreat were approved 5/0.

Financial Report: The July deposit to KPMPD's Co. Budget and Finance fund was \$9666.15 in Zoo/Trek sales taxes; the balance in the fund is \$43,479.06. \$5979.45 was deposited to KPMPD's Venture Bank account resulting in a balance of \$8728.58; the deposits were softball \$3650.00; LL field rental \$1515.00; LL April Field One light charge \$781.95; concessionaire \$32.50. July expenses to date are \$10,950.21: wages and salaries \$5093.34; employee benefits (health insurance, state L&I, state employment insurance) \$2478.13; operating and office supplies \$329.20; small tools and equipment \$719.36; professional services \$753.00; telephone and internet \$261.11; advertising \$478.55; equipment rental \$163.20; KPBA dues \$30.00; utilities \$244.32; capital outlay (monthly installment payment Kubota Utility Vehicle) \$400.00.

Park Director's Report: See attached report. Derek Kilmer and a staff member from one of Washington's congressional representatives met with the KP Group. Verbal estimates for a HVAC for the concession building are \$8000 to \$10,000 but KPMPD has a FAX for \$4000 (no AC just heat). Park staff will rent a grinder to resurface the concession building floor and apply epoxy paint per health department standards. Scott priced tents for future Fair or other display use; they cost about \$225. Some have optional 3 sides for wet/hot weather. There was discussion about looking into leasing booths at other events (fairs, expositions, tourist events, sporting events) to promote KPMPD facilities; Kip suggested that this be done in conjunction with the KPBA to promote KP tourism. Scott is thinking about promoting guided hikes and similar events for the fall/winter/spring on the KPMPD web site. In conjunction with Nick Robison's Eagle Scout project, Jerry suggested opening an account with Mutual Materials for rock, block and stone products. Water system results have been coming back OK.

Communications Report/Good of the Order: No report.

Citizen's Comments: Mike Salatino stated that the Key Peninsula Park and Recreation District has been formally and legally dissolved by the Pierce County division of the Washington State Superior Courts. He also said that KPPRD received a commission check from Pepsi Cola for the vending machine at Volunteer Park; Kip was directed to pick up the check from Mike.

Old Business

1. Land Acquisition Committee: No new information about the Pierce Co. Public Works land. KPMPD received an official letter from Doug Sutherland, Wa. State Commissioner of Public Lands, confirming the future transfer of the Minter Creek DNR 360 to KPMPD; no date is given. One paragraph of the letter mentions that the property selection process for the 2007—2009 biennium will begin soon and encourages KPMPD to submit any other potential properties for Trust Land Transfer consideration (this may be a "stock" phrase).

2. Home Park and Rocky Creek: Scott and the Lions Club have another meeting with PALS Son August 4. Hugh McMillan, representing the Lions Club, said that perhaps KPMPD should

consider putting up a smaller 10'x12' structure off to one side off where the planned picnic shelter is to go. That way there will be a project to show while pursuing the larger picnic shelter. The design of the smaller structure would match the planned shelter; George Robison would have his son who is a structural engineer draw the plans. KPMPD consensus is to build a smaller structure near the south or north property lines quickly and pursue the originally planned structure through the Pierce County Planning and Land Services process (good experience for future larger projects). The hold up for the picnic shelter is that because the KPMPD is a municipal corporation, the planned structure is defined as a "commercial" building even though common sense says it is not commercial in nature; the code does not cover this situation explicitly. Hugh McMillan said that the Gateway would like to do a story on the 'trials and travails of the Home Park picnic shelter'. KPMPD said OK. Scott and Eric are scheduling regular maintenance trips to RC; they mowed and repaired the fence around the trail head on July 7.

3. **Little League:** Scott billed LL for June field rent and for the field signs.

4. **Adult Softball:** /The GH church league is not planning on using Volunteer Park for on site camping during their 3 day tournament; this is not covered in the field use fees. There was discussion about what to charge them. KPMPD charges field use fees of \$550.00 for a 2 day tournament with camping and \$600 for 3 day tournament with camping. Paula suggested the two day fee (17 planned games) would be appropriate with no camping for the GH church league. It was moved, seconded and passed 5/0 to apply the 2 day fee of \$550.00, on a one time only basis, to the 3 day Gig Harbor church league tournament planned for 2005. KPMPD will revisit the issue of field use fees for tournaments later this year. Gary Helt asked to have another tournament on Sept. 24 and 25, 2005. There was discussion about what to charge for light charges for the tournament (\$25.00 per hour). /The consensus is to have the tournament and defer field maintenance until October.

5. **Policies and Operational Procedures:** KPMPD meeting dates have changed to the second and fourth Mondays of each month. The location will continue to be the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex building and the public meeting time will remain 7:30PM. Beginning Monday, August 8, 2005, at 6:30PM, KPMPD will hold a study session before each regularly scheduled public meeting. Action on the revised Human Resources Policy is deferred until the meeting of August 8. It was moved, seconded to pass: Resolution R 2005-07 addressing travel and mileage policy passed 5/0; Resolution R 2005-08 the revised 2005 budget passed 5/0; Resolution R 2005-09 KPMPD Board of Commissioners By-Laws governing the Commissioners and how the meetings are run passed 4/0 with one abstention. Kip was directed to draft R 2005-10 which will change KPMPD's official fiscal year to the calendar year to correspond with the referenced fiscal year in R 2005-09. Scott will contact MSRP to find out if KPMPD is required to file its resolutions with any other public body as a procedural matter. Washington Governmental Entity Pool (the fund which insures KPMPD and of which KPMPD is a member) requested KPMPD vote on a proposed WGEP By-Law change; KPMPD moved, seconded and passed 5/0 to approve the proposed WGEP By-Law change. Paula signed the proxy vote and Kip posted it to WGEP.

6. **Caril Ridley's Report on Other Park Related Issues:** No report.

7. **New Programs:** Movie Night at Volunteer Park, scheduled for Friday, July 8 at dark, washed out due to the cold, wet weather. The wine trip is scheduled for August 28 and will be by commercial motor coach; no one has signed yet because advertising has just started.

8. **KP Community Fair:** Mike has Phil Radcliff in to dig out the ditch around the Agrivision area and blade the spoils. He wants someone from the Fair to have keys to the entire park during the KP Community Fair. He was told that once the KP Community Fair has staff and/or vendors

on site the gates will not be locked. He also reminded KPMPD that the fields should not be watered after August 15 so they can dry out and become hard enough to drive on; some KPCF people will be arriving on the Monday before the Fair and will stage out of Agrivision. Scott, Mike and the KPCF Board will meet and work out whom from the KPCF will be responsible for keys to the buildings. There was discussion about whether KPMPD should get a booth at the KPCF; it was decided to no have a booth this year.

9. Concessionaire: See 'Park Director's Report' for HVAC bids. Scott is still working on the contract.

10. Web Site: All commissioners should decide what they want to see on the web site; Scott asked the commissioners to really work on this. Hugh will get CDs of pictures of the KP Community Fair, LL, Adult Softball, HP, RC (trails, creek, map), and other park or recreation related activities that he has taken for the Gateway over the years.

New Business/Additions to the Agenda

1. Fire District 16: James Bosch of Fire District 16 requested a letter of support from KPMPD for the expansion of the new Wauna Fire Station #1. They want add a two story wing housing meeting rooms toward the Hwy 302 side of the building; the largest ground floor meeting room will accommodate 70 to 75 people and the two smaller ground floor rooms will hold 20 people each. There will be two restrooms and a reception area on the same level. The second story will be for storage. They project a cost of \$670,00 of which the fire district has about 75% (the expected sale price of the old Wauna fire station site). They will apply for grants for the remainder. Kip asked if the fire district had budgeted for dealing with the increased traffic into the new Wauna Fire Station #1; she was concerned whether they had budgeted for right and left turn lanes off of Hwy 302. James Bosch said they had made no provision for turn lanes into the fire station. He did not think that was the fire district's responsibility; he felt that the state Department of Transportation should pay for improvements to Hwy 302 like turn lanes. He said that if WDOT or Pierce County Public Works required the fire district to build turn lanes concurrent with the project it would kill the project. It was moved, seconded and passed 4/0 with one abstention to draft a letter of support for the expansion of Fire District 16's new Wauna Fire Station #1.

2. Eagle Scout Project: Nick Robison presented KPMPD with a proposal to build a stepped "manor stone" retaining wall on the south side of Field 2 next to the Volunteer Park entry drive. The benched area between the 3 terraced steps will be wide enough to push a regular lawn mower along. The terrace walls will have a concrete base layer for a stable foundation and easy grass maintenance. It will be about 60' long and overall 12' high. He estimated it would take 350+/- blocks with an expected cost for the blocks of \$1000 to \$1200; he doesn't have an estimate for the concrete cost. He will try to get sponsor for the project but wishes to know if KPMPD will pay for materials if he cannot get sponsors. Scott and Jerry said that additional fill dirt may be needed; Scott said a load of sandy loam from Purdy Topsoil is about \$240. It was moved, seconded and passed 5/0 to support Nick Robison's Eagle Scout project. He expects to begin work in late September or October of this year.

3. Rocky Creek Brushpicking Concession: Sam Raymond asked KPMPD for a contract to brushpick at RC. Since KPMPD only rents and manages RC for Pierce County Asset Management, KPMPD cannot grant the right to pick brush at RC. She was told to contact Pierce County Asset Management; Paula will write a letter of support stating that KPMPD endorses responsible forest and understory management at RC by Pierce Co, that the Raymonds have a good reputation for forest resource management, and that KPMPD encourages Pierce Co. Asset

Management to lease brushpicking rights to the Raymonds as soon as possible. Their address is 15264 Sidney Rd NW, Port Orchard 98367.

Meeting Adjourned: The KPMPD meeting of July 25, 2005, was adjourned at 10:10PM.
KPMPD's first August meeting will be on Monday August 8, 2005, at the KPSCF Annex at 7:30PM. The public meeting will be preceded by a 6:30PM study session open to the public; only commissioners or citizens/staff/committee members called upon by the Board of Commissioners to address the agenda issues will be allowed to speak at the study session. Citizens may address the Board of Commissioners regarding the agenda and/or bring new issues to the attention of the Board at the regular 7:30PM public meeting. KPMPD's second August meeting will be on Monday August 22, 2005, at 7:30PM at the KPSCF (Volunteer Park) Annex Building.

Respectfully submitted by Kip Clinton, Clerk KPMPD.