

# KEY PENINSULA METROPOLITAN PARK DISTRICT

## *d.b.a.* KEY PEN PARKS

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### Board Meeting Minutes

Monday, July 14, 2008

**The public meeting was preceded by a 6:30PM study session.** Candidates for the vacant Commissioner Position #2 were interviewed. Six candidates applied; one candidate was interviewed over the telephone and three were interviewed in person.

**The public meeting was called to order at 7:30PM in the Volunteer Park Concession 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. Executive Director Gallacher introduced new Recreation Assistant Chad Harvell to the Board.

**Citizens Present:** Rick Sorrels, Barbara Rowland, Phil Bauer (KP Community Fair and Civic Center), Herb Marra (Civic Center), Mark Michel (candidate), Mike Stauffer (candidate), Bill Trandum (candidate).

**Approval of Agenda:** The agenda was approved 4/0.

**Executive Session to Discuss Position #2 Candidates:** The four commissioners went into executive session at 7:35PM to discuss the four candidates interviewed. The commissioners extended the time of the 15 minute executive session by an additional 10 minutes to discuss the merits of the different candidates. The regular public meeting resumed at 8:00PM.

**Vote on Candidates:** President Anderson explained that each interviewed candidate's name would be called and a hand vote would be counted by Clerk Clinton; each commissioner could only vote once. If a tie vote happened or a majority vote (3 for one candidate) did not happen, commissioners would re-vote. President Anderson said that all interviewed candidates were highly qualified and it would be a difficult decision. Commissioner Nicholson stated that KPMPD was trying to comply with the Open Public Meetings Act; in executive session the Board simply discussed the candidates' qualifications and each member's opinion, but did NOT take a vote or attempt to reach a consensus. Commissioner Anglemyer affirmed that all the candidates were qualified and encouraged those not selected to remain involved with the Park District. Candidate Ed Robison (telephone interview)—0; Candidate Mark Michel—0; Candidate Mike Stauffer—1; Candidate Bill Trandum—3. The Board of Commissioners welcomed Bill Trandum to Position #2.

**Oath of Office:** President Elmer Anderson administered the Oath of Office to new commissioner Bill Trandum.

**Citizen Comments:** Phil Bauer appeared for the Key Peninsula Community Fair Board and thanked park staffers Mark Conniff, Josh Pizzano and Scott Gallacher for the excellent job they did during the KPCF's run.

### Special Presentations by Citizens: New Business

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### Business Meeting

**1. Minutes:** The minutes of May 12, 2008 were approved 3/1/1 (Commissioner Trandum not voting); Commissioner Nicholson stated he had concerns about the Human Resources Committee and felt that by approving the minutes of May 12, 2008, he would be indirectly condoning the

HRC. Executive Director Gallacher stated that there was an error in the June 3, 2008, Special Meeting minutes. The "Business Meeting No.3 Unfinished Business/Resolution 2008-14 Washington Wildlife and Recreation Program—Dutchers Cove Acquisition #08-1280" should be corrected to indicate that KPMPD is applying for a **grant to purchase only the upland properties; the Washington Department of Ecology is applying for the tideland purchase grant under a different program.** The corrected minutes of the June 3, 2008 Special Meeting were approved 3/1 Abstention/1 Not Voting. No regular business was conducted at the June 3, 2008 Special meeting; there was no regular business meeting on June 9, 2008 due to a lack of quorum.

**2. Financial Report:** The financial report covers May and June. The balance in Venture Bank is \$18,700.32. The balance in the Pierce County Budget and Finance fund is \$294,153.84 on June 30; June Zoo/Trek funds deposited were \$9933.80 and first half property taxes deposited In June were \$3244.60. Total vouchers written in May and June were \$62,306.93. Some major expenses were \$12,000.00 as down payment and first monthly payment on the Minter Creek properties, \$8915.90 for excavation work at Home Park, \$2487.78 for rewiring electric system damage done by Batting Cage installation (to be reimbursed by Key Peninsula Little League), \$3666.40 to Parametrix for work on the WRCO Grant Applications, and \$1182.64 for installation of 200amp single phase service at Home Park. Staff member Mark Conniff is taking the truck home at night to prevent additional vandalism since KPMPD has no way to secure it; repair of the cut/damaged gasoline line was about \$200.00 and staff time). Commissioner Nicholson asked if the District's insurance policy would cover this use of an official vehicle; Executive Director Gallacher said the distance is 5 miles south of Volunteer Park and Mark checks on Home Park on the way to and from work. He is paying for his own gasoline. Commissioner Anglemyer asked if there were anyway to move equipment so that the truck could be parked in either VP shop space; Executive Director Gallacher said "no". Staff was instructed to inquire about the insurance coverage.

**3. Staff Report (see attached report):**

**a. Home Park:** The concrete slab for the picnic shelter will be poured on July 15, volunteers are scheduled to build the picnic shelter July 26 and 27 and playground equipment installation will take place on August 4—8. Parking area and infiltration system work will also take place in July. As work proceeds on Home Park, some of the neighbors have expressed concerns with access and traffic; staff is addressing their concerns. The planned concrete restroom will require an additional permit; staff is meeting with PALS and hoped to submit it next week. The proposed Sport Court will put the project over the 5000 square foot impervious surface maximum limit in the current picnic shelter/off street parking permit (currently 4200 square feet). Staff had been requested to investigate permeable concrete for the Sport Court at a previous meeting; Executive Director Gallacher reported that, because of the porous surface for water passage, permeable concrete is too rough for a sport court. Commissioner Anglemyer said that he had forwarded permeable asphalt information to Executive Director G Gallacher and that it is used for athletic court surfaces. Staff was instructed to try to discover a way to do the sport court, but not at the expense of the current project.

**b. Volunteer Park:** The Key Peninsula Community Fair concluded on July 13, 2008; it seemed to be successful.

**c. Equipment:** The new John Deere tractor and accessories has been ordered; the old tractor will probably be surplused this fall.

**d. KPLL:** Their 2008 season has concluded.

**e. Taylor Bay:** Staff is meeting with Pierce Co. Conservation Services' Stream Team about invasive (vegetative) species removal. The western neighbor would like KPMPD to install a black 4' chain link fence along the property line. The eastern neighbor is currently buffered by impassable brush and stickers.

**f. Maple Hollow:** No report.

**g. Rocky Creek:** The trail map ready to post and staff has contacted Pierce Co. Asset Management about renewing the lease.

**h. Programs:** As always the summer youth sport camps were well attended. Summer Co-ed Softball begins on July 15 with 9 teams. Summer Friday Night at the Movies will feature: August 1—Ratouee; August 8—Bee Movie; August 15—High School Musical 2; and finally on August 22—Shrek 3.

**i. Grants:** The majority of staff time has been taken up with the KPLL Youth Athletic Facilities Grant and the four WRCO grants which KPMPD has applied for. These grants have required Executive Director Gallacher to expend a lot of time traveling to WRCO meetings in Olympia.

**j. Meetings:** Staff will be making additional presentations in Olympia regarding the WRCO grants over the next two months.

**k. Staff:** The new position of Recreation Assistant 1 was filled by Chad Harvell. Chad started on July 8, 2008. Welcome Chad.

**l. Accessory Nonprofit 501c3 Formation:** Staff has spoken to legal about forming a 501c3 nonprofit to benefit park system/district programs and projects.

**4. Board Committee and Advisory Council Reports:**

**a. Home Park Playground Committee (Commissioner Anderson, Chair):** See Staff Report 3.a. Home Park. Penrose State Park is surplusing some of their old picnic tables and has offered them to KPMPD; staff was instructed to get some and place them in Home Park prior to the “picnic-shelter-raising” date. Barbara Rowland said the Key Peninsula Sportmen’s Club has expressed interest in donating some new park benches to be installed at Home Park; Executive Director Gallacher will provide information to the KPSC.

**b. Program Guide Committee (Commissioner Nicholson, Chair):** No report.

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

**5. Board President’s Report:** President Anderson said that he and his grandchildren went to the Taylor Bay Waterfront Park beach during the warm weather; while there they saw a coyote chase a deer into the water on the opposite side of the cove. The coyote followed the swimming deer along the shoreline until the deer finally swam across the cove to Taylor Bay Waterfront Park to escape! He also said that he and Executive Director Gallacher attended Pen Met Park’s ground breaking ceremony at Sehmel Homestead Park; Pen Met Parks put on a good event.

**6. Unfinished Business/Road Vacation:** KPMPD’s attorneys have drafted an easement agreement for the Pappas’ property ONLY; it will have no affect on the rest of the north/south road right of way. The agreement has been forwarded to the landowner’s attorney for review.

**7. Unfinished Business/REET (Real Estate Excise Tax):** Pierce County Councilperson Terry Lee has had his staff researching the questioned \$150,000.00 REET funds from the REET 2 allocation dedicated to Volunteer Park capital improvements; they have found that those funds apparently no longer exist. Commissioner Clinton explained the history of the issue.

Commissioner Nicholson was concerned that the Key Peninsula was being denied funding from the Key Peninsula tax base. Commissioner Clinton suggested that in lieu of funds, KPMPD request transfer of the non-garbage-dump portion of the adjacent property to expand Volunteer Park. Pierce County acquisition of the Devils Head properties with transfer to KPMPD was also mentioned; Executive Director Gallacher said that the Cascade Land Conservancy is currently working with Pierce County on a habitat acquisition grant for the Devils Head Properties.

**8. Unfinished Business/WRCO Grants:** Executive Director Gallacher will be giving presentations in Olympia over the next 1 ½ months on the four KPMPD grant applications.

**9. Unfinished Business/John and Wendy Glennon Lease:** The property that the Glennons’ manufactured home is on is listed as belonging to the Key Peninsula Park and Recreation District,

the predecessor to KPMPD. A quit claim deed will be required even though the old district transferred all of its assets to KPMPD prior to dissolution; a Superior Court ruling may be required to quiet title in KPMPD. No lease can be pursued until title has been transferred.

**10. Unfinished Business/Use Agreement with Key Peninsula Little League as Part of the Youth Athletic Facilities Grant to Renovate Field #1 at Volunteer Park:** Commissioner Nicholson and Commissioner Clinton had been appointed to represent KPMPD in contract negotiations with KPLL. An agreement was reached; KPLL took the contract to its Board of Directors which signed the agreement. Commissioners Nicholson and Clinton recommend that the KPMPD Board of Commissioners approve the contract with two typographical corrections on page 2. The first correction is "4.a." under "District Responsibilities" changing "\$187,860" to "\$187,860.00". The second correction is "5.b." under "League Responsibilities" changing "\$75,0000" to "\$75,000.00". KPLL had been notified of the corrections and they had expressed their approval. It was moved, seconded and passed 5/0 to approve the Use Agreement between the Key Peninsula Little League and the Key Peninsula Metropolitan Park District as Part of the Youth Athletic Facilities Grant to Renovate Field #1 at Volunteer Park with the corrections.

**11. Unfinished Business/2008 Budget Revision Update:** The 2008 KPMPD budget will need to be amended; there are some expense categories that have been more than projected and others where expenditures were less. Also, as staff has gained experience in categorizing expenses and income item, coding errors have been discovered that need to be corrected. Staff was asked to send Commissioners a detailed real budget in advance of the regular August meeting so that this issue may be resolved in August and work on the 2009 budget may begin. Staff was also asked to project expenses for the remainder of 2008.

**12. New Business/Application by the Key Peninsula Civic Center for a KPMPD Park Enhancement Grant in the Amount of \$8,000.00 for Tennis Court Renovations:** The Key Peninsula Civic Center has been renovating its Tennis Courts for public use. They are asking that KPMPD grant \$8000.00 toward the project which is 90% complete. Herb Marra gave the presentation. He said that the surface had been laid in June and that it is professional quality. They are working out community access since they have had some abuse of the surface; the courts are locked and tennis players register in the Civic Center office. Players either get their own personal key if they will be using the courts regularly or they check out a key which is returned when they are finished. The Civic Center has a Tennis Court Committee which addresses all tennis court issues. Consensus was that the project is valuable but there was concern on the part of two commissioners that, because the project is 90% complete, issuing a grant after-the-fact might set a precedent. The intent of the KPMPD Recreation Enhancement Grant is to help create **new** public recreation opportunities on the Key Peninsula. It was noted that KPMPD issued a \$1000.00 grant for the tennis court project prior to Key Pen Parks establishing a formal Recreation Enhancement Grant Program; the program was formally established at the May 12, 2008 KPMPD regular business meeting. Commissioner Trandum said that timing is the issue. He moved that in recognition of the timing issues of the passage of the grant program on May 12, 2008, and the application process from the Civic Center which was dated June 1, 2008 and could **not** have come before the Board at that time because there was no regular June business meeting, that, in **this particular case**, KPMPD approve the Civic Center's request. The motion was seconded. Commissioner Trandum amended his motion to reflect that the grant request is for \$8000.00; the amended motion was seconded and passed 5/0.

**13. New Business/Taylor Bay Western Property Line Fence:** The neighbors on the west side of the salt waterfront property requested a fence along the property line to prevent trespassing; they prefer a 4' high black chain link fence. The black fence blends in visually and the 4' height should permit wildlife (deer) to cross the fence while providing a "reminder" to park users to respect the neighbor's property. They will plant their side and Executive Director Gallacher

recommended Key Pen Parks plant the park side with native plants. The length is 275' and two vendors said the fence would probably cost \$4000.00. Commissioner Anglemeyer said that KPMPD should consider forming a Taylor Bay Park Planning Committee in the near future.

**14. Point of Order/Extension of the July 14, 2008 Meeting of KPMPD beyond the 9:30PM Deadline:** It was moved, seconded and passed 5/0 to extend the July 14, 2008 meeting to 10:00PM in order to address all items on the scheduled agenda.

**15. New Business/Enrollment in the Municipal Research Service Center Small Works and Professional Services Roster:** Executive Director Gallacher recommended that Key Pen Parks enroll in the Municipal Research Service Center. It is a private group that compiles data and maintains a regional small works and consultant roster as well as other lists used by member public agencies. Cost to join is \$100.00 annually. Consensus was that this is a good idea. Staff was instructed to bring a resolution amending KPMPD's small works roster list to the August meeting.

**23. Other Minor Matters:** President Anderson asked Executive Director Gallacher about the status of the 501c3. Executive Director Gallacher said that legal recommended using a CPA and had provided the paperwork, but a private citizen with appropriate qualifications has volunteered to do the work pro bono. President Anderson also asked about the status of the Logo; Executive Director Gallacher said that he has spoken with 3 web site vendors, one of whom also has offered a logo option. Prices for the web site range from \$2000.00 to \$3000.00 but staff is concerned about the maintenance fee. Staff would prefer for the web site designer to maintain the site so that staff time might be expended elsewhere; currently KPMPD maintains its own site. Staff was instructed to pursue new web site development. Rick Sorrels said that the black fence at Taylor Bay might not last as long as a standard galvanized chain link fence and that it should be 6' to prevent trespassing. Staff was requested to get competing costs for black vs. galvanized, 4' vs. 6' heights, and life expectancy for black vs. galvanized chain link.

**24. Commissioners Comments/Good of the Order:** WELCOME BILL!

**28. Meeting Adjourned:** The regular public meeting of July 14, 2008, was adjourned at 9:47PM. The regular August meeting will be on August 11, 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.*

