

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday, September 8, 2008

The public meeting was called to order at 7:30PM in the Volunteer Park Concession Building by President Elmer Anderson. (Commissioner Bill Trandum initially took the minutes until Clerk Kip Clinton arrived.)

Commissioners Present: Elmer Anderson, Greg Anglemyer, Bill Trandum; Kip Clinton arrived at 7:35PM and Bruce Nicholson arrived at 7:40PM. Also present for KPMPD was Scott Gallacher, Executive Park Director, and Administrative Assistant Laura Armstrong.

Citizens Present: Kyle "Doc" Chapman, Don Mills (KP Historical Society), Judy Mills (KPHS) and Joyce Niemann (KPHS); Rick Sorrels arrived at 9:05PM.

Approval of Agenda: The agenda was approved 3/0.

Citizen Comments: No citizen comments.

Special Presentations by Citizens: New Business

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Business Meeting

- 1. Minutes:** The minutes of August 11, 2008, were approved 3/0.
- 2. Financial Report:** The balance in KPMPD's Pierce Co. Budget and Finance fund is \$218,036.74. The Zoo/Trek Sales Tax deposit/Property Tax deposit statement from the County had not arrived by Sept. 8, 2008. The Venture Bank balance is \$33,115.58. August expenses were \$45,898.18. This figure reflects \$4,331.00 for the annual insurance policy, \$13,354.08 for excavation and storm water infiltration work at Home Park, \$2000.00 as the 5th installment payment on the Minter Creek land, \$1343.21 electrical expenses, \$1390.46 for a replacement laptop computer, and \$1916.47 in retirement contributions to the Washington State Department of Retirement Services. Executive Director Gallacher noted that September expenses will reflect the \$64,000.00 purchase and installation of Home Park playground equipment.
- 3. Staff Report (see attached report)**
 - a. Home Park:** The playground equipment has been installed and swings are due next week. The dedication ceremony is scheduled for Sept. 16 at 6:00PM; the concrete driveway will be poured later in the month. Installation of black chain link fencing will be completed by mid October. Executive Director Gallacher is pursuing a permit for installation of the concrete restroom. The existing sani-can was vandalized by a vehicle backing into it; reimbursement costs for the damage are \$500.00 to \$1000.00. Commissioner Trandum said that the Jackson Lake boat launch had the same problem; Dept. Fish & Wildlife solved the problem with large boulders.
 - b. Volunteer Park:** The KPLL grant agreement required a specified end date; the corrected contract has been sent to KPLL. Commissioner Nicholson asked about the expected project build timeline. Executive Director Gallacher said the Field One fencing, retaining wall, and dugouts could be built in winter. Parametrix has done the design work already; the only delay is the finalization of the grant contract between KPLL, KPMPD and Washington State. Staff is working on a Request For Proposals (RFP) for Master Planning of Volunteer Park; spring public hearings are hoped for. Several tournaments are scheduled for September.
 - c. Equipment:** Staff has contacted Pierce County about possible purchase of a used 1 ton truck; they have several which they plan to surplus.

d. Taylor Bay: Staff plans to work on invasive species control, gates to the properties and re-roof the garage. Executive Director Gallacher is talking to the neighbors about fencing.

e. Maple Hollow: No report.

f. Rocky Creek: Staff repaired the damage to the kiosk; the cost of a new roof was \$2500.00 and staff time costs of \$500.00. Executive Director Gallacher is negotiating a new lease with Pierce County Asset Management.

g. Programs: The four movies were relatively well attended given the weather.

h. Grants: The project rankings are back and KPMPD projects ranked as follows: Minter Creek was 8 of 32 in Riparian Protection Projects; Dutchers Cove tidelands (Dept. of Ecology) was 2 of 22 in Aquatic Lands Enhancement; Maple Hollow Renovation was 11 of 22 in Aquatic Lands Enhancement; Dutchers Cove Uplands was 16 of 27 in Water Access Projects; Volunteer Park Phase #1 redevelopment was 55 of 76 in Local Parks Projects. Several other public agencies are proposing projects on the Key Peninsula also. Commissioner Nicholson asked about the cost of directly purchasing the Dutchers Cove uplands; Executive Director Gallacher speculated \$200,000.00 to \$300,000.00 would purchase the housing site but he is still pursuing other funding sources (Trust for Public Lands is holding a 2 year option).

i. Meetings: The Highway 302 Corridor Study is resuming.

j. Staff: Tyler Bottinger's last day of employment was August 28, 2008.

4. Board Committee and Advisory Council Reports:

a. Home Park Playground Committee (Commissioner Anderson, Chair): The Home Park Dedication is scheduled for Sept. 16 at 6:00PM. President Anderson said that children are already using the equipment although more wood chips are needed (est. 200 yards total will be used). He instructed staff to bring a report of volunteer and staff hours to the next meeting. Home Depot volunteers will be planting at Volunteer Park on Sept. 18.

b. Program Guide Committee (Commissioner Nicholson, Chair): Commissioner Nicholson spoke with Susan Reed about a program guide component in the revise web site. Only staff and the web designer would have back door access to changing the online program guide. Costs were #1 \$500.00 for the guide page, #2 \$400.00 for a recreation search engine; #3 \$250.00 for staff update access; #4 \$1200.00 to setup a vendor online uplink capability for applications for program guide listings. Consensus was to do items 1, 2 and 3 with the future option of adding #4.

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

5. Board President's Report: President Anderson attended the grand opening of the Civic Center's new tennis courts. They plan to place the Key Pen Parks logo at the tennis court entrance. To date they had issued 42 keys at the cost of \$10.00 per key; they have about 100 users signed up.

6. Unfinished Business/Road Vacation: The Pappas' legal council believes that the road vacation occurred in the 1800's. The issue is being studied by Pierce County's legal team since the road right-of-way is reserved to them.

7. Unfinished Business/REET (Real Estate Excise Tax): Commissioner Clinton has not had time to finish the changes to the draft letter.

8. Unfinished Business/John and Wendy Glennon Lease: Staff needs to go before the Courts to have the property transferred.

9. Unfinished Business/2008 Budget Revision Update: Commissioner Trandum has been reviewing the 2008 budget and presented his suggestions. Executive Director Gallacher said that Intergovernmental Services must be increased to account for costs of the 2007 election; fuel is over-budget; travel (due to grant application trips to Olympia) is over-budget; and building/structures is over-budget (Home Park playground costs). Land and Improvements, Non-Building

Improvements, Professional Services and Miscellaneous are substantially under-budget. He said that currently KPMPD has about \$90,000.00 in the reserve fund because of this. Staff expects to have a resolution at the October meeting for approval of the Revised 2008 Budget.

10. Unfinished Business/Resolution 2008-16 Enrollment in the Municipal Research Service Center Small Works and Professional Services Roster: Executive Director Gallacher had answers to the questions from the last meeting. Contractors have options two options to get on the list. The first is to join the list for free for only their local agency and the second is to pay a fee to join the list, but that allows access to all of MRSC's clients; essentially local contractors can join our specific roster for free. Regarding whether KPMPD would be required to use the MRSC roster or use our own list, the KPMPD list would not be used and the MRSC list would be used; KPMPD would have to contact its contractors so that they would join the MRSC list. MSRC publishes the small works roster compliance notices in the papers. The Board of Commissioners was concerned about notice to vendors on KPMPD's existing list. It was moved to approve Resolution 2008-16, the motion was seconded and passed 5/0.

11. Unfinished Business/2009 Budget: Executive Director Gallacher said he would have a draft 2009 budget at the October meeting.

12. Unfinished Business/New Retainer Contract with Parametrix: Executive Director Gallacher had asked for an hourly rate quote. Expenses for the two grants Parametrix has worked on total about \$7500.00 and the original contract was for \$5000.00. A new contract for \$5000.00 for the balance of the year, which would cover the year-to-date differential, was presented. It was suggested that, in the RFP for the Volunteer Park Master Plan, a price limitation be included, as well as a clause to the effect of "what can you do for us at this price". There was discussion about comparable master plan prices (the Kitsap Co. Regional Park Master Plan cost \$300,000.00 but consultants did the whole thing). Consensus was to go with the balance of the year for \$5000.00 contract.

13. Unfinished Business/Park Logo: It was moved, seconded and passed 5/0 to adopt Option 2, the round logo with the Olympic Mountains in the background, the madrona tree in the foreground and the tag line of "The Key to Your Next Adventure".

14. New Business/Key Peninsula Historical Society: President Anderson requested the topic because of the KPHS's financial difficulties and he would like to explore the possibilities. Commissioner Nicholson asked whether the Key Pen Parks grant program might apply to their circumstance. Joyce Niemann said that the KPHS has been in existence since the 1970's and has had the current Museum for 11 years. Their expenses are \$275.00/month rent and, with only 60 members, they have difficulty meeting that amount. There was discussion about whether the KPP Recreational Grant program would apply. All of the Commissioners support the KPHS, but the problem is that they are having difficulties with OPERATING funds and the grant program is a CAPITAL grant to develop new recreational opportunities. President Anderson instructed the Board to think about the matter.

15. New Business/Adopt-A-Park: Chad Harvell has been working on creating an Adopt-a-Park policy/program. The topic is deferred to the next meeting.

16. Other Minor Matters: Commissioner Nicholson mentioned that KPMPD had no specific conservation element in its Master Park System Plan. Executive Director Gallacher said that even though the District's Plan had a non-detailed conservation policy, the Washington State Recreation and Conservation Office gave the KPPSP a "pass" because of specific referral to the KGI Basin Plan; the inference is that waterfront and upland habitat studies have been done by a reputable agency so the Park District is not required to do its own studies in order to apply for habitat and conservation grants.

17. Commissioners Comments/Good of the Order: Commissioner Nicholson has been speaking with Rob Carlenge, the new Gig Harbor City Manager. Gig Harbor just built a new sports park behind his business and they spent \$600,000.00 on the improvements.

18. Meeting Adjourned: The regular public meeting of September 8, 2008, was adjourned at 9:30PM. The regular October meeting will be on October 13, 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