

## **KEY PENINSULA METROPOLITAN PARK DISTRICT**

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

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**Board Meeting Minutes**

**Monday, October 8, 2007**

**The public meeting was preceded by a 6:35PM study session.** The Key Peninsula Comprehensive Parks Plan 6 Year Capital Budget Element was discussed. Aerial photo maps of the 3 state parks, the 3 DNR properties, the public works property next to Volunteer Park and the 3 properties that KPMPD currently owns/manages were presented; these maps will be included in the Park System Comprehensive Plan. IAC (now called ROC) recommended that KPMPD **NOT** list private recreation facilities; only public facilities should be listed in the plan. (KPMPD may elect to list private facilities and programs at a later date on its web site.) Commissioners are requested to have any alterations to the draft document to Scott by next week. A final Single Topic Meeting to discuss the draft Park System Comprehensive Plan will be on Oct. 22 at 7:30pm in the Volunteer Park Annex building. Three public hearings are scheduled on Oct. 30, Nov. 7 and Nov. 8, 2007 for additional public comment on the draft plan. A vote on the final plan will be on Dec. 10, 2007.

**The public meeting was called to order at 7:31PM in the Volunteer Park Annex Building by President Caril Ridley.**

**Commissioners Present:** Caril Ridley, Ross Bischoff, Elmer Anderson, Greg Anglemyer; Kip Clinton arrived at 7:00PM. Also present for KPMPD was Scott Gallacher, Executive Park Director.

**Citizens Present:** Bob Hicks, Rick Sorrels.

**Approval of Agenda:** The agenda was amended to include "Unfinished Business/Skate Park". It was moved, seconded and passed 5/0 to approve the amended agenda.

**Citizen Comments:** Rick Sorrels reminded the Board the on Oct. 16, the Key Peninsula Community Plan will be before the Pierce Co. Council. Bob Hicks asked when the Rocky Creek Conservation Area lease is up for renewal; Scott said in 2008 and that the term has been 10 years. Commissioner Greg Anglemyer suggested that KPMPD try for a longer lease; KPMPD will begin negotiations with Pierce Co. Asset Management, a division of Public Works, early in 2008.

**Good of the Order:** Ed Taylor donated a dual axel trailer body to KPMPD to haul equipment between the facilities. It needs a new deck and the frame needs to be sandblasted and painted (est. cost \$1000.00) but the donation saves KPMPD the high expense of purchasing a new trailer from a dealer and staff can do most of the work. It has a 5000 lb. maximum capacity. **THANK YOU ED!** Rick Sorrels recommended that KPMPD install a steel deck (more expensive than wood decking). It was mentioned that KPMPD has an old flatbed trailer at Bob and Nancy Lind's place; the trailer is considered not roadworthy, but the District-owned sanican on that trailer could be used at another KPMPD facility sometime in the future. A home owner at the end of Crews Road (Rocky Creek) donated the use of his tractor to repair some trail damage done by un-authorized off-road motorized vehicles. **THANK YOU!**

**Special Presentations by Committees or Citizens: New Business**

**Special Presentations by Committees or Citizens: Old Business**

**Staff Report (See Attached Report)**

- 1. Home Park:** Estimated costs for tree removal are \$10,000.00. There was discussion about having a contractor do the whole job of tree removal and site excavation/grading for the picnic shelter, approach and storm runoff requirements or renting equipment and having volunteers (Naval Sea Bees) donate the labor. Staff recommendation is to have a contractor do the excavation/grading job because of the infiltration system requirements and have volunteers build the structure. Commissioner Elmer Anderson asked if the current bid includes playground work; Scott said no, that it is just for tree removal. Scott has spoken with two excavation companies to get bids on the ground work. Rick Sorrels asked who gets the trees (consensus by the contractors and loggers is that the trees are not worth milling); Scott suggested that KPMPD donate the wood to the KP Community Services/Senior Center.
- 2. Volunteer Park:** Staff is winterizing the park. Some older equipment in the concession kitchen is problematic; staff is working replacement estimates. The equipment which needs replacement are the grill, merchandiser and freezer. Scott is working with Birch Electric on the security lights; work is scheduled to begin late October.
- 3. Rocky Creek:** There are unauthorized off road vehicles using the trails and doing damage. A neighbor volunteered use of his tractor and staff installed old telephone/light poles near the trail heads as bollards to impede ORV traffic.
- 4. KP Little League:** KPML staked out a T-Ball field in the Agrivision area.
- 5. DNR Trust Land Transfer Properties:** DNR issued temporary access permits to a neighbor on the NE side of the property so that they could log their land locked property.
- 6. Programs:** Scott is exploring setting up a Holiday Experience Trip To Seattle. The cost of the bus would be \$800.00; estimated cost of each ticket would be \$20.00. Fall Co-Ed Softball was cancelled because only 3 teams signed up. Indoor Soccer begins October 13. 1<sup>st</sup> grade has 20 participants with 4 spaces remaining unfilled, kindergarten has 15 signed with 9 empty spots and pre-kindergarten has 13 children signed with 11 spaces remaining.
- 7. Grants:** KPML and KPMPD submitted an application for a State Recreation & Conservation Board Grant for Youth Athletic Facilities for improvements to Field 1. The grant is up to \$75,000.00 with a 1:1 match required (total \$150,000.00).
- 8. Equipment:** KPMPD received a used dual axel trailer frame from Ed Taylor. It needs some sanding, painting, new tires and a floor/bed but has a hauling capacity of 5000 lbs. Estimated costs for the frame are \$900.00--\$1000.00 and for tires about \$200.00. There was discussion about whether a wood floor or a steel floor would be more practical or affordable.
- 9. Meetings/Training Opportunities:** Scott plans to attend the Oct. 18 park and recreation providers workshop put on by Pierce Co. Parks and Recreation. The field damage court date was postponed to Nov. 12, 2007. There is Washington State General Administration Training Conference and Trade Show Oct. 24—25 at the Tacoma Dome which Scott will try to attend (class on beginning contracting/specification writing/bid evaluation). The WRPA Mid Year Conference is Nov. 14, 2007 in Lynnwood.
- 10. Staff:** Scott is working on the Administrative Assistant job description and pay rate. Mark has returned to regular duty.
- 11. Other:** The web site was updated September 17.

**Business Meeting**

- 1. President's Report:** No report.
- 2. Minutes:** The September 10 minutes were deferred. Commissioner Greg Anglemyer requested that the minutes of September 24, 2007 be amended regarding the "Boat Launch Issue"; they should read "there was discussion whether to include a \$20,000.00 line item in the 6 Year Capital Improvement Budget in the KP Park System Comprehensive Plan". It was moved,

seconded and passed 5/0 to approve the Amended Minutes of September 24, 2007. Citizen Rick Sorrels said that the August 13 Minutes should be amended regarding the KP Community Plan; the appointed citizens' committee which reviews land use permits/applications is called the Key Pen Land Use Advisory Committee, but the abbreviation is "KPAC" and that the 9 appointed seats were still open in August. It was moved, seconded and passed 5/0 to approve the Amended August 13, 2007 Minutes.

**3. Financial Report:** The balance in Pierce County Budget and Finance is \$30,211.26; this figure does not reflect approximately \$3000.00 in vouchers not yet entered into Quick Books. These vouchers are Peninsula Light, Washington Dept. of Labor and Industries, Centurytel and Office Depot. The Venture Bank depository account has a balance of \$12,190.18. A question was asked whether KPMPD's programs return a profit. Scott used Adult Softball as an example; expenses are covered by fees and KPMPD makes a marginal amount above direct expenses. The Kubota Utility Vehicle is paid off. It was moved, seconded and passed 5/0 to approve the Financial Report.

**4. Financial/Resolution 2007-06 Revising/Amending KPMPD's 2007 Budget:** The exiting 2007 Budget was reviewed for items over- and under-budget so that the District could amend the 2007 Budget so that it reflects accurate expenses and income. The budget did not include \$104,075.00 in total Grant income (majority for the Skate Park). Items over budget are Professional Expenses (The Home Park Picnic Shelter Permit was the major reason), Fuel Expense and Insurance; no additional new unbudgeted expenses are expected at this time. It was moved, seconded and passed 5/0 to approve Resolution 2007-06 Revising/Amending the 2007 Budget.

**5. Financial/Resolution 2007-07 Updating the Venture Bank Account Signatures:** This resolution was passed at the September 10, 2007 meeting. KPMPD is waiting for the new signature cards to be obtained from Venture Bank.

**6. Unfinished Business/Home Park Permit:** See "Staff Report/1. Home Park". Scott is waiting to hear back from the two contractors regarding tree removal and excavation/grading. It may be March or April before the structure is completed; he hopes that it is open by Parks Appreciation Day in April. He intends put "Playground Equipment" as a topic on the December Agenda (2008 funding). The timeline is: 1. site prep for the picnic shelter/parking/storm runoff infiltration field; 2. picnic shelter; 3. playground and associated structures (fencing); and 4. restroom (**maybe** a well or some sort of water supply).

**7. Unfinished Business/2008 Budget:** Scott is working on estimates for equipment purchases for new and replacement equipment. Commissioner Elmer Anderson requested that KPMPD consider the purchase of kayaks and canoes for rental use (Taylor Bay); this would require an additional full time staff person if KPMPD leases recreational equipment. The basic 2008 Budget will be based upon the 2007 Budget for general operating expenses. The first meeting on the 2008 Budget will be at KPMPD's regular meeting at Volunteer Park on November 13, 2007 at 7:30pm. There will be a single topic meeting on the 2008 Budget on November 26, 2007 at 7:30pm at Volunteer Park; final action will be taken at KPMPD's regular December 10, 2007 meeting.

**8. Unfinished Business/Taylor Bay:** Pierce County Parks sent a letter stating that the Conservation Futures Advisory Board put Taylor Bay #6 on the list. It was noted that Devils Head is also listed low on the project list (17 out of 20); KPMPD had no knowledge that Devils Head was proposed as a Conservation Futures purchase. There is a limited amount of Conservation Futures funding available (\$1.5 million?). Brookdale Golf Course (a very expensive project) is listed higher than Taylor Bay; Rick Sorrels said that the Conservation Futures proposals still have to be heard by the Community Development Committee of the Pierce County Council. He recommended KPMPD lobby Terry Lee to have Taylor Bay moved up on

the project list. After the Pierce County Council Community Development Committee rules on the Conservation Futures acquisition proposal, the full Council then will take final action on the issue. The order of the list is: 1. Cimmer Property, Naches Trail Addition; 2. Davis Property on Anderson Island; 3. Brookdale Golf Course, Cloverbrook Preliminary Plat; 4. Ford Dairy Farm; 5. Mason Gulch Site #1 in Tacoma; 6. Taylor Bay Acquisition; 7. Mason Gulch Site #2; 8. Clover Creek Reserve Addition, Cross Site; 9. Wards Lake Park Expansion; 10. Foley-Clover Creek Property; 11. Wetland Parcels at Gig Harbor City Park; 12. Clover Creek Reserve Addition, Talbert Site; 13. Wagner Property; 14. Saltar's Point Elementary School Woodland in Steilacoom; 15. Mullen Street and 52<sup>nd</sup> Street South, Tacoma; 16. Harbor Family Park on the Gig Harbor Peninsula; 17. Devils Head; 18. Harbor Family Park, the Knight Forest Addition; 19. Terry's Berries in the Puyallup Valley; 20. Naches Trail Elementary School.

**9. Unfinished Business/Park System Comprehensive Plan:** Scott suggested that the Key Peninsula be divided into 4 areas when discussing Level of Service. He recommended the areas approximate the KP Community Council boundaries. There was discussion about how to adjust the boundaries to our purposes. The public hearings on the draft 2007 KP Park System Comprehensive Plan will be on October 30, 2007 at Minter Elementary School from 6:30pm to 7:30pm; November 7, 2007 at the Key Peninsula Library from 6:30pm to 7:30pm; and November 8, 2007 at Evergreen Elementary School from 6:30pm to 7:30pm. He will have the draft on KPMPD's web site by October 26. There was discussion about the format of a sign-in sheet.

**10. Unfinished Business/Skate Park:** Scott will be meeting with Birch Electric regarding lighting. KPMPD has about \$15,000.00 remaining from the Council Maniac Grant from Pierce County; the estimate is \$20,000.00. Scott has mentioned this to Chuck West in regards to funding from the Zech and Adi West Memorial Foundation, as well as funding a gate. Scott also said he spoke to Peninsula Light Co. about changing to a new updated meter for the water/irrigation pump when the new lights are installed. KPMPD will be going from 1 demand charge to 2 demand charges because of the type of meter required for the irrigation system (estimated costs for irrigation are \$100.00). Peninsula Light may donate some poles and wire to the project; Scott is still negotiating with them. There was discussion about the future Volunteer Park Master Plan; the new light poles will be placed with that in mind. There will be 7 poles from the KP Highway in along the south side of Field 2 and then 4 poles north along the west side of Fields 2 and 3. Scott would like to be able to turn the power off to these light poles if needed. He is still working on signage for the Skate Park.

**11. Unfinished Business/Upcoming KPMPD 2007 Meetings:** Oct. 22 will be a single topic Park System Comprehensive Plan meeting; the regular Nov. 12 meeting will be moved to Tuesday Nov. 13 because of the Veterans Day Holiday and will include the topic of the 2008 Budget as well as the Park System Comprehensive Plan; a single topic budget meeting will be held on Nov. 26; the final planned meeting for 2007 will be on Dec. 10 at which final votes are planned for the 2008 budget and the Park System Comprehensive Plan.

**12. New Business/2008 Concession Stand Contract:** Kristi Adams paid \$500.00 per month this season; it had been reduced from \$1000.00/mo. in 2006. The electricity costs for the concession building are up from 2006. Executive Director Scott Gallacher recommended that the monthly rent be adjusted upward to \$600.00 and telephone service not be included. Commissioner Greg Anglemyer said that currently KPMPD cannot use the dining area as a meeting room when the Concessionaire is NOT open for business. Scott said that KPMPD looked into installing a gate when they cleaned up the concession building. The costs at that time were \$1100.00 for the gate, not including labor costs. There was discussion about the old kitchen equipment which KPMPD owns. Some of it is not working optimally. There was discussion about fixing the equipment or replacing it. Commissioner Greg Anglemyer suggested that KPMPD keep the old equipment running, if possible, until KPMPD creates a Volunteer Park

Master Plan (2008). Consensus was to follow staff recommendations regarding the lease. Staff will bring the 2008 Concession Lease to the November 13, 2008 meeting.

**13. Commissioners Comments:** Commissioner Greg Anglemyer attended the Puget Sound Grant Writers Seminar. He said it was a valuable experience. He found out that there are 3 different levels of governance within Washington State (KPMPD is the lowest level, then County, then State) and 81 different departments within State government. Many of them offer grants. The seminar emphasized the importance of being inventive and creative regarding semantics when writing a grant. The Board was reminded that there will be a Candidates Forum at the Civic Center on Oct. 23, 2007 from 5:30pm to 7:30pm.

**14. Executive Session:** An Executive Session to discuss property acquisition was called at 9:22pm. Vice President Elmer Anderson had to leave before the Executive Session commenced. The Executive Session ended at 9:28pm and the regular meeting of KPMPD reconvened.

**Meeting Adjourned:** The regular public meeting of October 8, 2007, was adjourned at 9:30PM. The next meeting will be on Monday, October 22, 2007, at 7:30pm in the Annex building at Volunteer Park; the topic will be Park System Planning. The November meeting will be on Tuesday, November 13, 2007 at 7:30pm because of Veterans Day and may be preceded by a 6:30pm study session. A single topic meeting to discuss the 2008 Budget will be held on November 26, 2007, at Volunteer Park at 7:30PM. The regular December meeting will be on December 10, 2007 at 7:30PM at Volunteer Park and may be preceded by a 6:30PM study session. No second meeting is planned for December. KPMPD will be resuming meetings on the fourth Monday of each month to develop a Park System Plan. 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.***