

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday, October 13, 2008

The public meeting was called to order at 7:35PM in the Volunteer Park Annex/Office Building by President Elmer Anderson.

Commissioners Present: Elmer Anderson, Bill Trandum, Kip Clinton; Bruce Nicholson arrived at 7:40PM. Vice President Greg Anglemyer is excused; he is out of town on District business. Also present for KPMPD were Scott Gallacher, Executive Park Director, Recreation Assistant Chad Harvell and Administrative Assistant Laura Armstrong.

Citizens Present: Barbara Rowland, Ed Robison, Rick Sorrels.

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 September 8, 2008, were approved 3/0.

2. **Financial Report:** The balance in KPMPD's Pierce Co. Budget and Finance fund is \$180,041.56. The Zoo/Trek Sales Tax deposit was \$10,661.59 and the Property Tax deposit was \$8452.00. \$33,528.74 was transferred from KPMPD's Venture Bank account to the Pierce County Budget and Finance fund leaving \$2735.78 in Venture Bank. September expenses were \$101,968.60. This figure reflects \$64,271.45 for playground equipment and installation at Home Park, \$9093.23 for concrete work at Home Park, \$2000.00 for the 6th installment payment on the Minter Creek land, \$1000.00 for the second tractor payment, \$585.00 for 3 loads of Tagro top soil for Home Park and \$764.22 for 2 concrete trash cans for Home Park from Ornamental Stone in Allyn.

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

a. **Home Park:** The fencing was completed on October 8 and the permit for installation of the concrete restroom was approved.

b. **Volunteer Park:** 10 to 15 teams are expected for the 2 day Halloween baseball tournament; income of \$600.00 is expected. The Squaxin tribe has asked for a report regarding trenching/excavation for the Field 1 YAF project; staff will send the information prior to commencing the Field 1 Youth Athletic Grant project.

c. **Taylor Bay:** Executive Director Gallacher is still discussing fencing options with the neighbor. Staff painted the on-site garage and will be working on re-roofing the building, invasive species removal and gates for the waterfront parcel and upland parcel.

d. **Rocky Creek:** The "ecology blocks" from Home Park were moved to the RC parking area to limit unauthorized vehicle trail access and garbage dumping.

e. **Programs:** 40 participants are enrolled in Indoor Youth Soccer 4-7; Fall Coed Softball has 6 teams and a new "Turkey Chase" will be held on November 25.

f. **Grants:** The Minter Creek property may be funded depending upon the next state budget cycle. The Volunteer Park Upper/Western Field planning project was ranked too low to be funded. The RCO recommended a Volunteer Park Master Plan be done before applying for additional funding for Volunteer Park projects; the possibility of an interlocal agreement with the Peninsula School District for new field development at Volunteer Park was discussed. The

Dutchers Cove Tideland acquisition may be funded (Dept. of Ecology lead agency) depending upon the state budget; the Dutchers Cove Upland Acquisition will not be funded through RCO grants, but staff is working on other options.

g. KPLL Field 1 YAF Grant: Parametrix had not yet submitted design work for Field 1; Ed Robison, an accredited civil engineer, thought that Parametrix's work proposal of \$20,000.00 was too expensive. He designed the Field 2 block wall for the Lions Club. He volunteered to pro bono design the KPLL Field 1 YAF Grant project. Consensus was to have Ed Robison, Executive Director Gallacher, Commissioner Nicholson and Kurt Self (KPLL) meet to at 7:30PM on Friday, October 17 at Volunteer Park to discuss the Field 1 design work, schedules permitting. Currently the construction window for drainage work and irrigation installation is Summer 2009; winter work could be retaining wall, fencing and building ADA compatible access. Ed Robison suggested that local surveyors would be reasonably priced. After the survey he could design the grading, retaining wall and storm drain plans; a local irrigation installation company should be able to do the irrigation design. He thought that design work should be able to be done within the budgeted \$10,000.00.

h. Meetings: The Comcast show "My Home Town" filmed a follow-up on the Key Peninsula the week of October 7. Some KPMPD properties/projects will be shown as part of the broadcast. Executive Director Gallacher has requested a copy for the archives.

i. Web Site: Susan Reed is working on the site and staff is uploading pictures/documents for her to include. Chad Harvell is working on the web-program guide layout.

j. 501c3 Park and Recreation Benefit Foundation: Rich Wooster, attorney, has volunteered to prepare the necessary documents pro bono. The process usually takes 6 to 18 months and non-legal costs are a \$30.00 Washington State filing fee and \$750.00--\$1000.00 IRS review fee. He will attend the November 10 Study Session to discuss the process.

4. Board Committee and Advisory Council Reports:

a. Home Park Playground Committee (Commissioner Anderson, Chair): Once the concrete restroom, walkway, ADA pad are installed final site inspection will be requested. A small works bid of \$12,000.00 plus tax for parking lot and picnic shelter lighting has been received from Birch Electric. Barbara Rowland said that she hasn't seen any other KP public project used as much as the Home Park Playground has been in the last few weeks; she said that KPMPD made a good decision. President Anderson requested Executive Director Gallacher prepare a final report on Home Park development costs (present estimate is \$143,000.00) and request Pierce Transit add a bus stop near/at Home Park.

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

5. Board President's Report: No report.

6. Unfinished Business/Road Vacation: No new information.

7. Unfinished Business/REET (Real Estate Excise Tax): Commissioner Clinton and Executive Director Gallacher will meet with Pierce County Council Chairman Terry Lee on October 15 at the County-City Building in Tacoma to discuss the options considered by KPMPD at its August 11, 2008 regular meeting.

8. Unfinished Business/John and Wendy Glennon Lease: Staff has begun the process to have the parcel of land (on which the Glennon's manufactured home is place) legally transferred from the defunct Key Peninsula Park and Recreation District to KPMPD. (KPMPD purchased all assets of KPPRD in 2004 but there was no record in KPPRD files of that parcel being owned by KPPRD. The actual status of the parcel in question was discovered recently in the process of lease discussions with the Glennons.) The parcel has to be legally transferred before lease discussion can proceed.

9. Unfinished Business/2008 Budget Revision/Resolution 2008-18: A budget revision based upon the September 8 discussions was presented by Commissioner Trandum and Executive

Director Gallacher. Resolution 2008-18 was to approve the revised 2008 budget document. It was moved, seconded and passed 4/0 to approve Resolution 2008-18.

10. Unfinished Business/2009 Budget: Commissioner Trandum and Executive Director Gallacher are working on a draft. Currently projected expenses exceed projected income; a reduction in Zoo/Trek sales tax and property tax levy funds is expected so cuts will have to be made. The working budget will be broken into Administrative, Legislative (Commissioner associated expenses), Individual Park Site Expenses and Program Expenses. A Study Session will be held before the November 10 regular meeting to discuss the 2009 Budget with a final Single Topic Meeting to take place on November 24 at Volunteer Park to approve the final 2009 budget document.

11. Unfinished Business/Key Peninsula Historical Society: They don't have any assets; all of the artifacts they archive are on loan from individuals. They informed staff that they wished to remain independent of KPMPD and not lose their 501c3 status. There was discussion about contracting with the KPHS to present exhibits about the history of various recreational activities on the Key Peninsula (eg. Baseball and the Mosquito Fleet). Executive Director Gallacher was instructed to discuss the possibilities with the KPHS for 2009. Commissioner Nicholson suggested that KPMPD might contract with KPHS to archive Park District historical documents.

12. New Business/Adopt-A-Park: Chad Harvell has been working on creating an Adopt-a-Park policy/program. The topic was deferred from the September 8 meeting. He used the City of University Place's Adopt-A-Park policy as a template. He explained the theory behind Adopt-A-Park programs and that signage credit is usually displayed at the sites. There was discussion about language, background check requirements, adoption by groups versus individuals, and vests/gloves and who provides them. He suggested that once the web site is re-established, it could contain an "Eyes and Ears of the KP" for citizens to report litter, damage, fallen trees, project suggestions and similar items to the Park District. Commissioners suggested that the 16 year age limit be removed because it would preclude families and youth groups (Boy Scouts, Girl Scouts, Campfire, FFA, 4-H) from participating in the program. He requested that the Commissioners look over the policy and get back to him with suggestions.

13. Other Minor Matters: A technical amendment to Resolution 2008-16, Enrollment in the Municipal Research Service Center Small Works Roster is required. Staff discovered that another resolution had been assigned the designation of 2008-16. The technical amendment is to change the MSRC Small Works Roster Resolution to R2008-17. It was moved, seconded and passed 4/0 to approve the technical amendment.

14. Commissioners Comments/Good of the Order: Commissioner Nicholson asked about the status of the smaller Minter Creek wetland parcel; staff answered its title is still in question and that it should be a title company issue. KPMPD has no standing to request the title company quiet the title, only the holding company which KPMPD is purchasing the property from has legal standing speak to the title insurance company.

15. Meeting Adjourned: The regular public meeting of October 13, 2008, was adjourned at 9:15PM. The regular November meeting will be on November 10, 2008 at 7:30PM at Volunteer Park and will be preceded by a 6:30PM study session. KPMPD reserves the fourth Monday of each month for single topic meetings should any be needed; a single topic meeting on the 2009 Budget will be held on November 24, 2008 at 7:30PM at the Volunteer Park Annex/Office Building. 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 has difficulty talking and taking notes at the same time.