

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday October 12, 2009

The public meeting was preceded by a 6:30PM study session on the Volunteer Park Master Plan. Present at the study session were Greg Anglemyer, Bill Trandum, Kip Clinton, Scott Gallacher, Laura Armstrong, Chad Harvell, Bruce Dees and Liz Gefre. Bruce Dee presented an informative update to the commissioners on the progress and the overall view of that process for developing a Volunteer Park master plan.

The public meeting was called to order at 7:42 PM in the Volunteer Park Annex/Office Building by Vice President Greg Anglemyer.

Commissioners Present: Vice President Greg Anglemyer, Bill Trandum, Bruce Nicholson and Kip Clinton. President Elmer Anderson excused; absent, out of state. Also present for Key Pen Parks were Executive Director Scott Gallacher, Administrative Assistant Laura Armstrong and Recreation Coordinator Chad Harvell.

Citizens Present: Rick Sorrels, Danna Webster, Liz Gefre, Chris Fitzgerald and Kyle Chapman.

Approval of Agenda: The agenda was approved as is.

Special Presentations by Citizens: New Business: None

Special Presentations by Citizens Citizen Comments: None

Business Meeting

1. Minutes: The September 14th minutes were approved as submitted.

2. Financial Report: The September 30 2009, Pierce Co. Budget and Finance balance was \$312,487.34. The Zoo Trek deposit was \$9230.86; a reduction of \$1,380.73 from the same time period in 2008. Total Zoo Trek collections to date are \$83,173.00. Real and Personal property tax collections were \$7,142.98. 2008 delinquent property tax collections were \$334.39. Total 2009 Real and Personal property tax collections to date are \$315,652.00. Total Delinquent property tax collected in 2009 was \$13,875.00. The Venture Bank balance shows \$8,976.13 as of September 30, 2009. September's expenses were \$53,050.22. Major expenses for September included; \$12,000.00 placed in a new payroll account for direct deposit to employees' accounts, \$3135.38 paid to Bruce Dee's as partial payment on the Volunteer Park master plan, and \$7348.00 for 2010 insurance policy paid to Enduris (formerly the Washington Governmental Entity Pool). Commissioner Anglemyer requested that staff look into online pricing for parking lot light bulbs for cost comparison.

3. Staff Report (see report)

a. Concession stand: Was vandalized last week. Staff could not tell if this was a break-in or if door was left unlocked. Candy, snacks and soda were taken and eggs were tossed at an inside wall. Executive Director Gallacher requested that the cost of these items (totaling approximately \$200.00) be taken off the concessioner's rent since it was not clear whether this was a break-in. Commissioner Trandum moved to approve staff making the rent adjustment and staff's ability to do the same in the future if necessary. Commissioner Clinton seconded the motion and the vote was passed 4/0. Executive Director Gallacher will be meeting with the concessionaire to discuss future rental options of the concession building.

b. Volunteer Park: Vandals removed 14 poles and damaged another from field one's improvement project. The contractor's Bob Cat equipment was used to do the damage and was also damaged; a report was filed with the local police. Executive Director Gallacher presented a list of changes that were discussed with the contractor for fencing/netting and ADA access

improvements. Total cost for these changes were \$18,525.00. These changes were items that had not been consider or looked into at the start of the project. Commissioner Anglemeyer commented on asphalt being used and instructed Executive Director Gallacher to check into the possibility of using gravel instead. Executive Director Gallacher is also looking at purchasing a drinking fountain for installation at Volunteer Park and using aluminum benches verse wood player benches in the dugouts.

c. Home Park: Executive Director Gallacher sent out information to the neighbors west of the park regarding putting in parking lot light fixtures and power to picnic shelter but has not heard anything back at this time; he will follow up when he gets back from the NRPA conference.

d. 360: Commissioner Anglemeyer would like staff to set up a public tour after the state is done logging. Dates were discussed and Saturday November 7, 2009 at 9:00am was agreed upon. Staff will put out a press release this week. Executive Director Gallacher also looked at cost for renting the skidder with the operator to level out some of the trails. The cost to have them come out and do the work would be around \$800.00 per day; he estimated it would take 1 to 2 days to do the worked needed.

e. Maple Hollow: Commissioner Anglemeyer feels that a pit toilet is needed down near the water area.

f. Programs: Recreations Coordinator Harvell stated that the park had just completed their first trip to Mt. Rainer with 6 participants. He said the trip went very well. The AARP driving course only has 3 participants registered at this time and no participants have registered for the holiday food sampler class. The All-Hallows Harvest celebration is set for this Saturday October 17th from 6pm to 8pm. The disc golf is set up with all 9 holes open. Someone from the public donated arrow signs that were put up to show the direction to each hole; this also had been vandalized and 2 signs had been ripped down. Commissioner Anglemeyer directed staff to inform Bruce Dee's of the locations of each tee box and basket. Staff stated that in the future the tee boxes that are currently filled with rock will need to be replaced with asphalt or concrete to make them more stable.

g. Training: upcoming training opportunities for staff and commissioners consist of Forevergreen Trails conference on November 12th; Commissioner Clinton stated she will try to attend. Midyear WPA conference will be held on November 20th in Seattle with Commissioner Anglemeyer and some staff attending this conference. WRPA's annual conference will be in Tacoma on April 13-16th, 2010; Commissioner Anglemeyer stated he might be able to attend.

3. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Trandum): Discussions for this committee will be tabled untill the completion of the Volunteer Park Master Plan.

b. Trails Committee (Commissioner Clinton): Commissioner Clinton is looking at trying to find ways to get tax credits to citizens who allow trail easements on their land. Commissioner Anglemeyer stated that he was looking at the same thing for community gardens and that it might be nice to address the two together.

4. Board President's Report: Vice President Anglemeyer stated that Key Pen Parks was getting busier and busier. He talked about going to the WWRP's (whom are donator to Key Pen Parks and has helped with getting land) breakfast that raised \$144,000.00. Commissioner Anglemeyer and Executive Director Gallacher attended a grant writers meeting and a Seattle Park facilities tour; he feels the park board should set up some time to tour other facilities while on retreat. They went to the Joemma Master Plan meeting (only 2 people attended each of these meetings.), he has walked Maple Hollow and feels that commissioners should do things like this to keep refreshed with the parks property, he stated that the Volunteer Master plan meetings have been going well, and he has attended Achieve meetings regarding community gardens. Commissioner Anglemeyer wanted to extend a personal thank you to Commissioner Anderson for all the work he has done.

5. Unfinished Business/Community Garden: Commissioner Anglemyer is still meeting with people. The question he is now looking at is how much money the board wants to put into the budget to get a community garden started next year. At this time, he feels that Sunny Crest is still a possibility for setting up a community garden on their property.

6. Unfinished Business/ 2010 Budget: Executive Director Gallacher presented a 2010 draft budget to the commissioners. This draft budget was viewed and discussed. The Executive Director was directed to make some item and figure changes. A few examples were; a Toro dingo and an irrigation pump be added, \$10,000.00 grant fund needed to be added back into the budget and adding the cost for proper signage to be made up and posted at all parks. Commissioner Trandum felt that the draft budget was off to a great start with the operation and maintenance part but felt that a critical area involving the master plan for Volunteer Park needs to be addressed and he felt that a sum of money should be allocated to the budget to start part of this project next year. Commissioner Trandum also felt that decisions for capital improvements needed to be made for Maple Hollow, for any future properties, as well as for possible future playgrounds.

Commissioner Clinton stated that the park also has to remember that other user groups have been patient and their needs needed to be taken into consideration as well. Commissioner Anglemyer directed all the commissioners to review the draft budget and be ready by the next park board meeting to give input, the plan is to be able to adopt the operation budget at the beginning of the November meeting and then move on to discussions concerning the other parts of the budget.

Commissioner Nicholson asked if they could get a cash flow spreadsheet to help see how much money there is at the beginning, as well as money going out, and reimbursement time frames.

7. Unfinished Business/Key Pen Park Foundation: The paper work is at the Secretary of State's office awaiting the issue of a UBI number; this number is needed to open a bank account and will also have to be submitted to the IRS when received.

8. Unfinished Business/Memorial Policy Draft: Executive Director Gallacher presented the commissioners with a few examples of memorial policies from other park districts for review. After reviewing the policies, the commissioners directed Executive Director Gallacher to draft a policy for Key Pen Parks for review at the November meeting by using two of the examples given to them. Commissioner Anglemyer asked that all the commissioners review the two examples over the next week and get back with staff if they have any areas that they did not like or felt needed to be changed.

9. Unfinished Business/Maple Hollow: Executive Director Gallacher stated that Maple Hollow is currently on the back burner. He informed the commissioners that the Puget Sound Enhancement group was willing to help with some design work for the bulkhead and the steps down to the beach at their cost. Another contractor gave a rough cost estimate of \$200,000.00 to \$250,000.00 for the entire project; bathrooms, bulkhead and steps.

8. New Business/ Volunteer Park Field 1 Change Orders: Commissioner Trandum moved to approve the changes that the Executive Director has addressed in his report. Commissioner Clinton seconded the motion and the vote passed 4/0.

9. New Business/ Resignation of Commissioner Anderson: Commissioner Anderson has sent in a resignation for his position as park board president of Key Pen Parks dated October 15th, 2009. Reason for this resignation is due to frequent travel out of state with the purchase of his second home and he did not feel he could still give the time and dedication needed for this position. The Commissioners discussed the options for filling this position. The decision to use the 90 days allowed was agreed upon due to the high volume of events going on with Key Pen Parks over the next two months. Commissioners directed Executive Director Gallacher to send press releases to the newspapers at the appropriate times announcing the position's opening. Commissioner Trandum moved to accept Commissioner Anderson's resignation with regret. Commissioner Clinton seconded the motion and the vote was passed 4/0.

10. Executive Session: Real Estate and Property Acquisition: Vice President Anglemyer announced to the public that the board was going into an executive session that would last about

20 minutes with possible action anticipated when the regular board meeting resumed. Executive Study session started at 8:57pm and ended at 9:17pm. At that time, Executive Director Gallacher went to inform any citizens that the regular park board meeting would be resuming. No public were present.

11. New Business: Real Estate and Property Acquisitions: Commissioner Clinton moved to direct Executive Director Gallacher to negotiate up to the amount set forth in the executive session for the purchase of the remaining Minter Creek property. Commissioner Trandum seconded the motion and the vote was passed 4/0.

12. Commissioners Comments/Good of the Order: Commissioner Anglemyer again stressed to all the commissioners how important it was to review the budget and be ready for the next park board meeting.

13. Meeting Adjourned: The regular public meeting of October 12, 2009, was adjourned at 9:34PM. The regular November meeting will be on November 9, 2009 at 7:30PM at Volunteer Park and may be preceded by a 6:30PM study session. Key Pen Parks 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: Laura Armstrong, Administrative Assistant.

Disclaimer: Key Pen Park'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 Administrative Assistant's attention and corrected at the time the Board addresses and approves the minutes.