

# KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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### Board Meeting Minutes

Monday, December 8, 2008

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

**Commissioners Present:** Elmer Anderson, Bill Trandum, Kip Clinton. Vice President Greg Anglemyer was excused; he was attending the meeting regarding continuation of the Key Peninsula Community Fair and arrived at 8:22 pm. Commissioner Bruce Nicholson was excused due to being sick. Also present for KPMPD were Scott Gallacher, Executive Director, Administrative Assistant Laura Armstrong and Recreation Coordinator Chad Harvell.

**Citizens Present:** Barbara Rowland, Ed Robison, and Greg Van Overbeck (KPLL President 08-09). Rick Sorrels arrived at 8:44 pm.

**Approval of Agenda:** The agenda was amended to defer "Unfinished Business/Volunteer Park Scoreboard" and "New Business/Resolution 2008-23 Establishing the Key Pen Parks and Recreation Foundation". The amended agenda was passed 3/0.

**Citizen Comments:** Greg Van Overbeck introduced himself as the new President of the Key Peninsula Little League. Barbara Rowland notified KPMPD of two large developments off Herron Road which have applied for short platting (Barbara serves on the LUAC); staff said they would look it up to see if it might affect the Comprehensive Park System Plan. Rick Sorrels attended the KP Community Fair meeting and reported on it after he arrived. He said that some KPCF members said that they should increase "Old Time" competitive events (tug-of-war, preserves and pies, livestock judging, horse competitions on Field 4/5 area). At the meeting's end they passed around a volunteer sign-up sheet and got a lot of signatures.

### Special Presentations by Citizens: New Business

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### Business Meeting

**1. Minutes:** The Minutes of October 13, 2008, and the Single Subject Meeting of November 24, 2008 were passed 3/0. Executive Director Gallacher said that the Minutes of November 10, 2008, "Unfinished Business/DNR Trust Land Transfer Program Regarding Maple Hollow and the DNR 360" should be clarified in that DNR turned off the well in 1994, notified Pierce Co. and closed the campground; the 1997 ice storm resulted in DNR closing the park due to hazardous trees, but the facility's trails are now open to the public. The Minutes of November 10, 2008, were approved 3/0 as corrected. President Elmer Anderson mentioned, in response to the Nov. 10, 2008, "Citizen Comments", KPMPD By-Laws state that citizens do not have the automatic privilege of asking questions in Study Session.

**2. Financial Report:** The Nov. 30, 2008, Pierce Co. Budget and Finance balance was \$348,517.86. The Zoo/Trek deposit was \$11,249.00; a reduction of \$1195.00 from the same period in 2007. Total Zoo/Trek collections are down by approximately \$8000.00. Real and personal property tax collections were \$50,335.00. Total annual property tax collections to date are \$567,109.00. The Venture Bank balance is \$2685.78. November expenses were \$44,524.93; major expenses were commissioner compensation for expenses associated with attending the WPRA meeting in Boston \$2135.95; payment #4 for the John Deere tractor \$1000.00; the November payment for the Minter Creek land \$2000.00; ½ payment for the web site redesign

\$1500.00; the installation of fencing at Home Park \$5975.01; payment to the Wa. State Dept. of Retirement \$1717.29 and a past services credits payment of \$10,089.75.

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

**a. Home Park:** The concrete sidewalk between the restroom and shelter was poured and the paved driveway entrance was extended to terminate where it crests into the parking area.

**b. Volunteer Park:** The Concessionaire is recuperating from surgery and had not yet decided whether to renew the lease. Lakebay Christian Assembly is leasing the Concession Building on Tuesdays through February; KPLL is using the Concession Building for their Board Meetings and for 2009 Season Sign-Up.

**c. Taylor Bay:** The western property line fence was completed.

**d. Rocky Creek:** A neighbor from Lake Holiday has created an unauthorized ORV trail from their property; staff is working on a solution.

**e. Minter Creek:** The Chum Salmon Run has started; staff has documented use of the property by fishermen during the run.

**f. KPLL Field 1 YAF Grant:** Aspen Survey Company has completed the Field 1 survey. Ed Robison is working on the design work.

**g. Meetings:** Executive Director Gallacher and Recreation Assistant Harvell went to the WRPA Mid Year conference in Seattle and gave reports on the different seminars they attended; Recreation Assistant Harvell suggested KPMPD establish a "Frisbee Golf" course around the perimeter of Volunteer Park. Executive Director Gallacher attended a Park Agencies' Directors of Pierce County Meeting on Dec. 5; he said that, beside economic issues, Pierce County is doing a Master Trail System Plan and that he is on the Committee. He expects the KP Water Trails System to be on it and will lobby for other KP trails. Executive Director Gallacher has been attending the Forever Green (trails group) for KPMPD and has been asked to be on their Board. He said that being on the FG Board would facilitate keeping some focus on (non-motorized) trails on the KP. It was moved, seconded and passed 3/0 to appoint Executive Director Gallacher to represent Key Pen Parks on the Forever Green Board.

**h. Miscellaneous:** The WSDOT/Hwy. 302 meeting will be at the Burley Club House next to the Burley Post Office on Dec. 9 from 6:00 pm to 8:00 pm. Executive Director Gallacher has been representing KPMPD and he said that they are down to 5 options (one is new). He said that the only way a new Hwy. 302 corridor would be built would be for safety issues. He has advocating non-motorized transport issues (shoulders as bike lanes).

**i. Web Site:** Commissioner Bill Trandum asked Executive Director Gallacher when the web site would be up and running. Executive Director Gallacher said that the site is currently up and about 75% completed. He said that staff is filling in information and is expected to be finished by January, 2009. The 2007—2008 Minutes will be on-line and older minutes will be archived. After that Susan Reed of Visual Dame will work on the On-Line Recreation Program Guide.

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

**a. Home Park Playground Committee (Commissioner Anderson, Chair):** No report.

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

**5. Board President's Report:** No report.

**6. Unfinished Business/REET (Real Estate Excise Tax):** The Pierce County Parks Director told KPMPD Executive Director Gallacher that the Pierce County Commissioners had pulled \$150,000.00 out of the Pierce County Parks and Recreation 2009 Budget for Volunteer Park REET funding. If the funds are not used in 2009 KPMPD will have to notify Pierce County to carry the funding forward. Executive Director Gallacher said that he had not yet been officially notified by Pierce County and that he expects a 1:1 match requirement. He said that one week prior the RCO Grant Manager contacted him about using potential Federal Economic Stimulus

Funds for western field development; he said that KPMPD could probably have the project ready for funding. He mentioned that there is the potential to use the REET funds to match another grant.

**7. Unfinished Business/Adopt-A-Park Policy:** Recreation Assistant Harvell did further research on other agencies' Adopt-A-Park policies and found a more appropriate one from Skagit County. He adapted it to KPMPD parameters. It was moved, seconded and passed 3/0 to bring a final version of the revised Adopt-A-Park policy to the January 12, 2009 meeting with the several suggested changes (change the word "area" to "boundaries" and add a line for e-mail contact).

**8. Unfinished Business/Volunteer Park Score Board:** Deferred.

**9. Unfinished Business/Volunteer Park Expansion (Key Center Transfer Station Property):** Executive Director Gallacher said that Pierce County Public Works said they had no directions as to the actual boundaries of the parcel to transfer to KPMPD. He is going to request the original U-shaped parcel discussed at earlier KPMPD meetings (open arms of the "U" pointing east terminating on the Key Peninsula Highway and enclosing the old garbage dump/modern transfer station site). Commissioner Trandum said Pierce County should fund the fence around the base of the old garbage dump; Clerk Clinton said that the new 2009 Solid Waste Management Supplement Update has language in it directing Pierce County Public Works to fund the fence. The new Volunteer Park Master Plan should include potential inclusion of the Transfer Station property; the topography will dictate the recreational uses (majority probably trails/wildlife habitat).

**10. Unfinished Business/Key Peninsula Historical Society:** President Anderson and Executive Director Gallacher met with them. KPHS wants funding assistance and KPMPD may be able to help by contracting with them to develop various historical displays. They would like to ultimately be "adopted" by KPMPD so that they might come under the KPMPD umbrella; they would be a standing committee of KPMPD. Executive Director Gallacher is researching museum/city agreements. Commissioner Trandum is concerned about the Civic Center increasing KPHS' rent if they become a KPMPD committee; he suggested a formal long term lease if KPHS becomes a KPMPD committee. They are talking about scanning historical documents into a data base and having on-line public access. President Anderson said the majority of KPHS' display items are on long-term loan from private individuals but that could be worked around. Executive Director Gallacher said that a potential contract could have the scope of work be archiving of KPMPD and old Key Peninsula Park and Recreation District history. Executive Director Gallacher was instructed to work with KPHS regarding a long term solution. Commissioner Trandum said that the Key Pen Parks and Recreation Foundation authorizing language should be expanded to include a "historical" reference.

**11. Unfinished Business/Resolution 2008-22 Surplussing the Old John Deere Model 67 Tractor:** Vice President Anglemeyer arrived in time to vote on R2008-22. It was moved, seconded and passed 4/0 to approve R2008-22.

**12. New Business/District By-Laws Review/Update:** President Anderson requested the other Commissioners review the District By-Laws with the goal of discussing updates in a January 12, 2009, Study Session. He suggested Commissioners look at the Si-View Metro By-Laws.

**13. New Business/Resolution 2008-23 Establishing the Key Pen Parks and Recreation Foundation (501c3 Non-Profit Corporation):** Deferred. See Commissioner Trandum's suggestion under item #10. Executive Director Gallacher said he forwarded Vice President Anglemeyer's and Clerk Clinton's comments to Mr. Wooster.

**14. New Business/Resolution 2008-24 Amending R2004-03 and Establishing the Procedure for Signing Vouchers Submitted to Pierce County Budget and Finance:** The text of the resolution reads as follows: "Whereas tax collection deposits are being made into Fund 696100 by Pierce County Budget and Finance, and whereas the Board of Commissioners of Key Pen

Parks has determined that R2004-03, the current check (voucher) signing procedure of President, Vice President and Clerk is not always efficient to conduct business, now therefore the Board of Commissioners wish to implement the following order for signing of each voucher submitted to Pierce County Budget and Finance; 1. President & Clerk, 2. Vice President & Clerk, 3. President & Vice President (Clerk unavailable), 4. Clerk & Member-at-Large (President & Vice President unavailable), 5. Member-at-Large & Member-at-Large (Officers unavailable); whereas each voucher shall have two Board Members signatures in order to be processed by Pierce County Budget and Finance; Adopted this 8<sup>th</sup> day of December, 2008." It was moved, seconded and passed 4/0 to approve Resolution 2008-24.

**15. New Business/First Nominations of Officers for the 2009 Calendar Year As Required by KPMPD By-Laws:** Elmer Anderson was nominated for President, Greg Anglemyer was nominated for Vice President and Kip Clinton was nominated for Clerk.

**16. Other Minor Matters:** Staff had composed a letter to be sent to State Senator Derek Kilmer and the 26<sup>th</sup> District State Representatives to encourage them to support Washington Wildlife and Recreation Program's Grant program. Enduris (formerly the Washington Government Agency Pool and KPMPD's insurance provider) sent their annual financial report to be distributed to the KPMPD Board.

**17. Commissioners Comments/Good of the Order:** Vice President Anglemyer attended the KP Community Fair meeting. He said that when he left, they had a new chairman and there was a large turnout, but the same old volunteer faces (few new people). He told them the Park District would do everything it could to assist the Fair EXCEPT exempt them from paying rent for Volunteer Park. He said that someone from KPMPD would attend their larger meetings (Vice President Anglemyer appointed by Board, alternate Executive Director Gallacher). He suggested that staff document all costs associated with the Fair which are NOT passed on; he said the district should "toot its own horn" a little bit more than it presently does. President Anderson said he spoke to Don Zimmerman (Lake Kathryn Village Shopping Center) about KPMPD possibly developing a public playground similar to Home Park in the Lake Kathryn Village Shopping Center. Mr. Zimmerman was very receptive; he said that there are 7 to 9 acres that he cannot develop commercially, but a PUBLIC playground/park site might be OK depending upon Pierce County Planning regulations.

**18. Meeting Adjourned:** The regular public meeting of December 8, 2008, was adjourned at 9:05 PM. The regular January meeting will be on January 12, 2009 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 has difficulty talking and taking notes at the same time.*