

KEY PENINSULA METROPOLITAN PARK DISTRICT
d.b.a. KEY PENINSULA METRO PARKS
P.O. Box 86, Lakebay, Wa. 98349
Board Meeting Minutes
Tuesday August 17, 2004

The meeting was called to order at 7:50 PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by President Paula DeMoss.

Commissioners Present: Paula DeMoss, Kip Clinton, Ross Bischoff, Caril Ridley, Jerry Schick.

Citizens Present: Caril's two sons, Devon and Douglas.

Minutes: The minutes were approved 5/0. Copies of the minutes are available for citizens to read at the Key Peninsula Library.

Financial Report: The KPMPD July sales tax deposit was \$9036 so KPMPD has \$27,847.00 in the account with Pierce County Budget and Finance. Kip talked to Kay Keating with Co. Budget and got a list of their latest expenditure classifications; KPMPD is ready to write vouchers. County Budget recommends that KPMPD have a petty cash account of only \$100.00 to \$200.00 in cash on hand. KPMPD should not have a checking account however a credit card with an approximate limit of \$2000.00 is fine for those larger supply and material purchases where KPMPD does not have an account. County Budget did say that the cash withdrawal option should be omitted and access to the card should be guarded. KPMPD needs to remember that there is a week and a half turn around time to receive a warrant (check) to reimburse the vendor (County Budget needs the vouchers by 10AM Wednesday for the warrant to be issued by the following Tuesday). Jerry has the UBI paperwork and it is almost completed; he still needs to look into L&I for the Park Commissioners, but Kip will issue the voucher so we can send it into the state next week. We need to establish an account with Venture Bank, but we cannot do that until the Master Business License has been processed by the State and we have our UBI and EIN.

Park Manager's Report: Jerry said the pump was installed but the rest of the work needs to be done (Kip gave Jerry the bid/spec document Wes gave Mike). It will have to be worked in between the KP Community Fair and a Church Tournament scheduled for the following weekend. Eric told Jerry there are no back flow check valves in the pump room; Jerry will ask Wes about what he plans to do in the pump room and how it will work with our filtration system. Jerry got new clay installed on the infields. Eric has worked for two weeks straight; we NEED to hire at least one other person when Metro is in charge. The tournament resulted in some damage to the horseshoe pits along with socks stuffed into the toilets; there was also a problem about camping locations. These issues led to a discussion about damage deposits (See Old Business: Policies and Procedures). Jerry was authorized to look into possible fencing for the horseshoe pits (possibly posts and chains with NO CAMPING sign). KPMPD needs TENNIS ONLY signs for the tennis court so that the it may remain accessible for the public and still give staff enforcement authority against skate boarding, bike riding, roller skating, and baseball hitting (AND AS A REMINDER TO PARENTS WHO DO NOT SUPERVISE THEIR CHILDREN). Eric was able to use parts off the old Ransom mower to repair the "new" one so our lawn mowers are working!

Communication Officer's Report: Caril has talked to Carl Andersen about doing articles for submission to the Gateway; he wants KPMPD to sponsor him for \$75.00 per 2 hr.appearance to give natural history presentations at the schools. Paula said the schools already pay well for such presentations. Caril will have him present his case at a future KPMPD meeting. Caril reminded us that Eric Gunther is available as a resource for a fee.

Citizen's Comments: No citizen's comments.

Old Business

1. By-Laws/Mission Statement/Policy/Operational Procedures: Jerry moved that the Park Director be authorized to open accounts with existing KPPRD vendors and with new vendors. Ross seconded the motion. Jerry is looking for vendors who give the park district a good deal. There was a discussion about

the appearance of fairness and appearance of nepotism with a vendor tied closely to a commissioner; we need to keep transactions transparent. The motion passed 5/0. Caril said we need a policy about expense reimbursements and mileage claim expenses. Caril said SiView they had a personal expenditure list form and everyone reviewed the submissions at the board meetings before any expenses are reimbursed; original receipts are required so the park may have them on file. Caril will look for her copy of this form and bring it to the September 7th meeting along with the trip log copy she obtained. The damage to the park from last weekend's tournament was discussed. Apparently it is the same stuff every year. Jerry said presently KPPRD does NOT require a damage deposit and absorbs the repair expenses. KPMPD will not accept this situation; for this to continue is a violation of the public trust. KPMPD will document the damage from year to year and may charge a damage deposit commensurate to past actions by that user. All KPMPD contracts WILL include a refundable damage deposit of up to 50% of the use fee (damage is not normal wear and tear to the facilities) and will be prepaid by check or credit card. Paula said that in addition at the tournaments if a proscribed action (eg. fireworks, vandalism) happens either the offending TEAM is kicked out by the tournament sponsors OR THE TOURNAMENT IS CANCELLED AND ALL FEES ARE FORFEIT. Everyone agreed this would be a good policy.

2. Committee Lists: KPMPD wants the public to know that we are currently seeking VOLUNTEERS to be members of Friends of Rocky Creek and Friends of Home Park (contact Caril Ridley 884-5461). KPMPD is also seeking any attorney or accountant who would be willing to do pro bono work for KPMPD. Anyone willing to assist in the maintenance of KPSCF (Volunteer Park) is especially welcome to contact Jerry Schick (884-1560) or call the Key Peninsula Park and Recreation District number. KPMPD also needs VOLUNTEERS for a committee to research small works purchases for the park system and people to negotiate interlocal agreements with the school district. Please contact any Board Member if you wish to contribute to the betterment of YOUR Park System! Caril was asked to write an article for the papers re. volunteers. Jerry suggested an announcement could be made through Peninsula Light's newsletter; Caril was directed to look into it.

3. Picnic Table: Kip will reserve her business' truck for August 31, 2004 and Paula will get volunteers.

4. North Gate and Interior Gates: Jerry hasn't had time to look into it.

5. Devils Head/Conservation Futures: The PUBLIC needs to lobby County Parks to purchase Devil's Head with Conservation Futures Funds; send letters to Grant Griffin, Conservation Futures Program, Pierce County Parks and Recreation at 9112 Lakewood Drive SW, Suite 121, Tacoma/Lakewood 98499-3998 or E-mail Grant Griffin for the record at ggriffi@co.pierce.wa.us. Get your comments in by September 30, 2004, after that it will be too late!! Also send a copy of your letter or E-mail to Councilman Terry Lee at tlee1@co.pierce.wa.us or % Pierce Co. Council at 930 Tacoma Ave. So. Rm. 1046, Tacoma 98402. There was a discussion about the restrictions imposed upon a piece of property purchased using Conservation Futures Funds. Kip was directed to ask the Greater Peninsula Conservancy to give a presentation to KPMPD.

6. Key Peninsula Community Fair: Caril is looking for people to man the park booth. She is trying to get maps for display at the booth. KPMPD has no brochures to hand out yet; Caril will try to get something written as well as a survey form.

7. Land Acquisition Committee: No report.

8. 501c3 Status: Paula will look into it.

New Business/Additions to the Agenda

1. Insurance: Paula said that Mike would like KPMPD to directly pay for the insurance. She (and the rest of the KPMPD Board) thought that this would be improper since KPPRD still owns KPSCF (Volunteer Park) and KPMPD cannot insure that facility until we own it. KPMPD would prefer to reimburse KPPRD for expenses accrued; these types of expenses are different from maintenance and material cost for upkeep of the park facilities (re Joint Resolution 2004-01). It is understood that WGEP Insurance Group will insure KPPRD month-to-month with KPMPD to assume the account upon transfer of facilities.

2. Web Site: Ed Taylor has reserved a domain name (Key Park.com?). Paula thought setting up a web site would be a good senior project for high school students. Her son might be interested in doing this for the park district. A web site would be a valuable advertising tool for the park system. It could be used to post event schedules, post a newsletter, post agendas for upcoming meetings, post meeting minutes, and provide another route for community comment. It would provide KPMPD with additional advertising and communication routes to the community to garner more community involvement.

3. Fence Lathing Proposal at Volunteer Park: Caril has not gotten around to putting together a proposal for the KPMPD (and KPPRD) Board to review. Several of the commissioners have concerns about visibility regarding security and parking lot safety. Before the discussion can go any further it was agreed that Caril bring installation and maintenance cost estimates, material samples, and design specifications for the Board(s) to see. With the small amount of information currently provided the Board(s) cannot possibly vote the project up or down. There also needs to be a reasonable public comment period for the project.

Meeting Adjourned: 9:40PM. The next KPMPD meeting will be at the KPSCF Annex at 7:30 PM on Tuesday, September 7, 2004. The next Joint KPMPD/KPPRD meeting will be on Monday August 23, 2004 at 7:00 PM in the KPSCF Annex.

Respectfully submitted by Kip Clinton, Clerk/Financial Officer KPMPD.