

KEY PENINSULA METROPOLITAN PARK DISTRICT
d.b.a. KEY PENINSULA METRO PARKS
P.O. Box 86, Lakebay, Wa. 98349
Board Meeting Minutes
Tuesday August 3, 2004

The meeting was called to order at 7:45 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 arrived later.

Citizens Present: No citizens present.

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

Financial Report: KPMPD has \$18,811.01 in its account with Pierce County Budget and Finance. The "May" statement from Pierce Co. B&F has not arrived yet.

Park Manager's Report: Jerry said he and Eric decided that they could "cannibalize" one of the old Ransom lawn mowers and keep one running through the rest of the season; it will cost less to repair one than to purchase a 48" lawn mower deck for the tractor. Next year KPMPD must replace the running stock before the season begins. Jerry has not heard from Charlie Ryan, the community service concrete contractor since last week; to make the concession building ADA accessible would require about 11 yards of concrete with the accessory pipe rails and probably county permits. Nancy Lind came by Volunteer Park to pick up tools for a cleanup group at Rocky Creek. She mentioned that she would be stepping down from Friends of Rocky Creek; she is the driving force behind them. KPMPD needs to promote new volunteers to continue on with the job she and other community minded people have begun.

Communication Officer's Report: Caril has no news since the last Joint Meeting.

Citizen's Comments: No citizens comment.

Old Business

1. By-Laws/Mission Statement/Policy/Operational Procedures: Resolution 2004-03 was passed 5/0. The reasoning for having either the President or the Vice President in addition to the Clerk sign the vouchers is to double check the expenditures and would allow for people's schedules. Since it is the Clerk who issues the vouchers it was previously decided that the Clerk should be one of the signatories. As general policy all officers have a vote. Any Board Member may speak their own opinions to the media, to the public and at official meetings and will make such clear. All members may/shall contribute to the agenda.

The duties of the officers was discussed:

President: Facilitates the meetings, is the first in line to issue policy statements to the media/public and appear for the Board on official business unless another Board Member or officially-adopted-committee member is appointed to speak for the Board. The President is the clearing house for information collected by other Board and/or committee members. The President will fill in where needed (eg. help with scheduling if asked by the Park Director, will help negotiate contracts and other matters of indebtedness).

Vice President: Facilitates meetings when the President cannot be present. The Vice President is in charge of and approves all scheduling; the Vice President resolves any major scheduling conflicts. The Vice President is second in line to speak about policy issues with the media and on official Board business and will do so when the President cannot be contacted.

Clerk of the Board: Takes the minutes, compiles the meeting agenda, and handles general secretarial duties (unless one of the other Board Members offers to assist). The Clerk also has the general duties of financial officer (book keeping, issuing payment vouchers, doing state and federal taxes). The Clerk will also be in charge of investments through County Budget and Finance. The Clerk is third in line to speak about policy issues and will do so

when the President or the Vice President cannot be contacted.

Communications Officer: Is in charge of public telephone and other media contacts, issues press releases, drafts and compiles brochures and newsletters, and gives presentations to community groups and media organizations about what is going on at the parks.

Member-at-Large: Will generally assist all other Board Members and be a good will ambassador to the community.

The Park Manager will be changed to Park Director and will be a separate position which any Board Member or a designated member of the public may fill. The duties of the Park Director will (eventually) be hiring and firing of employees, day to day operation of facilities, event planning and scheduling of facilities (with the notation that the Vice President has final say regarding scheduling). The Park Director will be in charge of vendors and the supervising of contractors. The Park Director will eventually be in charge of, and liaise with, the volunteer committees which are expected to care for individual park facilities. The Park Director is authorized to expend up to \$1000.00 at any given time for park facility maintenance; any larger purchase must be brought to the Board. The Park Director will be in charge of researching M&O purchases and soliciting bids; he/she may designate this responsibility to a Board Member or a duly recognized committee member. (Currently the Vice President, Jerry Schick, is the Park Director.) The Board will acquire a Visa credit card with a maximum limit of \$2000.00 for use by the Park Director for general park maintenance purposes; this credit card will be paid off on a monthly basis by vouchers issued by the Clerk.

It was recommended that any purchase or contract work over \$2500.00 be put to bid; there was no decision on this issue. All bidders on future maintenance work, major capital improvements and repairs should submit design proposals with a breakdown of specifications and pricing to the Board for approval. KPMPD will not be a union shop. Jerry is submitting the State Master License and will keep open the possibility of hiring 16 to 18 year olds. He will look into State Industrial Insurance requirements regarding Board Members; KPMPD previously decided that it will NOT self insure for L&I and Employment Security. The discussion of beer sales at KPSCF was tabled until a future Joint Meeting.

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. We wish to thank Joyce Tovey of Windermere Real Estate and First American Title for providing their services at NO CHARGE in the sale and transfer of Home Park to 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. Please contact any Board Member if you wish to contribute to the betterment of YOUR Park System!

3. Picnic Table: Paula will look into getting assistance in moving the tables.

4. Devils Head/Conservation Futures: Kip talked to Grant Griffin with Pierce County Parks and he said the Devils Head Properties made the final cut into the top 10 list. He suggested that KPMPD pass a resolution supporting the Conservation Futures acquisition of this property and that if the Key Peninsula Public wants to add this land (and WATERFRONT) to the KPMPD Park System the PUBLIC also needs to lobby County Parks; 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 him 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. It is about 100 acres of property at the southern most end of the Key Peninsula with about ¼ to ½ mile of beachfront. Caril says that there is an old path to the high bank beach that could be easily rebuilt by volunteers. There is a saltwater lagoon on the property and a variety of different habitat types with second growth timber. There is an old farmhouse on the hill (Ross thought this might be the old Coburn place-one of the first homesteads on the Key Peninsula) but Caril thinks that there is no well on site.

Grant Griffin will send a copy of the Conservation Futures document to KPMPD which is being sponsored by the Greater Peninsula Conservancy.

New Business/Additions to the Agenda

- 1. Mower Deck Purchase:** The tractor we have is only a 16H tractor and will only power a 48" mower deck. Jerry has authorized Eric to fix one of the old Ransom 72" lawnmowers by cannibalizing the other one; he thinks it can be done for less than the purchase of a good used 48" mower deck for the tractor.
- 2. New North Gate for KPSCF (Volunteer Park):** KPMPD authorized the Park Director to research the cost of replacing the chain gate to the North Entrance-Agrivision Area with a gate similar to the one at the main park entrance next to KP Middle School. Jerry was also authorized to explore the costs of double chain and post gates at the internal access to future Field 4 and the west side access to future Field 4 through the neighbor's property. (People have been driving up there and digging up the ground turning 'doughnuts'.)
- 3. Key Peninsula Community Fair:** Paula suggested as a future note that when any group decides to bring in an attraction before the main event is scheduled to begin and before they have reserved the park for that main event, as a policy matter they need to be charged for the lesser space reservation. Everyone agreed this should be cut-and-dried; you reserve and use the space, whether it is for setup or the main event, you get charged. Caril will be in charge of manning and setting up KPMPD's booth.
- 4. Rocky Creek Lease:** Kip was instructed to issue Ed Taylor, chairman of the Land Acquisition Committee, a letter inviting him or another member of his committee to come to the August 17, 2004, KPMPD meeting to discuss the Rocky Creek lease and requesting the negotiation of brush picking rights with the revenues to go to the maintenance of Rocky Creek. She is to follow up with a telephone call.
- 5. Possible Lease/Transfer of the Public Works Land North of KPSCF:** The Land Acquisition Committee will also be asked to explore the lease or transfer of the unused Public Works Transfer Station Land (about 70 acres) just north of Volunteer Park to KPMPD for probable use as trails and camping facilities. It was also decided that land acquisition discussions may be held in executive session depending upon the stage of negotiations.
- 6. Insurance:** It came to Jerry's attention as Treasurer KPPRD that the insurance with WSGEP is due to be renewed by August 31, 2004. It can be prorated through December 31, 2004, but KPMPD cannot be the primary insured until we OWN the facilities.
- 7. Job Descriptions:** Tacoma Metropolitan Park District kindly sent Ross a copy of their job descriptions. Kip was instructed to issue a 'Thank you' letter.
- 8. Value of Community Service Cash Donations:** It was decided that for every \$8.00 spent by someone sentenced to community service KPMPD credit them with 1 hour. KPMPD did not want to make it easy for someone to "buyout" their sentence.
- 9. 501C3 Status:** Caril brought up the possibility of applying for 501C3 status to establish a nonprofit donation fund to encourage donations. It will be discuss in the future although everyone agreed this would be generally a good idea.

Meeting Adjourned: 10:00PM. The next KPMPD meeting will be at the KPSC Annex at 7:30 PM on Tuesday, August 17, 2004. The next Joint KPMPD/KPPRD meeting will be on Monday August 9, 2004 at 7:00 PM in the KPSC Annex.

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