

**KEY PENINSULA METROPOLITAN PARK DISTRICT**  
**d.b.a. KEY PENINSULA METRO PARKS**  
**P.O. Box 70, Lakebay, Wa. 98349**  
**Board Meeting Minutes**  
**Tuesday December 7, 2004**

The meeting was called to order at 7:45PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by Paula DeMoss, President KPMPD.

**Commissioners Present:** Paula DeMoss, Jerry Schick, Kip Clinton, Ross Bischoff. Caril Ridley is absent without an excuse; she did not contact any one of the other commissioners to inform the Board that she would not be present.

**Citizens Present:** Nancy Lind, Ben Thompson, Rich Henry.

**Minutes:** The minutes were approved 4/0.

**Financial Report:** KPMPD has \$40,749.26 in its fund with Pierce County Budget and Finance. The information about the deposit in December has not been received yet. KPMPD has approximately \$1500.00 in its depository account with Venture Bank; there has been a \$7.15 bank service charge per month when the account has only about \$100.00 in it. Kip will check to see if KPMPD can avoid any bank service charges if we maintain a certain minimum balance. A voucher/warrant has been issued for Petty Cash in the amount of \$200.00. It was agreed to issue a reimbursement voucher to Ed Taylor for the domain name of [www.keymetro.com](http://www.keymetro.com); Paula had told Ed to go ahead and reserve the name. KPMPD does not yet have a web site to accompany this domain name. It was moved, seconded and passed to accept the financial statement.

**Park Director's Report:** People have been driving over Eric's improvised barrier to Field 4 and dumping garbage and also driving "donuts" in Field 4 and the Agrivision area. There was discussion about having the main gate locked shortly after dark until LL starts. Jerry will ask the Glennons about this. Ross will talk to Peninsula Iron Works about submitting a bid for 2 gates similar to the main gate; one to Field 4 and the other to the North Access Road. This was declared an emergency situation because of the vandalism and KPMPD will proceed under RCW 39.04.280, 'Competitive bidding requirements—exemptions'. Jerry said that accounts with KPPRD's old vendors are being opened under KPMPD's name. On Monday, Dec. 6, Geo Engineers did a water system survey as private contractors for Wa. State Dept. of Health. This is required every 5 years. They noted several problems the major ones being that the well head needs to be protected and that there must be no possibility of cross contamination between the potable water system and the irrigation system. The Geo Engineer's representative opined that the alterations to the system by Wes Glesson would not fulfill the requirements. He did say that his report would indicate that the water system was a 'work-in-progress'. Lynn and Lisa left a filled Pepsi fountain machine in the concession stand; it belongs to Pepsi Co. and they will come and get it. Should KPMPD wish to put another fountain machine in the concession stand they would be willing to do so.

**Communication Report:** Kip said that the Pierce County Auditor sent a notice of the Annual Jurisdiction Meeting which is a workshop on how to prepare and run a levy or election; it has been postponed to Jan. 11, 2005. KPMPD members are asked to RSVP.

**Citizen's Comments:** No citizens comments.

### Old Business

**1. Land Acquisition Committee:** Ben, Jerry and Mike Salatino (KPPRD) will meet on Thursday Dec. 9 to finalize the KPPRD finances toward finally determining a sale price for KPSCF (Volunteer Park). The signing date goal is Dec. 17, 2004, at Joyce Tovey's Center Windermere Real Estate office at 7:00PM. Mike Salatino will arrange the publicity. The Rocky Creek lease signing date with the County is Dec. 20, 2004.

**2. Home Park/Rocky Creek:** Nancy Lind (Chairman, Friends of Rocky Creek) said that the women from the Purdy Women's Prison were out to clean up yesterday Dec. 6. Everything is in good shape and there has been no vandalism or damage. Nancy (Chairman, Friends of Home Park) called Bates Tech

regarding using Home Park as a class project for a landscape design class. (Bates Tech had been talked to shortly after KPPRD acquired HP and one of the instructors had volunteered his class for a landscape design; it was deemed too soon to do a master plan for HP at that time.) Nancy's opinion is that the SW corner of HP near the KP Highway is not a good place for the picnic shelter. She suggests a site near the center of the property at the edge of the grassy table land and on the west side of the picnic table. There is access from 8<sup>th</sup> St. with an existing driveway. It is far enough from the KP Hwy to be safe for children and to not be bothered by traffic noise. There was discussion about the pros and cons of both locations. Most Board members seemed to feel that the F of HP location would be more appropriate.

**3. By-Laws/Mission Statement/Policy/Operational Procedures:** Kip raised the question of whether KPMPD wishes to pay the employee's L&I share instead of deducting it from the employee's wages. The amount is proportionately very small (L&I rate 0.20685) and KPMPD is currently not offering any other benefits; this is something KPMPD could afford. There was discussion about participating in a government benefits pool in the future. Paula said that the HR Policy addresses this issue in Section 6.2c. Jerry moved that KPMPD pay the employee's share of the Wa. State Labor and Industries insurance (State Industrial Insurance). Kip seconded the motion. The motion passed 4/0. Kip was instructed to bring a resolution to this effect to the next KPMPD meeting on Dec. 20, 2004. KPMPD will also need an addendum to the HR Policy to this effect. Paula requested all Board members **work on a mission statement with the goal of discussion/creation on the first January meeting—Tuesday January 4, 2005.** There was discussion about the previous ballfield user groups having preference over newer user groups, however only LL has given KPMPD a schedule. All user groups should have insurance or a medical release/waiver. LL has insurance; Adult Softball can get insurance for tournaments through USSSA. The big problems for KPMPD are the groups which only hold one event per year (ex. Mud Bowl). Rich Henry suggests a 'hold-harmless' clause on the team rosters submitted to KPMPD. **KPMPD will need to discuss policy re. alcohol at the park in 2005.**

**4. Little League:** Rich Henry was present to start discussing the LL fee schedule. Jerry has a copy of it at home; the rest of the Board could not find their copies of LL's proposed schedule. Rich said discussion of the fees may be deferred until 2005, but he wants to finalize the dates for the tournaments. The February and March dates are OK (March is primarily LL anyway) but there is one Adult Softball tournament in May which might conflict. The August tournament date will conflict; Jerry will e-mail Rich. LL reserves (for 2005) Feb. 5&6, Feb. 12&13, March 12&13, and April 9&10 (Opening Day). LL is the only user organization which has contacted KPMPD regarding KPSCF field reservations. Regarding KPMPD fees, Rich said that LL will be replacing uniforms in 2005 (\$50,000) with an expected participation fee income of about half that. They are planning on doing sponsor signs again. Paula said that some of the sponsors have complained about the condition of their signs (LL is responsible for sign maintenance); Rich said that LL plans on replacing the signs in 2005 with new ones. Rich wants to bring some people to see Volunteer Park in January and requests that Field One's lights be turned on for a short time. (He indicated that LL is planning to build their own fields sometime in the future.) Jerry will check with Pen Light about the electricity charge for this.

**5. Adult Softball:** They have paid KPPRD for the remainder of their field fees. Jerry indicated that no one from A.S. has contacted him about field reservation dates. He said he will not be organizing A.S. this year; someone else will have to do it.

**6. Committee Lists:** Deferred until 2005.

**7. Park System Capital Improvements:** See Park Report for gates. KPMPD must fix the potable water system and the automatic fill for the irrigation cistern. Jerry says KPMPD should have a proper water system engineering company work on the system. Nicholson Water is interested in the job and Peninsula Light's people are qualified. Ross moved to issue a bid request advertisement for water system repair; Jerry seconded the motion. The motion passed 4/0. Kip will bring a draft bid advertisement to the next KPMPD meeting. Eric is working on repair of the Concession Stand. It will take 3 months to get the occupancy permits from the Health Department; Jerry will get the information packet from them.

**8. Park Administration Committee/Web Site:** See 'Financial Report' re. Web site. Paula will start researching setting up the web site. Ben said that 'arrangements' have been made regarding permitting of the 12'x12' building Curtis Scott has offered to the park district. A motion was made to accept the building and allow Ben and Jerry the final decision about where to place it at Volunteer Park after inspection. Seconded and passed 4/0. Rich Henry suggested that KPMPD may wish to have a paid park director running its own programs and soliciting new "business". The feasibility of this was discussed regarding whether enough new "business" would be generated to cover the expense of the salary. Other facilities charge anywhere from \$600 to \$1400 per dozen games (for premium facilities). This discussion will be continued at a later date. A similar discussion was held about the concession stand and no decision was reached.

**9. Small Works Roster:** There has been only one response to the Vendor Solicitation; Crow Foot Studio wishes to be added to the Vendor List (wall and floor art work).

**10. Employee Search:** There have been up to 40 job applications received. KPMPD will need 2 employees in January 2005 to start ball season prep work.

**11. Caril Ridley's Report on Other Park Related Issues:** No report.

#### New Business/Additions to the Agenda

**1. Old Wauna Post Office:** Nancy brought and issue synopsis and would like the Board members to contact her with any additional items they wish the Friends of the OWPO to address. She said that if KPMPD won't sponsor it then FOWPO will find another agency. FOWPO are ready to start building stabilization, they just need insurance and a 501c3 group; they do not expect the sponsor agency to pay any of the expenses. She gave a short history of the project which follows:

The KP Historical Society was contacted by the County Landmarks Commission when Co. Parks purchased the property to find out if anyone on the Key Peninsula was interested in preserving the building. The KP Historical Society was interested and it proceeded from there.

Kip was instructed to contact Pen Light to see if KPMPD can use their meeting room; failing that to contact the Civic Center. Jan. 17, 2005 is the MLK Holiday at the schools and so they may not be available. It is noted that Skip Fannuci (?) of County Parks has the original copy of the Purdy Sandspit Park Plan.

**2. Sandy Koufax League:** No report.

**3. PARCS Meeting Report:** Nancy Lind is the KPMPD representative to PARCS. They talked about the Peninsula (GH) Metro Park Plan. Nancy suggested that when KPMPD has its next Park System meeting it has talking points and that the KPPRD draft Park Plan be used as a basis of discussion.

**Meeting Adjourned:** The meeting of December 7, 2004, was adjourned at 10:00PM. The next KPMPD meeting will be at the KPSCF (Volunteer Park) Annex at 7:30 PM on Monday December 20, 2004. The next KPPRD meeting will be on Monday December 13, 2004 at 7:30 PM in the KPSCF Annex. The following KPMPD meeting will be on Tuesday, January 4, 2005, at Volunteer Park at 7:30PM; the following KPPRD meeting may be at 7:30PM on Monday, December 27, 2004.

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