

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PENINSULA METRO PARKS

Board Meeting Minutes

Saturday July 10, 2004

The meeting was called to order at 7:18 PM in the Key Peninsula Library's public meeting room by Paula DeMoss acting as President.

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

Citizens Present: Nancy Lind, Scott Raymond, Suzanne Raymond, Mark Roberts, atty., Curtis Hancock.

Minutes: The minutes of June 26, 2004, are corrected and amended as follows: Under 'Citizens Present' the name should be changed to Lloyd Miller and under 'New Business; 1. Policies and Operational Procedures' Curtis Hancock is not an ex Tacoma Metro Park Commissioner, he is an employee of Tacoma Metro Parks and will be an employee of the new (Gig Harbor) Peninsula Metropolitan Park District. The minutes were approved as amended.

Financial Report: Curtis Hancock said it was (GH) PMPD's understanding that they would not be responsible for the May 18th election costs because the County Council initiated the Metro Park measures. Key Peninsula Metro Parks needs to check into this.

Citizen's Input: Nancy brought the Raymonds because they contacted Friends of Rocky Creek Conservation Area about leasing brush picking rights at Rocky Creek. They were told they should be speaking to KPPRD since KPMPD does not yet have an interlocal agreement with Pierce County about Rocky Creek. Curtis Hancock gave a presentation about his duties at (GH) PMPD. In essence he is the person responsible for the day to day development of their park district. Curtis said (GH) PMPD said they found Stapp Accounting of Thurston Co. to be an excellent contractor in setting up a Quickbooks program specifically for Metro Park Districts; they offer training and answer questions for 6 months after installation. He is developing a draft park plan to be submitted to IAC for approval so (GH) PMPD can go after grants. Mark Roberts, the attorney on retainer for Tacoma Metro Park District and (GH) PMPD, simply advises on the legality, but does not generate, policies/procedures/initiatives for (GH) PMPD; Curtis does that. Mark Roberts said that Park and Recreation Districts cannot simply gift real property to a Metro Park District although the county or a city or a private citizen may gift property. There is no problem with a fee simple sale of property. He suggested that all old KPPRD commissioners resign from KPPRD to avoid any appearance of fairness problems before final dissolution of KPPRD. First there needs to be an interlocal agreement between KPPRD and KPMPD that KPMPD will assume all KPPRD duties and responsibilities and all property, both real and personal, is transferred. (KPMPD will need board rules and procedures and a draft budget before this step.) Second KPPRD petitions for dissolution in superior court (will need an attorney) and gets dissolved. These steps are expected to take at least 60 to 90 days each. Third KPMPD will need to take the "optimal" steps to create and manage a new park district while waiting for any challenges to their actions. Should no one challenge KPMPD within a reasonable time the legal theory of Estoppel is invoked. He also said regarding bidding procedures that there are no regulations when people volunteer their expertise, but if KPMPD needs to hire a specialist, then that service needs to be bid. Also any public works where hiring is involved or purchasing of capital improvements/materials needs to be bid out. KPMPD will need to establish a small works roster to expedite the process. He would welcome being on retainer for KPMPD.

Old Business

1. Election of Officers: It was moved, seconded, passed, to have the following officers: President/Information Officer, Vice President/Park Manager, Clerk, and Financial Officer. The motion was subsequently amended to incorporate the position of Clerk/Financial Officer and to add the position of Communications Officer to issue press releases. The positions were filled as follows: President---Paula DeMoss (4/0/1 abs.); Vice President---Jerry Schick (5/0); Clerk/Financial Officer---Kip Clinton (5/0); Communications Officer---Caril Ridley (5/0); Ross Bischoff is the "at large" member.

- 2. Meeting Times and Venues:** It was moved, seconded, and passed (5/0) to return to meeting at KPSC (Volunteer Park) annex on the first and third Tuesdays of each month at 7:30PM to commence on Tuesday July 20, 2004. Kip will see that notice is given in the appropriate newspapers.
- 3. By-Laws/Mission Statement/Policy/Operational Procedures:** Caril moved to make the Peninsula Gateway the official publication of record for the KPMPD. The motion was amended to add the Key Peninsula News as a second publication of record for the KPMPD. The amended motion was seconded and passed 5/0. It was moved, seconded, and passed (5/0) that decisions and directions about day to day park management by the Park Manager can only be overturned by a majority vote of the KPMPD board.
- 4. Priority Expenses/Park District Needs:** Paula DeMoss and Mike Salatino (KPPRD) have talked to KPPRD's insurance carrier and are arranging to have KPMPD named as additional insured on KPPRD's policy. It is expected that KPMPD will assume the policy when it comes up for renewal and KPPRD will be named as an additional insured party. Paula and Mike have been meeting about selling "Home Park" to KPMPD to cover some of KPPRD's outstanding debts. Mark Roberts, as the attorney for Tacoma Metro Parks and (GH) PMPD, ventured his opinion that there is no problem with an outright sale to transfer property. It was moved, seconded, and passed (5/0) to get a post office box at the Lakebay Post Office. Each commissioner donated \$5.00 to pay for a box for 6 months.
- 5. Draft Budget/Bank Selection:** KPMPD cannot spend any money until it adopts a draft budget. Kip and Jerry will try to have one by July 20, 2004. There was a discussion about Venture Bank, Key Bank and US Bank. It was initially decided that bank representatives would be asked to talk to KPMPD on July 20, but later changed to an indefinite date.

New Business

- 1. New Projects:** Penrose Point State Park will donate their old picnic tables to KPMPD; we just need to transport them. This donation will be discussed at the next Joint Park Board Meeting. Caril gave a presentation on her parks vision. There was a discussion about resuming trail walks under the auspices of KPMPD; this was deferred for more discussion.
- 2. Committee Lists:** Caril will do a press release asking for volunteers for committees to help form and run KPMPD.
- 3. Per Diem Waiver/Waiver of Travel Expenses:** Deferred for later discussion.
- 4. New Mailing Address:** See Priority Expenses/Park District Needs.
- 5. KP Community Fair:** No report.

Meeting Adjourned: 10:20PM. The next KPMPD meeting will be at the KPSC Annex at 7:30 PM on Tuesday, July 20, 2004. The next Joint KPMPD/KPPRD meeting will be on Monday July 26, 2004 at 7:00 PM in the KPSC Annex.

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