

**KEY PENINSULA METROPOLITAN PARK DISTRICT**  
**d.b.a. KEY PENINSULA METRO PARKS**  
**Board Meeting Minutes**  
**Saturday June 26, 2004**

The meeting was call to order at 7:00 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 (arrived late), Caril Ridley (commissioner elect).

**Citizen's Present:** Nancy Lind, Fred Ramsdell, Dwight Miller.

**Minutes:** Unanimously approved.

**Financial Report:** KPMPD will be responsible for the May 18, 2004 election costs which are expected to be about \$11,000.00

**Citizen's Input:** Nancy wanted clarification about the tools mentioned at the June 14, 2004, Joint KPPRD/KPMPD meeting. Kip told Nancy that for KPPRD inventory purposes PARCS needs to write a letter to KPPRD indicating retained ownership of the tools in question.

**Old Business**

**1. Meeting Venues and Times:** KPMPD will be meeting concurrently with KPPRD every second and fourth Monday of each month at 7:00 PM in the Annex at the Key Peninsula Sport Center (Volunteer Park). Caril said she has this meeting room at the Key Center Library reserved for every second Saturday at 7:00PM. The next independent KPMPD meeting will be July 10, 2004.

**2. Election of Officers:** Election of Officers is deferred to July 10, 2004, because Caril has not yet been sworn in. The positions will be President (chairman), Vice President (vice chairman), Clerk (secretary), Financial Officer (treasurer), and (possibly) Park Director/Information Officer/Event Planner. There was a discussion about the duties of the different officers.

**3. By-Laws/Mission Statement:** Fred suggested that if KPMPD operates under state law and a simple mission statement then everything else can be handled under policies and procedures. It was suggested that KPMPD adapt Si View MPD and (Gig Harbor) Peninsula MPD's by-laws and mission statements to fit our needs. Jerry has additional notes at home about other park districts' mission statements and by-laws. KPMPD will need a business plan indicating where we want to go and how to get there (part of this will be addressed when KPMPD visits the Park Plan).

**New Business**

**1. Policies and Operational Procedures:** It was moved, seconded and unanimously approved to adopt the *d.b.a.* name of Key Peninsula Metro Parks. How to administer payment vouchers/warrants was discussed. Major expenses/bills will be decided upon in advance by quorum vote. Two signatures will be required on voucher/warrants submitted to Pierce County Budget and Finance; the financial advisor will prepare them and the clerk will counter sign them. Fred suggested Christina at the Fire Department might assist KPMPD in setting up the payment system. Fred said for minor/miscellaneous expenses the Fire Dept. has a limited credit card; to adapt to the payment delay built into the "warrant" payment system, they have negotiated the due date. Paula suggested that for the new temporary employee KPMPD go to a monthly system. Fred said the payroll for work done is submitted at the first of the month to the County and the employee is paid at the end of that month. Paula will talk to Curtis Hancock, and ex-Tacoma Metro Park Commissioner, to find out how they handle it. KPMPD needs an employee manual; Ross will ask his son-in-law (a supervisor in another park district) for a copy of their employee job descriptions and benefit package.

**2. Si View Meeting:** Their situation is somewhat different from KPMPD in that KPMPD has the benefit of KPPRD's existing insurance package, they have some high maintenance facilities (swimming pool), they offer their own programs (unlike the current KPPRD), therefore they have need of more paid staff.

They mass mail to inform the public of program offerings. They recommended: that KPMPD have a municipal corporation attorney and a CPA/accountant on retainer; that KPMPD rely upon press releases instead of reporters for publication of information in newspapers and other media; and that KPMPD keep all programs under its control and not contract them out (unlike KPPRD or the Civic Center currently do). Jerry noted that e-mail is considered public domain, unlike telephone conversations. He also said that an enmass e-mail to all commissioners at once is considered to legally constitute a quorum and would therefore be considered and illegal meeting; e-mail notifications should be individually addressed to each commissioner.

**3. Priority Expenses/Park District Needs:** Caril has been talking (on her own) to Mark Roberts, Tacoma Metro Park District's attorney; Fred suggests Clark Snure of Des Moines; any legal or other paid professional service will need to be publicly bid.

**4. Draft Budget/Bank Selection:** Deferred, topics premature.

**Additions to the Agenda**

**1. New Projects:** Caril said KPMPD needs a visible project to show the public we are already doing something for them. The Trails Committee (not affiliated with KPPRD or KPMPD) is building a trail at Penrose Point State Park. She also suggested KPMPD back the Trail Committee on the Peninsula Light Power Line Trail proposed between Home and Key Center (parallel to the Key Peninsula Highway). There was no further discussion.

**2. Committee Lists:** A committee list borrowed from Si View was proposed. The committees were: Administration and Event Planning; Finance; Maintenance and Operations; Planning and Development; Negotiations and Contracts. A lengthy discussion was held about these proposed committees. Caril wanted to get them formed now; Paula and Kip had reservations that forming committees at this time is premature.

**Meeting Adjourned:** 9:50PM. The next KPMPD meeting will be at the Key Center Library meeting room at 7:00 PM on Saturday, July 10, 2004. The next Joint KPMPD/KPPRD meeting will be on Monday July 12, 2004 at 7:00 PM in the KPSC Annex.

Respectfully submitted by Kip Clinton, acting as secretary.