

KEY PENINSULA METROPOLITAN PARK DISTRICT  
***d.b.a. KEY PEN PARKS***  
P.O. Box 70, Lakebay, WA. 98349  
253-884-9240 and answers@keypenparks.com  
**Board Meeting Minutes**  
**Monday June 9, 2014**

The regular meeting was preceded by a 6:30 PM study session/staff report: Shane Weber from HDR gave a presentation to the Board about their proposal for the primary Gateway Park entrance. He said that HDR consulted with WSDOT during proposal development and WSDOT required the entrance be across from the Wauna Fire Station. This prompted discussion about how to resolve the functionality of Gateway Park's SW corner.

Commissioner Trandum said he had been contacted by Pierce County Councilman Stan Flemming about possibly sighting the FISH Food Bank at Gateway Park near the barn; Commissioner Trandum discussed it with staff and told Councilman Flemming that due to access, parking and other infrastructure issues the only facility Key Pen Parks has that could legally accommodate the Food Bank trailer is Volunteer Park.

There was discussion about KPP's assumption of responsibility for the Community Garden. Cost recovery for recreation programs was discussed.

**The public meeting was called to order at 7:30 PM in the Volunteer Park Office by President Bill Trandum.**

**Commissioners Present:** Bill Trandum, Ed Robison, Kip Clinton, John Kelly, and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher, Administrative Assistant Laura Armstrong, Recreation Coordinator Jessica Smeall and Recreation Assistant Brittney Langdon.

**Citizens present:** Betty McCord, Beth Porter, Shane Weber, Cliff Peterson, Ann Nesbit, and Keri Haugen.

**Pledge of Allegiance:** Recited.

**Approval of Agenda:** Commissioner Trandum asked if there were any objections or changes to the agenda; hearing none the agenda was approved.

**Special Presentations:** There were no special presentations.

**Citizen Comments:** Betty McCord said she was concerned about how public funds are being spent. She asked why KPP did not post day-to-day expenses on-line. Commissioner Trandum explained that monthly expenses and income are approved at each regular monthly Board meeting as an agenda item and the annual budget is on-line.

Beth Porter said she is a Park PALS supporter. Ann Nesbit said she supports providing recreational activities for children.

**Business Meeting**

**1. Minutes:** Commissioner Trandum asked if there were any objections or correction to the May 12, 2014 meeting minutes, hearing none the May 12, 2014 meeting minutes were approved as written.

**2. Financial Report:** The May 2014 Pierce Co. Budget and Finance balance was \$1,773,922.01. The Zoo Trek May deposit was \$11,567.59. Total Zoo Trek collections to date are \$55,071.59. Real and Personal Property Tax collections were \$69,500.01 and 2013 delinquent property tax was \$4,058.16. Total 2014 Real and Personal Property Tax collections to date are \$381,410.55. Total delinquent property tax collected for 2013 was \$21,118.41. The First Citizens Bank balance shows \$1,966.04 as of May 31, 2014. May's expenses totaled \$63,336.98. Commissioner Trandum asked if there were any corrections or objections to the

May's financial reports. Hearing none the May 2014 Financial reports were accepted as submitted.

**3. Staff Report:** The staff report was reviewed during the study session.

**4. Board Committee and Advisory Council Reports:**

**a. Land and Improvement Committee (Commissioner Robison):** Commissioner Robison said the new septic system for the Gateway Park barn is installed and legal. Commissioner Trandum explained to citizens present why Gateway Park is not yet open to the public on a general basis.

**b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum):** Commissioner Trandum explained the purpose of the Foundation and its relationship to Key Pen Parks. He said that they have been funding youth recreation program "scholarships" at 50% and 75% support levels.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel said that 10 volunteers did 60 hours of work on the bike trails at 360 Trails in preparation for the up-coming bike events. He said that KPP will have to discuss where and how to put trails on the Key Center Transfer Station property adjacent to Volunteer Park; Executive Director Gallacher said discussion of this should be deferred until late fall after the vegetation dies back. Commissioner Michel said he was contacted by a neighbor adjacent to the Wright-Bliss Road access to Key Central Forest about flagged markers on the property. Executive Director Gallacher said he would look into it and that he assumed DNR had been on site flagging the proposed forest road access; earlier this year Key Pen Parks and DNR had entered into an agreement whereby DNR would install a Pierce County approved forest road access to Key Central Forest (KPP has a 50 year lease with DNR for use of that property) at no cost to Key Pen Parks in exchange for a 50 year access easement across Key Pen Park's Wright-Bliss property.

**5. Board Presidents Report:** Commissioner Trandum said he would contact Councilman Flemming regarding infrastructure specifics needed and permits required for siting the FISH food bank trailer at Gateway Park.

**6. Unfinished Business/Resolution R2014-09 Purchasing Policy.** Commissioner Robison made a motion that "we adopt Resolution R2014-09 Purchasing Policy as currently drafted". Commissioner Clinton seconded the motion and the motion was passed 5/0.

**7. Unfinished Business/Updating By-Laws of Board of Commissioners R2014-15:** This item was tabled until the July 14, 2014 meeting.

**8. Unfinished Business/Devils Head discussion:** No update at this time.

**9. Unfinished Business/Professional services contract for Gateway Park road design work:** Commissioner Robison made a motion that "That we proceed with advertising for a conceptual master plan for this site as opposed to trying to immediately proceed with the access design. The Master plan should not reach a heavy level of detail and it should be very conceptual in determining what functions we should have at the site and general areas we can lay them out, as opposed to the level of details we had with the master plan here (Volunteer Park)". Commissioner Michel seconded the motion and the motion was passed 5/0.

**10: New Business/Resolution R2014-13 Cash Receipting and Internal Controls Policy:** Commissioner Michel made a motion that, "We adopt Resolution R2014-13 Cash Receipting, Depositing, and Internal Controls Policy as written." Commissioner Kelly seconded the motion, and the motion was passed 5/0.

**11. New Business/Formation of Recreation Committee:** Commissioner Kelly said that recreation programs are important and he offered to chair a Recreation Committee to get more input from the community regarding the types of recreation programs they want Key Pen Parks to provide. Recreation Coordinator Smeall explained the different rankings of recreation programs when considering participation fees. Commissioner Michel said that the current form of the Trails Committee started with a policy from the Board. Board President Trandum instructed Commissioner Kelly and Recreation Coordinator Smeall to form an ad hoc committee of two to develop a draft recreation policy for the Board to address.

**12. New Business/Resolution R 2014-14 Updating 2014 Budget:** Commissioner Clinton made a motion, "I move that we approve, that we adopt the amended budget for 2014 in Resolution R 2014-14." Commissioner Michel seconded the motion and the motion was passed 5/0.

**13. Other minor matters:** Commissioner Clinton gave a report on the Pierce County Planning and Land Services public outreach open house at the Civic Center on May 29, 2014, regarding changing the Key Peninsula Community Plan, along with other community plans, during the update of the Pierce County Comprehensive Plan; some of these changes are substantial. Commissioner Clinton also reported that the Pierce County Council will be holding an "in district" meeting at the Civic Center on June 17. Executive Director Gallacher reiterated Volunteer Park being the only Key Pen Parks facility where Pierce County Planning and Land Services would permit the FISH Food Bank trailer. Commissioner Clinton said that Executive Director Gallacher had mentioned that he umpires for USSSA in other counties and that USSSA provides umpires for Key Pen Parks' ball games; this might put him in conflict with the Purchasing Policy. Board consensus was that he could continue to umpire for USSSA as long as it was out-of-district.

**14. Commissioners Comments/Good of the Order: none**

**15. Meeting Adjourned:** The regular public meeting of June 9, 2014, was adjourned at 8:57 PM. The regular July meeting will be on Monday July 14, 2014 at 7:30 PM at the Volunteer Park annex building and may be preceded by a 6:30 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by: Laura Armstrong, Administrative Assistant and Kip Clinton, Clerk

***Disclaimer: Key Pen Park's minutes are not official until approved by the Board of Commissioners. There may be errors in the unofficial minutes which are brought to the Administrative Assistant's attention and corrected at the time the Board addresses and approves the minutes.***