

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 November 10, 2014

The regular meeting was preceded by a 6:30 PM study session/staff report. Carolyn Wiley gave a report to the commissioners regarding the 2014 Farm Tour; she thanked the Park District for the \$1000.00 grant awarded to them.

The public meeting was called to order at 7:30 PM in the Volunteer Park Office by Vice President Mark Michel.

Commissioners Present: Ed Robison, Kip Clinton, John Kelly, Mark Michel, and Bill Trandum medical excuse; the Executive Director was instructed to research 'leave of absence for commissioners'. Staff present for Key Pen Parks: Executive Director Scott Gallacher, Administrative Assistant Laura Armstrong and the Park District's new Marketing/Recreation Specialist Cristina Hallock.

Citizens present: Danna Webster, Carolyn Wiley, and Ray Readwin (Key Peninsula Little League President), Susan Quigley (KP Parks and Recreation Foundation).

Pledge of Allegiance: Recited.

Approval of Agenda: Vice President Michel asked if there were any objections or changes to the agenda; Commissioner Clinton asked to have a discussion added to New Business regarding HR Medical. Hearing no objections the amended agenda was approved.

Special Presentations: There were no special presentations.

Citizen Comments: No citizen comments.

Business Meeting

1. Minutes: Vice President Michel asked if there were any objections or correction to the October 13, 2014 meeting minutes; Commissioner Kelly asked to have the time he arrived to the meeting be removed since he arrived after the start of the study session but before the start of the regular public meeting. It was agreed upon that arrival times will only be included if a commissioner arrives after the regular meeting start time and the October 13, 2014 minutes were accordingly amended. The October 13, 2014 meeting minutes were approved as amended.

2. Financial Report: The October 2014 Pierce Co. Budget and Finance balance was \$2,278,568.19. The Zoo Trek October deposit was \$11,881.79. Total Zoo Trek collections to date are \$113,186.58. October Real and Personal Property Tax collections were \$245,077.92 and 2013 delinquent property tax was \$1,566.66. Total 2014 Real and Personal Property Tax collections to date are \$647,341.58. Total delinquent property tax collected for 2013 was \$27,126.14. The First Citizens Bank balance showed \$12,293.72 as of October 31, 2014. Expenditures for October 2014 were \$52,342.45. Commissioner Michel asked if there were any corrections or objections to the October financial report, hearing none, the October 2014 financial report was accepted as submitted.

3. 2015 Budget Hearing/Public Budget Hearing: The Executive Director presented the commissioners with a "updated Draft 2015 Budget" for their review. The proposed budget was discussed and was voted on later in the meeting.

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

5. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): No new news. Next public meeting for the Gateway Conceptual Master Plan will be held on December 3rd, 2014 at 6:30PM, located at Minter Creek Elementary School.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum):

Susan Quigley (president KPPRF) said that it is difficult to have a fund raising focus without a major project the public can get excited about; the Foundation has decided that Gateway Park development will be that project. KPPRF will attend the next Gateway Public Planning Workshop to bring the Foundation's fundraising focus on that project. Commissioner Michel will fill in for Commissioner Trandum as KPP's liaison with KPPRF.

c. Trail Updates (Commissioner Michel): Pedestrian trails in the northern area of 360 Trails have been clearly marked; improvements on those trails have been worked on and are ongoing. Commissioner Michel will meet with the Lower Puget Sound Dressage Club for volunteers to help develop and improve the trails as they expressed interest in doing so. He is planning on putting together an equestrian work party to help improve and develop the equestrian trails. Improvements on equestrian trails will potentially yield one and a half miles of dual use equestrian/hiking trails. Before the next Board meeting Commissioner Michel will try to meet with Tacoma Power to discuss work on the "Cushman Trail" parallel to Tacoma Power's Cushman power lines.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly reported his involvement in accruing volunteers for Harvest Party 2014.

6. Board Presidents Report: Vice President Michel said that the Board hopes Commissioner Trandum gets better soon.

7. Unfinished Business/ Gateway Conceptual Master Plan update: The next public meeting is December 3rd at 6:30pm at Minter Creek Elementary. Executive Director Gallacher will be meeting with the Landscape Architect twice more before the next public meeting.

8. New Business/Commissioner Compensation and Budget Considerations: The Board instructed Executive Director Gallacher to revisit and revise/update the policy regarding Commissioner Compensation.

9. New Business/Review of early agency policies and motions: Commissioner Clinton is currently working on reviewing and revising earlier (2004—2005) KPMPD policies and resolutions.

10. New Business/Resolution R2014-17 Key Pen Parks Social media Policy: Commissioner Robison made a motion "to adopt Resolution R2014-17, the resolution to adopt Key Pen Parks Social Media Policy"; Commissioner Kelly seconded. The motion was passed 4/0.

11. New Business/Resolution R2014-18 Key Pen Parks commissioners Social Media Policy: Several commissioner expressed concern about the Commissioner's Social Media Policy; there was a concern about restriction of free speech. Executive Director Gallacher was instructed to schedule KPP's legal counsel come to a meeting in the near future and give a presentation to the Board regarding Social Media, Public Records Act and the Open Public Meetings Act. Resolution R2014-18 was tabled.

12. New Business/Resolution R2014-19 Revising 2014 Budget: Commissioner Robison moved "to pass Resolution R2014-19, the resolution Key Pen Parks amending the 2014 budget"; Commissioner Kelly seconded. The motion was passed 4/0

13. New Business Resolution R2014-20 Regular Property Tax Levy: Commissioner Clinton moved "to pass Resolution R2014-20, The Regular Property Tax Levy Resolution"; Commissioner Kelly seconded. The motion passed 4/0.

14. New Business/Resolution R2014-21 Adopting 2015 Budget: Commissioner Clinton "moved to pass Resolution R2014-21, Adopting the 2015 Budget"; Commissioner Kelly seconded. The motion was passed 4/0.

15. New Business/Concession Stand RFP reviews and selection: Commissioner Robison is in favor of contracting with KPLL; Commissioner Clinton agreed and noted that for-profit agencies have failed too many times in the past. Commissioner Kelly agreed. Commissioner Robison moved "to authorize Executive Director Gallacher to proceed with negotiations with KP Little

League to see if they can manage the terms with operation of the Concession Stand, if unable to reach terms with the little league, then to authorize him to proceed with whom he believes is the next best offer”; Commissioners Clinton and Kelly seconded. The motion was passed 4/0.

16. New Business added at the start of the meeting by Commissioner Clinton/HR Medical: Currently all full time staff are eligible for medical benefits but family/spouses are not; the Executive Director is the exception as this was include in his original contract. Recently a salaried staff member has been requesting medical coverage for his spouse in lieu of a salary increase for 2015. The medical insurance agency currently in use by KPMPD is in the process of changing over to a new insurance provider. Commissioner Robison “motioned to have Executive Director Gallacher research the implications and cost extending the healthcare benefits, if reasonable, prudent and affordable to proceed with executing said action for dependent and salaried staff”; This will be set for (1) one year with the commissioners and the Executive Director looking into how best to proceed with handling health care benefits in the future. Commissioner Clinton seconded. The motion was passed 3/1.

17. Other minor matters: none.

18. Commissioners Comments/Good of the Order: Commissioner Michel made the comment that the Harvest Party turned out really, really well, and wants to say, “Thanks.” Also, wanted to recognize Commissioner Kip Clinton for going back to review the old resolutions, and say, “Thank you” for that.

19. Meeting Adjourned: The regular public meeting of November 10, 2014, was adjourned at 9.08pm. The regular December meeting will be held on December 8, 2014 and may be preceded by a 7:00 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 Karen Armstrong,

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.