

KEY PENINSULA METROPOLITAN PARK DISTRICT

*d.b.a.* KEY PEN PARKS

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Board Meeting Minutes

Monday January 11, 2010

**Swearing in of Commissioner Position #4:** At 6:40 pm, Ed Robison took the oath of office for position #4. He was sworn in by Vice President Anglemyer.

**The regular meeting was preceded by a Study Session/ Interviews of applicants for Commissioner Position #1:**

The study session started at 6:45pm with each of the applicants given 10 minutes to talk and answer questions. Present for interviews were; Rob Home who interviewed from 6:45 to 6:55, Sylvia Tinio from 6:55 to 7:03pm and Mike Hays from 7:03 to 7:13pm. Mark Michel was unable to be present due to airplane delays. Mark Michel had applied for the position vacated when Ross Bischoff died (to which Bill Trandum had been appointed).

**The public meeting was called to order at 7:30 PM in the Volunteer Park Annex/Office Building by Vice President Greg Anglemyer.**

**Commissioners Present:** Vice President Greg Anglemyer, Bill Trandum, Kip Clinton and Ed Robison. Present for Key Pen Parks were Executive Director Scott Gallacher and Administrative Assistant Laura Armstrong.

**Citizens Present:** Rick Sorrels, Rob Home, Sylvia Tinio, Mike Hays, Joyce Niemann and Don Mills.

**Approval of Agenda:** Commissioner Anglemyer moved to amend the agenda to add the pledge of allegiance. Hearing no objections, the amended agenda was approved.

**Pledge of Allegiance:** Recited.

**Executive Session:** Vice President Anglemyer explained that the executive session was being used to make sure no commissioner was missing any information from the applications and that the discussion of voting preference would not take place. Commissioners went into executive session at 7:32 pm. Expected length of time was 15 minutes. Executive Session ended at 7:46pm.

**Voting of applicant for Commissioner Position #1:** Commissioners entered their votes by awarding 2 points for their first choice and 1 point for their second choice. Executive Director Gallacher collected and read the votes. Mike Hays received a total of 3 points 2 from Commissioner Trandum and 1 from Commissioner Clinton. Rob Home received 2 points 1 from Commissioner Trandum and 1 from Commissioner Robison, and Mark Michel received the majority of the votes with 4 points with 2 from Commissioner Clinton and 2 from Commissioner Robison. Mark Michel will fill Key Pen Parks Board Commissioner, position #1.

**Swearing in Commissioner Position #1:** Deferred

**Second nominations of officers for 2010 as per By-Laws:** The second official nominations for Key Pen Parks Board of Commissioners Officers were held; Note: First nominations held on December 14 results; Commissioner Trandum nominated Commissioner Anglemyer as Park Board President, Commissioner Anglemyer nominated Commissioner Trandum as Vice President, and Commissioner Anglemyer nominated Commissioner Clinton as Clerk. Commissioner Anglemyer asked if any nominees would like to be removed from the nominations. Hearing none Commissioner Anglemyer asked if there were any new nominations. Hearing none, Commissioner Anglemyer asked "all in favor of the board officers in place, as already named, say aye." The vote was passed 4/0.

**Special Presentations:** Joyce Neimann and Don Mills of the Key Peninsula Historical Society discussed this year's project contracted by Key Pen Parks with the KPHS. It is to document the

importance of various types of recreational and commercial fishing (including the capture of orca whales) in the waters around the Key Peninsula. Executive Director Gallacher was instructed to work with the KPHS on the scope of the contract so the Board of Commissioner might address it in February or March.

**Citizen Comments:** No citizen comments.

**Business Meeting**

**1. Minutes:** The December 14, 2009, meeting minutes were accepted as written.

**2. Financial Report:** The December 31, 2009, Pierce Co. Budget and Finance balance was \$419,391.63. The Zoo Trek deposit was \$98,549.31; a reduction of \$1,040.34 from the same time period in 2008. Total Zoo Trek collections to date are \$110,642.00. Real and Personal property tax collections were \$3,741.85. 2008 delinquent property tax collections were \$666.05. Total 2009 Real and Personal property tax collections to date are \$567,497.00. Total Delinquent property tax collected in 2009 was \$15,651.00. The Venture Bank balance shows \$2,235.01 as of December 31, 2009. December's expenses were \$68,984.47. Major expenses for December included; \$26,755.20 paid to Bruce Dee's as payment on the Volunteer Park master plan, \$4,843.00 for 2009's general election cost's, \$4,456.67 for electrical work at Home Park for installation of a light pole, and \$2,710.00 for Volunteer Park field 1 renovation for the YAF-07-1958 project purchase of an outdoor drinking fountain. Executive Director Gallacher was instructed to do a cost breakout of the Disc Golf expenses, the Field 1 YAF grant expenses and the Volunteer Park Master Plan expenses.

**3. Staff Report (see report)**

**a. Rocky Creek:** Executive Director Gallacher has been talking to officials at Pierce County regarding a new lease for Rocky Creek Conservation Area. Currently the Conservation Area is on a month-to-month lease since the contractual lease ended several years ago. Pierce County informed Executive Director Gallacher that the old contract had issues and they are currently working on resolving these issues.

**b. Volunteer Park:** Executive Director Gallacher informed the board that someone had broken into the basement storage area under the main office. A broken welder, new plate compactor, and parts for the new drinking fountain were among the items taken. Executive Director Gallacher has been looking into the cost of security measures such as cameras, alarms and relocking/keying the facility as well as replacing the old barn style door currently on the storage room.

**c. Grants:** Commissioner Anglemyer asked for information on Key Pen Parks grant program for 2010. Executive Director Gallacher stated that grant submittals will close on February 1<sup>st</sup>. Information for the public has been posted on our web site as well as in the local papers. People who submitted an application last year were also notified about the deadline for 2010's grant submittals. No Key Pen Parks grants had been applied for as of January 11, 2010.

**d. Community garden:** Commissioner Anglemyer and Executive Director Gallacher met with people on community gardens and have continued to gather information; Sunny Crest nursery is in the process of exploring senior housing for this area and has not committed to sign on for the community garden project at this time.

**e. Training Opportunities:** WRPA legislative day will be in Olympia on January 21, 2010. Commissioner Anglemyer, Commissioner Trandum, Commissioner Robison, and Executive Director Gallacher will be attending. Staff has set up meeting times with each of the 26<sup>th</sup> District Legislators. The WRPA annual conference will be in Tacoma on April 1-16th, Commissioner Anglemyer will be attending. Executive Director Gallacher will be attending the Directors school in Wheeling WV on August 21-27, 2010.

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

**a. Land and Improvement Committee (Commissioner Trandum):** None

**b. Trails Committee (Commissioner Clinton):** None

**5. Board President's Report:** None

**6. Unfinished Business/Rescind Resolution R2009-18 Volunteer Park Master Plan**

**Adoption:** Commissioner Clinton moved to rescind R2009-18. Commissioner Robison seconded the motion and the motion was passed 4/0.

**7. Unfinished Business/Process to Name 360/Horseshoe Lake Park:** Deferred.

**8. Unfinished Business/District truck options:** Executive Director Gallacher stated that the current parks maintenance vehicle was again in the shop for a transmission problem. Executive Director Gallacher requested permission from the board to move forward with the purchase of a new truck for the park district. R2010-05 Authorizing the Executive Director to purchase park maintenance equipment was addressed at this time. Commissioner Clinton moved to approve R2010-05. Commissioner Trandum seconded the motion and the motion was passed 4/0.

**9. New Business/ Resolution R2010-01, announcing retreat/study session dates and topic:**

Commissioner Anglemyer explained that these meetings will be informative sessions to review and discuss the current and future administration and operations at Key Pen Parks; no votes will be taken during these sessions. Set dates for these meetings will be the fourth Monday in January at 7:30pm, February, and March at 7:00pm. Commissioner Trandum moved to approve R2010-01. Commissioner Clinton seconded the motion. The motion was passed 4/0.

**10. New Business/Resolution R2010-02, update signature card at First Citizens Bank:** This resolution will update First Citizens Bank signature card and includes; adding new commissioners and removing past commissioners. Commissioner Trandum moved to approve R2010-02. Commissioner Clinton seconded the motion. The motion was passed 4/0.

**11. New Business/Resolution R2010-03, Form of Reimbursement for State of Washington Local Financing Program:** See Resolution R2010-04 for motion.

**12. New Business/ Resolution R2010-04, Authorization for the acquisition of personal property and execution of a financing contract and related documentation relating to the acquisition of said personal property:** Resolution R2010-03 and R2010-04 are both required by the Washington State Purchasing program to move forward with the financing and purchase of a new park truck. Commissioner Clinton moved to approve R2010-03 and R2010-04. Commissioner Trandum seconded the motion. The motion was passed 4/0.

**13. New Business/ Resolution R2010-05, authorizing the Executive Director to purchase certain park maintenance equipment:** The motion was addressed under unfinished business item #8.

**14. New Business/2010 Key Peninsula Little League contract for field use, storage container, and batting cage:** Commissioner Trandum moved to approve all 3 contracts for Little League for 2010. Commissioner Clinton seconded the motion and the vote was passed 3/0/1, Commissioner Robison abstained because of his position on the KPLL board.

**15. Approval of other minor matters:**

- a. **2010 Legal contract with Kenyon Disend,** Approved
- b. **2010 Graphic Services contract with Susan Reed,** Approved
- c. **2010 Web services contract with Susan Reed,** Approved

**16. Commissioners Comments/Good of the Order:** Commissioners welcomed Ed Robison and Mark Michel to the board. Commissioner Anglemyer went over a proposed list for the retreat meeting agenda and stated that if the other commissioners had any idea they should e-mail them to him or the Executive Director. Topics Commissioner Anglemyer would like to focus on for these meetings include; Review of Current assets and possible future assets, review of current committees, discussion of the comprehensive plan, the foundation, grants and conferences.

**17. Swearing in of Commissioner Position #1:** Mark Michel arrived at 8:55 pm and took the oath of office for position #1. He was sworn in by President Anglemyer.

**18. Meeting Adjourned:** The regular public meeting of January 11, 2010, was adjourned at 9:00PM. The regular February meeting will be on February 8, 2010, at 7:30PM at Volunteer Park and may be preceded by a 6:30PM study session. A special meeting/retreat is scheduled for January 25, 2010 at 7:30PM. 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.

***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.***