

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday January 13, 2014

The regular meeting was preceded by a study session/staff report: The study session started at 7:00PM; staff reports were discussed.

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

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

Citizens present: Judy and Don Mills, Danna Webster, Rick Sorrels, Carolyn Wiley, Ray Readwin, Sherrie Pierson, Jessica Smeall, Dylan Roberts, Ashley Miller, Shannon Reichl, Jennifer Lanez, Brent Wiley, Christine Alcantava, and Carly Nelson.

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.

Second Nominations of 2014 Board Member Positions: Second nominations for board positions were as followed; Commissioner Clinton re-nominated Bill Trandum for President, Commissioner Michel seconded the motion, no other nominations were made and the vote was approved 5/0. Commissioner Clinton nominated Mark Michel for Vice President, Commissioner Robison seconded the motion, no other nominations were made, and the vote was approved 5/0. Commissioner Robison nominated Kip Clinton for clerk, Commissioner Michel seconded the motion, no other nominations were made, and the vote was approved 5/0.

Citizen Comments: Danna Webster spoke on behalf of the Key Peninsula Farm Tour Council; she wanted to express their appreciation on all the help and support the Park District gave to the Farm Tour last year and their wish to continue working with the Park District in the future. Carolyn Wiley also gave her thanks to the Park District for helping with the Farm Tour and also announced that the LIC will not be holding a summer program this year due to limited funds and volunteers.

Shannon Reichl, the instructor for the Parks Districts adult fitness program, talked about an e-mail that she was forwarded from Recreation Coordinator Smeall regarding possible changes needed for the adult fitness program. Ms Reichl wanted the chance to discuss the program and try to save it. Commissioner Trandum stated that the Park District does not make money off of programs but they need to be expense neutral, meaning that all cost to run the program must be covered by the revenue so that it does not become an expense to the tax payer. Commissioner Trandum asked Ms. Reichl to come up with a proposal for her program for the Park Districts review.

Kathy Gray ("Artists in Schools" for Two Waters) asked for information on the Key Pen Parks Grant Program; Ms. Gray was given a copy of the current grant application form.

Rick Sorrels talked about the schools levy failing and stated the problem is not going to go away. Mr. Sorrels stated that the commissioners for the school district will be meeting at the Key Center library on January 14, 2014 at 6:00 pm and that they would love to hear suggestions for a new levy.

Brent Wiley wanted to inform the Park District of some bills that are on the State Legislatures floor requiring some organizations to get education on the Open Public Records Act

and on the Open Public Meetings Act. Commissioner Trandum thanked Mr. Wiley for this information.

Business Meeting

1. Minutes: Commissioner Trandum asked if there were any corrections or objections to the December 9th meeting minutes. Hearing none the December 9th 2013 meeting minutes were accepted as written.

2. Financial Report: The December 2013 Pierce Co. Budget and Finance balance was \$1,520,953.82. The Zoo Trek November deposit was \$10,631.87. Total Zoo Trek collections to date are \$128,108.62. Real and Personal Property Tax collections were \$5,253.76 and 2012 delinquent property tax was \$1,837.39. Total 2013 Real and Personal Property Tax collections to date are \$698,333.51. Total delinquent property tax collected for 2012 was \$33,835.17. The First Citizens Bank balance shows \$920.29 as of December 31, 2013. December's expenses totaled \$63,127.95. **Note:** any additional "expenditures" paid under the 2013 budget in January 2014 will be noted at the next meeting.

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 Trandum): Commissioner Trandum asked for another commissioner to talk over as chairman of this committee and Commissioner Robison agreed to do so.

Commissioner Trandum is still waiting on Pierce County to review the Park District's proposed usage of the unused land at the Transfer Station located next to Volunteer Park. The Park District is also working to start the process with the County to widen the highway at the Gateway property.

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

Commissioner Trandum stated that the Foundation has raised money to match the \$5000.00 the Angel Guild pledged for the Civic Center Picnic Shelter; the picnic shelter construction is complete.

c. Trail updates (Commissioner Michel): Commissioner Michel stated he is working on possibly getting a programmatic permit for future trails on 360 Trails.

5. Board President's Report: Talked about policy and procedures document reviews. The commissioners plan to go through each document over the next few months and make recommendations for any changes or updates as needed.

6. Unfinished Business/Pierce County Key Center Transfer Station Update: see "Land and Improvements Committee".

7. Unfinished Business/Park Systems Plan (Demand Analysis): Executive Director Gallacher stated he is currently working on the demand analysis for the Park Systems Plan and establishing a Level of Service. Commissioner Trandum explained that our current 6 years Park Systems Plan will be coming to an end soon. For the Park District to be eligible to apply for future grants a new Park Systems Plan needs to be in place by March 1, 2014. Elements of the plan already discussed are on the Park District's web site.

8. Unfinished Business/Resolution R 2014-01 Small and Attractive Asset Policy:

Commissioner Robison made a motion "I move that we adopt Resolution 2014-01 the Small and Attractive Asset Policy". Commissioner Clinton seconded the motion and the motion was passed 5/0.

9. New Business/Resolution Key Peninsula Historical Society 2014 proposal for contract service: Judy Mills talked about the proposal for the 2014 service contract; they would like to cover "Farming on the Key Peninsula" and they hope to have a historical presentation on Gateway Park on time for the Farm Tour in October. Executive Director Gallacher will work on a contract to be presented at the February 2014 meeting.

10. New Business/2014 Key Peninsula Little League Field Use, Batting Cage, and Storage container contracts: Executive Director Gallacher is waiting on additional number information

(CPI; the Consumer Price Index) that is due to be released on January 14, 2014. Executive Director Gallacher will then have the Little League President review and sign the contracts then present it to the Park Board for the President's signature at the February meeting.

11. New Business/2014 Concession Stand Contract Lease: Executive Director presented a contract between Murph's BBQ and the Park District for the 2014 calendar year. Commissioner Robison made a motion "I move that we proceed with entering into the contract as written with Murph's". Commissioner Clinton seconded the motion and the motion was passed 5/0.

Commissioner Clinton asked that Executive Director Gallacher continue to explore options for different ways to secure the kitchen located in the concession building. Commissioner Robison volunteered to look into methods to secure access to the kitchen from the dining/meeting room.

12. New Business/Policy List: Executive Director presented the commissioners with a list of all the Park Districts current policies to use as a tool when reviewing the policies.

13. Approval of other minor matters: Executive Director Gallacher stated he did not remember whether a motion was made to accept the nominations for officers during the first part of the meeting. Commissioner Robison made a motion "I make a motion that we recognize the election of the officers that occurred at the beginning of the meeting". Commissioner Clinton seconded the motion and the motion was passed 5/0. Note: all officer position was voted on during the nominations. Commissioner Clinton stated that the Park District will be having a second meeting in January on the 27th for the Park Systems Plan. Executive Director Gallacher will send out notice as additional meetings are required.

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

15. Meeting Adjourned: The regular public meeting of January 13, 2014, was adjourned at 8:33 PM. The regular February meeting will be on Monday February 10, 2014 at 7:30PM at the Volunteer Park annex building and may be preceded by a 6:30PM study session. A Special meeting for the 2014-2019 Park System Plan will be held on January 27, 2014 at 7:00 at the Volunteer Park annex building. 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.