

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday February 10, 2014

The regular meeting was preceded by a study session/staff report: The study session started at 6:35 PM. Executive Director Gallacher gave his report; he said that Kitsap sent the Horseshoe Lake bill for extra supplies, amount was \$1,400.00. As discussed in last meeting, he will be increasing the KPLL contract by 1.3% (CPI). Gallacher mentioned the Pierce County Directors discussed the idea of making all parks in the county smoke-free. He also met with a software company that has an application to replace QuickBooks and possibly Intuit (Payroll). Executive Director Gallacher said that Maintenance Supervisor Matt Woodward will be starting to advertise for a full time maintenance person and additional seasonal staff; these positions were budgeted for. KPP will have to revisit the 2014 budget later this year as pro-rationing has reduced it by \$50,000.00. Executive Director Gallacher said County Councilman Stan Flemming spoke to him about transferring Devils Head to KPP. Recreation Coordinator Jessica Smeall said she just finalized the summer movies; they will be "The Legos Movie", "Despicable Me 2", "Wall-e," and "Frozen" in conjunction with Family Fun Night and Eco Camp. She is researching scheduling summer hiking trips to the Olympics. The Level of Service (LOS) and Funding chapters of the 2014-2019 Park System Plan were discussed; the Commissioners suggested changes to the LOS Goals.

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

Commissioners Present: Bill Trandum, Mark Michel, Kip Clinton, John Kelly, and Ed Robison; Jessica Smeall.

Citizens present: Penny Gazabat, Sandra Reynolds, Becky Perron, Brent Wiley.

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: Penny Gazabat of Key Peninsula Community Services spoke about their mission and how pleased they were to be partnering with KPP in the expansion of KPP's Play Day. The Civic Center will be donating the space because of the expansion. KPCS has partnered with KPP regarding the SAIL exercise stations along the paved walking path at Volunteer Park. KPP will be collecting food donations for KPCS at KPP events; Recreation Coordinator Jessica Smeall showed the Board the barrel decorated by Park Pals for that purpose. KPCS plans to post KPP events on their reader board this year.

Citizen Comments: Sandie Reynolds, a longtime KP resident, asked KPP to partner with the YMCA to bring a senior exercise class to the KP this year; she would like to see exercise machines like the Gig Harbor YMCA has. She said it is a long way to drive and expensive to get to the north Gig Harbor YMCA even though she and many of her friends have memberships. Commissioner Robison volunteered to speak with the YMCA outreach person (Dennis Taylor) at a Business Association meeting to see if the YMCA can extend some of their adult program services to Camp Seymour. President Trandum said, "This is not in the purview of what we will be doing."

Business Meeting

1. Minutes: Commissioner Trandum asked if there were any corrections or objections to the January 13, 2014, meeting minutes: Commissioner Michel had several corrections. The corrections are as follows: Under "Citizens Present" the correction is "Don Mills"; under "Second Nominations" the correction is the 4th word in the second line "follows"; under "Citizens Comments" the corrections is in the second paragraph 6th line 7th word "it"; under "Financial Report" the first correction is in the 6th line 6th word/numeral which should read "?????" and the second correction is the 7th line 6th word "expenditures"; under "Land and Improvements Committee" the second line 6th word should be "take". The January 13 meeting minutes were accepted as amended and the January 27, 2013, special meeting minutes were approved as written.

2. Financial Report: The January 2014 Pierce Co. Budget and Finance balance was not available; the Quick Books balance was \$1,517,633.69. The Zoo Trek January 2014 deposit was \$10,381.15. There were no Real and Personal Property Tax collections in January 2014 and delinquent property tax was \$5,306.20. Total delinquent property tax collected was \$5,306.20. The First Citizens Bank balance shows \$3,325.17 as of January 31, 2014; funds in the amount of \$1837.00 were transferred to KPP's Pierce Co. Budget and Finance fund on January 30, 2014, but the transfer did not show up on the January bank statement. Investment interest earned in January was \$104.96. January's expenses totaled \$38,933.74; remaining 2013 year end expenses paid in January 2014 were \$3,320.13. Commissioner Robison requested future Deposit Detail references to "no-school camps" use a hyphen for clarification. The financial report was accepted with the correction.

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 said that this is his last report as the former Chairperson of this committee; the new Chair of this committee, Commissioner Robison, and Executive Director Gallacher will be meeting with Steve Wambach, Pierce Co. Public Works, on Feb. 20 regarding the Key Center Transfer Station.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum): Commissioner Trandum said the Foundation is doing well financially; they have nothing further to report.

c. Trail Updates (Commissioner Michel): Commissioner Michel said that Pierce Co. PALS requires any trail development to be permitted; he suggested that the best way is to do a "programmatic permit" to streamline future trail building. He and Executive Director Gallacher will be meeting with PALS on Feb. 13 to discuss trail building. He spoke with Manke Lumber regarding a small second easement across the NE corner of their property for a connecting trail between Gateway Park and 360 Trails; they seemed receptive to the proposition. The Trails Committee referred a new eastern 360 Trails perimeter trail and connecting trail to the Board; final action will be taken at the March meeting. Commissioner Michel said the Trails Committee would like to order trail signs and are in the process of naming trails at 360 Trails. The NW corner cycling trails will be named "Ticket to Ride" and the perimeter cycling trail will be "East Wing."

5. Board President's Report: No report.

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

7. Unfinished Business/Park Systems Plan (Demand Analysis/Level of Service and Funding Strategies): Commissioner Michel moved that we incorporate the Level Of Service into the "Demand and Need Analysis" as amended during the Study Session." Commissioner Robison seconded the motion; the motion passed 5/0.

8. Unfinished Business/Key Peninsula Historical Society 2014 Proposal for Contract Service: Commissioner Robison moved that "we approve the contract with the Key Peninsula Historical Society; Commissioner Kelly seconded the motion which passed 5/0. KPHS proposes

to “investigate the history of our local first settlers and farms including the (early history of) Gateway Park.”

9. Unfinished Business/2014 Key Peninsula Little League Field Use, Batting Cage and Storage Container Contracts: Executive Director Gallacher said that the CPI increases were 1.3% and the field rental and sponsorship fees were corrected accordingly. The corrected contract has been sent to KPLL’s Board for approval and signatures; they will be signing it on Thursday.

10. New Business/Resolution R 2014-02 Surplus Items and Removal from Inventory: Executive Director Gallacher explained that some items stolen earlier in 2013 were still listed in the inventory and needed to be formally removed; a few other items were also surplus. Commissioner Robison move to “adopt R 2014-02 A Resolution of Key Pen Parks to Remove Items from Master Inventory List as written.” Commissioner Michel seconded the motion which passed 5/0.

11. New Business/Land and Improvements Committee Members: Commissioner Michel moved that “Commissioner Robison be the Land and Improvements Committee chair.” Commissioner Robison seconded the motion which passed 5/0. Commissioner Trandum will be the second Board member on that committee. There was discussion about asking the Pierce County Council to clarify County Code by stating that local Metropolitan Park Districts can designate/define “parks” in their jurisdiction and that Metropolitan Park Districts are the agency which may designate special events in parks under their control. Commissioner Robison will author a proposal to the County Council and Commissioner Trandum will review it.

12. New Business/Gateway Park Caretaker Agreement: Commissioner Robison moved that “we adopt the Caretaker Contract as currently written.” Commissioner Michel seconded the motion which passed 5/0.

13. New Business/Refund Policy: Key Pen Parks has had no formal policy; the proposed policy will be acted upon at the regular March meeting.

14. New Business/Trail Committee Recommendations: See Board Committee and Advisory Council Reports/Trail Update. Commissioner Michel will present a final map of the proposed addition to 360 Trails at the regular March meeting; Commissioner Robison offered to assist with the mapping. Consensus was to have the Trail Committee proceed with ordering trail signs.

15. Approval of other minor matters: No other minor matters.

16. Commissioners Comments/Good of the Order: Commissioner Robison congratulated Commissioner Trandum on efficiently running succinct meetings; Commissioner Michel said “Go Seahawks!”

17. Meeting Adjourned: The regular public meeting of February 10, 2014, was adjourned at 8:35 PM. The regular March meeting will be on Monday March 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 February 24, 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: Kip Clinton, Clerk and Commissioner.

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.