

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 March 11, 2013

**The regular meeting was preceded by a study session/staff report:** The study session started at 6:37 PM. Executive Director Gallacher reviewed the staff report.

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

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

**Citizens present:** Jeff Charboneau, Jud Morris, Carolyn Wiley.

**Pledge of Allegiance:** Recited.

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

**Special Presentations:** Jeff Charboneau talked about people going on to his property from the Civic Center's property. He feels this creates safety issues, stating that since the upgraded playground was put in, more people have been going onto his property. Mr. Charboneau asked the Park District to install a fence between his property and the Civic Center's property. Commissioner Trandum stated that the Park District had asked Mr. Charboneau to donate a small piece of land next to the Civic Center and if Mr. Charboneau did donate this land to the Park District, he would then ask the board to consider putting a fence around the south boundary. Mr. Charboneau decided not to donate the land in question at that time. The commissioners informed Mr. Charboneau that he should contact the Civic Center regarding any issues for a fence since their property is adjacent to his property and the Park District has no control over either property. Commissioner Trandum also stated that the playground equipment was donated to the Civic Center by the Park District and was installed on the same site as the existing playground.

**Citizen Comments:** No citizen comments.

**Business Meeting**

**1. Minutes:** Commissioner Anglemyer asked if there were any corrections or objections to the February 11<sup>th</sup> or the February 25<sup>th</sup> meeting minutes, hearing none, the February 11<sup>th</sup> and February 25<sup>th</sup>, meeting minutes were accepted as written.

**2. Financial Report:** The February 2013, Pierce Co. Budget and Finance balance was \$1,193,558.71. The Zoo Trek deposit was \$12,262.00. Total Zoo Trek collections to date are \$21,638.00. Real and Personal Property Tax collections were \$11,127.00 and 2012 delinquent property tax was \$2,834.00. Total 2012 Real and Personal Property Tax collections to date are \$11,127.00. Total delinquent property tax collected for 2012 was \$7,632.00. The First Citizens Bank balance shows \$5,657.08 as of February 28, 2013. February's expenses totaled \$34,339.46.

**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 stated he had talked with Steve Womback from Pierce County regarding the transfer station; this property adjoins Volunteer Park. Mr. Womback informed Commissioner Trandum that Pierce County was interested in meeting with Key Pen Parks about trails through part of this property. This issue will be addressed after the completion of the current Park District's survey; they will be looking at the number of people who are interested in increasing trail systems on the Key Peninsula. If enough interest for trails is present, Commissioner Trandum will work with

Executive Director Gallacher in drawing up trail plans for the transfer station property to present to Mr. Womback.

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

Commissioner Trandum stated that the Foundation is currently working on two projects, First, the Foundations is lying out a plan for a project called "Being the Friends of the Parks." Second, the Foundation will continue to raise money for the picnic shelter that will be placed near the playground at the Key Peninsula Civic Center.

**c. Trail updates (Commissioner Michel):** A mountain bike race was held on March 10<sup>th</sup> 2013 by BuDu Racing at 360 Trails at Gateway Park. Commissioner Michel stated they had a great turn out for this event.

**5. Board President's Report:** Commissioner Anglemyer announced that he will not be running for Park Board Commissioner for 2014.

**6. New Business/Pierce County Key Center Transfer Station Update:** This item was covered under Land and Improvement Committee by Commissioner Trandum.

**7. Unfinished Business/Park Systems Plans; Survey update and goals and objectives:**

Executive Director Gallacher stated that 65 surveys have been completed at this time. The consensus among the commissioners was to extend the end of March cutoff date for public submissions to the end of April. Recreation Coordinator Jessica Smeall has been meeting with all the major organizations in the area to explain the survey and its purpose.

**8. Unfinished Business/Levy Issues; Legislative Update and discussion on possible election**

**dates:** Executive Director Gallacher updated the commissioners on the legislative issues regarding HB 1960 which is the only bill still alive; he stated that this bill has very little chance of moving on in time for this year's election. The Commissioners discussed the possibility of doing an M & O (Maintenance and Operations) levy; this is a limited one year levy.

**9. Unfinished Business/Awarding of 2013 Key Pen Parks Grants:** The following grants were approved for 2013; KPC Farm Council was awarded \$1,000.00 for the Farm Tour, LIC was awarded \$1,000.00 for the Drum Festival, Two Waters Arts Alliance was awarded \$1,500.00 for Artists in Schools, and Children's Home Society was awarded \$1,500.00 for Summer Day Camps.

**10. Unfinished Business/2013 Budget Review:** Executive Director Gallacher will e-mail each commissioner a copy of the 2013 budget. Each commissioner will then go over each area of the budget and mark what they feel are "Core Services (have to do)", "Important (should do)" and what would be considered "Added Value (nice thing to do)".

**11. New Business/2013 Contract with Kitsap County for Horseshoe Lake operations:**

Executive Director Gallacher presented the commissioners with a copy of the 2013 contract between Key Pen Parks and Kitsap County for the assistants with the operation of Horseshoe Lake. The contract includes extended days for the 2013 calendar year starting May 4<sup>th</sup> to September 30<sup>th</sup>. Commissioner Robison made a motion "I move that we proceed with inner unity contract with Kitsap County to continue the operation of Horseshoe Lake." Commissioner Clinton seconded the motion, and the motion was passed 5/0.

**12. New Business/Discussion on updating rental fees:** Executive Director Gallacher discussed Key Pen Parks' current user fees for field and facility rentals; he felt the commissioner should review these fees when working on the 2014 budget items. Executive Director Gallacher will contact other Park Districts regarding their fees and write up a comparison sheet for the commissioners review.

**13. Approval of other minor matters:** none

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

**15. Meeting Adjourned:** The regular public meeting of March 11, 2013, was adjourned at 8:22PM. The regular April meeting will be on Monday April 8, 2013 at 7:30PM at the Volunteer Park building and may be preceded by a 6:30PM 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.

***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.***