

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 April 14, 2014

The regular meeting was preceded by a study session/staff report: The study session started at 7:03PM; staff reports were discussed. Executive Director Gallacher said that the Phase 1 Development Gateway Park (Hwy 302 access with parking, restroom, and playground) meets qualifications for a 20% RCO mitigation grant. Usually public roadway access projects do not meet RCO requirements; the exception is developing roadway access to raw land.

The public meeting was called to order at 7:33 PM in the Volunteer Park Office by Acting President Bill Trandum.

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

Citizens present: Sheila and Randy Niven, Sandra Schugren, Carrie and Jerry Whitlow all are members of the Lower Puget Sound Dressage Club.

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: None

Citizen Comments: Jerry Whitlow; president of the Lower Puget Sound Dressage Club talked about working with the Park District for possibly building a public horse arena on the Key Peninsula. Commissioner Trandum suggested Mr. Whitlow get together with Commissioner Michel who is the chairman of the trails committee and come up with a plan to present at a future meeting.

Business Meeting

1. Minutes: Commissioner Trandum asked if there were any corrections or objections to the March 10, 2014 meeting minutes. Hearing none the March 10, 2014 meeting minutes were accepted as submitted.

2. Financial Report: The March 2014 Pierce Co. Budget and Finance balance was \$1,529,427.68. The Zoo Trek March deposit was \$9,992.77. Total Zoo Trek collections to date are \$33,471.17. Real and Personal Property Tax collections were \$49,957.11 and 2013 delinquent property tax was \$4,283.77. Total 2014 Real and Personal Property Tax collections to date are \$64,479.64. Total delinquent property tax collected for 2013 was \$12,760.49. The First Citizens Bank balance shows \$1,472.05 as of March 31, 2014. March's expenses totaled \$34,475.93. The 2014 first quarter's expenditure report was also presented to the Commissioners. Commissioner Trandum asked if there were any corrections or objections to the March financial reports. Hearing none the March Financial reports were accepted as submitted.

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 Robison): Commissioner Robison stated that Executive Director Gallacher had been contacted by a citizen who had a proposal for a 10 acre parcel near Rocky Creek Conservation Area. They wish to sell the property and wanted to know if the Park District was interested. Commissioner Trandum recommended that Commissioner Robison obtain the parcel number, check out the property, and then report back to

the Board at the next meeting. Commissioner Robison also stated that the contract with Pierce County regarding lease of the Transfer Station property located next to Volunteer Park has been approved and the Park District is just waiting for Pierce County to return the signed contract; the 60 acres will be used for trails.

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

Commissioner Trandum stated that the Foundation ended 2013 with a bank balance of about \$15,000.00; part of this is earmarked for youth program scholarships. The Foundation is still seeking a volunteer to act as president of the foundation.

c. Trail updates (Commissioner Michel): Executive Director Gallacher stated that PALS is still currently working on getting the approval for a temporary user permit for special events at Gateway Park/360 Trails. Commissioner Michel talked about two bike races that took place at the Gateway/360 Trails Parks, the High School Youth League, and a private event put on by an outside company (Voodoo); both events were very successful. Commissioner Michel stated he had extended an invitation to all the local state legislators to these events; Stan Flemings along with the media were present during the High School Youth League event. Youth League bike race and felt it was "just terrific."

6. Unfinished Business/Resolution R2014-05 adopting Registration Procedures and Refund Policy: This resolution was tabled at the March 10, 2014 meeting. Commissioner Robison made a motion, "To accept Resolution R2014-05 adopting registration procedures and refund policies as currently written." Commissioner Clinton seconded the motion and the motion was passed 5/0.

7. Unfinished Business/Discussion of updating R2005-11 Authorizing Executive Director to sign certain routine pre-approved contracts via resolution R2014-06: Tabled until next meeting.

8. New Business/Devils Head discussion: Commissioner Trandum was approached by Stan Fleming about Key Pen Parks taking over Devils Head. Commissioner Trandum informed Mr. Flemings that he would present the proposal to the Park District Board. He suggested Key Pen Parks make acceptance conditional upon Pierce County widening Hwy 302 and constructing all the highway safety improvements required adjacent to Gateway Park. Executive Director Gallacher said the Park District would have to know all encumbrances upon the property. Commissioner Clinton said Pierce County should design and permit a sufficiently large back country style parking area and vault toilet on the property and improve the north boundary east-west public roadway easement to the parking area before Key Pen Parks accepts control of Devils Head; Key Pen Parks could build the parking area and install the vault toilet in the future, but the development permits should be vested before the Park District accepts Devils Head.

9: New Business/Awarding of Gateway septic drain field contract bids: Executive Director Gallacher received three bids for the Gateway Park septic drain field project. The low bid received was submitted by Specific Specialties Commissioner Robison made a motion that, "We proceed with the allowing the drain field contract to be awarded to the low bidder."

Commissioner Clinton seconded the motion, and the motion was passed 5/0.

10. New Business/Resolution R 2014-07: Authorizing Executive Director to purchase park maintenance equipment: A request for purchase of a demo Sand Pro 5040 unit under the Washington State Purchasing contract was requested by the Executive Director. Commissioner Clinton made a motion, "I move approval of R2014-07." Commissioner Robison seconded the motion and the motion was passed 5/0.

11. New Business/Resolution R2014-08 authorizing resolution of Key Pen Parks to apply for Washington Wildlife and Recreation Program Grant/ Gateway Park Development Phase #1: Commissioner Clinton made a motion, "That we pass R2014-08." Commissioner Robison seconded the motion and the motion was passed 5/0.

12. Executive Session/10 minutes, no action expected: Executive session for personnel review started at 8:26PM and came back into session at 8:36PM. No action was taken.

13. Approval of other minor matters: none

14. Commissioners Comments/Good of the Order: Commissioner Kelly wanted to recognize the Recreation Coordinator's nomination for Citizens of the Year.

15. Meeting Adjourned: The regular public meeting of April 14, 2014, was adjourned at 8:40 PM. The regular May meeting will be on Monday May 12, 2014 at 7:30PM at the Volunteer Park annex 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.