

# KEY PENINSULA METROPOLITAN PARK DISTRICT

## *d.b.a.* KEY PEN PARKS

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### Board Meeting Minutes

Monday, May 11, 2009

**The public meeting was preceded by a 6:32 PM study session.** Commissioners present were President Elmer Anderson, Vice President Greg Anglemyer, Clerk Kip Clinton and Commissioner Bill Trandum. Staff Present were Executive Director Scott Gallacher and Administrative Assistant Laura Armstrong. Commissioners and staff discussed the edited By-Laws for Key Pen Parks and the Recreation Foundation documents. Staff had been instructed at the April 2009 meeting to edit the documents according to the Commissioners concerns and comments. Those changes were discussed during this study session and no action was taken.

**The public meeting was called to order at 7:32 PM in the Volunteer Park Annex/Office Building by President Elmer Anderson.**

**Commissioners Present:** President Elmer Anderson, Greg Anglemyer, Bill Trandum, Kip Clinton; Commissioner Bruce Nicholson was absent. Also present for Key Pen Parks were Scott Gallacher, Executive Park Director and Administrative Assistant Laura Armstrong.

**Citizens Present:** Rick Sorrels was present for the regular meeting as well as the study session; Barbara Rowland, Ed Robison, George Robison and Kyle Chapman were present for the regular meeting.

**Approval of Agenda:** A motion was made by Commissioner Anglemyer to add a discussion regarding Joemma beach under unfinished business. Commissioner Trandum moved to accept the amended agenda; motion was seconded by Commissioner Clinton and approved 4/0.

**Citizen Comments:** Mr. Sorrels commented on the Citizens advisory committee's topic of District 16 fire department's talk of imposing 2 levies.

**Special Presentations by Citizens: New Business**

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#### **Business Meeting**

**1. Minutes:** Clerk Clinton moved to approve the minutes; Commissioner Trandum seconded the motion. The minutes were approved 4/0.

**2. Financial Report:** The April 30, 2009, Pierce Co. Budget and Finance balance was \$484,185.21. The Zoo Trek deposit was \$8452.45; a reduction of \$1313.00 from the same time period in 2008. Total Zoo Trek collections to date are \$28,955.00. Real and Personal property tax collections were \$210,696. 2008 delinquent property tax collections were \$2762.42. Total 2009 Real and Personal property tax collections to date are \$255,175.00. The Venture Bank balance shows \$9632.78 as of April 30, 2009. April expenses were \$33,318.84. Major expenses in addition to payroll expenses were: \$1552.29 for new signs to be placed throughout all park areas; and 2,024.99 for first quarter L & I taxes.

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

**b. Home Park:** Commissioner Anderson thanked Barbara Rowland for her work on helping to acquire the funds for the adult swing. Barbara stated that the Key Peninsula Sportsman club will be writing a check for \$500.00 for the purchase of a new bench that they would like to see placed near the play area at Home Park so adults can sit close by and watch their children play. The adult swing is scheduled to be installed on May 9, 2009.

**a. Volunteer Park:** The YAF Field 1 drainage and irrigations project had two bid offers returned. One offer came from Henderson Partners LLC dba; Bedrock for \$164,110.01 including tax. The other came from Greenshield Systems at \$80,216.00 including tax.

**b. Programs:** Commissioner Trandum commented that he had a problem with Key Pen Parks sponsoring casino trips. Staff stated that one reason for choosing this trip was the casino would supply the transportation at no cost. Due to the isolation of this area, most trips require Key Pen Parks to rent or hire transportation. It was agreed at this time to pull the casino trip from Key Pen Park's summer programs. Commissioners asked about the Touch-A-Truck program that Key Pen Parks put on during the Livable Community Fair; staff commented that there were 9 different types of trucks and staff was able to take pictures of the children on the trucks. Staff also commented that they had a steady stream of children coming though and that this event was a big hit with the community.

**c. Training Opportunities:** NRPA Conference in Salt Lake City will be on October 13-16, 2009. Conference fee's before 8/21/09 will be \$434.00 and after 8/21/09 \$634.00. Lodging will be around \$150.00 per night. Commissioner Tandrum made a motion" to authorize Executive Director Gallacher to attend the conference within the bounds of the budget figures that are offered on the staff report". Commissioner Anglemyer Seconded the motion. The motion was approved 4/0

**d. Taylor Bay Property:** Key Pen Parks will need to adopt a Stewardship plan at the June meeting as part of the requirement of the Salmon Recovery Board Grant. Executive Director Gallacher has a draft plan for the commissioners to review and will send this out to them via e-mail.

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

**a. Home Park Playground Committee (Commissioner Anderson, Chair):** No report.

**b. Program Guide Committee (Commissioner Nicholson, Chair):** Commissioner Anglemyer made a comment regarding the amount of different fonts and colors used on the resource guide site page. Staff said they would contact Susan Reed to discuss this issue.

**c. Capital Funds and Acquisitions Committee (Commissioner Trandum):** The committee met on May 7<sup>th</sup> and determined the process for considering and approving the proposed land and improvement acquisitions. Commissioner Trandum gave a copy of the draft document to all commissioners to review for the next board meeting

**d. Trails Committee (Commissioner Clinton):** This committee will need a formal resolution at the next meeting to be established as a formal committee.

**5. Board President's Report:** Commissioner Anderson commented on the upcoming one year anniversary of the grand opening for the Home Park picnic shelter and playground. He would like to see Key Pen Parks put on a picnic for the community at Home Park sometime close to the time the grand opening was held.

**6. Unfinished Business/Resolution 2009-01 Establishing the Key Pen Parks and Recreation Foundation:** Commissioner Trandum motioned to approve Resolution 2009-01, it was seconded by Commissioner Anglemyer and approved 4/0

**7. Unfinished Business/Volunteer Park Expansion:** Executive Director received a letter back from Steve Wamback, Pierce County Public Works, regarding the Transfer Station property adjacent to Volunteer Park stating "they are willing to enter into an agreement sufficient to allow the district to begin a master site plan that includes the department's property, but at this time the department cannot commit to the specific uses outlined in the February 2009 concept plan". The letter went on to state that "After the district has completed its master site plan, the department is willing to engage in a discussion concerning the acquisition or lease of the specific road fund property as well as issues concerning liability and protection of the ongoing solid waste management function". The commissioner discussed asking Pierce County Public Works about the possibility of deeding/leasing or possibly buying a small piece of this land for an access way or parking lot. The commissioners feel that a face to face meeting should be set up with Pat McCarthy's to discuss options.

**9. Unfinished Business/District By-Laws Review and Update:** Staff was instructed during the study session to make more changes to this document and have them ready for discussion at the next regular board meeting.

**10. Unfinished Business/Establish a Payroll Account at Venture Bank:** Deferred

**11. Unfinished Business/Contract with the Department of Ecology for the Dutchers Cove Tideland Acquisition (staff):** This contract was reviewed, one needed correction (a type o) was noted; Commissioner Clinton moved to approve the Dutcher Cove contract with the one fixed correction. The motion was seconded by Commissioner Trandum and was approved 4/0

**12. Unfinished Business/Community Garden:** No action taken

**13. Unfinished Business/Joemma Beach State Park:** Commissioner Anglemyer wanted to give an update; he stated it was awaiting a government signature for the Montana plan; a bill to change the \$5.00 "opt-in" license tab donation to and "opt-out" vehicle license tab donation; they are hoping it will raise enough funds to keep all existing state parks open. If this does not generate enough funds then they will have to go back and look at placing some of these parks back on the chopping block.

**14. Unfinished Business/Establishing a Trails Committee:** A resolution will be presented at the June 8<sup>th</sup> park board meeting to establish a trails committee.

**15. New Business/ Volunteer Park Improvements Contract with Pierce County for use of REET Funds:** Commissioner Clinton made a motion "to approve the capital improvement grant contract for Volunteer Park improvement REET dollars with Pierce County". The motion was seconded by Commissioner Trandum. The motion was approved 4/0.

**16. New Business/Minter Creek Property Resolution R 2009-5 to Exercise Option to Purchase Property.** Commissioner Trandum made a motion "to execute resolution R2009-5 regarding Minter Creek". Commissioner Clinton seconded the motion and the vote was passed 4/0.

**17. New Business/Resolution R2009-6 awarding of Bid for Volunteer Park Field 1 renovation Drainage and Irrigation to Greenshield systems: Note:** (see above notes under Staff report; Volunteer Park). Commissioner Anglemyer moved to approve, Commissioner Clinton seconded the motion and it was voted on and passed 4/0.

**18. New Business/ Key Peninsula Senior Center grant request:** The commissioners discussed the amount of available grand funds left for 2009, and determined that since the major grant amount of 10,000 had not been used and the small grant amount was being utilized, they would shift money from the major capital grant fund to the small grant program. Commissioner Anglemyer made the motion "to take the 10,000.00 set aside from the major and reduce it to \$5000.00 for the major, and increase the small grant program so that we still have money in the small grant program since we had nobody apply for a large grant". The motion was seconded by Commissioner Trandum and the vote was passed 4/0. Commissioner Trandum made a motion "to grant the \$1000.00 request to Stay Active and Independent for Life provider". Motion was seconded by Commissioner Anglemyer and the vote was passed 4/0.

**19. New Business/ Equipment discussion on Truck.** Executive Director Gallacher informed the commissioners that the park truck has had a lot of major issues recently and been in the shop many times. This truck has 170,000 miles and only has a ½ ton capacity. This vehicle was a gift from the Key Peninsula Fire department two years ago. This truck was not designed to haul the loads Key Pen Parks currently hauls (items such as the tractor and trailer). Executive Director Gallacher said he could look into programs such as: The State of Washington contract program, which has a program to help purchase vehicles, or look into private auto companies. The commissioners felt that with the park growing and expanding that Key Pen Parks would need a

dependable truck. They authorized the Executive Director to contact 3 or 4 auto dealerships for the following information; pricing, what would be needed and type of financing available. Executive Director Gallacher will be looking into this and will try to have some information available for the commissioner's review at the next regular meeting.

**20. Executive Session:** A 10 minute or less executive session regarding human resource issues was announced to the public and went into session at 9:17pm. The executive session ended at 9:20pm, the regular meeting resumed at 9:20 with Commissioner Anglemeyer making a motion to "approve the step increase for Scott Gallacher as Executive Director of 4.1 % which is approximately \$2,800.00 for this year pay increase as budgeted". The motion was seconded by Commissioner Trandum and the vote passed 4/0.

**21. Commissioners Comments/Good of the Order:** Commissioner Anglemeyer commented on the WRPA annual conference held from April 28 to May 1 in Spokane, WA. One of the sessions both he and Key Pen Park's Recreation Coordinator Chad Harvell attended was on "How to raise the prices of recreation services without making people mad." Commissioner Anglemeyer found the speaker of this session to sound more like a shady Politician. Commissioner Anglemeyer asked the speaker if he was going to have any information bearing on small rural areas and the speaker just said no. He felt he did not get anything out of this session but felt the relationship that Key Pen Parks has with the people in this community goes beyond what the speaker was talking about. The other session he went to was on inclusion for teen programs that also included information on inclusion in parks. Inclusion is a code name for all of the ADA stuff and beyond which includes both medical or mental medical condition and age. Commissioner Anglemeyer felt that this information should be passed on to the Executive Director and staff as a resource in future program planning.

**22. Meeting Adjourned:** The regular public meeting of May 11, 2009, was adjourned at 9:30 PM. The regular June meeting will be on June 08, 2009 at 7:30PM at Volunteer Park and may be preceded by a 6:30PM study session. Key Pen Parks reserves the fourth Monday of each month for single 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 Clerk's attention and corrected at the time the Board addresses and approves the minutes.***