

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

P.O. Box 70, Lakebay, WA. 98349

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Board Meeting Minutes

Monday May 10, 2010

The regular meeting was preceded by a Study Session/ Staff report: The study session started at 7:05PM. The Key Pen Parks staff report was reviewed at this time **The public meeting was called to order at 7:36 PM in the Volunteer Park Annex/Office Building by Vic President Bill Trandum.**

Commissioners Present: Greg Anglemyer excused absent on vacation, Bill Trandum, Mark Michel, Ed Robison, and Kip Clinton arriving before the end of the study session at 7:24PM. Staffs present for Key Pen Parks were Executive Director Scott Gallacher and Administrative Assistant Laura Armstrong.

Citizens Present: Kyle Chapman

Pledge of Allegiance: Recited.

Approval of Agenda: Commissioner Trandum moved to amend the agenda and add discussions on the Volunteer Park's lower field development and the appeal of the Employment Security Department's discussion to grant unemployment to a recently terminated employee. These discussions will be placed under the agenda's New Business section. The amended agenda was approved.

Special Presentations: Citizen Comments: None

Business Meeting

1. Minutes: The April 12, 2010, meeting minutes were accepted as written.

2. Financial Report: The April 30, 2010, Pierce Co. Budget and Finance balance was \$597,984.79. The Zoo Trek deposit was \$9,058.43; an increase of \$605.98 from the same time period in 2009. Total Zoo Trek collections to date are \$36,504.00. Real and Personal property tax collections were \$223,427.36. 2009 delinquent property tax collections were \$2,906.86. Total 2010 Real and Personal property tax collections to date are \$255,511.00 Total delinquent property tax collected in 2010 was \$10,759.00 The Venture Bank balance shows \$8,114.21 as of April 30, 2010. April's expenses were \$42,110.94; this includes repairs made to the Kubota, First quarter taxes for Labor and Industries and Fibar material (100cu), Childform plastic timber and mats for Volunteer park swing set.

3. Staff Report (presented during study session)

4. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Trandum): A letter that was drafted by Commissioner Trandum regarding Key Pen Park's proposed purchase contract with DNR for the 360 and Maple Hollow was sent to Key Pen Parks counsel for review. Commissioner Trandum is waiting for a response. Commissioner Trandum asked the other commissioners "If the draft comes back from counsel with only a few minor language changes, can the changes be made and sent out without having to come back to the board for another vote," the consensus among the commissioners was yes.

b. Trails Committee (Commissioner Clinton): No changes at this time.

5. Board President's Report: None

6. Unfinished Business/Summer Food Program: Deferred

7. Unfinished Business/Rocky Creek Lease with Pierce County: No new updates at this time.

8. Unfinished Business/ Review of Comprehensive Plan: The commissioners are looking to review and update the current Comprehensive Plan. Commissioner Robison stated the current Comprehensive Plan needs to be updated to reflect all the changes that have accrued in the district

over the last 2 years. Citizens will be allowed to submit comments at the June 14th and July 12th regular park board meetings during the citizen's comments section set up on the agenda. This announcement for the public will be posted in the newspaper as well as on the park's web site. The commissioners will review all citizens' comments, and then discuss possible changes and updates needed for the Comprehensive Plan at the August 9th and September 13th regular park board meetings.

9. New Business/Volunteer Park Lower Field Maintenance and Cleanup: Executive Director Gallacher explained that Key Pen Park received a donation of 150 to 300 yards of good quality top soil and would like to move ahead with maintenance and cleanup to the lower field at Volunteer Park. The 2010 budget has an amount of \$40,000.00 permissible for development of this area. The development of the lower field is part of the Volunteer Park Master Plan and although it will not be developed as extensively as stated in that plan, it will make this a usable area for activities such as T-ball, movie nights and other possible programs. Commissioner Robison made a motion to proceed with the improvements of Volunteer Park's lower field. Commissioner Michel seconded the motion, and the motion was passed 4/0.

10. New Business/ Resolution R2010-13: Authorizing Executive Director to apply for State of Washington Recreation Conservation Office Grants: Grant applications would include the 360 acquisition, Anderson property acquisition, Volunteer Park development for phase 1-2 and Taylor Bay development. The approximate cost to Key Pen Parks on each grant request is as follows; 360 acquisition \$600,000.00, Anderson acquisition 16.73 acres at \$300,000.00, Volunteer Park phase 1 and 2 \$400,000.00 and Taylor Bay \$250,000.00 to \$300,000.00 for a vault toilet, bridge, campsites, picnic shelter, and parking development. Commissioner Robison made a motion to approve R2010-013. Commissioner Clinton seconded the motion, and the motion was passed 4-0.

11. New Business/Resolution R2010-14 Authorizing resolution for Washington Wildlife and Recreation Program: This resolution is required by Washington Wildlife and Recreation as part of the requirement for the funding assistance request grant program. Commissioner Robison made a motion to approve R2010-14. Commissioner Clinton seconded the motion, and the motion was passed 4-0.

12. New Business/Maintenance Supervisor Position: Executive Director Gallacher presented the commissioners with examples of different job descriptions for the open position within the maintenance department at Key Pen Parks. The commissioners wanted to see the title changed from Maintenance Supervisor to Maintenance Lead to eliminate any misunderstandings and to show that the job will be a "hands on" working position. Executive Director Gallacher will make the changes and send the job description out for a final review by the commissioners. The job will post on May 24th and close on June 17, 2010.

13. New Business/ Letter of Appeal to Employment Security Department: A former employee who was terminated has been granted unemployment compensation even after Key Pen Parks submitted the reasons for this employee's release to the Employment Security Department. The Executive Director felt that the Employment Security Department may have misunderstood the reasons for termination and felt the Park should submit a letter of appeal to clarify those reasons. The Park has until June 1, 2010 to make an appeal. If the Park chooses not to appeal this decision, the rating factor (the cost the Park pays into unemployment security) could be impacted, putting the Park at a higher rate. The commissioners felt that the factors involved in the decision to terminate this employee were justifiable and an appeal letter will be drafted and submitted by the Executive Director.

17. Approval of other minor matters: None

19. Commissioners Comments/Good of the Order: Commissioner Clinton read an article for the newspaper that stated; Science teacher wins grant from Amgen. It stated that a Key Peninsula Middle School teacher was one of 4 winners of the 2010 Amgen awards for science teaching excellence in Washington State. Commissioner Clinton wanted to congratulate the winner.

20. Meeting Adjourned: The regular public meeting of May 10th, 2010, was adjourned at 8:29PM. The regular June meeting will be on June 14, 2010, at 7:30PM at Volunteer Park and will be preceded by a 7:00PM 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.

