

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 May 15, 2014**

The regular meeting was preceded by a study session/staff report: Executive Director Scott Gallacher reported that Pierce County granted Key Pen Parks a year-long temporary use permit for district sponsored events at Gateway Park. He also said that PALS (Pierce County Planning and Land Services) is requiring Key Pen Parks to slightly improve the parking area at 360 Trails. Commissioner Clinton stated a concern with cost accounting versus clients served regarding recreation programs; she requested the Recreation Coordinator be present at each month's Board Meeting Staff Report to answer questions. **The public meeting was called to order at 7:33 PM in the Volunteer Park Office by President Bill Trandum.**

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

**Citizens present:** Judy and Don Mills; Key Peninsula Historical Society, and Bob Whitman: Vice President of the Key Peninsula Historical Society.

**Pledge of Allegiance:** Recited.

**Approval of Agenda:** Commissioner Trandum asked if there were any objections or changes to the agenda. Executive Director Gallacher suggested that the following items be removed from the agenda at this time; Resolution R2014-09 Purchasing Policy per Key Pen Parks' legal counsel and By Laws of Board of Commissioners R2004-11. Commissioner Trandum asked if there were any additional changes to the agenda, hearing none the amended agenda was approved.

**Special Presentations/ Key Peninsula Historical Society; 2014 Gateway Park Historical Information Presentation:** Bob Whitman; Vice President of the Historical Society presented the commissioners with a history report for Gateway Park.

**Citizen Comments:** No citizen comments.

**Business Meeting**

**1. Minutes:** Commissioner Trandum stated that he had one correction to the April 14, 2014, meeting minutes: in those minutes he was identified as "Acting President" whereas his title is "President". The April 14, 2014 meeting minutes were accepted as amended.

**2. Financial Report:** The April 2014 Pierce Co. Budget and Finance balance was \$1,747,834.40. The Zoo Trek March deposit was \$10,032.83. Total Zoo Trek collections to date are \$43,504.00. Real and Personal Property Tax collections were \$247,430.90 and 2013 delinquent property tax was \$4,299.75. Total 2014 Real and Personal Property Tax collections to date are \$311,910.54. Total delinquent property tax collected for 2013 was \$17,060.25. The First Citizens Bank balance shows \$1,721.00 as of April 30, 2014. April's expenses totaled \$47,707.93. Commissioner Trandum asked if there were any corrections or objections to the April financial reports. Hearing none the April 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 the agreement with Pierce County regarding trail access to part of the Key Center Transfer Station property (adjacent to Volunteer Park) had been signed; the press release was sent out May 12.

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

Commissioner Trandum stated that the Foundation ended 2013 with a positive bank balance.

**c. Trail updates (Commissioner Michel):** Commissioner Michel said that he, Commissioner Robison and Executive Director Gallacher have been working with PALS to create a Gateway Park/360 Trails trail map for “blanket” permit approval of natural surface trail development on those sites.

**5. Board Presidents Report:** Commissioner Trandum said that he has concerns about timely creation of invoices when citizens contract with Key Pen Parks for services; he has suggested changes which staff will be implementing.

**6. Unfinished Business/Discussion of updating R2005-11 Authorizing Executive Director to sign certain routine pre-approved contracts via resolution R2014-06:** This item had been tabled at the April meeting. Commissioner Robison made a motion that “we adopt Resolution 2014-06 as currently written”. Commissioner Clinton seconded the motion and the motion was passed 5/0.

**7. Unfinished Business/Devils Head discussion:** Commissioner Trandum e-mailed Pierce Co. Councilman Stan Flemming regarding additional information on deed restrictions for Devils Head. As of May 12, 2014, he had received no response.

**8: New Business/Resolution R2014-10 Small Works Roster Process to Award Public Works Contracts:** Commissioner Michel made a motion that, “We adopt Resolution R2014-10 Small Works Roster Process to Award Public Works Contracts.” Commissioner Kelly seconded the motion, and the motion was passed 5/0.

**9. New Business/Resolution R 2014-11 Establishing Municipal Research and Service Center Consultant Roster as the Official Consultant Roster for Key Pen Parks:** Commissioner Robison made a motion, “I move that we adopt Resolution R 2014-11 Establishing Municipal Research and Service Center Consultant Roster as the Official Consultant Roster for Key Pen Parks as currently written .” Commissioner Clinton seconded the motion and the motion was passed 5/0.

**10. New Business/Key Peninsula Park and Recreation Foundation 2013 year-end report and 2014 plans:** Commissioner Trandum reported the Foundation sent a copy of their yearend financial report to Key Pen Parks as a courtesy. He said the Foundation is still having difficulty finding a new president.

**11. New Business/Resolution R2014-12 Credit Card Policy:** Commissioner Michel made a motion, “That we adopt R2014-12.” Commissioner Clinton seconded the motion and the motion was passed 5/0.

**12. New Business/Awarding of professional services contract for Gateway Park road design work:** Key Pen Parks’ is currently negotiation with a firm regarding the RFP for the Gateway Park entrance project. Executive Director Gallacher was instructed to negotiate services within Key Pen Parks approved budget for the project otherwise he was instructed to re-issue the RFP.

**13. Other minor matters:** Bricks are being sold by the Veterans Group for the flagpole plaza at Volunteer Park.

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

**15. Meeting Adjourned:** The regular public meeting of May 12, 2014, was adjourned at 8:32PM. The regular June meeting will be on Monday June 9, 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 and Kip Clinton, Clerk

***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.***