

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 11, 2015

The regular meeting was preceded by a 6:30 PM study session. Representatives of the Key Peninsula Parks and Recreation Foundation met with the KPP Board of Commissioners to discuss the relationship between the two organizations. They requested goal specific fund raising projects; the Board suggested that KPPRF select components from the Gateway Park Conceptual Master Plan to fundraise towards. KPPRF decided to raise funds toward the Playground. The Board directed Executive Director Gallacher to contact several playground equipment reps and ask them to design several different mock ups for a destination playground. KPPRF will use these designs as examples of potential playgrounds donors can support.

The staff reports were discussed. Executive Director Gallacher said 3 potential renters applied for the Gateway Park house rental. He plans on interviews before the Board at the June 8 study session; the study session will begin at 6:30 PM. The Pierce County Conservation Futures grant presentation to purchase the two Manke Timber parcels adjacent to Gateway Park will be on June 4, 2015.

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

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

Citizens present: Shawn Jensen, Claudia (Sami) Jensen, Stan Moffett (KPPRF), John Lauber (KPPRF), Susan Quigley (President KPPRF), Maureen Reilly (KPPRF), Rob Home (KPPRF), and Rosie Rosenbach (KPPRF).

Pledge of Allegiance: Recited.

Approval of Agenda: Agenda was approved as submitted.

Special Presentations: none

Citizen's comments: Claudia (Sami) Jensen wanted to bring up the idea to the board to sell bricks to raise funds for the upcoming projects at Gateway Park, also to post the prices of benches, tables, etc. that are needed for Gateway online so that the public can be informed and can have a goal for fundraising. Mrs. Jensen also stated that the Foundation should put project details on their website because many members of our community aren't aware that there is a Key Peninsula Parks and Recreation Foundation.

Business Meeting

1. Minutes: President Michel asked if there were any objections or correction to the April 23, 2015 meeting minutes; hearing none, the meeting minutes were approved as written.

2. Financial Report: The April 2015 BIAS Financial balance was unavailable due to Pierce County not having Tax information available at this time. The Zoo Trek April deposit was unavailable at this time. Total Zoo Trek collections to date were unavailable at this time. April's Real and Personal Property Tax and delinquent property tax collections were unavailable at this time. Total 2015 Real and Personal Property Tax collections to date were unavailable at this time. Expenditures for April 2015 were \$52,873.11. Commissioner Michel asked if there were any corrections or objections to the March financial report, hearing none, the financials were accepted at submitted.

3. Staff Report: Covered in study session.

4. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Commissioner

Robison had no report. Commissioner Trandum requested an update regarding the Pierce County Conservation Futures application; Executive Director Gallacher explained the parameters of the application.

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

Commissioner Trandum stated that the Foundation is eager to receive and follow direction from the park, and that Executive Director Gallacher has been tasked with setting up a priority list for them.

c. Trail Updates (Commissioner Michel): Executive Director Gallacher stated that there are 3 trails being worked on at 360 Trails at this time, two of which are farther along than the other as they are getting used. He then stated that some trail work may need to be done with a mini-excavator to level it better, and that he has talked to Maintenance Supervisor Woodward about renting one for a week to get that done. Executive Director Gallacher said that Enduris (KPP's insurance provider) stated that KPP could treat the gentleman, who has his own equipment and wants to donate his time to build a "flow track" in the SW corner of 360 Trails, as a private contractor; that way the project would be covered under KPP's Enduris insurance policy.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly stated that he understands that Recreation Coordinator Hallock has been working with the Key Center Fire Department to get some toy fireman helmets for prizes for our Fourth of July picnic. He's pleased to see the Park working towards benefitting our community's kids. Commissioner Kelly stated that as it is already nearing summer, it's a little late to set up programs for summer camps; Executive Director Gallacher noted that Rec Coordinator Hallock is focusing on special/community events, including an ice cream social coming up soon.

5. Board Presidents Report: No report.

6. Unfinished Business/ Gateway Park Master Update: Executive Director Gallacher stated that he is meeting with PALS on May 14, and that they are about 75% finished with the drawings, but there are some questions regarding the "no net loss" and "net loss" and flooding that need answers before they can finish. He stated that this is for Phase One.

7. Unfinished Business/ Request to reimburse Key Peninsula Park & Recreation

Foundation: Commissioner Trandum stated that in order to jumpstart fundraising the foundation hired a consultant to train the foundation's members how to reach out to the public for donations and funds. He stated that the Foundation is requesting reimbursement of \$400.00 from the park to cover the charge; Commissioner Kelly noted that it is an acceptable/fair expense as it will benefit the park's programs and community. Executive Director Gallacher explained to the commissioners that this could be perceived as a gift of public funds. After some discussion, Commissioner Trandum stated that he will make the donation to the Foundation himself.

8. New Business/ Request of Refund for Camp Trillium-Girl Scout Day Camp: Executive Director Gallacher received an email from the girl scouts regarding the contract for rental of Gateway Park in July 2015, requesting a refund or transfer to July 2016. The board unanimously agreed to have Executive Director Gallacher amend the Camp Trillium-Girl Scout Day Camp contract to delay use of the facility until July 2016.

9. New Business/ Updating Mission Statement: This item has been tabled until the June 8th meeting.

10. Executive Session Executive Directors Review: Executive session started at 8:01pm action expected at conclusion. Executive session concluded at 8:11pm. Commissioner Robison made a motion to "give Executive Director Gallacher a full step increase in pay in recognition of his job performance. Effective retroactively, March 7, 2015." Commissioner Trandum seconded the motion and the motion was passed 4/0. Commissioner Clinton made a motion "to accept the Executive Director's review as corrected." Commissioner Robison seconded the motion and the motion was passed 4/0.

11. Other minor matters: none.

12. Commissioners Comments/Good of the Order: Commissioner Robison stated that he has filed for his seat again, and Shawn Jensen has filed for the open Commissioner position.

13. Meeting Adjourned: The public meeting of May 11, 2015, was adjourned at 8:24 PM. The June meeting will be held at 7:30 PM on June 8, 2015 and will be preceded by a 6:30 PM 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 Karen Armstrong, Office Assistant/Rec Support.

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.