

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 August 12, 2013

The regular meeting was preceded by a study session/staff report: The study session started at 7:02PM. Executive Director Gallacher reviewed the staff report via telephone. He advised the Board that the owner of 3 lots immediately adjacent to the western border of Gateway Park had contacted him regarding possible sale of those parcels to Key Pen Parks.

The public meeting was called to order at 7:32 PM in the Volunteer Park Office by Clerk Kip Clinton.

Commissioners Present: Kip Clinton, Ed Robison, Mark Michel. Bill Trandum excused due to illness. Staff present for Key Pen Parks: Executive Director Scott Gallacher via telephone from 7:00pm to 7:15pm, and Administrative Assistant Laura Armstrong.

Citizens present: John Kelly (note: Mr. Kelly turned in his application/resume for the commissioner #3 position during the regular meeting before the start of the Executive Session.)

Pledge of Allegiance: Recited.

Approval of Agenda: Commissioner Clinton asked if there were any objections or changes to the agenda, hearing none, the agenda was approved.

Special Presentations: none

Citizen Comments: none

Business Meeting

1. Minutes: Commissioner Clinton asked if there were any corrections or objections to the July 12th meeting minutes. Hearing none the July 12th meeting minutes were accepted as written.

2. Financial Report: The July 2013, Pierce Co. Budget and Finance balance was \$1,377,884.32. The Zoo Trek May deposit was \$10,544.93. Total Zoo Trek collections to date are \$72,414.00. Real and Personal Property Tax collections were \$2,394.50 and 2012 delinquent property tax was \$1,468.52. Total 2012 Real and Personal Property Tax collections to date are \$380,838.00. Total delinquent property tax collected for 2012 was \$25,384.00. The First Citizens Bank balance shows \$4,668.92 as of July 31, 2013. July's expenses totaled \$72,302.92.

3. Staff Report: The staff report was reviewed during the study session. Executive Director Gallacher was on vacation but attended the study session to cover staff report via telephone.

4. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Trandum): No report; Commissioner Trandum not present due to illness.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum): No report; Commissioner Trandum not present due to illness.

c. Trail updates (Commissioner Michel): Commissioner Michel stated he talked to the owner of Horseshoe Lake Golf Course property and they stated they are very interested in working with the Park District.

5. Board President's Report: none

6. Unfinished Business/Pierce County Key Center Transfer Station Update: no update at this time.

7. Unfinished Business/Park Systems Plans; Survey update and goals and objectives: no update at this time.

8. New Business/Resolution R2013-2 Trail Policy: Commissioner Clinton asked if there were any changes to the Trail Policy. Commissioner Michel asked if two lines under the title "Streambeds" could switch places between sentence #2 and sentence #3 for clarity; no words

were changed just the order of the 3 sentences. Commissioner Robison made a motion "That we adopt the Trail Policy as revised". Commissioner Michel seconded the motion, and the motion was passed 3/0.

9. New Business/Manke Land Swap: No report Commissioner Trandum not present due to illness.

10. New Business/Commissioner representative for foundation: Commissioner Trandum has become the acting Park Board President and will step down from being the Park District's representative on the Key Peninsula Park and Recreation Foundation board committee.

Commissioner Michel as agreed to represent Key Pen Parks in his place on a short term basis.

11. New Business/Vacation buy back request from Executive Director: Executive Director Gallacher has asked the board to approve his request for a one time buy back of accumulated vacation hours due to an emergency with his car breaking down while on vacation out of State. Commissioner Michel made a motion "that we authorize the Human Resource department to authorize a onetime buy back of Scott Gallacher's vacation hours up to a maximum of 80 hours. Commissioner Robison seconded the motion and the motion was passed 3/0.

12. Executive Session/ Property; estimated time 10 minutes with action expected at the regular meeting: The Executive Session started at 7:53pm. The one citizen present during the meeting left before the start of the Executive Session. Executive Session ended at 8:00pm; no citizens present at the restart of the regular meeting. Commissioner Michel "I move that we authorize the Executive Director to pursue an appraisal for the acquisition of 3 parcels (talked about earlier) up to a maximum of \$4,000.00". Commissioner Robison seconded the motion; the motion was passed 3/0.

13. Approval of other minor matters: none

14. Commissioners Comments/Good of the Order: none

15. Meeting Adjourned: The regular public meeting of August 12, 2013, was adjourned at 8:01 PM. The regular September meeting will be on Monday September 9, 2013 at 7:30PM at the Volunteer Park 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.