

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 September 8, 2014

The regular meeting was preceded by a 7:00 PM study session/staff report. Don Campbell, of Robert W. Droll Landscape Architects, thanked the Board of Commissioners for accepting their firm for the Gateway Park Conceptual Master Plan project.

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

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

Citizens present: Don and Terri Campbell.

Pledge of Allegiance: Recited.

Approval of Agenda: Commissioner Trandum asked if there were any objections or changes to the agenda; Commissioner Clinton asked to have a discussion regarding creating a potential web policy added under New Business. The amended agenda was approved.

Special Presentations: There were no special presentations.

Citizen Comments: none

Business Meeting

1. Minutes: Commissioner Trandum asked if there were any objections or correction to the August 11, 2014 meeting minutes, hearing none, the August 11, 2014 meeting minutes were approved as written.

2. Financial Report: The August 2014 Pierce Co. Budget and Finance balance was \$1,658,986.83. The Zoo Trek May deposit was \$12,038.16. Total Zoo Trek collections to date are \$89,430.02. Real and Personal Property Tax collections were \$3,488.61 and 2013 delinquent property tax was \$469.90. Total 2014 Real and Personal Property Tax collections to date are \$391,423.94. Total delinquent property tax collected for 2013 was \$24,828.70. The First Citizens Bank balance shows \$4,050.63 as of August 31, 2014 \$49,928.96. Commissioner Trandum asked if there were any corrections or objections to the August financial report, hearing none, the August 2014 financial report was 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): The amended easement between Manke's property and the southeast corner of the Gateway Park property is now complete and will be recorded with Pierce County within the week.

Executive Director Gallacher has asked Rob Homes to review the title for the tax title property along "Pole Line Road"; this property is being looked at for possible future swap with Manke property connecting 360 Trails to Gateway Park. Board consensus was to have Commissioner Michel, Commissioner Robison and Executive Director Gallacher look at the Pole Line Road tax title 18 acres; the cost to Key Pen Parks to purchase this property from Pierce County is approximately \$3500.00.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum): The Foundation board will be meeting tomorrow; this will be Mike Hays last day as president.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated he has a meeting on September 9th with representatives from the equestrian group to look at possible future trail options along the northern boundary of 360 Trails.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly is currently working on recruiting volunteers for the Harvest Party event; date is set for October 18, 2014.

5. Board Presidents Report: none

6. New Business/ Gateway Conceptual Master Consultant Contract: Commissioner Robison made a motion that “we authorize the Executive Director to enter into a contract with the selected consultant for the Gateway Master Plan.” Commissioner Clinton seconded the motion and the motion was passed 5/0.

7. New Business/ Lind Property First Right of Refusal: Executive Director explained that Mrs. Lind had stated that her wishes were to offer Key Pen Parks “First Right of Refusal” to her property when she passed away. Mrs. Lind’s legal counsel drafted up a contract that includes the estimated value for this property. After some discussion the consensus among the Commissioners was that at some point in the future the land may be of some interest to the Park District but right now the Park District chooses not to act on this offer.

8. New Business/Proclamation thanking Mike Hays: NOTE: during the August 11th meeting Commissioner Robison made a motion “that we issue a proclamation thanking Mike Hays for all of his great work on the Park Foundation.” Commissioner Clinton seconded the motion and the motion was passed 4/0. The proclamation was read by Executive Director Gallacher and Commissioner Trandum made a motion “that we adopt this proclamation and authorize me to give it to Mike in appreciating at their (his) final meeting tomorrow”. Commissioner Clinton seconded the motion and the motion was passed 5/0.

9. New Business/Review of Executive Director: Commissioner Clinton stated that after reviewing the follow up to the Executive Directors annual review from March 2014, the HR committee has authorized a pay increase of 2% to take effect as of September 1, 2014. Commissioner Clinton made a motion “that we approve a 2% salary increase, cost of living salary increase that is retroactive to September 1 for the Executive Director”. Commissioner Michel seconded the motion and the motion was passed 5/0.

10. New Business/Discussion on potential web policy: Commissioner Clinton stated that she has been following other public agencies’ problems regarding Public Records Act, the web and social media. She wanted the commissioners to start thinking about adding/creating a web policy for the Park District. Executive Director Gallacher will be attending a social media webinar next week.

10. Other minor matters: none

11. Commissioners Comments/Good of the Order: none

12. Meeting Adjourned: The regular public meeting of September 8, 2014, was adjourned at 8:10pm. The special meeting for the Gateway Park master plan goals and vision discussion will be on Monday September 22, 2014 at 6:00 PM at the Volunteer Park annex building and the regular October meeting will be held on October 13, 2014 and may be preceded by a 7:00 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

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.