

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 October 13, 2014**

The regular meeting was preceded by a 6:00 PM study session/staff report.  
**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 (arrived at 6:42 PM), and Bill Trandum. Mark Michel excused due to work. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Administrative Assistant Laura Armstrong.

**Citizens present:** Susan Quigley, Dawn Ricky

**Pledge of Allegiance:** Recited.

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

**Special Presentations:** There were no special presentations.

**Citizen Comments:** Susan Quigley wanted to introduce herself as the new President of the Key Pen Parks and Recreation Foundation.

**Business Meeting**

**1. Minutes:** Commissioner Trandum asked if there were any objections or correction to the September 8 and 22, 2014 meeting minutes, hearing none, the September 8 and 22, 2014 meeting minutes were approved as written.

**2. Financial Report:** The September 2014 Pierce Co. Budget and Finance balance was \$2,070,952.69. The Zoo Trek September deposit was \$11,874.77. Total Zoo Trek collections to date are \$101,304.79. September Real and Personal Property Tax collections were \$10,839.72 and 2013 delinquent property tax was \$730.78. Total 2014 Real and Personal Property Tax collections to date are \$402,263.66. Total delinquent property tax collected for 2013 was \$25,559.48. The First Citizens Bank balance shows \$1,381.07 as of September 30, 2014. Expenditures for September 2014 was \$30,039.38. Commissioner Trandum asked if there were any corrections or objections to the September financial report, hearing none, the September 2014 financial report was accepted as submitted.

**3. 2015 Budget Hearing/public budget hearings:** Executive Director presented the commissioners with a "Draft 2015 Budget" for their review. The proposed budget was discussed and balanced; Executive Director Gallacher will present the final budget at the November 10, 2014, Board meeting.

**4. Staff Report:** The staff report was reviewed during the study session.

**5. Board Committee and Advisory Council Reports:**

**a. Land and Improvement Committee (Commissioner Robison):** Executive Director Gallacher stated that the 18 acre, tax title property along Pole Line Rd. just north of Lake Holiday was purchased for \$3,000.00.

Commissioner Trandum stated that KPP expects to start working on building trails on the transfer station property adjoining to the Volunteer Park property.

**b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum):** Commissioner Trandum introduced Susan Quigley as the new President of the Key Pen Parks and Recreation Foundation. Susan Quigley asked how the KPPRF could help the Park District. Commissioner Robison stated that he would like to see the Foundation involved with the Gateway Master Plan project by raising awareness in the community to bring more Key

Peninsula residents to the Gateway Park Public Planning Workshops to get more public presence and public input.

**c. Trail Updates (Commissioner Michel):** Executive Director Gallacher stated that the Washington Conservation Corps crew will be working up at the northern part of the 360 trails.

**d. Recreation Committee (Commissioner Kelly):** Stated that he has 7 volunteers signed up to help with this year's Harvest Party.

**6. Board Presidents Report:** No report.

**7. Unfinished Business/ Gateway Conceptual Master Plan update:** Second workshop is set to occur in early December because a wetland and biologic survey is required before the next workshop and a need to advertise the meeting to bring more Key Peninsula residents to it. The final meeting is set to occur sometime in January.

**8. New Business/ Key Pen Parks Social Media Policy:** Board President Trandum directed Executive Director Gallacher to contact legal for advice on a policy that will protect the Park District from any lawsuit and/or public records request regarding social media postings. Executive Director Gallacher explained that at this point in time, the Park District is keeping physical records for the official park social media site by printing the pages directly from the web pages, consisting of over one hundred pages to date; this number includes pages printed off of Commissioner Kelly's personal web Facebook page that he created to specifically discuss Park District business. None of the other Commissioners currently have a park related Facebook, or other similar media, site.

**9. New Business/Key Pen Parks Commissioners Social Media Policy:** Executive Director Gallacher presented the commissioners with examples of social media policies that other local agencies are implementing.

**10. New Business/Youth Athletic Facilities grant support letter:** Executive Director Gallacher stated that a number of agencies have signed a letter requesting that the governor put funds into the Capitol Budget for the Youth Athletic Facilities program. Commissioner Robison made a motion "that we authorize the [Executive] Director to draft a letter and submit it in support of the Youth and Community Athletic Facilities Grant Program funding for the 2015-17 Capital Budget." Commissioner Clinton seconded the motion. The motion was passed 4/0.

**11. Other minor matters:** none.

**12. Commissioners Comments/Good of the Order:** Commissioner Robison commented that the Park needs to get more of the community involved with the Gateway Park Planning meetings. Executive Director Gallacher commented that as soon as there is a set date for the next Gateway Park Planning meeting at Minter Creek Elementary School he will ask the principals about speaking to various classes about the importance of their input at these meetings. The middle school principal recommended the 5<sup>th</sup> grade class, and agreed to speak with them about their families attending the meetings.

**13. Meeting Adjourned:** The regular public meeting of October 13, 2014, was adjourned at 8:13pm. The regular November meeting will be held on November 10, 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.*