

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday October 12, 2015

The regular meeting was preceded by a 6:33 PM study session. Executive Director Gallacher reviewed the staff reports at this time. He reported that KPP will be applying for the Gateway Park Master Plan permit in order to vest it under current regulations; once that is done a SEPA review will be triggered. The RCO grant application for new field lights for Fields 2 and 3 and replacement of Field 1 lights with LEDs placed number 8 in the state; it is an approximately 50/50 grant with a maximum RCO reimbursement of \$250,000.00. The draft 2016 budget was reviewed in preparation for the first budget hearing scheduled within the October 12th meeting. The capital fund balance in January 2015 was \$2,200,000.00; \$577,000 of the capital fund will be budgeted as grant matches in 2016. Commissioner Kelly requested a sign for Rocky Creek Conservation Area be placed on Hwy. 302; Executive Director Gallacher said he would look into placing a temporary banner on the Pierce County gravel pit fence at the corner of Hwy. 302 and 150th St. KPN.

The public meeting was called to order at 7:36 PM in the Volunteer Park Office by President Michel.

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

Citizens present: Claudia Jensen, Shawn Jensen, Susan Quigley, and Stan Moffett.

Pledge of Allegiance: Recited.

Approval of Agenda: Agenda approved as submitted.

Special Presentations: None.

Citizen's comments: None.

Business Meeting

1. Minutes: President Michel asked if there were any objections or corrections to the September 14, 2015 meeting minutes; hearing none, the meeting minutes were approved as written.

2. Financial Report: The September 2015 BIAS Financial balance was \$2,381,132.17. The Zoo Trek September deposit was \$12,978.24. Total Zoo Trek collections to date were \$111,272.23. September's Real and Personal Property Tax and delinquent property tax collections were \$14,750.09. Total 2015 Real and Personal Property Tax collections to date were \$505,641.33. Expenditures for September 2015 were \$45,812.32. Commissioner Michel asked if there were any corrections or objections to the September 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): No report.

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

Foundation President Susan Quigley stated that the foundation is sending out donor letters this week and will be making gift certificates available for fundraising as soon as possible.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that there are no updates at this time.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly stated that he attended a meeting with Executive Director Gallacher, Recreation Specialist Hallock, and Office Assistant/Rec Support Armstrong about the All Hallows Eve Celebration, where they also discussed summer 2016 summer camp programs with a focus on community events. Commissioner Kelly also stated that he will

be doing some research on the NFL Play 60 Program to see if we can attain some kind of sponsorship for a flag football program.

5. Board Presidents Report: No report.

6. Unfinished Business/ Gateway Park Master Update: Executive Director Gallacher stated that he met with PALS to discuss the status of the floodway review; they are still reviewing it. He said that the Park District is planning on applying for the Master Plan for the entire property, and looking to apply for the Phase 1 development permit by November 15. The Playground Committee is working through narrowing down designs at this time.

7. New Business/ Grant Agreement with State of Washington Recreation Conservation Office for Gateway Park Development Phase 1 (14-1503D): Commissioner Robison made a motion: "To enter into a Grant Agreement with the State of Washington Recreation Conservation Office for Gateway Park Development Phase 1 Project 14-1503D " Commissioner Kelly seconded, the motion was passed 4/0.

8. New Business/ Key Peninsula Parks and Recreation Foundation MOU: Susan Quigley presented a draft MOU to the board; after some discussion and a few edit suggestions from Commissioner Clinton it was decided to bring it back to the board at next month's meeting for signing.

9. New Business/ 2016 Budget Hearing: The budget hearing commenced at 7:50 PM. The draft 2016 budget was presented to the commissioners for review. The commissioners directed Executive Director Gallacher to post the draft budget on the Park District's website for public access. Some topics of discussion included staff wages and benefits. Administrative Assistant Armstrong commented that she had concerns on how the wage increases were planned out and the fact that her position title would also be changing after 8 years; she stated that she was told everyone would be getting the same percentage across the board. Commissioner Robison made a motion "that we direct our HR committee to evaluate her salary" Commissioner Kelly seconded the motion. The motion passed 3/0/1 abstention. The first budget hearing concluded at 8:15 PM with the announcement that the second budget hearing will be November 9, 2015, during the regular park board meeting.

10. Other minor matters: none.

11. Commissioners Comments/Good of the Order: None.

12. Meeting Adjourned: The public meeting of October 10, 2015, was adjourned at 8:18 PM. The November meeting will be held at 7:30 PM on November 9, 2015 with a second budget hearing meeting and may 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: Karen Armstrong, Office Assistant/Rec Support, and Financials 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.