

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**

**Tuesday November 13, 2012**

**The regular meeting was preceded by a study session/staff report:** The study session started at 7:02 PM. Executive Director Gallacher reviewed the staff report. There was discussion about the necessary replacement of the bridges across Little Minter Creek on the Key Peninsula Gateway Park property. PALS' has no record of permits for the bridges.

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

**Commissioners Present:** Greg Anglemyer, Kip Clinton, Ed Robison, Mark Michel. Commissioner Trandum was excused (vacation). Staff present for Key Pen Parks: Executive Director Scott Gallacher and Administrative Assistant Laura Armstrong.

**Citizens present:** Judy Mills, Don Mills, and Adam Scroggins.

**Pledge of Allegiance:** Recited.

**Approval of Agenda:** Commissioner Anglemyer 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 Anglemyer asked if there were any corrections or objections to the October 8, or October 22, 2012 meeting minutes, hearing none, the October 8<sup>th</sup> and October 22<sup>nd</sup> meeting minutes were accepted as written.

**2. Financial Report:** The October 31, 2012, Pierce Co. Budget and Finance balance was \$1,255,942.78. The Zoo Trek deposit was \$10,159.89, an increase of \$600.78 from the same time period in 2011. Total Zoo Trek collections to date are \$95,548.00. Real and Personal Property Tax collections were \$232,287.05 and 2011 delinquent property tax was \$1842.64. Total 2012 Real and Personal Property Tax collections to date are \$607,644.00. Total delinquent property tax collected for 2011 was \$25,409.00. The First Citizens Bank balance shows \$2,873.28 as of October 31, 2012. October's expenses totaled \$41,913.26.

**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 Trandum):** No updates at this time.

**b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum):** No updates at this time.

**c. Trail updates (Commissioner Michel):** Commissioner Michel attended the two days Washington State Trails Conference in Vancouver Washington. He reported that he made some valuable contacts.

**5. Board President's Report:** Commissioner Anglemyer, Executive Director Gallacher, and Recreation Coordinator Jessica Smeall attended the Greater Gig Harbor Foundation meeting on November 10<sup>th</sup> 2012.

**6. 2013 Budget Hearing to discuss Key Pen Parks 2013 budget as required by RCW**

**84.52.020:** This was the third and final discussion for the 2013 budget. No changes were made to the proposed Key Pen Parks draft 2013 budget.

7. **Unfinished Business/Resolution R2012-11 adopting the annual budget for calendar year 2013:** Commissioner Robison moved "to adopt the resolution R2012 -11 as written", Commissioner Clinton seconded the motion, and the motion was passed 4/0.
8. **Unfinished Business/Resolution R2012-12 adopting the regular property tax levy for collection in calendar year 2013:** Commissioner Robison moved "to adopt resolution 2012-12 as written", Commissioner Clinton seconded the motion, and the motion was passed 4/0.
9. **Unfinished Business/2013 Levy Certification:** The Levy Certification document was read and signed by Executive Director Gallacher.
10. **Unfinished Business/Resolution R2012-13 a resolution of Key Pen Parks amending the 2012 budget:** Commissioner Robison moved "to adopt resolution 2012-13 as written", Commissioner Clinton seconded the motion, and the motion was passed 4/0.
11. **New Business/Draft of caretaker agreement for Key Peninsula Gateway Park:** Executive Director Gallacher presented the commissioners with a draft document for the Key Peninsula Gateway Park caretaker's agreement. The commissioners will review this document and submit suggestions to the Executive Director before the December 10, 2012 park board meeting.
12. **New Business/review of 2013 Key Pen Parks grant program:** The grant program for 2013 was reviewed for possible changes. The amount available will continue to be \$5000.00 but it will no longer be set up at five (5) \$1000.00 grants. Other changes made for the 2013 calendar year includes: allowing applicants to submit grants for an amount up to \$2000.00; amounts awarded will be made by the park board commissioners during the March 11th board meeting.
13. **New Business/contract for storage of equipment by Historical Society at Key Peninsula Gateway Park barn:** Executive Director Gallacher presented the board with a contract that will allow the Key Peninsula Historical Society to rent a space in the Key Peninsula Gateway Park barn. Commissioner Robison made a motion "I make a motion that we authorize the Executive Director to complete a contract formulation that will allow Key Peninsula Historical Society to store equipment and other artifacts up at the Gateway Park barn." Commissioner Clinton seconded the motion, and the motion was passed 4/0.
14. **Approval of other minor matters:** none
15. **Commissioners Comments/Good of the Order:** Commissioner Clinton let the Historical Society representatives know about Pierce County issuing small community grants to non-profit organizations.
16. **Meeting Adjourned:** The regular public meeting of November 13, 2012, was adjourned at 8:34PM. The regular December meeting will be on a Monday December 10, 2012 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.*