

KEY PENINSULA METROPOLITAN PARK DISTRICT

**D.b.a. KEY PEN PARKS**

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Board Meeting Minutes

Monday November 09, 2015

The regular meeting was preceded by a 6:33 PM study session. Executive Director Gallacher reviewed the staff reports at this time. The draft 2016 budget was reviewed in preparation for the second budget hearing scheduled within the November 9<sup>th</sup> meeting. The 2016 budget does not include purchase of the two Manke Timber properties; Executive Director Gallacher said that he had received the appraisal for these properties and that the Land Acquisition Committee will meet later in the month to discuss it. Commissioner Michel has been the Park District's liaison with Tacoma Public Utilities regarding access to the approximately 18 acres of timbered tax title property north of 144<sup>th</sup>/Power Line Road which the Park District purchased several years ago; he said it is possible TPU might grant logging access to the property.

Executive Director Gallacher stated the 2016 budget for capital improvement expenses is \$1,200,000.00 due to beginning Gateway Park Phase 1 and the Volunteer Park fields 1-3 lighting project; he noted that Key Pen Parks will be reimbursed approximately \$700,000 in state grants as these projects are completed. **The public meeting was called to order at 7:30 PM in the Volunteer Park Office by President Michel.**

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

**Citizens present:** Claudia Jensen, Shawn Jensen, Dawn Richie and Stan Moffett.

**Pledge of Allegiance:** Recited.

**Special Presentations:** None.

**Citizen's comments:** None.

**Business Meeting**

1. **Minutes:** President Michel asked if there were any objections or corrections to the October 12, 2015 meeting minutes; hearing none, the meeting minutes were approved as written.
2. **Financial Report:** The October 2015 BIAS Financial balance was \$2,644,055.98. The Zoo Trek October deposit was \$12,606.42. Total Zoo Trek collections to date were \$123,878.65. October's Real and Personal Property Tax and delinquent property tax collections were \$287,487.72. Total 2015 Real and Personal Property Tax collections to date were \$793,129.05. BIAS Expenditures for October 2015 were \$60,740.83. Commissioner Michel asked if there were any corrections or objections to the October financial report, hearing none, the financials were accepted as submitted.
3. **2016 Budget Second Hearing:** The second budget hearing commenced at 7:33 PM. The draft 2016 budget was presented to the commissioners for review. Public questions regarding the proposed 2016 budget were solicited. One of the citizens present asked about the cost of the various playground configurations for Gateway Park Phase 1. Executive Director Gallacher responded that all proposals were \$150,000.00 or under, excluding installation and ground surface; this expense is included in the Gateway Park Phase 1 budget.
4. **Staff Report:** Covered in study session.
5. **Board Committee and Advisory Council Reports:**
  - a. **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison said the Manke A and B properties appraisals came back and the timber values were less than \$6000.00. He also said the appraised value was 20% less than assessed value because of the

wetlands and critical areas located on these sites. He and Commissioner Trandum plan to meet with Manke Timber representatives to discuss how to proceed.

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

Commissioner Trandum reported the Foundation has begun fundraising for the playground; they raised \$1000.00 after two weeks.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel said that Brian Flint of Tacoma Public Utilities indicated that Key Pen Parks could probably get a timber easement over Power Line Road but he is not optimistic about a trail easement.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly said the Playground Committee is researching NFL grants.

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

**6. Unfinished Business/ Gateway Park Master Update:** The master plan permit has been applied for and is vested for 2015 development regulations. The local FEMA staff and PALS has agreed with Key Pen Parks floodway realignment data; the application has been forwarded to the next level at FEMA for approval.

**7. Unfinished Business/ Key Peninsula Parks and Recreation Foundation MOU:**

Commissioner Trandum made a motion "that we adopt the Memorandum of Understanding that has been proposed and worked out between the Foundation President and Scott, and that we adopt it on behalf of the Commissioners." Commissioner Clinton seconded the motion and the motion passed 5/0.

**8. New Business/ Resolution R2015-07 Adopting 2016 Budget:**

This resolution was tabled until after discussion of item 9, R2015-08 Regular Property Tax Levy; R2015-08 had to be passed first so the amount referred to in R2015-07's appendix would be correct. The Board returned to this item after passing R2015-08 Regular Property Tax Levy by a vote of 5/0. Commissioner Trandum made a motion "I move that we adopt resolution R2015-07 adopting our 2016 budget". Commissioner Robison seconded, the motion was passed 5/0.

**9. New Business/Resolution R2015-08 Regular Property Tax Levy:** Commissioner Robison made a motion; "That we adopt resolution R2015-08 regular property tax levy but amended to request \$989,000". Commissioner Trandum seconded, the motion was passed 5/0.

**10. New Business/Resolution R2015-09 Substantial need to levy up to 1%:** Commissioner Robison made a motion; "I make a motion that we adopt R2015-09 as written". Commissioner Kelly seconded, the motion was passed 5/0.

**11: New Business/Resolution R2015-10 Joining King County Directors Association (KCDA) purchasing cooperative:** Commissioner Robison made a motion; "I make a motion that we adopt R2015-10, the resolution to Key Pen Parks to authorize inter-local cooperative purchase agreement for cooperative purchasing contract from King County Directors Association as written." Commissioner Kelly seconded, the motion was passed 5/0.

**12: New Business/Resolution R2015-11 Updating Employee Handbook Policy:** Commissioner Robison made a motion "I make a motion that we adopt R2015-11 a resolution of the board of commissioners of the Key Peninsula Metropolitan Park District adopt the updated employee handbook". Commissioner Trandum seconded, the motion was passed 4/1. The major updates to the employee handbook were about wages and benefits.

Commissioner Robison made a motion "that we adopt the 2016 pay becomes effective on November 16 2015" Commissioner Trandum seconded the motion, the motion was passed 4/1.

**13: New Business/Resolution R2015-12 Amending 2015 Budget:** Tabled until the December meeting.

**14. New Business/Awarding bid for electrical work on Maintenance and Concession Stand building:** Executive Director Gallacher said that only one contractor bid the project; that bid

was substantially lower than a previous estimate solicited from a local contractor. He recommended approval of the bid. Commissioner Kelly made a motion “that we award the bid for the electrical work in the concession stand. Commissioner Robison seconded the motion, the motion passed 5/0.

**15. New Business/Awarding a professional services agreement for Volunteer Park electrical repairs and lighting upgrades:** Executive Director Gallacher recommended the Board award the contract to replace Field 1’s lights with LEDs and install new LED field lights on Fields 2 and 3 to Cross Engineers; this project is made possible by a \$250,000.00 RCO matching grant. Commissioner Trandum “I move that we hire Cross Engineering to complete the lighting project electrical design.” Commissioner Kelly seconded the motion, the motion passed 5/0.

**16. Other minor matters:** none.

**17. Commissioners Comments/Good of the Order:** Commissioner Kelly congratulated Shawn Jensen for being newly elected to the 2016 Key Pen Parks Board of Commissioners and Ed Robison for being re-elected to the Board. Citizen Claudia (Sami) Jensen thanked Executive Director Gallacher for having, one of the maintenance staff, assist the volunteer group planting new trees at 360 Trails.

**18. Meeting Adjourned:** The public meeting of November 9, 2015, was adjourned at 8:35 PM. The December meeting will be held at 7:30 PM on December 14, 2015 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 Laura Armstrong, Office Manager/Bookkeeper and Commissioner Clinton

***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.***

