

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 December 9, 2013

The regular meeting was preceded by a study session/staff report: The study session started at 7:00PM; staff reports were discussed.

The public meeting was called to order at 7:31 PM in the Volunteer Park Office by Acting President Bill Trandum.

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

Swearing in of Commissioners: Mark Michel was sworn into position #1 and John Kelly was sworn into position #3 by Acting President Bill Trandum.

Citizens present: Dylan Roberts, Judy and Dan Mills.

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\ Key Peninsula Historical Society year-end report: Judy and Don Mills presented the commissioners with the Historical Society's year-end report for the 2012-2013 contract on "History of Upper Sound Logging on the Key Peninsula." Judy Mills will present the commissioners with possible topics for a new contract at the next park board meeting.

Citizen Comments: none

Business Meeting

1. Minutes: Commissioner Trandum asked if there were any corrections or objections to the November 12th meeting minutes. Hearing none the November 12th meeting minutes were accepted as written.

2. Financial Report: The November 2013, Pierce Co. Budget and Finance balance was \$1,574,836.64. The Zoo Trek November deposit was \$11,530.52. Total Zoo Trek collections to date are \$117,476.75. Real and Personal Property Tax collections were \$74,686.29 and 2012 delinquent property tax was \$1,373.56. Total 2013 Real and Personal Property Tax collections to date are \$693,079.75. Total delinquent property tax collected for 2012 was \$31,997.78. The First Citizens Bank balance shows \$1,105.00 as of November 30, 2013. November's expenses totaled \$34,342.14.

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): Commissioner Trandum stated that he is now waiting on Pierce County to review the Park District's proposed usage of the unused land at the Transfer Station located next to Volunteer Park.

Commissioner Trandum talked about the need to have 2 culverts pulled out on the 480 (Key Central Forest) property. Washington State Department of Resources has stated that if the Park District would like to pay for new culverts, they will install them when they pull the old ones at no charge. Commissioner Robison suggested using an "Open Box" style culvert to replace the old ones.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum): Susan Quigley has accepted a position on the Foundation's board. Commissioner Trandum stated that the Foundation is continuing to raise money to match the \$5000.00 the Angel Guild pledged for the Civic Center Picnic Shelter.

c. Trail updates (Commissioner Michel): Commissioner Michel stated the trails committee has not met recently but, they will be looking at the south and east perimeter of the 360 trails property to identify property lines; a meeting has been set up with Pierce County Planning and Land Services for Thursday December 12th at 9:00 am.

5. Board President's Report: Commissioner Trandum talked about working on policy reviews and updates for the Park District; Executive Director Gallacher will work on getting all current policy/procedure documents together for the commissioners.

6. Unfinished Business/Park Systems Plans; Survey update and goals and objectives: Executive Director Gallacher presented the commissioners with draft documents listing ideas for the 6 year capital improvement plan; this was based on the needs/wants survey results.

7. Unfinished Business/Park Systems Plan (need, goals, & objectives, Inventory): Executive Director Gallacher stated that a few things are still being worked on to complete the Park Systems Plan document before it can be adopted; these things include; an executive summary, census populations, and the demand and needs analysis.

8. New Business/Resolution 2013-05 Amending 2013 Budget: Commissioner Robison made a motion "I move that we adopt resolution 2013-05 amending the 2013 budget". Commissioner Clinton seconded the motion and the motion was passed 5/0.

9. New Business/Presentation of 2011 & 2012 end of year financial reports: Commissioner Clinton made a motion "I move that we approve the 2011 and 2012 financial reports as submitted". Commissioner Robison seconded the motion and the motion was passed 5/0.

10. New Business/Draft of Small and Attractive Asset Policy: Executive Director Gallacher presented the commissioners with a draft document regarding "Small and Attractive Items policy and procedures" for their review. Commissioners will review this document and submit any changes or corrections to Executive Director Gallacher for review at the next park board meeting.

11. New Business/Nominations of 2014 Board member positions: First nominations for board positions were as followed; Mark Michel nominated Kip Clinton for clerk, Ed Robison nominated Mark Michel for Vice President, and Kip Clinton nominated Bill Trandum for President. No other nominations were made at this time. The second nominations process will take place on January 13, 2014

12. New Business/Evaluation of wages paid to Key Pen Parks Staff: Executive Director Gallacher had received a request from an employee to evaluate the wages for their position. Executive Director requested the commissioners instruct him to research wage scales used by similar public agencies and present it to the Park District's HR committee for review. Commissioner Clinton stated that Executive Director Gallacher would have to look at other agencies that are of similar size and budget. Commissioner Robison made a motion "I move that we direct the Executive Director to research what the current market pay scales for the type of work being performed by the staff." Commissioner Clinton seconded and the motion and the motion was passed 5/0.

13. Approval of other minor matters: none

14. Commissioners Comments/Good of the Order: Commissioner Trandum wanted to thank Susan Quigley for stepping in and helping the Park District out.

15. Meeting Adjourned: The regular public meeting of December 9, 2013, was adjourned at 8:33 PM. The regular December meeting will be on Monday January 13, 2014 at 7:30PM at the Volunteer Park annex 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.

