

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday December 14, 2015

The regular meeting was preceded by a 7:00 PM study session. Executive Director Gallacher reviewed staff reports at this time. He reported that the Floodway Realignment Review was approved without comment at PALS. He is planning on a Playground Committee meeting in January and considering the addition of adult exercise equipment around the perimeter of the Gateway Park playground.

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

Commissioners Present: Mark Michel, John Kelly, Kip Clinton, Bill Trandum. Commissioner Ed Robison excused due to work obligations. Staff present for Key Pen Parks: Executive Director Scott Gallacher, Office Manager/Bookkeeper Laura Armstrong.

Citizens present: Shawn Jensen, Danna Webster, Carolyn Wiley, and Stan Moffett.

Pledge of Allegiance: Recited.

Special Presentations, Farm Tour Report: Carolyn Wiley gave a report on the 2015 Farm Tour. She explained what they will be doing for the 2016 Farm Tour with the biggest change being with extending the advertising area to bring more people to the Key Peninsula during this event.

Citizen's comments: Danna Webster talked about the Key Peninsula Healthy Community Initiative; produced by the Key Peninsula Community Council. The Community Council was awarded a grant by the Milgard Family Foundation; this grant will allow them to work on three specific service areas with the priorities focused on hunger, transportation, and health-and-wellness.

1. Minutes: President Michel asked if there were any objections or corrections to the November 9, 2015 meeting minutes; hearing none, the meeting minutes were approved as written.

2. Financial Report: The November 2015 BIAS Financial balance was \$2,644,055.98. The Zoo Trek November deposit was \$13,356.72. Total Zoo Trek collections to date were \$137,235.37. November's Real and Personal Property Tax and delinquent property tax collections were \$70,048.66. Total 2015 Real and Personal Property Tax collections to date were \$863,177.71. BIAS Expenditures for November 2015 were \$56,468.63. Commissioner Michel asked if there were any corrections or objections to the November 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): Donations are coming in for their mission on funding a project for the Gateway Playground.

c. Trail Updates (Commissioner Michel): no report

d. Recreation Committee (Commissioner Kelly): no report

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/ Resolution R2015-12 Amending 2015 Budget: This resolution was tabled at the November meeting. Executive Director Gallacher explained to the commissioners that the amount of the fund level budget did not change but a few items under sub-codes were moved around to insure the budget was in balance with the year-to-date expenditures.

Commissioner Clinton made a motion "I move approval of resolution R2015-12 amending the 2015 budget". Commissioner Trandum seconded, the motion was passed 4/0

8. New Business/ Resolution R2015-13 Facility Rental Policy: Executive Direct Gallacher explained that the Youth Athletic Facility Grant requires specific wording to be written into all rental policies offering reduced rates if the program utilizes the grant. This policy also includes updated rental fees. Commissioner Clinton made a motion "I move that we adopt resolution R2015-13 resolution to adopt Key Pen Parks facility rental policy". Commissioner Trandum seconded, the motion was passed 4/0

9. New Business/Resolution R2015-14 Appointment of Agent to receive claims for damages as per RCW 4.96 Commissioner Clinton made a motion; "That we adopt resolution R2015-14, a resolution of Key Pen Parks regarding appointment of agent to receive claims for damages as per RCW 4.96". Commissioner Kelly seconded, the motion was passed 4/0.

10. New Business/Youth Athletic Facilities agreement with Recreation and Conservation Office for Volunteer Park LED light project fields 1, 2, and 3. Project Number 15-1335: Key Pen Parks match rate is 50/50 up to \$500,000.00 (\$250,000.00 RCO/\$250,000.00 KPP); anything above that will be the responsibility of the Park District. This project will most likely begin in the summer due to heavy trucks needing to drive onto the ball field; currently the fields are too wet to support the weight of these types of vehicles. Commissioner Trandum made a motion; "I make a motion that we authorize the president to sign the contract". Commissioner Clinton seconded, the motion was passed 4/0.

11: New Business/Request from Executive Director to redeem earned vacation as per Employee Handbook: Due to a house fire, Executive Director Gallacher was requesting to be allowed to redeem unused earned vacation time to help offset some of his repair costs. Commissioner Trandum made a motion; "I move that we authorize Scott to redeem some of his vacation time in order to finance the repairs to his residence." Commissioner Clinton seconded, the motion was passed 4/0.

12: New Business/Nominations for 2016 Commissioner positions as per By-Laws: The first nominations were as followed, Commissioner Trandum nominated Commissioner Michel for President. Commissioner Clinton nominated Commissioner Robison for Vice President and Commissioner Michel nominated Commissioner Clinton for Clerk. No other nominations were made at this time. The second nominations will be held on January 11, 2016.

13: New Business/ Executive Director Employment Contract: Tabled till January 11, 2016 to allow the commissioners to research an area of the contract regarding amount of notice time that will need to be given upon employment termination.

14. Other minor matters: none.

15. Commissioners Comments/Good of the Order: Proclamation recognizing Bill Trandum's service to Key Pen Parks: The Executive Director presented Commissioner Trandum with a token gift (spyglass telescope) in appreciation for his years of service for the Park District. Commissioner Trandum served as a Park Commissioner from July 2008 to December 2015 serving on committees, board president, and assistance with various land acquisitions and projects. Commissioner Trandum also thanked Executive Director Gallacher for all his hard work.

16. Meeting Adjourned: The public meeting of December 14, 2015, was adjourned at 8:28 PM. The January meeting will be held at 7:30 PM on January 11, 2016 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

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 Office Manager/Bookkeeper's attention and corrected at the time the Board addresses and approves the minutes.