

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday January 11, 2016

The regular meeting was preceded by a 6:30 PM study session. Susan Quigley (Key Peninsula Parks & Recreation Foundation) talked about the direction the Foundation was heading for 2016. Deborah Krishnadasan (Peninsula School District Levy Presentation) gave a presentation to the commissioners regarding the Peninsula School District Levy. Executive Director Gallacher reviewed staff reports at this time.

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, Ed Robison, and Shawn Jensen. Staff present for Key Pen Parks: Executive Director Scott Gallacher, Office Manager/Bookkeeper Laura Armstrong.

Citizens present: Susan Quigley (Key Peninsula Parks & Recreation Foundation), Deborah Krishnadasan (Peninsula School District Levy Presentation), Claudia (Sami) Jensen, Sara Jensen, Isabel Jensen, Stan Moffett

Pledge of Allegiance: Recited.

Approval of Agenda: Commissioner Kelly requested that “endorsement of the school levy” be added to New Business. Executive Director Gallacher stated that Ed Robison’s name needed to be added to the agenda for “Swearing in of Commissioners.” The amended agenda was approved 5/0.

Swearing in of Commissioners Shawn Jensen and Ed Robison: President Michel administered the Oath of Office for Ed Robison for his second term and Shawn Jensen for his first term.

Second Nominations for 2016 Commissioner Positions as per By-laws: New The first nominations made at the December 14th meeting 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. The second nominations were as followed; Commissioner Clinton nominated Commissioner Michel as President, Commissioner Robison as Vice President, and herself as Clerk. Commissioner Robison move the slate as nominated? The vote passed 5/0.

Special Presentations:

Citizens Comments: No citizen comments.

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

2. Financial Report: The December 2015 BIAS Financial balance was \$2,576,594.61. The Zoo Trek December deposit was \$12,230.61. Total Zoo Trek collections to date were \$146,465.98. December’s Real and Personal Property Tax and delinquent property tax collections were \$7,108.20. Total 2015 Real and Personal Property Tax collections to date were \$870, 986.94. BIAS Expenditures for December 2015 were \$90,584.54. Commissioner Michel asked if there were any corrections or objections to the December financial report, hearing none, the financials were accepted as 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: Report given by Susan Quigley during the study session.

c. Trail Updates (Commissioner Michel): Volunteers are working on new mountain bike trails in the NW corner of Gateway Park.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly expressed optimism regarding the 2016 recreational programs.

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 have agreed with Key Pen Parks floodway realignment data; the application has been forwarded to the next level at FEMA for approval.

7. Unfinished Business/Executive Director Employment Contract: This item was tabled from the December 14, 2015 to the January 11, 2016 meeting 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. Contract negotiation were at an impasse. Consensus was that Executive Director Gallacher would continue in that position as an "at will" employee under the general terms of the Key Pen Parks Employee Handbook; this was agreeable to the Executive Director.

8. New Business/ Resolution R2016-01 Updating the 2016 Budget to Fund Level:

Commissioner Robison made a motion "I move that we adopt resolution R2016-01 resolution to adopt the updating of the 2016 Budget to the Fund Level as currently drafted". Commissioner Clinton seconded, the motion was passed 5/0

9. New Business/Resolution R2016-02 Surplus items and removal of items from inventory

list: Commissioner Robison made a motion; "That we adopt resolution R2016-02 Surplus items and removal of items from inventory lists as currently drafted". Commissioner Clinton seconded, the motion was passed 5/0.

10. New Business/Resolution R2016-03 Authorizing Executive Director to purchase park maintenance equipment:

Commissioner Robison made a motion; "to adopt R2016-03 Authorizing Executive Director to purchase park maintenance equipment as currently drafted for the purchase of the flail mower attachment to the John Deere tractor". Commissioner Clinton seconded, the motion was passed 5/0.

11. New Business/Resolution R2016-04 Updating First Citizens Bank Signature Card:

Commissioner Robison made a motion "to adopt R2016-04 updating First Citizens Bank Signature Card for current Board of Directors". Commissioner Clinton seconded the motion, and the motion was passed 5/0.

12: New Business/2016 Concession Stand lease: Commissioner Robison made a motion "that we allow the Board President to enter into the concession stand lease with Key Peninsula Little League as drafted". Commissioner Clinton seconded the motion, and the motion was passed 5/0.

13: New Business/2016 Key Peninsula Little League field use, storage, and batting cage contracts: Commissioner Robison made a motion "that we approve the contract with Key Peninsula Little League, the contracts for the field use, the storage unit at Volunteer Park and batting cage at Volunteer Park contracts as drafted". Commissioner Clinton seconded the motion, and the motion was passed 5/0.

14. New Business/Gateway Phase 1 Development revised scope of work: Commissioner Robison made a motion "That we authorize executive director to complete negotiations with Droll and Associates for the amendment III to the Gateway Park master plan up to thirty seven thousand dollars (\$37,000) and that the executive director's discretion to determine if the picnic shelter will be removed from the scope of services for Droll and Associates, and the degree of what removal would encompass". Commissioner Clinton seconded the motion, and the motion was passed 5/0.

15. New Business/Endorsement of the School Levy: Commissioner Kelly made a motion “to endorse the Peninsula School District Continuing Education Programs and Operations (M & O) levy”.

Commissioner Robison seconded the motion and the motion passed 5/0

16. Other minor matters: Commissioner Clinton informed the Board that Pierce County Shellfish Partners (Pierce County Surface Water Management) had designated Vaughn Bay as a Shellfish Protection District; Key Pen Parks is a major landowner in the VBSPD since Key Central Forest drains into Vaughn Bay. PCSP are doing community presentations about the shellfish protection district. Claudia “Sami” Jensen asked if Key Central Forest was accessible to the public via the Western Access Road off Wright Bliss Road; Executive Director Gallacher said the gates are closed but citizens could use it to walk or ride to Key Central Forest.

17. Commissioners Comments/Good of the Order: Commissioner Kelly congratulated Commissioner Robison on his re-election and welcomed new Commissioner Jensen to the Board. Commissioner Robison said that Larry Seaquist is running for State Superintendent of Public Instruction.

18. Meeting Adjourned: The public meeting of January 11, 2016, was adjourned at 8:30 PM. The February meeting will be held at 7:30 PM on February 8, 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 and Veronica Grandt,
Office/Rec 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 Office Manager/Bookkeeper’s attention and corrected at the time the Board addresses and approves the minutes.