

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday May 9, 2016

The regular meeting was preceded by a 6:30 PM study session. Executive Director Gallacher reviewed staff reports and he and Office Manager/Bookkeeper Laura Armstrong discussed the final 2015 Financials.

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

Commissioners Present: John Kelly, Kip Clinton, Ed Robison, Shawn Jensen and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher, Office Manager/Bookkeeper Laura Armstrong and Veronica Grandt Office/Recreation Assistant.

Citizens present: Claudia (Sami) Jensen, Judy and Don Mills, Dawn Richey, Stan Moffett, Bob Whitman

Pledge of Allegiance: Recited.

1. Approval of Agenda: President Michel asked if there were any objections or corrections to the agenda; Commissioner Jensen noted that the RCW cited regarding Executive Session was wrong and the correct cite should be RCW 42.30.110 (1) (b);the agenda was approved as corrected.

Special Presentations: Key Peninsula Historical Society – Minter Creek History Presentation: Judy Mills of the Key Peninsula Historical Society presented a slide show on the history of Minter Creek and discussed its significance to the Key Peninsula per the 2016 Contract for Services between KPHS and KPP. The contract requested a history of Key Pen Parks' Minter Creek Property especially regarding salmon runs and native cultural use. This power point presentation is available at the Key Peninsula Historical Society and will be presented by them at local Key Peninsula Schools.

Citizens Comments: No comments.

2. Approval of Minutes: President Michel asked if there were any objections or corrections to the April 11, 2016 meeting minutes and the May 2, 2016 special meeting minutes; hearing none, the meeting minutes were approved as submitted.

3. Financial Report: The April 2016 BIAS Financial balance was \$2,847,412.29. The Zoo Trek April deposit was \$11,671.51. Total Zoo Trek collections to date were \$49,302.96. April's Real and Personal Property Tax and delinquent property tax collections were \$365,444.97. Total 2016 Real and Personal Property Tax collections to date were \$439,608.40. BIAS Expenditures for April 2016 were \$61,593.87. Commissioner Michel asked if there were any corrections or objections to the April financial report, hearing none, the financials were accepted as submitted.

4. Staff Report: Covered in study session.

5. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison said that the Volunteer Park Lighting Project was close to permitting.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Michel): No report.

c. Trail Updates (Commissioner Michel): No report.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly said that Marketing Coordinator/Recreation Specialist Christina Hallock did a great job representing Key Pen Parks at the May Livable Communities Fair at the Vaughn Civic Center.

5. Board Presidents Report: No report.

6. Unfinished Business/ Gateway Park Master Plan Update: Executive Director Gallacher stated that there was no new news and that Key Pen Parks should know more after the scheduled meeting with PALS on Thursday May 12, 2016.

a. Volunteer Park LED Project: Key Pen Parks must wait for a contract with Peninsula Light Company before proceeding with the project. Field 1 light replacement is anticipated for late July/early August with new lights for Fields 2 and 3 in late August through October.

7. New Business/Resolutions:

a. Presentation of 2015 year-end financial report: Commissioner Clinton made a motion “to accept the 2015 year-end financial report as presented”. Commissioner Robison seconded. The motion was passed 5/0.

b. Resolution R 2016-08 Establishing an accounts payable account with First Citizens Bank: Commissioner Robison made a motion “to adopt resolution R2016-08 to establish an accounts payable account with First Citizens Bank”. Commissioner Clinton seconded. The motion was passed 5/0.

c. Resolution R 2016-09 Signature card for accounts payable account with First Citizens Bank: Commissioner Robison made a motion “to adopt resolution R2016-09 to acquire a signature card for accounts payable account with First Citizens Bank”. Commissioner Clinton seconded. The motion was passed 5/0.

d. Resolution R 2016-10 Voucher and payment signing procedures for accounts payable account with First Citizens Bank: Commissioner Robison made a motion “to adopt resolution R2016-10 for voucher and payment signing procedures for accounts payable account with First Citizens Bank”. Commissioner Jensen seconded. The motion was passed 5/0.

8. Executive Session:

a. Property Acquisition: The topic of the Executive Session was for the purchase of real estate (RCW 42.30.110(1) (b). The Executive Session began at 8:13 PM; it was scheduled to last for 10 minutes, however, two (2) five (5) minute extensions were necessary. Executive Session ended at 8:33 PM at which time the regular public meeting reconvened. Commissioner Robison moved “to allow the Executive Director and Board President to make a purchase and sale agreement with Manke and make a contract between Key Pen Parks and Pierce County for future partial reimbursement funding through 2017 Conservation Futures Funds.” Commissioner Jensen seconded. The motion passed 5/0.

19. Other minor matters: No other minor matters.

10. Commissioners Comments/Good of the Order: No commissioners’ comments.

11. Meeting Adjourned: The public meeting of May 9, 2016, was adjourned at 8:35 PM. The June meeting will be held at 7:30 PM on June 13, 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 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.