

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  
Special Board Meeting Minutes  
Monday, February 4, 2019

The Special Meeting of Monday, Feb. 4, 2019, was preceded by a 6:30 PM study session. Executive Director Gallacher went over staff reports and talked about Gateway Park project updates. He said that 2019 will probably be the final year Key Pen Parks partners with Kitsap Co. Parks to keep Horseshoe Lake Park open 7 days a week in the summer because the Gateway Park Spray Pad should be open in 2020. He also said that he had met with the Park System Plan consultant; he expects the consultant to meet with the Park Board in April.

**The public meeting was called to order at 7:00 PM in the Volunteer Park office by President Michel.**

**Commissioners Present:** Ed Robison, John Kelly, Kip Clinton, Shawn Jensen and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Event Coordinator/Office Support Veronica Grandt.

**Citizens present:** Stan Moffett, Lee Miller and Sami Jensen.

**1. Approval of Agenda:** The agenda was adopted as written.

**2. Special Presentations:** None.

**3. Citizens Comments:** Sami Jensen asked about the progress for the planning of the splash pad. Executive Director Gallacher stated that the plans were coming along.

**4. Approval of Minutes:** President Michel asked if there were any objections or corrections to the January 14, 2019 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The Financial Report for January was not ready for review, so the board opted to defer it until the next regular meeting.

**6. Staff Report:** Covered in study session.

**a. Land and Improvement Committee (Commissioner Robison):** Commissioner Robison stated that he and Executive Director Gallacher met with electrician Joseph White at Gateway Park to discuss the cost of lighting for the pavilion.

**b. Key Peninsula Parks and Recreation Foundation Report:** Executive Director Gallacher stated Maureen Reilly, former President of the Key Pen Parks & Rec Foundation, has resigned. Executive Director Gallacher said that he will be meeting with the Greater Gig Harbor Foundation to gather information on ways to improve the functionality of the Key Pen Parks & Recreation Foundation.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated that there is trail work going on at 480 Trails.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly had no report.

**7. Board Presidents Report President Michel:** No report.

**8. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater):**

Executive Director Gallacher stated that the splash pad planning and design is moving along. He said that he spoke to Don Campbell from Robert Droll and Associates and is gearing up to get permits and bids for work.

**9. Unfinished Business/ Agreement with NW Management Services for Human Resources Compensation Study:** Commissioner Jensen made a motion to “approve the agreement with NW Management Services for Human Resources Compensation Study”. Commissioner Clinton seconded, the motion passed 4/1. Commissioner Kelly voted no.

**10. New Business/Key Pen Parks enhancement grant to Tacoma Children’s Museum for Play to Learn at KP Civic Center:** Commissioner Robison made a motion to “grant the Key Pen Parks enhancement grant to the Tacoma Children’s Museum for Play to Learn at KP Civic Center”. Commissioner Kelly seconded, the motion passed 5/0.

**11. New Business/Selecting quote for Voters box at Home Park:** The commissioners voted to select a quote for the Home Park ballot box. The quote ““We in America do not have government by the majority; we have government by the majority who participate.” Thomas Jefferson was selected to be presented to the Pierce Co. Auditor’s Office for approval.

**12. New Business/Key Peninsula Little League 2019 agreements for Field Use, Storage Container and Batting Cage:** Commissioner Robison made a motion to “authorize the Executive Director to present the contracts to the Key Peninsula Little League Board as currently drafted”. Commissioner Clinton seconded, the motion passed 5/0.

**13. New Business/Request by Executive Director to redeem earned vacation as per Employee Handbook:** Executive Director Gallacher made a request to redeem earned vacation hours as per Employee Handbook. Commissioner Clinton made a motion to “approve the Executive Director’s request to redeem up to 80 hours of earned vacation as per Employee Handbook”. Commissioner Kelly seconded, the motion passed 5/0.

**14. New Business/Key Pen Park By-Laws:** Per a request made at the Jan. 14, 2019, Key Pen Parks Board meeting by Commissioner Kelly, the By-Laws regarding nominations and elections of Park Board Commissioner Positions was addressed. Commissioner Michel read aloud, Section 5 of Article III-Powers and Duties in the By-Laws of the Board of Park Commissioners Key Peninsula Metropolitan Parks District. Adopted April 9, 2018, per Resolution R2018-05. No further action was taken.

**15. New Business/Resolution R2019-02 Surplus Playground Equipment:** Commissioner Robison made a motion to “approve Resolution R2019-02 Surplus Playground Equipment”. Commissioner Clinton seconded, the motion passed 5/0.

**15. Other minor matters:** None.

**16. Commissioners Comments/Good of the Order:** Commissioner Kelly announced that on February 18<sup>th</sup> at the Home Fire Station, at 7:00 pm, he will have the PSD.401 School Director, Deborah Krishnadasan there.

**17. Meeting Adjourned:** The public meeting of February 4, 2019, was adjourned at 7:27 PM. The next regular meeting will be held on Monday, March 11, 2019 at 7:30 PM in the Volunteer Park Office. The meeting may be preceded by a 7:00 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, Event Coordinator/Office Support and  
Commissioner Kip Clinton, Board Clerk.

***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 Support/Event Coordinator's attention and corrected at the time the Board addresses and approves the minutes.***