

KEY PENINSULA METROPOLITAN PARK DISTRICT

***D.b.a.* KEY PEN PARKS**

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Board Meeting Minutes

Monday January 8, 2018

The regular meeting was preceded by a 7:00 PM study session. Executive Director Gallacher went over staff reports and talked about Gateway Park project updates. Installation of a forest gate with a coded lock at the Wright Bliss entrance to Key Central Forest was discussed; Executive Director Gallacher said that Pierce County Planning and Public Works, in December 2017, had erroneously notified Key Pen Parks of a development moratorium at that site.

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

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

Citizens present: Stan Moffett, Sami Jensen, Rebecca Lengtat, Judy Mills and Paul Michaels

Pledge of Allegiance: Recited.

1. Approval of Agenda: President Robison asked if there were any additions or corrections to the agenda, hearing one (date for next meeting); the agenda was approved as corrected.

2. Swearing in of Commissioner Kip Clinton: Commissioner Clinton was sworn in by Key Pen Parks Board President Ed Robison.

3. Second Nominations for 2018 Commissioner positions as per By-laws: The second nomination for Board Officers were as follows: Ed Robison as president; Mark Michel as vice president; Kip Clinton as clerk. The slate of officers was approved unanimously.

4. Special Presentations/Key Peninsula Historical Society: Judy Mills and Paul Michaels of the Key Peninsula Historical Society presented a sign featuring historical information of the Gateway Park property, to be erected at Gateway Park. The sign was designed by Paul Michaels, with research of the history of the Gateway Park property being done by Bob Whitman. The sign was made by Winsor Fireforms, and is composed of porcelain on steel.

5. Citizens Comments: Sami Jensen asked Commissioner Michel about volunteers for equestrian trail maintenance at 360 Trails. Commissioner Michel said he would go over that during the Trails Committee report.

6. Approval of Minutes: President Robison asked if there were any objections or corrections to the December 11, 2017 meeting minutes; hearing none, the meeting minutes were approved as submitted.

7. Financial Report: The December 2017 BIAS Financial balance was \$2,046,724.25. The Zoo Trek December deposit was \$14,393.12. Total 2017 Zoo Trek collections to date were \$122,240.96 and total 2017 Real and Personal Property Tax collections to date were \$589,877.28. BIAS Expenditures for December 2017 were \$117,409.20. President Robison asked if there were any corrections or objections to the December financial report, hearing none, the financials were accepted as submitted.

8. Staff Report: Covered in study session.

9. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison said that Key Pen Parks has purchased the right-of-way between Gateway Park and State Route 302. He also stated that purchase of the Taylor Bay property should close some time in February.

b. Key Peninsula Park and Recreation Foundation Report: Executive Director Gallacher stated that there would be a Foundation meeting on Tuesday, January 9, 2018. Commissioner Michel added that he would be attending that meeting, and was hopeful that Paul Hamrick would be there as well.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that February 3rd was a tentative date for an equestrian trail party, and had sent an email to Tonya and Cliff Peterson to let them know. Rebecca Lengtat said that February 3rd is a Pierce County 4-H clinic at the Tacoma Unit, and that a majority of the equestrian community would likely be there. Commissioner Michel decided that they would look for another date. There has been work done on the center jump line at 360 Trails. There was also a meeting to go over the Poker Pedal event, happening on May 6th, and the 36 at 360 event, happening on August 26th. Both events are fund raisers for trail building costs.

d. Recreation Committee (Commissioner Kelly): No report.

10. Board Presidents Report: No report.

11. Unfinished Business/Facility Rental Fees: Executive Director Gallacher presented the board with rental fees for all Key Pen Parks' parks. Executive Director Gallacher said he would make some corrections and have a resolution ready for the next board meeting.

12. New Business/Joint Letter with Fire District 16 on State Route 302 Improvements near Gateway Park and Wauna Fire Station: This letter is requesting the legislature advocate for making safety improvements on Highway 302, in front of Gateway Park and the Wauna Fire Station. Commissioner Clinton made a motion to "Approve the basic concept of a letter between Key Pen Parks and Fire District 16, to request the state install a turn lane on Hwy 302 at the north end of the Key Peninsula, parallel to Gateway Park and the Wauna Fire Station". Commissioner Kelly seconded. The motion was passed unanimously.

13. New Business/Agreement with Pierce County on Pierce County Conservation Futures to execute the agreement to fund purchase of Taylor Bay property: Executive Director Gallacher stated that he spoke to Nicole Hill, a Pierce County staff person, and she is in the process of working on a standard agreement from the county. Commissioner Michel made a motion to "Authorize the Executive Director and the Board President to complete and execute the agreement with Pierce County Conservation Futures to purchase the Taylor Bay property". Commissioner Jensen seconded. The motion was passed unanimously.

14. New Business/Resolution R2018-01 Surplus Items and Removal of Items from Inventory: Commissioner Clinton made a motion to "Approve Resolution R2018-01 Surplus Items and Removal of Items from Inventory". Commissioner Jensen seconded. The motion was passed unanimously.

15. New Business/Request from Executive Director to redeem earned vacation as per Employee Handbook: Commissioner Kelly made a motion to "Allow Executive Director Gallacher to redeem 80 hours of vacation, as per the Employee Handbook". Commissioner Clinton seconded. The motion was passed unanimously.

16. New Business/Gateway Park Splash Pad RFQ: Executive Director Gallacher stated that a request for qualifications was sent out to firms on the Key Pen Parks municipal jobs roster. He stated that there were 2 submissions received by the deadline date. Commissioner Robison and Executive Director Gallacher reviewed both submissions and recommended the submission from Bob Droll and Associates. Commissioner Jensen stated that they were both well done but one was substantially more complete than the other. Board consensus was to have the Executive Director contact Bob Droll and Associates to discuss terms with the goal of presenting a contract for services at the February board meeting.

17. New Business/Gateway Park Wetland delineation agreement for future expansion: This is the SE portion of the Manke property which is north of Creviston Road's intersection with Hwy 302. Commissioner Clinton made a motion to "approve the Executive Director to complete the agreement for consulting services with Soundview Consultants for wetland delineation at the eastern Manke property south of the creek at Gateway Park". Commissioner Michel seconded. The motion passed 4/0.

18. Other minor matters: Commissioner Clinton noticed a mistake on the next meeting date on the agenda, and the correct meeting date is February 12th. Commissioner Robison announced that January 25th is Legislative Day and commissioners planning to participate should keep in touch with the Executive Director.

19. Commissioners Comments/Good of the Order: None.

20. Meeting Adjourned: The public meeting of January 8, 2018, was adjourned at 8:21 PM. The February meeting will be held at 7:30 PM on February 12, 2018 at the Volunteer Park Office and 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 Commissioners Kip Clinton and Shawn Jensen.

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.