

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  
Board Meeting Minutes  
Tuesday, November 13, 2018

The regular meeting was preceded by a 7:00 PM study session. It was held on Tuesday November 13, 2018, following the Monday November 12, 2018 holiday celebrating Veterans Day. Executive Director Gallacher went over staff reports and talked about Gateway Park project updates. The consultant from Bob Droll and Associates, Don Campbell discussed completing the design on the proposed splash pad as soon as the contract with the state is issued.

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

**Commissioners Present:** 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. Ed Robison was excused for this meeting as he was out of town.

**Citizens present:** Sami Jensen, Stan Moffett and Don Campbell.

**1. Approval of Agenda:** Vice-President Michel asked if there were any additions or corrections to the agenda; hearing none, the agenda was adopted as submitted.

**2. Special Presentations:** None.

**3. Citizens Comments:** Sami Jensen thanked everyone for working and volunteering at the All Hallows Eve event. She asked the board to consider endorsing the School Bond addressing Evergreen Elementary. The election date is February 12, 2019. She also stated that she was nominated for a seat on the KP Community Council.

**4. Approval of Minutes:** Vice-President Michel asked if there were any objections or corrections to the October 8, 2018 meeting minutes; hearing none, the meeting minutes were adopted as submitted.

**5. Financial Report:** The October 2018 BIAS Financial balance was \$2,463,064.44. The Zoo Trek October deposit was \$15,331.39. Total 2018 Zoo Trek collections to date were \$118,735.31. 2018 Real and Personal Property Tax deposit was \$474,061.51 and total 2018 Real and Personal Property Tax collections to date were \$1,173,737.50. BIAS Expenditures for October 2018 were \$65,838.37. Vice-President Michel asked if there were any corrections or objections to the October 8, 2018, financial report. Hearing none the financial report was adopted as submitted.

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

**a. Land and Improvement Committee (Commissioner Robison):** Executive Director Gallacher stated that additional playground equipment for Gateway Park will be installed by maintenance staff over the winter season, and the proposals for the new playground equipment for Volunteer Park are still being looked through and evaluated.

**b. Key Peninsula Parks and Recreation Foundation Report:** Executive Director Gallacher stated that the Key Peninsula Parks and Recreation Foundation met at the Volunteer Park office on Monday, November 13<sup>th</sup>, and regarding the MOU, they had some changes to be made.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated that the trails are in fantastic shape and that they had weathered the summer well. It is the early part of the trail building season and it is fairly busy on the trails.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly stated that he thought there was a record number of kids at the All Hallows Eve event this year. Executive Director Gallacher stated that there were close to 900 people who attended the event. Commissioner Kelly suggested that Key Pen Parks invest/budget for programs and personnel in the future. Commissioner Kelly also suggested having

a meeting with Scott Gallacher, Executive Director and Veronica Grandt, Event Coordinator/Office Support to come up with some ideas.

**8. Board Presidents Report:** No report.

**9. Unfinished Business/Updating MOU with Key Peninsula Parks & Recreation Foundation:** The MOU has been forwarded to the Foundation. They want to make more changes to the document, so discussion will be deferred to the Key Pen Parks regular December business meeting.

**10. Unfinished Business/Purchasing Policy:** Executive Director Gallacher stated that the purchasing policy is currently being revised.

**10. 2019 Budget Hearing as per RCW 84.55.120:** The second 2019 Budget Hearing started at 7:40 p.m., and ended at 7:43 p.m.

**11. New Business/Resolution R2018-12 Adopting the regular property tax levy for collection in calendar year 2019:** Commissioner Clinton made a motion to “adopt Resolution R2018-12 Adopting the regular property tax levy for collection in calendar year 2019”. Commissioner Jensen seconded, the motion passed unanimously.

**12. New Business/Resolution R2018-13 Adopting the 2019 annual budget at fund level for calendar year 2019:** Commissioner Clinton made a motion to” adopt Resolution R2018-13 Adopting the 2019 annual budget at fund level for calendar year 2019”. Commissioner Kelly seconded, the motion passed unanimously.

**13. New Business/ Gateway Park Caretaker Agreement:** The current caretaker agreement will expire on December 31, 2018. The current caretakers would like to continue the agreement by 6 months and month to month thereafter. Commissioner Jensen made a motion “to approve the Gateway Park Caretaker Agreement”. Commissioner Clinton seconded. The motion passed 3/1.

Voted Yes: Commissioners Michel, Clinton and Jensen. Voted No: Commissioner Kelly.

**14. New Business/Gateway Park Splash Pad Update:** Commissioner Kelly made a motion to “direct the consultant, Robert W. Droll to complete the design of the splash pad in preparation for the permit and bidding”. Commissioner Jensen seconded. The motion was passed unanimously.

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

**16. Commissioners Comments/Good of the Order:** None.

**17. Meeting Adjourned:** The public meeting of November 13, 2018, was adjourned at 7:58 PM. The Monday December 10, 2018 will be held at 7:30 PM on Monday December 10, 2018 at the Volunteer Park Office. The meeting 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, 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.***