

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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Board Meeting Minutes

Monday October 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. He also discussed additional playground equipment for Volunteer Park and the draft 2019 budget document.

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

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

Citizens present: Rebecca Lengtat and Stan Moffett

1. Approval of Agenda: President Robison 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: Rebecca Lengtat stated that she is in favor of a dog park at Gateway Park. Executive Director Gallacher stated that there was funding in the 2019 budget for a dog park and could possibly have fencing for one in the spring of 2019.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the September 10, 2018 meeting minutes; hearing none, the meeting minutes were adopted as submitted.

5. Financial Report: The September 2018 BIAS Financial balance was \$2,035,151.38. The Zoo Trek September deposit was \$15,034.68. Total 2018 Zoo Trek collections to date were \$103,403.92. 2018 Real and Personal Property Tax deposit was \$20,693.78 and total 2018 Real and Personal Property Tax collections to date were \$699,676.06. BIAS Expenditures for September 2018 were \$53,142.75.

President Robison asked if there were any corrections or objections to the September 10, 2018, financial report, hearing none, the financial report was adopted as submitted.

6. Staff Report: Covered in study session.

7. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison stated that extra playground equipment would be installed at Gateway Park. He also said that the Capital budget approval by the Washington State legislature would have to be approved before moving forward with the splash pad at Gateway Park.

b. Key Peninsula Parks and Recreation Foundation Report: Executive Director Gallacher stated that the Key Pen Parks and Recreation Foundation and the Key Pen Parks Board would vet the MOU before it goes to legal. He also stated that the Key Pen Parks and Recreation Foundation was excited about raising funds for the splash pad.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that this is the time of year for trail building and maintenance. Commissioner Michel made a motion to “adopt the trail names as listed on the 360 Trails Map A Graphic”. Commissioner Kelly seconded. The motion passed unanimously.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly asked about the Letters to Santa event on December 2. The response was that the event would be held on December 2, at the Key Peninsula Fire Station, from 3-4 pm.

8. Board Presidents Report: Commissioner Robison encourages contributions to Key Pen Parks & Recreation Foundation for the proposed splash pad at Gateway Park.

9. Unfinished Business/Updating MOU with Key Peninsula Parks & Recreation Foundation: No action taken. MOU is under review by Key Pen Parks Board Members and Key Pen Parks & Recreation Foundation.

10. New Business/Resolution R2018-11 Travel Policy: Commissioner Clinton made a motion to “adopt Resolution R2018-11 Travel Policy with the spelling correction of the word personable to personal”. Commissioner Kelly seconded, the motion passed unanimously.

11. New Business/Draft of Purchasing Policy: Executive Director Gallacher will be working on a draft of the purchasing policy.

12. New Business/Agreement for professional services for pavement replacement at Volunteer Park: Commissioner Jensen made a motion to “allow the Executive Director to move forward with entering into a professional services agreement with Robert Droll for scope of work for replacement of paving at Volunteer Park”. Commissioner Michel seconded, the motion passed unanimously.

13. 2019 Budget Hearing as per RCW 84.55.120: Executive Director discussed the 2019 Budget with the board and public persons in attendance.

14. Other minor matters: Commissioner Clinton said that if anyone had interest in the Lakebay Marina historical landmark status, the Landmark Hearings Board will have a meeting on Tuesday, October 16, 2018 at 6 pm at the county annex off of South 35th.

15. Commissioners Comments/Good of the Order: Commissioner Kelly said that the KP Democrats would be meeting at Home Park on Monday, October 15, 2018.

16. Meeting Adjourned: The public meeting of October 8, 2018, was adjourned at 8:43 PM. The November meeting will be held at 7:30 PM on November 13, 2018 at the Volunteer Park Office at which time Key Pen Parks will hold a formal hearing on the 2019 Budget; it may be preceded by a 6:30 PM study session. The regular November meeting will be held on Tuesday November 13; Monday November 12 is a holiday. 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.