

KEY PENINSULA METROPOLITAN PARK DISTRICT  
***D.b.a. KEY PEN PARKS***  
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253-884-9240 and answers@keypenparks.com  
**Board Meeting Minutes**  
**Monday, April 8, 2019**

The Regular Meeting of Monday, April 8, 2019, was preceded by a 6:30 PM study session. Steve Duh from Conservation Technix was present to talk about the upcoming Community Survey on Park, Recreation & Open Space Preferences and he solicited input from the board members.

**The public meeting was called to order at 7:30 PM in the Volunteer Park concession stand 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 Marketing and Grants Coordinator Christina Hallock.

**Citizens present:** Steve Duh, Sean Whittemore and Tina Whittemore, Sami Jensen, Tanja McMurray, Don Campbell (Robert W. Droll Landscape Architects), Linda Weeks, Mike Woodhard, Christina Campbell, Judy Mills, and Clint Rosson .

**1. Approval of Agenda:** President Michel asked if there were any additions or corrections to the agenda; a special presentation by KP Historical Society past president Judy Mills was added to the agenda. The agenda was adopted as amended.

**2. Special Presentations:** Judy Mills, Past President of the Key Peninsula Historical Society, gave a presentation on KPHS's 2019 exhibit theme of "Cackleberries, Huckleberries and Hooch, Making a Living on the Key Peninsula" (Eggs, Huckleberries and Liquor). Clint Rosson, Executive Director of the Red Barn Youth Center, reported that the Red Barn is changing its fundraising focus to local support, they expect to teach a vocational skills/carpentry/automotive repair course this summer, and this school year they served 400 youth (an increase of 47 12- to 15-year-olds from the previous year). He also discussed their proposed covered basketball court. Executive Director Gallacher explained that RB has funds for the concrete pad and will be applying for a Key Pen Parks grant for the pole building.

**3. Citizens Comments:** Sami Jensen stated that Key Pen Parks should do a better job marketing its parks and events. She also had some suggestions regarding the Pet Easter Treat Hunt event at Gateway Park.

**4. Approval of Minutes:** President Michel asked if there were any objections or corrections to the March 11, 2019 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report: Financial Report:** The March 2019 BIAS Financial balance was \$2,520,700.68. The Zoo Trek March deposit was \$13,611.80. Total 2019 Zoo Trek collections to date were \$45,854.19. 2019 Real and Personal Property Tax deposit was \$111,073.48 and total 2019 Real and Personal Property Tax collections to date were \$146,642.53. BIAS Expenditures for March 2019 were \$125,938.27. President Michel asked if there were any corrections or objections to the March 11, 2019 financial reports. Hearing none the financial report was adopted as submitted.

**6. Staff Report:** The consultant's draft park system survey and the timeline for the update to Key Pen Parks' Comprehensive Park System Plan were discussed during the study session.

Additional topics addressed during the regular business meeting were a complaint by a Gateway Park neighbor regarding possible boundary fence damage, the Volunteer Park parking lot asphalt project, the timeline for completion of the new Volunteer Park playground, and a person new to owning horses losing control of her horses at Gateway Park. A volunteer group of horse people who caught the loose horses will be available on call to respond any similar future incidents.

**a. Land and Improvement Committee (Commissioner Robison):** Commissioner Robison said he would address this later in the meeting.

**b. Key Peninsula Parks and Recreation Foundation Report:** Executive Director Gallacher said that the Foundation is working on reorganization. The current acting president is Rob Home.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated 160 cyclists attended the April 7, 2019 Raffle Ride event at Gateway Park.

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

**7. Board Presidents Report President Michel:** Board President Mark Michel said that there are exciting times ahead.

**8. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater):** Don Campbell, the Gateway Park consultant, said that they are ready to submit permit applications for the splash pad. He expects six to eight weeks in permitting with possible publication of construction bid requests in July, ground breaking in September, and finish in March/April 2020 for summer season opening. (The State RCO grant was #10 in its category and will be fully funded through the capital budget.) The splash pad is a low flow design using a “follow the water” concept with approximately 20 different features and additional ground sprays. It will accommodate about 60 individuals with the small child area separate from the pre-teen/teen area.

Executive Director Gallacher said that the Board needs to address the amphitheater/performance stage regarding earthwork design so it can be included in the splash pad permitting process.

**9. Unfinished Business/Pierce County Conservation Futures Grant Application-Cramer/McCracken Property:** Executive Director Gallacher said that the Pierce Co. Conservation Futures Grant application was filed in a timely manner. Key Pen Parks is committed to a 26% funding match and will be responsible for any appraised value over the estimated sale price.

**10. New Business/Gateway Park Caretaker Agreement:** Commissioner Robison made a motion to “approve the one-year extension of the Gateway Park Caretaker Agreement”; Commissioner Jensen seconded the motion. The motion passed 4/1; Commissioner Kelly voted “no.”

**11. New Business/Resolution R2019-04 Authorizing the Executive Director to Make Change Orders for the Volunteer Park Parking Lot Repair and Maintenance Project:** Executive Director Gallacher said the contractor was willing to do a three-inch surface instead of a two-inch surface on the main east to west driveway/parking lot for the cost of the material. Commissioner Robison made a motion to “approve Resolution R2019-04 authorizing the Executive Director to make change orders for the Volunteer Park Parking Lot and Maintenance Project; Commissioner Jensen seconded the motion. The motion was approved 5/0.

**12. New Business/Presentation of the 2018 Year-End Report:** Commissioner Jensen said he had notified the Executive Director of a few syntax and spelling errors in the document; Executive Director said those corrections were addressed. Commissioner Robison made a motion to “approve the 2018 year-end financial report as corrected.” Commissioner Jensen seconded the motion. The motion passed 5/0.

**13. Other minor matters:** None.

**14. Commissioners Comments/Good of the Order:** Commissioner Robison said that he had a few potential performance stage designs on his business computer and commissioners were welcome to stop by his home office to see them; call first. He said he has the program to adjust them for site topography and alter the design. Commissioner Kelly mentioned the KP Democrats meeting on April 8 at the Home Fire Station and Commissioner Clinton mentioned that the Key Peninsula Community Council will be meeting on Wednesday, April 10, at the Key Center Fire Station and the Key Peninsula (Land Use) Advisory Commission will have a hearing on Wednesday, April 17, about one land use project.

**15. Meeting Adjourned:** The public meeting of April 8, 2019, was adjourned at 8:42 PM. The next regular meeting will be held on Monday, May 13, 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 Christina Hallock, Grants and Marketing Coordinator, 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 Grants and Marketing Coordinator's attention and corrected at the time the Board addresses and approves the minutes.***