

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**  
**Monday, July 8, 2019**

The Regular Meeting of Monday, July 8, 2019, was preceded by a 6:30 PM study session. Key Peninsula Fire Chief Dustin Morrow explained FD16's EMT levy which will be voted on during the August primary election. Executive Director Gallacher went over staff reports and there was ample discussion with the board about the recent salary compensation survey conducted by an outside consultant.

**The public meeting was called to order at 7:30 PM at the Volunteer Park 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 Christina Hallock, Marketing & Grants.

**Citizens present:** Stan Moffett, Anne Nesbit, Dustin Morrow, Ross Ardrey, Mike Woodford, Kim Wiley, Bruce Cook, Sami Jensen and Linda Weeks.

**1. Approval of Agenda:** President Michel asked if there were any additions or corrections to the agenda. Commissioner Robison asked to make an addition and moved to add Don Mills and the service that he has provided to the district and the community. Commissioner Clinton seconded the motion. The agenda was adopted as amended.

**2. Special Presentations:** None.

**3. Citizens Comments:** Sami Jensen gave kudos to the Key Pen Parks staff for hosting an amazing Fourth of July Community Hot Dog Social. She mentioned she was asked to make a special request for more water balloons. She also reflected on the discussion from the study session on staff compensation and said she, as a tax payer in the community, supports an increase in Key Pen Parks staff base salaries to be more competitive and that an increase will have a positive effect on overall staff productivity and morale. Linda Weeks agreed with Sami Jensen regarding the Fourth of July Community Hot Dog Social and also mentioned her desire to see recycle containers during the event. Commissioner Kelly thanked the Shawn and Sami Jensen Family for their donation of the pop and water for the event. Bruce Cook also attended the Fourth of July event and thought it was a fabulous event and well conducted and congratulated all the organizers and volunteers on a well-attended event. Executive Gallacher said the attendance was counted at 969 people. President Michel also read aloud a letter by a Key Pen Parks staff member, Laura Armstrong, who could not attend the meeting. The letter was addressed to the park commissioners and expressed gratitude at their willingness to listen to staff concerns, especially when it comes to taking a closer look at the wage compensation practices of the district. Bruce Cook also suggested that Executive Director Gallacher consider having a commissioner candidate orientation. Executive Gallacher said that all candidates in the room are welcome to contact him and set up a meeting and a tour, if they would like. He said he will have to check the park's legal representation to see if he is able to do that for candidates, as opposed to

newly-elected commissioners. President Michel suggested candidates get very familiar with the information on the Key Pen Park's website.

**4. Approval of Minutes:** President Michel asked if there were any objections or corrections to the June 10, 2019 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report: Financial Report:** The June 2019 BIAS Financial balance was \$2,746,917.45. The Zoo Trek June deposit was \$14,845.30. Total 2019 Zoo Trek collections to date were \$89,781.98. 2019 Real and Personal Property Tax deposit was \$7,628.28 and total 2019 Real and Personal Property Tax collections to date were \$759,514.42. BIAS Expenditures for June 2019 were \$276,677.22. President Michel asked if there were any corrections or objections to the June 10, 2019 financial reports. Hearing none the financial report was adopted as submitted. Commissioner Robison asked if there is a way to break out the pavilion, shelter and field rental income out of the BIAS income line to better anticipate revenue potential with future facilities. Executive Director Gallacher said he would inquire with the bookkeeper to see if this is possible.

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

**a. Land and Improvement Committee (Commissioner Robison):** Commissioner Robison stated that he has no current updates at this time.

**b. Key Peninsula Parks and Recreation Foundation Report:** Executive Director Gallacher said the Foundation was at the Fourth of July event and the water balloon toss fundraiser for the splash pad brought in around \$475. He said the Foundation is becoming more active in the community and they are still looking for new members and encouraged commissioners to put the word out to their contacts.

**c. Trail Updates (Commissioner Michel):** President Michel stated the Youth Mountain Biking Jamboree and Bike Rodeo was held June 22 and the KP Fire Department did an incredible job setting up the obstacle course and the event went really well overall. He said about 30 kids showed up this year (as opposed to 19 last year) and there were 20 volunteers to be ride guides in addition to the fire department. Regarding the trails committee, they are trying to coordinate times to get a work party together to do some work at Key Central Forest, but there have been challenges with coordinating the schedules of the different people.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly reported that Commissioner Robison finished first in the potato sack race at the Fourth of July event.

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

**8. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater):** Executive Director Gallacher said the splash pad is in the permitting process. The pavilion/performance stage and the amphitheater are items that are still in the fundraising and design phase. He said the splash pad will likely be up and running in June 2020. Breaking ground will be dependent on permits and awarding the contract. Executive Director Gallacher said he would like to do a more formal public groundbreaking ceremony to kick off the project. That may be at the end of September or first part of October.

**9. New Business/Cramer/McCracken Pierce County Conservation Futures update:** Executive Director Gallacher stated the Park District applied for a Pierce County Conservation Futures 2019 grant. This project did not score high enough to be funded through this grant and missed the highest score by a mere five points. However, there is an "Opportunity Fund" for properties of high conservation value which are imminently threatened by development and habitat degradation and the project would better qualify this grant. The property owners have

retained the services of a real estate agent and are looking to put the property on the market. Executive Director Gallacher asked the board if they would like him to move forward with a fine-tuned appraisal that may also qualify for Recreation Conservation Office's (RCO) standards for salmon recovery funding. He reminded the board that they made and passed a motion allowing the use of up to \$12,000 for an appraisal. Commissioner Robison made a motion to "Direct the Executive Director to proceed with getting the appraisal for the property". Commissioner Clinton seconded; the motion passed 5/0. President Michel express concern at becoming a land rich and cash poor district.

**10. New Business/Parks Salary Survey (no action to be taken):** Much discussion on the topic was held during the study session. Commissioner Robison stated that since he joined the parks board, he has felt the maintenance staff have been underpaid. Commissioner Jensen thanked the consultant for putting together such a detailed report. He said he knew the parks department pay scales would be low compared to other similarly-sized park districts, but was surprised at how low Key Pen Parks pay scales are.

**11. Authorizing Board President and/or Executive Director to enter into agreements with State of Washington Recreation and Conservation Office for projects 18-1283 (Taylor Bay Acquisition) and 18-1284 (Gateway Park Splash Pad):** Commissioner Robison made a motion to "Authorize the Board President and/or the Executive Director to enter into agreements with the State of Washington Recreation and Conservation Office for the Taylor Bay Acquisition and the Gateway Park Splash Pad projects". Commissioners Clinton and Kelly seconded; the motion passed 5/0.

**12. Recognition of Don Mills' service to the District and community:** Commissioner Robison stated that Don Mills, who passed away in June, spent a lot of time working with the parks and the KP Historical Society. Commissioner Robison moved that "we provide an official recognition of the great service that Don Mills has provided in his lifetime here to the Key Peninsula, Key Pen Parks, the Key Peninsula Historical Society and the Key Peninsula community." Commissioner Kelly seconded. Executive Gallacher suggested the board do a formal proclamation at the August board meeting and he will ask Judy Mills if she can attend. Commissioner Robison tabled the motion until the August meeting and Judy Mills is present.

**13. Other minor matters:** Stan Moffett asked how much revenue the DroWa event brought to the parks. Factoring in expenses, Executive Director Gallacher said the parks made approximately \$4,000. Sami Jensen thanked Commissioners Jensen, Clinton, Michel and Robison for helping out at the Fourth of July event and for their time and commitment to the community.

**14. Commissioners Comments/Good of the Order:** President Michel stated he agreed with Sami Jensen's comments just before and also thanked the event volunteers who were present at the meeting.

**15. Meeting Adjourned:** The public meeting of July 10, 2019, was adjourned at 8:27 PM. The next regular meeting will be held on Monday, August 12, 2019 at 7:30 PM at Volunteer Park. The meeting may be preceded by a 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, Marketing & Grants, 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.***