

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, March 11, 2019**

The Regular Meeting of Monday, March 11, 2019, was preceded by a 6:30 PM study session. Consultant Ross Ardrey from NW Management Consulting, LLC, a compensation consultant, gave a progress report. Executive Director Gallacher went over staff reports and talked about the recent asphalt bids for Volunteer Park, as well as the plans for the new playground installation at Volunteer Park.

**The public meeting was called to order at 7:30 PM in the Volunteer Park Concession Building 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, Event Coordinator/Office Support Veronica Grandt, and Marketing and Grants Coordinator Christina Hallock.

**Citizens present:** Mike and Kim Wiley, and Linda Parry Weeks

**1. Approval of Agenda:** Commissioner Robison moved to approve an amended agenda with the topic of “Approval of Agenda” added, a start time correction, and the topic of the Cramer/McCracken property added under “New Business”. Commissioner Clinton seconded.

The motion passed unanimously.

**2. Special Presentations:** None.

**3. Citizens Comments:** None.

**4. Approval of Minutes:** Commissioner Robison moved to approve the February 4, 2019 meeting minutes as submitted. Commissioner Clinton seconded. President Michel asked if there were any objections or corrections to the meeting minutes; hearing none, the meeting minutes were unanimously approved as submitted.

**5. Financial Report: Financial Report:** The January 2019 BIAS Financial balance was \$2,517,729.10. The Zoo/Trek January deposit was \$14,583.83. Total 2019 Zoo/Trek collections to date were \$14,583.83. 2019 Real and Personal Property Tax deposit was \$4,199.91 and total 2019 Real and Personal Property Tax collections to date were \$4,199.91. BIAS Expenditures for January 2019 were \$62,579.72. The February 2019 BIAS Financial balance was \$2,510,416.64. The Zoo/Trek February deposit was \$17,658.56. Total 2019 Zoo/Trek collections to date are \$32,242.39. 2019 Real and Personal Property Tax deposit was \$31,369.14. Total Real and Personal Property Tax collections to date are \$35,569.05. BIAS Expenditures for February 2019 were \$65,044.84. President Michel asked if there were any corrections or objections to the January 14, 2019 or February 11, 2019, financial reports. Hearing none the financial report was adopted as submitted.

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

**a. Land and Improvement Committee (Commissioner Robison):** Commissioner Robison stated there are a couple items further down on the agenda that will be discussed, including the Volunteer Park repaving contract award.

**b. Key Peninsula Parks and Recreation Foundation Report:** Executive Director Gallacher stated the Foundation is restructuring after the resignation of the recent president. He also discussed entering into a contract for services with the Foundation for fundraising. The Foundation's next meeting is Tuesday, March 19, at 4:30 pm in the Key Pen Parks office.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated the recent snow storms have created messy trails with many broken branches. Since the snow, there have been several volunteer efforts to clean branches off the trails. Some upcoming events that will result in day closures of some of the trails at 360 Trails include the BuDu Race on April 7, the 360 Trails Raffle Ride on April 13 (until about 1pm), and the Student Cycling League on April 14.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly had nothing new to report.

**7. Board President's Report (President Michel):** President Michel stated that it will be a busy spring and summer.

**8. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater):** Executive Director Gallacher said the comprehensive plan consultant and the splash pad consultant will attend the April 8<sup>th</sup> park board meeting. He mentioned the Park District is looking to start applying for permits for the splash pad construction around April 2019.

**9. Unfinished Business/Selecting quote for voters box at Home Park:** Executive Gallacher passed out a voting sheet to the commissioners with commissioner-submitted quotes and asked each commissioner to vote on their top three to determine which quote to send to the Pierce County Elections Office for consideration. The group decided to send "Vote! Or be quiet!" by Ed Robison as a first choice and "Somewhere inside all of us is the power to change the world." by Roald Dahl as a second choice.

**10. New Business/Contract for services with Key Peninsula Parks & Recreation Foundation for fundraising:** Commissioner Robison made a motion for Key Pen Parks to "enter into a contract for services with the Key Peninsula Parks & Recreation Foundation to assist the Foundation with fundraising". Commissioners Clinton and Kelly seconded, the motion passed 5/0.

**11. New Business/Accepting Year End Reports for Contract for Services from the Red Barn Youth Center and the Key Peninsula Historical Society:** Executive Gallacher mentioned that Judy Mills will be stepping down as President of the Key Peninsula Historical Society, but has supplied a year-end report. Commissioner Robison made a motion to "accept the Key Peninsula Historical Society report and give the Key Pen Parks Board's thanks to Judy Mills for the service she has provided to the community through the Historical Society." Commissioner Clinton seconded, the motion passed 5/0. With regards to the Red Barn Youth Center year-end report, Commissioner Robison felt the year-end report submitted by the Red Barn was lacking information and he would like more details on how the money granted is making a valuable impact on the youth served by the Red Barn. Since the Contract states that the year-end report may be submitted in writing or orally, Executive Director Gallacher said he would ask the Red Barn Director be present to submit the year-end report orally at the next park board meeting.

**12. New Business/Interlocal Agreement with Kitsap County for 2019 Horseshoe Agreement:** Executive Director Gallacher mentioned this would be the last year Key Pen Parks will partner with Kitsap County Parks & Recreation to provide public access to Horseshoe Lake park during the summer due to the fact that by summer 2020, the splash pad will be open at Gateway Park and Key Pen Parks' staff resources will be needed at the splash pad.

Commissioner Robison made a motion for Key Pen Parks to “enter into the agreement and contract with Kitsap County for the seasonal operation of Horseshoe Lake for 2019”.

Commissioners Clinton and Kelly seconded, the motion passed 5/0.

**13. New Business/Resolution R2019-03 Awarding of Parking Lot Repair and Maintenance**

**Project:** Executive Director Gallacher said this is a small works roster project, so a formal bid process was not required. Seven bids were received and three bids were “non-responsive,” meaning paperwork may have been incomplete or unacknowledged. The apparent low responsible, responsive bidder was Granite Construction. Commissioner Robison made a motion to “authorize the Executive Director to enter into a contract for the Parking Lot Repair and Maintenance Project with the low responsible, responsive bidder once final determination of that is made”. Commissioner Jensen seconded, the motion passed 5/0.

**14. New Business/Authorizing Executive Director for out of state travel (California) as per the Travel Policy:**

Executive Director Gallacher would like to attend a special park conference in the San Francisco Bay Area that has been recommended to him by other park directors. Commissioner Robison made a motion to “authorize the Executive Director’s out of state travel to attend this conference with the condition that he provide an oral report to the board as to what value and benefit he learned from that conference and what his main takeaways were”.

Commissioner Clinton seconded, the motion passed 5/0.

**15. New Business/Red Barn Youth Center Phase 1 Basketball Court grant:** It was decided to revisit the topic at the April 2019 park board meeting when a Red Barn representative can possibly be present at the meeting to discuss the project.

**16. New Business/Cramer/McCracken property:** Executive Director Gallacher said the land owner of a 40-acre parcel adjacent to the northwest corner of 360 Trail called him that morning to inform him of their willingness to sell the property. Commissioner Robison feels Key Pen Parks has a strong interest in exploring if purchasing the property is feasible and what sort of costs and timeline the parks should expect if moving forward with talks with the property owner. Executive Director Gallacher said for Key Pen Parks to determine the value of the property, an appraisal will need to be done, which will also identify parcel features like easements. President Michel questioned whether there will be enough usage benefit to purchasing the property. Commissioner Robison made a motion to amend his motion to “authorize the Executive Director to use up to \$12,000 for initial appraisals and other investigative work on the parcel”.

Commissioner Clinton seconded, the motion passed 4/1. Voting for the motion were Commissioners Robison, Jensen, Clinton and Kelly; opposed was Commissioner Michel.

**17. Other minor matters:** Commissioner Clinton said the Washington State Department of Transportation just filed a storm water permit application for a culvert and bridge project at Minter Creek, meaning road construction will delay travel along State Route 302 by Ravensara sometime this year and possibly into 2020.

**18. Commissioners Comments/Good of the Order:** Commissioner Robison said the Citizens of the Year Banquet is coming up March 30. Commissioner Kelly has tickets available for sale.

**19. Meeting Adjourned:** The public meeting of March 11, 2019, was adjourned at 8:29 PM. The next regular meeting will be held on Monday, April 8, 2019 at 7:30 PM in the Volunteer Park Concession Building adjacent to the Volunteer Park Office. The meeting will 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 Christina Hallock, Marketing and Grants 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 Office Support/Event Coordinator's attention and corrected at the time the Board addresses and approves the minutes.***