

Maintenance staff report for March 2015

Taylor Bay

- Checking property for garbage or misuse.
- Checking shoreline for debris and erosion.
- Roof cap blown off part of roof.

Home Park

- Clean restroom, remove garbage and checking of play equipment.
- Decommissioned old well found in stream bed.

Maple Hollow

- Maintaining restroom and garbage.
- Clearing trails of debris.

Volunteer Park

- Cleaning of hardscapes, keeping drains clear.
- Ball field maintenance.
- Mowing of grass.
- Removed Field 2 dugouts and installed chain link fencing around dugout area increasing the size of dugouts.
- Set up, staff and take down for Pet Easter Treat Hunt.

Rocky Creek

- Trash pickup. Regular dumping of garbage at this site.
- Trail maintenance.

Minter Creek

- Checked for garbage or misuse.

360 Trails

- Checked trails and roadway for branches and debris.
- Garbage removal.
- Trail maintenance.
- Building new trails.
- Installing trail signs and new trail information kiosks.

480 Forest

- Checking for tree safety and keeping roads clear.

Gateway

- Mowing of field for events and along roadway.

Equipment

- Maintenance on trucks.
- Maintenance on mowers and gas powered equipment.

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 March 9, 2015

The regular meeting was preceded by a 7:00 PM study session. The staff reports were discussed. Executive Director Gallacher reported a second shallow well was discovered within the stream bed flood channel at Home Park; he is exploring decommissioning options with Fish and Wildlife and a temporary cover has been bolted to the top. Administrative Assistant Armstrong explained the new financial software and how to read the financial reports generated by it.

The public meeting was called to order at 7:30 PM in the Volunteer Park Office by President Mark Michel.

Commissioners Present: Ed Robison, Kip Clinton, John Kelly, Mark Michel and Bill Trandum. Staff present for Key Pen Parks: Executive Director Scott Gallacher, and Administrative Assistant Laura Armstrong.

Citizens present: Bob Droll (RWD Landscape Architects—Gateway Park consultant), Dawn Reilly, Stan Moffett.

Pledge of Allegiance: Recited.

Approval of Agenda: Agenda was approved as submitted.

Special Presentations: none

Citizen's comments: No citizen comments.

Business Meeting

1. Minutes: President Michel asked if there were any objections or correction to the February 2, 2015 meeting minutes; the meeting minutes were approved as written.

2. Financial Report: The February 2015 BIAS Financial balance was \$2,223,928.81. The Zoo Trek February deposit was \$13,899.85. Total Zoo Trek collections to date were \$24,571.45. February's Real and Personal Property Tax and delinquent property tax collections were \$16,825.62. Total 2015 Real and Personal Property Tax collections to date were \$20,731.25. Expenditures for February 2015 were \$51,962.16. Commissioner Michel asked if there were any corrections or objections to the February financial report, hearing none, the financials were accepted at submitted.

3. Staff Report: Covered in study session.

4. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison stated that the next main discussion under New Business will be transitioning into talks for the Gateway Master Plan to do some actual planning and construction as opposed to theoretical planning. Commissioner Robison stated that the next main goal for the Gateway Park Master Plan will be to transition from conceptual planning to actual design and construction (architectural and engineering) planning.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum): Commissioner Trandum described the Foundation's four hour retreat held on March 09, 2015. Period The main topic focused on figuring out how the Foundation can best support the Park District and raise funds needed for Gateway Park development. The challenge identified was the difficulty in asking the public for money when they can't tell them exactly where that money will be used. The proposed solution is to prepare a list based upon Gateway Park Concept "E" that describes all the different items needing funding. This way the Foundation can approach the

public with specific options that they can help/contribute to. They would like KPP to provide estimated project time frames and costs.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated he had three updated items:

1. Tacoma Public Utilities. He gave Executive Director Gallacher a brief Memorandum of Understanding between TPU and KPP stating that the Park District would like to keep moving forward with discussion of a future Power Line Road trail access between 360 Trails and Rocky Creek. (Period delete; this details 2.7 mi, for developing a trail there in the future.)

2. Equestrian trails. He has flagged a small area on the central northern part of the equine/hiking trails at 360 Trails and hoped to get out there again before the WCC comes out to work on the trails. Commissioner Michel stated that he also talked to some of the equestrian community about organizing a few work parties. (Period delete come out as well.)

3. He said a citizen approached the Park District about doing "flow track" trail development for mountain bikes. Executive Director Gallacher and Mr. Courtland (mountain bike trail builder) held a meeting with this person last Friday, March 6, 2015, to discuss developing a mountain bike trail in the southwestern region of 360 Trails, closer to the current temporary parking lot, and parallel to 360 Trails SW property line with (delete alongside) the county's property. Executive Director Gallacher stated that the gentleman has a skidded bobcat and is hoping to use that and the Park District's flail mower to develop that trail; he expected to have it finished in six to eight weeks. Executive Director Gallacher stated that he is looking into getting information from our insurance provider, Enduris, about any possible liability risks involved with this plan and is currently waiting to hear back from them.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly stated that he, Executive Director Gallacher, and Recreation Coordinator/Marketing Specialist Hallock had a meeting to discuss park programs and came to the conclusion that the way programs were run previously won't work, as there were just too many issues. The main focus right now will be on community events. With Key Fest moved up, it was Executive Director Gallacher's idea to have a three-hour community picnic on the 4th of July at Volunteer Park, working with the Key Peninsula Little League to host the hotdog lunch.

5. Board Presidents Report: No report.

6. Unfinished Business/ Gateway Park Conceptual Master Plan update: Executive Director Gallacher stated that the Park had the last Gateway Park Conceptual Master Plan Public Meeting on March 4th, 2015, with about 35 people in attendance. The previous draft plans were reviewed and changes to them were discussed. A few things had to be changed around from draft "D" because of constraints discovered after the geotechnical assessment. This assessment revealed issues with the floodplains and poorly drained soils on the western border of the property. The next step regarding the master plan will be to formally adopt it and take it to Pierce County Planning and Land Services as an Adopted Master Plan.

7. New Business/Gateway Park Master Plan PALS Master Plan Review Process Contract. Commissioner Clinton made a motion "to approve the Gateway Park Master Plan PALS Master Plan Review Process Contract with Bob Droll & Associates for \$41,681.00." Commissioner Trandum seconded the motion and the motion was passed 5/0.

8. New Business/Gateway Park Architecture and Engineering Contract Phase 1: Commissioner Trandum made a motion "to approve the Gateway Park Architecture and Engineering Contract Phase 1 as presented." Commissioner Clinton seconded the motion and the motion was passed 5/0. Phase 1 includes redesigning and engineering both existing entrances with street lighting, the west parking lot and a vault toilet structure at a cost of \$59,284.00. The construction of Phase 1 is estimated at \$500,000.00.

9. New Business/Awarding of 2015 Key Pen Parks Grants: Commissioner Robison made a motion "that we grant the \$2,000.00 to Red Barn and match the \$1,500.00 to the

Farm Tour that was granted last year.” Commissioner Trandum seconded the motion and the motion was passed 5/0.

10. New Business/Key Peninsula Historical Society Contract for Services:

Commissioner Robison made a motion “that we authorize entering into the Key Peninsula Historical Society Contract for Services in the sum of \$2,000.00.”

Commissioner Clinton seconded the motion and the motion was passed 5/0. The contract is to document the history of Key Pen Parks Taylor Bay property and give public presentations regarding that research.

11. Other minor matters: Commissioner Trandum stated that he will try to meet with Manke Lumber this week about their 17 acres between Gateway Park and 360 Trails and their 16 acres to the east of Gateway Park to see whether they might sell/trade those properties to Key Pen Parks.

12. Commissioners Comments/Good of the Order: none.

13. Meeting Adjourned: The public meeting of March 9, 2015, was adjourned at 8:24PM. The April Meeting will be held at 7:30 PM on April 13, 2015 and will 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: Laura Armstrong, Administrative Assistant, and Karen Armstrong, Office Assistant/Rec Support.

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 Administrative Assistant’s attention and corrected at the time the Board addresses and approves the minutes.