

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 August 10, 2015

The regular meeting was preceded by a 6:30 PM study session. An update on the Gateway Park project was given by Don Campbell of Robert W. Droll Landscape Architect. He said that the state grant has changed the scope of work for Phase I to include the parking strip parallel to Hwy 302, the playground structures and a plumbed restroom; he plans to ask PALS to allow more gravel in the parking area and to exclude additional buffer planting parallel the Hwy 302. The estimated cost of the adjusted Phase I Gateway Park development is \$1,519,799.34. Executive Director Gallacher reported he will apply to PALS for a Floodway Redesignation; should PALS approve the redesignation, all park elements will conform to the previously approved Gateway Park Conceptual Master Plan. There was discussion about what size water line to install; consensus was to install fire flow sized pipe initially.

Executive Director Gallacher reported the Maple Hollow gate is closed due to unauthorized camping, the new caretakers have moved into the Gateway Park house and Key Pen Parks' levy share is expected to decrease. He said that the Manke Addition to Gateway Park Conservation Futures proposal is ranked 8 out of 14; Conservation Futures Board staff expects one higher ranked project to be financed from "opportunity funds" allowing the Manke Addition to be funded in 2017 as projects often come in under budget. He reported that DNR has met with PALS regarding the Wright-Bliss Road access to Key Central Forest; road building is expected to begin in the fall of 2016.

The public meeting was called to order at 7:32 PM in the Volunteer Park Office by Executive Director Gallacher.

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

Citizens present: Shawn Jensen, Claudia Jensen, David Hendrix, Judy Mills, and Christina Anderson

Pledge of Allegiance: Recited.

Approval of Agenda: Agenda approved as submitted.

Special Presentations: Judy Mills and Christina Anderson of the Key Peninsula Historical Society conducted a presentation to the board on the history of Taylor Bay and Puget Sound per the 2015 contract for services; power point data and binder with print information and maps were given to the Park District.

Citizen's comments: None

Business Meeting

1. Minutes: President Michel asked if there were any objections or corrections to the July 13, 2015 meeting minutes; hearing none, the meeting minutes were approved as written.

2. Financial Report: The July 2015 BIAS Financial balance was \$2,425,979.36. The Zoo Trek July deposit was \$11,996.03. Total Zoo Trek collections to date were \$81,647.17. July's Real and Personal Property Tax and delinquent property tax collections were \$5,793.03. Total 2015 Real and Personal Property Tax collections to date were \$486,577.95. Expenditures for July 2015 were \$55,925.29.

Commissioner Michel asked if there were any corrections or objections to the July's 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): No report.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum):

Commissioner Trandum stated that the Key Peninsula Parks and Recreation Foundation has been gearing up to raise their \$50,000 goal to contribute to the Gateway playground.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that the 9-5 race event was a full race. No current trail work has been done at this time due to the weather being too hot and dry.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly stated that Marketing Coordinator/ Rec Coordinator Hallock told him that the last summer camp ("Sick Skateboarding Skills") will be canceled due to low sign ups. She reported that she received many complaints from the community about the price being too expensive (at \$70 per sign up with partial scholarships available).

5. Board Presidents Report: No report.

6. Unfinished Business/ Gateway Park Master Update: Executive Director Gallacher stated that ___ because of the state grant Key Pen Parks has "milestones" that must be met. He will discuss those at the September or October regular meeting and that everything else depends upon PALS approving the Floodway Redesignation.

7. New Business/ Draft of Employee Handbook: Executive Director Gallacher stated that the draft Employee Handbook is adapted from a template from Enduris. Both Commissioner Clinton and Commissioner Michel have attended meetings with the Executive Director to work on it. Commissioner Clinton stated to the Board that if anyone has any corrections or additions they would like in the handbook, to direct them to Executive Director Gallacher before the next board meeting.

9. New Business/ Authorization for out of state travel: Commissioner Robison moved "That we authorize the Executive Director to attend the second year of Supervisor Management School and to authorize payment of his travel, per diem, tuition and expenses, except the \$250 contribution from Enduris." Commissioner Clinton seconded it; the motion was passed 5/0. Further discussion clarified that Executive Director Gallacher is authorized, but not mandated, to attend the School. Executive Director Gallacher stated that the school will take him out of the office from November 1, 2015 through November 4, 2015.

10. Executive Session Property Negotiations: Executive session started at 8:01pm and adjourned at 8:12pm, with 3 members of the public waiting outside. Executive session was to discuss property negotiations, no action was taken.

11. Other minor matters: Commissioner Clinton stated that Pierce County has been doing shoreline archeological surveys, and this year they will be doing Delano Bay, Mayo Cove (Lakebay) and Von Geldern Cove/Joe's Bay (Home bay). They plan on doing the complete shoreline of the Key Peninsula. Key Pen Parks should insist Taylor Bay Park be included in the near future as the archeologists were very excited about an arrowhead found at Taylor Bay Estates; they hope they can tie it to archeological finds from Longbranch. Commissioner Robison suggested used "rubber tiles or mats" over a deep sand bed beneath the Gateway Park playground equipment might keep expenses down; the yet-to-meet Playground Committee will make these recommendations.

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

13. Meeting Adjourned: The public meeting of August 10, 2015, was adjourned at 8:23 PM. The September meeting will be held at 7:30 PM on September 14, 2015 and 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: Karen Armstrong, Office Assistant/Rec Support, and Financials by Laura Armstrong, Administrative Assistant.

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.*