



Key Peninsula Metropolitan Park District (Key Pen Parks)

ADOPTED MINUTES

Board of Park Commissioners

Monday, August 26, 2024 @ 7:00 PM

Special Board Meeting

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47
1921 Key Peninsula Hwy NW, Lakebay WA 98349

1, 2, 3. Call to Order, Pledge of Allegiance & Roll Call

Executive Director Tracey Perkosky called the meeting to order at 7:00 PM.

Present: President Parry, Vice President Michel, Clerk Clinton and Commissioner Jensen.
(Note: Commissioner Robison arrived at 7:16 PM).

4. Meeting Agenda Approval

President Parry asked for approval to the agenda.

MOTION: Clerk Clinton moved to approve agenda as submitted. Seconded by Commissioner Parry. Motion carried 4-0.

5. Public Comment

None

6. Unfinished Business

- a) Direction on final version of adopted Master Plan for Gateway Park.

Director Perkosky gave a verbal overview of the staff report including the attachments and information provided by Commissioners Clinton, Michel and Jensen. Copies of maps from Commissioner Jensen were handed out at the meeting.

Discussion occurred on timing of various plans and which were drafted for grant applications such as Conservation Futures. Many of these plans did not have public engagement nor were they adopted by the Board. Commissioner Robison arrived at 7:16 PM in the middle of this discussion. It was determined that the attachment labeled "Gateway Park Preferred Master Plan (file name 2016a.pdf) was the adopted Master Plan for Gateway Park.

Additional discussion occurred on the need for an updated Master Plan as the current plan does not include the Manke parcels. Discussion also occurred on future park needs such as administration and maintenance buildings which would be addressed in a master plan update.

Direction: The Board directed staff to reach out to RW Droll Landscape Architects for a labeled final copy of the Master Plan, bring back a resolution to codify the adoption of this plan and include an update to the overall Gateway Master Plan in the proposed 2025 Annual Budget.

- b) Direction on Capital Projects for temporary trailer office for maintenance staff and repairs to Gateway Caretaker house.

Director Perkosky gave an overview of the staff report. Discussion occurred on the need for a change in the occupancy permit, cost estimates of the various options, ability to move the trailer to another location in the future, original construction standards, condition of the house at acquisition, future uses of Gateway Park via the Master Plan update and staffing needs.

Direction: The Board directed staff to continue with the temporary trailer procurement and installation including water and septic. For the Gateway house, the Board directed staff to pause these projects until the Master Plan Update is completed but to do any minor maintenance especially to prevent water intrusion from rain.

7. New Business

- a) Authorize Executive Director to execute professional services agreement in the amount not to exceed \$50,000 to SCJ Alliance for design services for ADA improvements to Volunteer Park, Geo Tech review of Field 3, and Trail Design for Gateway Park and Cramer McCracken Property.

President Parry gave a brief overview of this item. Commissioner Robison expressed strong concerns on including the Geotech work in the agreement and suggested simply moving in the fence and repairing it. Vice President Michel expressed concerns about spending funds on trail development when staff and volunteers have made them before without designs. Clerk Clinton asked questions on which users could access the trails such as equestrians in Cramer McCracken. Director Perkosky responded that changing the agreement at this time, when the scope of work was included in the adopted budget and would require a new proposal process. The trail usage for Cramer McCracken is based on the Recreation and Conservation Office (RCO) standards and the Director was unsure of specific uses. The plans will come before the Board during the design process.

MOTION: Clerk Clinton motioned to authorize the Executive Director to sign the professional service agreement in the amount not to exceed \$50,000 to SCJ Alliance for design services for ADA improvement to Volunteer Park, Geo Tech review of Field 3, and Trail Design for Gateway Park and Cramer McCracken property. Seconded by Commissioner Jensen. Motion carried 4-0-1 with Commissioner Robison abstaining.

8. Other minor matters

Clerk Clinton commented on repair work at Little Minter Creek. Vice President Michel requested a postmortem on the Trust Land Transfer application at the next meeting. Director Perkosky requested the October meeting as she will have met with DNR by then to offer a more detailed report.

9. Good of the Order/Comments by Board Members

None

10, 11. Next Meeting and Adjourn

Regular Meeting on September 9, 2024, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 8:18 PM

Respectfully submitted by Executive Director Perkosky.

Disclaimer: Key Pen Parks minutes are not official until approved by the Board of Commissioners. Discrepancies or errors in the unofficial minutes may be corrected at the time the Board addresses and approves the minutes.

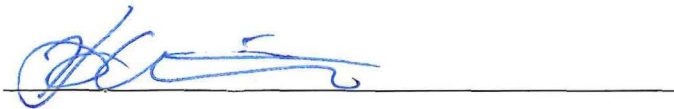
Adopted: Regular Meeting, September 9, 2024

Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays:

Absent:

Abstain:



Kip Clinton, Clerk of the Board