

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 Special Meeting Minutes  
Monday January 27, 2014

**There was no study session/staff report.**

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

**Commissioners Present:** Bill Trandum, Ed Robison, John Kelly Kip Clinton; Commissioner Mark Michel was excused due to work. Staff present for Key Pen Parks: Executive Director Scott Gallacher.

**Citizens present:** No citizens present.

**Pledge of Allegiance:** Recited.

**Approval of Agenda:** The Agenda was approved as written.

**Special Presentations:** There were no special presentations.

**Citizen Comments:** No citizens' comments.

**Business Meeting**

**1. Board Committee and Advisory Council Reports:**

**a. Land and Improvement Committee (Commissioner Trandum):** No report.

**b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum):** No report.

**c. Trail Updates (Commissioner Michel):** No report.

**2. Board President's Report:** No report.

**3. Unfinished Business/Park System Comprehensive Plan 2014-2019:** Addressed to date "Guiding Principles for KPP Operations", "Goals and Objectives", "Park Facilities Inventory", "Park Facilities Matrix", "Key Peninsula Map", "Park "Survey", "Survey Results", and "6-Year Capital Improvement Plan". Plan elements remaining are the "Introduction", "Funding Strategies", and "Demand and Needs Analysis/Level of Service". The Board noted that the RCO's definitions for "passive recreation" and "active recreation" were significantly different from KPP's; consensus was to add a "Definitions" element to the Park System Plan. Definitions were discuss and agreed upon.

Discussion regarding the "Demands and Needs Analysis/Level of Service" was begun. There was general agreement that Key Peninsula North lacked multi-use lighted fields and that the general public supports a north-south trail system. Executive Director Gallacher was instructed to get examples of this park system plan element from other park districts which are similar in size and composition and e-mail them to the Commissioners. The Board will address this element, in addition to the "Introduction" and "Funding Strategies", at the Feb. 10, 2014, meeting.

Final approval of the updated Key Peninsula Park System Plan 2014-2019 will take place at a special meeting on Monday Feb. 24, 2014; to qualify for the upcoming RCO grant funding cycle the Key Peninsula Park System Plan must be approved before March 1, 2014.

**4. Approval of other minor matters:** none

**5. Commissioners Comments/Good of the Order:**

**6. Meeting Adjourned:** The special public meeting of January 27, 2014, was adjourned at 8:16 PM. The regular February meeting will be on Monday February 10, 2014 at 7:30 PM at the Volunteer Park building 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: Kip Clinton, Clerk/Commissioner Key Pen Parks.

***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.***