

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 April 10, 2017

The regular meeting was preceded by a 7:00 PM study session. Executive Director Gallacher reviewed staff reports and went over a few things regarding the construction of Gateway Park. Executive Director Gallacher discussed options for the playground surface material, and said that after a Gateway Park construction meeting on Tuesday, May 11, 2017, he would have a meeting with Washington Water to discuss the where the water line would be located. Executive Director Gallacher also stated that the 2017 360 Trails Poker Pedal and the Pet Easter Treat Hunt were successful.

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

Commissioners Present: Mark Michel, John Kelly, Kip Clinton, Ed Robison, Shawn Jensen. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Veronica Grandt Event Coordinator/Office Support.

Citizens present: Sami Jensen and Stan Moffett.

Pledge of Allegiance: Recited.

1. Approval of Agenda: President Robison asked if there were any additions to the agenda; hearing none, the agenda was approved as submitted.

2. Special Presentations: None.

3. Citizens Comments: Sami Jensen expressed her thanks for the Pet Easter Treat Hunt. She said they had lots of fun and her daughter Isabel enjoyed being the Easter Bunny. She said that there was a lot of good response.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the March 13, 2016 meeting minutes and/or the March 27, 2017 special meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The March 2017 BIAS Financial balance was \$2,293,673.53. The Zoo Trek March deposit was \$12,051.12. Total 2017 Zoo Trek collections to date were \$40,755.50. March's Real and Personal Property Tax and delinquent property tax collections were \$76,574.71. Total 2017 Real and Personal Property Tax collections to date were \$98,268.01. BIAS Expenditures for March 2017 were \$79,674.47. President Robison asked if there were any corrections or objections to the March financial report, hearing none, the financials were accepted as submitted.

6. Staff Report: Covered in study session.

7. Board Committee and Advisory Council Reports

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison stated that the work is ongoing at Gateway Park and that the new change orders would be discussed in the unfinished business segment of this meeting. Commissioner Robison stated that later this spring the plans for designing the parking/access area at Key Central Forest would be discussed. He also stated that there was a Conservation Futures grant submitted by Key Pen Parks to purchase infill property in Taylor Bay in 2018-2019.

b. Key Peninsula Park and Recreation Foundation Report: Executive Director Gallacher stated that the Foundation is working with the Gig Harbor Rotary on some of the enhancements for the pavilion at Gateway Park.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that he had a meeting on April 3, 2017 with one of the equestrian members of the trails committee about 360 Trails horse trail work. He also got in touch with a representative of Back Country Horseman and Brian Combs (who lives adjacent to Key Central Forest), and talked about trailer access at Key Central Forest and how to best achieve that,

and about some repairs on the northern interior trail of 360 Trails. Commissioner Michel also stated that Nick Marvic is still working on the bike trails at 360 Trails; Courtland Capwell and others have applied some grant money and some individual funds and time to work on the pump trail and pump track. On April 23, 2017 the Youth Mountain Bike event will take place at 360 Trails.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly asked if Key Pen Parks was moving away from having anyone who would be specifically in charge of recreation anymore. Executive Director Gallacher stated that the Event Coordinator would still have recreation duties, because of the camps, programs, and special events that Key Pen Parks hosts.

8. Board Presidents Report: President Robison stated that there is a lot of progress made at Gateway Park and it's time to look ahead to planning the next phase.

9. Unfinished Business/Gateway Park Construction Update: Executive Director Gallacher said that there is progress being made at Gateway Park, with a few change orders. The contractor is moving very quickly, and plans to turn over the pavilion/playground area soon to Key Pen Parks staff and volunteers to start work on them. Executive Director Gallacher stated that he will be meeting with a representative from the Crane Company regarding the restrooms that will be brought to Gateway Park, hopefully by the end of May. Executive Director Gallacher said that he would like to decide on the material to be used in the 2-to-5-year-old playground area, to dictate what kind of drainage pipe the contractor will use. President Robison turned the chair over to Vice President Michel so he could make a motion and presentation. Commissioner Robison made a motion to "instruct the Executive Director to proceed with using a poured in place playground surface in the 2-to-5-year-old playground area". Commissioner Clinton seconded. The motion was passed 5/0. Vice President Michel returned the chair to President Robison.

10. New Business/Presentation of 2016 year-end financial report: Commissioner Clinton made a motion to "approve the 2016 year-end financial report". Commissioner Jensen seconded. The motion was passed 5/0.

11. New Business/Gateway Caretaker value assessment: Executive Director Gallacher stated that DK Property Management assessed the Gateway Park caretaker property rental value. They assessed the rental value to be between \$1,900.00 and \$2,300.00 per month. The current Gateway Park caretaker rental contract will expire the end of June, 2017.

12. Other minor matters: Commissioner Clinton stated that Pierce County Councilwoman Pam Roach is upset with the event fee Pierce County charges to have a small public event. Commissioner Michel mentioned that Bell Helmet is putting together a Joy Ride, a women's only bike ride at 360 Trails on the 24th of June 2017.

13. Commissioners Comments/Good of the Order: Commissioner Michel thanked Commissioner Jensen, Executive Director Gallacher and Veronica Grandt for their help working the 2017 Poker Pedal, where everyone had a great time.

14. Meeting Adjourned: The public meeting of April 10, 2017, was adjourned at 8:33 PM. The May meeting will be held at 7:30 PM on May 8, 2017 and may 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 Veronica Grandt, Event Coordinator/Office 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 Office/Rec Assistant's attention and corrected at the time the Board addresses and approves the minutes.