

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 11, 2016**

The regular meeting was preceded by a 6:30 PM study session. Executive Director Gallacher introduced Gene Wentworth with Cross Engineers to speak to the board about the LED Light Project Fields 1, 2 and 3 for Volunteer Park. Executive Director Gallacher reviewed staff reports at this time. It was agreed that a special meeting will be held on the May 2, 2016 at 6:30 p.m. to discuss the Gateway Park permits/bid documents since the consultants could not come to this meeting.

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

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

**Citizens present:** Claudia (Sami) Jensen, Curt Scott, Cathy Bisailon, Judy and Don Mills, Hal Wolverton, Marsha Harris and Hugh McMillan.

**Pledge of Allegiance:** Recited.

**1. Approval of Agenda:** President Michel asked if there were any objections or corrections to the agenda; hearing none, the agenda was approved as submitted.

**Special Presentations: Camp Stand by Me:** Cathy Bisailon President / CEO for Camp Easter Seals Washington gave a brief overview of Camp Easter Seals with the emphasis of the need for restoring and modernizing the therapeutic pool due to age and maintenance issues; currently the pool is closed. Ms. Bisailon is seeking additional funds on behalf of Camp Easter Seals Washington due to the misunderstanding on their part of applying for a general grant that had a cap of \$2,000 vs. the capital grant that caps at \$10,000. Note: See Unfinished Business 2016 Park Grant Requests: Camp Stand by Me – Capital Grant.

**Citizens Comments:**

**2. Approval of Minutes:** President Michel asked if there were any objections or corrections to the February 8, 2016 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**3. Financial Report:** The February 2016 BIAS Financial balance was \$2,523,865.38. The Zoo Trek February deposit was \$10,933.71. Total Zoo Trek collections to date were \$37,631.45. February's Real and Personal Property Tax and delinquent property tax collections were \$57,550.17. Total 2016 Real and Personal Property Tax collections to date were \$16,613.26. BIAS Expenditures for February 2016 were \$119,500.02. Commissioner Michel asked if there were any corrections or objections to the February financial report, hearing none, the financials were accepted as submitted.

**4. Staff Report:** Covered in study session.

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

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

**b. Key Peninsula Park and Recreation Foundation Report (Commissioner Michel):** Executive Director Gallacher stated that he attended a Foundation meeting on April 7, 2016 and provided them with information about Gateway Park. The Foundation asked to be included on the park district marketing materials when they have helped on projects. Executive Director Gallacher said that the park district would do that.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated that usage by the community at 360 Trails has been on the upswing. More trails have been added at 360 and a trails committee meeting is scheduled for next month.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly stated that he was kind of disappointed by the eco camp and the park district should concentrate on the single day events instead of the camp.

**6. Board Presidents Report:** No report.

**7. Unfinished Business/ Gateway Park Master Plan Update:** Executive Director Gallacher discussed application for permits and announced a special meeting on May 2, 2016 at 6:30 p.m. to discuss Gateway Park.

**a. 2016 Park Grant Requests: Camp Stand by Me – Capital Grant:** Commissioner Robison made a motion “That we amend the budget to increase the total amount of grant revenue by an additional \$3,500 so we can increase the total grant to Camp Stand by Me to \$6,500”. Commissioner Clinton seconded. The motion was passed 5/0.

**8. New Business/Key Peninsula Lions Club Request for Memorial:** Hal Wolverton and Hugh McMillan were here from the Key Peninsula Lions Club to request authorization for placing a plaque dedicating the lower T-ball field to Rhys Wood. Hugh McMillan gave a short description of Rhys Wood’s involvement with the parks and a brief history of his military service.

Commissioner Kelly made a motion: “That we allow the Lions Club to put up a memorial for Rhys Wood at Volunteer Park”. Commissioner Jensen seconded, the motion was passed 4/0/1 Commissioner Robison abstained due to conflict of interest.

**9. Resolution R2016-06 Authorizing Executive Director Gallacher to Purchase Volunteer Park LED Light Project Equipment:** Commissioner Robison made a motion: “That we adopt Resolution R2016-06 authorizing Executive Director to purchase said LED Light Project equipment”. Commissioner Clinton seconded, the motion was passed 5/0.

**10. Resolution R2016-07 Authorizing Resolution of Key Pen Parks to apply for Washington Wildlife and Recreation Program:** Commissioner Robison made a motion: “That we approve Resolution R2016-07 Authorizing Resolution of Key Pen Parks to apply for Washington Wildlife and Recreation Program”. Commissioner Jensen seconded, the motion was passed 5/0.

**11. Other minor matters:** No other minor matters.

**12. Commissioners Comments/Good of the Order:** Commissioner Michel commended the staff’s efforts regarding the April 10 360 park ride.

**13. Meeting Adjourned:** The public meeting of April 11, 2016, was adjourned at 8:18 PM. A special meeting will be held May 2, 2016 at 6:30 PM. The regular May meeting will be held at 7:30 PM on May 9, 2016 and may 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 Veronica Grandt, Office/Rec 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 Office Manager/Bookkeeper’s attention and corrected at the time the Board addresses and approves the minutes.***