

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 12, 2019

The Regular Meeting of Monday, August 12, 2019, was preceded by a 7:00 PM study session. Executive Director Gallacher discussed the staff report. He said that an Eagle Scout has started work on a small dog off-leash area in Gateway Park. The update to the full-time staff wage matrix was discussed.

The public meeting was called to order at 7:30 PM at Volunteer Park by President Michel. Commissioners Present: Ed Robison, John Kelly, Kip Clinton, Shawn Jensen and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher.

Citizens present: Stan Moffett, Tina Whittemore, Eddie Vannausdle, Rebecca Saar, Bruce Cook, and Lisa Bryan.

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

2. Special Presentations: None.

3. Citizens Comments: None.

4. Approval of Minutes: President Michel asked if there were any objections or corrections to the July 10, 2019 meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: Financial Report: The July 2019 BIAS Financial balance was \$2,662,738.44. The Zoo Trek July deposit was \$15,666.51. Total 2019 Zoo Trek collections to date were \$105,448.49. The 2019 Real and Personal Property Tax July deposit was \$6,693.00 and total 2019 Real and Personal Property Tax collections to date were \$766,207.42. BIAS Expenditures for July 2019 were \$117,542.98. President Michel asked if there were any corrections or objections to the July, 2019 financial reports. Hearing none the financial report was adopted as submitted.

6. Staff Report: Covered in study session.

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison stated he would comment later in the meeting.

b. Key Peninsula Parks and Recreation Foundation Report: Executive Director Gallacher said the Foundation has experienced an increase in donations toward the splash pad.

c. Trail Updates (Commissioner Michel): Commissioner Michel said the recent rains had compacted the trail base at 360 Trails. Maintenance Lead Eddie Vannausdle reported that the two recently constructed foot/trail bridges in Key Central Forest are decked and railed; rock still needs to be installed at each end to bring the trail surface level with the bridge decks.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly said he had spoken with the Children's Home Society regarding recreation programs toward next year.

7. Board Presidents Report (President Michel): No report.

8. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage and Amphitheater): Executive Director Gallacher reported that splash pad bid opening will be at

2:00 PM August 13, 2019 at Volunteer Park. A Special Meeting will be held Monday August 26, 2019 at 7:00 PM at Volunteer Park to award the bid. Consensus was to have a ceremonial ground breaking for the splash pad on Monday, Sept. 9, 2019 at 5:00 PM at the Gateway Park splash pad location; the regular Key Pen Parks Board of Commissioners business meeting will take place the same day at 7:30 PM at Volunteer Park. It may be preceded by a 6:30 PM or 7:00 PM study session.

9. Unfinished Business/Cramer/McCracken Pierce County Conservation Futures Update: Executive Director Gallacher reported the owner consortium listed it on the open market on July 26 for \$399,999.00 and they received a full price offer from a timber company on July 29. They did not receive an earnest money payment but did agree to take it off the open market while the timber company does its due diligence. Executive Director Gallacher said he instructed Key Pen Parks' appraiser to freeze the process until notified. Executive Director Gallacher recommended the Board discuss an escrow payment at its next meeting should the timber company deal fall through.

10. Unfinished Business/Acceptance of Parks Salary Survey from Consultant and Recommendation by Human Resources Committee: Executive Director Gallacher requested that the Commissioners accept the HR Committee- recommended full time employee wage matrix (based upon data generated by the consultant's salary survey) with an implementation date of Sept. 1, 2019. Commissioner Michel said that the HR Committee wanted an equitable wage scale for Key Pen Parks' full time employees within Key Pen Parks' budget constraints. Commissioner Jensen said Lines A, B and C of the wage matrix should be struck as being non-relevant and the matrix should start at Line D. Commissioner Robison moved to adopt the HR Committee recommended wage scale as amended by Commissioner Jensen and direct the Executive Director to draft a resolution to adopt the new wage scale starting at Line D and commencing on Sept. 1, 2019. Commissioners Kelly and Jensen seconded the motion; the motion passed unanimously. Executive Director Gallacher stated he would bring the resolution to the August 26 Special Meeting.

11. New Business/Lakebay Marina: Executive Director Gallacher said he added this topic to the agenda because of recent social media comments. He wanted to verify that the Key Pen Parks Board of Commissioners still were of the opinion recorded in the August 13, 2018 Minutes. Board Vice President Robison stated that the Lakebay Marina is a nice facility but that Key Pen Parks had neither the knowledge nor the funds to operate a marina.

12. New Business/Resolution R2019-05 Authorizing the Executive Director to Purchase Park Maintenance Equipment (Kubota RTV) via the State of Washington Purchasing Program: Commissioner Robison moved the adoption of Resolution R2019-05 authorizing the Executive Director to Purchase Park Maintenance Equipment (Kubota RTV) via the State of Washington Purchasing Program; Commissioners Jensen and Kelly seconded the motion. The motion passed unanimously.

13. New Business/Resolution R2019-06 Update of Cash Receipting and Internal Controls Policy: Commissioner Robison moved adoption, as corrected by Commissioner Jensen, of Resolution R2019-06 Update of Cash Receipting and Internal Controls Policy; Commissioner Clinton seconded the motion. The motion passed unanimously.

14. New Business/Resolution R2019-07 Update of Registration Procedures and Refund Policy: Commissioner Robison moved the adoption of Resolution R2019-07 Update of Registration Procedures and Refund Policy as Corrected; Commissioner Kelly seconded the motion. The motion passed unanimously.

15. Other Minor Matters: Commissioner Clinton said the WSDOT will be starting the SR302/Minter Creek culvert removal/new bridge project on Monday August 26, 2019; it is expected to last through the winter.

16. Commissioners Comments/Good of the Order: Commissioner Michel thanked Executive Director Gallacher, Office Manager/Bookkeeper Armstrong, Event Coordinator Grandt, Marketing & Grants Hallock, Maintenance Supervisor Woodard, Maintenance Lead Vannausdle, Maintenance 1 Saar, Commissioners Robison, Clinton and Jensen and Sami Jensen for making the 4th of July Hot Dog Social a success. Commissioner Robison reminded the Board that, at its July 8, 2019 meeting, it requested staff to contact Judy Mills so that the Key Pen Parks Board of Commissioners could “provide an official recognition of the great service that Don Mills has provided in his lifetime here to the Key Peninsula, Key Pen Parks, the Key Peninsula Historical Society and the Key Peninsula Community” in the form of an official proclamation at the August Board meeting. Commissioner Robison asked Executive Director Gallacher if this could be added to the August 26 Special Meeting or at the Sept. 9 business meeting; Executive Director Gallacher replied he would contact Judy Mills and see which day she might be available.

17. Meeting Adjourned: The public meeting of August 12, 2019, was adjourned at 8:08 PM. The next regular meeting will be held on Monday, September 9, 2019 at 7:30 PM at Volunteer Park. The meeting may be preceded by a study session. Key Pen Parks will hold a Special Meeting on August 26, 2019, the fourth Monday of August. 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 Christina Hallock, Marketing & Grants, and Commissioner Kip Clinton, Board Clerk.

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 Support/Event Coordinator’s attention and corrected at the time the Board addresses and approves the minutes.