

KEY PENINSULA METROPOLITAN PARK DISTRICT

***D.b.a.* KEY PEN PARKS**

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**Board Meeting Minutes**

**Monday August 14, 2017**

The regular meeting was preceded by a 6:30 PM study session. Executive Director Gallacher went over staff reports and talked about Gateway Park construction updates. A date for the Grand Opening of Gateway Park was discussed.

**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, and Shawn Jensen. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Event Coordinator/Office Support Veronica Grandt.

**Citizens present:** C.S. Jensen, Stan Moffett, and Heather Rogers.

**Pledge of Allegiance:** Recited.

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

**2. Special Presentations:** No special presentations.

**3. Citizens Comments:** C.S. Jensen stated that she had a discussion with the Key Peninsula Fire Department regarding Key Pen Parks 4<sup>th</sup> of July Community Hot Dog Social in 2018, and asked if the fire department would consider using the trucks with hoses to spray water in the air towards the end of the event. The KPPD Chief said that he would think about it. Stan Moffet asked if the pavilion staining project was done. Executive Director Gallacher replied “no” and that playground woodchips will need to be spread.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the July 10, 2017 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The July 2017 BIAS Financial balance was \$2,050,160.39. The Zoo Trek July deposit was \$13,372.27. Total 2017 Zoo Trek collections to date were \$92,983.70. July’s Real and Personal Property Tax and delinquent property tax collections were \$5,326.76. Total 2017 Real and Personal Property Tax collections to date were \$671,285.30. BIAS Expenditures for July 2017 were \$464,057.84. There was a cursory discussion of the 2017 Budget; Key Pen Parks is about on budget. President Robison asked if there were any corrections or objections to the July 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 said he would be reporting on key issues throughout the meeting.

**b. Key Peninsula Park and Recreation Foundation Report:** Executive Director Gallacher stated that the Key Pen Parks Foundation met June 13<sup>th</sup>, and they are regrouping, as there is no current foundation president. They will meet again in September/October. Commissioner Jensen asked how many members are on the KPP Foundation board; Executive Director Gallacher replied that there are 6 members.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel asked if the peripheral roads would be ready for the grand opening of Gateway Park, Executive Director Gallacher stated that they are being worked on. Commissioner Michel asked when the estimated completion for the Primary Access road to 360 Trails would be. Executive Director Gallacher said that the Primary Access to 360 Trails will be completed in conjunction with the opening of Gateway Park.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly had no report, but did ask how the Cinema Under the Stars movies were going and if there were any technical issues. Event Coordinator

Veronica Grandt answered that the movies were going very well and since a new DVD player was purchased, there have been no technical issues.

**8. Board Presidents Report:** President Robison had no report, but stated that the property tax on the Key Peninsula would be raised in 2018 due to increased school taxes, and that the board should take that into consideration when the Board discusses the 2018 budget and potential levy increases.

**9. Unfinished Business/Gateway Park Construction Update:** Executive Director Gallacher stated that there were a few issues that needed to be addressed and taken care of before the Grand Opening of Gateway Park on September 30, 2017. One issue was the concrete flatwork in the pavilion area, which was rejected due to poor workmanship, and would be redone at the cost of the contractor; the other issue was with potable water access, which would be solved once the purchase of 3 adjoining parcels from Tacoma Public Utilities is completed.

Executive Director Gallacher said that the opening of Gateway Park is scheduled for September 30<sup>th</sup>, following a fundraiser event held by the Key Peninsula Park and Recreation Foundation on September 29<sup>th</sup>. He also said that there would be opportunities for volunteer projects at Gateway Park, such as tree planting, woodchip spreading, and building the pavilion this autumn.

**10. Unfinished Business/Update Park Rules:** Current rules for each park property were included in the Board Packet. The rules for firearms need to be state law compliant; smoking, vaping, and other intoxicants and all tobacco product use rule revision; alcohol use with permit. Commissioner Clinton moved to “amend the rules to prohibit smoking or vaping of tobacco or similar products and extend the rule of prohibiting alcohol to “all intoxicants are prohibited”. Commissioner Michel seconded.

Commissioner Kelly stated that he would like to see actual rules before voting on the motion. President Robison directed Executive Director Gallacher to draft the actual rules. Motion tabled until next meeting.

**11. Unfinished Business/Purchasing Walker Mower via State of Washington Contracting Program Contract 10212:** This subject was tabled by the board; Executive Director Gallacher will gather info on attachments for the mower, and pricing issues.

**12. Unfinished Business/Updating Rental Fees:** Executive Director Gallacher and the board agreed that the contracts for Little League, fields, camping, and picnic shelter/pavilion rentals would have to be updated to reflect new rental fees.

**13. New Business/Resolution R2017-04 Purchase of Right of Way Property from Tacoma Public Utilities:** Commissioner Clinton moved to “Approve Resolution R2017-4 a resolution of Key Pen Parks, authorizing the board president to take necessary action regarding real property known as Tacoma Public Utilities Right of Way Pierce County tax parcels 0122211071, 0122164001, and a portion of 0122153058”. Commissioner Jensen seconded. The motion was passed 3/1 (with the president abstaining, voting only to break a tie).

**14. New Business/Award of engineered wood fiber quote:** The board was presented a quote for wood chips for the Gateway Park Playground of \$18,000.00. Commissioner Kelly moved to “authorize Executive Director to purchase wood chips from Cascade Recreation”. Commissioner Clinton seconded. The motion passed 4/0 (with the president abstaining, voting only to break a tie).

**15. New Business/Volunteer Park Concession Stand lease extension:** Commissioner Clinton moved to “approve the new lease with The Snack Shack”. Commissioner Jensen seconded. The motion passed 4/0 (with the president abstaining, voting only to break a tie).

**16. New Business/Accepting possible donated real estate:** At the directions of the board, Executive Director Gallacher will be gathering information on 2 parcels that could potentially be donated to Key Pen Parks. The parcels are situated on Herron Rd., adjacent to the “new” County Gravel Pit on the corner of Herron Rd. KP N and Cornwall Rd. KP N. Combined, they are a total of 24 acres and are zoned “timber”.

**17. New Business/Update on current litigation:** In 2013, a former staff member of Key Pen Parks was involved in an auto accident while performing duties for Key Pen Parks. A case was filed in 2016 with a local attorney, just under the statutory limit of three years. The Plaintiff’s attorney in this case has resigned. Plaintiff has new representation. The new court date will be in February of 2018.

**17. Other minor matters:** None.

**18. Commissioners Comments/Good of the Order:** None.

**19. Meeting Adjourned:** The public meeting of August 14, 2017, was adjourned at 8:52 PM. The September meeting will be held at 7:30 PM on September 11, 2017 at the Volunteer Park Office 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 and Commissioner Kip Clinton.

***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.***