

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 December 11, 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 project updates. The Key Central Forest Wright Bliss Access road/proposed parking area was discussed. Executive Director Gallacher said that someone drove a truck stolen in Tacoma over the barrier cable and abandoned the truck at the road end forest gate. He also said that Pierce County Planning and Public Works notified him just that day of a development moratorium placed upon the Wright Bliss Key Central Forest Access site due to the DNR logging of the site to build the forest road; Executive Director Gallacher said he will look into it since this would prevent the building of a parking lot. He also discussed connecting dead-end trails in Key Central Forest.

**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:** Tanja McMurray, Tina & Sean Whittemore, Stan Moffett, Leona Lisa, and Carolyn Wiley.

**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:** Carolyn Wiley spoke about the October 7, 2017 Farm Tour. She handed out a 2017 KPFT/Fiber Arts Survey, zip & site data packet, and stated that the attendance was double from 3 years ago, with the numbers being skewed in favor of the LIC (Longbranch Improvement Club) this year. Some suggestions from the survey were to add more busses and food, and to also have the event take place over 2 days. Carolyn Wiley said that she was grateful for the grant received from Key Pen Parks, and would like to be on the grant list for 2018. Executive Director Gallacher stated that a contract amount of \$1,500.00 for Farm Tour was in the 2018 budget.

**3. Citizens Comments:** Stan Moffett commented about equestrian allocation of 360 Trails and Key Central Forest. Mr. Moffett said that he seemed to recall a discussion where the Key Central Forest trails would have 80% equestrian use, and 20% other use; and 360 Trails would have 80% other use, and 20% equestrian use. Commissioner Robison stated that there had been a discussion in the past, regarding trail usage for both parks, but that it was an estimated guess.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the November 13, 2017 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The November 2017 BIAS Financial balance was \$2,046,724.25. The Zoo Trek November deposit was \$14,393.12. Total 2017 Zoo Trek collections to date were \$122,240.96 and total 2017 Real and Personal Property Tax collections to date were \$589,877.28. BIAS Expenditures for November 2017 were \$117,409.20. President Robison asked if there were any corrections or objections to the November 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 that the preliminary design for the parking access at Key Central Forest was done, but there was discussion about putting in a gate with a coded lock to provide immediate access to the park, instead of a parking lot. Park visitors could use the wider areas of the road to park. Commissioner Robison stated that the only thing

remaining to finish phases 1 and 2 at Gateway Park, is to build the pavilion. Once that is completed, planning of phase 3 (splashpad) will begin.

**b. Key Peninsula Park and Recreation Foundation Report:** Executive Director Gallacher stated that the Key Peninsula Park and Recreation Foundation met on November 14<sup>th</sup>, and will meet again on January 9, 2018. He also stated that they are looking for additional members for the Foundation.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated that he spoke to Pal Hamrick, who is involved with the mountain bike community, and Mr. Hamrick expressed interest in a GoFundMe account for donations for trail work. Commissioner Michel would like donations to be made to the Key Peninsula Park and Recreation Foundation. Commissioner Michel met with Cliff Peterson to discuss a help network for trail clean up at 360 Trails. He also stated that there is still work being done on the trails at Key Central Forest. Commissioner Michel said there was a Toys for Tots ride hosted by the riding group the Msfits on December 10<sup>th</sup>, and there were lots of people in attendance and a lot of toys.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly said that he attended Breakfast with Santa, and was disappointed by the turnout, compared to the previous year. He also stated that he toured the Caretaker residence at Gateway Park, and feels that it has value as an indoor venue for kids for recreation. President Robison stated that the current use of the caretaker residence, (being used by a caretaker) is the most beneficial use for the foreseeable future, but may be reconsidered at a later date.

**8. Board Presidents Report:** President Robison covered report in Recreation Committee report.

**9. Unfinished Business/Taylor Bay Property:** Executive Director Gallacher explained the contingencies of purchasing the Taylor Bay Property to the board. Commissioner Clinton made a motion to “Allow the Board President and Executive Director the authority to complete purchase negotiations on the Taylor Bay/Conservation Futures property”. Commissioner Kelly seconded. The motion was passed 4/0.

**10. Unfinished Business/Caretaker Agreement:** Commissioner Clinton made a motion to “Approve the Gateway Park Caretaker Agreement”. Commissioner Jensen seconded. The motion was passed 3/1.

**11. Unfinished Business/Accepting real property (Fredrick) from Great Peninsula Conservancy (GPC):** Executive Director Gallacher stated that he received notice from Great Peninsula Conservancy that the private owner of property has found another private party to purchase the land.

**12. New Business/Resolution R2017-09 Updates to Employee Handbook:** Commissioner Clinton made a motion to “approve Resolution R2017-09 Updates to Employee Handbook “. Commissioner Michel seconded. The motion was passed 4/0.

**13. New Business/Nominations for 2018 Commissioner positions as per By-laws:** 2 nominations for Commissioner Clinton for Clerk, 2 nominations for Commissioner Robison for President, and 2 nominations for Commissioner Michel for VP.

**14. New Business/Facility Rental Fees:** The board was presented with an updated facility rental fee proposal.

**15. Other minor matters:** Commissioner Clinton wished everyone a Merry Christmas.

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

**17. Meeting Adjourned:** The public meeting of December 11, 2017, was adjourned at 8:53 PM. The January meeting will be held at 7:30 PM on January 8, 2018 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.***