

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday December 12, 2016

The regular meeting was preceded by a 6:30 PM study session. Consultant Don Campbell of Robert Droll and Associates was present to discuss the bidding process for Gateway Park Phase 1 Development. Don Campbell stated that ten (10) bids were received for review, with all of them being over budget. He said that BPCI had the most competitive base bid and the most competitive bid after inclusion of Bid Alternate options B1, B2, B3 and B9. Commissioner Robison said he would lead a volunteer crew to build the 240+/- feet of Trailhead Concrete Sidewalk (B3); Stan Moffett offered to assist. The Board discussed designing a Spray Park per the 2017 budget; Don Campbell, as representative of his firm, expressed interest in that project. The Board discussed revisiting the Gateway Park Conceptual Master Plan during 2017 in light of the District's acquisition of the 2 Manke parcels. President Michel said that a 2017 goal for the Board will be to review past policies and resolutions; Commissioners Jensen and Clinton volunteered to assist the Executive Director in this task.

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: Veronica Grandt Office/Recreation Assistant; Executive Director Gallacher was excused due to a family emergency.

Citizens present: Judy Mills, Stan Moffett, Sami Jensen, Carolyn Wiley and Danna Webster.

Pledge of Allegiance: Recited.

1. Approval of Agenda: President Michel asked if there were any objections or corrections to the agenda; Commissioner Clinton requested the addition of two (2) new business items to the agenda. First item; A discussion about Pierce County's Resolution R2016-130s Interlocal Agreement for Second REET Park Funds to KPP and PenMet. Second item; KPP Resolution R2016-17 Interlocal Agreement between Key Pen Parks and Pierce County for appropriation of Second REET Parks Funds to Key Peninsula Metropolitan Park District. Commissioner Michel asked if there were any more additions to the agenda, hearing none; the agenda was approved as amended.

2. Special Presentations/Farm Tour Report: Danna Webster, Judy Mills and Carolyn Wiley gave their annual update about this year's Farm Tour. Carolyn Wiley said they counted 550+ attendees at the LIC Fiber Arts venue with 34 Zip Codes represented. Commissioner Robison said at least 330 people visited Four Winds Riding Center. Danna Webster speculated that rainy weather reduced attendance somewhat and that Camp Seymour's "Green Machine" was popular. The Farm Tour will be under contract with Key Pen Parks in 2017 to provide farm related recreational services and will therefore not be applying for a grant.

3. Citizens Comments: Stan Moffett asked about possibly making the Farm Tour a two day event, to give everyone an opportunity to see all the venues. The response was that the Farm Tour committee had mentioned it to the participating venues, but the consensus from them was that it would be too much work to do two days. Sami Jensen expressed her thanks to the Farm Tour committee for all of their hard work. Judy Mills of the Key Peninsula Historical Society announced that they had received a historical grant from the Landmarks Commission of Pierce County for Historical Preservation in the amount of Four Thousand Dollars (\$4,000.00) for two (2) signs to be installed at Key Pen Parks sites. One of the signs would be placed at Gateway Park. That sign would explain how Gateway Park has gone from a forest to agrarian and now to a park. The other sign will be at Minter Creek and would acknowledge the Native American (Sahota Mammish) history that has had an influence in the area. The signs would be finished and in place in 2017.

4. Approval of Minutes: President Michel asked if there were any objections or corrections to the November 14, 2016 meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The November 2016 BIAS Financial balance was \$2,462,939.80. The Zoo Trek November deposit was \$14,070.25. Total Zoo Trek collections to date were \$142,382.44. November's Real and Personal Property Tax and delinquent property tax collections were \$100,537.48. Total 2016 Real and Personal Property Tax collections to date were \$986,894.59. BIAS Expenditures for November 2016 were \$76,589.74. Commissioner Michel asked if there were any corrections or objections to the November financial report, hearing none, the financials were accepted as submitted.

6. Staff Report: Mostly covered in study session.

7. 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): No report.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that volunteers worked on the 360 mountain bike/pedestrian trails and that the BuDu Mountain Bike event is scheduled for February 12, 2017.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly stated that the Breakfast with Santa event went very well.

8. Board Presidents Report: Commissioner Michel stated that he met with Marcia Harris, Board Member with Peninsula Schools Education Foundation, to talk about providing transportation to Key Pen Parks' events and seminars for school aged children.

9. Unfinished Business/Gateway Park Master Plan Update: Commissioner Robison stated that the bids for Gateway Park Phase 1 construction were opened on December 1, 2016, and 10 bids were received. Bids ranged from \$1,174,101.00 to \$1,582,286.00. Based on the bids received it was proposed that Key Pen Parks award the job to the lowest determined responsible responsive bidder which was BPCI Earthworks, LLC. He recommended addition of Bid Alternates B1, B2, B3 and B9 to the base bid; BPCI Earthworks was still the most competitive bidder. Commissioner Robison also stated that he would like to utilize volunteers to construct the sidewalk from the parking area to the trailhead leading to 360 Trails (Alternate B3) somewhat reducing project costs.

10. New Business/Caretaker Contract for Gateway Park: Commissioner Robison made a motion "to authorize the Board President and Executive Director to enter into the contract with caretaker at Gateway Park". Commissioner Kelly seconded. The motion was passed 5/0.

11. New Business/Resolution R2016-16 Awarding of Gateway Park Bid for Construction of Gateway Park Phase 1: Commissioner Robison asked Consultant Don Campbell to summarize the value engineering cost proposals that the board requested. Don Campbell said that by extending the project completion date, from July 4, 2017 to the end of September 2017 and other value engineering discussions with the lowest bidder they were able to identify \$120,000.00 in cost savings. Don Campbell also stated that BPCI is a great contractor and that after due diligence in looking at BPCI's background and talking with other contractors regarding their reputation he was confident in the decision to award them with the contract. Don Campbell stated that once the contract is awarded to BPCI they will then write a "No Change Deductive Cost" change order that will reflect what those changes are. Commissioner Robison made a motion to "adopt Resolution R2016-16 as drafted and read". Commissioner Jensen seconded. The motion was passed 5/0.

12. New Business/Nominations for 2017 Commissioner Positions as per By-laws: Nominations for 2017 Commissioner Positions are: Ed Robison for President, Mark Michel for Vice President and Kip Clinton for Clerk.

13. New Business/Pierce County Resolution R2016-130s: A Resolution of the Pierce County Council Authorizing the Pierce County Executive to Execute Interlocal Agreements with the Peninsula Metropolitan Park District and the Key Peninsula Metropolitan Park District for Distribution of Parks Second REET (Real Estate Excise Tax) Funds, Pursuant to a Proviso to the 2016 Pierce County Budget was discussed. Commissioner Clinton stated that Pierce County Parks was directed to disburse

approximately \$40,000.00 of funds from Second REET to Key Pen Parks for capital expenditures at Gateway Park.

14. New Business/ Resolution R2016-17: A Resolution of the Key Peninsula Metropolitan Park District to Approve an Interlocal Agreement Between Key Pen Parks and Pierce County for Appropriation of Second REET Parks Funds to Key Pen Parks for Expenditure on Capital Facilities to Increase Recreation Opportunities on the Key Peninsula. Commissioner Robison made a motion to “adopt Resolution R2016-17 as read by Commissioner Clinton. Commissioner Kelly seconded. The motion was passed 5/0.

15. Other minor matters: Sami Jensen announced that there would be a Ladies Night at 360 Trails (mountain bike event) on December 15, 2016, and she and her son would be volunteering to keep watch on the parking area to help prevent theft.

16. Commissioners Comments/Good of the Order: Commissioner Michel expressed his relief of getting through the difficult contract process of Gateway Park. Commissioner Clinton stated that at the KPAC meeting on December 21, 2016, the county will be addressing the agricultural resource land designation revisions currently being considered. Commissioner Clinton encouraged people to attend.

17. Meeting Adjourned: The public meeting of December 12, 2016, was adjourned at 8:30 PM. The January meeting will be held at 7:30 PM on January 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/Rec Assistant’s attention and corrected at the time the Board addresses and approves the minutes.