

KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS
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Board Meeting Minutes
Monday, January 14, 2019

The regular meeting was preceded by a 6:30 PM study session. It was held on Monday, January 14, 2019. Wage Consultant Ross Ardrey from NW Management Services was introduced to speak to the Board about finding a better understanding of the labor market in relation to salaries and wages. Executive Director Gallacher went over staff reports and talked about Gateway Park project updates. He also discussed changing the February business meeting to the first Monday of the month (Feb. 4, 2019) due a scheduling conflict with the Key Peninsula Business Associations annual dinner and the probable lack of a quorum on Feb. 11. He said it would be considered a Special Meeting instead of a regular business meeting.

The public meeting was called to order at 7:30 PM in the Volunteer Park office by President Robison.

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

Citizens present: Ross Ardrey, Stan Moffett and Sami Jensen.

1. Approval of Agenda: President Robison asked if there were any additions or corrections to the agenda; Item 5 was amended to read 'Second Nomination for Election of Commissioners Positions and Election Thereof as per By-Laws and New Business/Full time Recreation/Office Assistant Position, the agenda was adopted as amended.

2. Second Nomination and Election of Park Board Commissioner Positions as per Bylaws: President Robison nominated Commissioner Jensen for President and Commissioner Kelly for Vice-President. Vice-President Michel nominated Commissioner Clinton for Clerk, Commissioner Robison for Vice-President and himself for President. Commissioner Clinton nominated Commissioner Robison for Vice-President and Commissioner Michel for President. Commissioner Kelly nominated Commissioner Robison for President. Commissioner Jensen did not make any new nominations and declined the nomination for President. With no other nominations; Commissioner Clinton remains Board Clerk 5/0, Commissioner Michel takes position of Board President 3/2, and Commissioner Robison takes position of Board Vice-President 3/2. Commissioner Kelly requested that the portion of the By-laws regarding nomination and elections of Park Board Commissioner Positions, be added to the February 4, 2019 meeting agenda. The Park Board meeting was turned over to President Michel.

3. Special Presentations: None.

4. Citizens Comments: Sami Jensen said that she approached the KP Community Council about purchasing safety vests for use by the general public while walking along public roads at night, on the Key Peninsula. She asked the Key Pen Parks Board Members about investing in safety vests for public use, to help seed the program. The response from the board was that it would be a liability to provide citizens with safety vests if they were to wear them off park property. Also, the vests would have to be OSHA approved, and with the strong possibility of people borrowing and not returning the vests, it wouldn't be cost effective. She also asked if any

board members had emailed an answer to Susan Mendenhall's inquiry regarding the Lakebay Marina. Commissioner Robison stated that he had sent her an email saying that it wasn't a liability that Key Pen Parks would like to take on.

5. Approval of Minutes: President Michel asked if there were any objections or corrections to the December 10, 2018 meeting minutes; hearing none, the meeting minutes were approved as submitted.

6. Financial Report: The November 2018 BIAS Financial balance was \$2,488,777.33. The Zoo Trek December deposit was \$14,831.38. Total 2018 Zoo Trek collections to date were \$149,269.91. 2018 Real and Personal Property Tax deposit was \$4,720.97 and total 2018 Real and Personal Property Tax collections to date were \$1,270,030.04. BIAS Expenditures for December 2018 were \$66,183.81. President Michel asked if there were any corrections or objections to the January 14, 2019, financial report. Hearing none the financial report was adopted as submitted.

7. Staff Report: Covered in study session.

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison stated that the board will discuss new playground equipment for Volunteer Park later in the meeting as stated in the agenda.

b. Key Peninsula Parks and Recreation Foundation Report: Executive Director Gallacher stated the Key Peninsula Parks & Rec Foundation would be meeting on Tuesday, January 15, 2018. He also said that he met with Metro Parks Tacoma staff to discuss how they work with their Foundations. Executive Director Gallacher said that he would propose another revision to the MOU and compose a contract for services for the Key Peninsula Parks & Rec Foundation, so that they would be restricted to raising money for Key Pen Parks only. Sami Jensen asked who the board members are. Executive Director Gallacher stated that the Key Peninsula Parks & Rec Foundation Board Members are; Maureen Reilly, Rick Carr, Bob Green, Rob Home, Diana Home, and Heather Rogers. The Key Peninsula Parks & Rec Foundation meet the 3rd Tuesday of every month at 4:30 p.m.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that there was a volunteer trail party to maintain the existing trails at 360 Trails/Gateway Park on Sunday. The BuDu mountain bike event will be on April 7th.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly said that with the open position, he would like to see someone with recreational experience to focus on creating more recreational opportunities for the community.

8. Board Presidents Report: Commissioner Michel said the board was functioning well. There are a lot of things coming up and he looks forward to and appreciates the chance to serve.

9. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater):

Executive Director Gallacher stated that the splash pad planning is moving along, and that Washington Water indicated that there is enough water flow, but the schedule may have to be adjusted for peak usage times. He would like to start planning for underground work for the performance stage, such as water and conduit. Design possibilities for the amphitheater were discussed.

10. New Business/ Purchasing Playground Installation via KCDA Contract: Executive Director Gallacher discussed options for the installation for the playground equipment at Volunteer Park. Consensus was to try to do a community build in April.

11. New Business/Resolution R2019-01 Surplus Items and Removal of Items from Inventory: Commissioner Robison made a motion to “adopt Resolution R2019-01 Surplus Items and Removal of Items from Inventory as drafted”. Commissioner Jensen seconded, the motion passed 5/0.

12. New Business/Selection of firm for Key Pen Parks Comprehensive Park Plan: Commissioner Robison made a motion to “authorize the Executive Director to enter into negotiations with Conservation Techniques for awarding the district comprehensive plan for the scope of work”. Commissioner Clinton seconded, the motion passed 5/0.

13. New Business/Agreement with NW Management Services for Human Resources Compensation Study: Commissioner Clinton made a motion to “approve the contract with NW Management as defined in the contract”. Commissioner Jensen seconded. Commissioner Michel asked if there were any questions or further comment on the subject. Commissioner Kelly objected to the study. Commissioner Robison made a motion to “table further discussion on this matter until the board could see examples or reviews of the company’s work”. Commissioner Kelly seconded, the motion to table passed 4/1 with Commissioner Clinton opposed.

14. New Business/2019 Contract for Services with Red Barn Youth Center, KP Historical Society, and KP Farm Tour: Executive Director Gallacher discussed with the board, the contract for services amounts for the following organizations; The Red Barn \$3,000, Key Peninsula Historical Society \$2,000, and the Key Peninsula Farm Tour \$1,500.

15. New Business/Modify Recreation/Office Assistant to Full Time: The Key Pen Parks 2019 budget allowed Executive Director Gallacher to hire a ¾ time employee for the position of Recreation/Office Support. Commissioner Robison made a motion to “modify the budget to allow the Executive Director to hire a full-time General Office Support position as defined by the Executive Director”. Commissioner Clinton seconded, the motion passed 5/0.

16. Other minor matters: Commissioner Robison said that Gateway Park was very full as soon as the rain let up. He was happy to see all the kids in the park, even in January.

17. Commissioners Comments/Good of the Order: Commissioner Kelly announced that next week at the Home Fire Station he will have the pro and con groups for the Hope Recovery Center there.

18. Meeting Adjourned: The public meeting of January 14, 2019, was adjourned at 8:29 PM. A special meeting will be held on Monday, February 4, 2019, due to a conflict of scheduling. The next meeting, Monday February 4, 2019 will be held at 7:00 PM in the Volunteer Park Office. The meeting 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, Event Coordinator/Office Support 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.