

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday June 13, 2016

The regular meeting was preceded by a 7:00 PM study session. Executive Director Gallacher discussed the timeline for Gateway Park Phase 1 development permitting, bids and groundbreaking. Volunteer Park LED Field Lighting bids were also discussed, as was the grant application to the Salmon Recovery Board to design a replacement for the Little Minter Creek culvert on 144th St. KPN for Pierce County Surface Water Management. Executive Director Gallacher reviewed staff reports at this time.

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: Executive Director Scott Gallacher and Veronica Grandt Office/Recreation Assistant.

Citizens present: Stan Moffett and Susan Quigley.

Pledge of Allegiance: Recited.

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

Special Presentations: None.

Citizens Comments: Stan Moffett asked if there was a volunteer tally for Park Appreciation Day. Executive Director Gallacher answered his question and explained that the Civic Center had so many volunteers for that day because they require their user groups to volunteer at the Civic Center on Parks Appreciation Day.

2. Approval of Minutes: President Michel asked if there were any objections or corrections to the May 9, 2016 meeting minutes; hearing none, the meeting minutes were approved as submitted.

3. Financial Report: The May 2016 BIAS Financial balance was \$2,899,669.17. The Zoo Trek May deposit was \$13,196.81. Total Zoo Trek collections to date were \$62,499.77. May's Real and Personal Property Tax and delinquent property tax collections were \$100,669.01. Total 2016 Real and Personal Property Tax collections to date were \$540,277.41. BIAS Expenditures for May 2016 were \$66,563.76. The new operational checking account has been prefunded and will be used beginning July 1, 2016; checks will require two commissioner signatures. Commissioner Michel asked if there were any corrections or objections to the May financial report, hearing none, the financials were accepted as submitted.

4. Staff Report: Covered in study session.

5. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison stated that the picnic shelter plans were complete for Gateway Park.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Michel): Susan Quigley from the KPPR Foundation stated that they would like to partner with the Greater Peninsula Conservancy to help in supporting Key Pen Parks regarding land acquisition and management should any property be donated. Ms. Quigley said that one of the members of the KPPR Foundation was learning how to write grants, so that would be helpful.

c. Trail Updates (Commissioner Michel): No new updates.

d. Recreation Committee (Commissioner Kelly): No report.

6. Board Presidents Report: Commissioner Michel stated that there is a lot of stuff going on behind the scenes, but nothing to report otherwise.

7. Unfinished Business/ Gateway Park Master Plan Update: Executive Director Gallacher stated that he would like to move forward with the groundbreaking this year, but had some concerns with cost, losing out on lower bids and permitting. Commissioner Robison stated that the concerns for losing bids could be worked around and that “as long as we have the permit for grading we should start Phase 1 as soon as possible”. After a bit more discussion on the subject, consensus was that Key Pen Parks would move forward with the groundbreaking and work around any issues that may arise. Executive Director Gallacher said that he would conference with Marketing Coordinator/Recreation Specialist Christina Hallock to find a good way to show progress to the public that Key Pen Parks is moving forward with the development of Gateway Park.

8. New Business/Awarding of Contract for Volunteer Park LED Light Project Fields 1, 2 and 3; Project No. 16-01:

a. Volunteer Park LED Project; Awarding of contract for Volunteer Park LED Light Project Fields 1, 2, and 3; Project No. 16-01: Commissioner Robison made a motion “to authorize Executive Director Gallacher to enter into a contract with the lowest responsible bidder at the base bid price plus any deductive alternatives as deemed appropriate by the Executive Director in consultation with the contractor and Peninsula Light”. Commissioner Clinton seconded. The motion was passed 5/0.

9. New Business/Resolution R2016-11 Authorizing Resolution of Key Pen Parks to Apply for Grant With the Salmon Recovery Funding Board:

b. Resolution R2016-11 Authorizing Resolution of Key Pen Parks to apply for the Salmon Recovery Funding Board: Commissioner Robison made a motion “to adopt resolution R2016-11 authorizing resolution of Key Pen Parks to apply for a grant with the Salmon Recovery Funding Board for replacement of the culvert at 144th”. Commissioner Jensen seconded. The motion was passed 5/0.

10. New Business/Authorization for Potential Out of State Travel for Executive Director to attend NRPA Conference:

c. Authorization for potential out of state travel for Executive Director to attend NRPA conference: Commissioner Robison made a motion “authorizing Executive Director to travel to the NRPA conference in St. Louis, MO in October”. Commissioner Kelly seconded. The motion was passed 5/0.

11. Other minor matters: Commissioner Clinton stated that on Wednesday June 15, 2016 at 6:30 p.m., Executive Director Gallacher will be giving a presentation before the Key Peninsula Land Advisory Use Committee in the VFW room at the Civic Center regarding the Gateway Park master plan. Executive Director Gallacher said that the contract for the Manke A and B properties is expected to close by July 11. Executive Director Gallacher explained that Mr. Manke has the Purchase and Sale Agreement and Key Pen Parks is awaiting his signature.

12. Commissioners Comments/Good of the Order: None.

13. Meeting Adjourned: The public meeting of June 13, 2016, was adjourned at 7:55 PM. The July meeting will be held at 7:30 PM on July 11, 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.