

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

**P.O. Box 70, Lakebay, WA. 98349**

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**Board Meeting Minutes**

**Monday October 10, 2016**

The regular meeting was preceded by a 6:31 PM study session. Executive Director Gallacher reviewed staff reports at this time. The draft 2017 budget was discussed in detail.

**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 Claudia (Sami) Jensen.

**Pledge of Allegiance:** Recited.

**1. Approval of Agenda:** President Michel asked if there were any additions to the agenda; it was pointed out that the header of the meeting minutes was missing part of the date. President Michel requested that item number 7 of the approval of the minutes be amended to show the full date. The agenda was approved as amended.

**2. Special Presentations:** None.

**3. Citizens Comments:** Sami Jensen asked Commissioner Kelly about a committee for recreation activities and requested an update for activities because she would like to help. Mrs. Jensen also requested KPP add more playground equipment, and the fixing and updating of playground equipment for Volunteer Park.

**4. Approval of Minutes:** President Michel asked if there were any objections or corrections to the September 12, 2016 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The September 2016 BIAS Financial balance was \$2,466,434.77. The Zoo Trek September deposit was \$13,415.41. Total Zoo Trek collections to date were \$114,858.75. September's Real and Personal Property Tax and delinquent property tax collections were \$15,536.62. Total 2016 Real and Personal Property Tax collections to date were \$573,486.51. BIAS Expenditures for September 2016 were \$585,785.94; a \$500,310.72 payment was made to Musco Sports Lighting LLC for new LED Field Lights for Fields 1, 2, and 3 at Volunteer Park and new poles for Field 2 and 3. Commissioner Michel asked if there were any corrections or objections to the September financial report, hearing none, the financials were accepted as submitted.

**6. Staff Report:** Mostly covered in study session. Executive Director Gallacher said he plans to apply for a \$250,000.00 Youth Athletic Facilities grant from the RCO to help fund Gateway Park soccer field development and synthetic turf for Volunteer Park Field 1. He will send a letter of intent this week.

**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):** Executive Director Gallacher stated that the Foundation was at the Farm Tour and that they solicited donations for the Breakfast with Santa event in December.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated that he will be attending the Washington State Trails Coalition meeting. There will be a trails committee meeting to go over new trails on the Manke properties.

**d. Recreation Committee (Commissioner Kelly):** No report at this time, but Commissioner Kelly stated that he would meet with Marketing Coordinator/Recreation Specialist Christina Hallock and would have a report next month.

**8. Board Presidents Report:** No report.

**9. Unfinished Business/Gateway Park Master Plan Update:** Gateway Park will be going out to bid on October 28, 2016. Executive Director Gallacher also said that Gateway is in the process of receiving its storm water permit from the Department of Ecology.

**10. New Business/2017 Preliminary Budget Hearing:** Executive Director Gallacher and the board discussed the 2017 Preliminary Budget and assessed rates for the 2017 tax year. Executive Director Gallacher said that KPP's Gateway Park Phase 3 splash pad RCO grant request placed in middle of the queue and is unlikely to be funded. He said that a water recycling splash pad costs about \$600,000.00. Because of Gateway Park Phases 1 and 2 development consensus was to request a property tax levy of \$1,200,000.00 and budget for collected 2017 taxes of \$1,116,000.00. Stan Moffett asked if there would be any zip lines included in Gateway Park Phases 1 and 2; two low to the ground zip lines are planned for the playground.

**11. New Business/Resolution R2016-12 Surplus Ball Field Lights:** Commissioner Robison made a motion to "approve Resolution R2016-12 Surplus Ball Field Lights to authorize Executive Director Gallacher to dispose of the ball field lights as best meets the needs of the district". Commissioner Clinton seconded. The motion was passed 5/0.

**12. Executive Session/Purchase of Real Estate RCW 42.30.110(1)(b):** Duration of 20 minutes. Meeting reconvened at 8:28 p.m. with Citizen Sami Jensen returning to the regular meeting. Commissioner Robison made a motion to "authorize Executive Director Gallacher to bid on the property adjacent to the Rocky Creek Conservation area". Commissioner Clinton seconded. The motion was passed 5/0. Executive Director Gallacher requested that Commissioner Clinton fill out the Executive Order paperwork.

**13. Other minor matters:** Commissioner Clinton talked about an article in the Sunday's News Tribune regarding target practice endangering trail users in DNR's Capitol Forest. Also, the hearing examiner granted TPU their utility access across the Burley Lagoon.

**14. Commissioners Comments/Good of the Order:** No commissioner's comments.

**15. Meeting Adjourned:** The public meeting of October 10, 2016, was adjourned at 8:32 PM. The November meeting will be held at 7:30 PM on November 14, 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.***