

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 February 8, 2016**

The regular meeting was preceded by a 7:00 PM study session. Executive Director Gallacher reviewed staff reports at this time. He said that Tacoma Public Utilities requested that Key Pen Parks remove (log) all of the cedar trees along Hwy 302 before they will sign off on Gateway Park (all access is across the Tacoma Public Utility power line right of way); the Pierce Co. PALS permit requires Key Pen Parks replant approved trees on Key Pen Parks owned property (Gateway Park north of the fence line). Phase 1 of Gateway Park development is now the SW entrance, trailhead parking for cars and trailers, additional parking parallel to Hwy 320 easterly to near the existing barn, the playground, picnic shelter and restrooms. Phase 2 is the meadow and Phase 3 is the spray park and associated utilities; Executive Director Gallacher said he might apply for state matching grants for Phase 3 in the next grant cycle.

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

**Commissioners Present:** John Kelly, Kip Clinton, Ed Robison, and Shawn Jensen. Commissioner Mark Michel was excused due to work obligations. Staff present for Key Pen Parks: Executive Director Scott Gallacher, Office Manager/Bookkeeper Laura Armstrong and Veronica Grandt Office/Recreation Assistant.

**Citizens present:** Claudia (Sami) Jensen, Stan Moffett.

**Pledge of Allegiance:** Recited.

**Approval of Agenda:** Vice President Robison asked if there were any objections or corrections to the agenda; hearing none, the agenda was approved as written.

**Special Presentations:** None.

**Citizens Comments:** No citizen comments.

**1. Minutes:** Vice President Robison asked if there were any objections or corrections to the January 11, 2016 meeting minutes; hearing none, the meeting minutes were approved as written.

**2. Financial Report:** The January 2016 BIAS Financial balance was \$2,532,435.86. The Zoo Trek January deposit was \$11,758.02. Total Zoo Trek collections to date were \$158,224.00. January's Real and Personal Property Tax and delinquent property tax collections were \$3,791.41. Total 2016 Real and Personal Property Tax collections to date were \$874,778.35. BIAS Expenditures for January 2016 were \$61,987.21. Commissioner Robison asked if there were any corrections or objections to the January financial report, hearing none, the financials were accepted as submitted.

**3. Staff Report:** Covered in study session.

**4. Board Committee and Advisory Council Reports:**

**a. Land and Improvement Committee (Commissioner Robison):** Vice President Robison stated that Commissioner Michel plans to continue discussions with Mr. Manke regarding the Manke property. Commissioner Robison also stated that we are proceeding forward with the design aspects of Gateway Park; this topic will be discussed later in the meeting.

**b. Key Peninsula Park and Recreation Foundation Report:** Executive Director Gallacher reported that Susan Quigley informed him that the Key Peninsula Park and Recreation Foundation has still been receiving donations. The foundation had received a check in the amount of \$1,400.00 from Key Fest; this check will be used for park improvements.

**c. Trail Updates (Commissioner Michel):** Executive Director Gallacher stated the 360 trails have been busy on the weekends, he also stated that more trail work has been done recently. Executive Director Gallacher also stated that Commissioner Michel has had a meeting with an equestrian group at Key Central Forest.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly reported that his friend (Jesse Young's legislative aide) in Olympia liked the flyer and was interested in the "Fairies" program. She also informed Commissioner Kelly that she would like to come out for some of these things. Commissioner Kelly made a request that Christina Hallock be present at a future meeting, possibly April.

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

**6. Unfinished Business/ Gateway Park Master Update:** Executive Director Gallacher reported that the master plan has been revised due to floodway and storm water infiltration pond requirements; because of this the dedicated equestrian area has been moved to a less saturated area located at the NE corner of the property. The Gateway Park SEPA has been completed, please note the following comment: "Tacoma Power requests the current conifer trees along SR 302 be removed. Our Arborist believes these trees will soon be an issue for our power lines, and topping them will only prolong the problem, so we would like Key Pen to remove them when the other tree work is being performed on site. All new trees will need to be planted off our right of way in accordance with Tacoma Power's right tree, right place guidelines." This comment was received in an email to Executive Director Gallacher from Tacoma Public Utilities.

Executive Director Gallacher stated that the Park District will be buying playground equipment from two vendors (All Play and Play Creations). These vendors submitted the most popular proposals which scored the highest in the survey and citizen meetings.

**7. New Business/ Gateway Park Phase 1 Development Electrical Scope of Work contract for professional services:**

Commissioner Clinton made a motion "to approve entering into contract with Cross Electrical Engineering Professional Services for Gateway Park Phase 1 Development Electrical Scope of Work". Commissioner Jensen seconded, the motion was passed 4/0.

**8. New Business/Awarding of timber salvage butt ends to highest and most qualified bidder:**

Commissioner Clinton made a motion; "to allow Executive Director Gallacher to enter into a timber salvage contract with Mike Benoit for timber salvage at Key Central Forest". Commissioner Kelly seconded, the motion was passed 4/0.

**16. Other minor matters:**

**17. Commissioners Comments/Good of the Order:** Citizen Claudia (Sami) Jensen inquired about the opening date for Gateway Park. Executive Director Gallacher replied that the earliest possible opening could be Spring/Summer 2017.

Commissioner Kelly said that he was contacted by a Girl Scout troop; they wish to plant trees. Executive Director Gallacher said that fall is the best time to plant for seedling survival and requested that they contact him in the fall.

**18. Meeting Adjourned:** The public meeting of February 8, 2016, was adjourned at 7:50 PM. The March meeting will be held at 7:30 PM on March 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 Manager/Bookkeeper's attention and corrected at the time the Board addresses and approves the minutes.***