

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 February 13, 2017**

The regular meeting was preceded by a 7:00 PM study session. Executive Director Gallacher reviewed staff reports and went over a few things that will be happening at Gateway Park; starting with a Phase 1 pre-construction meeting on February 21, 2017 and construction starting February 27, 2017. More playground equipment for Gateway Park will be arriving after March 6, 2017. Executive Director Gallacher stated that there is a hold on the appraisal for the Zeren property due to one of the 3 parcels having title issues. Executive Director Gallacher stated that there was an attempted wire theft at Volunteer Park. There was no damage to the wiring.

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

**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:** Claudia (Sami) Jensen.

**Pledge of Allegiance:** Recited.

**1. Approval of Agenda:** President Robison asked if there were any additions to the agenda; hearing none, the agenda was approved as submitted.

**2. Special Presentations:** None.

**3. Citizens Comments:** None.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the January 9, 2016 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The January 2017 BIAS Financial balance was \$2,266,225.92. The Zoo Trek January deposit was \$12,621.22. Total Zoo Trek collections to date were \$12,621.22. January's Real and Personal Property Tax and delinquent property tax collections were \$2,852.86. Total 2017 Real and Personal Property Tax collections to date were \$2,852.86. BIAS Expenditures for January 2017 were \$225,219.26. President Robison asked if there were any corrections or objections to the January financial report, hearing none, the financials were accepted as submitted.

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

**7. Board Committee and Advisory Council Reports**

**a. Land and Improvement Committee (Commissioner Robison):** Commissioner Robison stated that the Gateway Park contract was signed and executed. The contractor was given notice to proceed and there will be a pre-construction meeting with Pierce County, Key Pen Parks Park Board and the contractor on February 21, 2017. The contractor will begin mobilization on February 27, 2017 at Gateway Park for construction of Phase 1. Commissioner Robison also stated that members of the board were also continuing to look at procuring the parcels to the NE of Volunteer Park.

**b. Key Peninsula Park and Recreation Foundation Report (Commissioner Michel):** Executive Director Gallacher stated that the Key Pen Parks Foundation is working with the Gig Harbor Rotary on doing some enhancements on the pavilion at Gateway Park. Ideas for enhancements could possibly include; corbels, metal braces and concrete stamping.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated that on January 10, there was a trail committee meeting where they spoke about trails that are finished and those that are being done or proposed at 360 Trails. There was a discussion about safety and liability regarding the advanced jump lines. Commissioner Michel said that Executive Director Gallacher met with Miguel and walked the 480 trails at Key Central Forest. The BuDu race hosted 256 riders for a 6 ½ loop bike ride. After doing the

math, Commissioner Michel said that there were over 3,000 miles peddled that day between everyone. The trails stayed maintained pretty well, and there was some mitigation done to the more saturated areas due to the rain.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly stated that he spoke with Clint Rosson, Executive Director of the Red Barn, regarding the mountain bike workshop. Commissioner Kelly also said he would like to get together with Marcia Harris after her vacation regarding transportation through School Bus Connects.

**8. Board Presidents Report:** President Robison stated that there is progress being made with Gateway Park and planning with the district to move forward with trails. He would like to make a greater outreach to volunteers and groups to do additional work at Gateway Park and work on improving the trails northeast of the transfer station.

**9. Unfinished Business/Gateway Park Master Plan Update:** Executive Director Gallacher stated that things were the same since the last meeting.

**10. New Business/Volunteer Park LED Change Order;**

- **Additional security lighting along field 1:** Commissioner Michel made a motion “to authorize the Executive Director to approve the change order; not to exceed twelve thousand dollars (12,000.00), excluding tax, for the additional security lighting”. Commissioner Clinton seconded. The motion was passed 5/0.
- **Field adjustments/engineer corrections:** Commissioner Michel made a motion “to authorize the Executive Director to enter into the change agreement for field adjustment/engineer corrections; not to exceed six thousand dollars (6,000.00), excluding tax”. Commissioner Jensen seconded. The motion was passed 5/0.

**11. New Business/Request from Executive Director to redeem earned vacation as per Employee Handbook:** Commissioner Kelly made a motion to “to approve Executive Director redeeming up to 80 hours of earned vacation time as per the employee handbook”. Commissioner Clinton seconded. The motion was passed 5/0.

**12. New Business/Joining PEBB for staff healthcare:** Executive Director Gallacher stated that with insurance rates increasing, he would like to comparison shop for new employee insurance. He would like to present new options for healthcare at the next board meeting.

**13. Other minor matters:** Executive Director Gallacher stated that there was a request for rental of Volunteer Park in June of 2017 from an event organizer.

**14. Commissioners Comments/Good of the Order:** None.

**15. Meeting Adjourned:** The public meeting of February 13, 2017, was adjourned at 8:18 PM. The March meeting will be held at 7:30 PM on March 13, 2017 and may be preceded by a 7:00 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.***