

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday January 9, 2017

The regular meeting was preceded by a 7:00 PM study session. Executive Director Gallacher reviewed staff reports. He stated that the playground equipment for Gateway Park was due to arrive on January 10, 2017, and discussed the water supply issue at Gateway Park. Executive Director Gallacher informed everyone that there would be an appraisal done on the Zeren Property which is immediately north of Gateway Park and adjacent and east of 360 Trails. He also talked about the recent audit of Key Pen Parks and reviewing of existing park district policies.

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; hearing none, the agenda was approved as submitted.

2. Second Nominations for 2017 Board Officers as per By-laws: Commissioner Michel asked if there were any other nominations, since there were none, the current slate of nominations was approved. The 2017 Board Officers elected were as follows: Commissioner Ed Robison for President, Commissioner Mark Michel for Vice-President and Kip Clinton for Clerk.

3. Special Presentations: None.

4. Citizens Comments: Claudia (Sami) Jensen stated that she was informed there were citizens of Key Peninsula that were wary of using Home Park because of “sketchy” people. She wondered if we promoted the parks more on social media and the newspaper, that maybe more people would visit the parks more often?

5. Approval of Minutes: President Robison asked if there were any objections or corrections to the December 12, 2016 meeting minutes; hearing none, the meeting minutes were approved as submitted.

6. Financial Report: The December 2016 BIAS Financial balance was \$2,432,387.20. The Zoo Trek December deposit was \$12,537.32. Total Zoo Trek collections to date were \$154,919.76. December’s Real and Personal Property Tax and delinquent property tax collections were \$4,371.12. Total 2016 Real and Personal Property Tax collections to date were \$991,265.71. BIAS Expenditures for December 2016 were \$50,433.61. President Robison asked if there were any corrections or objections to the December financial report, hearing none, the financials were accepted as submitted.

7. Staff Report: Covered in study session.

8. Board Committee and Advisory Council Reports

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison stated that the Lions Club has proposed planting shade trees (conifers) along the block walls between field one and field four at Volunteer Park to provide a nice canopy for shade.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Michel): Executive Director Gallacher stated that the Foundation will meet on January 12, 2017. The Key Peninsula Park and Recreation Foundation has received one grant for \$6,000.00 for the zip line at Gateway Park, but did not receive the other grant of \$2,000.00 that they had applied for.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that Courtland Capwell and Nick Marvik were doing a great job on the new trail work at 360 Trails. He stated that there would be a

trail committee meeting on Tuesday, January 10, 2017 at 7:00 p.m. Commissioner Michel expressed his interest in moving forward with trail plans for Key Central Forest. He also reminded everyone of the BuDu race taking place February 12, 2017. Trails have been flagged on the leased county transfer station property adjacent to Volunteer Park; Executive Director Gallacher will contact Pierce County for trail building approval as time permits.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly stated that after Commissioner Michel's meeting with Marcia Harris (Peninsula School Board), regarding transportation to and from programs/activities on the Key Peninsula for kids via KP School Bus Connects, he had a preliminary meeting with her as well about KP School Bus Connects. Commissioner Kelly would like to get together with Key Pen Parks Marketing & Recreation Coordinator, Christina Hallock to discuss options. Executive Director Gallacher said that the Kiwanis Club had donated 20 refurbished bikes to Key Pen Parks. There was discussion about a possible Spring Break/Summer Break Introduction to Mountain Biking program.

9. Board Presidents Report: No report.

10. Unfinished Business/Gateway Park Master Plan Update: Executive Director Gallacher stated that the contract for construction of Phase 1 at Gateway Park is at the contractor's office awaiting signatures. Commissioner Clinton asked about removing an old tree fort at Gateway Park for safety reasons. Executive Director Gallacher said that it was scheduled to be removed on Tuesday, January 10, 2017.

11. Unfinished Business/ 2017 Concession Stand Lease: Executive Director Gallacher stated that the new concessionaire contract starts March 1, 2017 and would be a seasonal lease for the 2017 year. Key Pen Parks will still have the right to use the space with notice to the concessionaire.

12. New Business/Thank you letter to Pen Light Company: Commissioner Clinton made a motion "to approve the Thank You letter to the CEO and Board of Directors of Peninsula Light Co. after a minor change of addressees were made on the letterhead". Commissioner Kelly seconded. The motion was passed 5/0.

13. New Business/Resolution R2017-01 Surplus items and Removal of items from inventory: Commissioner Clinton made a motion to "adopt Resolution R2017-01 Authorizing Executive Director Gallacher to surplus and remove the following items from inventory: HP Pavilion laptop (serial No. 584037-001); Asus X54C laptop (serial No. BCN0AS0805950A); Apple iphone 6 (model No. MG5W2LLA); LG Cosmos 3 cell phone (serial No. A10003EC5BC6C) and 9 Fun Yak boats". Commissioner Michel seconded. The motion was passed 5/0. Executive Director Gallacher said the Fun Yak boats will be sold to Pen Met Parks as they have a program which uses this type of vessel.

14. New Business/Resolution R2017-02 Authorizing Executive Director to make change orders for Gateway Park: Commissioner Clinton made a motion to "adopt Resolution R2017-02 Authorizing Executive Director Gallacher to approve change orders of \$20,000.00 or less on Gateway Park construction". Commissioner Kelly seconded. The motion was passed 5/0.

15. New Business/Resolution R2017-03 Updating First Citizens Bank Signature Cards: Commissioner Clinton made a motion to "adopt Resolution R2017-03 as drafted and read". Commissioner Jensen seconded. The motion was passed 5/0.

16. New Business/ 2017 Key Peninsula Little League Field Use, Storage and Batting Cage Contracts: Commissioner Michel made a motion to "approve the 2017 Key Peninsula Little League Field Use, Storage and Batting Cage contracts as drafted and read". Commissioner Clinton seconded. The motion was passed 5/0.

17. Other minor matters: No minor matters.

18. Commissioners Comments/Good of the Order: Executive Director Gallacher informed the Board that he would continue to review and update existing park district policies in 2017; Commissioners Clinton and Jensen volunteered to assist. Executive Director Gallacher reminded the board members that per audit recommendations all commissioners would need to be added to the payroll and the paperwork for payroll would need to be filled out and returned to Key Pen Parks Office Manager/Bookkeeper, Laura Armstrong.

19. Meeting Adjourned: The public meeting of January 9, 2017, was adjourned at 8:26 PM. The February meeting will be held at 7:30 PM on February 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.