

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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Board Meeting Minutes

Monday July 10, 2017

The regular meeting was preceded by a 7:00 PM study session. Executive Director Gallacher was out-of-town and participated via teleconference. Maintenance Supervisor Matt Woodard discussed the maintenance staff report. He also explained the proposed purchase of a new Walker (brand) H24D 72" riding lawn mower since most of the existing stock at Key Pen Parks is reaching the end of their useful life span. Executive Director Gallacher (via telephone) explained the latest offer from Tacoma Public Utilities regarding the property beneath their Cushman Power Lines adjacent to SR302 at Gateway Park, mentioned the survey of the proposed Key Central Forest parking area was completed and would be forwarded to Commissioner Robison, and that the Concessionaire from the Snack Shack would like to extend the lease for another 6 months with a rent reduction going into the slow season.

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

Commissioners Present: Mark Michel, John Kelly, Kip Clinton, Ed Robison, and Shawn Jensen. Staff present for Key Pen Parks: Maintenance Supervisor Matt Woodard and Event Coordinator/Office Support Veronica Grandt.

Citizens present: Sami (Claudia) Jensen, Stan Moffet, and Don Campbell of Robert W. Droll Landscape Architects.

Pledge of Allegiance: Recited.

1. Approval of Agenda: President Robison added "New Business/Taylor Bay Infill Property" to the agenda; the agenda was approved as amended.

2. Special Presentations: Don Campbell gave an update on the progress at Gateway Park. He said the construction at Gateway Park is almost complete. The concrete curbing around the playground was substandard; the contractor agreed and is replacing it at their own cost. One of the last pieces of the rock wall play structure broke when being installed (not the volunteer build) and is being replaced. In spite of this, the project is on time and under budget. The expected opening is late August through September depending upon connection to the water service and electricity (Peninsula Light Co.). Asphaltting of the parking area is scheduled for July 29. All necessary underground utilities are in place for Phases 1&2 and Phase 3 (Spray Park and natural grass amphitheater/stage); the Phase 3 build will be all above ground.

3. Citizens Comments: Sami Jensen thanked the Board, Staff and Volunteers for putting on the best 4th of July Community Picnic to date. She suggested that next year garbage cans be spread throughout the grounds and there be MORE water balloons.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the June 12, 2017 meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The June 2017 BIAS Financial balance was \$2,466,053.33. The Zoo Trek June deposit was \$12,742.47. Total 2017 Zoo Trek collections to date were \$79,611.43. June's Real and Personal Property Tax and delinquent property tax collections were \$7,784.88. Total 2017 Real and Personal Property Tax collections to date were \$665,958.54. BIAS Expenditures for June 2017 were \$478,707.28. There was a cursory discussion of the 2017 Budget; Key Pen Parks is about on budget. President Robison asked if there were any corrections or objections to the June financial report, hearing none, the financials were accepted as submitted.

6. Staff Report: Covered in study session. Maintenance Supervisor Woodard said the lumber for the Gateway Park Pavilion is on site and volunteers will be solicited to stain the timbers before installation. He expects to have a work party July 22 and 23 in the barn.

7. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison said that Gateway Park will be discussed later, as will the Taylor Bay Infill Conservation Futures application status and two properties near Rocky Creek Conservation Area.

b. Key Peninsula Park and Recreation Foundation Report: Commissioner Robison also said that the Foundation is without a president at this time; their vice president is serving as acting president.

c. Trail Updates (Commissioner Michel): Commissioner Michel said the Pump Track had its official ribbon cutting with the Pierce Co. Health Dept. on the afternoon of June 29.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly had no report.

8. Board Presidents Report: President Robison had no report.

9. Unfinished Business/Gateway Park Construction Update: Don Campbell, Robert W. Droll Landscape Architects, gave a construction update earlier in the meeting as a special presentation.

10. Unfinished Business/Properties Adjacent or near Rocky Creek Conservation Area: Executive Director Gallacher (via telephone) said that he told the owner of the west property “no thanks” at \$10,000.00 for 5 landlocked acres and invited them to attend the next Board meeting; he has not been contacted by the eastern parcel owners since the initial contact.

11. Unfinished Business/Tacoma Public Utilities Parcels near Gateway Park: Executive Director Gallacher (via telephone) explained during study session that TPU offered to sell Key Pen Parks the additional strip of property from the Gateway Park playground to the eastern edge of Gateway Park (near the Harvest Time Country Store) for an additional \$1750.00 with Key Pen Parks paying for the Boundary Line Adjustment. TPU would issue a Temporary Construction Permit to facilitate water line construction pending the Boundary Line Adjustment. Commissioner Michel moved “to approve the purchase of the third parcel along the north side of SR 302 from Tacoma Public Utilities, utilizing a boundary line adjustment to obtain the full frontage of the park district property along SR 302”. Commissioner Clinton seconded the motion; the motion passed 3/1 (with the president abstaining, voting only to break a tie).

12. Unfinished Business/Update Park Rules: Current rules for each park property were included in the Board Packet; Executive Director Gallacher (via telephone) asked the Commissioners to review them for possible changes prior to the August meeting. There was a discussion about smoking in the parks; a suggestion was to designate one area for smoking on those park properties where feasible and safe (developed parks like Volunteer Park, Gateway Park) and no smoking at all in natural areas (360 Trails, Maple Hollow, Rocky Creek). The suggested wording would be “No Smoking, Vaping or Chewing Tobacco Except in Designated Areas”.

13. New Business/Gateway Park Previous Caretaker Obligation: Commissioner Robison said the caretakers lease had not been renewed and they moved out 3 weeks before their lease terminated. Key Pen Parks was notified the house was vacated several days later and took possession on June 16 (Maintenance Supervisor Woodard participated in the walk through on June 16 and the house was in good condition with normal wear and tear due to occupancy). The caretakers have not paid June rent of \$1000.00, had prepaid a damage deposit of \$400.00 and owed an extra \$150.00 for an additional undisclosed dog resulting in a balance due Key Pen Parks of \$750.00. Commissioner Clinton moved to allow the Executive Director to send the full amount contractually due to collections; Commissioner Kelly seconded the motion; the motion passed 3/1 (with the president abstaining, voting only to break a tie).

14. New Business/Purchase Walker Mower via State of Washington Contracting Program Contract #10212: Maintenance Supervisor, Matt Woodward said the purchase price is \$13,371.08. Commissioner Clinton moved “to purchase a Walker Mower via the Washington State Contracting Program Contract No. 10212”. Commissioner Jensen seconded the motion; the motion passed 4/0 (President Robison said the motion passed unanimously).

15. New Business/Update Park Facility Rental Fees: Executive Director Gallacher (via telephone) said that the park facility rental schedule (rental fees) need to be updated; he included a proposed schedule for informational purposes. This topic will be addressed in more detail at the August meeting.

16. New Business/Taylor Bay Infill Property: Commissioner Robison said that Key Pen Parks had applied for a Pierce County Conservation Futures matching grant to purchase the one property parcel

separating the two Taylor Bay parcels; Key Pen Parks' application was ranked #5 of 13 and could be funded in early 2018 pending approval and any changes by the Pierce County Council. The Conservation Futures rankings by the Pierce County Conservation Futures Citizens Advisory Board will go before the Community Development Committee in late July or early August and before the full Council in late August or September. Executive Director Gallacher (via telephone) said the property owners placed it on the market a few weeks ago during a 'waterfront real estate' promotion; the assessed value was about \$370,000.00 and the asking price is \$525,000.00. Board President Robison directed Executive Director Gallacher to create a draft contingent purchase and sale agreement (contingent upon the Conservation Futures appraisal and approval by the Pierce County Council) with the possibility of holding a special meeting on this topic on Monday July 24, 2017.

17. Other minor matters: Commissioner Clinton distributed an article from the July 2017 edition of The Northwest Horse Source magazine titled "Water—Who Owns It? Be Informed About Water Rights" by Allison Timble. She said that it gave a good synopsis of that topic in regards to the Washington State Supreme Court's Hirst Decision.

18. Commissioners Comments/Good of the Order: Stan Moffet asked who pays for a Conservation Futures appraisal (Pierce County as administered by Pierce County Parks). Commissioner Robison said that by state law Key Pen Parks can only pay fair market value with some small leeway.

19. Meeting Adjourned: The public meeting of July 10, 2017, was adjourned at 8:55 PM. The August meeting will be held at 7:30 PM on August 14, 2017 at the Volunteer Park Office 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, Event Coordinator/Office Support and Commissioner Kip Clinton.

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 Support/Event Coordinator's attention and corrected at the time the Board addresses and approves the minutes.