

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday March 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 such as: the installation of a silt fence; more new playground equipment was delivered. Executive Director Gallacher addressed water system options at Gateway Park; which are either to go with Washington Water or have the park do it using the existing well. The board requested Executive Director Gallacher to get more information on the issue. Executive Director Gallacher also spoke about the installation of a pump track at 360 Trails. **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. Mark Michel was excused from this meeting due to work schedule conflict. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Veronica Grandt Office/Recreation Assistant.

Citizens present: Sami Jensen and Stan Moffett.

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: Sami Jensen expressed her thanks to the Board of Commissioners, Executive Director Gallacher and staff of Key Parks for all their hard work at the parks and is looking forward to Gateway Park's opening.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the February 13, 2016 meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The February 2017 BIAS Financial balance was \$2,251,092.95. The Zoo Trek February deposit was \$16,083.16. Total Zoo Trek collections to date were \$28,704.38. February's Real and Personal Property Tax and delinquent property tax collections were \$18,840.44. Total 2017 Real and Personal Property Tax collections to date were \$21,693.30. BIAS Expenditures for February 2017 were \$37,805.56. President Robison asked if there were any corrections or objections to the February 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 main issue going on is the Gateway Park work. No other report.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Michel): Executive Director Gallacher stated that the foundation is looking for funding and gathering resources for some of the enhancements for the pavilion at Gateway Park. He will meet with Jeff Harris of Gig Harbor Rotary on March 14, 2014 at 4:00 p.m. to discuss matters further.

c. Trail Updates (Commissioner Michel): Executive Director Gallacher stated that there is an expert mountain bike trail being built at 360 Trail. The new pump track will be located at 360 Trails at the west side of the Y intersection of the main multi-use trail.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly stated that he is hoping for a new recreation person with strong recreation experience.

8. Board Presidents Report: President Robison expressed his thanks to Christina Hallock, former Marketing/Recreation Specialist.

- 9. Unfinished Business/Gateway Park Construction Update:** Executive Director Gallacher said that the contractor BPCI has started mobilization at the site. He also stated that the current power on the property runs from the house and goes across the middle of the field and must be moved; Peninsula Light Co. will come out to take care of that issue. Executive Director Gallacher also commented that the contractor, BPCI, hopes to complete Phase 1 ahead of schedule, weather permitting.
- 10. New Business/Contract with Washington Water for Water:** Commissioner Robison stated that the status on the water situation at Gateway would be to either enter into a contract with Washington Water Co. to connect to their system, or convert the Gateway Park existing well to a suitable supply license through the Department of Ecology. Executive Director Gallacher said he would gather more information on the water issue and bring his findings to a possible special meeting on March 27.
- 11. New Business/Reviewing Seasonal Staff Wages:** Executive Director Gallacher discussed staff wages with the board; the table requires revision due to the latest statewide minimum wage increase. He will refer the issue to the HR Committee with expected board action later this year.
- 12. New Business/Horseshoe Interlocal Agreement with Kitsap County:** Commissioner Clinton made a motion to “approve the Horseshoe Interlocal Agreement with Kitsap County”. Commissioner Kelly seconded. The motion was passed 4/0.
- 13. New Business/Pierce County Conservation Futures/Zeren Property:** Commissioner Clinton made a motion to “Direct Executive Director Gallacher to apply for a Conservation Futures Grant on the Zeren property, provided that a reply from the property owner is received in a timely manner”. Commissioner Jensen seconded. The motion was passed 4/0.
- 14. New Business/Pierce County Conservation Futures/Taylor Bay Property:** Commissioner Clinton made a motion to “Direct Executive Director Gallacher to apply for a Conservation Futures Grant for the Taylor Bay Property”. Commissioner Jensen seconded. The motion was passed 4/0.
- 15. New Business/ Annual Review of Executive Director:** Commissioner Clinton made a move to “approve the Executive Director’s 2017 Annual Review as done by the HR Committee, and as per HR policy, give him a pay raise to the next step”. Commissioner Jensen seconded. The motion was passed 4/0.
- 16. Other minor matters:** Commissioner Kelly requested to know the end date on the lease for the copy machine at the Volunteer Park office. He would like for Key Pen Parks to lease from a company other than Wells Fargo. Executive Director Gallacher stated that the lease may still have 3 years left on it.
- 17. Commissioners Comments/Good of the Order:** Commissioner Clinton said that the lights at field 2 looked good and thought it had been a good idea to apply for the grant for them.
- 18. Meeting Adjourned:** The public meeting of March 13, 2017, was adjourned at 8:47 PM. The April meeting will be held at 7:30 PM on April 10, 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.