

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday March 14, 2016

The regular meeting was preceded by a 6:30 PM study session. At Commissioner Kelly's request Marketing Specialist/Recreation Coordinator Christina Hallock attended the study session and discussed ongoing and future programs and events for the parks. Executive Director Gallacher reviewed staff reports at this time. He said that the Volunteer Park Field 1 lights will be replaced in July and the new lights for Fields 2 and 3 will be installed in August. The latest version of the Gateway Park Conceptual Master Plan was discussed. The Equestrian Training Area was moved to the NE corner because of wetland/floodway/floodplain issues (better footing) and the consultants added a dog park in the same area. Commissioner Jensen suggested the last 30' to 40' of the southern west-to-east parking area remain un-stripped as a turnaround pending master plan completion. A portion of the parking area will be graveled; there was discussion about using geogrid or similar concrete pavers instead of gravel or installing it later. The current estimated cost of Gateway Park Phase 1 is \$1,700,000.

The public meeting was called to order at 7:31 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, Office Manager/Bookkeeper Laura Armstrong and Veronica Grandt Office/Recreation Assistant.

Citizens present: Sami Jensen, Stan Moffett, Susan Quigley, Laura Condon, Judy Mills and Don Mills.

Pledge of Allegiance: Recited.

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

Special Presentations: Key Peninsula Park & Recreation Foundation: Susan Quigley, KPPRF Board President, discussed refocusing the Foundation's mission of support for Key Pen Parks, the community, and updating the website for easier use. Discussion continued regarding participation in community events, such as the Livable Fair and the Farm Tour. The Foundation board would like to further their focus and support of the scholarships program and grant assistance. Susan Quigley mentioned that the MOU has been signed and is in effect. The Foundation's biggest project was to start fundraising for Gateway Park Phase 1 project; a little under \$5,000 has already been donated in 2015. Susan Quigley also stated that two Foundation board members had resigned last year and they would like to add three more members to the board.

Susan Quigley reported on the Foundation's 2015 year-end financials with a total ending balance of \$12,554.58. Expense activities included: Development of a new website, purchase of a donor list for 5 Key Peninsula zip codes, along with development and mailing of donor letters. Income activity includes: \$4995.49 in donations designated for Gateway Park and \$1,400.00 in other donations.

Citizens Comments: Stan Moffett asked about and received a draft copy of the most recent master plan layout for Gateway Park.

2. Approval of Minutes: President Michel asked if there were any objections or corrections to the February 8, 2016 meeting minutes; hearing none, the meeting minutes were approved as written.

3. Financial Report: The February 2016 BIAS Financial balance was \$2,507,866.71. The Zoo Trek February deposit was \$14,939.72. Total Zoo Trek collections to date were \$26,697.74. February's Real and Personal Property Tax and delinquent property tax collections were \$12,827.67. Total 2016 Real and Personal Property Tax collections to date were \$16,613.26. BIAS Expenditures for February 2016 were \$61,949.85. Commissioner Michel asked if there were any corrections or objections to the February financial report, hearing none, the financials were accepted as submitted.

4. Staff Report: Covered in study session.

5. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison discussed requesting construction permits in April for Gateway Park Phase 1, once they are approved the park district can move on with the bid packages.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Michel): Covered in yearend report by Susan Quigley.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that April would be a busy month for 360 Trails and that he and Executive Director Gallacher discussed access road improvements for Key Central Forest. Commissioner Michel stated that trail development and maintenance are ongoing and the trail committee will likely meet in late March. Executive Director Gallacher mentioned the new entrance trail to 360 Trails from Gateway Park may need some access improvement such as switchbacks to lessen the slope of the trail. The cause for concern would be due to traffic causing future erosion.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly and Marketing Specialist/Recreation Coordinator Hallock covered this topic in the study session prior. Commissioner Kelly suggested getting together again before the 4th of July.

6. Board Presidents Report: No report.

7. Unfinished Business/ Gateway Park Master Update: Executive Director Gallacher discussed cost estimates and plans for playground equipment, parking lot materials (gravel vs. geogrid) and whether the off leash dog area/pet play area would be an option or not. Consensus was to move any off leash dog area/pet play area to the northwest corner near Gateway Park's entrance. Director Gallacher stated that the consultant would be at the next meeting in April.

8. New Business/ Park Enhancement Grant Requests:

a. Farm Tour – Operational: Grant amount requested was \$2,000

b. Red Barn – Capital Grant: Grant amount requested was \$10,000

c. Camp Stand by Me – Capital Grant: Grant amount requested was \$2,000

Commissioner Robison made a motion “That we approve the Red Barn’s grant request of \$10,000, we approve the Farm Tour’s request of \$2,000, and that we approve the grant request to Camp Stand by Me/Easter Seals for \$3,000 and that we provide for allowing to increase the grant amount in the future if the need is deemed justified”. Commissioner Clinton Seconded. After further discussion, Commissioner Robison amended his original motion with the following: “Approval of a \$2,000 grant to Camp Stand By Me/Easter Seals with the original caveat that if there is a justification for more or if the request was a misunderstanding, we will reconsider next month”. Commissioner Jensen seconded the amended motion, the amended motion was passed 5/0.

9. New Business/Resolution R2016-05 Surplus of Toro Mower: Commissioner Robison made a motion; “That we adopt Resolution R2016-05 to surplus one Toro mower as written”. Commissioner Kelly seconded, the motion was passed 5/0.

10. New Business/Key Peninsula Historical Society Contract for Services: For the 2016 Contract for Services, the KPHS proposed to provide a detailed historical report on Key Pen Parks’ Minter Creek Property. Commissioner Robison made a motion “That we authorize entering into the contract for services with the Key Peninsula Historical Society for 2016 as drafted”. Commissioner Clinton seconded, the motion was passed 5/0.

11. New Business/Red Barn Contract for Services: Commissioner Robison made a motion “That we authorize entering into the contract for services with the Red Barn Youth Center as currently drafted”. Commissioner Jensen seconded, the motion was passed 5/0.

12. New Business/2016 Interlocal Agreement between Kitsap County and Key Pen Parks for Horseshoe Lake: Commissioner Robison made a motion; “That we enter into the 2016 Interlocal Agreement with Kitsap County for keeping Horseshoe Lake open during the summer”. Commissioner Kelly seconded, the motion was passed 5/0.

13. Other minor matters: No other minor matters.

14. Commissioners Comments/Good of the Order: Commissioner Clinton stated that she went to the community council meeting and Jeremy Saucier said that he really liked running the trails at Key Central Forest and was wondering when we were going to improve the roadway. Commissioner Clinton stated she informed him this would not happen until things dry out. He also asked about maps of the trails; currently there are none available at this time. Commissioner Clinton also mentioned that the county would begin weed spraying on March 28, 2016.

15. Meeting Adjourned: The public meeting of March 14, 2016, was adjourned at 8:31 PM. The April meeting will be held at 7:30 PM on April 11, 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.