

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 April 9, 2018**

The regular meeting was preceded by a 6:30 PM study session. Executive Director Gallacher went over staff reports and talked about Gateway Park project updates.

**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 Event Coordinator/Office Support Veronica Grandt.

**Citizens present:** Stan Moffett, Sami Jensen, Cindy Worden and Bobbi Worden.

**Pledge of Allegiance:** Recited.

**1. Approval of Agenda:** President Robison asked if there were any additions or corrections to the agenda; President Robison requested that “New Business/Waiving of Fees for Lions Club Volksmarch Rental of Gateway Park and 360 Trails” be changed to “New Business/ Waiving of Fees for Community Service Groups/NPO’s”. The agenda was adopted as amended.

**2. Special Presentations:** None.

**3. Citizens Comments:** Stan Moffett asked what premise is used in receiving grants or donations through the Key Pen Parks and Recreation Foundation. Executive Director Gallacher stated that Key Pen Parks as a government agency is limited to what grants it can pursue and the Key Peninsula Park and Recreation Foundation, as a non-profit organization, can solicit grants and funding sources not available to Key Pen Parks. Bobbi and Cindy Worden from the KP Youth Council introduced themselves and asked if there were any volunteer opportunities for them. Executive Director Gallacher gave them a list of the upcoming programs/activities that would require volunteers.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the March 12, 2018 meeting minutes or the March 26, 2018 special meeting minutes; hearing none, the meeting minutes were adopted as submitted.

**5. Financial Report:** The March 2018 BIAS Financial balance was \$1,349,910.04. The Zoo Trek March deposit was \$12,593.10. Total 2018 Zoo Trek collections to date were \$42,806.79. 2018 Real and Personal Property Tax deposit was \$513,956.56 and total 2018 Real and Personal Property Tax collections to date were \$550,685.44. BIAS Expenditures for March 2018 were \$65,690.27. President Robison asked if there were any corrections or objections to the March 2018, financial report, hearing none, the financials were adopted 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 at the March 26<sup>th</sup> Special Meeting there was a vote to continue forward with the flow-through system on the future splash pad at Gateway Park.

**b. Key Peninsula Park and Recreation Foundation Report:** Executive Director Gallacher stated that the Key Peninsula Park and Recreation Foundation met on March 20<sup>th</sup> at the Taylor Bay house. The next meeting will be on April 10<sup>th</sup> in Home.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated that there will be new bike/hike trails added parallel to the east boundary of 360 Trails, otherwise mostly trail maintenance is taking place. One of the new jump lines is blocked off because the sandy soil isn't holding up as it dries out and boards or chains will be in place over the summer to prevent further deterioration. He asked Executive Director Gallacher about installation of a forest gate with a coded lock at the Wright Bliss Rd. access to Key

Central Forest; Executive Director Gallacher said he would look into it later this year. Commissioner Michel also said that 360 Trails would be highly utilized on April 15<sup>th</sup> and 22<sup>nd</sup> for scheduled events. Commissioner Michel also said that the Youth Mountain Biking Jamboree is scheduled for June 9<sup>th</sup> starting at Gateway Park.

**d. Recreation Committee (Commissioner Kelly):** No report.

**8. Board Presidents Report:** No report.

**9. Unfinished Business/Resolution R2018-04 Updating Employee Handbook Wage Matrix:** Resolution R2018-04 was dropped from consideration.

**10. Unfinished Business/Resolution R2018-05 Updating Commissioner By-Laws (Second Reading):** Commissioner Clinton made a motion to “approve Resolution R2018-05 Updating Commissioner By-Laws (Second Reading)”. Commissioner Michel seconded. The motion passed 4/1.

**11. Unfinished Business/Gateway Park Phase 3 Splash Pad, Amphitheater, and Covered Performance Stage:** Commissioner Clinton made a motion to “instruct the Executive Director to draft the RCO Grant for the Splash Pad only”. Commissioner Kelly seconded. The motion passed unanimously.

**12. New Business/Presentation of 2017 Year-End Financial Report:** Commissioner Clinton made a motion to “approve the 2017 year-end financial report to the state of Washington”. Commissioner Jensen seconded. The motion passed unanimously.

**13. New Business/Waiving of Fees for Community Service Groups/NPOs (Commissioner Robison):** President Robison requested park staff to gather information regarding other agency fee waiver policies regarding community service groups and non-profit organizations.

**14. New Business/Discussion on Contract for Services with Key Peninsula Park & Recreation Foundation:** The Board instructed Executive Director Gallacher to pursue this matter with legal counsel.

**15. Other minor matters:** None.

**16. Commissioners Comments/Good of the Order:** Commissioner Kelly stated that the KP Democrats Committee would meet next Monday night. Next Wednesday Executive Director Gallacher will be updating the KP Community Council about the status of the Park District.

**17. Meeting Adjourned:** The public meeting of April 9, 2018, was adjourned at 8:58 PM. The May meeting will be held at 7:30 PM on May 14, 2018 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, Board Clerk.

***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.***