

KEY PENINSULA METROPOLITAN PARK DISTRICT  
***D.b.a. KEY PEN PARKS***  
P.O. Box 70, Lakebay, WA. 98349  
253-884-9240 and answers@keypenparks.com  
Board Meeting Minutes  
Monday, December 10, 2018

The regular meeting was preceded by a 7:00 PM study session. It was held on Monday, December 10, 2018. 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:** Ed Robison, John Kelly, Kip Clinton, Shawn Jensen and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Event Coordinator/Office Support Veronica Grandt.

**Citizens present:**

**1. Approval of Agenda:** President Robison asked if there were any additions or corrections to the agenda; R2018-16 Purchasing Policy was removed, the agenda was adopted as amended.

**2. Special Presentations:** None.

**3. Citizens Comments:** None.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the November 13, 2018 meeting minutes; hearing none, the meeting minutes were adopted as submitted.

**5. Financial Report:** The November 2018 BIAS Financial balance was \$2,527,572.78. The Zoo Trek October deposit was \$15,703.22. Total 2018 Zoo Trek collections to date were \$134,438.53. 2018 Real and Personal Property Tax deposit was \$91,572.04 and total 2018 Real and Personal Property Tax collections to date were \$1,265,309.50. BIAS Expenditures for November 2018 were \$56,209.53. President Robison asked if there were any corrections or objections to the November 13, 2018, financial report. Hearing none the financial report was adopted as submitted.

**6. Staff Report:** Covered in study session.

**a. Land and Improvement Committee (Commissioner Robison):** Commissioner Robison stated that the additional playground equipment that was installed at Gateway Park was fully operational.

**b. Key Peninsula Parks and Recreation Foundation Report:** Executive Director Gallacher stated that the MOU is still under review by Key Pen Parks and Recreation Foundation,

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated the trail committees have been busy adding and re-grooming trails. There were about 50-100 people attending the Toys for Tots ride at 360 Trails on Saturday, December 8<sup>th</sup>.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly had nothing to report.

**7. Board Presidents Report:** Commissioner Robison stated that he's received great feedback regarding the proposed splash pad for Gateway Park. He would like to look at moving forward with the amphitheater design. Commissioner Robison said that he spoke with Joseph White, an electrical contractor, regarding wiring the pavilion at Gateway Park for electricity.

**8. Unfinished Business/MOU with Key Peninsula Parks & Recreation Foundation:** The MOU is still under review by the Key Pen Parks and Recreation Foundation.

**9. Gateway Park Splash Pad:** Executive Director Gallacher stated that he met with Washington Water representatives. They will be raising their rates and have some concerns about water flow availability during summer evening peak use times (the Gateway Park Splash Pad water flow design is based upon a continuous flow of 40 gallons per minute). Commissioner Robison suggested including a water storage tank of some sort in the final splash pad design to buffer summer evening peak flow demand. Executive Director Gallacher was directed to ask the consultant's water park engineer about storing water in a tank to buffer peak demand and whether water coming directly from a Class A water system (Washington Water) would have to be treated if stored for a limited time period. He was also directed to ask the consultant for updated project estimates due to the increase in prevailing wage. Executive Director Gallacher also said that Legislative Day will be February 7, 2019; his focus for state legislative assistance will be WSDOT improvements (turn lanes) to the SR302 alignment between the western Gateway Park entrance to Fire District 16's Wauna Fire Station entry.

**10. Purchasing Playground Equipment via KCDA contract:** Commissioner Michel made a motion to "allow the Executive Director to enter into a contract with KCDA to purchase playground equipment for Volunteer Park for up to \$50,000". Commissioner Jensen seconded, the motion passed unanimously.

**11. New Business/Resolution R2018-14 Endorsing the February 12, 2019 Peninsula School District Proposition 1 Capital Projects Bonds to Reduce Elementary School Overcrowding and Improve Safety:** Commissioner Clinton made a motion to "adopt Resolution R2018-14 Endorsing the February 12, 2019 Peninsula School District Proposition 1 Capital Projects Bonds to Reduce Elementary School Overcrowding and Improve Safety". Commissioner Jensen seconded, the motion passed unanimously.

**12. New Business/Resolution R2018-15 Update to Employee Handbook:** Commissioner Clinton made a motion to" adopt Resolution R2018-13 Update to Employee Handbook". Commissioner Jensen seconded, the motion passed unanimously. Commissioner Robison made a motion to "amend the agenda to reflect the decision for the Key Pen Parks District to cover premiums for Washington State Family Medical Leave Act for employees". Commissioner Clinton seconded, the motion was passed unanimously.

**13. New Business/ Nominations for 2019 Commissioner positions as per By Laws:** Commissioner Michel nominated Commissioner Clinton for Clerk, Commissioner Kelly supported Commissioner Michel's nomination. Commissioner Jensen nominated Commissioner Michel for President. Commissioner Robison nominated Commissioner Jensen for President. Commissioner Clinton nominated Commissioner Robison for Vice-President.

**14. Other minor matters:** Commissioner Robison informed everyone that he would be hosting the Harborview Equestrian Vaulting Show at his farm on December 21<sup>st</sup>. at 7pm.

**15. Commissioners Comments/Good of the Order:** Commissioner Clinton wished everyone a Merry Christmas.

**16. Meeting Adjourned:** The public meeting of December 10, 2018, was adjourned at 8:29 PM. The Monday January 14, 2019 will be held at 7:30 PM on Monday January 14, 2019 at the Volunteer Park Office. The meeting 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, 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.***