

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, January 13, 2020**

The Regular Meeting of Monday, January 13, 2020, was preceded by a 7:00 PM study session. The Board discussed the most recent draft of the Key Pen Parks Park System Comprehensive Plan. Executive Director Gallacher went over staff reports and talked about Gateway Park project updates. He said that he is planning to apply for a \$50,000 RCO Salmon Recovery Fund grant for the Cramer McCracken Property addition to 360 Trails. A Special Meeting will be held Monday January 27, 2020. One of the topics will be the Key Pen Parks Park System Comprehensive Plan.

**Swearing-In of Commissioners:** Linda Parry (Position #1) and Mark Michel (Position #3) were sworn in as Key Pen Parks Commissioners. Vice President Ed Robison administered the Oath of Office.

**The public meeting was called to order at 7:30 PM in Volunteer Park by Vice President Ed Robison.**

**Commissioners Present:** Mark Michel, Ed Robison, Linda Parry, Kip Clinton and Shawn Jensen. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Veronica Grandt, Events Coordinator.

**Citizens present:** Mike Wiley, Kim Wiley, Emme McAbee and Sami Jensen.

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

**2. Second Nomination and Election for 2020 Park Board Commissioner Positions as per Bylaws:** At the previous board meeting, President Michel had nominated Commissioner Clinton to be Clerk. Commissioner Robison had nominated Commissioner Jensen for Vice President. Outgoing Commissioner Kelly had nominated Commissioner Robison for President. President Michel asked if the board had any changes or additions to the previously-mentioned nominations. Hearing none, the nominations were voted on and approved by the group unanimously. The park board meeting was turned over to President Robison.

**3. Special Presentations:** None

**4. Citizens Comments:** None

**5. Approval of Minutes:** President Robison asked if there were any objections or corrections to the December 9, 2019 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report: Financial Report:** The December 2019 BIAS Financial balance was \$2,590,457.58. The Zoo Trek December deposit was \$15,266.04. Total 2019 Zoo Trek collections to date were \$185,874.85. 2018 Real and Personal Property Tax deposit was \$6,719.85 and total 2019 Real and Personal Property Tax collections to date were \$1,376,277.40. BIAS Expenditures for December 2019 were \$98,654.39. President Robison asked if there were any corrections or objections to the December 9, 2019, financial reports. Hearing none the financial report was adopted as submitted.

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

**a. Land and Improvement Committee (President Robison):** Board President Robison stated he has started working on the new Gateway Park amphitheater/stage. The performance stage design is currently 600 square feet so it meets fire flow regulations and exemptions and the design is currently in the rough rendering stage.

**b. Key Peninsula Parks and Recreation Foundation Report:** Executive Director Gallacher said the Foundation is in the process of interviewing potential new members. If anyone knows someone who might be interested in participating on the Foundation board, please pass their name(s) on to him.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated the trails committee is still working on improving trails in 360 Trails and are also looking at the best way to connect trails at Key Central Forest to make completed loops.

**d. Recreation Committee:** No current board representatives. Committee reassignments will be discussed at a future board meeting.

**7. Board Presidents Report President Robison:** No report.

**8. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater):** Executive Director Gallacher said he set a tentative ribbon cutting ceremony for the splash pad for May 29 or 30, 2020.

**9. Taylor Bay Caretaker:** Some challenges have come up regarding the first approved caretaker for the property, so Executive Director Gallacher asked the board if he can approach the second caretaker option. Commissioner Michel made a motion “that we authorize the Executive Director to enter into negotiations for the Taylor Bay Caretaker as he sees fit.” Commissioner Clinton seconded. The motion passed unanimously.

**10. New Business/Resolution R2020-01 Surplus Items and Removal of Items from Inventory:** Commissioner Michel made a motion “that we approve R2020-01 to remove the seven items listed from the master inventory list.” Commissioner Clinton seconded, the motion passed unanimously.

**11. New Business/Resolution R2020-02 Surplus 1987 S-Series Water Tender:** Commissioner Clinton made a motion “that we approve R2020-02 authorizing the Executive Director to surplus the 1987 S-Series Water Tender.” Commissioner Parry seconded, the motion passed unanimously.

**12. New Business/Resolution R2020-03 Updating First Citizens Bank Signature Card:** Commissioner Michel made a motion “that we approve R2020-03 to delegate signature authority for matters by adding commissioners for the purpose of conducting business as per the bylaws.” Commissioner Clinton seconded, the motion passed unanimously.

**13. New Business/Request to Peninsula School District to retain the old gymnasium at Evergreen Elementary:** President Robison explained that a new school is being built that will completely replace the existing school buildings. The cost to keep the existing gymnasium is less than the cost to demolish it and remove it. Because the building is separate from the school, he believes that there are many community uses available for the building in addition to student use. Board President Robison made a motion “that the Executive Director drafts a letter expressing the board’s support of keeping the gym there for the community to use.” Commissioner Michel seconded, the motion passed unanimously.

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

**16. Commissioners Comments/Good of the Order:** Commissioner Michel welcomed Commissioner Linda Parry to her first board meeting as a Key Pen Parks Commissioner.

**17. Meeting Adjourned:** The public meeting of January 13, 2020, was adjourned at 8:17 PM. The next regular meeting will be held on Monday, February 10, 2020 at 7:30 PM at Volunteer Park. The meeting may be preceded by a 7:00 PM study session. A Special Meeting will be held on Monday, January 27, 2020, at 6:00 PM at Volunteer Park. 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 Christina Hallock, Marketing & Grants, 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.***