

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 March 12, 2018

The regular meeting was preceded by a 7:00 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, and Shawn Jensen. Mark Michel was excused from the meeting. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Event Coordinator/Office Support Veronica Grandt.

Citizens present: Stan Moffett and Sami Jensen.

Pledge of Allegiance: Recited.

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

2. Special Presentations: None.

3. Citizens Comments: Stan Moffett congratulated Tim and Matt Keolker, Ed Robison and the Key Pen Parks staff for a job well done on the Gateway Park pavilion build. Sami Jensen asked whether the logging show would take place at Gateway Park in 2018; Executive Director Gallacher said yes, and that he met with their directors regarding a location for permanent placement of climbing poles.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the January 8, 2018 meeting minutes; hearing none, the meeting minutes were adopted as submitted.

5. Financial Report: The February 2018 BIAS Financial balance was \$1,374,087.35. The Zoo Trek February deposit was \$16,729.83. Total 2018 Zoo Trek collections to date were \$30,213.69. 2018 Real and Personal Property Tax deposit was \$32,438.71 and total 2018 Real and Personal Property Tax collections to date were \$36,728.88. BIAS Expenditures for February 2018 were \$603,516.10 (\$522,252.30 to purchase Taylor Bay infill parcel with approximately 50% reimbursement by the 2017 Pierce County Conservation Futures Grant). President Robison asked if there were any corrections or objections to the February 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 said that the purchase of the additional parcel at Taylor Bay property is complete, making it a continuous block of waterfront property. Gateway Park phases 1 & 2 are complete. Commissioner Robison said more input is needed on the amphitheater for Gateway Park, and the board would have a special meeting on March 26th to discuss grant funding for the amphitheater, splash pad and covered performance area.

b. Key Peninsula Park and Recreation Foundation Report: Executive Director Gallacher stated that Key Pen Parks received a check from the Key Pen Parks Recreation Foundation for Gateway Park improvements. He also said the Key Pen Parks Recreation Foundation would hold their meeting at the Taylor Bay house on Tuesday, March 13th.

c. Trail Updates (Commissioner Michel): Executive Director Gallacher stated that more gravel would be added to the Gateway Park/360 Trails access trail from the Little Minter Creek bridge up the hill toward 360 Trails on March 13th. Two bike events will take place at 360 Trails, the first being BUDU on April 15th, and the second is a high school mountain biking event on April 21st and 22nd.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly asked about Pet Easter Treat Hunt volunteers and sponsors. Event Coordinator, Veronica Grandt stated that volunteers and sponsors have been secured.

8. Board Presidents Report: No report.

9. New Business/Key Peninsula Historical Society Annual Report: The Key Peninsula Historical Society's 2018 report covered railroad history and Minter Creek, and was distributed to the board, but no members of the Key Peninsula Historical Society were present for the meeting because they were holding their fundraiser and were not available at that time.

10. New Business/Key Pen Parks Contracts for Services with; The Key Peninsula Historical Society, The Red Barn, and Farm Tour: Commissioner Clinton made a motion to "approve Contracts for Services with the Key Peninsula Historical Society 2018, The Red Barn 2018, and Farm Tour 2018". Commissioner Kelly seconded. The motion passed unanimously.

11. New Business/Resolution R2018-04 Updating the Employee Handbook Wage Matrix: The board members present agreed to table the resolution until the next regular meeting.

12. New Business/Resolution R2018-05 Updating Commissioner By-Laws (First Reading):

Resolution R2018-05 Updating Commissioner By-laws will go on the April 9th Agenda as unfinished business. Executive Director Gallacher said that will be the second reading of the By-Law changes and expects a vote at that time.

13. New Business/Resolution R2018-06 Authorizing Resolution to apply for Washington Wildlife and Recreation Program (WWRP) via State of Washington Recreation and Conservation (RCO) for Taylor Bay Phase II, 18-1283: Commissioner Clinton made a motion to "approve Resolution R2018-06 authorizing Key Pen Parks to apply for the State of Washington Recreation and Conservation (RCO) grant for Taylor Bay Phase II, 18-1283". Commissioner Jensen seconded. The motion passed unanimously.

14. New Business/Resolution R2018-07 Authorizing Resolution to apply for Washington Wildlife and Recreation Program (WWRP) via State of Washington Recreation and Conservation (RCO) for project number 18-1284: Commissioner Clinton made a motion to "approve Resolution R2018-07 authorizing Key Pen Parks to apply for the State of Washington Recreation and Conservation (RCO) grant for Gateway Park splash pad". Commissioner Jensen seconded. The motion passed unanimously.

15. New Business/Resolution R2018-08 Interlocal Agreement with Kitsap County for Horseshoe Lake: Commissioner Kelly made a motion to "approve Resolution R2018-08 Interlocal Agreement with Kitsap County for Horseshoe Lake" Commissioner Clinton seconded. The motion passed unanimously.

16. New Business/ Resolution R2018-09 Easement with Washington Water Service for water line at Gateway Park: Commissioner Clinton made a motion to "approve Resolution R2018-09 Easement with Washington Water Service for water line at Gateway Park". Commissioner Jensen seconded. The motion passed unanimously.

17. New Business/Annual Review for Executive Director: The HR Committee (Commissioner Clinton and Commissioner Michel) conducted the annual review for Executive Director Scott Gallacher and determined that his salary be increased to the next step in pay. Commissioner Clinton made a motion to "approve the pay increase for the Executive Director". Commissioner Jensen seconded. The motion passed unanimously.

18. Other minor matters: President Robison requested that a resolution to endorse the school bond be added to the March 26, 2018 Special Meeting agenda.

19. Commissioners Comments/Good of the Order: Commissioner Kelly attended a book reading at the Key Center Library. Sami Jensen announced that on March 19th at the KP Democrats meeting, Stand up for Peninsula Schools will be speaking there. On the same day, March 19th, El Sombrero will be doing a fundraiser for Stand up for Peninsula Schools.

20. Meeting Adjourned: The public meeting of March 12, 2018, was adjourned at 8:38 PM. The March 26, 2018 Special Meeting will be held at 7:00 pm at the Volunteer Park Office; the topics will be a resolution in support of the Peninsula School District April Capital Bond measure and Gateway Park Phase 3 (splash pad/amphitheater/covered performance area) design. The April meeting will be held at 7:30 PM on April 9, 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 Commissioners Kip Clinton.

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.