

KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS
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Board Meeting Minutes
Monday, May 13, 2019

The Regular Meeting of Monday, May 13, 2019, was preceded by a 7:00 PM study session. Executive Director Gallacher went over staff reports and gave a short presentation on the special park conference he recently attended in the San Francisco Bay Area. He also mentioned that the new playground at Volunteer Park should be finished by Memorial Day weekend.

The public meeting was called to order at 7:30 PM in the Volunteer Park office by President Michel.

Commissioners Present: Ed Robison, John Kelly, Kip Clinton, Shawn Jensen and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Marketing and Grants Coordinator Christina Hallock.

Citizens present: Stan Moffett, Sara Jensen, Sami Jensen, Tina Whittemore, Linda Weeks, Mike Woodhard, Kim Wivey and Mike Wivey.

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

2. Special Presentations: None.

3. Citizens Comments: Stan Moffett asked if the compensation analysis has been completed. Executive Director Gallacher said a rough draft was received on Friday from the consultant and he is in the process of reviewing it. Sami Jensen said that at the Livable Community Fair, Susan Paganelli of the Key Peninsula Community Council was doing a survey asking if people feel there are enough youth activities on the Key Peninsula. She felt it would be interesting to share data between Key Pen Parks and the KPCC, since both agencies are conducting surveys that address this question.

4. Approval of Minutes: President Michel asked if there were any objections or corrections to the April 8, 2019 meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: Financial Report: The April 2019 BIAS Financial balance was \$2,959,490.64. The Zoo Trek April deposit was \$12,717.61. Total 2019 Zoo Trek collections to date were \$58,571.80. 2019 Real and Personal Property Tax deposit was \$499,997.01 and total 2019 Real and Personal Property Tax collections to date were \$646,639.54. BIAS Expenditures for April 2019 were \$88,703.50. Executive Director Gallacher said Pierce County's financial reporting system has an error and is showing total revenue for the parks to be approximately \$4,000 less than it should be. They are working on fixing the issue. President Michel asked if there were any corrections or objections to the April 8, 2019, financial reports. 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 had nothing new to report.

b. Key Peninsula Parks and Recreation Foundation Report: Executive Director Gallacher said the Foundation has a launched an updated website and donations can now be accepted

through the website via a PayPal link. He also mentioned the Foundation is starting to become more active at events. There is still a need for board and committee members. Anyone interested can reach out to Executive Director Gallacher directly.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated the trails have been extremely busy with events and visitors. There is a Key Pen Parks youth biking event coming up on June 22. He mentioned there is an increase in interest in developing trails in Key Central Forest, so Commissioner Michel will schedule a trail committee meeting soon.

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

7. Board Presidents Report President Michel: No report.

8. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater): Executive Director Gallacher stated that permits for the construction of splash pad will be applied for in the next few weeks. He hopes to go out to bid this summer and award contracts in the fall. Completion date is planned for late spring 2020.

9. New Business/Volunteer Park Concession Stand: With the recent asphalt paving disruption to business for the Snack Shack at Volunteer Park, Executive Director asked that a \$25 per day (\$75 total) for the three days of interruption be credited to the building rental for the Snack Shack proprietors. Commissioner Robison made a motion to “grant a \$75 credit to the concession stand as liquidated damages for the impacts of their business during the construction of the parking lot.” Commissioner Clinton seconded the motion. The motion was approved 5/0.

15. Other minor matters: Executive Director Gallacher reminded attendees and the board that the park system comprehensive plan survey is online and encouraged everyone to complete the survey if they haven't done so.

16. Commissioners Comments/Good of the Order: Commissioner Kelly mentioned that he spoke to an acquaintance at a youth soccer event recently who has a new neighbor who just moved to the Key Peninsula to be within riding distance to 360 Trails. He stated it feels good knowing people are moving to the area specifically to use local parks.

17. Meeting Adjourned: The public meeting of May 13, 2019, was adjourned at 7:54 PM. The next regular meeting will be held on Monday, June 10, 2019 at 7:30 PM in 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 Christina Hallock, Grants and Marketing Coordinator, 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.