

KEY PENINSULA METROPOLITAN PARK DISTRICT
***D.b.a.* KEY PEN PARKS**
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253-884-9240 and answers@keypenparks.com
Board Meeting Minutes
Tuesday, November 12, 2019

The Regular Meeting of Tuesday, November 12, 2019, was preceded by a 7:00 PM study session. Executive Director Gallacher said the Gateway Park Splash Pad change orders will need to be addressed later in the meeting. Don Campbell of Robert W. Droll and Associates said the project is on schedule. Executive Director Gallacher said the park system comprehensive plan consultant will be at the December study session and there may be a second January or February 2020 meeting regarding the comprehensive plan, which must be approved in March. He also discussed the 2020 budget and a 2020 update to the Gateway Park Master Plan. This update will include the Manke east and west properties.

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

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

Citizens present: Don Campbell of Robert W. Droll and Associates, Stan Moffett, Sean Whittemore, Tina Whittemore, Linda Parry Weeks, and Kellie Bennett.

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 mentioned he had a recent opportunity to walk Key Central Forest and noted the staff did an excellent job on the two new bridges within the property. He also asked about the materials of the newly-proposed shade structures for the new splash pad.

4. Approval of Minutes: President Michel asked if there were any objections or corrections to the Oct. 14, 2019 meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The October 2019 BIAS Financial balance was \$2,886,362.85. The Zoo Trek October deposit was \$16,087.43. Total 2019 Zoo Trek collections to date were \$154,312.17. 2019 Real and Personal Property Tax deposit was \$474,117.19 and total 2019 Real and Personal Property Tax collections to date were \$1,272,436.40. BIAS Expenditures for October 2019 were \$209,533.06. President Michel asked if there were any corrections or objections to the October 2019 financial reports. Hearing none the financial report was adopted as submitted. Commissioner Robison asked about the collection rate used in budget determinations; Executive Director Gallacher said he uses a collection rate of 93 percent.

6. Staff Report: Covered in study session.

7. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison said construction of the new splash pad at Gateway Park is the focal point. He said there is a proposal for a change order later in the meeting to add some work into the project scope due to the

favorable bid for the project. He also mentioned the new off-leash dog park at Gateway Park is now open to the public.

b. Key Peninsula Parks and Recreation Foundation Report: Executive Director Gallacher said the Foundation is in the process of interviewing five candidates to join its board. One Foundation board member will be stepping down shortly.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated now that the rainy season is here, volunteers have started to build new and repair existing trails in preparation for the 2020 busy season. He plans to schedule a trails committee meeting very soon, especially to discuss Key Central Forest.

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

8. Board President Report: No report.

9. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Pavilion, Amphitheater): Commissioner Robison said the scope of work that is proposed in the change order comes to \$118,025.34 and will primarily be used to increase the size of the hardscape around the splash pad, including additional grading. The additional funds still keeps the district within the original budget for the project.

10. Unfinished Business/Cramer/McCracken Property: Executive Director Gallacher said the district has made an offer on the property and the seller accepted the offer. There is a closing date of Dec. 17, 2019. Pierce County will do a contract for 74 percent reimbursement to the park district in early 2020. He said he also plans to apply for additional funding through the Salmon Recovery Funding Board in 2020 to cover most of the remaining 26 percent of the cost of the property. The property is designated for very limited walking trails, as it is a very valuable site for fish and wildlife habitat.

11. Unfinished Business/Resolution R2019-12 Update of Purchasing Policy: Executive Director Gallacher said there were some conflicting things in the Purchasing Policy and state law had changed, so he worked with legal to get those items straightened out. Commissioner Robison made a motion to “approve R2019-12 Updating Purchasing Policy to implement the new purchasing policy as drafted.” Commissioner Clinton seconded, the motion passed unanimously.

11. 2020 Budget Hearing as per RCW 84.55.120: Executive Director Gallacher said the board has been presented a drafted balanced budget for 2020.

12. New Business/Park Safety: Executive Director Gallacher spoke about an issue at Gateway Park where a visitor brought an uncontrollable dog onto the playground. He said he has looked into the cost associated with hiring park rangers. He said a big challenge for the park district is there are a limited number of parks staff and they are not law enforcement agents. Visitors are encouraged to call animal control; however, there are only six officers covering all of Pierce County. If there is an issue where someone’s safety is concerned, visitors are encouraged to call 911.

13. New Business/Resolution R2019-13 Adopting the Regular Property Tax Levy For Collection in Calendar Year 2020: Commissioner Robison made a motion “that we adopt Resolution R2019-13 Adopting the Regular Property Tax Levy for Collection in Calendar Year 2020 as drafted”. Commissioner Clinton seconded, the motion passed unanimously.

14. New Business/Resolution R2019-14 Adopting the Annual Budget at Fund Level for the Calendar Year 2020: Commissioner Robison made a motion “that we adopt Resolution R2019-14 Adopting Annual Budget at Fund Level for the Calendar Year 2020 as it is currently drafted.” Commissioner Kelly seconded, the motion passed unanimously.

15. New Business/Resolution R2019-15 Amending the 2019 Budget: Executive Director Gallacher said this resolution is necessary to complete the purchase of the Cramer/McCracken property. Commissioner Robison made a motion “that we adopt Resolution R2019-15 Amending the 2019 Budget as drafted.” Commissioner Clinton seconded, the motion passed unanimously.

16. Other minor matters: Commissioner Robison said he feels the community as a whole is starting to engage more in the park district and the park facilities. He also said he feels the public is expecting increasingly more out of the park district as more amenities are created.

17. Commissioners Comments/Good of the Order: None

18. Meeting Adjourned: The public meeting of November 14, 2019, was adjourned at 8:05 PM. The next regular meeting will be held on Monday, December 9, 2019 at 7:30 PM at Volunteer Park. 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, Marketing & Grants, and Commissioner Kip Clinton, Board Clerk.

Disclaimer: Key Pen Parks’ 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.