

KEY PENINSULA METROPOLITAN PARK DISTRICT

***D.b.a.* KEY PEN PARKS**

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**Board Meeting Minutes**

**Monday November 13, 2017**

The regular meeting was preceded by a 6:30 PM study session. Executive Director Gallacher went over staff reports and talked about Gateway Park ongoing projects.

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

**Commissioners Present:** Mark Michel, John Kelly, Kip Clinton, Ed Robison, and Shawn Jensen. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Event Coordinator/Office Support Veronica Grandt.

**Citizens present:** Stan Moffett and Bob Green.

**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 approved as submitted.

**2. Special Presentations:** None.

**3. Citizens Comments:** Stan Moffett asked about the Gateway Park pavilion construction timeline. Executive Director Gallacher said that he is awaiting completion of custom beam brackets and there is no build date as of yet.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the September 9, 2017 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The 2017 BIAS Financial balance was \$2,008,964.26. The Zoo Trek October deposit was \$14,393.12. Total 2017 Zoo Trek collections to date were \$122,240.96 total 2017 Real and Personal Property Tax collections to date were \$589,877.28. BIAS Expenditures for October 2017 were \$117,409.20. There was a cursory discussion of the 2017 Budget; Key Pen Parks is about on budget. President Robison asked if there were any corrections or objections to the October financial report, hearing none, the financials were accepted as submitted. Commissioner Clinton requested that the capital fund balance be added to the meeting agenda.

**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 there is a delay in getting the custom structural brackets for the pavilion at Gateway Park, and that there is extra space by the existing playground to possibly add more playground equipment. The design plans for the parking lot at Key Central Forest (480 Trails) are coming along. Taylor Bay parcel acquisition through a Pierce County Conservation Futures grant has been approved by the Pierce County Council and is funded in the 2018 Pierce County Budget.

**b. Key Peninsula Park and Recreation Foundation Report:** Executive Director Gallacher stated that the Key Pen Parks Foundation will meet on Tuesday, November 14<sup>th</sup> at 4:00 p.m. Bob Green stated that the Key Pen Parks Foundation received a grant from the Tremaine Foundation for \$5,000 and a donation from the Olinger's in the amount of \$500, putting the donation total since the opening of Gateway Park at \$6,700.00.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated that since the last board meeting he has been trying to secure a meeting with Clint Peterson to discuss equestrian matters.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly asked the board to consider other possible uses for the Gateway Park caretaker house, such as having a recreation program for kids there. Possibly get a volunteer build, and donated resources to make the building useful for recreation.

**8. Board Presidents Report:** President Robison discussed a few options for levies because Key Pen Parks is at its maximal amount and is now limited to a 1% levy revenue increase per year. These options include: stay at the 1% set max amount of money asked for without voting, ask the voters for a levy lid lift, or float a bond one of two ways. One way is to float either a capital levy based on the projected tax base, or capital bond request, by way of people's votes. President Robison would like the board to look at overall vision for Key Pen Parks, which will be addressed by the 2018 revision of the Key Pen Parks Comprehensive Park System Plan. He suggested a Capital Plan for the whole park district that could have projects listed 10 to 15 years out.

**9. Unfinished Business/Gateway Park Update:** Executive Director Gallacher stated that things were moving forward and that BPCI is done with their punch list. Maintenance will spread bark out around the newly planted trees. He also stated that he would be issuing an RFP for Gateway Park Phase III (the splash pad and outdoor amphitheater).

**10. Unfinished Business/Updating Employee Handbook:** Executive Director Gallacher stated that there are some items that need to be updated. He would like to have all corrections/updates/ finished for the December meeting.

**11. Unfinished Business/Taylor Bay Property:** President Robison stated that Key Pen Parks is moving ahead with the acquisition of an infill parcel, which has been approved for funding in early 2018.

**12. 2018 Budget Hearing as per RCW 84.55.120:** The second budget hearing for the 2018 Budget started at 8:14 p.m. and ended at 8:22 p.m.

**13. New Business/Resolution R2017-06 Adopting the regular property tax levy for collection in calendar year 2018:** Commissioner Clinton made a motion to "approve the adoption of Resolution R2017-06". Commissioner Jensen seconded. The motion was passed 4/0.

**14. New Business/Resolution R2017-07 Adopting the 2018 annual budget at fund level for calendar year 2018:** Commissioner Clinton made a motion to "adopt Resolution R2017-07". Commissioner Kelly seconded. The motion passed 4/0.

**15. New Business/Resolution R2017-08 Amending 2017 Budget:** Commissioner Kelly made a motion to "adopt Resolution R2017-08". Commissioner Jensen seconded. The motion passed 4/0.

**16. New Business/Gateway Caretaker Agreement:** Executive Director Gallacher discussed rental cost and duties for a new caretaker.

**17. New Business/Accepting real property (Fredrick) from Great Peninsula Conservancy(GPC):** This is a 10 acre (possibly land-locked) parcel of property adjacent to the northwest corner of the Rocky Creek Conservation Area, which the Great Peninsula Conservancy would like to purchase, then transfer to Key Pen Parks. Commissioner Michel made a motion to "Authorize Executive Director Gallacher to continue negotiations with the Great Peninsula Conservancy for the acquisition of the property as a non-monetary transaction". Commissioner Kelly seconded. The motion passed 4/0.

**18. Other minor matters:** None.

**19. Commissioners Comments/Good of the Order:** The commissioners congratulated Commissioner Kip Clinton on her re-election to the Key Pen Parks Board.

**20. Meeting Adjourned:** The public meeting of November 13, 2017, was adjourned at 8:46 PM. The December meeting will be held at 7:30 PM on December 11, 2017 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 Commissioner 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.***