

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday October 9, 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 construction updates.

The public meeting was called to order at 7:30 PM in the Volunteer Park Concession Stand 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: Sami Jensen, Stan Moffett, Lisa Caskin, Rebecca Lengtat, Brenda King, Brenda Porter, Kristine Goss, Cris Polston, Sara Groothuis, Maree Geage, Lisa Soete, Beth Ludlow, Trina Rhoton, Mark Rhoton, Shaina Carlson, Travis Collins, Tina Whittemore, Julia Stroup, Tom Stroup, Liz Hoepfner, Vicki Frazier, Clifton Peterson, Keri Peterson, Karen Carlson, Meleny Rosendahl, Ed Bushnell, Gail Carlsen, John Grice, Jeri Anne Grice, Rita Lanier.

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: The following citizens made comments and asked questions regarding: sign verbiage, rider safety, persons with disabilities (assistance needed to get up and off horses), manure pick up (clarification of stated rules and questions regarding specific areas), health hazards of horse manure vs. other animal waste, trail maintenance, clean up parties. Also, comments regarding rules for other horse trails in Washington State, immediate clean-up of manure on trails, request to build mounting blocks, requests for meeting minutes, request to read lease agreement with WDNR, Citizens: Rita Lanier, Tom Stroup, Clifton Peterson, Rebecca Lengtat, Cris Polston, Liz Hoepfner, Lisa Soete, Trina Rhoton, John Grice, Christina Goss, Gail Carlson (did not sign in to meeting), Sami Jensen, and Sarah (?) (Did not sign in to meeting).

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 September 2017 BIAS Financial balance was \$1,906,092.13. The Zoo Trek September deposit was \$14,864.14. Total 2017 Zoo Trek collections to date were \$107,847.84. September's Real and Personal Property Tax and delinquent property tax collections were \$10,034.36. Total 2017 Real and Personal Property Tax collections to date were \$681,319.66. BIAS Expenditures for September 2017 were \$188,534.14. 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 September financial report, hearing none, the financials were accepted 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 opening of Gateway Park was very successful. There has been a continuous influx of visitors to the park since. He also stated that Key Pen Parks is in the process of completing parking lot design of Key Central Forest, also known as 480 Trails. The land and Improvements committee is also looking to purchase a lot adjacent to Taylor Bay Park. It is in the works with Pierce County Conservation Futures, and waiting on approval.

b. Key Peninsula Park and Recreation Foundation Report: Executive Director Gallacher stated that the Key Pen Parks Foundation hosted a fundraising gala on September 29th, which was very successful. Commissioner Michel asked if it was successful in exposure and/or recruitment, to which Executive Director Gallacher stated that it was both. The Key Peninsula Park and Recreation Foundation is working towards raising funds for the next phases of Gateway Park.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated that he met with, and talked to Paul Hamrick regarding a webpage called Friends of 360, which discusses trail topics and mountain biking. They had initially planned on putting together a non-profit, so that donations could be made to help trail building and spread the word on trail development. They have been directed to work with the Key Peninsula Parks and Recreation Foundation, so that monies to specific projects could be earmarked through them. Commissioner Michel requested an active Equestrian Trails Committee member to represent the equestrian community. Clifton Peterson accepted the position. Commissioner Michel stated that there is a multi-use trail now, up from Gateway into 360 Trails, but since it is still pretty rough, doesn't think he would recommend it for horse riding yet. Commissioner Michel also stated that he met with Gary Robertson on Monday, October 2nd. He has a background in Trips for Kids, which was a program in Tacoma that provided mountain biking trips or outings for impoverished and at-risk youth. Gary Robertson has several mountain bikes, and would like to partner with a local organization to provide an in-house program for youth on the Key Peninsula. Commissioner Michel thanked everyone for being at the meeting.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly had no report.

8. Board Presidents Report: President Robison stated that there is a budgeting process in the works for 2018 to come up with funds to be able to continue developing the next phase of Gateway Park. The design of the parking facility for Key Central Forest is being completed. The Key Central Forest trails will be primarily an equestrian facility. Commissioner Robison discussed more about the horse manure clean up requirement for the trail head and parking lot area of Gateway Park to 360 Trails.

9. Unfinished Business/Gateway Park Construction Update: Executive Director Gallacher stated that the punch list items were being worked on. There will be tree planting on the 28th of October with the Boy Scouts. Executive Director Gallacher stated that he hopes to start construction of the pavilion at month's end. Commissioner Michel asked if there was anyone locking the gate to Gateway Park, and suggested a photo-cell type lock for it.

10. Unfinished Business/Updating Employee Handbook: Executive Director Gallacher stated that at the next board meeting, he would bring forth a resolution updating the employee handbook.

11. Unfinished Business/Resolution R2017-05 Tobacco Free Parks: Commissioner Michel stated that the resolution has been updated to be more in compliance with state law, and recommended that Key Pen Parks take a smoke free policy. Commissioner Clinton made a motion to "adopt Resolution R2017-05 Tobacco Free Parks". Commissioner Jensen seconded. The motion passed 4/0.

12. Unfinished Business/Park Rules: President Robison stated that the rules would need to be rewritten with different and less confusing verbiage. Commissioner Clinton made a motion to "use the language: Horse and other livestock owners remove manure from parking area and trailhead, and be respectful of other trail users". Commissioner Michel seconded. The motion was passed 4/1.

13. Unfinished Business/Purchasing Walker Mower via State of Washington contracting program contract 10212: Executive Director Gallacher requested the purchase of a new mower for Gateway Park. The current mower would stay at Volunteer Park, as it is designed as a ball field mower. The new mower would be equipped with a thatcher, which would work better for Gateway Park. Commissioner Clinton made a motion to "approve purchasing the Walker Mower via State of Washington contracting program contract". Commissioner Michel seconded. The motion was passed 4/0.

14. New Business/Award of landscape plants for Gateway Park quote: Three quotes were received back, with the lowest price quoted at \$11,551.00 without tax. Commissioner Kelly made a motion to "authorize the Executive Director to proceed with the award of the landscape plant quote to Pacific Plants for Gateway Park". Commissioner Michel seconded. The motion passed 4/0.

15. New Business/Update on Taylor Bay Property: Executive Director Gallacher stated that there was an appraisal done on the Taylor Bay property as part of the application process with Pierce County Conservation Futures, and the appraisal has been shared with seller. Project is set to go in front of Pierce County Conservation Futures council on October 24th, and property is set to close in late February of 2018.

16. New Business/Gateway Caretaker: Executive Director Gallacher said that there has been quite a bit of interest in the position, however, no applications have been submitted. The house is livable, but dirty, so Executive Director Gallacher requested the board grant him permission to give him the authority to either prorate the monthly rent in exchange for them cleaning it, or the flexibility to reduce the rent. Commissioner Clinton made a motion to “give the Executive Director discretion regarding Gateway Park house’s rent so that he may use offsets against cleaning and repair costs, and flexibility of managing the monthly rental rate”. Commissioner Michel seconded. The motion passed 4/0.

17. New Business/Gateway A&E Contract Amendment 4: This is the final amendment to the contract to compensate the consultant for added work associated with issues that came up during the construction of Gateway Park. A portion of compensation will be provided by the contractor, due to concrete issue. The other compensations relate to unforeseen conditions, and other obligatory costs. Commissioner Jensen made a motion to “approve Gateway A&E Contract Amendment 4”. Commissioner Clinton seconded. The motion passed 4/0.

18. 2018 Budget Hearing as per RCW84.55.120: At 9:27 p.m. the 2018 draft budget was presented, there were no comments from the public at this time. At 9:37 the regular meeting resumed.

19. Other minor matters: Commissioners Clinton, Jensen and Robison thanked the public for staying through the meeting. Commissioner Jensen asked to be excused from the next board meeting, as they will be out of town.

20. Commissioners Comments/Good of the Order: None.

21. Meeting Adjourned: The public meeting of October 9, 2017, was adjourned at 9:42 PM. The November meeting will be held at 7:30 PM on November 13, 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.