

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday, September 14, 2020

*This public meeting was a digital Zoom meeting due to Washington State's COVID-19
"Stay Home, Stay Healthy" mandate*

The regular meeting of Monday, September 14, 2020, was preceded by a 7:00 PM study session. Executive Director Tracey Perkosky called the Zoom study session to order. She did a large-scale overview of the budget for Key Pen Parks.

The public Zoom meeting was called to order at 7:30 PM in by Board President Ed Robison.

Commissioners Present: Ed Robison, Linda Parry, Kip Clinton, Shawn Jensen, and Mark Michel. Staff present for Key Pen Parks: Executive Director Perkosky and Marketing and Grants Christina Hallock.

Citizens present via Zoom: Stan Moffett and Mike and Kim Wiley.

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

2. Special Presentations: None.

3. Citizen Comments: None.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the August 10, 2020 regular meeting minutes. Hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The July 2020 BIAS Financial balance was \$2,949,408.49. The Zoo Trek July deposit was \$16,499.24. Total 2020 Zoo/Trek collections to date were \$101,069.03. The July Real and Personal Property Tax deposit was \$12,612.65. 2020 Real and Personal Property Tax collections to date were \$785,723.65. BIAS Expenditures for July 2020 were \$65,553.83. The August 2020 BIAS Financial balance was \$2,983,408.49. The Zoo Trek August deposit was \$17,326.85. Total 2020 Zoo/Trek collections to date were \$118,395.88. The August Real and Personal Property Tax deposit was \$10,931.62. 2020 Real and Personal Property Tax collections to date were \$796,655.27. BIAS Expenditures for August 2020 were \$163,642.89. President Robison asked if there were any corrections or objections to the July 2020 or August 2020 financial reports. Hearing none the financial reports were adopted as submitted.

6. Executive Director's Report: Executive Director Perkosky reported that due to the extremely poor air quality due to wildfires throughout the west coast maintenance staff had been working reduced hours and reduced tasks to remain safe during the period of low air quality. There will be an All Hallows Eve Celebration drive-thru event from 6-8 pm on Saturday, Oct. 17, at Volunteer Park. The school supply drive-thru pick-up at Volunteer Park on Sept. 2 saw about 100 students get free school supply bags; Key Pen Parks still had about 100 bags to offer families and will be contacting local agencies who might have use for them. Two RCO grant presentations are scheduled for later in September. A part-time trails maintenance position would be posted soon. Staff will be working on a social media calendar to increase the Park

District's social media activity. Harbor Wildwatch will be coming to Taylor Bay Park on Sept. 15 to do a video feature on Taylor Bay.

7. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (President Robison):** Board President Robison said the Splash Pad is essentially complete and is being winterized.
- b) **Key Peninsula Parks and Recreation Foundation Report:** Commissioner Michel was out of town for the recent meeting, so Executive Director Perkosky reported the Foundation just went through financial matters and said the Foundation now has an Amazon Smile account.
- c) **Trail Updates (Commissioner Michel):** Commissioner Michel stated that once the rains come, there will be a need for trail maintenance work.
- d) **Recreation Committee (Commissioner Michel):** No report.

8. Board President's Report (President Robison): President Robison expressed gratitude that with new Executive Director Tracey Perkosky now hired and on board she has been working to ensure that Key Pen Parks is in compliance with any recent regulations.

9. Unfinished Business

- a) **Gateway Park Splash Pad Update:** Executive Director Perkosky shared some photos of the Splash Pad during its recent test run. While everything was working, it was felt that the programming cycles needed a bit more fine-tuning and re-testing to ensure optimal operation of the different features. The Tacoma-Pierce County Health Department inspection will take place at the end of September. Key Pen Parks hopes to be able to open the Splash Pad for the 2021 summer season, assuming the COVID-19 related restrictions have been removed or sufficiently reduced by then. Maintenance staff is pleased with the training they have received from vendors.

10. New Business

- a) **Review of Comprehensive Plan Goals and Direction on Goals for the Preparation of the 2021 Annual Budget:** Board President Robison asked the board what projects they would like to emphasize for the 2021 Annual Budget. Executive Director Perkosky stated that when she knows what the Commissioners' goals are, she can drive the funds toward meeting those goals. Once she receives feedback, she will develop a draft of the budget prior to the October board meeting for the Commissioners to review and provide comments. Commissioner Clinton said she has nothing new to add and wants to focus on projects already in development, which includes Gateway Park Phase 4 and parking at Key Central Forest. She also mentioned looking at any lands which may come available that could be strategic properties for the park district to own. Commissioner Michel mentioned building partnerships to bring programs or facilities to the Key Peninsula. Board President Robison mentioned rolling over the budget for the Gateway Park amphitheater and performance stage and a horse pavilion. He also mentioned that budgeting for an update of the Gateway Park Master Plan needs to be included in the 2021 Annual Budget since the Manke properties were acquired and added to the overall Gateway Park site after adoption of the current Master Plan which has been guiding Gateway Park development to date. Pierce County Park and Recreation's Key Peninsula properties (Devil's Head and the south side of the Purdy Spit) were briefly discussed. Discussion also included potentially partnering with Tacoma Public Utilities, and other appropriate agencies, on developing TPU's Key Peninsula 144th St. powerline right-of-way as an extension of a Regional Trail System (Cushman Trail) to the Key Peninsula.

Consensus was that the Board felt that it did not have enough data regarding the two Pierce Co. Parks and Recreation properties on the Key Peninsula to address these in the 2021 budget. The board also requested that a budget line be added to develop a Master Plan for the Taylor Bay Park property.

- b) **Direction on Policy for Temporary Art Installations in Parks:** Executive Director Perkosky received a phone call by a community member asking if a temporary art installation could be attached to fencing at Gateway Park; Key Pen Parks presently has no policy addressing this topic. Paintings by local artists would potentially be displayed on the fencing for a month. Executive Director Perkosky said it is a best practice to have some kind of process of a jury review to select the art. She provided examples to the Board of other park districts' processes for selecting temporary art installations. Also, a "hold-harmless" agreement must be written in case artwork is damaged or destroyed. Safety rules on art installation location and methods must also be outlined. Commissioner Clinton said the Board could approve the artwork to be on display. Consensus was the Board would like a policy drafted on allowing temporary art installations in Park District properties. Executive Director Perkosky requested Board Members email any suggestions and comments on the issue to her.
- c) **Direction on Policy Update for Adopt-A-Park:** Executive Director Perkosky said the policy is in need of some update. She gave the board copies of the policy, as well as examples from other park districts. She stressed the importance of a more formal system, at a minimum, for tracking volunteer hours, "hold-harmless" forms, and any training provided to volunteers. She also noted Key Pen Parks' Naming and Donation Policies are outdated; she provided some naming policies from other agencies and how to place a monetary value on naming features and amenities. Commissioner Jensen said he hopes any current park adoptees will have first opportunity to sign up (or not) if a new Adopt-a-Park policy is put into place. Executive Director Perkosky asked the Board to email comments on these issues; she hopes to have a draft of the updated Adopt-A-Park policy at the November Board meeting.

11. Other minor matters: Commissioner Michel asked about the Minter Creek tax title property. Executive Director Perkosky said the purchase is still routing its way through the appropriate Pierce County departments. It may be toward the end of 2020 before Key Pen Parks receives the title. Board President Robison asked if the Gateway Park caretakers have submitted a move-out date; Executive Director Perkosky said they had verbally indicated the middle to the end of October. Commissioner Clinton made a motion "that we offer the Gateway Park Caretaker house as a rental to our Executive Director once the current caretakers move out. This will be just a straight rental agreement." Board President Robison seconded. Staff would take on the mowing normally overseen by the caretaker, as well as the daily opening and closing of the gate. The motion passed unanimously.

12. Commissioners Comments/Good of the Order: Commissioner Jensen appreciates the effort that the new Executive Director Tracey Perkosky has put into getting familiar with the parks so quickly; Commissioner Parry seconded Commissioner Jensen's comment and offered that most Key Pen Parks' problems and omissions don't have to be solved immediately.

13. Meeting Adjourned: The public Zoom meeting of September 14, 2020, was adjourned at 8:53 PM. The next regular meeting will be held on Monday, October 12, 2020 at 7:30 PM via Zoom due to Governor Inslee's "Stay at Home, Stay Healthy" directive. The meeting 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 Christina Hallock, Marketing & Grants, 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.