

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

**P.O. Box 70, Lakebay, WA. 98349**

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**Board Meeting Minutes**

**Monday, August 10, 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, August 10, 2020, was preceded by a 7:00 PM study session. Board President Ed Robison called the Zoom study session to order. This was the first board meeting attended by new Executive Director Tracey Perkosky. She went over her staff report, as well as the reports of Maintenance Supervisor Matt Woodward, Office Manager/Bookkeeper Laura Armstrong, Marketing and Grants Christina Hallock, and Events Coordinator Veronica Grandt.

**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: Office Manager/Bookkeeper Laura Armstrong, Maintenance Supervisor Matt Woodward, Marketing and Grants Christina Hallock, and Events Coordinator Veronica Grandt.

**Citizens present via Zoom:** Sami Jensen, and Rachel Turpin of Madrona Law Group.

**1. Approval of Agenda:** President Robison asked if there were any additions or corrections to the agenda. Commissioner Michel asked to add "Acquisition of Tax Title Property at Minter Creek" to the agenda under "New Business." President Robison asked if there were any other additions or corrections to the agenda. Hearing none, the agenda was adopted as amended.

**2. Special Presentations:** None.

**3. Citizen Comments:** None.

**4. Executive Session per RCW 42.30.110(1)(i):** President Robison announced that the Board, Executive Director Perkosky, and attorney Rachel Turpin of the district's legal counsel will be moving into Executive Session to discuss issues that may result in litigation. No action is expected after the Executive Session. The Executive Session will begin at 7:30 PM with an expected duration of 15 minutes. At 7:45 PM an announcement was made to those attending the public meeting via Zoom that the Executive Session would be extended an additional 15 minutes and was expected to conclude at 8:00 PM. At 8:00 PM the regular Park Board Meeting of August 10, 2020 was reconvened with no announcements made.

**5. Approval of Minutes:** President Robison asked if there were any objections or corrections to the July 13, 2020 regular meeting minutes; the July 20, 2020 special meeting minutes; or the July 24, 2020 special meeting minutes. Hearing none, the meeting minutes were approved as submitted.

**6. Financial Report:** The July 2020 Financial Report was deferred to the September regular Board meeting. The Office Manager/Bookkeeper had been on vacation and Key Pen Parks' July fund reports had not yet been received from Pierce County therefore Key Pen Parks' July accounts could not be closed and reconciled prior to the regular August 10, 2020 Park Board meeting.

**7. Executive Director's Report:** Covered in the study session.

**8. Board Committee and Advisory Council Reports:**

- a) **Land and Improvement Committee (President Robison):** Board President Robison said the Splash Pad has a couple of operations items to finish up, including replacing the tip bucket and fixing a toy that was incorrectly assembled, balancing water pressure and timing of features, and training for staff.
- b) **Key Peninsula Parks and Recreation Foundation Report:** Commissioner Michel said there was a meeting on July 21, 2020. They are getting financials caught up enough to hand over to a professional accountant.
- c) **Trail Updates (Commissioner Michel):** Commissioner Michel reported that minor trail maintenance was done in July. He and Trails and Restoration Employee Capwell walked the new trails at Key Central Forest; he plans to update the trail map for that property. There is a Trail Committee meeting coming up before the next Park Board meeting. With the dry summer, Commissioner Michel said the trails are showing a lot of wear and tear.
- d) **Recreation Committee (Commissioner Michel):** Commissioner Michel noticed people at other venues are doing events using electronic timed trials to do virtual races. He would like to talk to Events Coordinator Grandt about ideas. Executive Director Perkosky asked that all conversations go through her prior to approaching staff to ensure proper workflow.

**9. Board President's Report (President Robison):** President Robison announced that he is restructuring the Human Resources Committee. It will now consist of himself, Commissioner Clinton, and Executive Director Perkosky. Vice President Jensen was removed from the HR Committee to avoid a quorum of Commissioners present. President Robison stated that he had purposely declined serving on the HR Committee during the previous Executive Director's tenure for personal reasons but now that the candidate interviews and hiring of the new Executive Director are complete, he has decided to appoint himself to the HR Committee.

**10. Unfinished Business**

- a) **Gateway Park Phase 3:**
  - i. **Splash Pad Construction and Key Peninsula Foundation Support:** The Foundation raised \$25,000 for the Splash Pad. Executive Director Perkosky reported that the Foundation has formally been invoiced by the Park District.
  - ii. **Performance Pavilion:** President Robison said the status of performance pavilion and amphitheater has not changed. He said the designs for are each are about 80 percent complete. Commissioner Clinton asked if the board could do a walk-through of the site. President Robison said he could have design drawings put together for the September regular board meeting.
  - m. **Amphitheater:** See above.
- b) **COVID-19:** Cinema Under the Stars has been formally cancelled. Executive Director Perkosky said, due to the uncertainty posed by the ongoing COVID issues, she will be working with staff on formulating a reopening plan so that when Pierce County is able to move to Phase 3 of Governor Inslee's "Safe Start" plan, Key Pen Parks is prepared to open additional District features and/or facilities to the public as appropriate.

**11. New Business:**

- a) **Key Pen Pirates MTB and trail adoption:** Commissioner Michel said this group of young mountain bikers have contributed substantial volunteer hours clearing and maintaining trails, as well as helping with various events. He would like to figure out a

way to recognize the group and suggested they be awarded adoption of 360 Trails. Executive Director Perkosky suggested perhaps they can adopt a portion of 360 Trails and be formally recognized that way. She said she will research the existing Adopt-A-Park Policy and add the topic to a future board agenda.

- b) Potential Property Acquisition/10615 Wright Bliss Road NW, Gig Harbor and acquisition of Tax Title Property at Minter Creek:** A 17-acre parcel of property off Wright Bliss Road (the old "Lavender Farm") adjacent to Key Central Forest was recently listed for sale (at \$675,000). It currently has a purchase offer pending. Potential acquisition of the property should the pending offer fall through was discussed. Commissioner Michel moved that "the Executive Director continue to pursue the potential acquisition of the 10615 Wright Bliss Road NW property contingent that the current, pending purchase offer falls through." Commissioner Parry seconded. The motion passed unanimously. A Tax Title Parcel of land adjacent to Key Pen Parks' current Minter Creek property at the mouth of Minter Creek is available from Pierce County for \$1,885.00, which includes the recording fee. The property is about one half- acre and consists of uplands and some tidal estuary. Commissioner Michel moved "that we authorize the Executive Director to purchase this Minter Creek Tax Title Property, parcel number O122291040 in the amount of \$1,885.00 plus any additional fees which may be incurred." Commissioner Clinton seconded. The motion passed unanimously.
- c) Scott Gallacher Memorial Plaque:** The Board and Marketing & Grants Hallock worked through the wording that will appear on the memorial plaque; it will be placed near the Splash Pad at Gateway Park. The final consensus on the proposed wording was, *"May we always remember his boisterous laugh, quick wit, and love for our parks and the citizens who enjoy them."*
- d) Executive Director Introduction:** Executive Director Tracey Perkosky introduced herself to the Board and attending public and spoke about what she looks forward to as the new Executive Director. She welcomes anyone to reach out to her at [tracey@keypenparks.com](mailto:tracey@keypenparks.com).

**12. Other minor matters:** Commissioner Jensen noted that today would have been deceased Executive Director Scott Gallacher's 50<sup>th</sup> birthday. He said the family is still waiting to be able to hold a celebration of life, which is on hold due to COVID-19 restrictions.

**13. Commissioners Comments/Good of the Order:** Commissioner Parry welcomed new Executive Director Perkosky to Key Pen Parks.

**14. Meeting Adjourned:** The public Zoom meeting of August 10, 2020, was adjourned at 8:51 PM. The next regular meeting will be held on Monday, September 14, 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 may be brought to the***

*Executive Director's attention and corrected at the time the Board addresses and approves the minutes.*