

Key Pen Parks Meeting Agenda

(Meetings may be videotaped or recorded)

**Monday
June 8, 2020**

Zoom meeting due to Covid-19

Join Zoom Meeting

<https://us02web.zoom.us/j/82165203671?pwd=MIBzYjdmL1ZmaDFMdXVUbGR5RERKZz09>

Meeting ID: 821-6520-3671

Password: 723355

Dial in: 253-215-8782 or 669-900-9128
(If you have issues connecting, text 253-225-9250)

Study Session – 7:00 PM Study Session

- Staff Reports

1. Call to Order – 7:30 PM

2. Roll Call

Present Excused Comment

**Ed Robison
Shawn Jensen
Mark Michel
Kip Clinton
Linda Parry**

3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations

6. Citizens Comments

Limited to 3 minutes per issue per citizen. Citizen will state name and their address.

If providing handouts, need to provide 10 copies for Commissioners and Staff

PUBLIC PARTICIPATION IN BOARD MEETINGS – Anyone may address any resolution for final consideration the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker. Questions must be directed to the President.

Under no circumstance shall any person be allowed to address the board on matters in which the District or a District official is a litigant. Citizens are requested to address the board with decorum.

7. Approval of the Minutes

- May 11, 2020 Regular Meeting

8. Financial Report

May 2020 Financial Report

Total expenditures \$196,050.98

• <u>BIAS</u>	\$104,865.36	Check # 1482 – 1509
• <u>BIAS Payroll/Benefits</u>	\$91,112.72	EFT's
• <u>Pierce County Claim</u>	\$0	
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$72.90	EFT's

Total Revenue \$152,719.45

• BIAS	\$4,353.72
• Zoo Trek	\$12,619.95
• Property Tax	\$132,248.23
• Investment	\$810.04
• Leasehold Excise	\$0
• Timber Excise Tax	\$2,687.51

9. Staff Report (covered in study session)

10. Board Committee and Advisory Council Reports

- Land and Improvements Committee (Commissioner Robison)
- Key Peninsula Park and Recreation Foundation Report
- Trail update (Commissioner Michel)
- Recreation Committee (Commissioner Michel)

11. Board Presidents Report

12. Unfinished Business

- Gateway Park Phase 3
 - Splash Pad
 - Performance Pavilion
 - Amphitheater
- Covid-19
 - Contracts for services
 - Red Barn Youth Center
 - Historical Society

- Farm Tour (its been confirmed cancelled for 2020, except for scarecrow contest)
- Hiring process for new executive director
- Gateway Park Phase 4 grant application
- Key Central Forest Ketchum property (parking lot) grant application

13. New Business

- Resolution R2020-08 Authorizing Resolution to apply for Recreation and Conservation Office (RCO) Land and Water Conservation grant program for the Ketchum property (adjacent to Key Central Forest) and the RCO WWRP Local Parks grant program for Gateway Park Phase 4.
- Gateway caretaker agreement – new month-to-month contract.
- Approval to purchase new mower for Taylor Bay.
- Students of Distinction banner.

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting July 13, 2020

17. Adjournment

Maintenance staff report for May 2020

Taylor Bay

- Checking shoreline for debris and erosion.
- Checking park for misuse and maintenance needs.
- Garbage dumped in boat on trailer removed.
- Mowing and trimming of trees.

Home Park

- Removing garbage.
- Mowing, line trimming, picking up branches.
- Playground and bathrooms closed to limit COVID19 transference & maintain Social Distancing efforts.

Maple Hollow

- Maintaining garbage removal.
- Checking & clearing trails of debris.
- Closed Bathroom and gate.

Volunteer Park

- Mowing and trimming of fields.
- Playground equipment closed.
- Removing vegetation in areas to allow more visibility of park.

Rocky Creek

- Trail maintenance.
- Garbage removal.
- Mowing of trailhead.

Minter Creek

- Checked for garbage or misuse, car camping.
- Mowing and trimming.

360 Trails/ Gateway

- Checked trails and roadway for branches and debris.
- Clean up of property and buildings.
- Splash Pad construction continuing.
- Have staff working 7 days a week this month to maintain properties.
- Mowing & trail maintenance continues.
- Playground and two bathrooms closed.
- Mountain bike trail re-opened.
- Reapplied finish to Pavilion wood.

Equipment

- Maintenance on trucks and trailers.
- Maintenance on mowers and gas-powered equipment.

480 Forest

- Checking for misuse.
- Mowing along roads and trails.
- New trails being constructed.

Event Coordinator Report

Cancelled/Postponed Events – Due to Covid-19 Stay at Home Order

(*Phases 1-3 for re-opening Pierce County will not permit continuing with certain events due to the amount of people the event could potentially draw)

Pet Easter Treat Hunt – Saturday, April 4, 2020 (Cancelled)

360 Trails Raffle Ride – Sunday, April 19, 2020 (Postponed)

Parks Appreciation Day – Saturday, April 25, 2020 (Cancelled)

Mom & Me Tea – May 2, 2020 (Cancelled)

Youth Mt. Bike Jamboree/Bike Rodeo – June 20, 2020 (Cancelled)

*4th of July Community Hot Dog Social - July 4, 2020 (Cancelled)

Looking ahead:

Hopefully, Pierce County will be in Phase 4 by the time these events are scheduled to take place.

Cinema Under the Stars – Friday nights in August

All Hallows Eve Celebration – Saturday, October 17, 2020

Letters to Santa – Sunday, December 6, 2020

Rentals:

Due to Covid-19, we are not taking reservations for the parks, pavilion or shelters currently. Refunds will be issued to anyone who has reserved either the shelters or the pavilion.

Gateway Park Pavilion May 2020 revenue: \$0.00

GWP Facility Rental: \$0.00

Volunteer Park Shelter May 2020 revenue: \$0.00

Volunteer Park Facility Rental: \$0.00

Home Park Shelter May 2020 revenue: \$0.00

Park rentals for other events:

DroWA – June 19-21, 2020 – Cancelled

Gig Harbor Welcome Society – July 10, 2020 – Cancelled

Wellspring Car Show – July 19, 2020 – Pending

Waypoint Church Gathering – July 26, 2020 – Pending

Contracts: I have been updating contracts for VP Concession Stand (Snack Shack, to reflect the lower rent due to the Covid-19 Pandemic) and Gateway Caretaker (to reflect the lease hold tax applied).

Online/website activity and KP News

Christina has been updating our Facebook page and our website with cancellations and postponements of upcoming events. KP News ads continue as scheduled.

Marketing & Grants Report – June 8, 2020

Some of the items I have been working on over the last few weeks include the below.

Miscellaneous

- **COVID-19** – Have been “attending” via Zoom the Statewide P&R Professionals COVID-19 Coordination Call on Mondays and Thursdays.
 - **Some notes from 6/4 regarding playgrounds** – Districts who say their playgrounds are open (Poulsbo, Buckley, Selah, for example) do not have hand washing stations or plans for playground equipment sanitization. Districts who say they plan to open their playgrounds soon (Enumclaw, Maple Valley) will not have hand washing stations or plans for equipment sanitization.
 - **Safety plans** – I suspect that when we open up events and facility rentals (large groups) our parks district will be good to have a written safety plan in place and/or require a safety plan of those organizations renting park facilities. For outdoor sports, in Phase 2, each league or club must publish and follow a return to play safety plan.
 - **“Great American Outdoors Act”** – Everyone is encouraged to write letters of support. This (S.3422) act would permanently double the RCO Land and Water Conservation Fund money. Send to the senate offices (Doug Levy).
- **RCO Grant** – We have three in the works.
 - 20-1009 Cramer McCracken Acquisition – application resubmitted
 - Got notice on Friday 6/5 that the resubmission has been reviewed and returned.
 - 20-1649 Gateway Park Phase 4 Synthetic Turf Field – application submitted
 - 20-1870 Key Central Forest Parking – application submitted
- **Lu Winsor grant** – Requested \$2,500 for interpretive signage at Gateway Park near Little Minter Creek bridges. I was told that grant awards were going to be sent out the last week of May. I have not been to the office to check my mail, so it may be there, if we received one.
- **Pierce County Connected grant** – We received this \$2,500 grant for the reimbursement and the extension of the public wifi hotspot at volunteer park. The money was deposited and cleared on 5/25. I will call Microlynx this week and see what they need to do this and work with Matt, if needed.
- **Signs** – Changed the sign at KCF. It now says those wanting the gate code can contact answers@keypenparks.com instead of ScottG@keypenparks.com.
- **Executive Director job posting** – Posted in ZipRecruiter, Indeed, WRPA and NRPA.
- **City of Gig Harbor letter of support for RCO grant** – written, signed and delivered.

Old stuff

- **Memorial benches** – Have been working with a local mom on a memorial bench donation at Home Park for her four-month-old baby who passed away in 2018. Plaque has been approved and is on order. Things are slow due to COVID. Worked on another memorial bench for Gateway Park. I reached out to Stephanie Williams, who had been working with Scott on a memorial bench for her

mother. She is still waiting for her mother's estate to settle before she has the funds for the bench. I gave her my contact information.

- **Changeable letter sign/readerboard** – Researched and ordered a 4x8' changeable letter sign. It came to Tacoma completely damaged, so it was sent back to the plant in Kentucky and we will be getting another. I received a response back 4/15 from the manufacturer when I inquired when we can expect a new sign and they said, "We are closed due to Covid-19 we are not open for production no projection on when we can open back up and do anything for this. We will let you know when we open back up for production."
- **Rocky Creek Conservation Area** – New trail map design was completed and checked by Scott and Marilyn and uploaded to website. Scott says the kiosk needs to be fixed there (?) and as soon as I get the okay from Matt, I will have a trail map blown up for that kiosk. Shot some new photos and uploaded to website and Facebook.
- **KPBA** – Stepping in for Scott on hosting the monthly meetings utilizing the park's Zoom license while needed.
- **360 Trails map** – Scott said all the kiosks have had the maps updated and letters added, except kiosk "O," I believe. Scott mentioned adding two additional kiosks.

Working on/Coming up

- **ADA route signs** – For Volunteer Park
- **RCO grants** – technical review for two
- **Volunteer Park trail map** – Going to create one in the style of all the others.
- **Lending Library at Home Park** – The family of the baby who are also doing the memorial bench inquired if we would welcome a lending library at Home Park. Her grandfather would love to build one. I did not have a chance to bring this up to Scott yet.
- **Reopening park features** – Creating signage and web postings as needed
- **Video of marsh area at Gateway Park** – Scott asked me to get some aerial video footage of the beaver dam at Gateway. I am not certain why, but I will get out there this week and get it done anyway.

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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

253-884-9240 and answers@keypenparks.com

Board Meeting Minutes

Monday, May 11, 2020

This public meeting was Key Pen Parks first digital Zoom meeting due to Washington State's COVID-19 "Stay Home, Stay Healthy" mandate

The regular meeting of Monday, May 11, 2020, was preceded by a 7:00 PM study session. This is the first regular Key Pen Parks Board meeting since the untimely death of Executive Director Scott Gallacher—he will be missed. Board President Ed Robison called the Zoom study session to order. Maintenance Supervisor Matt Woodward, Office Manager/Bookkeeper Laura Armstrong, Marketing and Grants Christina Hallock and Events and Events Coordinator Veronica Grandt reported on their areas of responsibility. Maintenance Supervisor Woodward said his department has been busy with normal maintenance and he has been keeping an eye on splash pad construction. Marketing and Grants Hallock said, before his passing, Executive Director Gallacher had done the RCO Cramer McCracken property grant via Zoom; the RCO Gateway Park Phase 4 grant application was discussed. Event and Contracts Coordinator Grandt said that Cinema Under the Stars has not yet been cancelled; the movie vendor is working with its clients regarding prepayments and billing. Office Manager/Bookkeeper Armstrong said that everything is under control.

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, and Marketing and Grants Coordinator Christina Hallock.

Citizens present via Zoom: Sami Jensen, Christian Pugmire, Gina Cabiddu and Lisa Bryan.

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: Gina Cabiddu of the Children's Home Society conveyed that organization's condolences. Sami Jensen extended her gratitude to the greater Key Peninsula family for coming together and doing a "social distancing" 16th birthday surprise party for Caden Gallacher, Executive Director Gallacher's son; Board President Robison thanked her for all she has done for the Gallacher family.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the April 13, 2020, regular meeting minutes and the May 4, 2020, special meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The April 2020 BIAS Financial balance was \$370,242.28 (balance reflects the Cramer McCracken property acquisition Pierce Co. Conservation Futures Opportunity Fund reimbursement, REET2 and a RCO remittance for Gateway Park splash pad expenses). The Zoo Trek April deposit was \$12,504.56. Total 2020 Zoo Trek collections to date were \$58,672.55. The April Real and Personal Property Tax deposit was \$467,519.63. 2020 Real and Personal

Property Tax collections to date were \$583,313.71. BIAS Expenditures for April 2020 were \$113,786.88. President Robison asked if there were any corrections or objections to the April 2020 financial report. Hearing none the financial report was adopted as submitted.

6. Staff Report: Commissioner Jensen complimented park staff for everything they have done.

7. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (President Robison): Commissioner Robison said there is still some concrete to pour at the Gateway Park splash pad. He authorized the contractor to proceed with the change order work. Maintenance Supervisor Woodward said that, after investigating shipping crate damage, only one of the ADA picnic tables was damaged (table top) and the replacement part will be shipped in June.

b. Key Peninsula Parks and Recreation Foundation Report: Commissioner Michel attended a Zoom meeting hosted by Marketing and Grants Coordinator Hallock. The Foundation has new board officers and expect to hold their next meeting (Zoom) on June 16.

c. Trail Updates (Commissioner Michel): Joe's Trail in the southern area of Key Central Forest was recently completed; Trails and Restoration Employee Courtland is working on marking potential routes for perimeter trails. The 360 Trails bike jump lines were reopened quietly.

d. Recreation Committee (Commissioner Michel): Miguel Galeana of Route 16 Running wants to organize a fundraiser Ride-and-Run Duathlon using some Key Pen Parks' parks.

8. Board President's Report (President Robison): He said he's extremely grateful how the staff present at this Zoom and the rest of the staff have stepped up and shouldered the work since Executive Director Gallacher's passing.

9. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater): Commissioner Robison said the splash pad is nearing completion; the change order work is about the only thing left to do. It is still on track for a fully functional late May completion, however with COVID-19 restrictions it is likely it will have to be "winterized" this year. The performance stage/shelter foundation has been staked and the change order work is for the concrete walkway from the splash pad to the stage and the performance stage foundation.

10. Unfinished Business/2020 Contracts (COVID-19):

a. Gateway Park Splash Pad Construction Contract: Commissioner Robison reported that the contractor is on schedule and, even with the change order work, should complete the work in a timely manner.

b. KPLL Contracts: Key Peninsula Little League has officially ended its 2020 season. There was discussion about whether they should pay for any field use and field lights use to date. Commissioner Clinton moved to "cancel the KPLL 2020 batting cage and storage unit contracts." Commissioner Jensen seconded the motion; the motion passed unanimously. Commissioner Michel moved to "negotiate the 2020 FIELD USE contract with KPLL all the way down to zero with Board President Robison acting as Executive Director." Commissioner Clinton seconded; the motion passed unanimously. Board consensus was to have Office Manager/Bookkeeper Armstrong bill KPLL for any utilities (field lights) used.

c. Pavilion Rentals: Office Manager/Bookkeeper Armstrong said all reservations have been cancelled and refunded.

d. Volunteer Park Concession Stand Contract: Office Manager/Bookkeeper Armstrong said she spoke with the concessionaires and they have agreed to changing their 2020 contract to extended winter rental rates through the end of the year.

- e. **Gateway Park Caretaker Contract:** Commissioner Robison said the Gateway Park caretakers are presently fine. Their contract expires the end of June; they would like a month-to-month extension through Oct./Nov./Dec. due to COVID-19 delays in construction of their personal residence.
- f. **Taylor Bay Caretaker Contract:** Commissioner Robison said Key Pen Parks has done a quid pro quo reduction in rent per the governor's office guidance.
- g. **Contract for Services/Red Barn Youth Center, KP Historical Society and Farm Tour:** Office Manager/Bookkeeper Armstrong said there are no updates at this time; she will ask Events and Contracts Coordinator Grandt to add this to the monthly staff report. Consensus was to keep status quo at this time.

11. Old Business/Vacant Executive Director Position: Office Manager/Bookkeeper Armstrong reported that she has Executive Director Gallacher's work laptop and cellphone and is forwarding relevant material/email to the appropriate staff member; with the COVID-19 shutdown, nothing is overwhelming. She also said each staff member has a piece of the puzzle and they are fitting it together. In that light, President Robison suggested that Key Pen Parks move forward with a new Executive Director search. After discussion President Robison assigned Commissioner Michel chairperson of the Executive Director Exploratory Committee. It is tasked with finding information regarding consultants, costs (vs. in-house) and job description drafts for the June meeting.

12. New Business/Scott Gallacher Memorial: Commissioner Robison proposed placement of a bronze plaque in the concrete near the splash pad (Executive Director Gallacher's last completed project). It was shared that since Kirsten Gallacher mentioned her desire to have a celebration of life on August 8; the memorial dedication could take place at the same time. Commissioner Robison moved to "authorize Key Pen Parks purchase a memorial plaque to honor Executive Director Scott Gallacher to be mounted in the spray park concrete." Commissioner Clinton seconded; the motion passed unanimously.

13. New Business/Gateway Park Phase 4 Grant Application: Marketing and Grant Coordinator Hallock said that Phase 4 (lighted synthetic turf field with new main entry, restrooms and associated parking and interior connecting park road) has been assigned a RCO grant number. Don Campbell of Robert W. Droll, Landscape Architects is listed as the consultant. Grant application due date is June 1, 2020. She also said that she is working on a RCO grant application for the Key Central Forest parking lot.

14. New Business/Request from City of Gig Harbor for a "Letter of Support" to RCO Regarding Design and Partial Construction Funding of the Gig Harbor Sports Complex Phase 1B: Commissioner Michel moved "that Key Pen Parks write a support letter for the City of Gig Harbor grant application for the Gig Harbor Sports Complex Phase 1B." Commissioner Parry seconded; the motion passed unanimously. Marketing and Grants Hallock will draft the letter for Board President Robison's signature.

15. New Business/Resolution R2020-07 Amending the HR Policy to Permit Payment of 100% (One Hundred Percent) of Accrued Sick Leave If an Employee Dies While Employed (backdated to March 1, 2020): Commissioner Robison said the resolution was previously discussed with legal regarding backdating. Commissioner Robison moved "approval of the HR Policy, as amended, to pay 100 percent of accrued sick leave if an employee dies while employed." Commissioner Michel seconded; the motion passed unanimously.

16. Other minor matters: Gina Cabiddu, KP Business Association, said last Tuesday the KPBA approved the creation of a "word cloud." She also mentioned that the KP Civic Center might be

doing something regarding pickleball. Lisa Bryant (KP News) said she would like to interview Board President Robison after the meeting. She said the KP News staff is heartbroken for Key Pen Parks, “parks are huge and Scott was a good friend to everyone.”

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

18. Meeting Adjourned: The public Zoom meeting of May 11, 2020, was adjourned at 9:21 PM. The next regular meeting will be held on Monday, June 8, 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 Coordinator, 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.

TREASURERS REPORT

Fund Totals

Key Peninsula Metro Parks District
MCAG #: 1690

05/01/2020 To: 05/31/2020

Time: 15:19:01 Date: 06/02/2020
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	3,057,007.39	152,719.45	196,050.98	3,013,675.86	78,204.57	5,613.63	0.00	3,097,494.06
	3,057,007.39	152,719.45	196,050.98	3,013,675.86	78,204.57	5,613.63	0.00	3,097,494.06

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District
MCAG #: 1690

05/01/2020 To: 05/31/2020

Time: 15:19:01 Date: 06/02/2020
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	313,535.11	4,353.72	310,682.82	7,206.01	0.00	0.00	7,206.01
2 First Citizens Payroll	75,183.26	55,181.99	91,112.72	39,252.53	0.00	0.00	39,252.53
3 Pierce County	2,547,328.54	458,975.65	130,181.99	2,876,122.20	0.00	0.00	2,876,122.20
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	120,787.40	80,000.00	109,865.36	90,922.04	0.00	83,818.20	174,740.24
Total Cash:	3,057,007.39	598,511.36	641,842.89	3,013,675.86	0.00	83,818.20	3,097,494.06
	3,057,007.39	598,511.36	641,842.89	3,013,675.86	0.00	83,818.20	3,097,494.06

TREASURERS REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District
 MCAG #: 1690

As Of: 05/31/2020 Date: 06/02/2020
 Time: 15:19:01 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	395	05/15/2020	Claims	5	1492	Canycom USA	265.67	Items For Equipment Repairs
2020	396	05/15/2020	Claims	5	1493	Capitol Lumber	310.50	Safety Glasses, Fuel Filter, Bathroom Door Lock And Paint Supplies For Volunteer Park.
2020	397	05/15/2020	Claims	5	1494	Madrona Law Group PLLC	2,254.00	Professional Service
2020	400	05/15/2020	Claims	5	1497	Purdy Topsoil and Gravel LLC	169.26	Drain Rock For Volunter Park.
2020	429	05/28/2020	Payroll	5	1503	PEBB Health Insurance	5,613.63	Pay Cycle(s) 05/01/2020 To 05/31/2020 - PEBB Health Insurance
2020	431	05/29/2020	Claims	5	1504	Canon Financial Services, INX	110.91	Rental Of Office Copier.
2020	432	05/29/2020	Claims	5	1505	Copiers Northwest	6.16	Additional Copies Made Above Contracted Amount.
2020	433	05/29/2020	Claims	5	1506	Hemley's Handy Kans	77.50	Rental Of Portable Toilet For Gateway/360 Trails.
2020	434	05/29/2020	Claims	5	1507	Lyndi Osborn	250.00	Refund For Canceled Gateway Park Pavilion For June 13 2020
2020	435	05/29/2020	Claims	5	1508	Peninsula Light Company	391.58	Electric Service Fee For Gateway Park.
2020	436	05/29/2020	Claims	5	1509	Darrin Fiskum Wildwood Carpentry LLC	74,368.99	Contracted Work On Gateway Park Splash Pad.
							83,818.20	

Fund	Claims	Payroll	Total
001 General Fund	78,204.57	5,613.63	83,818.20
	78,204.57	5,613.63	83,818.20

TREASURERS REPORT

Signature Page

Key Peninsula Metro Parks District
MCAG #: 1690

05/01/2020 To: 05/31/2020

Time: 15:19:01 Date: 06/02/2020
Page: 4

We the undersigned officer for the Key Peninsula Metropolitan Park District, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Commissioner / Date Office Manager/Bookkeeper / Date

RECEIPT REGISTER

Key Peninsula Metro Parks District
MCAG #: 1690

05/01/2020 To: 05/31/2020

Time: 15:27:03 Date: 06/02/2020
Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo	
448	05/29/2020	Tr Rec	1221		3	Pierce County Budget and Fina	132,248.23	Property Tax Of \$128,623.45 And Delinquent Tax Of \$3,624.78	
449	05/29/2020	Tr Rec	1222		3	Pierce County Budget and Fina	12,619.95	Zoo Trek	
450	05/29/2020	Tr Rec	1223		3	Pierce County Budget and Fina	2,687.51	Timber Excise Tax	
451	05/29/2020	Tr Rec	1224		3	Pierce County Budget and Fina	810.04	Investment Interest	
							310 Taxes	147,555.69	
							360 Long Terms	810.04	
							001 General Fund	148,365.73	
								148,365.73	

RECEIPT REGISTER

Key Peninsula Metro Parks District
MCAG #: 1690

05/01/2020 To: 05/31/2020

Time: 15:26:07 Date: 06/02/2020
Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
420	05/14/2020	Tr Rec	1217	991	1	Kyle Armstrong	313.72	Rent Of \$100.00 And Utilities Of \$200.00 And Lease Hold Tax O \$13.72
421	05/14/2020	Tr Rec	1218	992	1	The Snack Shack	340.00	Rent Of 200.00 And Utilities Of 140.00 For May 2020
426	05/27/2020	Tr Rec	1219	993	1	Greater Gig Harbor Foundation	2,500.00	Grant Of \$2,500.00 Awarded For Wifi General Public Connection For Volunteer Park.
430	05/05/2020	Tr Rec	1220		1	Bryan Hacker	1,200.00	May 2020 Rent From Gateway Park Caretaker
360 Long Terms							4,353.72	
001 General Fund							4,353.72	
							4,353.72	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District
MCAG #: 1690

05/01/2020 To: 05/31/2020

Time: 15:28:29 Date: 06/02/2020

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
446	05/29/2020	05/31/2020	1		Ser Chge		First Citizens	67.00	Bank Service Fees
	576 80 49 003	Banking Fees		001	General Fund			67.00	Bank Service Fees
447	05/29/2020	05/31/2020	1		Ser Chge		Merch Bankcard service	5.90	Credit Card Processing Fees
	576 80 49 003	Banking Fees		001	General Fund			5.90	Credit Card Processing Fees
	Records Printed:		2				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	72.90	
							Interfund Transfers:	0.00	
							Redemptions:	0.00	
							Deposits:	0.00	
							Withdrawals:	0.00	
							Stop Payments:	0.00	

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund	0.00	0.00	0.00	0.00	72.90	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	72.90	0.00	0.00	0.00

May 2020 Payroll expenditures

Key Peninsula Metro Parks District
 MCAG #: 1690

05/01/2020 To: 05/31/2020

Time: 15:33:52 Date: 06/02/2020
 Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Anderson Lloyd W	372	05/10/2020	Payroll	2	482.52	04-16-2020 to 04-30-2020
EFT Armstrong Laura Lee	373	05/10/2020	Payroll	2	1,732.01	04-16-2020 to 04-30-2020
EFT Capwell Courtland J	374	05/10/2020	Payroll	2	299.50	04-16-2020 to 04-30-2020
EFT Gallacher Scott A	375	05/10/2020	Payroll	2	3,091.85	04-16-2020 to 04-30-2020
EFT Grandt Veronica L	376	05/10/2020	Payroll	2	1,379.13	04-16-2020 to 04-30-2020
EFT Hallock Christina M	377	05/10/2020	Payroll	2	1,286.24	04-16-2020 to 04-30-2020
EFT Kreis Jacob C	378	05/10/2020	Payroll	2	883.02	04-16-2020 to 04-30-2020
EFT Saar Rebecca E	379	05/10/2020	Payroll	2	964.91	04-16-2020 to 04-30-2020
EFT Shobe Shawn S	380	05/10/2020	Payroll	2	121.93	04-16-2020 to 04-30-2020
EFT Vannausdle Edward G	381	05/10/2020	Payroll	2	1,498.71	04-16-2020 to 04-30-2020
EFT Woodward Matthew M	382	05/10/2020	Payroll	2	2,097.78	04-16-2020 to 04-30-2020
EFT Gallacher Scott A	391	05/11/2020	Payroll	2	38,414.42	Employee Death
EFT WA State Department of Retirement	389	05/13/2020	Payroll	2	7,048.69	Pay Cycle(s) 04/25/2020 To 05/10/2020 - PERS3; Pay Cycle(s) 04/25/2020 To 05/10/2020 - PERS2
EFT EFTPS	390	05/13/2020	Payroll	2	4,356.17	941 Deposit for Pay Cycle(s) 05/10/2020 - 05/10/2020
EFT Anderson Lloyd W	406	05/25/2020	Payroll	2	471.13	05-01-2020 to 05-15-2020
EFT Armstrong Laura Lee	407	05/25/2020	Payroll	2	1,732.01	05-01-2020 to 05-15-2020
EFT Capwell Courtland J	408	05/25/2020	Payroll	2	357.19	05-01-2020 to 05-15-2020
EFT Grandt Veronica L	409	05/25/2020	Payroll	2	1,379.13	05-01-2020 to 05-15-2020
EFT Hallock Christina M	410	05/25/2020	Payroll	2	1,286.25	05-01-2020 to 05-15-2020
EFT Jensen Shawn A	411	05/25/2020	Payroll	2	236.44	05-01-2020 to 05-15-2020
EFT Kreis Jacob C	412	05/25/2020	Payroll	2	883.02	05-01-2020 to 05-15-2020
EFT Parry Linda C	413	05/25/2020	Payroll	2	236.44	05-01-2020 to 05-15-2020
EFT Saar Rebecca E	414	05/25/2020	Payroll	2	724.85	05-01-2020 to 05-15-2020
EFT Shobe Shawn S	415	05/25/2020	Payroll	2	121.93	05-01-2020 to 05-15-2020
EFT Vannausdle Edward G	416	05/25/2020	Payroll	2	1,507.43	05-01-2020 to 05-15-2020
EFT Woodward Matthew M	417	05/25/2020	Payroll	2	2,097.78	05-01-2020 to 05-15-2020
EFT EFTPS	427	05/27/2020	Payroll	2	15,128.04	941 Deposit for Pay Cycle(s) 05/11/2020 - 05/11/2020; 941 Deposit for Pay Cycle(s) 05/25/2020 - 05/25/2020
EFT United Concordia	428	05/28/2020	Payroll	2	1,294.20	Pay Cycle(s) 04/10/2020 To 05/25/2020 - United Concordia (2)
Total Checks:					91,112.72	

BIAS May 2020 Expenditures

Key Peninsula Metro Parks District
MCAG #: 1690

Time: 15:21:53 Date: 06/02/2020
Page: 1

05/01/2020 To: 05/31/2020

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200501001 Alpine Products INC	363	05/01/2020	Claims	5	585.09	Stencils For Fire Lanes, Trailer Parking And No Running For Gateway Park. Signs For Areas Around Gateway Park. And A Welcome To GW Park Splash Pad Sign.
200501002 Canon Financial Services, INX	364	05/01/2020	Claims	5	110.91	Rental Of Canon Copy Maching
200501003 Copiers Northwest	365	05/01/2020	Claims	5	6.02	Copies Over Contracted Amount For Cannon Office Printer.
200501004 Hemley's Handy Kans	366	05/01/2020	Claims	5	77.50	Rental Of Portable Toilet At Gateway/360 Park.
200501005 Mission Creek Corrections	367	05/01/2020	Claims	5	119.08	Contracted Work At Gateway Park.
200501006 Peninsula Light Company	368	05/01/2020	Claims	5	464.75	Electric Service Fees For Gateway Park.
200501007 Vannausdle Edward G	369	05/01/2020	Claims	5	100.00	Annual Boot Allowance As Per HR Policy.
200501008 WAUSAU TILE, INC	370	05/01/2020	Claims	5	14,625.99	Tables For Gateway Park Splash Pad..
200501009 Washington Water Service Company	371	05/01/2020	Claims	5	128.10	Water Servie Fees For Gateway Park
200504001 Alpine Products INC	394	05/15/2020	Claims	5	136.40	Traffic Paint Yellow And White.
200504002 Canycom USA	395	05/15/2020	Claims	5	265.67	Items For Equipment Repairs
200504003 Capitol Lumber	396	05/15/2020	Claims	5	310.50	Safety Glasses, Fuel Filter, Bathroom Door Lock And Paint Supplies For Volunteer Park.
200504004 Madrona Law Group PLLC	397	05/15/2020	Claims	5	2,254.00	Professional Service
200504005 Murreys Disposal Company	398	05/15/2020	Claims	5	368.20	Trash Pickup Servies For Gateway Park And Volunteer Park.
200504006 Peninsula Light Company	399	05/15/2020	Claims	5	1,542.25	Electric Service Fees For Volunteer Park, Home Park, Taylor Bay.
200504007 Purdy Topsoil and Gravel LLC	400	05/15/2020	Claims	5	169.26	Drain Rock For Volunter Park.
200504008 US Bank	401	05/15/2020	Claims	5	1,569.62	
200504009 Verizon Wireless	402	05/15/2020	Claims	5	219.53	Cell Phone Charges.
200504010 WA. Recreation and Park Association	403	05/15/2020	Claims	5	615.00	Annual Dues For July 2020 To July 2021
200504011 Washington Water Service Company	404	05/15/2020	Claims	5	129.03	Water Service Fees
200504012 Wave Broadband	405	05/15/2020	Claims	5	249.69	Phone And Internet Service Fees
200507001 PEBB Health Insurance	429	05/28/2020	Payroll	5	5,613.63	Pay Cycle(s) 05/01/2020 To 05/31/2020 - PEBB Health Insurance
200508001 Canon Financial Services, INX	431	05/29/2020	Claims	5	110.91	Rental Of Office Copier.
200508002 Copiers Northwest	432	05/29/2020	Claims	5	6.16	Additional Copies Made Above Contracted Amount.
200508003 Hemley's Handy Kans	433	05/29/2020	Claims	5	77.50	Rental Of Portable Toilet For Gateway/360 Trails.
200508004 Osborn Lyndi	434	05/29/2020	Claims	5	250.00	Refund For Canceled Gateway Park Pavilion For June 13 2020
200508005 Peninsula Light Company	435	05/29/2020	Claims	5	391.58	Electric Service Fee For Gateway Park.
200508006 Wildwood Carpentry LLC Darrin Fiskum	436	05/29/2020	Claims	5	74,368.99	Contracted Work On Gateway Park Splash Pad.

Total Checks:

104,865.36

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2020-08

AUTHORIZING RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT AFFIRMING THE APPLICATION FOR RECREATION AND CONSERVATION GRANTS

Project Names 20-1649 Gateway Park Phase 4 Synthetic Turf Field
 20-1870 Key Central Forest Parking

This resolution affirms that the person identified below (in section 1) is authorized to act as the representative/agent on behalf of Key Pen Parks and to legally bind Key Pen Parks with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, state grant assistance has been requested by Key Pen Parks to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

Key Pen Parks has applied for funding assistance managed by the Office for the above "Project(s)."

1. The application for the RCO grants applied for by Christina Hallock on behalf of Key Pen Parks on June 1, 2020, are hereby affirmed. Ed Robison, President of the Board of Commissioners of Key Pen Parks, is authorized to act as a representative/agent for Key Pen Parks with full authority to bind the organization regarding all matters related to the Project(s), including but not limited to, full authority to: (1) enter into a project agreement(s) on behalf of our organization, (2) sign any amendments thereto on behalf of our organization, (3) make any decisions and submissions required with respect to the Project(s), and (4) designate a project contact(s) to implement the day-to-day management of the grant(s).
2. Key Pen Parks has reviewed the sample project agreement on the Recreation and Conservation Office's WEBSITE at:
<https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered a project agreement to sign in the future, it will contain an indemnification and legal venue stipulation (applicable to any sponsor) and a waiver of sovereign immunity (applicable to Tribes) and other terms and conditions substantially in the form contained in the sample project agreement and that such terms and conditions of any signed project agreement shall be legally binding on the sponsor if our representative/agent enters into a project agreement on

our behalf. The Office reserves the right to revise the project agreement prior to execution and shall communicate any such revisions with the above authorized representative/agent before execution.

3. Key Pen Parks acknowledges and warrants, after conferring with its legal counsel, that its authorized representative/agent has full legal authority to enter into a project agreement(s) on its behalf, that includes indemnification, waiver of sovereign immunity (as may apply to Tribes), and stipulated legal venue for lawsuits and other terms substantially in the form contained in the sample project agreement or as may be revised prior to execution.
4. Grant assistance is contingent on a signed project agreement. Entering into any project agreement with the Office is purely voluntary on our part.
5. Key Pen Parks understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the project agreement, the characteristics of the project, and the characteristics of our organization.
6. Key Pen Parks further understands that prior to our authorized representative/agent executing the project agreement(s), the RCO may make revisions to its sample project agreement and that such revisions could include the indemnification, the waiver of sovereign immunity, and the legal venue stipulation. Key Pen Parks accepts the legal obligation that we shall, prior to execution of the project agreement(s), confer with our authorized representative/agent as to any revisions to the project agreement from that of the sample project agreement. We also acknowledge and accept that if our authorized representative/agent executes the project agreement(s) with any such revisions, all terms and conditions of the executed project agreement (including but not limited to the indemnification, the waiver of sovereign immunity, and the legal venue stipulation) shall be conclusively deemed to be executed with our authorization.
7. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
8. Key Pen Parks acknowledges and warrants, after conferring with its legal counsel, that no additional legal authorization beyond this authorization is required to make the indemnification, the waiver of sovereign immunity (as may apply to Tribes), and the legal venue stipulation substantially in form shown on the sample project agreement or as may be revised prior to execution legally binding on Key Pen Parks upon execution by our representative/agent.
9. If match is required for the grant, we understand Key Pen Parks must certify the availability of match at least one month before funding approval. In addition, Key Pen Parks understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Key Pen Parks acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until the Project is complete.
11. Key Pen Parks acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by Key Pen Parks and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



- versions of those documents), to be recorded on the title of the property with the county auditor.
12. Key Pen Parks acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the project agreement, or authorized in writing by the Office Director.
 13. Key Pen Parks certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
 14. This resolution/authorization is retroactively deemed to be part of the formal grant application to the Office.
 15. Key Pen Parks warrants and certifies, after conferring with its legal counsel, that this resolution/authorization was properly and lawfully adopted following the requirements of Key Pen Parks and applicable laws and policies and that Key Pen Parks has full legal authority to commit Key Pen Parks to the warranties, certifications, promises and obligations set forth herein.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held via Zoom this 8th day of June 2020.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Edward Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

GATEWAY CARETAKER LEASE ADDENDUM

THIS document known as the "Addendum" was created this 28th day of May, 2020 and shall be added to the lease agreement dated the 8th day of April 2019 between Key Peninsula Metropolitan Park District (dba Key Pen Parks), a municipal corporation, herein referred to as "Key Pen Parks," and Bryan and Sarah Hacker, an individual independent contractor herein referred to as "Contractor."

THE lease agreement will be extended on a month-to-month basis after the expiration of the original lease term upon the same terms and conditions as contained in the lease agreement.

LESSEE OR LESSOR may terminate the month-to-month tenancy by giving the other party a written notice of termination of at least thirty (30) days prior to the next rent due date.

DURING the month-to-month tenancy, the parties agree that the total rent payable under the lease agreement shall be increase to Nine hundred two dollars (\$902.00) per month beginning on the day of July 1, 2020.

The increase of One hundred two dollars (\$102.00) is for a leasehold tax on the property, which is covered by the lessee as cited by RCW 82.29A.020.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the date set forth below.

KEY PEN PARKS

Ed Robison, Board President 2020

ATTEST:

Kip Clinton, Board Clerk 2020

Contractor:

By _____
Bryan Hacker

By _____
Sarah Hacker