

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, April 13, 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, April 13, 2020, was preceded by a 7:00 PM study session. Executive Director Scott Gallacher went over staff reports. He said the bike jump trail at 360 Trails was closed due to tight queuing at the trailhead. Home Park and all picnic shelters and all playgrounds are also closed due to COVID-19. The Cramer McCracken RCO (Salmon Recovery Fund) grant presentation was done via Zoom. An RCO grant application for a developed parking area at Key Central Forest is being crafted. Executive Director Gallacher mentioned that, due to pandemic fiscal restraints, the RCO may reduce the required applicant match to 25%. The Gateway Park Splash Pad contractor was ahead of schedule until the COVID-19 mandate which caused a severe work slowdown; the primary contractor is continuing work as permitted under state pandemic restrictions but the subcontractors are not. Staff constructed an emergency parking area on the road side of the Key Central Forest gate because park patrons were blocking the fire lane with their cars. Maintenance staff are working seven days per week flexible schedules with only one or two staff members on duty at any given time. Executive Director Gallacher is projecting a 20% decrease in first half property tax collection and a 20% decrease in Zoo/Trek property tax. He expects a revenue decrease by about \$37,000.00. To offset this decrease he has deferred some planned capital expenditures (proposed LIC playground, smaller Gateway Park expenses and the Red Barn basketball court pavilion). No budgetary action is required at this time.

**The public digital Zoom meeting was called to order at 7:31 PM 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 Scott Gallacher; Christina Hallock, Marketing & Grants; Laura Armstrong, Office Manager/Bookkeeper; and Veronica Grandt, Events Coordinator.

**Citizens present via Zoom video:** Matthew Dean, Sami Jensen, Stan Moffett and Rachel Turpin of the Madrona Law Group PLLC. **Citizens present via Zoom phone:** one.

**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. Citizens Comments:** None.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the March 9, 2020 regular meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The March 2020 BIAS Financial balance was \$2,319,245.68. The Zoo Trek March deposit was \$14,142.18. Total 2020 Zoo Trek collections to date were \$46,167.99. The March Real and Personal Property Tax deposit was \$70,011.12. 2020 Real and Personal

Property Tax collections to date were \$115,794.08. BIAS Expenditures for March 2020 were \$193,828.28. President Robison asked if there were any corrections or objections to the March 2020 financial report. Hearing none the financial report was adopted as submitted.

**6. Staff Report:** Covered in study session.

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

**a. Land and Improvement Committee (President Robison):** No report.

**b. Key Peninsula Parks and Recreation Foundation Report:** Executive Director Gallacher said the Foundation did not meet last month; however, they will meet in the coming weeks.

**c. Trail Updates (Commissioner Michel):** No report.

**d. Recreation Committee (Commissioner Michel):** The new Key Central Forest parking area is well used and a little bit of trail is being built.

**8. Board Presidents Report President Robison:** The COVID-19 mandate has staff being nimble.

**9. Unfinished Business/ Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater):** The Splash Pad contractor is working but two subcontractors are shut down due to the COVID-19 “stay at home” order. The present contract requires completion in May; some additional amenities requested by Key Pen Parks reset that to June. The statewide “Stay Home, Stay Healthy” order will likely prevent the contractor from meeting the June completion requirement. Equity requires the Board amend the contract.

**10. New Business/Presentation of the 2019 Year-End Report:** Commissioner Clinton moved to accept the 2019 Year-End Report. Commissioner Jensen Seconded. The motion passed unanimously.

**11. New Business/Coronavirus (COVID-19) Pandemic Operations and Leave Policy:** Commissioner Jensen made a motion “that we approve the Pandemic Operations and Leave Policy as drafted.” Commissioner Parry seconded. The motion passed unanimously.

**12. New Business/Commissioner Compensation policy update:** Executive Director Gallacher said the original draft of the policy was done in 2006, updated in 2008 and updated again in 2014. Typically compensation has been just for board meetings unless a commissioner was pre-approved by the Board as the Board representative at an event. He wanted to look at the wording regarding pre-approval and discuss options for updating the policy.

**13. New Business/COVID-19**

**a. Gateway Splash Pad Construction Contract.** Board President Robison said work has been slow due to the contractor’s inability for subcontractors to perform work, so the contract date may need to be extended at no cost to the park district. Board President Robison made a motion “that we authorize the Executive Director to use his discretion at extending that date up to the maximum amount of time based on Governor Inslee’s decree of the ‘Stay Home, Stay Healthy’ mandate.” Commissioner Jensen seconded. The motion passed unanimously.

**b. 2020 Contracts/KPLL.** The KPLL may start league play in May and extend games through July. Executive Director Gallacher said he would like authority to adjust the contract accordingly. Board President Robison made a motion “to permit the Executive Director to adjust contractual times and fees per potential season loss.” Commissioner Clinton seconded. The motion passed unanimously.

**c. Rentals/Pavilion.** Commissioner Michel moved that “the Executive Director be authorized to adjust rentals for the pavilion.” Commissioners Clinton and Jensen seconded the motion; the motion passed unanimously.

**d. Leases/Volunteer Park Concession Stand.** Board President Robison made a motion “that we authorize the Executive Director to adjust the Snack Shack lease terms as necessary through the end of the year.” Commissioner Clinton seconded. The motion passed unanimously.

**e. Caretaker Agreements/Gateway and Taylor Bay.** Board President Robison made a motion “that we give the Executive Director the authority to waive, reduce or otherwise adjust the rental payments from caretakers as necessary during the pandemic.” Commissioner Clinton seconded. The motion passed unanimously.

**f. Contracts for Services/Red Barn Youth Center, Historical Society and Farm Tour.** Commissioner Parry made a motion that “we give the Executive Director authority to adjust the contract for services for the Red Barn Youth Center, the Historical Society, and the Farm Tour until business resumes, per the governor’s order.” Commissioner Clinton seconded. The motion passed unanimously.

**g. 2020 Budget Update:** Executive Director discussed this topic during study session. It was advisory only; no action was taken.

**14. Other minor matters:** Sami Jensen asked if she could make an announcement; she said the Ashes May 16 Spaghetti Dinner has been cancelled.

**15. Commissioners Comments/Good of the Order:** None.

**16. Meeting Adjourned:** The public meeting of April 13, 2020, was adjourned at 8:21 PM. The next regular meeting will be held on Monday, May 11, 2020 at 7:30 PM at Volunteer Park. 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.***