

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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Board Meeting Minutes

Monday, July 13, 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, July 13, 2020, was preceded by a 7:00 pm study session. Board President Ed Robison called the Zoom study session to order. Maintenance Supervisor Matt Woodward, Office Manager/Bookkeeper Laura Armstrong, and Marketing and Grants Christina Hallock reported on their areas of responsibility. In response to a question, Office Manager/Bookkeeper Armstrong said that 2020 sales tax and property tax funds have been similar to those of 2019.

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; Events Coordinator Veronica Grandt was excused.

Citizens present via Zoom: Sami Jensen, Anne Nesbit, Coree Collins, Stan Moffett, Marcia Harris, and Lisa Bryant.

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: Sami Jensen asked the board, now that the splash pad construction is complete, if there is any idea or hope for it to open this year. President Robison said they would be sure to address her question later in the meeting during Unfinished Business.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the June 8, 2020, regular meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The June 2020 BIAS Financial balance was \$2,983,408.49. The Zoo/Trek June deposit was \$13,277.29. Total 2020 Zoo/Trek collections to date were \$84,569.79. The June Real and Personal Property Tax deposit was \$57,549.06. 2020 Real and Personal Property Tax collections to date were \$773,111.00. BIAS Expenditures for June 2020 were \$105,753.27. President Robison asked if there were any corrections or objections to the June 2020 financial report. Hearing none the financial report was adopted as submitted.

6. Staff Report: Covered in the study session.

7. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (President Robison): President Robison said the Splash Pad construction is complete and he will talk about it a little more during Unfinished Business.

b. Key Peninsula Parks and Recreation Foundation Report: Commissioner Michel said the Foundation did have a June meeting. The Foundation will complete the 990 forms for 2018 and

2019 with the assistance from a local accounting firm. They are awaiting an invoice from the Park District for the Foundation's splash pad fundraising contribution.

c. Trail Updates (Commissioner Michel): More trails have been added at Key Central Forest. Volunteers have put in more than 200 hours of trail work this year. Office Manager/Bookkeeper Armstrong asked if there was a way to get the number of volunteers and the specific total number of hours volunteered. Commissioner Michel said he would provide them. The Park District reports those figures to Labor & Industries (L&I) on a quarterly basis for insurance purposes.

d. Recreation Committee (Commissioner Michel): No report.

8. Board President's Report (President Robison): The round of panelist interviews were held on Monday July 6, 2020, with the five (5) top candidates for the Executive Director position. He hopes to narrow the candidate pool down further so a new Executive Director can be hired right away.

9. Unfinished Business/Gateway Park Phase 3

- a. Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater):** President Robison reported that the construction work on the Splash Pad is now 100 percent complete, the systems have been tested, and some modifications have been made so it would run better with optimal water pressure. The main focus now is to get the grass seed to grow on the graded areas. As far as opening the Splash Pad, the Park District is still awaiting guidance from the Governor's Office and Pierce County as to what will be permitted in what phases in regards to splash pads. He hopes to have it open at least a few days in the late summer 2020, but knows that also may not be able to happen.
- b. Performance Pavilion:** President Robison said the concrete that will be in front of the performance pavilion was in place at the stage area and you can kind of get a feel for how the feature will eventually look. He is still working on pavilion design plans to submit to Pierce County for permits.
- c. Amphitheater:** There is an event box wired, so if there is a need to use the concrete pad for anything, power has already been installed.

10. Unfinished Business/COVID-19:

- a. Shelter and Field Rentals:** President Robison said there is confusing guidance on what park features can be used by whom and for what.
- b. Movie Nights in August:** President Robison said he sent a letter to the Pierce County Council asking for better guidance on outdoor situations like movie nights. He hasn't received a response as of yet.

11. Unfinished Business/Contracts for Services:

- a. Red Barn Youth Center:** Office Manager/Bookkeeper Armstrong reported that the Park District did receive an invoice from the Red Barn for services performed to date and the invoice has been paid.
- b. KP Historical Society:** The Historical Society is continuing work on their contract.
- c. Farm Tour:** Commissioner Clinton made a motion "to extend their contract to the end of 2021" so the Farm Tour doesn't have to come back and give the Board of Commissioners another presentation in the spring. Commissioner Michel seconded. The motion passed unanimously.

12. Unfinished Business/Disposal of Surplus Sailing Equipment at Taylor Bay:

Commissioner Michel moved that "we surplus the sailing equipment that is currently being housed at Taylor Bay." Commissioner Clinton seconded. The motion passed unanimously.

13. New Business/Mural on New Amphitheater: President Robison said the new branch of the Gig Harbor North Rotary (the KP Rotary) is looking for new ways to get involved with the community and one way they are looking at is working with Two Waters Arts Alliance to have murals installed or painted around the Key Peninsula depicting scenes from local history. They are looking for ideas. Marketing & Grants Hallock proposed the idea to the Board to consider the new performance pavilion as a potential location for a mural installment. The board would like to see if a representative from the KP Rotary would be available to present more information and ideas at the September Park Board meeting during Special Presentations.

14. New Business/Executive Director Selection Committee Report (Commissioner Michel): Commissioner Michel said the pool of candidates was narrowed from 35 applicants down to five (5) candidates for the panel interviews. Commissioner Michel expressed profound gratitude to everyone who participated on an interview committee and he believes the process will end with a very good selection for the new Executive Director.

15. New Business/Executive Director Candidate Discussion; Executive Session/Commissioners and Selection Committee, Action Expected, Duration 40 minutes: Board President Robison announced that the Board would be going into Executive Session pursuant to RCW 42.30.110(g) "to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee" with an expected duration of 40 minutes, commencing at 8:00 pm. The five (5) selection committee interview panel chairpersons, the three (3) Key Pen Parks' full-time staff members present, and the Board of Commissioners then met in executive session to discuss the candidates' qualifications. The public meeting reconvened at 8:40 pm with President Robison thanking the interview panel chairs for their input in Executive session and announcing to any citizens present via Zoom that the Executive Session would be immediately reconvened for an additional 20 minutes with just the Board Members and Key Pen Parks' full-time staff member present, to further discuss the candidates' qualifications. At 9:00 pm an announcement was made that the Executive Session was being extended for an additional 10 minutes. At 9:10 pm an announcement was made that the Executive Session was being extended for an additional 20 minutes. At 9:30 pm the Regular Business meeting of the Key Pen Parks Board of Commissioners reconvened. Commissioner Michel made a motion that "we coordinate additional interviews for Executive Director candidates Joanna, Steven, Tracey, and Benjamin with the full Board of Commissioners." Commissioner Clinton seconded. The motion passed unanimously. Commissioner Michel will reach out to the four (4) named candidates to see if they are available for further interviews by the Board of Commissioners during a Special Meeting on Monday, July 20, 2020, with a tentative start time of 5:00 pm. Commissioners were requested to forward any candidate questions to President Robison. President Robison further mentioned that a second Special Meeting might also be necessary on Monday July 27, 2020.

16. Other minor matters: None.

17. Commissioners Comments/Good of the Order: Commissioner Michel thanked everyone on the interview committees, the staff, and each board member for all their time spent so far on the Executive Director selection.

18. Meeting Adjourned: The public Zoom meeting of July 13, 2020, was adjourned at 9:55 pm. The next regular meeting will be held on Monday, August 10, 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. A Special Meeting will also be held via Zoom on Monday July 20, 2020; tentative start time is 5:00 pm. If needed, an additional Special Meeting may be held on Monday

July 27, 2020; starting time yet to be determined. 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.