

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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**Board Meeting Minutes**

**Monday, June 8, 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, June 8, 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. Events Coordinator Veronica Grandt was excused. Maintenance Supervisor Woodward said his department has been busy with normal maintenance, Taylor Bay Park, Home Park and Maple Hollow experienced increased household garbage dumping and he has been keeping an eye on splash pad construction. Installation logistics regarding the Gateway Park Little Library was discussed. Marketing and Grants Hallock said the applications for two RCO grants were successfully submitted and the Park District received a \$2,500 grant for public wifi extension at Volunteer Park. Office Manager/Bookkeeper Armstrong said the state auditor may postpone the Park District's audit, scheduled for late fall 2020, until 2021. She said that, compared to the same period in 2019, Property Tax collection was down \$36,323.00 while Zoo/Trek Sales Tax was up \$3,644.00. **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, Kurt Grimmer, Maryellen "Missy" Hill, Susan Mendenhall, and Bob Green of Key Peninsula Parks & Recreation Foundation.

**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:** Bob Green of the Key Peninsula Parks & Recreation Foundation asked about some small donated boats in storage at Taylor Bay. He said former Executive Director Scott Gallacher was interested in surplussing them by donating them to the Longbranch Foundation.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the May 11, 2020, regular meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The May 2020 BIAS Financial balance was \$3,013,675.86. The Zoo Trek May deposit was \$12,619.95. Total 2020 Zoo/Trek collections to date were \$71,292.50. The May Real and Personal Property Tax deposit was \$132,248.23. 2020 Real and Personal Property Tax collections to date were \$715,561.94. BIAS Expenditures for May 2020 were \$196,050.98.

President Robison asked if there were any corrections or objections to the May 2020 financial report. Hearing none the financial report was adopted as submitted.

**6. Staff Report:** Covered in the study session. Maintenance Manager Matt Woodward added that the CSSA Clean & Sober softball tournament has been officially cancelled for 2020.

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

**a. Land and Improvement Committee (President Robison):** Commissioner Robison said all the concrete has been poured at the Gateway Splash Pad. The green dump tower head will be changed to something a little more fun. Construction is very close to being complete. There is still some clean up and minor landscaping left to complete.

**b. Key Peninsula Parks and Recreation Foundation Report:** Foundation Treasurer Bob Green said the Foundation has \$55,880.88 in savings and \$4,136.49 in checking. Savings consists of restricted funds divided between the Splash Pad, bike trails, and scholarships. He said the money is available for those projects and to invoice the Foundation for reimbursement. He also said the Foundation Board has been discussing ways to contribute a memorial item for former Executive Director Scott Gallacher. They have discussed a bench at Volunteer Park. Marketing & Grants Hallock will work with the Foundation on that project. He also mentioned the Foundation would like to be an active participant in the Splash Pad grand opening when that is finally allowed due to COVID.

**c. Trail Updates (Commissioner Michel):** There was a trail work party June 8 on East Wing Trail at 360 Trails. Nine people were there, mostly folks from the Key Pen Pirates youth mountain biking group, to cut back overgrowth along trails. At Key Central Forest, more work is being done to complete loop trails. There has been a request to put a porta-potty at Key Central Forest and Commissioner Michel would like to work to make that happen. Board President Robison requested Maintenance Manager Matt Woodward arrange for one to be put by the inside gate.

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

**8. Board President's Report (President Robison):** No report.

**9. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater):** Commissioner Robison said the Splash Pad is nearly complete. With the Amphitheater, concrete was placed at the stage area and you can kind of get a feel for how the feature will eventually look. He is still working on amphitheater plans to submit to Pierce County for permits.

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

**a. Gateway Park Splash Pad Construction Contract:** Commissioner Robison reported that the contractor submitted an invoice for payment for services rendered.

**b. Contract for Services/Red Barn Youth Center, KP Historical Society and Farm Tour:** Office Manager/Bookkeeper Armstrong said before the Red Barn closed they submitted an invoice requesting payment; they were serving about 90 students. Board President Robison requested Office Manager/Bookkeeper Armstrong make a payment to the Red Barn. She just received an invoice from the Key Peninsula Historical Society for \$1,250, half of their contract-for-services amount. Board President Robison requested that she make a payment to the Key Peninsula Historical Society. The Key Peninsula Farm Tour has cancelled the October Farm Tour event with the exception of the scarecrow contest. The board feels more information is needed before making a decision regarding their contract-for-service.

**11. Old Business/Vacant Executive Director Position:** Commissioner Michel said he spoke with other agencies in the area on their processes for hiring their upper management positions. The position has already been posted online. Office Manager/Bookkeeper Armstrong said there have been 11 applications received so far. She has been forwarding them to the Executive Director Search Committee (Commissioners Clinton and Michel) as they come in and will continue to do so. Commissioner Michel said he would like to narrow the applicants down to four or five qualified candidates after the position closes June 21. He hopes to have panel interviews with candidates via Zoom on July 6 and asked the Board to submit potential panel interviewer names to him. After the interviews are complete, each of the interview panel chairpersons will make their recommendations to the Board at the July Board meeting. He also asked the Board if online interviews are enough or if the addition of in-person interviews is necessary; discussion did not ensue.

**13. New Business/Gateway Park Phase 4 Grant Application:** The application has been completed and submitted to RCO.

**14. New Business/Key Central Forest Ketchum property (parking lot) grant application:** The application has been completed and submitted to RCO.

**15. 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:** Commissioner Michel moved “that we approve Resolution 2020-08.” Commissioner Clinton seconded; the motion passed unanimously.

Commissioner Jensen asked how much the Ketchum property grant request (parking lot) was for. Board President Robison said the project is budgeted for \$350,000.00 with a 50 percent match, making the total grant ask \$175,000.00.

**16. New Business/Gateway Caretaker Agreement-New Month-to-Month:** The current caretakers have finished their one-year lease and asked to convert to a month-to-month contract until they are ready to leave. They expect to tender a 90-day notice. The new month-to-month contract was approved during a prior Park Board meeting and just needs to be signed.

**17. New Business/Approval to Purchase New Mower for Taylor Bay:** Maintenance Manager Woodward discussed the need for the mower during study session. It will be commercial grade and will cost about \$5,500.00 through the State Purchasing Co-op. Commissioner Clinton moved “that we approve the purchase of a new mower for Taylor Bay.” Commissioner Jensen seconded; the motion passed unanimously.

**18. New Business/Students of Distinction Banner:** Marketing & Grants Hallock said she attended the recent KPBA (Key Peninsula Business Association) meeting and that the Greater Gig Harbor Foundation, which oversees the Students of Distinction Program for the Peninsula School district, is looking for businesses and organizations willing to put up student banners at their location(s). Commissioner Clinton recommended the fencing at Gateway Park that faces the traffic be lined with those banners. The board seemed to be amiable to the idea.

**16. Other minor matters:** Commissioner Jensen said he and his wife, Sami, recently visited former Executive Director Scott Gallacher’s wife, Kirsten, to give her the money raised from the Facebook support fundraiser. The total raised was \$5,350.00. He said he appreciated everyone in the community who donated to that. Board President Robison asked if Commissioner Jensen heard anything about a memorial service for former Executive Director Gallacher; he said Kirsten mentioned having a Celebration of Life at Gateway Park around August 8, which is around what would have been Scott’s 50<sup>th</sup> birthday, assuming meetings can take place by that

time due to COVID. Office Manager/Bookkeeper Armstrong said last week she brought the family all the cards that had been delivered to the park office to date. Stan Moffett asked if there has been any consideration over naming one of the parks after Scott. Board President Robison said it would have to be looked at in the future, as it would require the amendment of the park district's naming policy. Commissioner Parry told Stan Moffett that a plaque in Scott's honor will be placed at the Splash Pad.

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

**18. Meeting Adjourned:** The public Zoom meeting of June 8, 2020, was adjourned at 8:18 PM. The next regular meeting will be held on Monday, July 13, 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.***