

KEY PENINSULA METROPOLITAN PARK DISTRICT  
**D.b.a. KEY PEN PARKS**

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**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" 16<sup>th</sup> 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.***