

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

Special Board Meeting Minutes

Monday, May 4, 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 Special Board Meeting of Monday, May 4, 2020, was called to order at 12:00 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: Laura Armstrong, Office Manager/Bookkeeper; Veronica Grandt, Event Coordinator; Christina Hallock, Marketing & Grants; Matt Woodward, Maintenance Supervisor.

Citizens present: Kurt Grimmer, Sami Jensen, Susan Mendenhall, Maryellen "Missy" Hill, and one call-in attendee.

Approval of Special Meeting Agenda: The published agenda of Key Pen Parks' Special Meetings is set and not subject to amendment per Key Pen Parks' By-Laws.

1. Special Presentations: None.

2. Citizens Comments: None.

3. New Business/Continuity of Park District Operations: Due to the sudden and unexpected passing of Executive Director Gallacher on April 30, 2020, board members and staff members discussed which of Executive Director Gallacher's duties need to be covered and by whom. Board President Ed Robison will oversee signing any official documents. Office Manager/Bookkeeper Laura Armstrong said all payments are caught up at present and there are plenty of funds to cover upcoming planned expenses. She said she spoke to the auditor's office for the park district and they said the audit scheduled for 2020 will probably be postponed to next year so Key Pen Parks has time to look for a new executive director and get that person familiar with park operations. Office Manager/Bookkeeper Armstrong, who also manages the general parks email answers@keypenparks.com, will be the lead for responding to and/or forwarding the Executive Director's incoming emails to the correct employee who will be overseeing the area pertinent to each email. She manages the human resources records and is has the second longest tenure with the park district. Maintenance Supervisor Matt Woodward wondered what the plan might be for reopening park features which have been closed due to COVID-19. He would like to hire more seasonal employees in June, but that schedule may be affected by the COVID-19 reopening schedule. Marketing and Grants Manager Christina Hallock, who manages the website and social media for the park district, offered to assist with monitoring how other area park districts are reopening features and reporting any findings to Maintenance Supervisor Woodward, as well as publicizing to the public any updates. Marketing and Grants Manager Hallock said she is comfortable with the ongoing grants and might be able to do the required presentations; she has experienced a lot of support from the grants community. Event Coordinator Veronica Grandt will coordinate with the KP Little League, the Snack Shack, and both property caretakers on their contracts/rental agreements and adjusting them as discussed

during the April 13, 2020 regular board meeting and will present amended contracts to Board President Robison for signature as needed. If Maintenance Supervisor Woodward needs assistance with decisions on maintenance projects, he will contact Board President Robison.

4. New Business/Designation of an Acting Director: Discussion was held on whether the board wants to hire an interim executive director while searching for a permanent executive director or simply look for a new executive director. The board and staff decided to work the week to see how things go and bring the topic up for further discussion at the regular meeting on May 11, 2020. Discussion was also held about whether the board wants to hire a recruiter to find executive director candidates. PenMet Parks Commissioner Kurt Grimmer was online and discussed the experience PenMet Parks had with using a candidate recruiter. Commissioner Michel mentioned speaking with PenMet Parks Commissioner Steve Nixon about potential interim executive directors and said three names were brought up of potential candidates who may make good interim executive directors and may also be good permanent candidates.

5. Other minor matters: Commissioner Michel brought up the fact that there are a few fundraisers organized for Executive Director Scott Gallacher's family. Marketing and Grants Manager Hallock will post on the Park District's Facebook page that cards and donations for the family can be mailed to the Park District PO Box. Susan Mendenhall said it might be helpful to the public if the Park District lists the ways the public can send cards or donate to the family. Marketing and Grants Manager Hallock will check with the Park District's legal counsel to make sure there are no legal ramifications prior to posting anything online. Sami Jensen expressed her condolences to the group and also mentioned some people using a cash app to donate. She said she and her husband, Commissioner Shawn Jensen, will cover any fees Facebook charges for donations made through the Facebook fundraiser she has organized for the Gallacher family.

6. Commissioners Comments/Good of the Order: Commissioner Clinton told staff she appreciates how much they have stepped up in their level of responsibility. The rest of the board agreed. Office Manager/Bookkeeper Armstrong thanked the commissioners as well. Commissioner Michel reminded everyone that Commissioner Jensen had forwarded some contacts for grief counseling, if anyone should need those resources. Commissioner Jensen said Fire Chief Morrow said he is willing to do whatever is needed and the Fire District's grief counselors and chaplains are available to the staff and board members.

7. Meeting Adjourned: The special public meeting of May 4, 2020, was adjourned at 12:59 PM. The next regular meeting will be held on Monday, May 11, 2020 at 7:30 PM via Zoom due to Governor Inslee's COVID-19 "Stay Home, Stay Healthy" mandate. The meeting will 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.