

Key Pen Parks Meeting Agenda

(Meetings may be videotaped or recorded)

Monday

May 11, 2020

Zoom meeting due to Covid-19

Join Zoom Meeting

<https://us02web.zoom.us/j/82194228595?pwd=V3JlQzZESTh0SytCLzY0cmoySVRYdz09>

Meeting ID: 821 9422 8595

Password: 004713

Dial in: 253-215-8782

If you experience issues connecting to the meeting, text Christina Hallock at 253-225-9250 for assistance.

Study Session – 7:00 PM Study Session

- Staff Reports

1. Call to Order – 7:30 PM

2. Roll Call

Present

Excused

Comment

**Ed Robison
Shawn Jensen
Mark Michel
Kip Clinton
Linda Parry**

3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations

6. Citizens Comments

Limited to 3 minutes per issue per citizen. Citizen will state name and their address.

If providing handouts, need to provide 10 copies for Commissioners and Staff

PUBLIC PARTICIPATION IN BOARD MEETINGS – Anyone may address any resolution for final consideration the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker. Questions must be directed to the President.

Under no circumstance shall any person be allowed to address the board on matters in which the District or a District official is a litigant. Citizens are requested to address the board with decorum.

7. Approval of the Minutes

- April 13, 2020 Regular Meeting
- May 4, 2020 Special Meeting

8. Financial Report

April 2020 Financial Report

Total expenditures \$113,786.88

- | | | |
|--------------------------------|-------------|---------------------|
| • <u>BIAS</u> | \$58,175.23 | Check # 1468 – 1481 |
| • <u>BIAS Payroll/Benefits</u> | \$55,523.67 | EFT's |
| • <u>Petty Cash</u> | \$0 | Cash |
| • <u>Bank service fees</u> | \$87.98 | EFT's |

Total Revenue \$851,548.59

- | | |
|--------------------|--------------|
| • BIAS | \$370,242.28 |
| • Zoo Trek | \$12,504.56 |
| • Property Tax | \$467,519.63 |
| • Investment | \$1,282.08 |
| • Leasehold Excise | \$0.04 |

9. Staff Report (see attached covered in study session)

10. Board Committee and Advisory Council Reports

- Land and Improvements Committee (Commissioner Robison)
- Key Peninsula Park and Recreation Foundation Report
- Trail update (Commissioner Michel)
- Recreation Committee (Commissioner Michel)

11. Board Presidents Report

12. Unfinished Business

- Gateway Park Phase 3
 - Splash Pad
 - Performance Pavilion
 - Amphitheater
- Covid-19
 - Gateway Splash Pad Construction Contract
 - 2020 Contracts
 - KPLL

- Rentals
 - Pavilion
- Leases
 - Volunteer Park Concession Stand
- Caretaker Agreements
 - Gateway
 - Taylor Bay
- Contracts for services
 - Red Barn Youth Center
 - Historically Society
 - Farm Tour
- Consideration of hiring a temporary director
- Hiring process for new executive director

13. New Business

- Scott Gallacher memorial
- Gateway Park Phase 4 grant application
- RCO grant application letter of support request from City of Gig Harbor for the design and a portion of the construction of the Gig Harbor Sports Complex, Phase 1B.
- Resolution R2020-07 Amending the HR policy to permit payment of 100 percent of accrued sick leave if an employee dies while employed.

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting June 8, 2020

17. Adjournment

Maintenance staff report for April 2020

Taylor Bay

- Checking shoreline for debris and erosion.
- Checking park for misuse and maintenance needs.
- Garbage dumped in boat on trailer.
- Mowing and trimming of trees.

Home Park

- Removing garbage.
- Mowing, line trimming, picking up branches.
- Playground and & bathrooms closed to limit COVID19 transference & maintain Social Distancing efforts.

Maple Hollow

- Maintaining garbage removal.
- Checking & clearing trails of debris.
- Closed Bathroom and gate.

Volunteer Park

- Mowing and trimming of fields.
- Season cancelled for Little League.
- Playground equipment closed.
- Removing vegetation in areas to allow more visibility of park.
- Graffiti at skatepark.
- Painting of gates.

Rocky Creek

- Trail maintenance.
- Garbage removal.
- Mowing of trailhead.

Minter Creek

- Checked for garbage or misuse, car camping.
- Mowing and trimming.

360 Trails/ Gateway

- Checked trails and roadway for branches and debris.
- Clean up of property and buildings.
- Splash Pad construction continuing.
- Have staff working 7 days a week this month to maintain properties.
- Mowing & trail maintenance continues.
- Playground and two bathrooms closed.
- Mountain bike trail closed.

Equipment

- Maintenance on trucks and trailers.
- Maintenance on mowers and gas-powered equipment.

480 Forest

- Checking for misuse.
- Mowing along roads and trails.
- New trails being constructed.
- Parking area fencing installed.

Marketing & Grants Report – May 11, 2020

Some of the items I have been working on over the last few weeks include the below.

Miscellaneous

- **COVID-19** – Lots of work on website, Facebook, signs. Lots of monitoring comments.
- **360 Trails map** – Scott said all the kiosks have had the maps updated and letters added, except kiosk “O,” I believe. Scott mentioned adding two additional kiosks.
- **Rocky Creek Conservation Area** – New trail map design was completed and checked by Scott and Marilyn and uploaded to website. Scott says the kiosk needs to be fixed there (?) and as soon as I get the okay from Matt, I will have a trail map blown up for that kiosk. I will be heading there one day this week to shoot some new photos, as I only have a few photos of RC and they are very old.
- **Taylor Bay** – Created a “trail” map for Taylor Bay, had it checked by Scott, and uploaded it to the website.
- **RCO Grant** – Assisted Scott with responding to the RCO review panel comments on 4/17, including creating additional graphics, and I see that Scott uploaded those items on 4/21 into the grant program. He was waiting for a response from DFW regarding a question on juvenile salmon and Laura is checking Scott’s emails for me.
- **Meeting minutes** – From 4/13 and 5/4 meeting.
- **Pierce County Connected grant** – Scott had me work on this grant for reimbursement of the \$1,245.58 bill for the public wifi hotspot at VP. He also asked me to look at having the wifi extended. I spoke with Ray at Microlynx, who said it would cost about the same as the first installation, so I requested a total of \$2,500. I had not had a chance to go over the grant with Scott and it was due 5/1, so I just made sure the grant was complete and got it turned in on time.
- **Memorial benches** – Have been working with a local mom on a memorial bench donation at Home Park for her four-month-old baby who passed away in 2018. Plaque has been approved and is on order. Things are slow due to COVID. Worked on another memorial bench for Gateway Park. I reached out to Stephanie Williams, who had been working with Scott on a memorial bench for her mother. She is still waiting for her mother’s estate to settle before she has the funds for the bench. I gave her my contact information.
- **Changeable letter sign/readerboard** – Researched and ordered a 4x8’ changeable letter sign. It came to Tacoma completely damaged, so it was sent back to the plant in Kentucky and we will be getting another. I received a response back 4/15 from the manufacturer when I inquired when we can expect a new sign and they said, “We are closed due to Covid-19 we are not open for production no projection on when we can open back up and do anything for this. We will let you know when we open back up for production.”
- **Signs** – We received splash pad rules sign, as well as permanent signs for off-leash dog park and future off-leash dog park. Received a new sign for Dissidents, turning it from a blue square to a black diamond bike trail. Also received “To Gateway Park” signs that should be placed at the 360 Trails end of the main access trail (El Sucko).
- **Sign inventory spreadsheet** – Scott requested I create an inventory spreadsheet, which I completed. It shows what signs we have ordered, from what vendor, how many, and when they were ordered. It also includes thumbnails of the signs.

- **Splash Pad postcard** – Designed a couple post card invitations for the splash pad ribbon cutting. Never had a chance to review with Scott.
- **KPBA** – Stepping in for Scott on hosting the monthly meetings utilizing the park's Zoom license while needed.

Working on/Coming up

- **ADA route signs** – For Volunteer Park
- **Volunteer Park trail map** – Going to create one in the style of all the others.
- **Lending Library at Home Park** – The family of the baby who are also doing the memorial bench inquired if we would welcome a lending library at Home Park. Her grandfather would love to build one. I did not have a chance to bring this up to Scott yet.
- **RCO grant**
- **Reopening park features** – Creating signage and web postings as needed
- **Video of marsh area at Gateway Park** – Scott asked me to get some aerial video footage of the beaver dam at Gateway. I am not certain why, but I will get out there this week and get it done anyway.

Event Coordinator Report

Cancelled/Postponed Events – Due to Covid-19 Stay at Home Order

Pet Easter Treat Hunt – Saturday, April 4, 2020 (Cancelled)
360 Trails Raffle Ride – Sunday, April 19, 2020 (Postponed)
Parks Appreciation Day – Saturday, April 25, 2020 (Cancelled)
Mom & Me Tea – May 2, 2020 (Cancelled)
Youth Mt. Bike Jamboree/Bike Rodeo – June 20, 2020 (Cancelled)
4th of July Community Hot Dog Social - July 4, 2020 (Cancelled)

Looking ahead:

Some of the following events may be cancelled or postponed due to the Covid-19 Pandemic:

Cinema Under the Stars – Friday nights in August
All Hallows Eve Celebration – Saturday, October 17, 2020
Letters to Santa – Sunday, December 6, 2020

Rentals:

Due to Covid-19, we are not taking reservations for the parks, pavilion or shelters currently.

Refunds will be issued to anyone who has reserved either the shelters or the pavilion.

Gateway Park Pavilion April 2020 revenue: \$0.00
GWP Facility Rental: \$0.00

Volunteer Park Shelter April 2020 revenue: \$0.00
Volunteer Park Facility Rental: \$0.00

Home Park Shelter April 2020 revenue: \$0.00

Park rentals for other events:

DroWA – June 19-21, 2020 – Cancelled
Gig Harbor Welcome Society – July 10, 2020 – Pending
Wellspring Car Show – July 19, 2020 – Pending
Waypoint Church Gathering – July 26, 2020 – Pending

Online and website activity

Christina has been updating our Facebook page and our website with cancellations and postponements of upcoming events.

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

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.

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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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.

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TREASURERS REPORT

Fund Totals

Key Peninsula Metro Parks District
MCAG #: 1690

04/01/2020 To: 04/30/2020

Time: 15:37:17 Date: 05/06/2020
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,319,245.68	851,548.59	113,786.88	3,057,007.39	27,013.35	0.00	0.00	3,084,020.74
	<u>2,319,245.68</u>	<u>851,548.59</u>	<u>113,786.88</u>	<u>3,057,007.39</u>	<u>27,013.35</u>	<u>0.00</u>	<u>0.00</u>	<u>3,084,020.74</u>

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District
MCAG #: 1690

04/01/2020 To: 04/30/2020

Time: 15:37:17 Date: 05/06/2020
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	1,169.17	370,242.28	57,876.34	313,535.11	0.00	0.00	313,535.11
2 First Citizens Payroll	32,206.93	98,500.00	55,523.67	75,183.26	0.00	0.00	75,183.26
3 Pierce County	2,239,798.98	539,094.67	231,565.11	2,547,328.54	0.00	0.00	2,547,328.54
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	45,897.52	133,065.11	58,175.23	120,787.40	0.00	27,013.35	147,800.75
Total Cash:	2,319,245.68	1,140,902.06	403,140.35	3,057,007.39	0.00	27,013.35	3,084,020.74
	2,319,245.68	1,140,902.06	403,140.35	3,057,007.39	0.00	27,013.35	3,084,020.74

BIAS April 2020 Expenditures

Key Peninsula Metro Parks District
MCAG #: 1690

04/01/2020 To: 04/30/2020

Time: 15:26:16 Date: 05/06/2020
Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	362	04/28/2020	Claims	5	654.84	1st Quarter Lease Hold Tax On Gateway Park, Taylor Bay, And Snack Shack.
200402001 AMI Graphics	315	04/10/2020	Claims	5	655.46	Park Boundary Signs.
200402002 Capitol Lumber	316	04/10/2020	Claims	5	369.99	Flagging Tape, Paint And Boards For Bridge, Items For Repairs At Taylor Bay House. Repair Hose On Gas Line And Tie Down Ratchet Set
200402003 Cintas Fire Protection	317	04/10/2020	Claims	5	739.58	Annual Fire Etinguisher And Kitchen System Inspection.
200402004 Landscape Architect P.S.	318	04/10/2020	Claims	5	3,869.60	Contracted Work On Gateway Splash Pad
200402005 Madrona Law Group PLLC	319	04/10/2020	Claims	5	460.00	Contracted Services For Issues Regarding COVID -19 Related Issues.
200402006 Murreys Disposal Company	320	04/10/2020	Claims	5	383.06	Trash Pickup At Volunteer Park And Gateway Park.
200402007 Tacoma Screw Products	321	04/10/2020	Claims	5	235.45	Sikafex Polyurethane Sealant For VP Skate Park.
200402008 US Bank	322	04/10/2020	Claims	5	16,568.31	Skate Stoppers And 30% Down For Concrete Tables, Fuel, Cleaning Supplies, Power Head Auger, Sign And Gravel For KCF,items For Kiosks At 360, Items For Maintenance Of Vehicles And Equipment.
200402009 Wildwood Carpentry LLC Darrin Fiskum	323	04/10/2020	Claims	5	26,751.53	Contracted Work On Gateway Splash Pad.
200403001 Health Care Authority	324	04/10/2020	Payroll	5	5,613.63	Health Care For Employees
200404001 Correctional Industries Accounting	325	04/10/2020	Claims	5	1,364.40	Shirts, Sweatshirts With Logos For Staff
200404002 PCRCO, LLC	326	04/10/2020	Claims	5	34.69	Trash From Rocky Creek
200404003 Verizon Wireless	327	04/10/2020	Claims	5	220.34	Cell Phone Service
200404004 Wave Broadband	328	04/10/2020	Claims	5	254.35	Phone And Internet Service
Total Checks:					58,175.23	

BIAS Payroll April 2020 Expenditures

Key Peninsula Metro Parks District

Time: 15:24:55 Date: 05/06/2020

MCAG #: 1690

04/01/2020 To: 04/30/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	314	04/08/2020	Payroll	2	6,171.24	
EFT Employee Paycheck	295	04/10/2020	Payroll	2	613.63	
EFT Employee Paycheck	296	04/10/2020	Payroll	2	1,888.84	
EFT Employee Paycheck	297	04/10/2020	Payroll	2	372.38	
EFT Employee Paycheck	298	04/10/2020	Payroll	2	5,760.62	
EFT Employee Paycheck	299	04/10/2020	Payroll	2	1,459.16	
EFT Employee Paycheck	300	04/10/2020	Payroll	2	1,409.26	
EFT Employee Paycheck	301	04/10/2020	Payroll	2	1,315.18	
EFT Employee Paycheck	302	04/10/2020	Payroll	2	1,030.07	
EFT Employee Paycheck	303	04/10/2020	Payroll	2	307.72	
EFT Employee Paycheck	304	04/10/2020	Payroll	2	1,595.59	
EFT Employee Paycheck	305	04/10/2020	Payroll	2	2,097.78	
EFT WA State Department of Retiremen	350	04/20/2020	Payroll	2	7,152.30	
EFT United Concordia	351	04/20/2020	Payroll	2	647.10	
EFT EFTPS	352	04/20/2020	Payroll	2	4,460.51	
EFT Employee Paycheck	334	04/25/2020	Payroll	2	533.83	
EFT Employee Paycheck	335	04/25/2020	Payroll	2	1,732.01	
EFT Employee Paycheck	336	04/25/2020	Payroll	2	281.28	
EFT Employee Paycheck	337	04/25/2020	Payroll	2	3,091.85	
EFT Employee Paycheck	338	04/25/2020	Payroll	2	1,379.13	
EFT Employee Paycheck	339	04/25/2020	Payroll	2	1,286.25	
EFT Employee Paycheck	340	04/25/2020	Payroll	2	118.21	
EFT Employee Paycheck	341	04/25/2020	Payroll	2	989.16	
EFT Employee Paycheck	342	04/25/2020	Payroll	2	118.21	
EFT Employee Paycheck	343	04/25/2020	Payroll	2	1,184.39	
EFT Employee Paycheck	344	04/25/2020	Payroll	2	179.99	
EFT Employee Paycheck	345	04/25/2020	Payroll	2	1,339.16	
EFT Employee Paycheck	346	04/25/2020	Payroll	2	2,097.78	
EFT ESD-PFLMA	353	04/27/2020	Payroll	2	278.00	
EFT 1st Quarter 01/01/2020 - 03/31/2020	354	04/27/2020	Payroll	2	1,179.46	
EFT 1ST Quarter 01/01/2020 - 03/31/2020	355	04/27/2020	Payroll	2	3,453.58	
Total Checks:					55,523.67	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District
MCAG #: 1690

04/01/2020 To: 04/30/2020

Time: 15:38:13 Date: 05/06/2020

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
383	04/29/2020	04/30/2020	1		Ser Chge		First Citizens	68.00	Bank Service Fees.
	576 80 49 003	Banking Fees		001	General Fund			68.00	Bank Service Fees.
384	04/29/2020	04/30/2020	1		Ser Chge		Merch Bankcard service	19.98	Credit Card Processing Fees
	576 80 49 003	Banking Fees		001	General Fund			19.98	Credit Card Processing Fees
	Records Printed:		2				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	87.98	
							Interfund Transfers:	0.00	
							Redemptions:	0.00	
							Deposits:	0.00	
							Withdrawals:	0.00	
							Stop Payments:	0.00	
Fund							Adjustments		
							Beg Bal		
							Revenues		
							War Exp		
							N War Exp		
							IT In		
							IT Out		
							Stop Pmts		
001 General Fund							0.00	0.00	0.00
							0.00	0.00	0.00

RECEIPT REGISTER

Key Peninsula Metro Parks District
MCAG #: 1690

04/01/2020 To: 04/30/2020

Time: 15:29:44 Date: 05/06/2020
Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
329	04/13/2020	Tr Rec	1206	984	1	Recreation and conservation fu	56,588.36	Remittance For Gateway Splash Pad.
347	04/17/2020	Tr Rec	1207	985	1	Bryan Hacker	1,200.00	Gateway Care Taker Rent For April 2020
357	04/07/2020	Tr Rec	1208	986	1	Kyle Armstrong	989.00	Rent Of 700.00, Utilities 200.00. Lease Hold 89.00 For April 2020
358	04/14/2020	Tr Rec	1209	987	1	Enduris Washington	315.00	Reimbursement For Training For Supervisor Management Class
359	04/06/2020	Tr Rec	1210	988	1	The Snack Shack	540.00	Rent For April 2020 Concession Building. 300.00 Rent And 140.00 Utilities
360	04/27/2020	Tr Rec	1211	989	1	General Customer	350.00	Donation For Trail Building At Gateway/360 Park. From Mitchell
361	04/27/2020	Tr Rec	1212	990	1	Finance Department	310,259.92	2020 2nd REET \$80000.00 And Conservatin Futures For Purchase Of McCracken Property. \$230,259.92
							80,000.00	
							286,848.28	
							3,394.00	
							<hr/>	
001 General Fund							370,242.28	
							<hr/>	
							370,242.28	

From: [Nicole Jones-Vogel](#)
To: [Christina Hallock](#)
Cc: [Maureen Whitaker](#)
Subject: Gig Harbor Sports Complex Phase 1B :: Letter of Support Request
Date: Wednesday, May 06, 2020 8:42:25 AM

Hi Christina,

First, I am so sorry to hear about the passing of Scott. I am new to the parks world here in the PNW, but I've heard so many good things about Scott and the work he has done leading KeyPen Parks. I hope that you and all of the staff at KeyPen are holding up as best as to be expected during this hard time.

I am reaching out because the City of Gig Harbor is preparing to submit two Recreation and Conservation Office (RCO) grant applications (local parks and LWCF) to complete the design and then to construct a portion of the Gig Harbor Sports Complex, Phase 1B located just north of the Tom Taylor YMCA off of Harbor Hill Drive. The amenities that are planned for in Phase 1B are bocce ball courts, pickleball courts, event lawn, and playground space (see attached rendering). We believe that KeyPens's support of this project will place the City in a more competitive position to be awarded the grant funds. *We would like to ask that you to consider supporting this grant application by providing a letter of support to accompany our grant application.*

Please let me know if you have any questions, we are hoping to have all letters by May 22, 2020.

Thank you,
Nicole

Nicole Jones-Vogel, AICP, Parks Manager
Parks Division - Public Works Department

City of Gig Harbor
www.cityofgigharbor.net
253.358.0894 | Cell

IMPORTANT UPDATE:

The Gig Harbor Civic Center is closed to the general public until May 18, 2020 and will be evaluated on or before May 15, 2020. The status of the Civic Center and the Gig Harbor Municipal Court is available on our website at www.cityofgigharbor.net and will be updated as necessary. City Staff are working to conduct much-needed services, so please feel free to contact us by phone or email. (Main City Phone Number 253-851-8136.)

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2020-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE UPDATED EMPLOYEE HANDBOOK (Compensation upon Separation)

WHEREAS, the Board of Commissioners of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) adopted an Employee Handbook policy via Resolution R2018-15; and

WHEREAS, Key Pen Parks desires to adopt an updated Employee Handbook (Compensation upon Separation) to be effective March 1, 2020;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. Compensation upon Separation incorporated into the Employee Handbook adopted via Resolution Number R2018-15 is hereby repealed.

Section 2. The updated Employee Handbook (Compensation upon Separation) attached hereto as Appendix A is hereby adopted.

PASSED AND ADOPTED by the Board of Commissioners of Key Pen Parks at a special meeting held at the Volunteer Park concession stand this 11th day of May 2020.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Edward Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

Appendix A: Resolution 2020-07

7. Compensation upon Separation

When an employee's employment with Key Pen Parks is ended, the employee will receive the following compensation:

- Regular wages for all hours worked up to the time of termination that has not already been paid.
- Any overtime or holiday pay that is due.
- A lump sum payment of any accrued but unused vacation and compensatory time.
- A lump sum payment of twenty five percent (25%) of any accrued but unused sick leave will be paid upon separation with a minimum of five (5) years full time employment.
- A lump sum payment of one hundred (100%) of any accrued but unused sick leave will be paid upon the death of any employee employed with Key Pen Parks at the time of their death.