

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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**Board Meeting Minutes**

**Monday, December 14, 2020**

*This public meeting was a digital Zoom meeting due to Washington State's COVID-19 "Stay Home, Stay Healthy" mandate.*

**The regular public Zoom meeting was preceded by a 7:00 PM study session.** The study session was called to order at 7:03 PM by Executive Director Tracey Perkosky. 2021 fee schedules for Key Pen Parks' facilities were discussed.

**The regular public Zoom meeting was called to order at 7:30 PM by Executive Director Tracey Perkosky.** She turned the meeting over to Board President Robison after the Pledge of Allegiance and roll call.

**Commissioners Present:** Ed Robison, Shawn Jensen, Mark Michel, Linda Parry and Kip Clinton. Staff present for Key Pen Parks: Executive Director Tracey Perkosky and Event Coordinator Veronica Grandt.

**Citizens present via Zoom:** Rachel Turpin, Madrona Law Group PLLC; citizen at Galaxy Note 9.

**1. Approval of Agenda:** President Robison requested that the purchase of Express Cloud's new Spring Brook accounting software be added to the agenda. He moved "to revise 15.d. Agenda to purchase new accounting software for the district"; Commissioner Clinton seconded the motion. The motion passed unanimously. The agenda was adopted as amended.

**2. Special Presentations:** No special presentations.

**3. Citizen Comments:** None.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the November 9, 2020, Regular Meeting Minutes; hearing none, the November 9, 2020 meeting minutes were approved as submitted. He asked if there were any objections or corrections to the November 19, 2020, Special Meeting Minutes; hearing none the November 19, 2020, Special Meeting Minutes were approved as submitted.

**5. Financial Report:** The November 2020 BIAS Financial balance was \$3,305,631.84. The Zoo/Trek November 2020 deposit was \$17,275.63. Total 2020 Zoo/Trek collections to date were \$169,405.84. The November 2020 Real and Personal Property Tax deposit was \$98,693.85. 2020 Real and Personal Property Tax collections to date were \$1,391,880.41. BIAS Expenditures for November 2020 were \$65,054.19. President Robison asked Executive Director Perkosky about cash flow to date; she said that income has been about 112% of expected revenue with expenses at 75% of budgeted expenses. She said that Key Pen Parks should finish 2020 on target. President Robison asked if there were any corrections or objections to the November 2020 financial report. Hearing none the financial report was adopted as submitted.

**6. Executive Director's Report:** Executive Director Perkosky reported that: Volunteer Park has experienced vandalism recently and she has requested additional drive throughs by the Pierce Co. Sheriff's Department; Key Pen Parks will be advertising for a new FTE position in 2021; the drive through Letters to Santa event went well; BuDu Racing has reserved four 2021 dates for mountain bike events; the Logging Show has reserved time for their event; additional

organizations have done the same. She also stated that she and Bookkeeper/Office Manager Armstrong are updating the Employee Handbook (Key Pen Parks' Human Resource Policy document) and will be bringing it to the Board in 2021.

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

- a) **Land and Improvement Committee (Commissioner Robison):** No report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Commissioner Michel reported that the Foundation is making progress on their financial documents and their donation request letter. Executive Director Perkosky also attended the Zoom meeting.
- c) **Trails Committee Report (Commissioner Michel):** Commissioner Michel said that Key Central Forest trails are in good shape; the new 2021 trail building will be concentrated in that location. He also said that, in 2020, a few new multiuser trails were “bucked” out at 360 Trails. Executive Director Perkosky stated that Key Pen Parks will be posting an opening for a Trails Maintenance Specialist in other government media.
- d) **Recreation Committee (Commissioner Michel):** No report: Event Coordinator Grandt presented a report later in the meeting (see 10.a. New Business, Special Event Review for 2020).

**8. Board President’s Report (President Robison):** Board President Robison said that now there is a COVID-19 vaccine he hopes Key Pen Parks can get back to doing some events in its parks.

**9. Unfinished Business:**

- a) **Single Reading of Resolution 2020-10 to Adopt Amended Adopt-a-Park Policy, which rescinds and supersedes Resolution 2009-02:** Executive Director Perkosky reviewed the edits to the updated Adopt-a-Park Policy. Commissioner Clinton “moved approval of R2020-10”; Commissioner Jensen and Commissioner Robison seconded the motion. The motion passed unanimously.
- b) **Single Reading of Resolution 2020-11 to Adopt Temporary Art in the Park Policy:** Executive Director Perkosky discussed the reasons behind the creation of this new policy, reviewed the policy’s basic parameters and the minor edits in the final draft. Commissioner Jensen moved “we adopt R2020-11, Temporary Art in the Park Policy”; Commissioner Michel seconded. The motion passed unanimously.

**10. New Business:**

- a) **Special Event Review for 2020 (Events Coordinator Grandt):** Events Coordinator Grandt stated that Key Pen Parks had to cancel its regular spring and summer events due the COVID-19 pandemic per Washington State’s COVID-19 Safe Start Guidelines. The All Hallows Eve event was successfully adapted to a drive through event; 600 treat bags were passed out to event attendees, with 100 coming within the first 15 minutes. Letters to Santa (done in conjunction with Key Peninsula Fire District 16) was also a drive through event; attendees drove through one of the Key Center Fire Station’s apparatus bays where they deposited their letters and were safely greeted by Santa and Mrs. Santa. Events Coordinator Grandt said staff filled 300 treat bags for the event and handed out 108 bags; she reported positive responses to this drive through event. She also said that Key Pen Parks initiated some new virtual type events to keep citizens involved with its parks. The first ever 10K Turkey Trot had 8 participants; she’s analyzing it toward increasing participation. Key Pen Parks also did several online Scavenger Hunts for kids (and kids-at-heart) and began a video “craft” series. She is presently working on 2021

events in light of probable continuing COVID-19 restrictions. A Cinema Under the Stars social distancing idea is to draw big circles in the Gateway Park field; she is reviewing several different options regarding the Mom and Me Tea. Commissioner Parry said that the virtual 10K is a great idea and recommended that Event Coordinator Grandt not give up on it; Commissioner Jensen agreed with the comment and suggested that late November might have simply been the wrong time of year in Western Washington for this event.

**b) Executive Director Contract Amendment and Approval of Residential Lease:**

Amendments to the Executive Director’s employment contract were discussed in light of the Key Pen Parks Board of Park Commissioners desire to lease the caretaker house at Gateway Park to the Executive Director. One amendment states “...in light of the benefit to Key Pen Parks of having its Executive live within District boundaries and able to respond to issues on nights and weekends, Key Pen Parks agrees to lease to Employee the property located at...at a reduced rate of \$950.00 per month.” This amendment, along with several related amendments, to the Executive Director’s employment contract, and the Gateway Park caretaker house lease agreement were discussed. Commissioner Jensen made “a motion to approve the amendment to the Executive Director’s contract in its current form and lease the Gateway Park caretaker house at \$950.00 (Nine Hundred and Fifty Dollars) per month to the Executive Director; Commissioner Parry seconded the motion. The motion passed unanimously.

**c) Nominations for 2021 Officers of Board of Park Commissioners:** Commissioner Michel nominated Commissioner Robison as Board President, Commissioner Jensen as Board Vice President and Commissioner Clinton as Board Clerk; Commissioner Parry seconded the nominations. President Robison explained that in January there will be the second round of nominations and elections per the by-laws.

**d) Purchase of New Accounting Software:** Executive Director Perkosky explained that the company that supports the BIAS accounting software Key Pen Parks uses has been acquired by another company. That company has stopped supporting the BIAS system and is offering the replacement system, Springbrook Express Cloud, at discounts for first-time new purchasers. She said that Bookkeeper/Office Manager Armstrong liked the new software and that the purchase price, though more expensive than BIAS, includes data conversion and additional training is not required. Commissioner Jensen “moved that we approve the purchase of the new accounting software”; Commissioner Clinton seconded the motion. The motion passed unanimously.

**11. Executive Session: Potential Litigation pursuant to RCW 42.30.110(i)(iii):** President Robison announced that the Board, Executive Director Perkosky, and the District’s Legal Counsel, Rachel Turpin, would be moving into Executive Session to discuss matters relating to potential litigation per RCW 42.30.110(i)(iii) and that no action was expected. He said the Executive Session would start at 8:33 PM and was expected to reconvene at 8:48 PM. The Executive Session was extended three times with Executive Director Perkosky announcing each extension in the Zoom chatroom. The first extension was to 9:00 PM, then to 9:05 PM, then to 9:10 PM. The Executive Session ended at 9:09 PM and the Board reconvened at 9:10 PM. No announcements were made.

**11. Other minor matters:** None.

**12. Commissioners Comments/Good of the Order:** Holiday wishes were exchanged.

**13. Meeting Adjourned:** The public Zoom meeting of December 14, 2020, was adjourned at 9:11 PM. The next regular meeting will be held on Monday, January 11, 2021, at 7:30 PM via Zoom per Governor Inslee’s “Stay at Home, Stay Healthy” directive. The regular 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 Commissioner Kip Clinton, Board Clerk.

***Disclaimer: Key Pen Parks’ minutes are not official until approved by the Board of Commissioners.*** Discrepancies in the unofficial minutes may be corrected at the time the Board addresses and approves the minutes.