



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

Special Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

March 25, 2024

7:00 PM – Special Meeting

Community Room, Key Peninsula Fire District 16 – Station 47 (Home)  
1921 Key Peninsula Hwy, NW, Home, WA

Public Comment is available in person or via Zoom by calling (253) 215-8782 with  
Meeting ID: 839 3909 7425 Passcode: 838278

Hybrid Meeting may be available but not guaranteed due to technology  
<https://us06web.zoom.us/j/83939097425?pwd=38crJba2S31it4bafzTYEanIU4rOIN.1>

Members of the Board of Park Commissioners

Linda Parry, President

Mark Michel, Vice President  
Kip Clinton, Clerk

Shawn Jensen, Member-at-Large  
Ed Robison, Member-at-Large

Special Meeting – 7:00 PM

**1. Call to Order**

**2. Roll Call**

Present    Excused    Comment

- Position 1 - Linda Parry
- Position 2 - Shawn Jensen
- Position 3 - Mark Michel
- Position 4 – Ed Robison
- Position 5 – Kip Clinton

**3. Pledge of Allegiance**

**4. Approval of Agenda**

**5. Special Presentations**

- a. None

**6. Public Comments:** *Limited to 3 minutes per person. Speaker will state name and their address. If providing handouts, need to provide 10 copies for Commissioners and Staff.*

*PUBLIC PARTICIPATION IN BOARD MEETINGS – During a Special Meeting public comments are limited to items on the agenda only.*

*During a Regular meeting 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.*

*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. Speakers are requested to address the board with decorum.*

**7. Approval of the Minutes**

- a. Regular Meeting, February 12, 2024

**8. Financial Report**

February 2024 Financial Report

Total expenditures \$107,453.20

- Accounts Payable \$43,015.45 Check #'s 2656 to 2672
- First Citizens \$0 EFT's
- Payroll/Benefits \$64,280.93 EFT's
- Pierce County Claim \$0 Wire
- Bank service fees \$156.82 EFT's

Total Revenue \$416,377.44

- Other Revenues \$339,990.13
- Zoo Trek \$26,014.08
- Property Tax \$41,067.21
- Investment \$9,252.95
- Leasehold Excise \$53.07
- Timber Excise Tax \$0
- Sale of Tax Title Property \$0

**9. Executive Director's Report**

**10. Board Committee and Advisory Council Reports**

- a. Land and Improvements Committee
- b. Trail Committee

**11. Board President's Report**

**12. Unfinished Business**

- a. None

**13. New Business**

- a. Direction on Wright Bliss Property
- b. Direction on Amending Park Naming Policy

**14. Other minor matters**

**15. Good of Order/Comments by Board Members**

**16. Next Regular Meeting April 8, 2024, at Station 47, Community Room, 1921 Key Peninsula Hwy, NW, Home, WA**

**17. Adjournment**



Meeting: March 25, 2024

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 25, 2024

Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from the Regular Meeting, February 12, 2024.

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from the Regular Meeting, February 12, 2024.



## **Key Peninsula Metropolitan Park District (Key Pen Parks)**

### **DRAFT - MINUTES**

#### **Board of Park Commissioners**

**Monday, February 12, 2024 @ 7:00 PM**

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47

1921 Key Peninsula Hwy NW, Lakebay WA 98349

#### **1, 2, 3. Call to Order, Pledge of Allegiance & Roll Call**

Executive Director Tracey Perkosky called the meeting to order at 7:00 PM.

Present: President Parry, Vice President Michel, Clerk Clinton, Commissioner Jensen, and Commissioner Robison

Absent & Excused: None

#### **4. Meeting Agenda Approval**

MOTION: Commissioner Clinton moved approval of agenda as submitted. Seconded by President Parry. Motion Carried 5-0.

#### **6. Special Presentations**

None

#### **6. Public Comment**

None

#### **7. Approval of Minutes**

Special Meeting minutes of January 11, 2024

Recommended Action: Approve meeting minutes.

Discussion occurred on spelling corrections for “caretaker” and “Virginia.”

MOTION: Commissioner Clinton moves approval as corrected. Seconded by Commissioner Jensen. Motion carried 5-0.

## **8. Financial Report**

Staff responded to questions on the wire transfer for Wright Bliss, Merry-go-round purchase and SAO recommendations on BARS regulations for proper financial report approval for Board and minutes.

Staff Recommendation: Approve the financial report as submitted for December 2023 and January 2024 and approve the following:

For December 2023, Accounts Payable Check numbers 2604 through 2632 Total: \$110,570.66; Payroll/Benefits ACH 12/01/2023 through 12/31/2023 Total: \$64,939.22; Pierce County Claim of ACH 12/01/2023 through 12/31/2023 Total: \$9,625.00; Bank Service Fees via Electronic Payments dates: 12/01/2023 through 12/31/2023 Total: \$163.84.

For January 2024, Accounts Payable Check numbers 2633 through 2655 Total: \$56,704.36, Payroll/Benefits ACH 01/01/2024 through 01/31/2024 Total: \$73,936.55; Pierce County Claim of Wire transfer 01/01/2024 through 01/31/2024 Total: \$978,788.90; Bank Service Fees via Electronic Payments dates: 01/01/2024 through 01/31/2024 Total: \$146.80.

MOTION: Commissioner Robison moved to approve staff's recommendation to approve the financial report as submitted and for December 2023, Accounts Payable Check numbers 2604 through 2632 Total: \$110,570.66; Payroll/Benefits ACH 12/01/2023 through 12/31/2023 Total: \$64,939.22; Pierce County Claim of ACH 12/01/2023 through 12/31/2023 Total: \$9,625.00; Bank Service Fees via Electronic Payments dates: 12/01/2023 through 12/31/2023 Total: \$163.84.

For January 2024, Accounts Payable Check numbers 2633 through 2655 Total: \$56,704.36, Payroll/Benefits ACH 01/01/2024 through 01/31/2024 Total: \$73,936.55; Pierce County Claim of Wire transfer 01/01/2024 through 01/31/2024 Total: \$978,788.90; Bank Service Fees via Electronic Payments dates: 01/01/2024 through 01/31/2024 Total: \$146.80.  
Seconded by Clerk Clinton. Motion carried 5-0.

## **9. Executive Director Report**

In addition to the written report provided in the agenda packet, Director Perkosky reported that the timber harvest in Key Central Forest had experienced about a week of delay due to the heavy rains. The new timeline for park closure and harvest to begin under DNR was approximately January 15 or 16, 2024.

She also reported that Sam Howarth, Parks & Facilities Manager, has taken a new job in Virginia. She thanked him for his service and leadership for the maintenance team. She is looking first for an internal promotional candidate but if that is not possible then outside recruitment will occur.

Director Perkosky responded to questions on hiring.

## **10. Board Committee and Advisory Council Reports**

- a. Land and Improvements Committee – All items covered in the Executive Director Report.
- b. Trail Committee Update – Gateway Park was packed on January 10, 2024 when Edmonds' student league was on-site, including many cars parking in the oversize parking area. Volunteer Park was also filled with Key Peninsula Little League (KPLL) tryouts. There is a Trails Committee Meeting scheduled for March 18, 2024.

## **11. Board President's Report**

None

## **12. Unfinished Business**

None

## **13. New Business**

- a. Approval of Partnership Agreements with Red Barn Youth Center, Farm Tour, and Key Peninsula Historical Society.

Director Perkosky gave a short overview of partnership agreements on the agenda. Red Barn Youth Center Executive Director Kellie Bennett gave a short presentation on usage of the center and benefits received from the partnership funds.

Recommended Action: Approve partnership agreements with the various agencies.

MOTION: Commissioner Robison moved approval of the partnership agreements with Red Barn Youth Center, Farm Tour, and Key Peninsula Historical Society. Seconded by Vice President Michel. Motion carried 5-0.

- b. Acceptance of Donation of Little Library in Volunteer Park from Greenlee Home Inspection/Shelane Greenlee.

Director Perkosky gave an overview of the donation policy and reviewed the proposal from Greenlee Home Inspection. Commissioner Robison commented on how his grandchildren and all children loved the Little Library in Gateway Park and his support for this donation to bring it to other areas of the District.

Recommended Action: Accept the donation of a Little Library by Greenlee Home Inspection to be placed near the playground/picnic shelter area of Volunteer Park.

MOTION: Commissioner Robison moved to accept the donation of the Little Library. Seconded by Clerk Clinton. Motion carried 5-0.

c. Receive and File Results of 2021-2022 Accountability Audit from State Auditor's Office

Director Perkosky gave an oral report of the exit meeting reviewing the completion of the previous audit finding and the reviewed the exit items presented by the Auditor's Office including the minutes should be approved within 1 month of the original meeting, a recommendation to provide additional information in the minutes of the financial report approval, and that the District's fuel usage was evaluated and while no anomalies were found the District is missing some recommended written procedures. The Director is working on these items.

Commissioner Robison commented that for diesel fuel usage that the District can apply for a tax refund for off-road vehicles.

Staff Recommendation: Receive and file report.

d. Determine November 2024 Board Meeting Date

Director Perkosky described that the November Board regular meeting was set for November 11, 2024, which is a District holiday. With noticing requirements for budget and levy certification, she and President Parry were seeking input on the revised meeting date.

The Board decided that the meeting will be held on November 12, 2024.

#### **14. Executive Session**

Entered Executive Session at 7:37 PM for Per RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. And per RCW 42.30.110(1)(g) To review the performance of a public employee. Anticipated 20 minutes. Extended for 10 minutes. Extended again for 10 minutes. Returned at 8:17 PM. President Parry announced that Executive Session was concluded and no decisions were made.

Commissioner Robison moved that the Executive Director be authorized to sign the Settlement Agreement with WA Water for the water line easement between the Melcher Property and Gateway Park. Seconded by Clerk Clinton. Commissioner Robison commented that this was necessary to preserve the property rights of the District. Motion carried 5-0.

Commissioner Robison moved to approve the written performance evaluation of the Executive Director. Seconded by President Parry. Motion carried 4-1.



Commissioner Jensen moved to approve a salary increase to step 4 retroactive to the Director's anniversary date of July 27, 2023. Seconded by Commissioner Robison. Motion carried 4-1.

#### **15. Other Minor Matters**

Commissioner Robison reminded the Board that he will not be present for the March Board of Park Commissioners Meeting. Vice President Michel commented on the Capital Facilities Plan and its role in securing additional Park Impact Fees from Pierce County.

#### **16. Good of the Order/Comments by Board Members**

Vice President Michel offered feedback to the Director on her performance.

#### **17, 18. Next Meeting and Adjourn**

Regular Meeting on March 11, 2024, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 8:29 PM

Respectfully submitted by Executive Director Perkosky.

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



Meeting: March 25, 2024

Item # 8a

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Via: Laura Armstrong, Fiscal Specialist  
Date: March 25, 2024  
Subject: Approval of Finances

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### **Background**

This report includes a summary of the financial information from February 2024 for Board approval.

#### February 2024 Financial Report

##### Total expenditures \$107,453.20

- |                              |             |                        |
|------------------------------|-------------|------------------------|
| • Accounts Payable           | \$43,015.45 | Check #'s 2656 to 2672 |
| • First Citizens             | \$0         | EFT's                  |
| • <u>Payroll/Benefits</u>    | \$64,280.93 | EFT's                  |
| • <u>Pierce County Claim</u> | \$0         | Wire                   |
| • <u>Bank service fees</u>   | \$156.82    | EFT's                  |

##### Total Revenue \$416,377.44

- |                              |              |
|------------------------------|--------------|
| • Other Revenues             | \$339,990.13 |
| • Zoo Trek                   | \$26,014.08  |
| • Property Tax               | \$41,067.21  |
| • Investment                 | \$9,252.95   |
| • Leasehold Excise           | \$53.07      |
| • Timber Excise Tax          | \$0          |
| • Sale of Tax Title Property | \$0          |

**Recommendation:** Approve the financial report as submitted and approve the following:

Accounts Payable Check numbers 2656 through 2672 Total: \$43,015.45

Payroll/Benefits ACH 2/01/2024 through 02/29/2024 Total:64,280.93

Bank Service Fees via Electronic Payments dates: 2/01/2024 through 02/29/2024 Total:  
\$156.82

**Attachment:** February 2024 Financial Report

# TREASURER'S REPORT

## Fund Totals

Key Peninsula Metro Parks District

02/01/2024 To: 02/29/2024

Time: 11:59:25 Date: 03/05/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,581,151.21	416,377.44	107,453.20	4,890,075.45	21,718.90	0.00	0.00	4,911,794.35
	4,581,151.21	416,377.44	107,453.20	<b>4,890,075.45</b>	21,718.90	0.00	0.00	<b>4,911,794.35</b>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

02/01/2024 To: 02/29/2024

Time: 11:59:25 Date: 03/05/2024

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	4,097.49	339,990.13	156.82	343,930.80	0.00	0.00	343,930.80
2 First Citizens Payroll	8,942.00	94,718.64	64,280.93	39,379.71	0.00	0.00	39,379.71
3 Pierce County	4,537,760.15	76,387.31	154,305.04	4,459,842.42	0.00	0.00	4,459,842.42
5 First Citizens AP	30,351.57	59,586.40	43,015.45	46,922.52	0.00	21,718.90	68,641.42
Total Cash:	4,581,151.21	570,682.48	261,758.24	4,890,075.45	0.00	21,718.90	<b>4,911,794.35</b>
	4,581,151.21	570,682.48	261,758.24	4,890,075.45	0.00	21,718.90	<b>4,911,794.35</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Key Peninsula Metro Parks District

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 03/05/2024

Time: 11:59:25 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	27	01/12/2024	Claims	5	2639	Gifts Galore	864.00	Order of 1000 stuffed easter eggs for Easter event March 23 2024
2024	105	02/09/2024	Claims	5	2658	All Play Systems	459.43	Inclusive Swing Latch Replacement seat latch kit.
2024	120	02/16/2024	Claims	5	2670	Astound	177.39	Phone and internet service for Volunteer Park.
2024	121	02/16/2024	Claims	5	2671	State Auditors	7,009.15	2021-2022 Accountability Audit.
2024	122	02/16/2024	Claims	5	2672	US Bank	13,208.93	US Bank statement date 2-6-2024
							21,718.90	

Fund	Claims	Payroll	Total
001 General Fund	21,718.90	0.00	21,718.90
	21,718.90	0.00	21,718.90

**TREASURER'S REPORT**

**Signature Page**

Key Peninsula Metro Parks District

02/01/2024 To: 02/29/2024

Time: 11:59:25 Date: 03/05/2024

Page: 4

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We the undersigned officer for the Key Peninsula Metropolitan Park District, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Commissioner / Date Fiscal Specialist / Date

# RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 10:27:56 Date: 03/06/2024

02/01/2024 To: 02/29/2024

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
70	02/01/2024	Tr Rec	2253	1856	1	General Customer	200.00	Payment for special use permit of \$200.00 Balance due is \$3875.00 for Pedaling the Peninsula. (Washington Student Cycling League)
71	02/01/2024	Tr Rec	2254	1857	1	General Customer	380.89	Items surplused with Stokes Auction. 20 ton press, craftsman bandsaw, and hay elevator with motors.
83	02/02/2024	Tr Rec	2255	1858	1	Tracey L Perkosky	1,379.74	Rent, Electric and Leasehold tax for February 2024 Gateway House.
84	02/02/2024	Tr Rec	2256	1859	1	The Snack Shack	390.68	Rent, Electric and Leasehold tax for February 2024 Volunteer Park Concession Building.
85	02/02/2024	Tr Rec	2257	1860	1	Kathleen Weller	2,250.00	Rent for February 2024 for Wright Bliss Main House.
90	02/05/2024	Tr Rec	2258	1861	1	Stewart Title Company	2,350.00	Rent Deposit balance received from escrow account on 10615 Wright Bliss Rd.
91	02/05/2024	Tr Rec	2259	1862	1	Stewart Title Company	1,495.00	Rent Deposit balance received from escrow account on 10619 Wright Bliss Rd.
92	02/05/2024	Tr Rec	2260	1863	1	Kyle Armstrong	778.20	Rent, electric and leasehold tax +10\$ bank fee for February 2024 (Taylor Bay caretakers)
93	02/05/2024	Tr Rec	2261	1864	1	Lewis/Kirby	1,500.00	Rent for February 2024 at 10619 Wright Bliss Rd. Rent is \$1495.00 per month paid \$1500.00 has \$5.00 credit on account.
101	02/05/2024	Tr Rec	2265	1865	1	General Customer	144.20	Full Rental of Gateway Pavilion on 7/26/2024 from 6pm to 9pm for (Atkins)
102	02/09/2024	Tr Rec	2266	1866	1	General Customer	144.20	Full rental of Gateway Pavilion on 3-2-2024 from 1:00pm to 4:00pm for (Ricaric)
103	02/09/2024	Tr Rec	2267	1867	1	CenturyLink	88.07	Refund for credit amount on closed CenturyLink account.
118	02/14/2024	Tr Rec	2268	1868	1	Finance Department	328,000.00	2023 Park Impact Fees
119	02/14/2024	Tr Rec	2269	1869	1	General Customer	60.00	Rent for Gateway Park Pavilion on 7-14-2024 from 1pm -4 pm for (Susick)
138	02/14/2024	Tr Rec	2270	1870	1	General Customer	46.35	Rental of Gateway Pavilion on 3-16-2024 from 1pm to 3pm side A for (Charleston)
139	02/14/2024	Tr Rec	2271	1871	1	General Customer	61.80	Rental of Gateway Pavilion on 3-16-2024 from 10am to 12pm side A for (Manning)
141	02/27/2024	Tr Rec	2272	1872	1	General Customer	113.30	Rental of half Gateway pavilion on 3-16-2024 from 1:00pm to 5:00pm for (Worden)
142	02/27/2024	Tr Rec	2273	1873	1	General Customer	185.40	Rental of full Gateway pavilion on 8-10-2024 from 1:00pm to 5:00pm for (Thompson)

## RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 10:27:56 Date: 03/06/2024

02/01/2024 To: 02/29/2024

Page: 2

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
145	02/28/2024	Tr Rec	2276	1876	1	General Customer	103.00	Full rental of Gateway pavilion on 4-6-2024 from 10am to 12pm for (Kaha)
146	02/28/2024	Tr Rec	2277	1877	1	General Customer	144.20	Full rental of Gateway pavilion on 4-27-2024 from 1pm to 4pm for (Watts)
147	02/28/2024	Tr Rec	2278	1878	1	General Customer	61.80	Half rental side A of Gateway pavilion on 3-10-2024 from 1pm to 3pm for (Moore)
148	02/28/2024	Tr Rec	2279	1879	1	General Customer	113.30	Half rental side A of Gateway pavilion on 8-3-2024 from 1pm to 5pm for (Zavada)
177	02/29/2024	Tr Rec	2283		3	Pierce County Budget and Finar	41,067.21	Property tax of \$35,713.31 and delinquent year of \$5,353.90
178	02/29/2024	Tr Rec	2284		3	Pierce County Budget and Finar	26,014.08	Zoo Trek
179	02/29/2024	Tr Rec	2285		3	Pierce County Budget and Finar	53.07	Leasehold Excise Tax
180	02/29/2024	Tr Rec	2286		3	Pierce County Budget and Finar	9,252.95	Investment Interest
							310 Taxes	67,134.36
							340 Park Fees	328,000.00
							360 Long Terms	21,243.08
							<b>001 General Fund</b>	<b>416,377.44</b>
							<b>416,377.44</b>	



## February 2024 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

10:26:10 Date: 03/06/2024

02/01/2024 To: 02/29/2024

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	94	02/06/2024	Payroll	2	6,711.27	
EFT Employee Paycheck	72	02/09/2024	Payroll	2	2,118.45	
EFT Employee Paycheck	73	02/09/2024	Payroll	2	2,948.26	
EFT Employee Paycheck	74	02/09/2024	Payroll	2	937.26	
EFT Employee Paycheck	75	02/09/2024	Payroll	2	2,443.51	
EFT Employee Paycheck	76	02/09/2024	Payroll	2	2,212.16	
EFT Employee Paycheck	77	02/09/2024	Payroll	2	1,797.91	
EFT Employee Paycheck	78	02/09/2024	Payroll	2	1,903.77	
EFT Employee Paycheck	79	02/09/2024	Payroll	2	1,716.14	
EFT Employee Paycheck	80	02/09/2024	Payroll	2	3,138.75	
EFT Employee Paycheck	81	02/09/2024	Payroll	2	855.94	
EFT Employee Paycheck	82	02/09/2024	Payroll	2	1,622.14	
EFT WA State Department of Retiremen	117	02/12/2024	Payroll	2	8,457.41	
EFT United Concordia	125	02/20/2024	Payroll	2	450.70	
EFT Employee Paycheck	126	02/26/2024	Payroll	2	1,948.81	
EFT Employee Paycheck	127	02/26/2024	Payroll	2	2,706.84	
EFT Employee Paycheck	128	02/26/2024	Payroll	2	937.26	
EFT Employee Paycheck	129	02/26/2024	Payroll	2	2,292.86	
EFT Employee Paycheck	130	02/26/2024	Payroll	2	147.76	
EFT Employee Paycheck	131	02/26/2024	Payroll	2	1,649.23	
EFT Employee Paycheck	132	02/26/2024	Payroll	2	1,903.77	
EFT Employee Paycheck	133	02/26/2024	Payroll	2	1,580.02	
EFT Employee Paycheck	134	02/26/2024	Payroll	2	147.76	
EFT Employee Paycheck	135	02/26/2024	Payroll	2	4,507.30	
EFT Employee Paycheck	136	02/26/2024	Payroll	2	1,046.15	
EFT Employee Paycheck	137	02/26/2024	Payroll	2	1,493.86	
EFT EFTPS	140	02/27/2024	Payroll	2	6,605.64	
Total Checks:						64,280.93

## February 2024 Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time: 10:26:55 Date: 03/06/2024

02/01/2024 To: 02/29/2024

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
240203001 PEBB Health Insurance Health Care Authority	95	02/06/2024	Payroll	5	7,470.59	
240203001 Akramoff, LLC	104	02/09/2024	Claims	5	1,665.00	Interim Parks and Facilities Manager from 1-29-2024 to 2-2-2024 (9) hours as per contract.
240203002 All Play Systems	105	02/09/2024	Claims	5	459.43	Inclusive Swing Latch Replacement seat latch kit.
240203003 Compensation Connections LLC	106	02/09/2024	Claims	5	5,225.00	Professional servcies for Human Resources.
240203004 D.M. Recycling Co	107	02/09/2024	Claims	5	245.43	Recycling pickup service at Gateway Park.
240203005 Glen Cove Repair LLC	108	02/09/2024	Claims	5	136.66	Oil change and tire rotated on 2022 Nissan Frontier SV.
240203006 Howdys Doody Service Inc DBA Petunia Setpic SVC	109	02/09/2024	Claims	5	3,035.45	Pumped abandoned septic tank and then Performed septic tank abandonments (Decommissioned) on Taylor Bay parcel.
240203007 Key Peninsula Business Association	110	02/09/2024	Claims	5	75.00	Annual membership for 2024
240203008 Kreman Justin R	111	02/09/2024	Claims	5	523.76	Travel expenditures and per diem for SFMA 35th Annual conference in Daytona Beach Florida. 1-22-2024 to 1-24-2024
240203009 Madrona Law Group PLLC	112	02/09/2024	Claims	5	1,402.50	Professional services regarding HR and Land Acquisition.
240203010 Murreys Disposal Company	113	02/09/2024	Claims	5	393.04	Trash pickup service for Gateway Park and Volunteer Park.
240203011 Purdy Topsoil and Gravel LLC	114	02/09/2024	Claims	5	283.71	9 tons of 3/4 Minus Black rock for Rocky Creek
240203012 United Rentals	115	02/09/2024	Claims	5	1,278.75	Forklift rental for delivery of new merry-go-round, removal from truck.
240203013 Verizon Wireless	116	02/09/2024	Claims	5	425.66	Cell phone service for all staff.
240205001 Astound	120	02/16/2024	Claims	5	177.39	Phone and internet service for Volunteer Park.
240205002 State Auditors	121	02/16/2024	Claims	5	7,009.15	2021-2022 Accountability Audit.
240205003 US Bank	122	02/16/2024	Claims	5	13,208.93	US Bank statement date 2-6-2024
<b>Total Checks:</b>					<b>43,015.45</b>	

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 10:38:50 Date: 03/06/2024

02/01/2024 To: 02/29/2024

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
<b>149</b>	<b>02/28/2024</b>	<b>02/29/2024</b>	<b>1</b>	<b>EFT</b>	<b>Ser Chge</b>		<b>Stripe Credit card processing</b>	<b>67.00</b>	<b>Credit card processing Picnic Shelter account.</b>
	576 80 49 008	Banking Fees		001	General Fund			67.00	Credit card processing Picnic Shelter account.
<b>150</b>	<b>02/28/2024</b>	<b>02/29/2024</b>	<b>1</b>	<b>EFT</b>	<b>Ser Chge</b>		<b>First Citizens</b>	<b>45.00</b>	<b>Bank service fees</b>
	576 80 49 008	Banking Fees		001	General Fund			45.00	
<b>151</b>	<b>02/28/2024</b>	<b>02/29/2024</b>	<b>1</b>	<b>EFT</b>	<b>Ser Chge</b>		<b>Merch Bankcard service</b>	<b>44.82</b>	<b>Credit card processing fees</b>
	576 80 49 008	Banking Fees		001	General Fund			44.82	Credit card processing fees
	Records Printed:		3				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	156.82	
							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	156.82	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	156.82	0.00	0.00	0.00

## 2024 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 11:40:47 Date: 03/06/2024

January To February

Page: 1

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Taxes, Real & Person	4,426.75	41,067.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,493.96	1,521,436.00	3%
313 17 00 000 Taxes, Zoo Trek Excis	22,380.99	26,014.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,395.07	255,000.00	19%
317 20 00 000 Taxes, Leasehold Exc	0.00	53.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.07	1,000.00	5%
317 40 00 000 Taxes, Forest Excise	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
<b>310 Taxes</b>	<b>26,807.74</b>	<b>67,134.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>93,942.10</b>	<b>1,778,436.00</b>	<b>5%</b>
345 00 80 000 PIF (Park Impact Fee	0.00	328,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328,000.00	328,000.00	100%
347 60 00 003 Program Fees, Prog	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
<b>340 Park Fees</b>	<b>0.00</b>	<b>328,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>328,000.00</b>	<b>329,000.00</b>	<b>100%</b>
361 11 00 000 Investment Interest	9,856.63	9,252.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,109.58	75,000.00	25%
362 40 00 004 S&F Rentals, 360 Fie	195.00	1,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,540.00	23,000.00	7%
362 40 00 006 S&F Rentals, Volunte	380.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	380.22	0.00	0%
362 50 00 001 S&F Rentals, Conces	390.68	390.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	781.36	7,000.00	11%
362 50 00 002 S&F Rentals, Gatewa	1,302.02	1,379.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,681.76	14,400.00	19%
362 50 00 004 S&F Rentals, Sportsf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,700.00	0%
362 50 00 005 S&F Rental, Taylor B.	768.20	778.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,546.40	9,180.00	17%
367 00 00 000 Contributions & Dor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
367 00 00 001 Event Sponsorship F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0%
367 00 00 051 Rent for Wright Bliss	0.00	3,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00	0.00	0%
369 91 00 000 Other Revenue	5.85	501.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	507.36	2,000.00	25%
369 91 01 000 Usage Of Fund Balar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,994,384.00	0%
382 10 00 000 Refundable Deposits	0.00	3,845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,845.00	500.00	769%
<b>360 Long Terms</b>	<b>12,898.60</b>	<b>21,243.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34,141.68</b>	<b>2,141,164.00</b>	<b>2%</b>
<b>FUND REVENUES:</b>	<b>39,706.34</b>	<b>416,377.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>456,083.78</b>	<b>4,248,600.00</b>	<b>11%</b>
576 80 10 001 Commissioner Wage	483.00	322.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	805.00	7,500.00	11%
576 80 10 002 Administrative Wage	22,749.57	24,965.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,715.10	324,330.00	15%
576 80 10 004 Park Operations Wa	31,575.17	30,734.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62,310.07	488,568.00	13%
576 80 10 005 Park Operations OT	133.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.64	3,500.00	4%
576 80 10 007 Administrative OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
576 80 20 001 Commissioner Perso	56.93	24.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.55	650.00	13%
576 80 20 002 Administrative Bene	7,816.26	5,981.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,797.85	129,000.00	11%
576 80 20 003 Park Operations Ben	19,603.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,603.57	214,327.00	9%
576 80 20 004 Park Facilities - Persc	1,257.78	11,066.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,324.27	0.00	0%
576 80 20 005 Park Facilities - Persc	10.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.23	0.00	0%
576 80 20 006 Uniforms/Safety Gea	0.00	47.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.59	3,000.00	2%
576 80 31 001 Office Supplies	87.86	274.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	362.56	4,000.00	9%
576 80 31 002 Maintenance Supplie	4,029.73	5,012.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,042.43	80,000.00	11%
576 80 31 003 Equipment Mainten:	35.66	516.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	552.23	3,520.00	16%
576 80 31 004 Park Facilities - Offic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
576 80 31 005 Maintenance Supplie	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0%
576 80 31 130 Supplies, Special Eve	0.00	501.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	501.22	1,000.00	50%
576 80 31 140 Supplies, Special Eve	864.00	269.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,133.61	12,400.00	9%
576 80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0%
576 80 32 000 Park Operations Fue	212.00	1,106.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,318.91	14,000.00	9%

## 2024 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 11:40:47 Date: 03/06/2024

January To February

Page: 2

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 35 000 Small Tools & Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0%
576 80 41 000 Professional Services	3,079.85	157.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,237.76	8,700.00	37%
576 80 41 001 Professional Services	0.00	6,890.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,890.00	165,000.00	4%
576 80 41 002 Professional Services	17,612.88	7,009.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,622.03	25,000.00	98%
576 80 41 004 Professional Services	757.00	1,402.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,159.50	7,000.00	31%
576 80 41 005 Administrative Conti	3,471.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,471.63	50,000.00	7%
576 80 41 007 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
576 80 41 008 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0%
576 80 41 009 Election Costs	11,224.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,224.91	15,000.00	75%
576 80 41 015 Maintenance Contra	0.00	26.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00	2,500.00	1%
576 80 41 025 Event Contracted Se	751.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	751.49	22,600.00	3%
576 80 42 001 Communications, Ph	593.54	723.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,316.59	11,920.00	11%
576 80 43 001 Travel, Commissione	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0%
576 80 43 002 Travel, Admin Staff	0.00	471.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	471.97	8,000.00	6%
576 80 43 003 Travel, Maintenance	4.75	1,089.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,094.13	2,000.00	55%
576 80 44 001 Taxes And Operator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0%
576 80 45 000 Equipment Rental\ L	180.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.17	3,500.00	5%
576 80 45 001 Equipment Rental M	0.00	1,278.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,278.75	8,400.00	15%
576 80 45 002 Equipment Rental Ev	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	4,000.00	5%
576 80 46 000 Insurance, General L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,000.00	0%
576 80 47 000 Utility Services, For /	2,765.20	1,656.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,421.90	43,735.00	10%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
576 80 48 000 Repairs & Maintenan	0.00	3,172.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,172.11	39,810.00	8%
576 80 49 001 Licenses, Permits,Sut	163.00	446.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	609.45	12,350.00	5%
576 80 49 002 Licenses, Permits,Sut	0.00	162.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	162.00	2,500.00	6%
576 80 49 003 Licenses, Permits,Su	9.99	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.99	4,075.00	2%
576 80 49 004 Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0%
576 80 49 006 Training, Administrat	0.00	3,102.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,102.30	7,700.00	40%
576 80 49 007 Training, Maintenan	0.00	167.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.29	6,750.00	2%
576 80 49 008 Banking Fees	146.80	156.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	303.62	1,900.00	16%
<b>576 Parks</b>	<b>129,886.61</b>	<b>108,796.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>238,683.42</b>	<b>1,851,935.00</b>	<b>13%</b>
582 10 00 000 Refund Deposits - O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
589 00 00 999 Payroll Liability Accc	-543.40	-1,343.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,887.01	0.00	0%
589 30 00 000 Other Non-Expendit	1,444.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,444.50	4,900.00	29%
<b>580 Non-Expenditures</b>	<b>901.10</b>	<b>-1,343.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-442.51</b>	<b>5,400.00</b>	<b>8%</b>
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,375.00	0%
<b>591</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,375.00</b>	<b>0%</b>
594 76 61 000 Capital Expenditures	650,788.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650,788.90	1,149,990.00	57%
594 76 61 025 Capital Expenditures	328,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328,000.00	328,000.00	100%
594 76 62 001 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00	0%
594 76 62 020 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	532,000.00	0%
594 76 62 021 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	0%
594 76 62 024 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	0%







Regular Meeting: March 25, 2024

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: March 25, 2024  
Subject: Executive Director's Report

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(Note this was written prior to the meeting scheduled for March 11<sup>th</sup>)

Staff continued to move forward with the Board's key goals. CFP consultant selection is underway with interviews scheduled for March 14<sup>th</sup>. Project Manager RFQs are due March 15<sup>th</sup> with many questions from potential consultants, so I am hoping to receive a few proposals.

Interviews continue for the Parks & Facilities Manager and the administration team has finished implementation of a software solution for picnic shelter rentals. This is now a self-serve process where people will create an account, select their rental, book, and pay for it all at once rather than the current staff intensive process. After discussing with the HR Committee, the reduction in staff time needed for these tasks, which average \$16,000 in annual revenue, will reduce the Office Coordinator position to be a part-time position. The annual cost of the software, \$3600, will be more than offset by the salary savings. The PT position will be posted soon.

The door replacement project including new L&I and fire code compliant doors were installed on the Admin office and VP Shop.

KPLL is back at Volunteer Park! The maintenance team has spent the majority of their time preparing for the season with moss removal, pressure washing, field repairs, fence installation, mowing and more. 360 Trails were cleared of trees and large tree pieces following the wet February snow.

We hosted our first winter indoor movie, Barbie shown at the Civic Center. We had 15 people attend. Our next indoor movie will be held in partnership with the Red Barn Youth Center in their large meeting room. A survey was completed regarding the February tea, results will be shared in the April Board meeting. Plans are underway, including partnerships to host the 5k fun run, for the summer events!

Attachment: 2024 Goal list, last update 2/27/24



## 2024 Budget Goals



completed	✓
good	●
delayed	●
problem	●
not started	●

Professional Services	Status	Notes
Forester - 360	●	
Capital Facilities Plan	●	RFP Issued. Proposals Due 2/15/24. Proposals under review
Design/PM for ADA for Volunteer Park	●	
Project Manager	●	RFQ issued. Due 3/15/24
Field 3 Geo Tech	●	
HR Support Agreement	●	
Taylor Bay Survey and Grant Clean-Up	●	
Trail Design for Cramer Mc Cracken and Manke East	●	

Admin/HR	Status	Notes
Updated Employee Handbook	●	Meeting week of 3/11
Maintenance Lead Promotion	✓	Nik Carson promoted 1/18/2024
Water Easement	●	Board approved. Waiting for documents
Partnership MOU with PSD for Outdoor Education	●	Draft to PSD for review (now with CFO)
WTA Partnership Agreement	●	
.5 FTE, Maintenance Worker I (July 1)	●	
Annual Report for SAO	●	Target - April Board Meeting
Accountability Audit (2021-2022)	✓	Exit meeting completed 2/8
Restricted Fund Fulfillment - Tremaine Foundation	●	
Maintain Fiscal Health - Monthly Review of Fin. Report	●	
Timely processing of invoices/payroll	●	

Key Training	Status	Notes
Turf Management	✓	Justin Kreman, MW II attended
Directors School	●	Tracey Perkosky, Executive Dir, registered/paid
Resource Management School	●	January 2024 spots were filled; registration opens Oct 2024 for January 2025 School
WRPA Annual Conference	●	Director will attend for one day; conflicts with forest mgmt class
SAO training for Annual Report	✓	Laura Armstrong, Fiscal Spec, attended 1/23/2024
Confined Space - Maintenance	●	
Chain Saw - Maintenance	●	
Pesticide/Herbicide License	●	
Certified Playground Safety Inspector (CPSI)	●	Not budgeted but S. Howarth resigned, leaving 1 CPSI

Maintenance	Status	Notes
Skatepark fence	●	
Taylor Bay Septic Decommissioning	✓	Construction done; Health Dept approval received
New Umbrellas for Splash Pad (Commercial Grade)	●	Designs proposed by Trielle
Rocky Creek Parking Area Refresh	✓	Completed
Baseball field finalization	●	Field 1 issues; Fields 2 and 3 OK.
Dog Park Water Spigot	●	
Leaf Blower	✓	Completed
Under Carriage Pressure Washer Wand		Awaiting Manager approval
Tow behind Broadcast Spreader	●	

hedge trimmer	●	in progress
Smaller Pressure Washer	✓	Completed
Vacuum/blower mulching kit	●	in progress
Self propelled Push mower	●	in progress
jack hammer	●	in progress
concrete mixer	●	in progress
Solar lights at Maple Hollow	●	Have light. Needs installation scheduled.
Install bollards @ Minter creek from Gateway. Install new @ Gateway	●	Bollards delivered 2/8; Concrete purchased. Gateway trail head completed, Overflow and VP completed. Minter in progress.
Repairs and Painting Taylor Bay Garage	●	
Playground Chips @ Gateway	●	In progress. Chips raked and machine groomed to check levels.
Topsoil, seed and fertilizer @ Gateway and Volunteer Fields	●	
Gravel replacement at 360 Trailhead Area	●	
Concrete repairs @ Skatepark	●	
Repair concrete tables @ 360 Trails Meadow	●	
New kiosk at Rocky Creek Conservation Area	●	
New foul poles @ Field 1	●	
ADA handrails at Volunteer Park	✓	Completed January 2024
Pump out Gateway Park Septic before summer	●	
Additional lighting in 5 Car	●	
#63 Flatbed Trailer 10x5 gate (Ramp/gate repairs & decking)	●	decking completed; gate repairs still needed at Glen Cove
Pre-summer season small tool/mower tune-up & part stock-up	●	Underway; started in January
Replace cabinets/fix electrical in Admin Bldg.	●	Waiting 2nd electrical quote, baseboards, orange cord, posters, outreach materials, sign
Rent wood chipper for Back 40 @ Gateway & staff training	●	Review possible burn permit

Capital Projects	Status	Notes
Wright Bliss Acquisition	✓	Closed 2/1
Wright Bliss Grant Application	●	Waiver of retroactivity approved
Zeren Acquisition	●	Seller remains interested through GPC
Land Donation	●	In progress; waiting for survey for GPC
Trailer Installation for Maintenance Team	●	
Gateway House - Roof replacement, repairs, attic mold/ventilation	●	On hold pending new Parks & Facilities Manager
Gateway House - rotting siding, sliding glass door frame, mold/moisture ants in interior walls, porch support rot, repaint porch railing	●	On hold pending new Parks & Facilities Manager
Taylor Bay Windows	●	
Taylor Bay Heat	●	
5 Car Garage Doors, VP Shop, Basement VP Admin Building	●	Doors measured to prepare for quote.
VP Admin and Shop Door Replacement	●	Door installation 2/22-23
Home Playground Installation	●	REET
360 Emergency Markers (If volunteer is found)	●	Trielle to reach out to Cmdr Hood at Peninsula HS
Admin Bldg. ADA Ramp replacement, parking lot ADA, accessible path to all fields	●	

Capital Equipment	Status	Notes
Sand/Field Pro	●	Demo 2/23 in Kent. Discussion of options needed.
Dump Truck	●	
Pool Car - Admin	●	

Outside Partnerships	Status	Notes
Disc Golf Volunteers	●	
EMBA	●	
Pump Track	●	Goal start date March 25th, securing clean fill
Blood Pressure	●	Start date March 25th
Vegetation	●	
2 Volunteer Work Parties	●	1 Work party completed
General trail work	●	Trail work ongoing
Red Barn	●	Contract approved. Sent out for signature
Farm Tour	●	Contract approved. Sent out for signature
Historical Society	●	Contract approved. Sent out for signature

Events	Status	Notes
Valentine's Day - February 10	●	No registrations - cancelled
Movie Night - February 22	✓	Barbie @ Civic Center
Egg Hunt - March 23	●	
Craft Time - April 13	●	Gnome project. Waiting clay decision from Mr Miller at KPMS
Movie Night - April 18	●	Possible RBYC partnership.
5k/10k - May 4	●	Possible partnership with PTA and All Things Fun Sports
Family Tea - May 18	●	
Dog Park Day - May 29	●	
Gnome Hunt - June 21	●	
20th Anniversary - June 22	●	
Swing Dance - July 11	●	
Kid's Concert - July 18	●	
Movie Night - August 2	●	ET
Craft Time - August 12	●	Paint the rock
Movie Night - August 16	●	Wish
Photo Scavenger Hunt - September 1	●	
Mountain Biking 101 - September 21	●	
All Hallows Eve - October 19	●	
Craft Time - November 2	●	
Selfies with Santa - December 8	●	

Maintain Community Presence	Status	Notes
Livable Community Fair	●	Registered
July 4th Parade	●	
Move With Minter and Vaughn	●	started; 5k partnership
Evergreen Trunk or Treat	●	
Lit Holiday Parade	●	

Secondary "Deferred" Maintenance	Status	Notes
Volunteer Park restroom partitions	●	
Skatepark concrete repairs	●	
Half Basketball asphalt repairs	●	
Gateway Pavilion area concrete repairs & Taylor Bay concrete repairs	●	

Secondary "Deferred" Capital Projects	Status	Notes
Dog Park Project (trees, shade and benches)	●	
Taylor Bay Beach Erosion	●	
Dugout repairs at Volunteer Park	●	request of KPLL start early -- Summer Project except moss. Moss removed from dugout roofs.



Meeting: March 25, 2024

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 25, 2024

Subject: Direction on Wright Bliss Property

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### **Background**

The newly acquired property on Wright Bliss contains 3 houses. The main house which is a 3 bedroom, 1.5 bath (approx. 2100 sq feet); the white cottage which is a 1 bedroom, 1 bath (approx. 900 square feet); and the blue cottage which is a 1 bedroom, 1 bath (approx. 650 square feet).

The Board has already provided direction that the main house will remain on the property as a caretaker residence, thus this item is seeking direction on the remaining two houses, specifically as it may relate to a potential RCO grant application. Dwellings that will be used as rental properties are not eligible for grant funding.

Key Pen Parks faced a similar question with the caretaker house at Taylor Bay and opted to remove the home from the grant application to allow for a caretaker. While the value of the home and possibly some surrounding land was deducted from eligible expenses for the grant submittal, the District did not have a survey done to align with the value of the land/dwelling calculation. This has been subsequently flagged by RCO for rectification.

Since this has been flagged once, it is important that Key Pen Parks properly complete all required surveys before any future grant applications are submitted such as for Wright Bliss.

For these remaining dwellings on Wright Bliss – the blue cottage and the white cottage – there are two options for consideration.

1. Remove the dwellings and any dedicated tenant spaces from the grant application. This would allow Key Pen Parks to rent the homes (with the use of a property management company) and receive the rental income after management and maintenance expenses. Removing the dwellings from the grant application does not require that Key Pen Parks always use these as rental homes and they can be demolished/moved at a later date. This leaves open the option for rental or for other uses.
2. Include them in the grant application, which would require Key Pen Parks to remove or demolish them. All expenses for testing, remediation, and demolition would be eligible grant expenses. With this option both can be removed or one can be removed and the other kept for parks usage.

In both options the District could, for example, remove the white house and then use the septic system – which is the newest and best functioning for a public restroom. The white house is located along the driveway (potential park entrance) and logically near where a future parking lot may be situated. The blue house could be used to store some maintenance equipment, be a restroom location for maintenance staff



(located approximately halfway between Gateway and Volunteer Park), a space to eat lunch if working nearby and the bedroom could be reserved for a lactation room. This is required for all employers or other accommodations are needed such as flexible schedule, which could be difficult based on where an employee lives. While there is no immediate need for this space, the District could hire an individual needing a lactation space at any time or an employee might notify the District of a forthcoming need.

Via the Pierce County Tax Assessor's Office using value of improvements on the parcels:

- The main house and blue cottage are valued at \$341,700; and
- The white cottage is valued at \$126,400.

This does not include any tenant space surrounding the dwellings where the public would not be allowed to enter. Key Pen Parks paid \$987,490 for both parcels, with the appraised value coming in lower than the assessed value. The District also used \$328,000 in Park Impact Fees from Pierce County for the purchase and will be requesting \$1,500 from the Gig Harbor Land and Conservation Fund from the former Commissioner Trandem memorial donations.

The District needs to contract with an appraiser and surveyor to remove the main house and surrounding tenant area, so the question is should one or both of the remaining houses be included in this work? If they are, the land and home value will be excluded as an eligible expense from the RCO application. If they are not excluded does the District desire to keep one of the houses for park use?

**Recommended Action:** Provide direction on blue and white cottages on Wright Bliss property



Meeting: March 25, 2024

Item # 13b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 25, 2024

Subject: Direction Amending Park Naming Policy

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### **Background**

Vice President Michel has submitted a proposed amendment to the existing Park Naming Policy. He is requesting that the following section be added to the existing policy.

2. L. 6. Certain amenities, like trails, are so abundant the criteria above may be too restrictive. These amenities may be named after volunteer contributions, natural or man-made existing features, or simply adoption of previously accepted informal names. These proposed names shall consider public input to the maximum extent possible.

**Recommended Action:** Provide direction on amending the Park Naming Policy.

Attachments: Resolution R 2012-07 Park and Facility Naming Policy

Key Peninsula Metropolitan Park District  
Db a Key Pen Parks



Resolution No R 2012-07

**A RESOLUTION OF KEY PEN PARKS ADOPTING PARK and FACILITY NAMING POLICY**

**WHEREAS**, the Board of Park Commissioners for Key Pen Parks desires to adopt park and facility naming policy; and

**WHEREAS**, the Board of Commissioners have met and made adjustments and changes deemed necessary and proper to the park and facility naming policy, now, therefore be it,

**RESOLVED** by the Board of Park Commissioners that Key Pen Parks adopts park and facility naming policy (attachment A).

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting this 11th day of June, 2012.

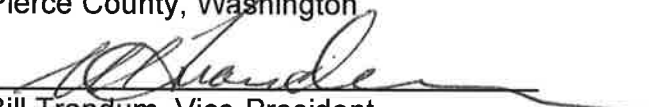
Attest:

  
\_\_\_\_\_  
Greg Anglemyer, President

  
\_\_\_\_\_  
Kip Clinton, Clerk

  
\_\_\_\_\_  
Mark Michel, Member at Large

Key Pen Parks  
Board of Commissioners  
Pierce County, Washington

  
\_\_\_\_\_  
Bill Trandum, Vice-President

  
\_\_\_\_\_  
Edward Robison, Member at Large

Key Pen Parks		Policy & Procedure	
Subject: Park and Facility Naming Policy	Resolution Number R 2012-07	Date Approved June 11, 2012	Supersedes the following Resolutions and Policies  NA

## Park and Facility

### 1.0 PURPOSE:

The purpose of this policy is to outline the procedures and criteria for the official naming of parks and recreation facilities (examples: athletic fields, playground structures, buildings, trails).

### 2.0 POLICY:

The following criteria govern the selection and designation of names for Key Pen Parks' park and recreation facilities:

- A. The naming of parks and facilities should be approached with caution, patience, and deliberation.
- B. A name, once adopted, should be permanent, and changes should be strongly resisted.
- C. Existing facility names shall be reviewed in order to avoid duplication, confusing similarity and/or inappropriateness.
- D. A prospective park or major facility name should be one likely to be widely accepted and used by the public.
- E. Whenever possible, a facility shall be named prior to construction of the improvement. Timing is important in naming facilities, since temporary designations tend to be retained. In the development of facilities, a number designation shall be used until formal naming of the facility is complete.
- F. In general, portions of a facility shall not have a name other than that of the entire facility to avoid confusion. However, a park's interior features and/or facilities may have names other than that of the entire park.
- G. If a park or sub-element of a park is named after an individual, family or organization, the final recommendation shall include an explanation of the reason for the honor.
- H. There should be a lapse of at least four months between the receipt of the name proposal and the final recommendation for its adoption to permit careful consideration of the appropriateness and the public acceptance of the proposed name.



- I. In cases where the person is deceased, the person shall have been deceased for a minimum of two years.
- J. Elected/appointed Key Pen Park officials and currently employed Key Pen Park staff shall not be eligible for consideration until they are no longer in office or have retired from Key Pen Parks service unless a significant monetary or real property donation is involved.
- K. Length of service, in and of itself, does not meet these criteria.
- L. Names should be ranked in the order of the following conditions:
  - 1. Neighborhood or geographical identification
  - 2. Community name or widely accepted name,( e.g." Home Park, Maple Hollow, Volunteer Park)
  - 3. Natural or geological feature (e.g., Taylor Bay)
  - 4. Historical or cultural significance
  - 5. The name may include an individual, family, or organization that has made a significant land and/or monetary contribution to the park and recreation system, or has performed significant public service which made a tangible contribution to Key Pen Parks system justifying a permanent memorial.

### 3.0 PROCEDURES:

- A. Suggestions for names for any park, or public facility may be solicited from the general public, individuals and/or organizations. Suggestions from Key Pen Parks' personnel and the Board of Commissioners will not be excluded from consideration. All suggestions, solicited or not, shall be recorded and forwarded to the Lands and Improvements Committee for review and consideration.
- B. Staff may review suggestions for names and make a recommendation(s) to the Land and Improvements Committee for consideration.
- C. Land and Improvements Committee after review of public and staff input shall make a recommendation to Key Pen Park Board of Commissioners for consideration and adoption.
- D. Following adoption of the facility name by Key Pen Park Board of Commissioners, Key Pen Parks staff shall develop facility signage using the name.