



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

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

February 13, 2023

7:00 PM – Regular Meeting

Meeting Room, Key Peninsula Fire District 16 – Station 47 (Home)  
1921 Key Peninsula Hwy NW, Home WA 98349

Public Comment is available in person or via Zoom by calling (253) 253 215 8782 with  
Meeting ID: 815 1359 1338      Passcode: 411111

Hybrid Meeting may be available but not guaranteed due to technology  
<https://us06web.zoom.us/j/81513591338?pwd=UUhzT1ZldGFuc29hNFhONTFEWFI4QT09>

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

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Regular Meeting – 7:00 PM

**1. Call to Order**

**2. Roll Call**

	Present	Excused	Comment
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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. Peninsula School District Environmental and Agricultural Program, Chuck West
- b. Special Events Year In Review 2022, Veronica Grandt, Events Coordinator

**6. Public Comments:** *Limited to 3 minutes per issue 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 – 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. Speakers are requested to address the board with decorum.*

**7. Approval of the Minutes**

- a. None

**8. Financial Report**

- a. December 2022 Financial Report

Total expenditures \$75,094.89

• Accounts Payable	\$20,353.70	Check # 2282 -2283 void due to printing error.
• First Citizens	\$0	Check # 2284 - 2303
• <u>Payroll/Benefits</u>	\$44,103.49	EFT's
• <u>Pierce County Claim</u>	\$10,547.92	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$89.78	EFT's

Total Revenue \$44,044.43

• Other Revenues	\$2,561.33
• Zoo Trek	\$24,192.96
• Property Tax	\$10,236.66
• Investment	\$7,053.48
• Leasehold Excise	\$0
• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0

b. January 2023 Financial Report  
Total expenditures \$75,847.09

• Accounts Payable	\$27,658.70	Check # 2034 to 2324
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$48,103.39	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$85.00	EFT's

Total Revenue \$37,288.53

• Other Revenues	\$3,750.55
• Zoo Trek	\$22,106.46
• Property Tax	\$3,846.25
• Investment	\$7,585.27
• Leasehold Excise	\$0
• 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. Key Peninsula Park and Recreation Foundation Report
- c. Trail Update

**11. Board President's Report**

**12. Unfinished Business**

- a. Consideration of Renaming of Gateway Park or a Park Amenity after Scott Gallacher

**13. New Business**

- a. Consideration of Property for Conservation Future Grant Application and/or Acquisition

**14. Other minor matters**

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

**16. Next Regular Meeting March 13, 2023**

**17. Adjournment**



Meeting: February 13, 2023

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: February 13, 2023

Subject: Approval of Finances

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### **Background**

This report includes a summary of the financial information from December 2022 and January 2023 for Board approval.

#### **December 2022 Financial Report**

##### Total expenditures \$75,094.89

• Accounts Payable	\$20,353.70	Check # 2282 -2283 void due to printing error.
• First Citizens	\$0	Check # 2284 - 2303 EFT's
• <u>Payroll/Benefits</u>	\$44,103.49	EFT's
• <u>Pierce County Claim</u>	\$10,547.92	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$89.78	EFT's

##### Total Revenue \$44,044.43

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• Zoo Trek	\$24,192.96
• Property Tax	\$10,236.66
• Investment	\$7,053.48
• Leasehold Excise	\$0
• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0

January Summary listed on next page.



## January 2023 Financial Report

### Total expenditures \$75,847.09

• Accounts Payable	\$27,658.70	Check # 2034 to 2324
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$48,103.39	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
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### Total Revenue \$37,288.53

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• Zoo Trek	\$22,106.46
• Property Tax	\$3,846.25
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• Leasehold Excise	\$0
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# TREASURER'S REPORT

## Fund Totals

Key Peninsula Metro Parks District

12/01/2022 To: 12/31/2022

Time: 11:25:07 Date: 01/11/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,041,612.65	44,044.43	75,094.89	5,010,562.19	21,029.95	0.00	0.00	5,031,592.14
	5,041,612.65	44,044.43	75,094.89	<b>5,010,562.19</b>	21,029.95	0.00	0.00	<b>5,031,592.14</b>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

12/01/2022 To: 12/31/2022

Time: 11:25:07 Date: 01/11/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	First Citizens Checking	3,444.46	2,561.33	85.78	5,920.01	0.00	0.00	5,920.01
2	First Citizens Payroll	108,157.49	0.00	44,107.49	64,050.00	0.00	0.00	64,050.00
3	Pierce County	4,800,154.88	41,483.10	10,547.92	4,831,090.06	0.00	0.00	4,831,090.06
4	Petty Cash	164.63	0.00	0.00	164.63	0.00	0.00	164.63
5	First Citizens AP	129,691.19	0.00	20,353.70	109,337.49	0.00	21,029.95	130,367.44
Total Cash:		5,041,612.65	44,044.43	75,094.89	5,010,562.19	0.00	21,029.95	<b>5,031,592.14</b>
		5,041,612.65	44,044.43	75,094.89	5,010,562.19	0.00	21,029.95	<b>5,031,592.14</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Key Peninsula Metro Parks District

12/01/2022 To: 12/31/2022

As Of: 12/31/2022 Date: 01/11/2023

Time: 11:25:07 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1100	11/30/2022	Claims	5	2274	Michael W Law	176.25	Travel for CPSI training in Vancouver WA from 11-13-2022 to 11-16-2022.
2022	1105	11/30/2022	Claims	5	2279	Shockwave Baseball Club	500.00	Damage deposit refunded.
2022	1144	12/27/2022	Claims	5	2284	Canon Financial Services, INX	121.11	Copier contract charge - Dec 2022 & Fax line fee
2022	1145	12/27/2022	Claims	5	2285	CenturyLink	126.66	internet for gateway office
2022	1146	12/27/2022	Claims	5	2286	Copiers Northwest	110.26	Copier overage 11/14 to 12/13
2022	1147	12/27/2022	Claims	5	2287	D.M. Recycling Co	1,313.30	Gateway Recycling Services & Barn Recycling
2022	1148	12/27/2022	Claims	5	2288	Hemley's Handy Kans	690.00	Toliet rental for All Hallows Eve & KCF/360 Trails
2022	1149	12/27/2022	Claims	5	2289	Key Peninsula Historical Society	2,500.00	Contracted Partner
2022	1150	12/27/2022	Claims	5	2290	Kohler Heating & A/C	172.80	Diagnostic charge for heater repair at Taylor Bay Caretaker residence
2022	1151	12/27/2022	Claims	5	2291	Murreys Disposal Company	600.95	Trash service for VP and Gateway
2022	1152	12/27/2022	Claims	5	2292	Peninsula Light Company	1,928.61	Electric Service
2022	1153	12/27/2022	Claims	5	2293	Purdy Topsoil and Gravel LLC	188.96	Gravel Rock for ball fields
2022	1154	12/27/2022	Claims	5	2294	US Bank	3,685.92	Nov Purchasing Card
2022	1155	12/27/2022	Claims	5	2295	United Rentals	1,983.10	Lift rental for tree pruning
2022	1156	12/27/2022	Claims	5	2296	Verizon Wireless	543.07	cell phone for staff
2022	1157	12/27/2022	Claims	5	2297	WA water service company	135.69	GW water for nov to dec
2022	1158	12/27/2022	Claims	5	2298	Washington State Patrol	416.71	Patrol services for All Hallows Eve
2022	1159	12/30/2022	Claims	5	2299	Trielle Alstead	8.75	December 2022 Mileage
2022	1160	12/30/2022	Claims	5	2300	Key Pen Farm Tours	1,500.00	Farm Tour Contracted Services
2022	1161	12/30/2022	Claims	5	2301	Tracey L Perkosky	235.75	Mileage for Nov-Dec 2022
2022	1162	12/30/2022	Claims	5	2302	Jose A Reyes	84.00	Travel & Per Diem for WA Trails Conf
2022	1163	12/30/2022	Claims	5	2303	US Bank	4,008.06	Partial Dec Statement
							21,029.95	

Fund	Claims	Payroll	Total
001 General Fund	21,029.95	0.00	21,029.95
	21,029.95	0.00	21,029.95



## TREASURER'S REPORT

### Signature Page

Key Peninsula Metro Parks District

12/01/2022 To: 12/31/2022

Time: 11:25:07 Date: 01/11/2023

Page: 4

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

# December 2022 AP Expenditures

Key Peninsula Metro Parks District

Time:

13:11:29 Date: 01/11/2023

12/01/2022 To: 12/31/2022

Page:

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
221203002 Canon Financial Services, INX	1144	12/27/2022	Claims	5	121.11	Copier contract charge - Dec 2022 & Fax line fee
221203003 CenturyLink	1145	12/27/2022	Claims	5	126.66	internet for gateway office
221203004 Copiers Northwest	1146	12/27/2022	Claims	5	110.26	Copier overage 11/14 to 12/13
221203005 D.M. Recycling Co	1147	12/27/2022	Claims	5	1,313.30	Gateway Recycling Services & Barn Recycling
221203006 Hemley's Handy Kans	1148	12/27/2022	Claims	5	690.00	Toliet rental for All Hallows Eve & KCF/360 Trails
221203007 Key Peninsula Historical Society	1149	12/27/2022	Claims	5	2,500.00	Contracted Partner
221203008 Kohler Heating & A/C	1150	12/27/2022	Claims	5	172.80	Diagnostic charge for heater repair at Taylor Bay Caretaker residence
221203009 Murreys Disposal Company	1151	12/27/2022	Claims	5	600.95	Trash service for VP and Gateway
221203010 Peninsula Light Company	1152	12/27/2022	Claims	5	1,928.61	Electric Service
221203011 Purdy Topsoil and Gravel LLC	1153	12/27/2022	Claims	5	188.96	Gravel Rock for ball fields
221203012 US Bank	1154	12/27/2022	Claims	5	3,685.92	Nov Purchasing Card
221203013 United Rentals	1155	12/27/2022	Claims	5	1,983.10	Lift rental for tree pruning
221203014 Verizon Wireless	1156	12/27/2022	Claims	5	543.07	cell phone for staff
221203015 WA water service company	1157	12/27/2022	Claims	5	135.69	GW water for nov to dec
221203016 Washington State Patrol	1158	12/27/2022	Claims	5	416.71	Patrol services for All Hallows Eve
221204001 Alstead Trielle	1159	12/30/2022	Claims	5	8.75	December 2022 Mileage
221204002 Key Pen Farm Tours	1160	12/30/2022	Claims	5	1,500.00	Farm Tour Contracted Services
221204003 Perkosky Tracey L	1161	12/30/2022	Claims	5	235.75	Mileage for Nov-Dec 2022
221204004 Reyes Jose A	1162	12/30/2022	Claims	5	84.00	Travel & Per Diem for WA Trails Conf
221204005 US Bank	1163	12/30/2022	Claims	5	4,008.06	Partial Dec Statement
Total Checks:					20,353.70	

# December 2022 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

13:12:51 Date: 01/11/2023

12/01/2022 To: 12/31/2022

Page:

1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Employee Paycheck	1108	12/09/2022	Payroll	2	2,131.98	
EFT Employee Paycheck	1109	12/09/2022	Payroll	2	1,710.65	
EFT Employee Paycheck	1110	12/09/2022	Payroll	2	558.55	
EFT Employee Paycheck	1111	12/09/2022	Payroll	2	1,611.10	
EFT Employee Paycheck	1112	12/09/2022	Payroll	2	2,535.62	
EFT Employee Paycheck	1113	12/09/2022	Payroll	2	172.24	
EFT Employee Paycheck	1114	12/09/2022	Payroll	2	1,357.39	
EFT Employee Paycheck	1115	12/09/2022	Payroll	2	3,222.40	
EFT Employee Paycheck	1116	12/09/2022	Payroll	2	1,348.23	
EFT Employee Paycheck	1117	12/09/2022	Payroll	2	488.85	
EFT EFTPS	1122	12/16/2022	Payroll	2	5,114.03	
EFT WA State Department of Retirement	1123	12/16/2022	Payroll	2	6,603.32	
EFT Employee Paycheck	1124	12/23/2022	Payroll	2	2,181.83	
EFT Employee Paycheck	1125	12/23/2022	Payroll	2	1,710.65	
EFT Employee Paycheck	1126	12/23/2022	Payroll	2	118.21	
EFT Employee Paycheck	1127	12/23/2022	Payroll	2	195.54	
EFT Employee Paycheck	1128	12/23/2022	Payroll	2	1,615.60	
EFT Employee Paycheck	1129	12/23/2022	Payroll	2	251.92	
EFT Employee Paycheck	1130	12/23/2022	Payroll	2	368.55	
EFT Employee Paycheck	1131	12/23/2022	Payroll	2	118.21	
EFT Employee Paycheck	1132	12/23/2022	Payroll	2	1,357.39	
EFT Employee Paycheck	1133	12/23/2022	Payroll	2	2,761.07	
EFT Employee Paycheck	1134	12/23/2022	Payroll	2	1,319.90	
EFT Employee Paycheck	1135	12/23/2022	Payroll	2	504.10	
EFT EFTPS	1136	12/27/2022	Payroll	2	4,229.46	
EFT United Concordia	1137	12/27/2022	Payroll	2	501.70	
EFT Department of Licensing	1167	12/30/2022	Claims	2	15.00	Driving record report for new employee.
Total Checks:					44,103.49	

## December 2022 Pierce County Expenditures

Key Peninsula Metro Parks District

Time: 13:13:50 Date: 01/11/2023

12/01/2022 To: 12/31/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Pierce County Budget and Finance	1172	12/30/2022	Claims	3	10,547.92	Debt Service interest
Total Checks:					10,547.92	

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

12/01/2022 To: 12/31/2022

Time: 13:23:21 Date: 01/11/2023

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
1165	12/30/2022	12/31/2022	1		Ser Chge		First Citizens	77.00	Bank service fees
	576 80 49 003	Banking Fees		001	General Fund			77.00	Bank service fees
1166	12/30/2022	12/31/2022	1		Ser Chge		Merch Bankcard service	8.78	Credit card processing fee
	576 80 49 003	Banking Fees		001	General Fund			8.78	Credit card processing fee
1168	12/30/2022	12/31/2022	2		Ser Chge		First Citizens	4.00	Bank service fees.
	576 80 49 003	Banking Fees		001	General Fund			4.00	Bank service fees.
Records Printed: 3									
Adjustments:								0.00	
Beginning Balance:								0.00	
Revenues:								0.00	
Warrant Expenditures:								0.00	
Non Warrant Expenditures:								89.78	
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	89.78	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	89.78	0.00	0.00	0.00

## Key Peninsula Metro Parks District

12/01/2022 To: 12/31/2022

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
1120	12/15/2022	Tr Rec	1860	1518	1	The Snack Shack	365.68	Volunteer Park concession building: Rent, electric, and Lease hold tax for December 2022
1121	12/15/2022	Tr Rec	1861	1519	1	Tracey L Perkosky	1,231.45	Gateway Park House: Rent, electric, and Lease hold tax for December 2022
1164	12/19/2022	Tr Rec	1867	1520	1	Kyle Armstrong	964.20	Taylor bay rent, electric, and leasehold tax for December 2022. Non refundabel pet deposit.
1169	12/30/2022	Tr Rec	1868		3	Pierce County Budget and Finan	10,236.66	Property tax of \$8,894.20 and delinquent year of \$1,342.46
1170	12/30/2022	Tr Rec	1869		3	Pierce County Budget and Finan	24,192.96	Zoo Trek
1171	12/30/2022	Tr Rec	1870		3	Pierce County Budget and Finan	7,053.48	Investment interest
							34,429.62	
310 Taxes							9,614.81	
360 Long Terms								
001 General Fund							44,044.43	
							<b>44,044.43</b>	

## 2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 13:10:07 Date: 01/11/2023

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	5,240.30	32,886.27	95,001.67	562,715.90	114,026.15	8,402.34	4,355.13	9,517.03	21,354.68	510,820.17	82,460.05	10,236.66	1,457,016.35	1,461,536.00	100%
313 17 00 000 Taxes, Zoo Trek Excis	22,379.30	24,652.65	20,534.92	20,690.34	24,386.43	23,388.24	22,759.70	25,134.35	24,359.57	24,847.48	25,414.84	24,192.96	282,740.78	185,000.00	153%
317 20 00 000 Taxes, Leasehold Exc	0.00	62.69	2.75	0.00	60.54	0.00	0.00	57.55	17.19	0.00	52.26	0.00	252.98	1,000.00	25%
317 40 00 000 Taxes, Forest Excise T	0.00	0.00	0.00	0.00	2,425.54	0.00	0.00	0.00	0.00	0.00	2,584.60	0.00	5,010.14	2,500.00	200%
310 Taxes	27,619.60	57,601.61	115,539.34	583,406.24	140,898.66	31,790.58	27,114.83	34,708.93	45,731.44	535,667.65	110,511.75	34,429.62	1,745,020.25	1,650,036.00	106%
334 02 70 000 Recreation Conserva	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	50,000.00	0%
392 00 00 000 Premiums on Bonds	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	50,000.00	116%
347 60 00 003 Program Fees, Progi	0.00	525.00	1,195.09	285.00	255.00	270.00	135.00	0.00	0.00	0.00	0.00	0.00	2,665.09	2,000.00	133%
340 Park Fees	0.00	525.00	1,195.09	285.00	255.00	270.00	135.00	0.00	0.00	0.00	0.00	0.00	2,665.09	2,000.00	133%
361 11 00 000 Investment Interest	147.53	158.01	366.72	645.21	1,149.88	1,615.99	2,707.05	3,805.97	4,201.33	5,192.22	6,209.51	7,053.48	33,252.90	2,000.00	***%
362 40 00 003 S&F Rentals, Campin	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%
362 40 00 004 S&F Rentals, 360 Fiel	1,370.00	680.00	1,640.00	5,520.40	2,560.00	2,375.00	1,374.00	1,245.00	720.00	225.00	100.00	0.00	17,809.40	13,000.00	137%
362 40 00 005 S&F Rentals, Home F	0.00	0.00	0.00	150.00	100.00	0.00	150.00	35.00	35.00	0.00	0.00	0.00	470.00	200.00	235%
362 40 00 006 S&F Rentals, Volunte	0.00	0.00	100.00	1,085.00	0.00	95.00	0.00	0.00	70.00	0.00	0.00	0.00	1,350.00	4,000.00	34%
362 50 00 001 S&F Rentals, Conces:	365.68	365.68	591.36	591.36	1,045.14	591.36	591.36	591.36	365.68	365.68	365.68	365.68	6,196.02	10,800.00	57%
362 50 00 002 S&F Rentals, Gatewa	1,263.91	1,347.93	1,300.30	1,280.38	1,266.43	1,238.85	1,198.12	1,190.47	1,201.48	1,184.77	1,181.32	1,231.45	14,885.41	15,618.00	95%
362 50 00 003 S&F Rentals, Storage	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	50.00	0%
362 50 00 004 S&F Rentals, Little Le	4,463.41	110.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,073.41	2,000.00	254%
362 50 00 005 S&F Rental, Taylor Bz	814.20	1,550.40	0.00	764.20	764.20	814.20	764.20	768.20	768.20	768.20	768.20	964.20	9,508.40	9,171.00	104%
367 00 00 000 Contributions & Dor	500.00	2,000.00	1,250.00	1,500.00	0.00	0.00	2,500.00	1,650.00	0.00	100.00	0.00	0.00	9,500.00	10,000.00	95%
369 91 00 000 Other Revenue	50.85	4,730.30	439.54	339.27	90.45	82.20	669.34	631.59	24.75	6.75	95.00	0.00	7,160.04	2,000.00	358%
382 10 00 000 Refundable Deposits	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0%
360 Long Terms	8,975.58	10,942.32	6,187.92	12,375.82	6,976.10	6,812.60	9,954.07	9,917.59	7,386.44	7,842.62	8,719.71	9,614.81	105,705.58	69,089.00	153%
FUND REVENUES:	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	44,626.52	53,117.88	543,510.27	119,231.46	44,044.43	1,911,354.97	1,771,125.00	108%
576 80 10 001 Commissioner Wage	512.04	256.02	128.01	768.06	768.06	128.01	256.02	768.06	0.00	512.04	384.03	256.02	4,736.37	7,500.00	63%
576 80 10 002 Administrative Wage	21,298.67	20,274.22	20,521.14	23,023.25	21,325.46	23,114.60	22,694.07	21,910.71	23,164.65	20,004.80	19,050.90	19,765.49	256,147.96	263,000.00	97%
576 80 10 003 Park Operations Wac	14,646.74	14,351.20	14,755.85	18,616.40	12,290.56	20,765.47	22,413.92	22,393.56	21,935.48	19,171.90	19,087.45	15,811.90	216,240.43	278,000.00	78%
576 80 10 004 Park Operations - Tei	0.00	0.00	0.00	0.00	2,505.12	1,335.45	0.00	1,682.32	2,431.24	430.36	1,515.05	1,631.11	11,530.65	58,500.00	20%
576 80 20 001 Commissioner Perso	53.94	19.60	9.80	67.63	58.74	9.80	36.08	58.76	0.00	49.34	29.40	19.60	412.69	600.00	69%
576 80 20 002 Administrative Benef	7,092.00	5,135.69	8,391.93	9,064.67	7,481.48	7,365.48	9,165.59	6,581.42	6,800.52	7,439.07	6,934.38	3,658.56	85,110.79	98,000.00	87%
576 80 20 003 Park Operations Ben-	8,429.95	4,863.04	5,003.77	9,621.54	4,201.49	5,331.71	16,370.99	8,362.43	8,367.88	13,689.94	11,962.77	3,439.21	99,644.72	155,000.00	64%
576 80 20 004 Park Operations - Tei	0.00	0.00	0.00	0.00	301.15	386.31	435.10	128.70	303.45	550.20	287.97	332.34	2,725.22	16,500.00	17%
576 80 20 006 Uniforms/Safety Gea	0.00	24.82	0.00	708.97	135.82	1,195.89	153.53	0.00	172.34	0.00	0.00	0.00	2,391.37	3,500.00	68%
576 80 31 001 Office Supplies	142.51	348.61	317.32	392.67	844.13	757.74	1,328.34	580.80	0.00	134.17	0.00	13.85	4,860.14	4,750.00	102%
576 80 31 002 Maintenance Supplie	463.87	3,548.61	2,895.35	2,774.11	4,054.81	3,661.15	10,617.09	12,921.03	11,413.74	3,019.66	4,564.27	2,106.58	62,040.27	70,000.00	89%
576 80 31 003 Equipment Maintena	56.11	69.98	353.71	0.00	0.00	345.63	847.77	848.65	87.51	0.00	0.00	9.76	2,619.12	3,200.00	82%
576 80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	53.90	0.00	915.95	29.31	0.00	0.00	210.73	1,209.89	1,500.00	81%
576 80 31 130 Supplies, Special Eve	0.00	0.00	263.61	1,423.59	271.40	539.78	0.00	0.00	0.00	0.00	0.00	0.00	2,498.38	2,500.00	100%

# 2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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001 General Fund *	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 31 140 Supplies, Special Eve	0.00	0.00	0.00	1,261.79	289.70	51.58	3,530.92	715.60	2,458.23	1,278.99	633.62	90.31	10,310.74	14,000.00	74%
576 80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	184.21	63.82	120.20	68.50	72.08	0.00	508.81	500.00	102%
576 80 32 000 Park Operations Fuel	899.84	863.77	1,227.48	1,248.00	1,430.49	1,562.17	1,905.00	2,698.94	1,361.82	1,628.80	1,304.39	1,551.50	17,682.20	20,000.00	88%
576 80 35 000 Small Tools & Equipr	1,662.11	2,426.75	593.30	6,093.96	384.62	359.84	703.78	340.36	0.00	0.00	0.00	0.00	12,564.72	15,000.00	84%
576 80 41 000 Professional Services	5,206.00	40.00	0.00	38.99	418.20	548.99	10.79	0.00	10.79	0.00	200.00	0.00	6,473.76	7,000.00	92%
576 80 41 001 Professional Services	0.00	0.00	72.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.50	100.00	73%
576 80 41 002 Professional Services	19,479.63	1,102.95	232.20	1,509.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,324.08	22,325.00	100%
576 80 41 004 Professional Services	606.00	1,840.00	2,883.00	354.00	1,192.00	1,410.00	350.00	200.00	700.00	350.00	1,196.00	0.00	11,081.00	13,000.00	85%
576 80 41 005 Professional Services	266.00	497.81	1,310.03	2,964.88	344.50	1,297.25	548.00	335.00	1,536.70	1,593.80	4,558.87	4,435.21	19,688.05	14,900.00	132%
576 80 41 008 Professional Services	0.00	0.00	0.00	3,240.00	0.00	0.00	0.00	0.00	0.00	0.00	7,668.00	0.00	10,908.00	9,700.00	112%
576 80 41 009 Election Costs	0.00	8,911.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,911.00	8,925.00	100%
576 80 42 001 Communications, Ph	703.70	740.68	723.12	695.49	796.36	777.22	808.73	759.47	840.28	886.36	709.96	693.73	9,135.10	9,450.00	97%
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	414.13	0.00	414.13	100.00	414%
576 80 43 002 Travel, Staff	0.00	130.18	433.41	637.02	657.67	370.30	343.95	74.50	234.26	155.41	749.57	719.94	4,506.21	6,000.00	75%
576 80 44 001 Taxes And Operation	0.00	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	350.00	90%
576 80 45 000 Equipment Rental	1,329.11	276.11	1,672.27	395.80	607.14	1,080.60	3,093.44	232.50	629.97	366.89	2,949.34	2,904.47	15,537.64	11,500.00	135%
576 80 46 000 Insurance, General Li	0.00	0.00	0.00	0.00	0.00	0.00	29.00	0.00	35,244.00	0.00	410.00	0.00	35,683.00	35,500.00	101%
576 80 47 000 Utility Services, For A	2,673.18	2,014.23	7,051.20	2,987.22	3,047.54	2,822.85	2,764.16	2,820.63	3,747.12	2,821.00	2,937.47	3,978.55	39,665.15	38,400.00	103%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	213.84	0.00	0.00	0.00	0.00	0.00	0.00	294.17	70.70	578.71	650.00	89%
576 80 48 000 Repairs & Maintenanr	1,828.95	602.42	408.13	7,321.87	253.81	589.57	362.80	1,233.58	4,107.48	2,734.28	4,184.10	324.00	23,950.99	27,000.00	89%
576 80 49 001 Licenses & Permits	141.00	1,905.00	0.00	0.00	0.00	151.25	288.75	297.10	983.17	275.00	0.00	0.00	4,041.27	6,000.00	67%
576 80 49 002 Dues & Subscription	370.00	487.65	375.46	1,663.12	716.33	1,206.98	803.30	405.97	0.00	382.17	463.23	711.92	7,586.13	7,750.00	98%
576 80 49 003 Banking Fees	84.00	92.56	118.15	154.05	168.91	184.15	189.82	135.19	141.03	136.22	94.88	89.78	1,588.74	1,500.00	106%
576 80 49 004 Other Expenses	0.00	220.00	607.00	180.00	0.00	0.00	163.25	144.20	0.00	0.00	0.00	0.00	1,314.45	3,000.00	44%
576 80 49 006 Training, Staff	0.00	935.00	860.00	450.00	146.02	850.00	669.80	338.67	75.00	922.55	0.00	0.00	5,247.04	6,000.00	87%
<b>576 Parks</b>	<b>87,945.35</b>	<b>71,977.90</b>	<b>71,524.08</b>	<b>97,870.22</b>	<b>64,691.51</b>	<b>78,253.67</b>	<b>101,068.20</b>	<b>87,947.92</b>	<b>126,896.17</b>	<b>78,601.45</b>	<b>92,656.03</b>	<b>62,825.26</b>	<b>1,022,257.76</b>	<b>1,241,200.00</b>	<b>82%</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	500.00	0.00	500.00	0.00	0%
589 00 00 999 Payroll Liability Acco	-1,356.60	-1,063.13	-965.98	-913.27	-1,050.24	-1,643.00	-691.69	-1,040.68	-900.99	-806.17	-844.08	-810.74	-12,086.57	0.00	0%
589 30 00 000 Other Non-Expendit	1,444.50	0.00	0.00	0.00	1,470.18	0.00	1,470.18	0.00	0.00	1,495.86	0.00	0.00	5,880.72	4,900.00	120%
<b>580 Non-Expenditures</b>	<b>87.90</b>	<b>-1,063.13</b>	<b>-965.98</b>	<b>-913.27</b>	<b>419.94</b>	<b>-1,643.00</b>	<b>778.49</b>	<b>-1,040.68</b>	<b>-900.99</b>	<b>689.69</b>	<b>-344.08</b>	<b>-810.74</b>	<b>-5,705.85</b>	<b>4,900.00</b>	<b>116%</b>
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	50,000.00	0.00	0.00	0.00	0.00	85,000.00	35,000.00	243%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	11,200.00	0.00	0.00	0.00	0.00	0.00	10,547.92	21,747.92	21,525.00	101%
<b>591</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,200.00</b>	<b>35,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,547.92</b>	<b>106,747.92</b>	<b>56,525.00</b>	<b>189%</b>
592 76 84 000 Debt Issuance Cost	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0%
594 76 62 001 Capital Improvement	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	100,000.00	0%
594 76 62 020 Capital Improvement	0.00	0.00	533.18	0.00	0.00	0.00	0.00	8,909.76	400.93	0.00	23,115.07	2,532.45	35,491.39	275,000.00	13%
594 76 63 001 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	10,000.00	0%
594 76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	28,549.30	2,980.00	0.00	0.00	0.00	35,974.72	0.00	67,504.02	78,500.00	86%
594 76 64 002 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,856.93	0.00	0.00	0.00	0.00	2,856.93	5,000.00	57%
<b>594 Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>533.18</b>	<b>0.00</b>	<b>0.00</b>	<b>31,593.97</b>	<b>2,980.00</b>	<b>11,766.69</b>	<b>400.93</b>	<b>0.00</b>	<b>59,089.79</b>	<b>2,532.45</b>	<b>108,897.01</b>	<b>468,500.00</b>	<b>23%</b>



## 2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
FUND EXPENDITURES:	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	148,673.93	126,396.11	79,291.14	151,401.74	75,094.89	1,232,196.84	1,771,125.00	70%
FUND GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	-102,622.79	-104,047.41	-73,278.23	464,219.13	-32,170.28	-31,050.46	679,158.13		
FUND NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	455,485.38	351,437.97	278,159.74	742,378.87	710,208.59	679,158.13			

## 2022 FUND TOTALS

Key Peninsula Metro Parks District

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REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	44,626.52	53,117.88	543,510.27	119,231.46	44,044.43	1,911,354.97	1,771,125.00	108%
	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	44,626.52	53,117.88	543,510.27	119,231.46	44,044.43	1,911,354.97	1,771,125.00	108%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	148,673.93	126,396.11	79,291.14	151,401.74	75,094.89	1,232,196.84	1,771,125.00	70%
	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	148,673.93	126,396.11	79,291.14	151,401.74	75,094.89	1,232,196.84	1,771,125.00	70%
GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	-102,622.79	-104,047.41	-73,278.23	464,219.13	-32,170.28	-31,050.46	679,158.13		
NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	455,485.38	351,437.97	278,159.74	742,378.87	710,208.59	679,158.13			

# TREASURER'S REPORT

## Fund Totals

Key Peninsula Metro Parks District

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,010,562.19	37,288.53	75,847.09	4,972,003.63	11,110.59	0.00	0.00	4,983,114.22
	5,010,562.19	37,288.53	75,847.09	<b><u>4,972,003.63</u></b>	11,110.59	0.00	0.00	<b><u>4,983,114.22</u></b>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

01/01/2023 To: 01/31/2023

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	First Citizens Checking	5,920.01	3,750.55	5,314.33	4,356.23	0.00	0.00	4,356.23
2	First Citizens Payroll	64,050.00	0.00	48,107.39	15,942.61	0.00	0.00	15,942.61
3	Pierce County	4,831,090.06	38,771.31	0.00	4,869,861.37	0.00	0.00	4,869,861.37
4	Petty Cash	164.63	0.00	0.00	164.63	0.00	0.00	164.63
5	First Citizens AP	109,337.49	0.00	27,658.70	81,678.79	0.00	11,110.59	92,789.38
Total Cash:		5,010,562.19	42,521.86	81,080.42	4,972,003.63	0.00	11,110.59	<b>4,983,114.22</b>
		5,010,562.19	42,521.86	81,080.42	4,972,003.63	0.00	11,110.59	<b>4,983,114.22</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Key Peninsula Metro Parks District

01/01/2023 To: 01/31/2023

As Of: 01/31/2023 Date: 02/06/2023

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	15	01/13/2023	Claims	5	2307	CenturyLink	157.66	internet services -- dec 2022
2023	20	01/13/2023	Claims	5	2312	Key Peninsula News	5,272.50	KP News Annual Advertising Fee
2023	54	01/27/2023	Claims	5	2318	Canon Financial Services, INX	121.11	monthly copier and fax unit contract charge -- january 2023
2023	55	01/27/2023	Claims	5	2319	Copiers Northwest	47.42	Printing contract overage charge for 12/14/22-1/13/23
2023	56	01/27/2023	Claims	5	2320	Key Peninsula civic Center	157.50	Rental of gym for mom and me tea on 5/6/23
2023	57	01/27/2023	Claims	5	2321	Peninsula Light Company	1,145.49	Electric bill for Gateway Park, Volunteer Park and Home Park.
2023	58	01/27/2023	Claims	5	2322	Swank Motion Pictures	1,995.00	Four movie licenses for cinema under the stars
2023	59	01/27/2023	Claims	5	2323	US Bank	2,086.85	December credit card statement: Annual health care for 1 staff, fuel, phone and internet VP, phone case, keyboard, items for maintenance.
2023	60	01/27/2023	Claims	5	2324	Washington Water Service Company	127.06	service from 12/3/22-1/4/23 water: metered for Gateway Park
							11,110.59	

Fund	Claims	Payroll	Total
001 General Fund	11,110.59	0.00	11,110.59
	11,110.59	0.00	11,110.59

## TREASURER'S REPORT

### Signature Page

Key Peninsula Metro Parks District

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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

# January 2023 AP Expenditures

Key Peninsula Metro Parks District

Time:

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	53	01/24/2023	Claims	5	1,508.32	Leasehold tax for Gateway House, Taylor Bay house and VP Concession Building.
230102001 PEBB Health Insurance Health Care Authority	12	01/13/2023	Payroll	5	4,504.67	
230103001 Astound	13	01/13/2023	Claims	5	173.88	Phone and internet service for Volunteer Park.
230103002 Beacon Athletics	14	01/13/2023	Claims	5	6,528.65	Athletic fencing for ball fields at Volunteer Park.
230103003 CenturyLink	15	01/13/2023	Claims	5	157.66	internet services -- dec 2022
230103004 D.M. Recycling Co	16	01/13/2023	Claims	5	198.97	Recycling Service Gateway Park - Dec 2022
230103005 Express Septic Service	17	01/13/2023	Claims	5	593.78	septic pumping -vault tank and trash removal from septic
230103006 Glen Cove Repair LLC	18	01/13/2023	Claims	5	788.87	Snow plow maintenance and installation of electrical to truck
230103007 Grandt Veronica L	19	01/13/2023	Claims	5	72.50	Staff Mileage Nov & Dec 2022
230103008 Key Peninsula News	20	01/13/2023	Claims	5	5,272.50	KP News Annual Advertising Fee
230103009 Madrona Law Group PLLC	21	01/13/2023	Claims	5	50.00	Email from Madrona Law to 2 commissioners regarding personnel matter.
230103010 Murreys Disposal Company	22	01/13/2023	Claims	5	383.75	Trash Service - Dec 2022
230103011 Peninsula Light Company	23	01/13/2023	Claims	5	1,173.86	electric services -- Dec 2022
230103012 Tacoma-Pierce County Health Department	24	01/13/2023	Claims	5	153.00	gateway park water system - group b annual system permit
230103013 Verizon Wireless	25	01/13/2023	Claims	5	417.86	Staff Cellphones -- Dec 2022
230107001 Canon Financial Services, INX	54	01/27/2023	Claims	5	121.11	monthly copier and fax unit contract charge -- january 2023
230107002 Copiers Northwest	55	01/27/2023	Claims	5	47.42	Printing contract overage charge for 12/14/22-1/13/23
230107003 Key Peninsula civic Center	56	01/27/2023	Claims	5	157.50	Rental of gym for mom and me tea on 5/6/23
230107004 Peninsula Light Company	57	01/27/2023	Claims	5	1,145.49	Electric bill for Gateway Park, Volunteer Park and Home Park.
230107005 Swank Motion Pictures	58	01/27/2023	Claims	5	1,995.00	Four movie licenses for cinema under the stars
230107006 US Bank	59	01/27/2023	Claims	5	2,086.85	December credit card statement: Annual health care for 1 staff, fuel, phone and internet VP, phone case, keyboard, items for maintenance.
230107007 Washington Water Service Company	60	01/27/2023	Claims	5	127.06	service from 12/3/22-1/4/23 water: metered for Gateway Park
Total Checks:					27,658.70	

# January 2023 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

11:34:33 Date: 02/07/2023

01/01/2023 To: 01/31/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Employee Paycheck	1	01/10/2023	Payroll	2	1,375.95	
EFT Employee Paycheck	2	01/10/2023	Payroll	2	2,121.65	
EFT Employee Paycheck	3	01/10/2023	Payroll	2	1,715.75	
EFT Employee Paycheck	4	01/10/2023	Payroll	2	1,616.79	
EFT Employee Paycheck	5	01/10/2023	Payroll	2	250.03	
EFT Employee Paycheck	6	01/10/2023	Payroll	2	1,245.76	
EFT Employee Paycheck	7	01/10/2023	Payroll	2	118.21	
EFT Employee Paycheck	8	01/10/2023	Payroll	2	2,782.22	
EFT Employee Paycheck	9	01/10/2023	Payroll	2	1,325.00	
EFT Employee Paycheck	10	01/10/2023	Payroll	2	488.85	
230101001 EFTPS	11	01/13/2023	Payroll	2	4,385.86	
EFT WA State Department of Retirement	48	01/13/2023	Payroll	2	5,584.97	
EFT WA State Department of Retirement	70	01/13/2023	Claims	2	0.07	Rounding adjustment for Retirement.
EFT Department of Labor & Industries	49	01/24/2023	Payroll	2	4,406.38	
EFT EFTPS	50	01/24/2023	Payroll	2	4,738.92	
EFT ESD-PFLMA	51	01/24/2023	Payroll	2	516.73	
EFT Employment Security Department	52	01/24/2023	Payroll	2	1,306.83	
EFT Employee Paycheck	26	01/25/2023	Payroll	2	1,435.94	
EFT Employee Paycheck	27	01/25/2023	Payroll	2	2,234.80	
EFT Employee Paycheck	28	01/25/2023	Payroll	2	1,861.13	
EFT Employee Paycheck	29	01/25/2023	Payroll	2	118.21	
EFT Employee Paycheck	30	01/25/2023	Payroll	2	1,604.73	
EFT Employee Paycheck	31	01/25/2023	Payroll	2	204.08	
EFT Employee Paycheck	32	01/25/2023	Payroll	2	118.21	
EFT Employee Paycheck	33	01/25/2023	Payroll	2	1,476.30	
EFT Employee Paycheck	34	01/25/2023	Payroll	2	118.21	
EFT Employee Paycheck	35	01/25/2023	Payroll	2	3,013.68	
EFT Employee Paycheck	36	01/25/2023	Payroll	2	1,312.14	
EFT Employee Paycheck	37	01/25/2023	Payroll	2	610.99	
EFT Department of Licensing	68	01/31/2023	Claims	2	15.00	Driving record for new staff.
Total Checks:					48,103.39	



# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

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01/01/2023 To: 01/31/2023

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
<b>66</b>	<b>01/31/2023</b>	<b>01/31/2023</b>	<b>1</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>76.00</b>	<b>Bank service fees</b>
	576 80 49 003	Banking Fees		001	General Fund			76.00	Bank service fees
<b>67</b>	<b>01/31/2023</b>	<b>01/31/2023</b>	<b>1</b>		<b>Ser Chge</b>		<b>Merch Bankcard service</b>	<b>5.00</b>	<b>Credit card processing fees</b>
	576 80 49 003	Banking Fees		001	General Fund			5.00	Credit card processing fees
<b>69</b>	<b>01/31/2023</b>	<b>01/31/2023</b>	<b>2</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>4.00</b>	<b>Bank service fees.</b>
	576 80 49 003	Banking Fees		001	General Fund			4.00	Bank service fees.
Records Printed: 3									
Adjustments:								0.00	
Beginning Balance:								0.00	
Revenues:								0.00	
Warrant Expenditures:								0.00	
Non Warrant Expenditures:								85.00	
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	85.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	85.00	0.00	0.00	0.00

# RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 11:36:16 Date: 02/07/2023

01/01/2023 To: 01/31/2023

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
39	01/05/2023	Tr Rec	1871	1521	1	Kyle Armstrong	768.20	Rent, electric and leasehold tax for January 2023 (Taylor Bay)
40	01/05/2023	Tr Rec	1872	1522	1	Tracey L Perkosky	1,287.88	Rent, electric and leasehold tax for January 2023 (Gateway house)
41	01/13/2023	Tr Rec	1873	1523	1	The Snack Shack	365.68	Rent, electric and leasehold tax for January 2023 (The concession building at VP)
42	01/13/2023	Tr Rec	1874	1524	1	General Customer	500.00	Donation to Key Pen Parks for general care from (Miller)
43	01/13/2023	Tr Rec	1875	1525	1	US Bank	488.19	Credit card rebate contract program from NASPO for 3rd quarter.
44	01/13/2023	Tr Rec	1876	1526	1	General Customer	95.20	Scrap metal taken to Navy City Metals & Recycling center.
45	01/13/2023	Tr Rec	1877	1527	1	General Customer	46.35	Rental of 1/2 Gateway park pavilion on 1-21-2023 from 12-2pm for (Seames)
61	01/27/2023	Tr Rec	1878	1528	1	General Customer	60.00	Gateway Park pavilion rental on 7-16-2023 from 11:30 to 2:30pm for (Susick)
62	01/18/2023	Tr Rec	1879	1529	1	General Customer	139.05	Gateway Park pavilion rental on 7-15-2023 from 12 to 4pm for (Nilsen)
87	01/31/2023	Tr Rec	1883		3	Pierce County Budget and Finan	22,106.46	Zoo Trek
88	01/31/2023	Tr Rec	1884		3	Pierce County Budget and Finan	7,585.27	Investment Insterest
89	01/31/2023	Tr Rec	1885		3	Pierce County Budget and Finan	3,846.25	Property Tax delinquent year.
310 Taxes							25,952.71	
360 Long Terms							11,335.82	
001 General Fund							37,288.53	
							<b>37,288.53</b>	

## 2023 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 12:47:30 Date: 02/07/2023

January To January

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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	3,846.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,846.25	1,494,356.00	0%
313 17 00 000 Taxes, Zoo Trek Excis	22,106.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,106.46	245,000.00	9%
317 20 00 000 Taxes, Leasehold Exc	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%
317 40 00 000 Taxes, Forest Excise T	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	2,500.00	0%
318 00 00 000 Other Tax (REET)	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%
<b>310 Taxes</b>	<b>25,952.71</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>25,952.71</b>	<b>1,802,856.00</b>	<b>1%</b>
347 60 00 003 Program Fees, Progr	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	800.00	0%
<b>340 Park Fees</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>800.00</b>	<b>0%</b>
361 11 00 000 Investment Interest	7,585.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,585.27	4,000.00	190%
362 40 00 004 S&F Rentals, 360 Fiel	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	18,000.00	1%
362 40 00 005 S&F Rentals, Home 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	400.00	0%
362 40 00 006 S&F Rentals, Volunte	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%
362 50 00 001 S&F Rentals, Conces:	365.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	365.68	7,000.00	5%
362 50 00 002 S&F Rentals, Gatewa	1,287.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,287.88	14,400.00	9%
362 50 00 004 S&F Rentals, Sportsfi	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	8,000.00	0%
362 50 00 005 S&F Rental, Taylor Bz	768.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	768.20	9,180.00	8%
367 00 00 000 Contributions & Dor	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	7,500.00	7%
369 91 00 000 Other Revenue	588.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	588.79	2,000.00	29%
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	550,000.00	0%
382 10 00 000 Refundable Deposits	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%
<b>360 Long Terms</b>	<b>11,335.82</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>11,335.82</b>	<b>622,980.00</b>	<b>2%</b>
<b>FUND REVENUES:</b>	<b>37,288.53</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>37,288.53</b>	<b>2,426,636.00</b>	<b>2%</b>
576 80 10 001 Commissioner Wage	512.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	512.04	7,500.00	7%
576 80 10 002 Administrative Wage	23,105.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,105.94	301,983.00	8%
576 80 10 003 Park Operations Waç	12,615.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,615.27	380,292.00	3%
576 80 10 004 Park Operations - Tel	644.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644.38	0.00	0%
576 80 20 001 Commissioner Perso	50.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.63	678.00	7%
576 80 20 002 Administrative Benef	7,331.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,331.88	109,190.00	7%
576 80 20 003 Park Operations Ben	9,677.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,677.88	184,765.00	5%
576 80 20 004 Park Operations - Tel	577.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	577.95	0.00	0%
576 80 20 006 Uniforms/Safety Gea	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 31 001 Office Supplies	144.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144.35	5,500.00	3%
576 80 31 002 Maintenance Supplie	7,296.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,296.39	107,000.00	7%
576 80 31 003 Equipment Maintena	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	3,520.00	0%
576 80 31 004 Vehicle Maintenance	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 31 130 Supplies, Special Eve	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	600.00	0%
576 80 31 140 Supplies, Special Eve	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	10,000.00	0%
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	1,000.00	0%
576 80 32 000 Park Operations Fuel	281.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	281.39	22,000.00	1%
576 80 35 000 Small Tools & Equipr	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	10,400.00	0%
576 80 41 000 Professional Services	5,272.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,272.50	12,500.00	42%

## 2023 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 12:47:30 Date: 02/07/2023

January To January

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 41 001 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	20,000.00	0%
576 80 41 002 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	16,000.00	0%
576 80 41 004 Professional Services	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	10,450.00	0%
576 80 41 005 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	47,863.00	0%
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	1,000.00	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	7,500.00	0%
576 80 41 009 Election Costs	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	15,000.00	0%
576 80 42 001 Communications, Ph	939.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	939.12	9,500.00	10%
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	500.00	0%
576 80 43 002 Travel, Staff	72.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.50	15,000.00	0%
576 80 44 001 Taxes And Operation	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 45 000 Equipment Rental\ L	326.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	326.03	8,000.00	4%
576 80 46 000 Insurance, General Li	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	45,000.00	0%
576 80 47 000 Utility Services, For A	3,029.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,029.13	37,485.00	8%
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 & Maintenanr	1,382.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,382.65	29,810.00	5%
576 80 49 001 Licenses & Permits	2,148.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,148.00	6,000.00	36%
576 80 49 002 Dues & Subscription	29.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.78	7,500.00	0%
576 80 49 003 Banking Fees	85.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.00	1,700.00	5%
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, Staff	19.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.95	7,000.00	0%
<b>576 Parks</b>	<b>75,592.76</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>75,592.76</b>	<b>1,455,236.00</b>	<b>5%</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	1,500.00	0%
589 00 00 999 Payroll Liability Acco	-1,203.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,203.99	0.00	0%
589 30 00 000 Other Non-Expendit	1,508.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,508.32	4,900.00	31%
<b>580 Non-Expenditures</b>	<b>304.33</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>304.33</b>	<b>6,400.00</b>	<b>5%</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	30,000.00	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	20,000.00	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>50,000.00</b>	<b>0%</b>
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	250,000.00	0%
594 76 62 020 Capital Improvemen	-50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-50.00	470,000.00	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%
594 76 63 001 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	15,000.00	0%
594 76 64 001 Capital Equipment -	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	120,000.00	0%
<b>594 Capital Expenditures</b>	<b>-50.00</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>-50.00</b>	<b>915,000.00</b>	<b>0%</b>
<b>FUND EXPENDITURES:</b>	<b>75,847.09</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>75,847.09</b>	<b>2,426,636.00</b>	<b>3%</b>

## 2023 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 12:47:30 Date: 02/07/2023

## January To January

Page: 3

[illegible]

## 2023 FUND TOTALS

## Key Peninsula Metro Parks District

Time: 12:47:30 Date: 02/07/2023

## January To January

Page: 4

[illegible]



Regular Meeting: February 13, 2023

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: February 13, 2023  
Subject: Executive Director's Report

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With late winter comes baseball season, so the maintenance team has been splitting time between trail work and the fields. Vegetation removal in the last four weeks has been completed in 360 Trails, including the entire length of the mountain bike trail "Ticket to Ride" which is over 2 miles long and Rocky Creek Conservation Area. Rocky Creek has been heavily cut back on the outer loop trail with the inner loop trail in progress.

At Volunteer Park, the newly delivered fencing went up to separate the fields, plus outline Field 4 and the infields received an initial scaping of the moss. Additional moss scrapings will be needed. Work is underway to re-position bases for softball and before Little League practices start at the end of the month, we hope to have the mounds repaired and the grass removed from the infield of Field 1 which is off by about 10 feet.

A new shed is on order for between fields 2 and 3 which will be used by any field renter to help store supplies. For Little League, relocating it between the two fields will help give equity between the boys and girls leagues as the girls previously had to lug all of their supplies from Field 2. This will also support fall soccer.

The Director is working with the Little League Board on the timing of a larger infield repair/replacement work. This is breaking up the hard soil, mixing in new infield mix, and then compacting it/raking it. It takes about a full day per field, so we are talking about timing. This may wait until summer.

Maintenance also replaced several light ballasts, outdoor outlet boxes, and removed an outdoor light fixture which had been taped to a cut off extension cord.

Two vehicles went in for oil changes and the flat bed truck had a full crack in the windshield which was replaced.

We have had a number of staff out sick which has reduced the number of projects that we were able to complete, and we look forward to being fully staffed, hopefully next week. The last seasonal completed the 6-month term at the end of January. We thank Paul Jensen for his service and contributions to the parks maintenance! In a week, Sam Howarth, the Parks & Facilities Manager, will start on February 16th.

Great progress has been made on our records, with all permanent Board records now OCR scanned (for searching) and the Board Meeting files updated. We will be launching a modernized website in the next



few weeks which was completed by the new Office & Outreach Coordinator! Trielle is also developing a partnership with the Mustard Seed, including an egg filling party for volunteers to help us for the Egg Hunt. The Events Coordinator has already begun ordering items such as the eggs, is advertising for the Maker's Market and working with the Fire Marshall's office on some of the event layouts. The first meeting for the summer gnome hunt also occurred. The annual event sponsorship brochure was also mailed out this past month. We appreciate the community support!

The Director has been working closely with Labor & Industries (LnI), on various technical assistance projects. LnI has a program, whereby their consultants come onsite and evaluate various aspects of the District's facilities and plans/programs. If serious issues are identified, then the District has an obligation to fix them quickly with mutual deadlines set, and extensions available if needed. If the issues are not rectified then the District would move to compliance, including possible fines. LnI also identifies other issues which it recommends for repair.

With the creation of the first safety program at Key Pen Parks two years ago, we have come some of the way in securing a "safety culture". LnI did identify a number of serious issues regarding equipment which have been fixed and several missing programs/training which are underway. The bulk of the equipment/facility issues were related to electricity. We had outlets/junction boxes that were not covered, broken or not protected from outdoor elements. We also had open electrical wires lying on a water pipe in our pump room. Other common issues were an uneven implementation of a tag out process, which began during the summer, missing equipment guards, fall zones, and missing SDS sheets.

Additional electrical work is needed to remove some use of extension cords, remove an electrical outlet that is located on an outdoor water hose bib (currently the breaker is shut off but a permanent removal is necessary), and as part of this work it was discovered that the outlets/electrical boxes mounted on the wood panels on the fields are rotting. This work will be scheduled soon.

LnI also requires certain plans and programs such as an Accident Prevention Plan, Bloodborne Pathogen Plan, Hazardous Materials Communication Plan and several more relating to heat illness and wildfire smoke. While we had begun the heat illness and wildfire smoke trainings, additional work on the written plan plus trainings are needed. The other plans have never been in existence at Key Pen Parks but will be completed and rolled out to staff within the next few weeks. These plans were the other serious violation.

The District also had an unannounced fire inspection at Volunteer Park. There were a few issues such as improper storage of fire extinguishers, one fire extinguisher which was missed in the 2022 annual inspection, lack of proper exit signage (using red construction paper or non-illuminated signs above doors), use of extension cords and some overloading of outlets. Ironically, maintenance was in the process of fixing some of the issues brought up by LnI while the Fire Inspector was here, and she said that those items would be in her report as well if the work wasn't underway.

The Director has a request pending with Pierce County for a meeting to discuss what needs to be done on the barn to create the dedicated heated break space as directed by the Board of Park Commissioners. In review of the OSHA regulations on flammable storage, we may not be meeting the fire standards and so this will also be addressed with Pierce County in terms of building use changes.





The propane heater in the living room of the Taylor Bay Caretaker House is no longer functioning. It is an odd size/set-up and the first quote for a replacement came in at almost \$9,000. There is also electric heat in the house, but the living room area remains cool without the propane heater. Staff is getting additional quotes and also quotes on replacing the windows which are single pane and quite drafty to explore if new windows would reduce the drafts to allow the electric heat to be sufficient.

Commissioners Jensen and Parry joined the Director in virtual Great Outdoors Leg Day with conversations with Reps. Hutchins and Caldier. There were great conversations by all involved! There are several pieces of legislation that could impact the District in the current session.

- SSB 5001 Concerning public facility districts created by at least two city or county legislative authorities. This would allow two cities or counties to create a joint public facility district, typically to fund a large project such as a community center.  
<https://app.leg.wa.gov/billssummary?Year=2023&BillNumber=5001>
- SB 5437 Concerning vacancies of the governing body of special purpose districts.  
<https://app.leg.wa.gov/billssummary?Year=2023&BillNumber=5437>
- HB 1086 Increasing local governments' ability to contract with community service organizations. This increases the annual amount which can be expended on these types of contracts  
<http://app.leg.wa.gov/billssummary?Year=2023&BillNumber=1086>
- HB 1195 Prohibiting the open carry of certain weapons in public parks and public hospitals. Note: there was an initial hearing on this, but no action taken and nothing currently scheduled.  
<http://app.leg.wa.gov/billssummary?Year=2023&BillNumber=1195>
- HB 1423 and HB 1460 Authorizing the department of natural resources to create and manage a trust land transfer program. <http://app.leg.wa.gov/billssummary?Year=2023&BillNumber=1423> and <http://app.leg.wa.gov/billssummary?Year=2023&BillNumber=1460>

Overall there is an emphasis on improving government with other bills on defining “public work” projects and the small works roster.

It has been a busy month, with good progress for the District. The office will be closed on February 20<sup>th</sup> which is President’s Day.



Meeting: February 13, 2023

Item # 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: February 13, 2023

Subject: Consideration of renaming Gateway Park or a Park Amenity after Scott Gallacher

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### **Background**

During the November 14, 2022, Regular Park Board Meeting, a group of residents gave public comments requesting the naming of a facility, leaning towards a re-naming of Gateway Park for former Executive Director Scott Gallacher. The Board asked that the policy be brought forth at a future meeting for a review and consideration of next steps in a park or facility re-naming.

The policy was brought forward at the December 12, 2022, Regular Meeting and as a summary the policy was adopted in 2012 and offered criteria for park or facility naming:

“L. Names should be ranked in the order of the following conditions:

1. Neighborhood or geographical information
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.”

In addition, there should be a period of four (4) months between the receipt of the name proposal and the final recommendation for a park/facility name.

The Land and Improvement Committee requested that the item be brought back in January to discuss the possibility of renaming Gateway Park or another park amenity after Scott Gallacher.

In 2009, the Board adopted Resolution 2009-08 indicating a desire to have committee participation from the residents of the Key Peninsula on two committees, one being the Land and Facilities Committee which participates in park/facility naming.

**Recommended Action:** Staff seeks direction on Resolution 2009-08 and a potential process for including Key Peninsula residents on the Committee as part of the Park Facility and Naming Policy.

**Attachment 1:** Park and Facility Naming Policy

**Attachment 2:** Resolution 2009-08

Key Peninsula Metropolitan Park District  
Dba Key Pen Parks  
PO Box 70  
Lakebay, WA 98349

Proposal No. R2009-08

Resolution No R 2009-08

**A RESOLUTION OF KEY PEN PARKS TO ESTABLISH TRAILS AND  
LAND & FACILITIES COMMITTEES**

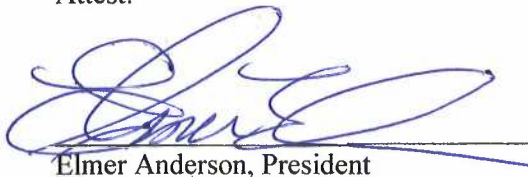
**WHEREAS**, The Board of Commissioners for Key Pen Parks desires to have committee participation from the residents of the Key Peninsula.

**WHEREAS**, The Board of Commissioners of Key Pen Parks desires to create the following committees: Trails Committee and Land & Facilities Committee.

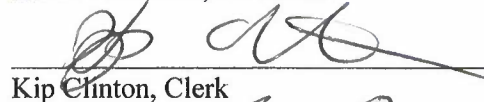
**NOW THEREFORE, BE IT RESOLVED**, the Board of Park Commissioners for Key Pen Parks forms Trails and Land & Facilities Committees.

**PASSED AND ADOPTED** by the Board of Park Commissioners for Key Pen Parks at a regular meeting this 8<sup>th</sup> day of June, 2009.

Attest:



Elmer Anderson, President

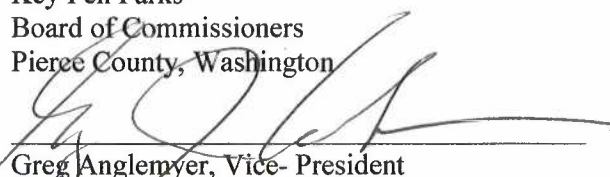


Kip Clinton, Clerk



William Trandum, Member at Large

Key Pen Parks  
Board of Commissioners  
Pierce County, Washington



Greg Anglemeyer, Vice- President



Bruce Nicholson, Member at Large



Meeting: February 13, 2023

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: February 13, 2023

Subject: Consideration of Property for a Conservation Futures Application and/or Acquisition

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### **Background**

A new application cycle is forthcoming for the Pierce County Conservation Futures Grant Program, as soon as the County Council adopts code changes. As is typical, when the grant cycle will begin some individuals approach various agencies to see about conservation interest in their property(ies). The Conservation Futures program is run in the alternate year to the WA Recreation and Conservation Office (RCO) grant cycle.

Earlier this year, Ms. Zeren, a property owner adjacent to Gateway Park approached the Great Peninsula Conservancy (GPC) regarding an easement or some type of conservation preservation. After an initial conversation with the property owner, the staff at GPC approached Key Pen Parks as a potential partner for this land due to its location directly adjacent to both Gateway Park and 360 Trails.

The Zeren property includes the following parcels and acreage, per public GIS:

Parcel #	Acres	Assessed Value
0122153703	5.42	\$375,700
0122150704	.99	\$222,900
0122153012	3.82	\$268,000
0122153003	40	\$693,200
0122152057	1.14	\$7,100

These 5 parcels have an assessed value of \$1,566,900. An initial, un-appraised value, between Ms. Zeren and GPC is a value of about \$2,500,000. Appraisals are always based on “highest and best use” which would likely be housing.

Ms. Zeren worked with the District previously in early 2017 on the potential acquisition of 3 of the 5 parcels. The January Meeting Minutes indicated that an appraisal was forthcoming, however in the February 13, 2017 Meeting Minutes the appraisal was on hold as 1 of the 3 parcels had title issues. Via the March 27, 2017 Meeting Minutes, it was reported that Ms. Zeren was no longer interested in selling the properties. It is unknown at this time if the title issues are rectified. No additional information on these topics were located in District files.

While Ms. Zeren is not interested in negotiating with Key Pen Parks due to a previously tenuous relationship, she is willing to work through GPC as a third-party negotiator. Key Pen Parks would have to pay for hours worked by GPC; however, this could be an eligible expense through a Conservation



Futures Grant, if awarded. This would be done through an assignable Purchase and Sale Agreement. As part of this partnership, if fundraising is needed GPC would be willing to assist with outreach to their donors to help fund this property acquisition.

Per GPC, Ms. Zeren is willing to have the property turned into parkland however she would like the horse arena (gazebo looking structure on Map 2 marked by a blue arrow – staff needs confirmation on this as the assessor does not list an arena on this property but rather on parcel 0122153012), an undetermined area where horses were previously buried, and the area including the creek heading westward to the property line conserved. The full condition of the arena structure or any of the other structures on the property is unknown at this time as they have not been inspected by GPC or Key Pen Parks staff. The area with the creek and heading west does have some steep hillsides.

There are a number of structures on the various parcels (all information from Assessor's Office and not verified) listed on Map 5:

Parcel 012215074:

- 5,400 sq ft stable, 20 stalls, dirt & cement floor
- 1,728 sq ft stable, 8 stalls, dirt floor
- 1,770 sq ft house, 3 bedroom, 2 bath, 1 story, built 2003, condition: Average, quality: Fair Plus
- Well house plus various sheds listed

Parcel 0122153012

- 10,272 sq ft horse arena

Parcel 0122153003

- 1,931 sq ft, stable, built 1980
- 3,308 sq ft, barn, poor condition, built 1930
- 768 sq ft, stable, built 1980
- Various sheds listed

Additional maps show wetlands on the parcels (Map 3) and existing easements (Map 4). A note on the easement map. There are some sealed court documents recorded on the property which came from an access dispute between the Zeren Property and Carlson Property. Per GPC, this dispute has been settled and the Carlson Property does have access their forest designated parcel via the Zeren property. A route or additional details are currently unknown by Key Pen Parks staff.

As is commonly the case, when one neighbor begins these types of conversations, others are sometimes interested in a sale. In this case, per GPC, the Carlson's are also interested in the potential sale of their property either for conservation or parkland. This is parcel 0122152058, assessed for \$241,600 and 38.19 acres (Map 6). It, too, is heavily covered by wetlands (Map 7). GPC indicated that the owners may be willing to sell for assessed value but also that timing could be very important here as the owners are in their early 90s. No additional information is available on this parcel or any areas for specific conservation on the land.

If all of these parcels were acquired, either as fee simple or with a conservation easement, it would add 89.5 acres of land to Key Pen Parks inventory. Some of these parcels will have costs associated with existing buildings, including potentially demolishing them, as well as maintenance/upkeep. Per



Conservation Futures guidelines, all properties acquired with these funds must be open to the public within 90 days of acquisition.

From the Administrative Guidelines:

“Regardless of whether the property is developed, all property acquired with Conservation Futures funding must be available for public use. Public access means that the general public has regular access and use of property acquired, in accordance with conservation values on the property. Providing public access to the site does not mean that sponsors must provide developed facilities. Project sponsors have 90 days from purchase to open lands acquired with Conservation Futures grants for public access. Use of undeveloped or partially developed properties may be restricted; however, total exclusion of the general public must be avoided. Pierce County may approve a sponsor’s request to limit public access on properties to protect sensitive natural areas or cultural resources.”

Generally speaking, Conservation Futures acquisitions are for passive use only, with active uses (such as the horse arena) requiring approval from the Pierce County Council:

“The covenant and property restrictions shall specify that any improvements to a Conservation Futures property shall be limited to those which are passive in nature or related to agriculture or forestry; provided that if the Council has approved active recreational uses for a particular Conservation Futures property or portion thereof, the covenants and property restrictions shall specify the active recreational uses allowed.”

Finally, it is worth noting that if the horse arena is among the area overlaid by Conservation Futures requirements, there are income (rental) limits.

“The source of any income generated in a Conservation Futures funded project must be compatible with the funding source, restrictive covenant or conservation easement, and the Agreement to Fund. User and other fees may be charged in connection with Conservation Future’s acquired properties if the fee(s) are consistent with the:

- Value of any services furnished;
- Value of any opportunities furnished; and
- Prevailing range of public fees in the state for the activity involved.

All income and/or fees (including entrance, leases, timber harvesting, farming, etc.) and total revenue may only be used to offset:

- The sponsor’s matching funds.
- The expense of operation, maintenance, stewardship, and monitoring, of the property.
- Capital expenses for development or restoration on the property that is compatible with the funding source and restrictive covenant or conservation easement.”



The District must also prepare a land management plan within one year outlining the conservation values, any habitat or other improvements especially to critical areas, public access and the maintenance plan.

Finally, if these lands are to be acquired, a formal budget adjustment is needed as we did not include any funds for grant match or land acquisition in the 2023 Capital Budget. In addition, the projects planned for the year during the 2023 Budget process will have to be reduced to account for the additional work proposed under this project.

**Recommended Action:** Staff seeks direction potential grant application and/or direction to begin negotiations on the property(ies) using GPC as the intermediary, including potential uses for the property.

**Attachment 1:** Maps 1 through 7





Carlson Property

360 Trails

Zeren

Zeren Property

MAP 1

94TH

Zeren

Zeren

Access road in Public ROW

Zeren

149TH ST GE NW

Gateway Park



MAP 2

This area  
including  
creek to  
property  
line also  
preserved

Desire to keep +  
horse burial area





Wetland Map

MAP 3

149TH ST CT NW





## MAP 4

Purple areas show easements. Plus unmarked court ordered access through a portion of Zeren Property for Carlson access.





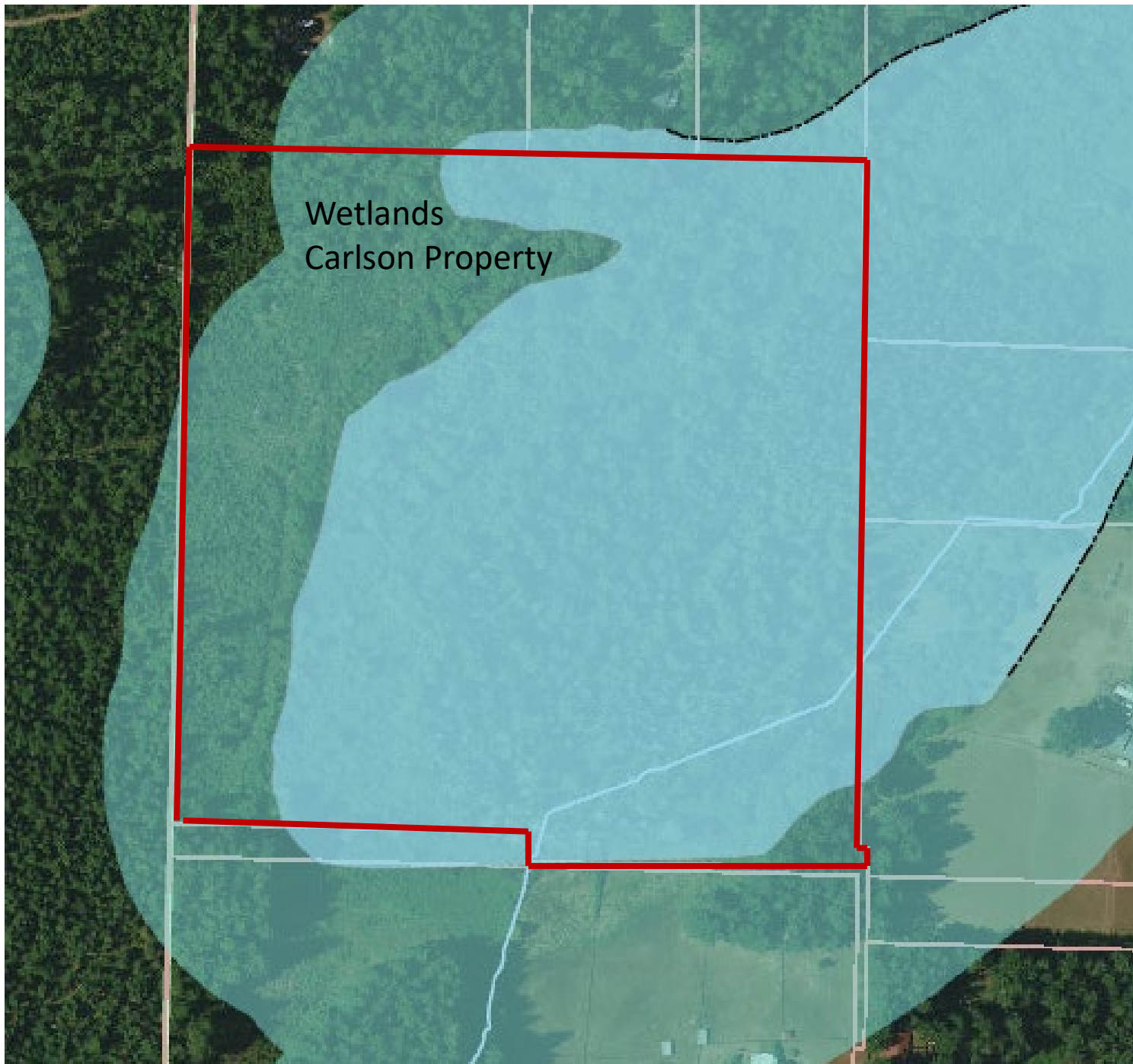
MAP 5

1931 sq ft stable  
3308 sq ft barn  
786 sq ft stable  
sheds

5400 sq ft stable  
1728 sq ft stable  
1770 sq ft house  
with 3 bed/2 bath  
well house/sheds

10,272 sq ft  
horse arena





MAP 7