



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

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

March 20, 2023

7:00 PM – Special Meeting

**NOTE DIFFERENT LOCATION: Meeting Room, Key Peninsula Fire District 16 – Station 49  
(Longbranch)**

**4215 Key Peninsula Hwy SW, Longbranch, WA 98351**

Public Comment is available in person or via Zoom by calling (253) 253 215 8782 with  
Meeting ID: 814 0893 9355 Passcode: 175940

Hybrid Meeting may be available but not guaranteed due to technology  
<https://us06web.zoom.us/j/81408939355?pwd=T1NXcFNKZUdjQVBoeDJwM1N1S21QUT09>

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. Review of Disc Golf Outreach Materials & Survey, Trielle Alstead, Office & Outreach 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 – As a Special Board Meeting, comments are limited to items on the agenda only. Comments are limited to 3 minutes. 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. Regular Meeting Minutes of January 9, 2023

**8. Financial Report**

- a. February 2023 Financial Report

Total expenditures \$80,593.83

• Accounts Payable	\$35,242.25	Check # 2325 to 2348
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$45,223.39	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$128.19	EFT's

Total Revenue \$82,295.71

• Other Revenues	\$11,867.51
• Zoo Trek	\$25,380.71
• Property Tax	\$37,790.34
• Investment	\$7,204.87
• Leasehold Excise	\$52.28
• 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
- b. Update on Various Potential Land Acquisitions

**13. New Business**

- a. Consideration of Impacts of Mountain Bike Trail Maintenance Agreement with Evergreen Mountain Bike Alliance (EMBA)

**14. Other minor matters**

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

**16. Next Regular Meeting April 10, 2023**

**17. Adjournment**



Meeting: March 20, 2023

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 20, 2023

Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from the Regular Meetings on January 9, 2023

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from the January 9, 2023, Regular Meeting

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

**5514 Key Peninsula Highway NW, Lakebay, WA. 98349**

**253-884-9240 and answers@keypenparks.com**

**Board Meeting Minutes**

**Monday, January 9, 2023**

*This public meeting was a hybrid in-person/digital meeting.*

**1. The regular public meeting of Monday, January 9, 2023, was called to order at 7:00 PM in the Home Fire Station Meeting Room by Park Board President Mark Michel.** This is Key Pen Parks meeting is a hybrid in-person/digital meeting format.

**2. Roll Call--Commissioners Present:** Commissioners Mark Michel, Linda Parry, Shawn Jensen, Ed Robison and Kip Clinton. Key Pen Parks Staff present: Executive Director Tracey Perkosky and Office and Outreach Coordinator Trielle Alstead.

**Citizens Present:** Judd Morris, Bruce MacDonald, Sami Jensen, Todd Rosenbach, Jeff Minch, Frank DiBiase, Lisa Bryan, and Kris Hagel (Peninsula School District Executive Director of Digital Learning).

**3. Pledge of Allegiance:** President Michel led all present in reciting the Pledge of Allegiance.

**4. Approval of Agenda:** President Michel asked if there were any changes or amendments to the agenda; hearing none, the agenda was approved as submitted.

**5. Special Presentations:** Kris Hagel, Peninsula School District's Executive Director of Digital Learning discussed the two levies Peninsula School District is asking voters to approve in February. Prop. 1 is a replacement Programs and Operations levy. Prop. 2 is a new Safety, Security and Technology levy. The Key Pen Parks Board of Commissioners took no action regarding these levies.

**6. Election of 2023 Key Pen Parks Board of Park Commissioners Officers:** President Michel opened the floor for nominations. Commissioner Michel nominated Commissioner Parry for Park Board President; Commissioner Jensen seconded the nomination and the Board voted 5/0 to approve Commissioner Parry as Park Board President. Commissioner Parry nominated Commissioner Michel for Park Board Vice President; Commissioner Jensen seconded the nomination and the Board voted 5/0 to approve Commissioner Michel as Park Board Vice President. Commissioner Robison nominated Commissioner Clinton as Park Board Clerk; Commissioner Michel seconded the nomination and the Board voted 5/0 to approve Commissioner Clinton as Park Board Clerk. Outgoing President Michel handed the meeting over to new Board President Parry who continued the meeting.

**7. Citizen Comments:** Commissioner Parry asked if any citizens present wished to address the Board and reminded them of the three-minute time limit. Judd Morris spoke about Item 13 on the agenda (Unfinished Business/Consideration of Renaming of Gateway Park or a Park Amenity after Scott Gallacher). He had a letter of support from Terry Lee (former District 7 County Councilperson and former PenMet Parks Director) and from Gina Cabiddu former President of the Key Peninsula Business Association (KPBA). Todd Rosenbach had a letter of support from Frank Garratt. Sami Jensen said she reached out to Kirsten Gallacher (Scott Gallacher's widow) and Jim Gallacher (Scott's father); she read a letter from Mr. Gallacher who wrote that he thought renaming Gateway Park might be too much and instead suggested a field, the Pavilion, or some other Gateway Park facility as appropriate. He did suggest that the

Volunteer Park skate park be named after the West family who donated funds to that project in honor of their deceased son; he thought perhaps a quiet glen (grassy opening in a wooded area) would be nice. Sami Jensen said that Scott Gallacher was happy with the name of Gateway Park and that she thought the Splash Pad might be named after him.

**8. Approval of Minutes:** The minutes of December 12, 2022, were approved as submitted.

**9. Financial Report:** The November 2022 Springbrook financial balance was \$5,041,612.65. The November 2022 Zoo/Trek deposit was \$25,414.84. Total Zoo/Trek collections to date were \$258,547.82. The November 2022 Real and Personal Property Tax deposit was \$82,460.05. 2022 Real and Personal Property Tax collections to date were \$1,446,779.69. Springbrook expenditures for November 2022 were \$151,401.74. President Parry asked if there were any objections to the November 2022 Financial Report; hearing none the report was approved as submitted.

**10. Executive Director's Report:** Executive Director Perkosky referred to her written report to save her voice (see Key Pen Parks Agenda for January 9, 2023). She did say that a derelict 30-foot sailboat beached at Taylor Bay Park; she has a meeting scheduled with DNR to discuss its removal and disposal.

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

- a) **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison said he had no report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Executive Director Perkosky said she will be meeting with them next week to pursue winding down that organization.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel said he had no trail report.

**12. President's Report:** President Parry said she had nothing to report at this time.

Commissioner Michel mentioned that he is glad he is no longer Board President.

**13. Unfinished Business:**

- a) **Consideration of Renaming of Gateway Park or a Park Amenity after Scott Gallacher:** Commissioner Robison said he's spoken to a lot of people about this topic and most have liked the idea of naming the Gateway Park splash pad and/or the Gateway Park playground in honor of Scott Gallacher. Park Board consensus was that honoring former Executive Director Gallacher by naming either the Gateway Park splash pad and/or the playground after him is appropriate. Commissioner Robison said the Lands and Improvements Committee will be bringing a recommendation to the Board at a future meeting.

**14. New Business:** No new business was scheduled or mentioned at the time this meeting's Agenda was approved. Commissioner Michel raised the following issue at this point in the meeting.

- a) **Creation of a Special Lunch Room with Portable Heaters in the Gateway Park Barn:** Commissioner Michel said that to date there has been no special lunch room with portable space heaters created for maintenance staff use inside the Gateway Park equipment storage barn and maintenance staff had complained to him. Commissioner Robison said that infrared heaters are often used in barns to provide "spot" heated areas. Executive Director Perkosky said that, during her tenure, staff has had access to the heated Maintenance Office adjacent to the Gateway Park caretaker's house for use as a lunch-and-break room, that they know it's available and that they often choose to

not use it. She said that the barn would likely have to be brought up to code to provide such a space within it. President Parry recognized citizen Sami Jensen who wished to comment on this topic as it had not been included as an agenda item prior to Citizen Comments. She said, as a private citizen, she thought that the availability of the heated Maintenance Office for a staff lunch-and-break room was a reasonable compromise, at which time Commissioner Robison interrupted her; President Parry regained control of the meeting. Executive Director Perkosky said that remodeling/upgrading the Gateway Park barn to current code had not been included in the 2023 budget because no one mentioned it during budget time. She will research requirements with Pierce County Planning and Public Works and the Fire Marshall and continue to ascertain that the Gateway Park Maintenance Office is open and available for maintenance staff to use as a lunch-and-break room.

**15. Other Minor Matters:** No minor matters.

**16. Good of the Order:** Commissioner Michel welcomed Office and Outreach Coordinator Trielle Alstead to Key Pen Parks.

**17. Meeting Adjourned:** The in-person/digital hybrid public meeting of January, 2023, was adjourned at 7:55 PM. The next regular in-person/digital hybrid meeting will be held on Monday, February 13, 2023, at 7:00 PM at the Home Fire Station Meeting Room. The regular meeting may be preceded by a 6:00 PM or 6:30 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Commissioner Kip Clinton, Board Clerk.

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



Meeting: March 20, 2023

Item # 8

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: March 20, 2023

Subject: Approval of Finances

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### **Background**

This report includes a summary of the financial information from February 2023 for Board approval.

#### February 2023 Financial Report

##### Total expenditures \$80,593.83

• Accounts Payable	\$35,242.25	Check # 2325 to 2348
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$45,223.39	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$128.19	EFT's

##### Total Revenue \$82,295.71

• Other Revenues	\$11,867.51
• Zoo Trek	\$25,380.71
• Property Tax	\$37,790.34
• Investment	\$7,204.87
• Leasehold Excise	\$52.28
• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0

# TREASURER'S REPORT

## Fund Totals

Key Peninsula Metro Parks District

02/01/2023 To: 02/28/2023

Time: 15:11:36 Date: 03/14/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,971,917.06	82,295.71	80,593.83	4,973,618.94	16,872.78	403.50	0.00	4,990,895.22
	4,971,917.06	82,295.71	80,593.83	<u><u>4,973,618.94</u></u>	16,872.78	403.50	0.00	<b>4,990,895.22</b>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

02/01/2023 To: 02/28/2023

Time: 15:11:36 Date: 03/14/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	First Citizens Checking	4,356.23	11,867.51	13,819.27	2,404.47	0.00	0.00	2,404.47
2	First Citizens Payroll	15,942.61	50,330.83	45,223.39	21,050.05	0.00	403.50	21,453.55
3	Pierce County	4,869,861.37	84,119.28	50,330.83	4,903,649.82	0.00	0.00	4,903,649.82
4	Petty Cash	164.63	0.00	0.00	164.63	0.00	0.00	164.63
5	First Citizens AP	81,678.79	0.00	35,242.25	46,436.54	0.00	16,872.78	63,309.32
Total Cash:		4,972,003.63	146,317.62	144,615.74	4,973,705.51	0.00	17,276.28	<b>4,990,981.79</b>
		4,972,003.63	146,317.62	144,615.74	4,973,705.51	0.00	17,276.28	<b>4,990,981.79</b>

# TREASURER'S REPORT

## Outstanding Vouchers

Key Peninsula Metro Parks District

02/01/2023 To: 02/28/2023

As Of: 02/28/2023 Date: 03/14/2023

Time: 15:11:36 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	123	02/17/2023	Payroll	2	EFT	United Concordia	403.50	Pay Cycle(s) 01/25/2023 To 02/10/2023 - United Concordia (2)
							<u>403.50</u>	
2023	82	02/03/2023	Claims	5	2327	Veronica L Grandt	37.34	January mileage
2023	107	02/10/2023	Claims	5	2337	Springbrook Holding Company LLC	13,981.46	2023 subscription for Financial Plus, Enterprise User (x3), and Payroll Essentials
2023	125	02/24/2023	Claims	5	2339	Astound	178.83	February high speed internet and digital phone calling features and enhanced voicemail
2023	126	02/24/2023	Claims	5	2340	Canon Financial Services, INX	121.11	February contract charge for copier and fax machine at Volunteer Park office
2023	127	02/24/2023	Claims	5	2341	Copiers Northwest	23.85	1/14/2023-2/13/2023 contrac overage charge for Canon/IRC5535i III
2023	128	02/24/2023	Claims	5	2342	Glen Cove Repair LLC	819.45	Labor and parts (air filter, amber clearance/marker light, red clearance/marker light, and serpentine belt) for the 1995 Ford F Super Duty XL dump truck
2023	129	02/24/2023	Claims	5	2343	Green Diamond Pest Controll	151.20	Quarterly service (general maintenance every 3 months) VP office and Concession building
2023	130	02/24/2023	Claims	5	2344	Key Peninsula Business Association	75.00	Annual membership
2023	131	02/24/2023	Claims	5	2345	Peninsula Light Company	450.52	Electric basic charges from 1/15-2/15 at Gateway Park
2023	132	02/24/2023	Claims	5	2346	Pierce County Finance	316.34	2023 taxes on all Key Pen Parks parcels
2023	133	02/24/2023	Claims	5	2347	WA. Recreation and Park Association	590.00	Spring 2023 CPSI Program course and exam for Parks and Facilities Manager
2023	134	02/24/2023	Claims	5	2348	Washington Water Service Company	127.68	January metered water - Gateway Park
							<u>16,872.78</u>	
							<u>17,276.28</u>	

Fund	Claims	Payroll	Total
001 General Fund	16,872.78	403.50	17,276.28
	<u>16,872.78</u>	<u>403.50</u>	<u>17,276.28</u>

## TREASURER'S REPORT

### Signature Page

Key Peninsula Metro Parks District

02/01/2023 To: 02/28/2023

Time: 15:11:36 Date: 03/14/2023

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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

## February 2023 Expenditures for AP Account

Key Peninsula Metro Parks District

Time: 13:13:03 Date: 03/02/2023

02/01/2023 To: 02/28/2023

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230201001 Alstead Trielle E	80	02/03/2023	Claims	5	34.72	January mileage
230201002 Costco	81	02/03/2023	Claims	5	120.00	Annual membership -- March 2023
230201003 Grandt Veronica L	82	02/03/2023	Claims	5	37.34	January mileage
230201004 North Shore Electric INC	83	02/03/2023	Claims	5	376.39	Repair electrical work for pump room and materials provided at Volunteer Park
230201005 Occupational Medical Clinic of Tacoma	84	02/03/2023	Claims	5	296.00	Medical and drug screening for two new employees
230201006 Peninsula Light Company	85	02/03/2023	Claims	5	392.72	Electric service for Taylor Bay
230201007 Verizon Wireless	86	02/03/2023	Claims	5	329.12	January monthly charges for phones
230204001 PEBB Health Insurance Health Care Authority	100	02/10/2023	Payroll	5	6,271.57	
230205001 CenturyLink	103	02/10/2023	Claims	5	158.48	January monthly fees for internet
230205002 D.M. Recycling Co	104	02/10/2023	Claims	5	216.84	January recycling collection from Gateway Park
230205003 EPIC Business Essentials	105	02/10/2023	Claims	5	352.36	Office supplies for records management organization and daily operations
230205004 Murreys Disposal Company	106	02/10/2023	Claims	5	369.82	January waste collection from Volunteer Park and Gateway Park
230205005 Springbrook Holding Company LLC	107	02/10/2023	Claims	5	13,981.46	2023 subscription for Financial Plus, Enterprise User (x3), and Payroll Essentials
230205006 US Bank	108	02/10/2023	Claims	5	9,451.45	New locks for Gatway bathroom doors, hardware for Gateway bridge, Repair auto fence ,split rail fence, , LED lights, fuel, Items for Easter hunt event, Zoom, rackspace, weebly, Job posting site
230208001 Astound	125	02/24/2023	Claims	5	178.83	February high speed internet and digital phone calling features and enhanced voicemail
230208002 Canon Financial Services, INX	126	02/24/2023	Claims	5	121.11	February contract charge for copier and fax machine at Volunteer Park office
230208003 Copiers Northwest	127	02/24/2023	Claims	5	23.85	1/14/2023-2/13/2023 contrac overage charge for Canon/IRC5535i III
230208004 Glen Cove Repair LLC	128	02/24/2023	Claims	5	819.45	Labor and parts (air filter, amber clearance/marker light, red clearance/marker light, and serpentine belt) for the 1995 Ford F Super Duty XL dump truck
230208005 Green Diamond Pest Controll	129	02/24/2023	Claims	5	151.20	Quarterly service (general maintenance every 3 months) VP office and Concession building
230208006 Key Peninsula Business Association	130	02/24/2023	Claims	5	75.00	Annual membership
230208007 Peninsula Light Company	131	02/24/2023	Claims	5	450.52	Electric basic charges from 1/15-2/15 at Gateway Park
230208008 Pierce County Finance	132	02/24/2023	Claims	5	316.34	2023 taxes on all Key Pen Parks parcels
230208009 WA. Recreation and Park Association	133	02/24/2023	Claims	5	590.00	Spring 2023 CPSI Program course and exam for Parks and Facilities Manager
230208010 Washington Water Service Company	134	02/24/2023	Claims	5	127.68	January metered water - Gateway Park
Total Checks:					35,242.25	

## February 2023 Expenditures for Payroll

Key Peninsula Metro Parks District

Time:

13:09:40 Date: 03/02/2023

02/01/2023 To: 02/28/2023

Page:

1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	92	02/07/2023	Payroll	2	4,906.35	
EFT WA State Department of Retirement	99	02/09/2023	Payroll	2	6,242.62	
EFT Employee Paycheck	71	02/10/2023	Payroll	2	1,571.68	
EFT Employee Paycheck	72	02/10/2023	Payroll	2	2,458.46	
EFT Employee Paycheck	73	02/10/2023	Payroll	2	1,861.13	
EFT Employee Paycheck	74	02/10/2023	Payroll	2	1,762.08	
EFT Employee Paycheck	75	02/10/2023	Payroll	2	341.19	
EFT Employee Paycheck	76	02/10/2023	Payroll	2	1,476.30	
EFT Employee Paycheck	77	02/10/2023	Payroll	2	3,013.68	
EFT Employee Paycheck	78	02/10/2023	Payroll	2	1,435.52	
EFT Employee Paycheck	79	02/10/2023	Payroll	2	531.95	
EFT United Concordia	109	02/13/2023	Payroll	2	305.30	
EFT United Concordia	123	02/17/2023	Payroll	2	403.50	
EFT Employee Paycheck	112	02/24/2023	Payroll	2	1,571.68	
EFT Employee Paycheck	113	02/24/2023	Payroll	2	2,458.46	
EFT Employee Paycheck	114	02/24/2023	Payroll	2	1,876.33	
EFT Employee Paycheck	115	02/24/2023	Payroll	2	118.21	
EFT Employee Paycheck	116	02/24/2023	Payroll	2	1,762.09	
EFT Employee Paycheck	117	02/24/2023	Payroll	2	118.21	
EFT Employee Paycheck	118	02/24/2023	Payroll	2	1,476.30	
EFT Employee Paycheck	119	02/24/2023	Payroll	2	118.21	
EFT Employee Paycheck	120	02/24/2023	Payroll	2	3,013.68	
EFT Employee Paycheck	121	02/24/2023	Payroll	2	1,435.52	
EFT Employee Paycheck	122	02/24/2023	Payroll	2	177.40	
EFT EFTPS	140	02/24/2023	Payroll	2	4,787.54	
Total Checks:					45,223.39	

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 13:15:13 Date: 03/02/2023

02/01/2023 To: 02/28/2023

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
138	02/28/2023	02/28/2023	1		Ser Chge		First Citizens	86.00	Bank service fees
		576 80 49 003 Banking Fees		001	General Fund			86.00	Bank service fees
139	02/28/2023	02/28/2023	1		Ser Chge		Merch Bankcard service	42.19	Credit card processing fees
		576 80 49 003 Banking Fees		001	General Fund			42.19	Credit card processing fees
Records Printed: 2								0.00	Adjustments:
								0.00	Beginning Balance:
								0.00	Revenues:
								0.00	Warrant Expenditures:
								128.19	Non Warrant Expenditures:
								0.00	Interfund Transfers:
								0.00	Redemptions:
								0.00	Deposits:
								0.00	Withdrawals:
								0.00	Stop Payments:
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	128.19	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	128.19	0.00	0.00	0.00	0.00

# RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 15:13:55 Date: 03/14/2023

02/01/2023 To: 02/28/2023

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
63	02/01/2023	Tr Rec	1880	1530	1	Tracey L Perkosky	1,292.98	Gateway house rent, electric, and leasehold tax for February 2023.
64	02/01/2023	Tr Rec	1881	1531	1	Key Pen Little League	7,287.55	Payment for 2022 field usage at Volunteer Park for 2022 little league season contract.
65	02/01/2023	Tr Rec	1882	1532	1	Harbor Soccer Club	1,360.00	Payment for 2022 field usage at Volunteer Park for 2022 fall soccer season contract.
93	02/07/2023	Tr Rec	1886	1533	1	Kyle Armstrong	768.20	Rent, leasehold, and electric for February 2023 Taylor Bay caretaker house.
94	02/07/2023	Tr Rec	1887	1534	1	The Snack Shack	365.68	Rent, leasehold, and electric for February 2023 VP concession building.
95	02/07/2023	Tr Rec	1888	1535	1	General Customer	87.55	Rental of Gateway Park pavilion on 6-10-2023 from 2:30 to 5:30pm for (Albright)
96	02/07/2023	Tr Rec	1889	1536	1	General Customer	61.80	Rental of Gateway Park pavilion on 2-11-2023 from 11 am to 1pm for (Scott)
110	02/07/2023	Tr Rec	1890	1537	1	General Customer	77.25	1/2 rental of Gateway Park pavilion on 3-19-2023 from 12-4pm for (Kyle)
111	02/10/2023	Tr Rec	1891	1538	1	General Customer	61.80	1/2 rental of Gateway Park pavilion on 3-26-2023 from 12-2pm for (Doering)
124	02/17/2023	Tr Rec	1892	1539	1	General Customer	103.00	Rental of Gateway Park on 2-18-2023 from 1-3pm for (Boyd)
135	02/22/2023	Tr Rec	1893	1540	1	General Customer	108.15	Rental of Gateway Park pavilion on 6-3-2023 from 1to 4pm for (Tenney)
136	02/23/2023	Tr Rec	1894	1541	1	General Customer	108.15	Rental of Gateway Park pavilion on 4-29-2023 from 1to 4pm for (Selgren)
137	02/23/2023	Tr Rec	1895	1542	1	General Customer	185.40	Rental of Gateway Park pavilion on 4-22-2023 from 12 to 4pm for (Wyatt)
150	02/28/2023	Tr Rec	1896		3	Pierce County Budget and Finan	37,790.34	Property tax of \$34,575.82 and delinquent tax of \$3,214.52.
159	02/28/2023	Tr Rec	1902		3	Pierce County Budget and Finan	25,380.71	Zoo Trek
160	02/28/2023	Tr Rec	1903		3	Pierce County Budget and Finan	52.28	Leasehold Excise Tax
161	02/28/2023	Tr Rec	1904		3	Pierce County Budget and Finan	7,204.87	Investment Interest
310 Taxes							63,223.33	
360 Long Terms							19,072.38	
001 General Fund							82,295.71	
							<b>82,295.71</b>	

# 2023 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	%
311 10 00 000 Taxes, Real & Person	3,846.25	37,790.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,636.59	1,494,356.00	3%
313 17 00 000 Taxes, Zoo Trek Excis	22,106.46	25,380.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,487.17	245,000.00	19%
317 20 00 000 Taxes, Leasehold Exc	0.00	52.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.28	1,000.00	5%
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>63,223.33</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>89,176.04</b>	<b>1,802,856.00</b>	<b>5%</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	7,204.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,790.14	4,000.00	370%
362 40 00 004 S&F Rentals, 360 Fiel	240.00	770.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,010.00	18,000.00	6%
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	365.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	731.36	7,000.00	10%
362 50 00 002 S&F Rentals, Gatewa	1,287.88	1,292.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,580.86	14,400.00	18%
362 50 00 004 S&F Rentals, Sportsfi	0.00	8,647.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,647.55	8,000.00	108%
362 50 00 005 S&F Rental, Taylor B	768.20	768.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,536.40	9,180.00	17%
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	23.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	611.89	2,000.00	31%
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>19,072.38</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>30,408.20</b>	<b>622,980.00</b>	<b>5%</b>
<b>FUND REVENUES:</b>	<b>37,288.53</b>	<b>82,295.71</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>119,584.24</b>	<b>2,426,636.00</b>	<b>5%</b>
576 80 10 001 Commissioner Wage	512.04	384.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	896.07	7,500.00	12%
576 80 10 002 Administrative Wage	23,105.94	24,893.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,999.85	301,983.00	16%
576 80 10 003 Park Operations Waç	12,615.27	12,986.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,601.28	380,292.00	7%
576 80 10 004 Park Operations - Tel	644.38	454.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,099.31	0.00	0%
576 80 20 001 Commissioner Perso	50.63	29.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.03	678.00	12%
576 80 20 002 Administrative Benef	7,331.88	8,362.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,694.75	109,190.00	14%
576 80 20 003 Park Operations Ben	9,677.88	5,265.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,943.63	184,765.00	8%
576 80 20 004 Park Operations - Tel	577.95	112.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	690.73	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	357.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	502.22	5,500.00	9%
576 80 31 002 Maintenance Supplie	7,296.39	4,681.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,977.51	107,000.00	11%
576 80 31 003 Equipment Maintena	0.00	221.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	221.71	3,520.00	6%
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	1,027.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,027.30	10,000.00	10%
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	746.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,027.99	22,000.00	5%
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	49.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,321.50	12,500.00	43%

## 2023 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 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	13,981.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,981.46	16,000.00	87%
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	465.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	465.70	47,863.00	1%
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	705.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,644.95	9,500.00	17%
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	83.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.56	15,000.00	1%
576 80 44 001 Taxes And Operation	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	2,000.00	16%
576 80 45 000 Equipment Rental	326.03	144.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	470.99	8,000.00	6%
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	1,655.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,685.01	37,485.00	12%
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	1,382.65	2,566.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,949.06	29,810.00	13%
576 80 49 001 Licenses & Permits	2,148.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,212.00	6,000.00	37%
576 80 49 002 Dues & Subscription	29.78	1,313.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,343.22	7,500.00	18%
576 80 49 003 Banking Fees	85.00	128.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.19	1,700.00	13%
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	590.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	609.95	7,000.00	9%
<b>576 Parks</b>	<b>75,592.76</b>	<b>81,588.55</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>157,181.31</b>	<b>1,455,236.00</b>	<b>11%</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	-994.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,198.71	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>-994.72</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>-690.39</b>	<b>6,400.00</b>	<b>11%</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>80,593.83</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>156,440.92</b>	<b>2,426,636.00</b>	<b>6%</b>

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Key Peninsula Metro Parks District

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## 2023 FUND TOTALS

## Key Peninsula Metro Parks District

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Special Meeting: March 20, 2023

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: March 20, 2023  
Subject: Executive Director's Report

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Foremost, the Director expresses her appreciation to the Board for the cancellation of the March 13 Regular Meeting and the replacement with the March 20<sup>th</sup> Special Meeting due to her illness.

It has been an extraordinarily busy month at Key Pen Parks! In February, Sam Howarth joined our staff as the Parks & Facilities Manager and hit the ground running. He is learning our processes and policies while also working with the maintenance team to make major repairs on Field 1 for Little League. At the February meeting, the Director mentioned that difficulty in finding infield mix however Little League was adamant that the infield be cut back as the grass had grown in about 5 feet which was above the 10 feet the infield was already short since the last major reconstruction. As a result, staff removed the 15 feet of grass and added in surface brand conditioner as a temporary fix until the infield can be re-done in the summer months. We thank Little League for their patience with the unexpected rain and cold temperatures which extended the timeline for completion to two weeks from the initial one-week estimate. The extra dirt and grass caused a "lip" to build which was also keeping water on the infield reducing it's overall playability. Staff also properly situated the softball pitching mounds and have prepped the fields for practices.

Rocky Creek had two more instances of illegal dumping in February which were cleaned up within a day, however, each took several hours with multiple staff. The debris was construction materials/rocks mixed with trash.

Other maintenance projects have included brushing back scotch broom on 360 trails, removing tree debris from all parks from the winds/storms, installing stair treads on Fields 2/3 at Volunteer Park, moving ecology blocks at Gateway in preparation for the Egg Hunt, cleaning the gutters at the Gateway maintenance area and repairs at the Taylor Bay home.

Two conditional offers are pending – in the final steps – for the Maintenance Worker I and II positions. This leaves only the custodial/janitorial position without a candidate. This position was recently re-written to better reflect the actual job duties and re-posted; several folks have applied and interviews are scheduled for the week of March 20<sup>th</sup>.

The derelict boat at Taylor Bay, Tropical Itch, was the unfortunate victim of a fire. It occurred on a cold night and was assumed to have been started by unsheltered individuals aboard the vessel. The boat was burned quite badly and was no longer seaworthy with sections of the hull gone and fiberglass spilling onto the beach. There were no signs of any oil/gas leaks. However, the potential damage to the shoreline allowed the District to invoke emergency measures and contracting through the Department of Natural



Resources (DNR) for the district to take temporary possession and remove the vessel to prevent harm to the shoreline and bay. The process of notifying the vessel owner is underway. There is a 30-day waiting period before the District can take formal possession of the vessel and an additional 30 days whereby the owner can appeal. The vessel was removed and is now being stored by the contractor. If the District, hears from the owner we will work with him for payment of our costs (about \$27,000 including administrative costs), otherwise we are required to send one invoice for payment and if that is unpaid then DNR will reimburse the District through the Derelict Vessel Program. DNR currently has \$30,000 earmarked for this project. On the evening of the fire and the following day, the Director filed all of the necessary reports and follow-up with WA Department of Ecology, the US Coast Guard, and the National Response Center.

The Events Coordinator has been securing permits for upcoming events, lining up vendors and partners for various events, and working with outside organizations for their events. 360 Trails and portions of Gateway Park will be closed on April 2<sup>nd</sup> for Bell Laps (BuDu race) and 15<sup>th</sup>-16<sup>th</sup> for the WA Student Cycling League. If the grassy field at Gateway is not available for parking on the morning of April 8<sup>th</sup> for the Egg Hunt, then the trails/park will be closed during the event to allow for egg hunt parking. She also wrote and submitted a funding request for the Mom & Me Tea event to the Angel Guild as well as created a sponsorship guide which was mailed out to local businesses to help support the community events.

The Office and Outreach Coordinator has taken the lead on the Disc Golf Course expansion outreach project. She created the website and collateral materials as well as the survey. The Director and Parks & Facilities Manager will be joining her for a few “pop-ups in the park” to talk with park users about the project and encourage them to fill out the survey. She also completed the re-do of our website which is now more streamlined, modern, and easier to read especially on a mobile device! She continues to take training on records retention to tackle that project later in the calendar year.

The Fiscal Specialist has also been out sick but is focused on administrative necessities such as payroll and accounts payable plus completing the Annual Report which will be on the April agenda for approval. The report is due at the end of May, so if any changes are needed they can be made before the due date. The Director, also sick, has primarily been focused on the derelict boat and the various requirements to ensure reimbursement, completing RCO requirements on the Cramer McCracken property, and the land acquisitions.

The Director has also been in contact with DNR regarding the forthcoming Trust Property timber harvest at Key Central Forest. The SPEA was completed, and information emailed to Board Members in January. The harvest process is moving forward as the DNR has the “bid up for sale” and will be selecting the contractor in March or April. Once the selection is made the contractor has close to a year to complete the harvest portion of the project. The Director will be invited to the planning meetings once the timeline for harvest is available. Currently, there are DNR representatives in the Forest from time to time to assist with the contractor selection process. Therefore, park users may see vehicles on the trails/logging roads as they complete the work (visual assessment of the areas).



Meeting: March 20, 2023

Item # 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 20, 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.

During the February 2023 Regular Meeting, there was no action taken on the park or amenity naming, however the Executive Director will reach out for guidance on applicability of OPMA for the Committees. With additional information from legal counsel, the Board will discuss the policies during the April 2023 Study Session.

**Recommended Action:** None at this meeting.



Meeting: March 20, 2023

Item # 12b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 20, 2023

Subject: Update on Various Potential Land Acquisitions

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### **Background**

During the February 2023 Regular Meeting, the Board directed the Executive Director to move forward with learning more regarding a potential land acquisition of 5 parcels (Zeren) or approximately 51 acres adjacent to Gateway Park. In this case, the property owner wishes to use the Great Peninsula Conservancy (GPC) as an intermediary on any potential acquisition. As such, staff has been in touch with GPC and has learned the following: GPC has been on-site to the parcels and overall found the structures to be in varying condition. The horse stables and arenas appeared to be in average condition, with the houses, barn, and sheds to be in average to poor condition. The property owner will not let Key Pen Parks on-site to view the structures and natural elements until the owner knows more about the potential price.

As such, staff has solicited pricing information from 3 local appraisers for a “Letter of Opinion” for a better understanding of the value of the property and, if that number is amenable to the property owner to continue more in-depth discussions. These appraisers also perform “RCO Appraisals”, meaning those that comply with the WA Recreation and Conservation Office (RCO) appraisal requirements for grants, so that if this does culminate in a Purchase and Sale Agreement the same individual can complete the required full appraisal at a reduced cost since some of the work would have completed under the Letter of Opinion process. As of the writing of this report, the appraisers have had less than 24 hours to respond to the price/availability request and as a result no additional information is available at this time.

The Pierce County Conservation Futures Grant program has not yet opened due to the Code revision process underway at the County and it is estimated to be a few more months before the applications are available. However, the Gig Harbor Land Trust has been soliciting information from local agencies regarding fundraising to help pay for grant match and the Executive Director gave them a presentation on March 16<sup>th</sup> with the statement that this was for information only and once there is firmer interest by the property owner, e.g. that the potential purchase price meets her expectations, that a full application would be submitted to the Land Trust.

Staff was provided with a phone number for the Carlson property (adjacent to Zeren) and there was no answer to a phone call. A letter was sent on March 15<sup>th</sup> inquiring about any interest in a property sale.

In 2021, the District was approached by the Lind family who needed some documentation regarding a Right of First Refusal that is on their property in Home. At that time, and over the next months there was conversation between the District and the family on potential acquisition, including that the District will not pay much over appraised value of the property which is covered by a fairly tight conservation easement (held by GPC). In late 2022, the family decided to put the property on the market at \$1.5 million to see if they could sell it for what they believe it is worth. They are under contract with a real estate agent through June. In a recent email exchange between the family representative and the



Executive Director, there has been some interest the property but no offers yet. They are considering extending the agreement with the real estate company beyond June, but have asked for a video meeting with the Director to discuss further. Between her illness and the work from the potential Zeren acquisition, this meeting has not yet been scheduled but will be held sometime in April.

For the third property of a potential donation of land via a life estate, the property owner remains in communication with the Executive Director who recently received a copy of the proposed easement. It is currently under preliminary review (was received on the Friday before the Director's illness). Based on the information in the document, the Director will work with legal counsel, the Board, GPC, as needed to finalize the agreement. These are typically slow processes however the owner and District remain engaged.

Finally, there has been no additional communication from the Sportsman's Club and at this time are not a willing seller.

**Recommended Action:** None at this meeting.



Meeting: March 20, 2023

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 20, 2023

Subject: Consideration of Impacts of Mountain Bike Trail Maintenance Agreement with Evergreen Mountain Bike Alliance (EMBA)

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### **Background**

Report forthcoming.