



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

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

September 11, 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) 215-8782 with  
Meeting ID: 812 8870 4924 Passcode: 496571

Hybrid Meeting may be available but not guaranteed due to technology  
<https://us06web.zoom.us/j/81288704924?pwd=WHNVdzRUZmFkZkZPalZjdmJpY016UT09>

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

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

**3. Pledge of Allegiance**

**4. Approval of Agenda**

**5. Special Presentations**

- a. None

**6. Public Comments:** *Limited to 3 minutes per 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. Special Meeting of August 23, 2023

**8. Financial Report**

- a. August 2023 Financial Report

Total expenditures \$130,870.66

• Accounts Payable	\$74,134.38	Check #
• First Citizens	\$	EFT's
• <u>Payroll/Benefits</u>	\$56,570.27	EFT's
• <u>Pierce County Claim</u>	\$	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$166.01	EFT's

Total Revenue \$55,984.59

• Other Revenues	\$ 12,619.68
• Zoo Trek	\$25,137.28
• Property Tax	\$8,669.21
• Investment	\$9,495.87
• Leasehold Excise	\$58.55
• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0
• Petty Cash	\$4.00

**9. Executive Director's Report**

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

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

**11. Board President's Report**

**12. Unfinished Business**

- a. None

**13. New Business**

- a. Approval of Resolution R2023-04 Application and Signatures for the WA Recreation and Conservation Office (RCO) for Project 23-1638 Parks Field/Trail Repair, Bleachers, and Trash Cans

**14. Other minor matters**

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

**16. Next Regular Meeting October 9, 2023**

**17. Adjournment**



Meeting: September 11, 2023

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: September 11, 2023

Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from the Special Meeting on August 23, 2023.

Minutes from March, April and May 2023 remain outstanding.

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from the August 23, 2023, Special Meeting



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

### **MINUTES - DRAFT**

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

**Wednesday, August 23, 2023 @ 7:00 PM**

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47,  
1921 Key Peninsula Hwy NW, Home WA 98349

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

Executive Director Tracey Perkosky called the meeting to order at 7:14 PM

Present: President Parry, Vice President Michel, Clerk Clinton, and Commissioner Robison (arrived 7:34 PM)

Absent & Excused: Commissioner Jensen

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

Agenda approved with no changes.

#### **5. Special Presentations**

None

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

None

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

Regular Meeting Minutes for June 12, 2023, and July 10, 2023

Recommended Action: Approve meeting minutes.

MOTION: Clerk Clinton moved to approve the minutes as submitted. Seconded by Vice President Michel. Motion Carried 3-0.

#### **8. Financial Report**

The June and July Financial Reports were approved, following questions on the GO Bond payments.

## **9. Executive Director Report**

Director Perkosky reported on an update to the Conservation Futures Program and the potential Zeren Property acquisition and a community complaint regarding Bubble Fun Day. The remainder of the report was provided in written form.

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

a. Land and Improvements Committee – Committee desires to set-up a meeting about signage. Meeting will include Vice President Michel, Commissioner Robison, Fiscal Specialist Armstrong, Executive Director Perkosky, and Tim Kolker (artist/fabricator). Vice President Michel requested that an application be submitted to the Trust Land Transfer Program for 360 Trails. Director Perkosky agreed that was possible but that all other capital projects would be put on hold to adapt to the work priority shift, to which the Board agreed.

b. Key Peninsula Parks and Recreation Foundation Report – None

c. Trail Committee Update – Vice President Michel commented on trail maintenance and the addition of Corey Ferenick, Nick Marvick, Chris Rurik, Gaylord Mingo and Devyn Vinning to the Committee.

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

None

## **12. Unfinished Business**

None

## **13. New Business**

a. Approval of terms for Key Peninsula Little League Agreement (KPLL)  
Executive Director introduced the item. Commissioner Robison's suggested edit to reduce the KPLL fees by any other rental was discussed and approved.

Recommended Action: Approve the terms in the attached agreement between Key Pen Parks and KPLL

**MOTION:** Vice President Michel moved to approve the terms with the changes. Seconded by Commissioner Robison. Motion carried 4-0.

## **14. Other minor matters**

Discussion on the property for sale adjacent to Gateway Park and fence encroachment.

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

Vice President Michel expressed appreciation for MTB 101 event.

President Parry expressed appreciation for Bubble Fun Day and MTB 101.

**16, 17. Next Meeting and Adjourn**

Regular Meeting on September 11, 2023

Adjourn at 8:29 PM

Respectfully submitted by Executive Director Tracey Perkosky.

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



Meeting: September 11, 2023

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: September 11, 2023

Subject: Approval of Finances

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### **Background**

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

August 2023 Financial Report

#### Total expenditures \$130,870.66

• Accounts Payable	\$74,134.38	Check #
• First Citizens	\$	EFT's
• <u>Payroll/Benefits</u>	\$56,570.27	EFT's
• <u>Pierce County Claim</u>	\$	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$166.01	EFT's

#### Total Revenue \$55,984.59

• Other Revenues	\$ 12,619.68
• Zoo Trek	\$25,137.28
• Property Tax	\$8,669.21
• Investment	\$9,495.87
• Leasehold Excise	\$58.55
• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0
• Petty Cash	\$4.00



**TREASURER'S REPORT**

**Fund Totals**

Key Peninsula Metro Parks District

08/01/2023 To: 08/31/2023

Time: 15:23:29 Date: 09/05/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,528,830.73	55,984.59	130,870.66	5,453,944.66	3,021.34	0.00	0.00	5,456,966.00
	5,528,830.73	55,984.59	130,870.66	<b><u>5,453,944.66</u></b>	3,021.34	0.00	0.00	<b>5,456,966.00</b>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

08/01/2023 To: 08/31/2023

Time: 15:23:29 Date: 09/05/2023

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	126,541.00	12,619.68	126,598.38	12,562.30	0.00	0.00	12,562.30
2 First Citizens Payroll	10,068.68	89,500.31	56,575.27	42,993.72	0.00	0.00	42,993.72
3 Pierce County	5,347,275.56	169,798.28	183,452.66	5,333,621.18	0.00	0.00	5,333,621.18
4 Petty Cash	166.63	4.00	0.00	170.63	0.00	0.00	170.63
5 First Citizens AP	44,778.86	93,952.35	74,134.38	64,596.83	0.00	3,021.34	67,618.17
Total Cash:	5,528,830.73	365,874.62	440,760.69	5,453,944.66	0.00	3,021.34	<b>5,456,966.00</b>
	5,528,830.73	365,874.62	440,760.69	5,453,944.66	0.00	3,021.34	<b>5,456,966.00</b>

## TREASURER'S REPORT

### Outstanding Vouchers

08/01/2023 To: 08/31/2023

As Of: 08/31/2023 Date: 09/05/2023

Time: 15:23:29 Page: 3

Key Peninsula Metro Parks District

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	830	08/25/2023	Claims	5	2509	4 Sight Septic, Inc	405.00	Maintenance inspection for Gateway Park septic system.
2023	831	08/25/2023	Claims	5	2510	Astound	174.33	Phone and internet service for Volunteer Park.
2023	832	08/25/2023	Claims	5	2511	Canon Financial Services, INX	121.22	Rental of Canon copier and fax unit.
2023	833	08/25/2023	Claims	5	2512	Copiers Northwest	48.62	Additional copies above contracted allowed amount for Canon copier.
2023	834	08/25/2023	Claims	5	2513	Hemley's Handy Kans	307.50	Rental of portable toilets for Taylor Bay, Key Central Forest, and 360 Park.
2023	835	08/25/2023	Claims	5	2514	Peninsula Light Company	1,527.90	Electric Service fees for Gateway Park, Volunteer Park, Home Park and Taylor Bay.
2023	836	08/25/2023	Claims	5	2515	Washington Water Service Company	436.77	Water service fees for Gateway Park.
							3,021.34	

Fund	Claims	Payroll	Total
001 General Fund	3,021.34	0.00	3,021.34
	3,021.34	0.00	3,021.34

**TREASURER'S REPORT**

**Signature Page**

Key Peninsula Metro Parks District

08/01/2023 To: 08/31/2023

Time: 15:23:29 Date: 09/05/2023

Page: 4

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

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

## AP Expenditures for August 2023

Key Peninsula Metro Parks District

Time:

15:27:38 Date: 09/05/2023

08/01/2023 To: 08/31/2023

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
230804001	PEBB Health Insurance Health Care Authority	768	08/07/2023	Payroll	5	7,083.99	
230805001	Alstead Trielle E	775	08/09/2023	Claims	5	44.54	Mileage for July 2023.
230805002	Compensation Connections LLC	776	08/09/2023	Claims	5	935.00	Professional services regarding Human Resources.
230805003	D.M. Recycling Co	777	08/09/2023	Claims	5	229.10	Recycling pickup service at Gateway Park.
230805004	Department of Health	778	08/09/2023	Claims	5	109.10	Public Water System Annual Fee for Volunteer Park.
230805005	Desert Green Turf Inc	779	08/09/2023	Claims	5	9,504.00	14000 SQ FT LMR for field 1 at Volunteer Park.
230805006	EPIC Business Essentials	780	08/09/2023	Claims	5	91.85	1 ream of printer paper.
230805007	Enduris Washington	781	08/09/2023	Claims	5	39,713.00	Annual insurance renewal for September 1, 2023 through August 31, 2024.
230805008	Hemley's Handy Kans	782	08/09/2023	Claims	5	1,405.00	Rental of portable toilets for Family Fun Fest event.
230805009	Madrona Law Group PLLC	783	08/09/2023	Claims	5	64.00	Professional service provided regarding easement.
230805010	Murreys Disposal Company	784	08/09/2023	Claims	5	725.18	Trash pickup service for Gateway Park and Volunteer Park.
230805011	PCRCO, LLC	785	08/09/2023	Claims	5	35.48	Overflow trash taken to Purdy dump from Gateway Park.
230805012	Peninsula Light Company	786	08/09/2023	Claims	5	1,111.87	Electric service fees for Volunteer Park, Home Park, and Taylor Bay.
230805013	Purdy Topsoil and Gravel LLC	787	08/09/2023	Claims	5	225.00	Premium Lawn Mix for Volunteer Park Field 1.
230807001	US Bank	792	08/11/2023	Claims	5	9,383.23	Credit card payment for statement 8-7-2023
230807002	Verizon Wireless	793	08/11/2023	Claims	5	444.49	Park business cell phone service for all staff
230807003	Walrath Trucking Inc	794	08/11/2023	Claims	5	8.21	Original invoice #118813 had incorrect tax rate of 8%. As of July 1st tax rate should have been 8.1%. This is the balance due on that tax.
230810001	4 Sight Septic, Inc	830	08/25/2023	Claims	5	405.00	Maintenance inspection for Gateway Park septic system.
230810002	Astound	831	08/25/2023	Claims	5	174.33	Phone and internet service for Volunteer Park.
230810003	Canon Financial Services, INX	832	08/25/2023	Claims	5	121.22	Rental of Canon copier and fax unit.
230810004	Copiers Northwest	833	08/25/2023	Claims	5	48.62	Additional copies above contracted allowed amount for Canon copier.
230810005	Hemley's Handy Kans	834	08/25/2023	Claims	5	307.50	Rental of portable toilets for Taylor Bay, Key Central Forest, and 360 Park.
230810006	Peninsula Light Company	835	08/25/2023	Claims	5	1,527.90	Electric Service fees for Gateway Park, Volunteer Park, Home Park and Taylor Bay.
230810007	Washington Water Service Company	836	08/25/2023	Claims	5	436.77	Water service fees for Gateway Park.
Total Checks:						74,134.38	

# Payroll Expenditures for August 2023

Key Peninsula Metro Parks District

Time:

15:27:02 Date: 09/05/2023

08/01/2023 To: 08/31/2023

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT WA State Department of Retirement	766	08/07/2023	Payroll	2	7,375.96	
EFT EFTPS	767	08/07/2023	Payroll	2	5,669.14	
EFT Employee Paycheck	749	08/10/2023	Payroll	2	1,859.05	
EFT Employee Paycheck	750	08/10/2023	Payroll	2	2,458.46	
EFT Employee Paycheck	751	08/10/2023	Payroll	2	655.36	
EFT Employee Paycheck	752	08/10/2023	Payroll	2	1,847.30	
EFT Employee Paycheck	753	08/10/2023	Payroll	2	2,599.74	
EFT Employee Paycheck	754	08/10/2023	Payroll	2	1,576.44	
EFT Employee Paycheck	755	08/10/2023	Payroll	2	1,659.50	
EFT Employee Paycheck	756	08/10/2023	Payroll	2	1,637.12	
EFT Employee Paycheck	757	08/10/2023	Payroll	2	2,985.59	
EFT Employee Paycheck	758	08/10/2023	Payroll	2	1,088.97	
EFT United Concordia	788	08/10/2023	Payroll	2	501.60	
EFT Department of Licensing	821	08/22/2023	Payroll	2	15.00	
EFT EFTPS	829	08/24/2023	Payroll	2	5,833.88	
EFT Employee Paycheck	810	08/25/2023	Payroll	2	2,010.81	
EFT Employee Paycheck	811	08/25/2023	Payroll	2	2,458.46	
EFT Employee Paycheck	812	08/25/2023	Payroll	2	894.08	
EFT Employee Paycheck	813	08/25/2023	Payroll	2	2,026.11	
EFT Employee Paycheck	814	08/25/2023	Payroll	2	2,599.74	
EFT Employee Paycheck	815	08/25/2023	Payroll	2	1,439.47	
EFT Employee Paycheck	816	08/25/2023	Payroll	2	234.96	
EFT Employee Paycheck	817	08/25/2023	Payroll	2	1,833.98	
EFT Employee Paycheck	818	08/25/2023	Payroll	2	1,507.24	
EFT Employee Paycheck	819	08/25/2023	Payroll	2	2,985.59	
EFT Employee Paycheck	820	08/25/2023	Payroll	2	816.72	
Total Checks:						56,570.27

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 15:35:37 Date: 09/05/2023

08/01/2023 To: 08/31/2023

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
<b>826</b>	<b>08/24/2023</b>	<b>08/31/2023</b>	<b>1</b>		<b>Ser Chge</b>		<b>Merch Bankcard service</b>	<b>72.01</b>	<b>Credit card processing fee</b>
	576 80 49 003	Banking Fees		001	General Fund			72.01	Credit card processing fee
<b>841</b>	<b>08/30/2023</b>	<b>08/31/2023</b>	<b>2</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>5.00</b>	<b>Funds for returned ACH item.</b>
	576 80 49 003	Banking Fees		001	General Fund			5.00	Funds for returned ACH item.
<b>844</b>	<b>08/31/2023</b>	<b>08/31/2023</b>	<b>1</b>		<b>EFT Ser Chge</b>		<b>First Citizens</b>	<b>89.00</b>	<b>Bank service fees.</b>
	576 80 49 003	Banking Fees		001	General Fund			89.00	Bank service fees.

Records Printed: 3

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	0.00
Non Warrant Expenditures:	166.01
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	166.01	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	166.01	0.00	0.00	0.00

## RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 15:25:07 Date: 09/05/2023

08/01/2023 To: 08/31/2023

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
770	08/08/2023	Tr Rec	2156	1780	1	Tracey L Perkosky	1,174.35	Rent, leasehold tax, electric for August 2023, Gateway House
771	08/08/2023	Tr Rec	2157	1781	1	The Snack Shack	591.36	Rent, leasehold tax, electric for August 2023, VP Concession building.
772	08/09/2023	Tr Rec	2158	1782	1	General Customer	36.05	Rental of Gateway Park pavilion on 8-27-2023 from 1pm to 4pm for (Daevon C Adams) Balanced owed for this reservation.
773	08/09/2023	Tr Rec	2159	1783	1	General Customer	61.80	Rental of Gateway Park pavilion on 8-9-2023 from 5 pm to 8 pm for (Younkin)
774	08/09/2023	Tr Rec	2160	1784	1	General Customer	185.40	Rental of Gateway Park pavilion on 9-9-2023 from 9:30 am to 1:30 pm for (Haryasyah)
789	08/10/2023	Tr Rec	2161	1785	1	General Customer	61.80	Rental of Gateway Park pavilion on 9-9-2023 from 2pm to 4pm for (Goffrier)
790	08/10/2023	Tr Rec	2162	1786	1	General Customer	87.55	Rental of Gateway Park pavilion on 8-27-2023 from 4:30 pm to 7:30 pm for (Wheeler)
791	08/10/2023	Tr Rec	2163	1787	1	General Customer	144.20	Rental of Gateway Park pavilion on 8-18-2023 from 4:30 pm to 7:30 pm for (Calfy)
795	08/11/2023	Tr Rec	2164	1788	1	General Customer	139.05	Rental of Gateway Park pavilion on 9-10-2023 from 1pm to 5pm for (Herbert)
796	08/11/2023	Tr Rec	2165	1789	1	General Customer	77.25	Rental of Gateway Park pavilion on 9-23-2023 from 10 am to 2pm for (Hartman)
797	08/15/2023	Tr Rec	2166	1790	1	Kyle Armstrong	818.20	Rent, electric, and lease hold tax for August 2023 and Late fee of \$50.00 included. Taylor Bay caretaker.
798	08/16/2023	Tr Rec	2167	1791	1	General Customer	36.05	Rental of Home Park shelter on 9-3-2023 from 11:30 am to 1:30 PM for (Callaway)
799	08/16/2023	Tr Rec	2168	1792	1	General Customer	77.25	Rental of Gateway Park pavilion on 8-20-2023 from 2:30 pm to 6:30 PM for (Acfalle)
800	08/16/2023	Tr Rec	2169	1793	1	General Customer	108.15	Rental of Gateway Park pavilion on 9-30-2023 from 1:30 pm to 4:30 PM for (Dodson)
807	08/21/2023	Tr Rec	2170	1794	1	General Customer	46.35	Rental of Gateway Park pavilion on 9-23-2023 from 1 pm to 3pm for (Hall)
808	08/21/2023	Tr Rec	2171	1795	1	General Customer	46.35	Rental of Gateway Park pavilion on 9-3-2023 from 11 am to 1 pm for (Reische)
809	08/21/2023	Tr Rec	2172	1796	1	General Customer	61.80	Rental of Gateway Park pavilion on 9-23-2023 from 10:30 am to 12:30 pm for (Privatt)
822	08/22/2023	Tr Rec	2173	1797	4	General Customer	4.00	General parks donation giving at art fest event.
823	08/22/2023	Tr Rec	2174	1798	1	Key Pen Little League	8,217.82	2023 contract payment for field usage, lights, and signage.



## RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 15:25:07

Date: 09/05/2023

08/01/2023 To: 08/31/2023

Page: 2

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
824	08/22/2023	Tr Rec	2175	1799	1	General Customer	61.80	Rental of Gateway Park pavilion on 8-30-2023 from 10:30 am to 12:30 pm for (Geist)
825	08/22/2023	Tr Rec	2176	1800	1	General Customer	87.55	Rental of Gateway Park pavilion on 9-9-2023 from 2 pm to 5 pm for (Datus) For H. Scott
827	08/24/2023	Tr Rec	2177	1801	1	General Customer	77.25	Rental of Gateway Park pavilion on 8-29-2023 from 4 pm to 6 pm for (Rush)
828	08/03/2023	Tr Rec	2178	1802	1	General Customer	139.05	Rental of Gateway Park pavilion on 8-24-2023 from 4 pm to 8pm for (Dolfin)
837	08/30/2023	Tr Rec	2179	1803	1	General Customer	61.80	Rental of Gateway Park pavilion on 9-17-2023 from 12pm to 3pm for (Knesal)
838	08/30/2023	Tr Rec	2180	1804	1	General Customer	61.80	Rental of Gateway Park pavilion on 9-24-2023 from 2pm to 5pm for (Thon)
842	08/31/2023	Tr Rec	2183	1807	1	General Customer	46.35	Rental of Gateway Park pavilion on 9-3-2023 from 3pm to 5pm for (Ward)
843	08/31/2023	Tr Rec	2184	1808	1	General Customer	113.30	Rental of Gateway Park pavilion on 10-14-2023 from 11am to 3pm for (Ellis)
858	08/31/2023	Tr Rec	2185		3	Pierce County Budget and Finar	8,669.21	Property tax of \$7,405.24 and delinquent years of \$1,263.97
859	08/31/2023	Tr Rec	2186		3	Pierce County Budget and Finar	25,137.28	Zoo Trek
860	08/31/2023	Tr Rec	2187		3	Pierce County Budget and Finar	58.55	Leasehold Excise Tax.
861	08/31/2023	Tr Rec	2188		3	Pierce County Budget and Finar	9,495.87	Investment Interest
							33,865.04	
							22,119.55	
							<u>55,984.59</u>	
001 General Fund							<u><b>55,984.59</b></u>	

# RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 16:02:18

Date: 09/05/2023

08/01/2023 To: 08/31/2023

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
822	08/22/2023	Tr Rec	2173	1797	4	General Customer	4.00	General parks donation giving at art fest event.
360 Long Terms							4.00	
001 General Fund							4.00	
							<b>4.00</b>	

# 2023 CASH FLOW - YEAR TO DATE

City of Peninsula Metro Parks District

Time: 15:28:57 Date: 09/05/2023

January To August

Page: 1

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
10 00 000 Taxes, Real & Person	3,846.25	37,790.34	78,033.33	561,455.93	135,996.76	12,839.99	8,090.78	8,669.21	0.00	0.00	0.00	0.00	846,722.59	1,494,356.00	57%
17 00 000 Taxes, Zoo Trek Excis	22,106.46	25,380.71	20,510.65	20,322.27	23,306.37	21,453.65	23,232.07	25,137.28	0.00	0.00	0.00	0.00	181,449.46	245,000.00	74%
20 00 000 Taxes, Leasehold Exc	0.00	52.28	0.00	0.00	60.65	0.00	0.76	58.55	0.00	0.00	0.00	0.00	172.24	1,000.00	17%
40 00 000 Taxes, Forest Excise 1	0.00	0.00	0.00	0.00	2,350.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,350.91	2,500.00	94%
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>Taxes</b>	<b>25,952.71</b>	<b>63,223.33</b>	<b>98,543.98</b>	<b>581,778.20</b>	<b>161,714.69</b>	<b>34,293.64</b>	<b>31,323.61</b>	<b>33,865.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,030,695.20</b>	<b>1,802,856.00</b>	<b>57%</b>
02 70 001 Pierce County Parks	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0%
<b>Intergovernmental Revenues</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0%</b>
60 00 003 Program Fees, Prog	0.00	0.00	359.54	851.00	157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,367.54	800.00	171%
<b>Park Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>359.54</b>	<b>851.00</b>	<b>157.00</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>1,367.54</b>	<b>800.00</b>	<b>171%</b>
11 00 000 Investment Interest	7,585.27	7,204.87	8,289.00	8,415.56	9,017.42	8,847.71	9,273.31	9,495.87	0.00	0.00	0.00	0.00	68,129.01	4,000.00	***%
40 00 004 S&F Rentals, 360 Fie	240.00	770.00	2,057.79	6,160.00	4,176.35	4,233.15	979.20	1,731.80	0.00	0.00	0.00	0.00	20,348.29	18,000.00	113%
40 00 005 S&F Rentals, Home I	0.00	0.00	0.00	65.00	100.00	70.00	0.00	35.00	0.00	0.00	0.00	0.00	270.00	400.00	68%
40 00 006 S&F Rentals, Volunte	0.00	0.00	0.00	0.00	0.00	168.68	50.00	0.00	0.00	0.00	0.00	0.00	218.68	1,000.00	22%
50 00 001 S&F Rentals, Conces	365.68	365.68	591.36	591.36	591.36	591.36	591.36	591.36	0.00	0.00	0.00	0.00	4,279.52	7,000.00	61%
50 00 002 S&F Rentals, Gatewa	1,287.88	1,292.98	1,274.79	1,269.04	1,251.25	1,203.75	1,172.75	1,174.35	0.00	0.00	0.00	0.00	9,926.79	14,400.00	69%
50 00 004 S&F Rentals, Sportsf	0.00	8,647.55	0.00	0.00	0.00	0.00	0.00	8,217.82	0.00	0.00	0.00	0.00	16,865.37	8,000.00	211%
50 00 005 S&F Rental, Taylor B:	768.20	768.20	768.20	768.20	768.20	768.20	768.20	818.20	0.00	0.00	0.00	0.00	6,195.60	9,180.00	67%
00 00 000 Contributions & Dor	500.00	0.00	500.00	1,500.00	2,000.00	0.00	38,660.47	4.00	0.00	0.00	0.00	0.00	43,164.47	7,500.00	576%
00 00 001 Event Sponsorship F	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0%
91 00 000 Other Revenue	588.79	23.10	898.86	239.43	130.11	763.61	1,042.00	51.15	0.00	0.00	0.00	0.00	3,737.05	2,000.00	187%
91 01 000 Usage Of Fund Balan	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%
10 00 000 Refundable Deposits	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,500.00	33%
<b>Long Terms</b>	<b>11,335.82</b>	<b>19,072.38</b>	<b>14,880.00</b>	<b>19,008.59</b>	<b>18,034.69</b>	<b>16,646.46</b>	<b>52,687.29</b>	<b>22,119.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>173,784.78</b>	<b>622,980.00</b>	<b>28%</b>
00 00 000 Special or Extraordir	0.00	0.00	0.00	0.00	0.00	0.00	31,733.96	0.00	0.00	0.00	0.00	0.00	31,733.96	0.00	0%
<b>Special or Extraordinary Items</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>31,733.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,733.96</b>	<b>0.00</b>	<b>0%</b>
<b>JD REVENUES:</b>	<b>37,288.53</b>	<b>82,295.71</b>	<b>113,783.52</b>	<b>601,637.79</b>	<b>179,906.38</b>	<b>50,940.10</b>	<b>165,744.86</b>	<b>55,984.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,287,581.48</b>	<b>2,426,636.00</b>	<b>53%</b>
80 10 001 Commissioner Wage	512.04	384.03	0.00	640.05	256.02	384.03	896.07	256.02	0.00	0.00	0.00	0.00	3,328.26	7,500.00	44%
80 10 002 Administrative Wage	23,105.94	24,893.91	23,517.02	24,888.25	24,775.19	21,441.68	20,608.08	21,274.02	0.00	0.00	0.00	0.00	184,504.09	301,983.00	61%
80 10 003 Park Operations Wa	12,615.27	12,986.01	19,230.63	26,587.74	28,082.85	28,819.17	26,545.56	27,860.07	0.00	0.00	0.00	0.00	182,727.30	380,292.00	48%
80 10 004 Park Operations - Te	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%
80 20 001 Commissioner Perso	50.63	29.40	0.00	59.76	19.60	29.38	83.92	19.58	0.00	0.00	0.00	0.00	292.27	678.00	43%
80 20 002 Administrative Bene	7,418.45	8,362.87	7,060.90	9,073.04	6,009.41	5,693.22	7,336.98	5,426.02	0.00	0.00	0.00	0.00	56,380.89	109,190.00	52%
80 20 003 Park Operations Ben	9,677.88	5,265.75	5,988.86	13,571.11	14,099.58	11,553.21	18,463.29	10,121.58	0.00	0.00	0.00	0.00	88,741.26	184,765.00	48%
80 20 004 Park Operations - Te	577.95	112.78	0.00	149.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.13	0.00	0%
80 20 006 Uniforms/Safety Gea	0.00	0.00	0.00	46.39	0.00	0.00	100.00	215.80	0.00	0.00	0.00	0.00	362.19	4,000.00	9%
80 31 001 Office Supplies	144.35	357.87	351.03	680.95	484.81	218.75	20.00	254.25	0.00	0.00	0.00	0.00	2,512.01	5,500.00	46%
80 31 002 Maintenance Supplie	7,296.39	4,681.12	3,945.94	7,097.00	10,044.80	2,489.95	18,942.51	13,208.21	0.00	0.00	0.00	0.00	67,705.92	107,000.00	63%
80 31 003 Equipment Mainten:	0.00	221.71	56.46	923.34	0.00	1,008.54	0.00	36.41	0.00	0.00	0.00	0.00	2,246.46	3,520.00	64%
80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	6.51	177.58	0.00	0.00	0.00	0.00	0.00	0.00	184.09	2,000.00	9%

## 2023 CASH FLOW - YEAR TO DATE

City of Peninsula Metro Parks District

Time: 15:28:57 Date: 09/05/2023

January To August

Page: 2

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
80 31 130 Supplies, Special Eve	0.00	0.00	0.00	177.99	180.09	-25.41	0.00	0.00	0.00	0.00	0.00	0.00	332.67	600.00	55%
80 31 140 Supplies, Special Eve	0.00	1,027.30	453.41	605.69	761.96	63.47	1,083.84	1,216.23	0.00	0.00	0.00	0.00	5,211.90	10,000.00	52%
80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	113.22	19.92	0.00	0.00	0.00	0.00	133.14	1,000.00	13%
80 32 000 Park Operations Fuel	281.39	746.60	983.30	1,341.70	1,407.77	1,447.90	1,789.71	1,916.77	0.00	0.00	0.00	0.00	9,915.14	22,000.00	45%
80 35 000 Small Tools & Equipment	0.00	0.00	1,199.34	0.00	624.24	3,118.02	802.18	0.00	0.00	0.00	0.00	0.00	5,743.78	10,400.00	55%
80 41 000 Professional Services	5,272.50	49.00	148.20	653.43	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	6,153.13	12,500.00	49%
80 41 001 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	935.00	0.00	0.00	0.00	0.00	935.00	20,000.00	5%
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%
80 41 004 Professional Services	50.00	0.00	128.00	675.00	297.00	0.00	384.00	64.00	0.00	0.00	0.00	0.00	1,598.00	10,450.00	15%
80 41 005 Professional Services	0.00	465.70	0.00	2,120.28	1,497.43	6,077.29	2,188.50	26.00	0.00	0.00	0.00	0.00	12,375.20	47,863.00	26%
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%
80 41 008 Professional Services	0.00	0.00	0.00	0.00	4,503.60	0.00	0.00	583.20	0.00	0.00	0.00	0.00	5,086.80	7,500.00	68%
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%
80 42 001 Communications, Phone	939.12	705.83	813.72	601.13	828.86	863.20	613.13	618.82	0.00	0.00	0.00	0.00	5,983.81	9,500.00	63%
80 43 001 Travel, Commissioners	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%
80 43 002 Travel, Staff	72.50	83.06	336.50	397.22	562.69	2,439.45	414.91	86.29	0.00	0.00	0.00	0.00	4,392.62	15,000.00	29%
80 44 001 Taxes And Operator	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%
80 45 000 Equipment Rental	326.03	144.96	1,478.05	268.48	903.29	593.44	483.66	2,433.84	0.00	0.00	0.00	0.00	6,631.75	8,000.00	83%
80 46 000 Insurance, General Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,713.00	0.00	0.00	0.00	0.00	39,713.00	45,000.00	88%
80 47 000 Utility Services, For	3,029.13	1,655.88	4,238.56	3,269.14	1,450.11	4,917.16	1,762.69	4,151.45	0.00	0.00	0.00	0.00	24,474.12	37,485.00	65%
80 47 001 Utility Services, For	0.00	0.00	82.78	85.15	0.00	134.73	0.00	0.00	0.00	0.00	0.00	0.00	302.66	1,000.00	30%
80 48 000 Repairs & Maintenance	1,382.65	2,566.41	5,047.48	33,081.31	1,714.66	2,001.36	993.21	568.20	0.00	0.00	0.00	0.00	47,355.28	29,810.00	159%
80 49 001 Licenses & Permits	2,148.00	64.00	0.00	1,006.50	74.49	0.00	37.00	331.10	0.00	0.00	0.00	0.00	3,661.09	6,000.00	61%
80 49 002 Dues & Subscription	29.78	1,313.44	466.15	603.22	923.92	1,078.66	1,459.60	601.90	0.00	0.00	0.00	0.00	6,476.67	7,500.00	86%
80 49 003 Banking Fees	85.00	128.19	137.58	134.46	203.51	242.60	222.90	166.01	0.00	0.00	0.00	0.00	1,320.25	1,700.00	78%
80 49 004 Other Expenses	0.00	0.00	45.00	0.00	478.32	509.05	245.00	15.00	0.00	0.00	0.00	0.00	1,292.37	4,000.00	32%
80 49 006 Training, Staff	19.95	590.00	480.00	1,362.46	140.00	975.00	450.00	70.00	0.00	0.00	0.00	0.00	4,087.41	7,000.00	58%
<b>Parks</b>	<b>75,679.33</b>	<b>81,588.55</b>	<b>76,188.91</b>	<b>130,100.19</b>	<b>100,330.71</b>	<b>96,281.43</b>	<b>106,039.96</b>	<b>132,188.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>798,397.77</b>	<b>1,455,236.00</b>	<b>55%</b>
10 00 000 Refund Deposits - Other	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%
00 00 999 Payroll Liability Account	-1,290.56	-994.72	-1,255.26	-1,169.19	-869.15	-950.10	-1,244.18	-1,318.03	0.00	0.00	0.00	0.00	-9,091.19	0.00	0%
30 00 000 Other Non-Expenditures	1,508.32	0.00	0.00	1,470.18	0.00	0.00	1,521.54	0.00	0.00	0.00	0.00	0.00	4,500.04	4,900.00	92%
<b>Non-Expenditures</b>	<b>217.76</b>	<b>-994.72</b>	<b>-1,255.26</b>	<b>300.99</b>	<b>-869.15</b>	<b>-950.10</b>	<b>277.36</b>	<b>-1,318.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,591.15</b>	<b>6,400.00</b>	<b>72%</b>
76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	100%
76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	10,375.00	0.00	0.00	0.00	0.00	0.00	0.00	10,375.00	20,000.00	52%
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,375.00</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>40,375.00</b>	<b>50,000.00</b>	<b>81%</b>
76 61 000 Capital Expenditures	0.00	0.00	0.00	0.00	209.50	0.00	3,950.00	0.00	0.00	0.00	0.00	0.00	4,159.50	0.00	0%
76 62 001 Capital Improvements	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%
76 62 020 Capital Improvements	-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%
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%
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%
76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	5,907.89	0.00	0.00	0.00	0.00	0.00	0.00	5,907.89	120,000.00	5%
<b>Capital Expenditures</b>	<b>-50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>209.50</b>	<b>5,907.89</b>	<b>3,950.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,017.39</b>	<b>915,000.00</b>	<b>1%</b>

## 2023 CASH FLOW - YEAR TO DATE

y Peninsula Metro Parks District

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January To August

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General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
JD EXPENDITURES:	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	130,870.66	0.00	0.00	0.00	0.00	844,199.01	2,426,636.00	35%
JD GAIN/LOSS:	-38,558.56	1,701.88	38,849.87	471,236.61	80,235.32	-90,674.12	55,477.54	-74,886.07	0.00	0.00	0.00	0.00	443,382.47		
JD NET POSITION:	-38,558.56	-36,856.68	1,993.19	473,229.80	553,465.12	462,791.00	518,268.54	443,382.47	443,382.47	443,382.47	443,382.47	443,382.47			

**2023 FUND TOTALS**

y Peninsula Metro Parks District

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January To August

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REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
General Fund	37,288.53	82,295.71	113,783.52	601,637.79	179,906.38	50,940.10	165,744.86	55,984.59	0.00	0.00	0.00	0.00	1,287,581.48	2,426,636.00	53%
	37,288.53	82,295.71	113,783.52	601,637.79	179,906.38	50,940.10	165,744.86	55,984.59	0.00	0.00	0.00	0.00	1,287,581.48	2,426,636.00	53%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
General Fund	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	130,870.66	0.00	0.00	0.00	0.00	844,199.01	2,426,636.00	35%
	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	130,870.66	0.00	0.00	0.00	0.00	844,199.01	2,426,636.00	35%
NET LOSS:	-38,558.56	1,701.88	38,849.87	471,236.61	80,235.32	-90,674.12	55,477.54	-74,886.07	0.00	0.00	0.00	0.00	443,382.47		
NET POSITION:	-38,558.56	-36,856.68	1,993.19	473,229.80	553,465.12	462,791.00	518,268.54	443,382.47	443,382.47	443,382.47	443,382.47	443,382.47			



Regular Meeting: September 11, 2023

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: September 11, 2023  
Subject: Executive Director's Report

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The maintenance team has been working on the infields at Volunteer Park, aerated and fertilized the outfields, working on trails Q, L, F, H, E and areas around the meadow in preparation for the contracted cross country event in October, pressure washing including the splash pad area, mowing/string trimming parks, setting up wireless irrigation control (a chip and an app), installed some new park signage, and has been prepping the fields for soccer. It has also been a very, very tough year for a plethora of aggressive wasp (yellow jacket) nests which the team has been taking care of.

Currently the Merry-go-Round at the Gateway Park playground is remains closed for repairs. The vendor asked for photos of parts of the disassembled structure and needed parts are on order. We expect several more weeks before the repair is completed. However, following a short closure, the repair to the chain ladder has been completed.

Events and Outreach is focused on the events survey to see what new events the community is interested in, which should stay, and perhaps any that need to be reconsidered before the draft budget is presented in October. The Coordinator is also taking an active role in the Trust Land Transfer application, creating a web page and survey which is open to the community and reaching out to over 40 local organizations, elected officials and key stakeholders to get letters of support for the 360 Trails application. All Hallows Eve is also 7 weeks away!

In addition, there are several contracted uses of Gateway Park coming up:

- 9/16: Trek Bicycles will be demoing new bikes on the grassy field and attendees can ride some of the new bikes in 360 Trails
- 9/24: Harbor Moms is hosting a dog adoption event in the Pavilion
- 10/8: The Farm Tour will host the Apple Squeeze at the Pavilion
- 10/17: SNCS Cross Country Meet will use Gateway Park and close a small portion of 360 Trails

The Fiscal Specialist has been working on writing her first grant – RCO Maintenance – and will be the primary point of contact for the project! She has also completed the financial report, AP, payroll, taxes, deposits, bank reconciliation, and more.

The Director is working on a few legal issues, the Trust Land Transfer Grant, supporting the Fiscal Specialist on the RCO Maintenance Grant, Board meeting minutes, and putting together the draft 2024 Budget for presentation.



The most recent monthly safety meeting topic was preventing worker fatigue.





Regular Meeting: September 11, 2023

Item: 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: September 11, 2023

Subject: Approval of Resolution R2023-04 WA Recreation and Conservation Office Local Parks Maintenance Program Applicant Authorization and Electronic Signatures for Project 23-1638 Parks Field/Trail Repair, Bleachers, and Trash Cans

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Earlier this calendar year, the State Legislature approved a one-time grant to provide one-time funding in the operating budget to help local parks departments maintain their working facilities to meet the needs of their residents. This program will focus on helping communities in need address maintenance backlogs for key local parks facilities and capital improvements. There is a minimum of \$35,000 and maximum of \$100,000 per award with no matching funds. Projects must be completed by June 2025 with no possibility of extension. Agencies must be careful with any project requiring a ground disturbance due to necessary reports, permits and approvals.

After a full consideration of all our deferred maintenance projects, we are planning on applying for the full \$100,000 to acquire a new dump truck to replace our aging vehicle, and bleachers, picnic tables and trash cans for Volunteer Park. The new dump truck will have removable sides. The dump truck will have a larger capacity to haul larger loads for greater efficiency, complete projects faster and have removable sides to operate as a flat bed. The bleachers will be replaced at Volunteer Park as they exceed current code for height without a railing and are very rusty. This grant will replace existing assets which are experiencing deferred maintenance and that includes a handful of trash cans and picnic tables also at Volunteer Park.

Recommendation: Approve Resolution R2023-04 WA Recreation and Conservation Office Local Parks Maintenance Program Applicant Authorization and Electronic Signature

Key Peninsula Metropolitan Park District  
Dba Key Pen Parks



**Resolution No R 2023-04**

**A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT FOR WA STATE RECREATION AND CONSERVATION OFFICE LOCAL PARKS MAINTENANCE PROGRAM APPLICATION AUTHORIZATION AND ELECTRONIC SIGNATURES FOR PROJECT 23-1638 PARKS FIELD/TRAIL REPAIR, BLEACHERS AND TRASH CANS**

**WHEREAS** Key Pen Parks desires to apply for the Recreation and Conservation Office (RCO) Local Parks Maintenance Program for Project 23-1638 Parks Field/Trail Repair, Bleachers, and Trash Cans (“Project”); and

**WHEREAS** RCO requires a governing body resolution to identify and act as the authorized representative on behalf of Key Pen Parks; and

**WHEREAS** RCO requires a governing body resolution to name the individual who can legally bind Key Pen Parks with respect to the Project for which we seek grant funding assistance managed through RCO; and

**WHEREAS** grant assistance is requested by our organization to aid in financing the cost of the Project referenced above.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Park Commissioners of Key Pen Parks that:

1. Key Pen Parks has applied or intends to apply for funding assistance by RCO for the Local Parks Maintenance Program for the above “Project.”
2. Key Pen Parks authorizes the following person or persons holding specified titles/positions, and subsequent holders of those titles/positions) to execute the following documents binding our organization for the Local Parks Maintenance Program on the above Project:

Grant Document	Name of Signatory and Title of Person Authorized to Sign	Email Address
Grant application (submission thereof)	Laura Armstrong, Fiscal Specialist	<a href="mailto:laura@keypenparks.com">laura@keypenparks.com</a>

Project contact (day-to-day administering of the grant and communicating with RCO)	Laura Armstrong, Fiscal Specialist	laura@keypenparks.com
Agreement/amendment approver	Laura Armstrong, Fiscal Specialist	laura@keypenparks.com
RCO Grant Agreement signer	Tracey Perkosky, Executive Director	tracey@keypenparks.com
Agreement amendments signer	Tracey Perkosky, Executive Director	tracey@keypenparks.com

The above persons are considered an “authorized representative(s)/agent(s)” for purposes of the documents indicates. Key Pen Parks shall comply with a request from RCO to provide updated documentation of authorized signers, if needed.

3. Key Pen Parks acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
4. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with RCO is purely voluntary by Key Pen Parks.
5. Key Pen Parks understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of the District.
6. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the Project referenced above.
7. Key Pen Parks acknowledges that the grant will only be used for maintenance of local park property owned by our organization.
8. This Resolution is deemed to be part of the formal grant application to RCO.
9. Key Pen Parks warrants and certifies that this resolution was properly and lawfully adopted following the requirements of the District and applicable laws and policies and that the District has full legal authority to commit Key Pen Parks to the warranties, certifications, promises, and obligations set forth herein.

Key Peninsula Metropolitan Park District  
Dba Key Pen Parks



**PASSED AND ADOPTED** by Board of Park Commissioners of Key Pen Parks at a Regular Meeting held at Key Peninsula Fire District Station 47, 1921 Key Peninsula Hwy NW, Home WA, held this 11<sup>th</sup> day of September 2023.

Attest:

Key Pen Parks  
Board of Park Commissioners  
Pierce County, Washington

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Linda Parry, President

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Mark Michel, Vice-President

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Kip Clinton, Clerk

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Shawn Jensen, Member-at-Large

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Edward Robison, Member-at-Large