



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

December 14, 2020

7:30 PM – Regular Meeting

Public Notice: Pursuant to Governor Inslee's' Stay Home, Stay Healthy Proclamation 20-25 and the extension of Proclamation 20-28 regarding Open Public Meetings, this Board of Commissioners meeting will be conducted remotely. We encourage the public to participate in the meeting via the Zoom platform:

<https://zoom.us/j/97050469105?pwd=VUM1QWZGL1IxMHZRY2k2VUtKMCtCUT09>

Meeting ID: 970 5046 9105 Passcode: 183538

Dial in (253) 215 8782

Members of the Board of Commissioners

Ed Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

Study Session – 7:00 PM

1. Direction on Fee Schedule Update in 2021

Regular Meeting – 7:30 PM

1. Call to Order

2. Roll Call

i. Present Excused Comment

- b. Ed Robison
- c. Shawn Jensen
- d. Mark Michel
- e. Kip Clinton
- f. Linda Parry

3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations (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.*

7. **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.*

8. *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.*

9. **Approval of the Minutes**

- a. November 9, 2020 Regular Meeting
- b. November 19, 2020 Special Meeting

10. **Financial Report**

- a. November 2020 Financial Report & YTD Cash Flow Report

11. **Executive Director’s Report**

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

- a. Land and Improvements Committee
- b. Key Peninsula Park and Recreation Foundation Report
- c. Trail Update
- d. Event Committee

13. **Board President’s Report**

14. Unfinished Business

- a. Single Reading of Resolution 2020-10 to Adopt Amended Adopt-a-Park Policy, which rescinds and supersedes Resolution 2009-02.
- b. Single Reading of Resolution 2020-11 to Adopt Temporary Art in the Park Policy

15. New Business

- a. Special Event Review for 2020
- b. Executive Director Contract Amendment and Approval of Residential Lease
- c. Nominations for Officers of Board of Park Commissioners

16. Executive Session: Potential Litigation pursuant to RCW 42.30.110 (i)(iii)

17. Other minor matters

18. Good of Order/Comments by Board Members

19. Next Regular Meeting January 11, 2020

20. Adjournment



Meeting: December 14, 2020

Item # STUDY SESSION

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 14, 2020

Subject: Study Session – Direction on Fee Schedule for 2021

Background

Park use fees were last adopted by the Board of Park Commissioners in 2018. It is desirable to review these fees annually.

Staff seeks direction on cost recovery rate, implementation of resident/non-resident fees, non-profit/for-profit fees, etc., in order to determine if an update is needed for January 2021.

Attachment 1: Park Use Fees Adopted in January 2018

Key Pen Parks

PO Box 70
Lakebay, WA 98349

ph: 253-884-9240
fax: 253-884-9249



The key to your next adventure!

RENTAL FEES

Updated February 12, 2018 via Resolution R2018-02
Exhibit A

Volunteer Park

Key Peninsula Little League -- Field use agreement, batting cage agreement, and storage container agreement fees set as separate agreement and adjusted annually for CPI.

Field preps are included at start of day, periodically throughout the day and prior to championship game for tournaments.

Three Day Rental:

- \$725.00 for a three-day tournament - all three fields
 - Up to 46 games; \$15 per game there after
- \$625.00 for a three-day tournament - Fields 1 and 2 only.
 - Up to 40 games; \$15 per game there after

Two Day Rental:

- \$625.00 for a two-day tournament - all three fields.
 - Up to 40 games; \$15 per game there after
- \$525.00 for a two-day tournament - Fields 1 and 2 only.
 - Up to 33 games; \$15 per game there after

One Day Rental:

- \$425.00 for a one-day tournament - all three fields.
 - Up to 26 games; \$15 per game there after
- \$375.00 for a one-day tournament - Fields 1 and 2 only.
 - Up to 23 games; \$15 per game there after

Single field (fields 1,2, & 3)

- \$125 Up to 8 games; \$15 per game there after

Field 4 Rental

- \$10 hour

Other:

- \$25.00 per game (unprepared field. 1.5 hour)
- \$35.00 per game (groomed and prepared field prior to a game 1.5 hour)

- Practices for non KPLL users (select baseball, soccer, lacross, football \$ 12.50 hour)

Field Lighting:

- Field 1-- \$400 per month
- Field 2-- \$350 per month
- Field 3 --\$350 per month
- Soccer-- \$400 per month
- If multiple user groups use field lights in given month rate can be prorated to a per hour cost between user groups.

Pavilion (600 square feet, power, and water available):

- 2-hour minimum rental: \$30. Each additional hour \$15 for a maximum limit of (4) hours.

Camping (only available in conjunction with field/facility rental):

- \$20 first night/\$15 per each additional night per Tent/RV
- \$90 tournament team camping fee

Home Park

Pavilion (600 square feet; power available)

- 2-hour minimum rental: \$30. Each additional hour \$15.00 for a maximum limit of (4) hours.

Gateway Park/360 Trails

Field (Gateway)

- Staging area \$25-\$50 per hour depending upon event details up to \$600 per day.
- Parking area \$25-\$50 per hour depending upon event details up to \$600 per day.
- Over flow (barn) \$25 hour up to \$300 per day
- Field for practices \$12.50 hour per team

Meadow (360 Trails)

- \$25 -\$100 per day depending event details

Trails (360 Trails)

- \$25 -\$250 per day depending event details

Camping (only available in conjunction with facility rental):

- \$20 first night/\$15 per each additional night per Tent/RV

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fax: 253-884-9249



The key to your next adventure!

Gateway Park/360 Trail (continued)

Pavilion (water onsite)

- 2-hour minimum rental: \$100 for entire pavilion (1800 square feet), each additional hour \$50.00 for a maximum limit of (4) hours
- 2-hour minimum rental: \$60 for half pavilion (900 square feet), each additional hour \$30 for a maximum limit of (4) hours

Maple Hollow

- Camping
 - \$20 first night/\$15 per each additional night per tent pad (access only from water)

Fee may be adjusted by Executive Director based upon event details



Meeting: December 14, 2020

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 14, 2020

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from Regular Meeting on Monday, November 9, 2020; and the Special Meeting on Thursday, November 19, 2020.

Attachment 1: Minutes from Regular Meeting on November 9, 2020

Attachment 2: Minutes from Special Meeting on November 19, 2020 (will be attached to amended Agenda)

Recommended Action: Approve meeting minutes.

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

P.O. Box 70, Lakebay, WA. 98349

253-884-9240 and answers@keypenparks.com

Board Meeting Minutes

Monday, November 9, 2020

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

The regular public Zoom meeting was called to order at 7:31 PM by Executive Director Tracey Perkosky. She turned the meeting over to Board President Robison after roll call.

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

Citizens present via Zoom: Stan Moffett.

1. Approval of Agenda: President Robison asked if there were any additions or corrections to the agenda. Hearing none, the agenda was adopted as written.

2. Special Presentations: No special presentations.

3. Citizen Comments: None.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the October 12, 2020, regular meeting minutes. Hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The October 2020 BIAS Financial balance was \$3,255,366.09. The Zoo/Trek October 2020 deposit was \$16,586.38. Total 2020 Zoo/Trek collections to date were \$152,130.21. The October 2020 Real and Personal Property Tax deposit was \$471,649.59. 2020 Real and Personal Property Tax collections to date were \$1,293,186.56. BIAS Expenditures for October 2020 were \$78,714.73. President Robison asked if there were any corrections or objections to the October 2020 financial report. Hearing none the financial report was adopted as submitted.

6. Executive Director's Report: Executive Director Perkosky reported that maintenance staff are working on clearing fallen trees (a couple of dozen), fallen leaves, and facility repairs (focusing on the Gateway Park barn). She reminded the public that all Key Pen Parks facilities are "no hunting" areas and that the parks close at sunset. She thanked the Red Barn Youth Center for their help making the All Hallows Eve drive-through event a success and said staff are working with FD16 on a drive-through Letters to Santa event. In addition, Special Events Coordinator Grandt has completed the first in a series of craft videos for youth (of all-ages); it is on how to create salt-dough Christmas ornaments. Commissioner Robison asked about increased trash dumping at Rocky Creek Conservation Area; Executive Director Perkosky said that several refrigerators were dumped over the ravine edge into Rocky Creek and staff removed them back up the hill prior to disposal at an approved facility.

7. Board Committee and Advisory Council Reports:

a) Land and Improvement Committee (Commissioner Robison): No report.

b) Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):

Commissioner Michel was unable to attend the most recent Foundation meeting;

Executive Director Perkosky attended in his stead. She reported that the Foundation will be sending an "ask" letter soon. Commissioner Michel asked about a memorial bench in

honor of Key Pen Parks' former Executive Director, Scott Gallacher; Executive Director Perkosky said the Foundation is working on it and discussed potential locations at Volunteer Park. Commissioner Jensen asked about the date of the next Foundation meeting; they take place on the third (3rd) Tuesday of each month via Zoom.

- c) **Trail Committee (Commissioner Michel):** Commissioner Michel commended maintenance staff on the excellent and speedy job they had done clearing fallen trees blown down in the October and November wind storms. He introduced trail building volunteers Ben Combs, Shawn Bornhoeft and Nick Marvick to the Executive Director.
- d) **Recreation Committee (Commissioner Michel):** Commissioner Michel commended Special Events Coordinator Grandt for her creativity in developing programs and events designed to engage the public while "social distancing". He also questioned whether a "Recreation Committee" was needed and suggested that a "Special Events Committee" would be more appropriate; consensus was that this is a good idea.

8. Board President's Report (President Robison): Board President Robison stated that the Key Pen Parks Board of Commissioners will be holding a Special Meeting on November 19, 2020, for its final 2021 Budget Hearing.

9. Unfinished Business:

- a) **Draft Policy Review for Adopt-a-Park Program Changes:** Executive Director Perkosky recommended a title change to "Adopt-a-Park, Trail or Amenity Program" since that more accurately reflects the intent of the policy. There was discussion about required volunteer hours by different categories of Adopters and how to publicly recognize their efforts. A final draft of the policy will be presented for Board approval at the regular December Board meeting.
- b) **Draft Policy Review for Temporary Art in the Park Program:** Executive Director Perkosky presented a simple-to-understand policy regarding temporary art installations at Key Pen Parks' facilities. There was discussion about the number of art installations and how they are to be displayed. The final draft of the policy will be presented for Board approval at the regular December Board meeting.

10. New Business: No new business.

11. Other minor matters: None.

12. Commissioners Comments/Good of the Order: Commissioner Michel commended Key Pen Parks' staff on the great job they did clearing up after the two wind storms. Commissioner Robison thanked staff for all they did at the All Hallows Eve event.

13. Meeting Adjourned: The public Zoom meeting of November 9, 2020, was adjourned at 8:36 PM. The next regular meeting will be held on Monday, December 14, 2020, at 7:30 PM via Zoom per Governor Inslee's "Stay at Home, Stay Healthy" directive. The meeting may be preceded by a 7:00 PM study session. A Special Single Topic Meeting/Budget Hearing will take place on Thursday, November 19, 2020, at 7:30 PM. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Commissioner Kip Clinton, Board Clerk.

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

KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS
P.O. Box 70, Lakebay, WA. 98349
253-884-9240 and answers@keypenparks.com
Special Meeting Minutes
Second Public Hearing of Key Pen Parks' 2021 Proposed Budget
Monday, November 19, 2020

This public meeting was held via Zoom due to Washington State's COVID-19 "Stay Home, Stay Healthy" mandate

The public Zoom Special Meeting was called to order at 7:30 PM by Executive Director Tracey Perkosky. After roll call and the Pledge of Allegiance she turned the meeting over to Board President Robison.

Commissioners Present: Ed Robison, Shawn Jensen, Linda Parry, Kip Clinton; Commissioner Mark Michel had an excused absence. Key Pen Parks Staff present: Executive Director Tracey Perkosky.

Citizens present via Zoom: A citizen with the web identification of "RosinE".

1. Approval of Agenda: President Robison stated that the Second Budget Hearing and Special Meeting agenda of the Key Pen Parks Board of Commissioners is "set" and cannot be amended; the Second Budget Hearing/Special Meeting Agenda was adopted as written.

2. Citizen Comments: None.

3. Public Hearing:

a) **Review of Proposed 2021 Budget and Resolution R 2020-08 for Adoption:** Executive Director Perkosky summarized Key Pen Parks' proposed 2021 budget and gave a synopsis of the differences between it and the 2020 budget. She stated that Key Pen Parks' budgets are adopted at the "fund" level. She also noted that there was one change in R 2020-08 correcting the dates that the budget hearing legal notices were published in the newspaper of record. Commissioner Robison asked if the budget included the permitted 1% increase; the answer was "yes". Commissioner Parry asked if that was a levy lid lift; Executive Director Perkosky said "no". Commissioner Robison moved "we adopt Resolution R 2020-08 as drafted with the following corrections to the legal notice dates: '...Whereas, the Clerk of the Board did cause to be published notices in the Tacoma Tribune on November 6, 2020 and November 13, 2020, and on the Key Pen Parks Website on October 8, 2020 and November 16, 2020 that the Board of Park Commissioners of the Key Peninsula Metropolitan Park District ("Key Pen Parks") would meet on October 12, 2020, and November 19, 2020 giving taxpayers an opportunity to be heard regarding the proposed 2021 Budget..."; Commissioner Jensen seconded the motion with an amendment to use the "correct name of the 'Tacoma News Tribune'". The amended motion was adopted unanimously.

b) **Resolution R 2020-09 Adopting the Regular Property Tax Levy for Collection in Calendar Year 2021:** Commissioner Jensen moved "approval of the adoption of R 2020-09"; Commissioner Parry seconded the motion. The motion passed unanimously.

4. Commissioners Comments/Good of the Order: None.

5. Meeting Adjourned: The public Zoom meeting of November 19, 2020, was adjourned at 7:45 PM. The next regular meeting will be held on Monday, December 14, 2020 at 7:30 PM via

Zoom per Governor Inslee’s “Stay at Home, Stay Healthy” directive. The meeting may be preceded by a 7:00 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Commissioner Kip Clinton, Board Clerk.

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Meeting: December 14, 2020

Item # 10

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Laura Armstrong, Office Manager/Bookkeeper

Date: December 14, 2020

Subject: Approval of Finances

Background

This report includes a summary of the financial information from November 2020 for Board approval.

November 2020 Financial Report

Total expenditures \$65,054.19

- BIAS (Accounts Payable) \$24,711.73 Check #1622 – 1639 and 1 EFT
- BIAS Payroll/Benefits \$40,273.46 EFT's
- Pierce County Claim \$0 EFT's
- Petty Cash \$0 Cash
- Bank service fees \$69.00 EFT's

Total Revenue \$120,858.31

- BIAS (Other Revenues) \$2,840.00
- Zoo Trek \$17,275.63
- Property Tax \$98,693.85
- Investment \$254.22
- Leasehold Excise \$0.00
- Timber Excise Tax \$1,794.61

Recommended Action: Approve Financial Report

TREASURERS REPORT

Fund Totals

Key Peninsula Metro Parks District
MCAG #: 1690

11/01/2020 To: 11/30/2020

Time: 15:59:35 Date: 12/08/2020
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	3,239,284.13	120,858.31	65,054.19	3,295,088.25	10,543.59	0.00	0.00	3,305,631.84
	3,239,284.13	120,858.31	65,054.19	3,295,088.25	10,543.59	0.00	0.00	3,305,631.84

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District
MCAG #: 1690

11/01/2020 To: 11/30/2020

Time: 15:59:35 Date: 12/08/2020
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	1,444.20	2,840.00	69.00	4,215.20	0.00	0.00	4,215.20
2 First Citizens Payroll	27,843.06	23,831.52	40,273.46	11,401.12	0.00	0.00	11,401.12
3 Pierce County	3,181,344.77	118,018.31	98,944.86	3,200,418.22	0.00	0.00	3,200,418.22
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	28,479.02	75,113.34	24,711.73	78,880.63	0.00	10,543.59	89,424.22
Total Cash:	3,239,284.13	219,803.17	163,999.05	3,295,088.25	0.00	10,543.59	3,305,631.84
	3,239,284.13	219,803.17	163,999.05	3,295,088.25	0.00	10,543.59	3,305,631.84

TREASURERS REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District
 MCAG #: 1690

As Of: 11/30/2020 Date: 12/08/2020
 Time: 15:59:35 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	808	11/06/2020	Claims	5	1625	Madrona Law Group PLLC	368.00	Professional service fees for work on property acquisition and L&I issues.
2020	830	11/19/2020	Claims	5	1631	Express Septic Service	2,329.02	Septic tank pumped at Volunteer Park and Gateway Park.
2020	833	11/19/2020	Claims	5	1634	Landscape Architect P.S.	7,756.88	Contracted work on Gateway Park Splash Pad Phase 3.
2020	835	11/19/2020	Claims	5	1636	PCRCD, LLC	89.69	Trash taken to dump from rocky creek.
							10,543.59	

Fund	Claims	Payroll	Total
001 General Fund	10,543.59	0.00	10,543.59
	10,543.59	0.00	10,543.59

RECEIPT REGISTER

Key Peninsula Metro Parks District
MCAG #: 1690

11/01/2020 To: 11/30/2020

Time: 15:45:31 Date: 12/08/2020
Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
813	11/06/2020	Tr Rec	1267	1017	1	The Snack Shack	340.00	Rent And Utilities For November 2020
814	11/16/2020	Tr Rec	1268	1018	1	Valerie Walsh	2,500.00	Reimbursement Of Expences Occured From Failed Land Acquisition Of Lavender Farm. (owner Changed Their Mind On Day Of Signing.)
360 Long Terms							2,840.00	
001 General Fund							2,840.00	
							2,840.00	

RECEIPT REGISTER

Key Peninsula Metro Parks District
MCAG #: 1690

11/01/2020 To: 11/30/2020

Time: 15:53:54 Date: 12/08/2020
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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
871	11/30/2020	Tr Rec	1269		3	Pierce County Budget and Fina	98,693.85	Property tax of \$96,744.97 and Delinquent year of \$1,948.88
872	11/30/2020	Tr Rec	1270		3	Pierce County Budget and Fina	17,275.63	Zoo Trek
873	11/30/2020	Tr Rec	1271		3	Pierce County Budget and Fina	1,794.61	Timber Excise Tax
874	11/30/2020	Tr Rec	1272		3	Pierce County Budget and Fina	254.22	Investment interest
						310 Taxes	117,764.09	
						360 Long Terms	254.22	
						001 General Fund	118,018.31	
							118,018.31	

Expenditures from AP account November 2020

Key Peninsula Metro Parks District

Time: 15:39:38 Date: 12/08/2020

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11/01/2020 To: 11/30/2020

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	869	11/02/2020	Claims	5	423.72	3rd quarter lease hold tax for Snack Shack, and Caretakers.
201102001 PEBB Health Insurance	805	11/06/2020	Payroll	5	3,657.64	
201103001 Capitol Lumber	806	11/06/2020	Claims	5	114.79	Concrete mix and items to install bench at Home Park.
201103002 Hemley's Handy Kans	807	11/06/2020	Claims	5	155.00	Portable toilets at Gateway/360 and Key Central Forest.
201103003 Madrona Law Group PLLC	808	11/06/2020	Claims	5	368.00	Professional service fees for work on property acquisition and L&I issues.
201103004 Peninsula Light Company	809	11/06/2020	Claims	5	1,016.91	Electric service fees for Gateway, Volunteer Park, Home Park, and Taylor Bay.
201103005 Peninsula Trophy	810	11/06/2020	Claims	5	1,548.98	6X18 casting with photo for former Executive Director per board members.
201103006 United Rentals	811	11/06/2020	Claims	5	246.46	Rental of Compressor for Field irrigation.
201103007 Verizon Wireless	812	11/06/2020	Claims	5	250.75	Cell phone service fees.
201105001 Canon Financial Services, INX	829	11/19/2020	Claims	5	123.24	Rental of canon copier and fax machine for office usage
201105002 Express Septic Service	830	11/19/2020	Claims	5	2,329.02	Septic tank pumped at Volunteer Park and Gateway Park.
201105003 H.D. Fowler	831	11/19/2020	Claims	5	772.52	Items for repair to Volunteer Park septic system.
201105004 Hacker Bryan	832	11/19/2020	Claims	5	331.52	Refund after prorated adjustment for November's pre paid rent and utilities.
201105005 Landscape Architect P.S.	833	11/19/2020	Claims	5	7,756.88	Contracted work on Gateway Park Splash Pad Phase 3.
201105006 Murreys Disposal Company	834	11/19/2020	Claims	5	369.18	Trash pickup service from Gateway Park and Volunteer Park.
201105007 PCRCD, LLC	835	11/19/2020	Claims	5	89.69	Trash taken to dump from rocky creek.
201105008 US Bank	836	11/19/2020	Claims	5	4,767.14	Items for all Hallows drive thru event'. fuel, stamps, Name plates, monitor and monitor stand, White board, Electronic locks, gloves, mops and pads, 2 tires, oil filter
201105009 WA water service company	837	11/19/2020	Claims	5	140.62	Water service fees for Gateway Park
201105010 Wave Broadband	838	11/19/2020	Claims	5	249.67	Phone and internet service fees.
Total Checks:					24,711.73	

Expenditures Payroll account November 2020

Key Peninsula Metro Parks District

Time: 15:41:28 Date: 12/08/2020

MCAG #: 1690

11/01/2020 To: 11/30/2020

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT United Concordia	870	11/03/2020	Payroll	2	599.80	
EFT EFTPS	804	11/05/2020	Payroll	2	4,143.28	
EFT Employee Paycheck	795	11/10/2020	Payroll	2	710.51	
EFT Employee Paycheck	796	11/10/2020	Payroll	2	1,707.01	
EFT Employee Paycheck	797	11/10/2020	Payroll	2	1,046.08	
EFT Employee Paycheck	798	11/10/2020	Payroll	2	1,394.50	
EFT Employee Paycheck	799	11/10/2020	Payroll	2	2,508.70	
EFT Employee Paycheck	800	11/10/2020	Payroll	2	319.22	
EFT Employee Paycheck	801	11/10/2020	Payroll	2	957.87	
EFT Employee Paycheck	802	11/10/2020	Payroll	2	1,661.75	
EFT Employee Paycheck	803	11/10/2020	Payroll	2	2,810.26	
EFT WA State Department of Retiremen	817	11/16/2020	Payroll	2	6,572.37	
EFT Employee Paycheck	818	11/25/2020	Payroll	2	548.08	
EFT Employee Paycheck	819	11/25/2020	Payroll	2	1,550.18	
EFT Employee Paycheck	820	11/25/2020	Payroll	2	939.22	
EFT Employee Paycheck	821	11/25/2020	Payroll	2	1,256.12	
EFT Employee Paycheck	822	11/25/2020	Payroll	2	236.44	
EFT Employee Paycheck	823	11/25/2020	Payroll	2	236.44	
EFT Employee Paycheck	824	11/25/2020	Payroll	2	2,508.70	
EFT Employee Paycheck	825	11/25/2020	Payroll	2	239.41	
EFT Employee Paycheck	826	11/25/2020	Payroll	2	1,028.97	
EFT Employee Paycheck	827	11/25/2020	Payroll	2	1,442.12	
EFT Employee Paycheck	828	11/25/2020	Payroll	2	2,142.31	
EFT EFTPS	851	11/25/2020	Payroll	2	3,714.12	
Total Checks:					40,273.46	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District
MCAG #: 1690

11/01/2020 To: 11/30/2020

Time: 15:54:42 Date: 12/08/2020

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
867	11/30/2020	11/30/2020	1		Ser Chge		First Citizens	64.00	Bank service fees
	576 80 49 003	Banking Fees		001	General Fund			64.00	Bank service fees
868	11/30/2020	11/30/2020	1		Ser Chge		Merch Bankcard service	5.00	Credit card processing banking fees
	576 80 49 003	Banking Fees		001	General Fund			5.00	Credit card processing banking fees
Records Printed: 2								0.00	Adjustments:
								0.00	Beginning Balance:
								0.00	Revenues:
								0.00	Warrant Expenditures:
								69.00	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	69.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	69.00	0.00	0.00	0.00

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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 & Personal P	3,321.08	42,461.88	70,011.12	467,519.63	132,248.23	57,549.06	12,612.65	10,931.62	24,881.70	471,649.59	98,693.85	0.00	1,391,880.41	1,293,950.00	108%
313 17 00 000 Taxes, Zoo Trek Excise T	15,084.64	16,941.17	14,142.18	12,504.56	12,619.95	13,277.29	16,499.24	17,326.85	17,147.95	16,586.38	17,275.63	0.00	169,405.84	150,000.00	113%
317 20 00 000 Taxes, Leasehold Excise	0.00	23.46	0.00	80,000.04	0.00	52.62	0.00	22.32	0.00	0.04	0.00	0.00	80,098.48	0.00	0%
317 40 00 000 Taxes, Forest Excise Tax	0.00	0.00	0.00	0.00	2,687.51	0.00	0.00	1,970.56	0.00	0.00	1,794.61	0.00	6,452.68	500.00	***%
310 Taxes	18,405.72	59,426.51	84,153.30	560,024.23	147,555.69	70,878.97	29,111.89	30,251.35	42,029.65	488,236.01	117,764.09	0.00	1,647,837.41	1,444,450.00	114%
334 02 70 000 Recreation Conservation	0.00	170,958.38	0.00	56,588.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227,546.74	217,900.00	104%
334 02 70 001 Pierce County Parks Con	0.00	0.00	0.00	230,259.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230,259.92	225,000.00	102%
330 Intergovernmental Revenues	0.00	170,958.38	0.00	286,848.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	457,806.66	442,900.00	103%
347 60 00 003 Program Fees, Programs	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%
340 Park Fees	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%
361 11 00 000 Investment Interest	3,042.71	2,619.79	2,153.52	1,282.08	810.04	579.84	503.97	415.79	322.90	304.48	254.22	0.00	12,289.34	15,000.00	82%
362 40 00 003 S&F Rentals, Camping F	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	1,500.00	4%
362 40 00 004 S&F Rentals, 360 Field /	475.00	350.00	580.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,405.00	7,000.00	20%
362 40 00 005 S&F Rentals, Home Park	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, Volunteer I	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	150.00	0%
362 40 00 008 S&F Rentals, Field Renta	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	0.00	0%
362 50 00 001 S&F Rentals, Concession	540.00	340.00	540.00	540.00	340.00	340.00	340.00	340.00	340.00	340.00	340.00	0.00	4,340.00	4,800.00	90%
362 50 00 002 S&F Rentals, Gateway C	2,400.00	1,200.00	0.00	1,200.00	1,200.00	2,502.00	1,302.00	1,302.00	1,302.00	0.00	0.00	0.00	12,408.00	12,000.00	103%
362 50 00 003 S&F Rentals, Storage Sp	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	50.00	200%
362 50 00 004 S&F Rentals, Little Leag	3,586.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,586.52	6,000.00	60%
362 50 00 005 S&F Rental, Taylor Bay	0.00	0.00	2,679.76	989.00	313.72	312.84	312.84	312.84	312.86	625.72	0.00	312.86	6,172.44	5,000.00	123%
367 00 00 000 Contributions & Donatio	100.00	2,750.00	1,000.00	350.00	2,500.00	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	31,700.00	10,000.00	317%
369 91 00 000 Other Revenue	12.00	55.30	593.10	315.00	0.00	872.25	0.00	3,015.00	321.93	0.00	2,500.00	0.00	7,684.58	2,000.00	384%
360 Long Terms	10,331.23	7,375.09	7,646.38	4,676.08	5,163.76	4,606.93	2,458.81	30,385.63	2,599.69	1,270.20	3,094.22	312.86	79,920.88	63,900.00	125%
FUND REVENUES:	28,736.95	237,759.98	91,799.68	851,548.59	152,719.45	75,485.90	31,570.70	60,636.98	44,629.34	489,506.21	120,858.31	312.86	2,185,564.95	1,955,250.00	112%
576 80 10 001 Commissioner Wages	0.00	1,152.09	384.03	256.02	512.04	384.03	768.06	1,152.09	256.02	512.04	512.04	256.02	6,144.48	7,500.00	82%
576 80 10 002 Administrative Wages	20,153.23	19,591.54	19,222.84	24,793.75	62,792.31	11,526.48	12,422.54	17,449.28	18,991.38	18,408.97	14,943.83	7,652.08	247,948.23	260,000.00	95%
576 80 10 003 Park Operations Wages	15,994.59	16,397.36	17,311.05	18,089.54	16,139.69	17,888.32	20,289.94	19,703.45	17,277.58	15,023.95	17,687.63	7,649.75	199,452.85	270,000.00	74%
576 80 20 001 Commissioner Personnel	10.47	88.14	29.40	30.34	39.16	29.40	66.79	88.14	19.60	54.43	39.16	19.58	514.61	600.00	86%
576 80 20 002 Administrative Benefits	8,848.09	6,575.91	6,725.41	8,457.37	10,688.07	3,325.37	5,673.33	5,263.29	7,854.16	7,317.17	5,194.97	1,339.72	77,262.86	90,000.00	86%
576 80 20 003 Park Operations Benefits	9,493.38	5,707.14	6,038.29	9,959.68	6,152.08	5,757.78	10,248.07	6,427.08	6,375.13	10,434.62	5,462.12	3,326.18	85,381.55	125,000.00	68%
576 80 20 005 Volunteers L&I Benefits	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 20 006 Uniforms/safety Gear - P	0.00	54.24	307.05	1,364.40	123.96	0.00	0.00	0.00	0.00	0.00	75.52	0.00	1,925.17	3,000.00	64%
576 80 31 001 Office Supplies	328.22	83.96	290.37	19.41	144.08	391.62	4.06	269.80	712.92	136.67	308.83	0.00	2,689.94	3,000.00	90%
576 80 31 002 Maintenance Supplies	392.75	518.77	1,885.45	1,126.21	136.40	2,099.26	649.03	947.52	986.22	1,669.87	1,670.42	0.00	12,081.90	15,000.00	81%
576 80 31 003 Equipment Maintenance	749.20	71.38	2,712.66	182.91	364.04	194.59	1,436.99	748.36	126.74	0.00	0.00	0.00	6,586.87	5,000.00	132%
576 80 31 004 Vehicle Maintenance Sup	612.16	1,207.30	655.82	93.36	91.04	0.00	75.42	941.80	0.00	0.00	631.23	0.00	4,308.13	4,000.00	108%
576 80 31 010 Supplies Key Forest/Wes	0.00	0.00	0.00	5,224.14	0.00	0.00	142.50	0.00	0.00	0.00	0.00	0.00	5,366.64	10,000.00	54%
576 80 31 011 Supplies, Civic Center	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 31 020 Supplies, Gateway/360	660.89	99.75	6,546.62	1,017.23	660.19	222.24	2,863.67	120.66	244.13	881.87	1,548.98	0.00	14,866.23	16,000.00	93%
576 80 31 040 Supplies, Home Park	0.00	635.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	549.10	114.79	0.00	1,299.38	1,000.00	130%
576 80 31 050 Supplies, Maple Hollow	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 31 070 Supplies, Rocky Creek	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 31 080 Supplies Taylor Bay	0.00	23.37	225.88	119.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	368.77	0.00	0%

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000																
576 80 31 090 Supplies, Volunteer Park	73.15	477.60	736.91	235.45	441.98	1,167.48	921.21	208.50	0.00	2.88	772.52	63.86	5,101.54	10,000.00	51%	
576 80 31 100 Supplies, Youth Program	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 31 130 Supplies, Special Event F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0%	
576 80 31 140 Supplies, Special Events N	0.00	34.58	1,210.51	8.64	0.00	0.00	0.00	0.00	0.00	231.45	586.93	0.00	2,072.11	8,000.00	26%	
576 80 32 000 Park Operations Fuel	559.58	973.95	1,147.80	714.63	876.97	863.74	981.32	684.78	820.19	372.77	838.36	0.00	8,834.09	9,000.00	98%	
576 80 35 000 Small Tools & Equipmen	873.97	162.74	0.00	312.85	0.00	816.41	0.00	1,032.65	0.00	0.00	0.00	0.00	3,198.62	4,500.00	71%	
576 80 41 000 Professional Services, Mi	4,826.00	0.00	260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	266.29	0.00	5,352.29	9,000.00	59%	
576 80 41 001 Professional Services, Co	6,869.68	0.00	1,885.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,754.68	20,000.00	44%	
576 80 41 002 Professional Services, Fir	5,817.71	0.00	0.00	0.00	0.00	0.00	0.00	113.26	0.00	6,587.76	0.00	0.00	12,518.73	20,000.00	63%	
576 80 41 004 Professional Services, Le	14.12	805.00	46.00	460.00	2,254.00	0.00	115.00	0.00	1,564.00	1,311.00	368.00	2,044.00	8,981.12	4,500.00	200%	
576 80 41 005 Professional Services, Co	219.70	20.00	0.00	0.00	39.84	1,270.00	20.00	2,628.80	3,266.20	0.00	0.00	5,494.98	12,959.52	7,500.00	173%	
576 80 41 007 Professional Services, Wi	0.00	108.49	104.40	98.70	93.69	182.70	0.00	0.00	0.00	0.00	236.10	0.00	824.08	1,500.00	55%	
576 80 41 008 Professional Services, Ar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0%	
576 80 41 009 Election Costs	8,961.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,961.00	12,000.00	75%	
576 80 41 020 Professional Services, Ke	0.00	2,170.00	20.00	30,641.13	0.00	7,083.25	999.00	1,161.00	0.00	3,918.43	7,779.88	0.00	53,772.69	27,500.00	196%	
576 80 41 040 Professional Services, Ho	0.00	0.00	482.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482.85	500.00	97%	
576 80 41 050 Professional Services, Ma	0.00	0.00	482.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482.85	500.00	97%	
576 80 41 100 Professional Services Yo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0%	
576 80 41 110 Professional Services Ad	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 41 120 Professional Services Co	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 42 001 Communications, Cell Ph	209.83	248.96	392.79	220.34	219.53	222.38	219.30	211.64	272.08	308.36	250.75	223.01	2,998.97	3,400.00	88%	
576 80 42 002 Communications, Teleph	259.98	272.20	339.17	254.35	249.69	249.62	433.39	251.08	478.29	575.81	249.67	0.00	3,613.25	3,500.00	103%	
576 80 42 004 Communications, Postage	0.00	65.35	0.00	63.00	0.00	0.00	0.00	0.00	0.00	112.04	54.75	0.00	295.14	400.00	74%	
576 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%	
576 80 43 002 Travel, Staff	643.84	1,197.80	1,580.97	23.08	0.00	0.00	0.00	292.10	56.93	0.00	0.00	0.00	3,794.72	13,000.00	29%	
576 80 44 001 Taxes And Operation Ass	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 45 000 Equipment Rental\ Land	0.00	88.16	1,000.00	0.00	77.50	77.50	77.50	77.50	408.10	80.93	77.50	0.00	1,964.69	3,000.00	65%	
576 80 45 020 Equipment Rental, Key P	155.00	77.50	228.56	0.00	77.50	0.00	77.50	77.50	77.50	8.11	77.50	77.50	934.17	4,000.00	23%	
576 80 45 090 Equipment Rental, Volun	953.00	140.52	757.24	0.00	234.00	110.91	117.60	117.54	0.00	234.15	809.90	12.27	3,487.13	4,000.00	87%	
576 80 45 110 Space Rental For Special	0.00	67.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.50	500.00	14%	
576 80 46 000 Insurance, General Liabil	244.00	0.00	0.00	0.00	0.00	0.00	0.00	31,888.00	0.00	0.00	0.00	1,711.00	33,843.00	31,000.00	109%	
576 80 47 020 Utility Services, Key Pen	1,535.81	832.10	869.81	184.10	1,297.56	652.20	313.59	938.17	189.55	801.03	653.54	606.67	8,874.13	20,000.00	44%	
576 80 47 040 Utility Services, Home P;	33.15	38.24	106.05	0.00	56.39	54.92	55.74	54.75	55.57	55.49	54.59	53.27	618.16	600.00	103%	
576 80 47 080 Utility Services, Taylor B	134.53	162.31	439.02	0.00	223.04	156.80	182.02	174.85	172.48	179.06	193.79	324.51	2,342.41	2,500.00	94%	
576 80 47 090 Utility Services, Volunte	182.17	1,026.17	3,013.52	233.65	1,446.92	667.70	614.22	906.16	981.69	663.87	274.28	817.93	10,828.28	17,000.00	64%	
576 80 48 000 Repairs & Maintenance, C	4,917.54	0.00	0.00	0.00	0.00	0.00	3,446.33	0.00	0.00	0.00	0.00	0.00	8,363.87	4,500.00	186%	
576 80 48 010 Repairs & Maintenance, I	0.00	0.00	4,866.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.50	4,943.79	10,000.00	49%	
576 80 48 020 Repairs & Maintenance, I	0.00	1,753.37	539.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,473.91	0.00	3,766.78	5,000.00	75%	
576 80 48 090 Repairs & Maintenance, '	727.78	0.00	0.00	1,985.16	0.00	0.00	1,103.31	0.00	0.00	590.18	855.11	0.00	5,261.54	6,000.00	88%	
576 80 49 001 Licenses & Permits	592.37	0.00	1,815.00	0.00	0.00	0.00	0.00	109.10	0.00	10.00	12.00	0.00	2,538.47	9,000.00	28%	
576 80 49 002 Dues & Subscriptions	640.00	210.00	340.99	141.31	779.35	1,111.93	51.25	235.67	88.56	1,718.85	33.71	0.00	5,351.62	4,000.00	134%	
576 80 49 003 Banking Fees	77.00	104.30	96.27	87.98	72.90	71.00	69.00	71.00	75.00	71.00	69.00	0.00	864.45	1,250.00	69%	
576 80 49 004 Other Expenses	416.00	87.52	0.00	0.00	250.00	430.00	768.50	30.00	1,163.65	0.00	361.52	115.00	3,622.19	4,000.00	91%	
576 80 49 006 Training, Staff	575.00	630.00	243.00	0.00	0.00	0.00	0.00	256.00	0.00	20.00	0.00	0.00	1,724.00	2,500.00	69%	
576 80 49 010 Miscellaneous Key Centr	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 49 020 Miscellaneous Gateway I	115.44	0.00	0.00	0.00	119.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	234.52	1,000.00	23%	
576 80 49 090 Miscellaneous Volunteer	161.81	232.92	249.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644.47	2,000.00	32%	

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000															
576 80 49 120 Miscellaneous For Comn	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%
576 80 52 000 Intergovernmental Taxes	0.00	0.00	0.00	0.00	0.00	292.91	0.00	0.00	0.00	0.00	0.00	0.00	292.91	500.00	59%
576 Parks	98,032.14	64,193.72	85,589.11	106,398.25	106,653.00	57,300.54	65,206.18	94,631.52	62,513.67	72,841.86	64,539.12	31,864.83	909,763.94	1,122,750.00	81%
589 00 00 999 Payroll Liability Account	-77.84	-33.30	-424.51	-449.40	403.00	-137.54	-413.14	-614.89	42.47	196.25	91.35	-1,046.28	-2,463.83	0.00	0%
589 30 00 000 Other Non-Expenditures	539.28	0.00	0.00	654.84	0.00	0.00	513.60	0.00	0.00	0.00	423.72	0.00	2,131.44	2,500.00	85%
580 Non-Expenditures	461.44	-33.30	-424.51	205.44	403.00	-137.54	100.46	-614.89	42.47	196.25	515.07	-1,046.28	-332.39	2,500.00	13%
591 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	32,000.00	94%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	12,825.00	0.00	0.00	0.00	0.00	0.00	0.00	12,825.00	28,000.00	46%
591	0.00	0.00	0.00	0.00	0.00	42,825.00	0.00	0.00	0.00	0.00	0.00	0.00	42,825.00	60,000.00	71%
594 76 62 001 Capital Improvements Lc	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%
594 76 62 020 Capital Improvements Gz	245,281.17	2,343.05	108,663.68	7,183.19	88,994.98	0.00	247.19	69,626.26	0.00	5,676.62	0.00	0.00	528,016.14	650,000.00	81%
594 76 62 090 Capital Expenditures/Exp	0.00	214.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	214.57	30,000.00	1%
594 76 63 001 Capital Expenditures/Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0%
594 76 64 001 Capital Equipment	21,670.65	3,516.79	0.00	0.00	0.00	5,765.27	0.00	0.00	0.00	0.00	0.00	0.00	30,952.71	35,000.00	88%
594 Capital Expenditures	266,951.82	6,074.41	108,663.68	7,183.19	88,994.98	5,765.27	247.19	69,626.26	0.00	5,676.62	0.00	0.00	559,183.42	770,000.00	73%
FUND EXPENDITURES:	365,445.40	70,234.83	193,828.28	113,786.88	196,050.98	105,753.27	65,553.83	163,642.89	62,556.14	78,714.73	65,054.19	30,818.55	1,511,439.97	1,955,250.00	77%
FUND GAIN/LOSS	-336,708.45	167,525.15	-102,028.60	737,761.71	-43,331.53	-30,267.37	-33,983.13	-103,005.91	-17,926.80	410,791.48	55,804.12	-30,505.69	674,124.98		
FUND NET POSITION:	-336,708.45	-169,183.30	-271,211.90	466,549.81	423,218.28	392,950.91	358,967.78	255,961.87	238,035.07	648,826.55	704,630.67	674,124.98			

2020 FUND TOTALS

Key Peninsula Metro Parks District
MCAG #: 1690

Time: 18:48:52 Date: 12/09/2020
Page: 4

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	28,736.95	237,759.98	91,799.68	851,548.59	152,719.45	75,485.90	31,570.70	60,636.98	44,629.34	489,506.21	120,858.31	312.86	2,185,564.95	1,955,250.00	112%
	28,736.95	237,759.98	91,799.68	851,548.59	152,719.45	75,485.90	31,570.70	60,636.98	44,629.34	489,506.21	120,858.31	312.86	2,185,564.95	1,955,250.00	112%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	365,445.40	70,234.83	193,828.28	113,786.88	196,050.98	105,753.27	65,553.83	163,642.89	62,556.14	78,714.73	65,054.19	30,818.55	1,511,439.97	1,955,250.00	77%
	365,445.40	70,234.83	193,828.28	113,786.88	196,050.98	105,753.27	65,553.83	163,642.89	62,556.14	78,714.73	65,054.19	30,818.55	1,511,439.97	1,955,250.00	77%
FUND GAIN/LOSS:	-336,708.45	167,525.15	-102,028.60	737,761.71	-43,331.53	-30,267.37	-33,983.13	-103,005.91	-17,926.80	410,791.48	55,804.12	-30,505.69	674,124.98		
FUND NET POSITION:	-336,708.45	-169,183.30	-271,211.90	466,549.81	423,218.28	392,950.91	358,967.78	255,961.87	238,035.07	648,826.55	704,630.67	674,124.98			



Regular Meeting: December 14, 2020

Item # 11

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: December 14, 2020
Subject: Executive Director Report

As winter sets in, Maintenance has turned to leaves, winterization and tasks that are more indoors. This includes repairs on the barn and residence in Gateway Park. With the departure of the former caretakers, staff has slightly readjusted their hours to handle the gate closures/openings.

During the past month, there were a few instances of minor vandalism in the parks, mostly restrooms. This has ranged from rolls of toilet paper in toilets causing clogs to hair/hair dye in sinks. The vandalism seems to have decreased with the increased patrols from the Sheriff.

A tent was posted for removal in Key Central Forest, after the individual was removed from the area around Lake Minterwood.

Staffing remains tight with one full time staff member out on L&I and another out on medical leave for 2-3 months. A new full-time position will be posted later this month with an anticipated hire date of early January. The part time trails position received one application which did not meet the minimum qualifications. Key Pen Parks is singing up with a leading poster of local government jobs (governmentjobs.com) to help gain more visibility on the positions.

Key Pen Parks received a thank you in the December edition of Key Peninsula News from a resident who was pleased with a hazard tree removal. Maintenance Supervisor Woodward did an amazing job in quickly getting the tree taken care of!

On December 6th, Event Coordinator Grandt in partnership with Key Peninsula Fire host a successful drive through version of Letters to Santa. More information is later in the agenda during her presentation. However just over 100 kids came through with a letter and all were delighted by a special visit from Santa and Mrs. Claus. BuDu Racing is still moving forward with 2 mountain bike events in 360 trails and has requested both primary and alternate dates to help deal with potential changes from COVID/Washington Safe Start directives.

Internally, staff is preparing for end of year budget and close out items as well as for closing the year and opening 2021. A new electronic timesheet has been launched to reduce time and errors on the previous timesheets. This is Excel based and during the trial period calculation errors and required changes decreased. It has had full staff rollout for 2 pay periods.

The leadership team (Executive Director, Maintenance Supervisor, Events Coordinator, and Bookkeeper/Office Manager) recently took an online class in ethics as a refresher for individuals in public service.



The Executive Director and Bookkeeper/Office Manager are working on changes to the Employee Handbook. These will be brought to the HR Committee for discussion and review prior to Board discussion. Also underway is planning for onboarding/off-boarding employees including checklists and safety training.

While a separate organization, the Executive Director has been working with the Key Peninsula Parks and Recreation Foundation on the coordination and content of their annual fundraising appeal letter and memorial bench donation.

Recently, Governor Inslee extended his order until January 4th, there was little immediate impact since Pierce County is in Phase 2 administrative staff remains working from home. However, air purifiers were installed in offices, maximum occupancy is limited in buildings when staff is working on-site, and a greater emphasis on face coverings. Maintenance staff have added additional sanitization of vehicles and all vehicles are now limited to a single individual. Thus far, there have no reported cases among staff however we continue to monitor.



Meeting: December 14, 2020

Item # 14a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 14, 2020

Subject: Adopt Resolution 2020-10 Amending the Adopt-a-Park Program Policy

Background

During the August and September Regular Board of Commissioners meetings, there were preliminary discussions on potential changes and enhancements to the current Adopt-a-Park Program, adopted under Resolution R2009-02. Further discussion and modification occurred on the Policy during the November Regular Board Meeting.

Following the Board meeting, additional feedback was received by the Executive Director and those proposed changes are in redline form as Attachment 1.

Recommended Action: Adopt Resolution 2020-10 Amending the Adopt-a-Park Policy, which rescinds and supersedes Resolution R 2009-02

Attachment 1: "Redlined" Version of Proposed Changes to the Adopt-a-Park Policy

Attachment 2: Resolution 2020-10 Adopt-a-Park Policy

Policy Number: [forthcoming]	Resolution Number: R 2020-10 (proposed)	Date Approved: December XXXXX	Supereedes Supersedes the following Resolutions and Policies: <u>R XXXX-XX and Policy 2009-1</u>
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DRAFT - Key Pen Parks Adopt-a-Park Program

Objectives of the ~~P~~rogram:

The **Adopt-a-Park Program** is a combined effort between Key Pen Parks and volunteers. It covers parks, trails, and various park amenities. Individuals, families and organizations may adopt and be responsible for a defined portion or area of a specific park at the discretion and approval of Key Pen Parks Executive Director or designee with consideration of past performance, future capabilities and a focus on increasing inclusion and participation. Specific Trail areas eligible for adoption will be determined in consultation with the Trails Committee.

Key Pen Parks has parks that are used by the public and experience varying degrees of impact. Volunteers can help keep the parks free of unsightly litter, monitor conditions, and perform routine maintenance. In special circumstances individuals or groups with specific expertise such as equestrian or mountain bike trails, may be granted permission to perform specialized tasks. Special accommodations to this policy ~~may~~will be granted by the Board of Commissioners.

Depending on the park and/or volunteer group size, an entire park or portion of a specific park, picnic area(s), or other amenities may be adopted as part of the Adopt-a-Park Program. Large parks ~~will~~may be divided into smaller areas either by trail, amenity, or geographic area where appropriate.

Adopters may request specific areas, trails, or amenities, but the final area will be assigned by the Executive Director or designee. With the update to this policy in 2020, existing Park Adopters will be asked first, if they wish to continue with their service and, in larger areas such as 360 Trails, if they would like to be offered a specific trail or area for adoption.

All Adopters will be asked if they wish to continue or change their adopted area annually ~~in December~~.

Key Pen Parks requests that Adopters commit to a minimum of one year; agreements can be terminated by either party with 30 days' notice. However, special circumstances may~~will~~ be considered, such as for part-time residents. Key Pen Parks also recognizes that circumstances can~~will~~ arise where the one-year timeline cannot be met for individuals or families. For these groups, there will not be a penalty for discontinuing the Adopt-a-Park Program, and they can reapply at any time. Organizations ~~who~~that cannot complete the one-year agreement must wait 12 months before reapplying.

A volunteer organization shall not be eligible whose name endorses or opposes a particular candidate for public office; advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or includes a reference to a political party.

Adopt-A-Park aApplication materials, volunteer agreements, and all other related documents will be posted on the Key Pen Parks website.

Examples of Adopt-A-Park Program Volunteer Responsibilities:

The level of required maintenance varies with each park, trail, or amenity, the organization's capabilities, and the level of property needs. Some examples of the type of maintenance a property may need includes:

- Walk trails or park areas frequently to monitor condition and report trees, maintenance needs, or other issues to Key Pen Parks.
- Picking up litter and small debris.
- Checking for damage and reporting any unusual/suspicious items to Key Pen Parks' staff.
- Pruning of small trees and brush.
- Spreading of wood chips.
- Mowing and weed trimming if described and approved by Key Pen Parks in advance.
- Minor trail maintenance.
- Specialized trail maintenance if described and approved by Key Pen Parks in advance.

Under the Guidelines of this Program Volunteers Agree to:

- Complete an Adopt-a-Park Program application and receive approval for the specific park area being adopted. Sign an Adopt-a-Park Program agreement before starting any volunteer hours.
- Families and Organizations must provide a single point of contact to Key Pen Parks.
- Have all Adopt volunteers submit a signed Volunteer Release Form annually.
- Track all hours worked and submit monthly to Key Pen Parks by the 15th of each following month.
- There must always be at least one individual 18 years of age or older to act as supervisor during volunteer hours.
- Be courteous to park users.
- Participate in basic safety training hosted periodically by Key Pen Parks. Have a sense of responsibility for the safety of self and others.
- Review the safety information to be aware of the hazards of working in the parks and e-Ensure that all organization volunteers have read the safety information.
- Perform volunteer wWork during daylight hours only.
- Provide adequate supervision to participants under 18 years of age.
- Stay within the boundaries of the park/and or designated area(s)section being maintained.
- Arrange for and pick up needed supplies from Key Pen Parks during business hours.
- Place filled trash bags at prearranged locations determined by Key Pen Parks and notify Key Pen Parks' staff that pickup is needed.
- Return borrowed or unused supplies to Key Pen Parks during business hours.
- USE CAUTION: If you see vandalism or unsafe actions in progress, do not get involved. Simply report relevant details promptly to park staff.

Key Pen Parks will:

- Provide trash bags and hand tools as available.
- Arrange to remove filled trash bags from the adopted park, trail, or amenity when notified.
- Arrange to remove large, heavy, or hazardous materials as needed.
- Coordinate and host periodic safety training.

- Provide recognition signage as described below.

Recognition:

- Plaques indicating Adopters names and/or organizations will be posted when individuals/groups have submitted proof via monthly reports of a minimum amount of volunteer hours in a consecutive 12-month period ~~beginning in January~~.
 - Individuals: Twenty-four (24) hours
 - Families: Forty-eight (48) hours
 - Groups: Seventy-five (75) hours
- Plaques will remain posted if Adopters maintain the minimum volunteer hours, which are reviewed annually ~~in December~~.
- To encourage the contribution of extra volunteer hours, for each ~~additional~~ extra fifty (50) documented hours volunteered, the ~~Adopter~~ group will receive a star added to their recognition Plaque name sign. During the annual December review of the Adopt-A-Park Program, the Adopter with the most stars in each Adopter category (Individual, Family, or Group) will receive an ~~extra~~ special recognition gift such as a Key Pen Parks' shirt or hat, local gift card, free shelter rental, or other similar item of the Executive Director's choosing. Each sStars earned will expire one year from the date awarded ~~re-start in January of each year~~.

Potential Areas for Adoption:

- Disc Golf Course
- Picnic Area(s)
- Dog Park Area(s)
- Specific Trail(s) or Trail Area(s)
- Parking Lot Area(s)
- Playground Area(s)
- Field(s)
- Open Space Area(s)

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2020-10

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT AMENDING THE ADOPT-A-PARK POLICY AND RESCINDING RESOLUTION 2009-02

WHEREAS, the Board of Park Commissioners previously adopted the Adopt-a-Park Policy with Resolution 2009-02; and

WHEREAS, the Board of Park Commissioners for Key Pen Parks desires to amend and update the Adopt-a-Park Program Policy with a framework for volunteers and their recognition; and

WHEREAS, the Board of Park Commissioners have met and made adjustments and changes deemed necessary and proper to drafts of Key Pen Park's Adopt-a-Park Policy.

NOW, THEREFORE BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks approves the Adopt-a-Park Policy attached as Appendix A and incorporated in this resolution, and rescind the previous policy adopted under Resolution 2009-02.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held via Zoom due to the Coronavirus-19 Pandemic this 19th day of December 2020.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Edward Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

Appendix A

Policy Number:	Resolution Number: R 2020-10	Date Approved: December 14, 2020	Supersedes the following Resolutions and Policies: R 2009-02
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Key Pen Parks Adopt-a-Park Program

Objectives of the Program:

The **Adopt-a-Park Program** is a combined effort between Key Pen Parks and volunteers. It covers parks, trails, and various park amenities. Individuals, families and organizations may adopt and be responsible for a defined portion or area of a specific park at the discretion and approval of Key Pen Parks Executive Director or designee with consideration of past performance, future capabilities and a focus on increasing inclusion and participation. Specific Trail areas eligible for adoption will be determined in consultation with the Trails Committee.

Key Pen Parks has parks that are used by the public and experience varying degrees of impact. Volunteers can help keep the parks free of unsightly litter, monitor conditions, and perform routine maintenance. In special circumstances individuals or groups with specific expertise such as equestrian or mountain bike trails, may be granted permission to perform specialized tasks. Special accommodations to this policy may be granted by the Board of Commissioners.

Depending on the park and/or volunteer group size, an entire park or portion of a specific park, picnic area(s), or other amenities may be adopted as part of the Adopt-a-Park Program. Large parks may be divided into smaller areas either by trail, amenity, or geographic area where appropriate.

Adopters may request specific areas, trails, or amenities, but the final area will be assigned by the Executive Director or designee. With the update to this policy in 2020, existing Park Adopters will be asked first, if they wish to continue with their service and, in larger areas such as 360 Trails, if they would like to be offered a specific trail or area for adoption.

All Adopters will be asked if they wish to continue or change their adopted area annually.

Key Pen Parks requests that Adopters commit to a minimum of one year; agreements can be terminated by either party with 30 days' notice. However, special circumstances may be considered, such as for part-time residents. Key Pen Parks also recognizes that circumstances can arise where the one-year timeline cannot be met for individuals or families. For these groups, there will not be a penalty for discontinuing the Adopt-a-Park Program, and they can reapply at any time. Organizations that cannot complete the one-year agreement must wait 12 months before reapplying.

A volunteer organization shall not be eligible whose name endorses or opposes a particular candidate for public office; advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or includes a reference to a political party.

Adopt-A-Park application materials, volunteer agreements, and all other related documents will be posted on the Key Pen Parks website.

Examples of Adopt-A-Park Program Volunteer Responsibilities:

The level of required maintenance varies with each park, trail, or amenity, the organization's capabilities, and the level of property needs. Some examples of the type of maintenance a property may need includes:

- Walk trails or park areas frequently to monitor condition and report trees, maintenance needs, or other issues to Key Pen Parks.
- Picking up litter and small debris.
- Checking for damage and reporting any unusual/suspicious items to Key Pen Parks' staff.
- Pruning of small trees and brush.
- Spreading of wood chips.
- Mowing and weed trimming if described and approved by Key Pen Parks in advance.
- Minor trail maintenance.
- Specialized trail maintenance if described and approved by Key Pen Parks in advance.

Under the Guidelines of this Program Volunteers Agree to:

- Complete an Adopt-a-Park Program application and receive approval for the specific park area being adopted. Sign an Adopt-a-Park Program agreement before starting any volunteer hours.
- Families and Organizations must provide a single point of contact to Key Pen Parks.
- Have all Adopt volunteers submit a signed Volunteer Release Form annually.
- Track all hours worked and submit monthly to Key Pen Parks by the 15th of each following month.
- There must always be at least one individual 18 years of age or older to act as supervisor during volunteer hours.
- Be courteous to park users.
- Participate in basic safety training hosted periodically by Key Pen Parks. Have a sense of responsibility for the safety of self and others.
- Review the safety information to be aware of the hazards of working in the parks and ensure that all organization volunteers have read the safety information.
- Perform volunteer work during daylight hours only.
- Provide adequate supervision to participants under 18 years of age.
- Stay within the boundaries of the park/and or designated area(s) being maintained.
- Arrange for and pick up needed supplies from Key Pen Parks during business hours.
- Place filled trash bags at prearranged locations determined by Key Pen Parks and notify Key Pen Parks' staff that pickup is needed.
- Return borrowed or unused supplies to Key Pen Parks during business hours.
- USE CAUTION: If you see vandalism or unsafe actions in progress, do not get involved. Simply report relevant details promptly to park staff.

Key Pen Parks will:

- Provide trash bags and hand tools as available.
- Arrange to remove filled trash bags from the adopted park, trail, or amenity when notified.
- Arrange to remove large, heavy, or hazardous materials as needed.
- Coordinate and host periodic safety training.
- Provide recognition signage as described below.

Recognition:

- Plaques indicating Adopters names and/or organizations will be posted when individuals/groups have submitted proof via monthly reports of a minimum amount of volunteer hours in a consecutive 12-month period.
 - Individuals: Twenty-four (24) hours
 - Families: Forty-eight (48) hours
 - Groups: Seventy-five (75) hours
- Plaques will remain posted if Adopters maintain the minimum volunteer hours, which are reviewed annually.
- To encourage the contribution of extra volunteer hours, for each additional fifty (50) documented hours volunteered, the Adopter will receive a star added to their recognition Plaque. During the annual December review of the Adopt-A-Park Program, the Adopter with the most stars in each Adopter category (Individual, Family, or Group) will receive a special recognition gift such as a Key Pen Parks' shirt or hat, local gift card, free shelter rental, or other similar item of the Executive Director's choosing. Each star earned will expire one year from the date awarded.

Potential Areas for Adoption:

- Disc Golf Course
- Picnic Area(s)
- Dog Park Area(s)
- Specific Trail(s) or Trail Area(s)
- Parking Lot Area(s)
- Playground Area(s)
- Field(s)
- Open Space Area(s)



Meeting: December 14, 2020

Item # 14b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 14, 2020

Subject: Adoption of Resolution for a Temporary Art in the Park Policy

Background

During the September Regular Board of Park Commissioners meeting, there was a preliminary discussion on the creation of a temporary art in the park program. At the November Regular Board Meeting, the Board of Park Commissioners provided additional feedback on the Temporary Art in the Park Policy. Additional feedback was provided via email only to the Executive Director. Those changes are attached as Attachment 1 in redline format.

Attachment 2 is the proposed Resolution with the Temporary Art in the Park Policy as Exhibit "A".

The request for this program stemmed from a request from a local arts organization who desired to hang a few art pieces on park fences or other locations for a month.

Recommended Action: Adopt Resolution 2020-11 Temporary Art in the Park Policy

Attachment 1: Redlined Temporary Art in the Park Policy

Attachment 2: Resolution 2020-11 Temporary Art in the Park Policy

Policy Number: TBA	Resolution Number: TBA	Date Approved: TBA	Supersedes the following Resolutions and Policies: TBA
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DRAFT - Key Pen Parks **Temporary Art in the Parks Program Policy**

The **Temporary Art in the Parks Program** is designed to encourage the display of works from local artists in Key Pen Parks for a short period of time.

Selection of Art:

- All potential art pieces must be submitted via an application to the Executive Director at least six (6) weeks before desired display.
- The Board of Park Commissioners will approve all applications for subject matter and length of time. The Board ~~of Commissioners~~ may, at their discretion, engage members of the art community or local stakeholders in selecting the art via an ad hoc committee.
- Art will be evaluated on the quality and aesthetic merit of the artwork, how the art engages the public, the materials (art works will be displayed outdoors), and whether the piece may be susceptible to vandalism or graffiti.

Program Guidelines:

- Due to space limitations, only art that can be hung on or secured to a woven wire fence will be accepted. Final locations are at the discretion of the Executive Director or designee to ensure proper sightlines and safety considerations. Locations for 3-D art may be limited.
- Weight limits may apply to avoid damage to fence. Artist is responsible for any damage to the fence because of weight and/or installation method.
- Art may not be created on the fence, e.g. it must be on a separate material which is adhered to the fence.
- Consult with Executive Director or designee on potential locations. The Executive Director has the final decision on art location.
- Art cannot exceed the height of the fence upon which it is mounted or secured, which may vary based on park and park location.
- Maximum length of time for display is six (6) weeks.
- There will be a maximum of four (4) displays of temporary art in all parks at any one time.
- Artist(s) will bear all costs for the installation and removal of the art. Artist(s) may install and/or remove art themselves at the Executive Director's discretion.
- Artist(s) agree that Key Pen Parks will not be responsible for any vandalism, damage, or theft of any temporary art pieces or displays.
- All temporary displays will require an Art Display Agreement between the Aartist and Key Pen Parks, including notification to the Executive Director or designee of an Aartist's ~~-intent~~ to self-install, or remove, art work prior to installation or removal by the Aartist.

- Special accommodations may require approval by the Board of Park Commissioners prior to installation. Artist(s) will identify Key Pen Parks and the specific park location where the art is displayed in any promotional materials featuring the temporary display.

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2020-11

**A RESOLUTION OF THE BOARD OF PARK COMMISSIONER OF THE KEY PENINSULA
METROPOLITAN PARK DISTRICT ESTABLISHING A
TEMPORARY ART IN THE PARK POLICY**

WHEREAS, the Board of Park Commissioners for Key Pen Parks does not currently have a written Temporary Art in the Park Policy; and

WHEREAS, the Board of Park Commissioners desires to implement a Temporary Art in the Park Policy to allow artists with the permission of Key Pen Parks to place art in public places for a limited period of time; and

WHEREAS, the Board of Commissioners have met and made adjustments and changes deemed necessary and proper to drafts of Key Pen Park's Temporary Art in the Park Policy, now, therefore be it,

NOW, THEREFORE BE IT RESOLVED by the Board of Park Commissioners adopts the Temporary Art in the Park Policy attached hereto as Exhibit A.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held via Zoom due to the Coronavirus-19 Pandemic this 19th day of December 2020.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Edward Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

Policy Number:	Resolution Number: 2020-11	Date Approved: December 14, 2020	Supercedes the following Resolutions and Policies: None
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Key Pen Parks Temporary Art in the Parks Program Policy

The **Temporary Art in the Parks Program** is designed to encourage the display of works from local artists in Key Pen Parks for a short period of time.

Selection of Art:

- All potential art pieces must be submitted via an application to the Executive Director at least six (6) weeks before desired display.
- The Board of Park Commissioners will approve all applications for subject matter and length of time. The Board may, at their discretion, engage members of the art community or local stakeholders in selecting the art via an ad hoc committee.
- Art will be evaluated on the quality and aesthetic merit of the artwork, how the art engages the public, the materials (art works will be displayed outdoors), and whether the piece may be susceptible to vandalism or graffiti.

Program Guidelines:

- Due to space limitations, only art that can be hung on or secured to a woven wire fence will be accepted. Final locations are at the discretion of the Executive Director or designee to ensure proper sightlines and safety considerations. Locations for 3-D art may be limited.
- Weight limits may apply to avoid damage to fence. Artist is responsible for any damage to the fence because of weight and/or installation method.
- Art may not be created on the fence, e.g. it must be on a separate material which is adhered to the fence.
- Consult with Executive Director or designee on potential locations. The Executive Director has the final decision on art location.
- Art cannot exceed the height of the fence upon which it is mounted or secured, which may vary based on park and park location.
- Maximum length of time for display is six (6) weeks.
- There will be a maximum of four (4) displays of temporary art in all parks at any one time.
- Artist(s) will bear all costs for the installation and removal of the art. Artist(s) may install and/or remove art themselves at the Executive Director's discretion.
- Artist(s) agree that Key Pen Parks will not be responsible for any vandalism, damage, or theft of any temporary art pieces or displays.
- All temporary displays will require an Art Display Agreement between the Artist and Key Pen Parks, including notification to the Executive Director or designee of an Artist's intent to self-install, or remove, artwork prior to installation or removal by the Artist.
- Special accommodations may require approval by the Board of Park Commissioners prior to installation. Artist(s) will identify Key Pen Parks and the specific park location where the art is displayed in any promotional materials featuring the temporary display.



Regular Meeting: December 14, 2020

Item # 15a

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Veronica Grandt, Event Coordinator

Date: December 14, 2020

Subject: 2020 Events

Background

During 2020, with the onset of Covid-19 early in the year, staff cancelled most of the regular events. Key Pen Parks was in a state-mandated lock-down, was limited to the number of participants to an event or was unable to operate under the Washington Safe Start guidelines.

The events that were canceled during 2020 were Pet Easter Treat Hunt, 360 Trails Raffle Ride, Parks Appreciation Day, Mom & Me Tea, 4th of July Community Hot Dog Social, and Cinema Under the Stars. After careful planning and staying within the Washington State Start guidelines, staff felt confident about hosting different versions of the All Hallows Eve Celebration and Letters to Santa. Keeping to the guidelines was a challenge at first but, making our events drive-through-only meant staff was safely distanced from the participants and avoided the public gathering.

Events and Event Details

Our All Hallows Eve Celebration was held at Volunteer Park on October 17th, from 6-8 PM. Due to the Covid-19 Pandemic, the event was altered to fit safety guidelines.

This event was a drive-through only event. Staff, the Jensen family, and Kellie Bennett were all on-site at noon to set up for the event. The areas used were the south parking lot and the upper field. The Red Barn Youth Center kids showed up dressed in costumes and were spaced out behind the chain-link fence for safety.

Staff filled and handed out nearly 600 treat bags to children in 287 cars. The event was overwhelmingly successful with 100 cars counted in the first 15 minutes! Staff ran out of treat bags around 7:30 PM. Traffic went well as expected since we had a WA State Patrol Officer on duty for the event.

Expenses for this event are as follows; Decorations, supplies, and snacks \$404.22, candy for treat bags \$204.56 staff lunch \$120.00, WA State Patrol Officer (traffic control) \$357.48 for 3 hours, and cost to staff event \$1,549.56. *Total event expenses \$2,635.92.*

Advertisement for this event included the KP News, flyers (distributed at various business locations on the KP), Facebook and our website.



Letters to Santa event was held at the Key Peninsula Fire Station on December 6th from 3-4 PM. This was a drive through event only and is held in partnership with the Key Peninsula Fire Department. Fire Department staff directed traffic.

Drivers entered the bay to hand their letters to Santa (who closely resembled Jerry Nebel), who deposited letters into the slot of a gift wrapped “mailbox”. The letter responses will be coordinated by the Post Mistress of the Vaughn Post Office.

Staff brought the decorations from Gateway to the station on the previous Friday to set up and decorate the AP Bay on the day of the event. Simple but festive decorations were used. KPP and KPFD staff wore masks and socially distanced during the event. Staff for the event included Events Coordination Grandt, Executive Director Perkosky, and Seasonal Maintenance Jose Reyes. KPFD contributed 4 staff members. Because of the pandemic restrictions, the event did not use volunteers.

Key Pen Parks staff filled 300 treat bags and KPFD made stickers and affixed them on full sized candy bars, plus extra stickers to hand out. Bags and bars handed out to participants as they exited the event. Attendance for this event was 108. Total expense from Key Pen Parks, including staff cost, was \$196.80. The leftover bags were donated to the FD to hand out at their gift distribution for needy families’ event.

Advertisement for this event included the KP News, flyers (posted at various business locations on the KP), Facebook and our website.

Virtual Events

This year virtual events are everywhere more than ever. Key Pen Parks held our own virtual event online. The event was a month-long, at-your-own-pace 10k walk, run, wheel event. Participants registered online for free, but had the option to purchase a t-shirt, a sticker or both. The merchandise was priced to reflect cost of production, and shipping.

Advertising for this event included Facebook Events pages for November 3-23 with links to the registration site, our website with information about the virtual event and a link to the registration site, an email with our event information emailed to Trails Committee member Miguel Galeana of Route 16 (a running shoe store in Gig Harbor) to post on his Facebook page, and flyers posted at various business locations on the KP.

This event did not get the response staff anticipated. Only eight (8) people signed up, two of which were staff and one friend of the Executive Director (who lives on the East Coast). Of the remaining five participants, only 1 registrant completed the challenge.

Social Media Fun in 2020

One of the new fun things staff added this year are Scavenger Hunt lists, which have been posted on the Key Pen Parks Facebook page and website for kids/families to search for items indoors or outdoors. In the month of November there were 4 different scavenger hunt lists posted online, and 1 advertised in the KP News.



Event Coordinator Grandt filmed a short video series (2 videos) and posted the links to the Facebook page. The first video titled Salt-dough Ornaments, reached 251 people, had 13 engagements (clicks on the link), and was shared 1 time. The second video, titled Decorating your Salt-dough Ornaments reached 193 people, had 7 engagements and was shared 2 times.

Heading into 2021

Events Coordinator Grandt is currently re-working some of the special events for 2021 to fit the safety guidelines. In addition, staff is working to develop a partnership with Kiwanis of Gig Harbor to change from the Pet Easter Treat Hunt to a Kid's Egg Hunt. Staff is planning the regular events and considering adding a few new events, like a drive through Valentine's Day craft kit and maybe a Saint Patrick's Day Scavenger Hunt.

Recommended Action: Receive and file this report.



Regular Meeting: December 14, 2020

Item # 15b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 14, 2020

Subject: Executive Director Contract Amendment and Residential Lease

Background

Proposed amendment to the Executive Director employment contract and new residential lease for park owned property.

Attachment 1: Amendment to Employment Agreement

Attachment 2: Residential Lease

AMENDMENT TO EMPLOYMENT AGREEMENT

This amendment ("Amendment") is made by and between Key Peninsula Metropolitan Parks District, DBA Key Pen Parks, having its principal place of business at 5514 Key Peninsula HY NW, Lakebay, WA ("Employer") and Tracey Perkosky, with a current mailing address of 1225 183rd ST SE #Q304, Bothell, WA 98012 ("Employee"). Employer and Employee are parties to an Employment Agreement dated July 27, 2020 ("Original Employment Agreement").

WHEREAS, on July 27, 2020, Employee was hired by Employer for the position of Executive Director, pursuant to the terms of the Original Employment Agreement; and

WHEREAS, Employee has faithfully carried out her duties under the Original Employment Agreement since that time and has become a valued member of the Key Pen Parks team; and

WHEREAS, both Employer and Employee would benefit from Employee residing within the Key Pen Park service and able to respond to emergencies and evening and weekend issues;

IN CONSIDERATION of promises and other good and valuable consideration the parties agree that the Original Employment Agreement dated July 27, 2020 is hereby amended as follows:

Section II, "Responsibilities," is hereby amended to read as follows:

II. Responsibilities. The Employee shall be given the job title of Executive Director ("Position") which shall involve: The administrative head of Key Pen Parks as detailed in attachment 1. The Employer may also assign duties to the Employee from time to time by the Employer. The Employee shall be expected to work full time and to respond to Key Pen Parks issues after hours during evenings and weekends as necessary and practicable.

Section IV, "Pay," is hereby amended to read as follows:

IV. Salary and Other Compensation. Employee shall be paid \$82,992 **salary on an annual basis** ("Compensation") defined by Grade O step 1 of the current wage scale with 2,080 multiplier to convert to annual rate, contained in the Handbook. The Compensation is a gross amount that is subject to all local, State, Federal, and any other taxes and deductions as prescribed by law. Payment shall be distributed to the Employee on a semi-monthly basis as defined in the Handbook. The employee is exempt from the requirements of the Fair Labor Standards Act with a fixed salary independent of the hours work.

- a) The rate of compensation will be subject to review at each performance review in accordance with the Handbook but no less frequently than annually. Increases in compensation may be made in whole steps or in grade on the wage scale in the current Handbook
- b) If the pay is reduced the employee must be given a minimum of 90 days notice. The Employee has 30 days from the date of notice to either accept the reduced pay or given notice of termination. If Employee opts to terminate employment termination shall be considered as being in accordance with section III.b).

As additional compensation for the services provided, and in light of the benefit to Key Pen Parks of having its Executive live within District boundaries and able to respond to issues on nights and on weekends, Key Pen Parks agrees to lease to Employee the property located at 10215 State Route 3020 NW, Gig Harbor WA 98329 (the "Property") at a reduced rental rate of \$950.00 per month. The terms of such lease are as set forth in Exhibit A-1 hereto, which is incorporated herein by this reference.

The current fair market value monthly rental rate for the Property is \$1,950. The parties agree that the \$1000 per month difference between the fair market rental rate of the Property and the reduced monthly rental rate of \$1000.00 to be paid by Employee constitutes additional taxable compensation to the Employee of \$1000 per month, which shall be reflected on Employee's W-2.

Effective Date of Amendment; Other Terms Unchanged.

This Amendment is not effective until approved by the Board in an open public meeting after being agreed to and signed by the Employee. The Board has the right to modify this Amendment prior to final approval either bilaterally or unilaterally. If modified unilaterally prior to approval by the Board the Employee has 72 hours to opt out of the modified agreement. The approved agreement shall become effective 72 hours after approval by the Board.

All other provisions of the Original Employment Agreement shall remain unchanged and in full force and effect.

EMPLOYEE

_____ Date _____
Signature

Title

EMPLOYER

Key Pen Parks

Board of Commissioners
Pierce County, Washington

Edward Robinson, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Linda Parry, Member-at-Large

Mark Michel, Member-at-Large

LEASE AGREEMENT

THIS AGREEMENT is entered this 15th day of December 2020, by and between KEY PENINSULA METROPOLITAN PARK DISTRICT (“Key Pen Parks”), a municipal corporation (“Lessor”), and Tracey Perkosky (“Lessee”).

Lessor agrees to lease to Lessee the following property located in Pierce County, Washington:

The residence located upon the Gateway Park Property at 10215 State Route 302 NW, Gig Harbor, WA 98329, also known as Pierce County Tax Parcel 0122153701 (“Premises”).

The parties hereto mutually agree on the following terms and conditions governing said lease:

1. The term for said lease shall be month to month, unless terminated under the provisions herein, beginning on December 17, 2020.
2. The value of the leasehold interest is agreed to be ONE THOUSAND NINE HUNDRED AND FIFTY NO/100THS DOLLARS (\$1,950.00) per month. The Lessor shall be compensated for this value in the following manner:

Lessee shall be responsible for timely payment of nine hundred fifty dollars (\$950) each month owing on this Lease Agreement as set forth in Section 7 herein. Lessee is also responsible for Leasehold Excise Tax of 12.84% or current prevailing rate paid monthly with rent.

3. Lessor shall provide all interior and exterior maintenance to structures and repairs to the physical plant and roof systems of the Premises. Lessee may prune or mow during the growing season. Lessee agrees that the Premises and all buildings within Key Peninsula Gateway Park are non-smoking facilities and agrees to not smoke or allow any visitors to smoke within said facilities.
4. Lessor and Lessor’s agents and employees shall have the right to access to the Premises for the purposes of:
 - (a) Inspection;
 - (b) Maintenance, yard work, repairs, alterations or improvements; and
 - (c) Display of the Premises to prospective or actual workers or contractors.

Except in emergencies, Lessor shall give Lessee reasonable notice of Lessor's intent to enter the Premises in compliance with Chapter 59.18 RCW. Lessor shall not alter the facility or residence in any way to make the residence uninhabitable by Lessee.

5. USE/ASSIGNMENT OR SUB-LETTING: Lessee agrees that the Premises are to be used and occupied solely by those specific Residents who are listed herein consisting of residents: (first and last name, including all minors):

Tracey Perkosky _____

Lessee agrees that the Premises will be used as the residence for Lessee solely. Lessee agrees not to let or sublet the whole or any part of the Premises nor assign this lease or any interest therein. Lessee agrees not to operate any retail or service-oriented business within the residence or facility. Lessee shall comply fully with all municipal, county, and state codes, statutes, ordinances and regulations in which the Premises are located.

6. Lessee agrees that all personal property kept at the leased Premises by Lessee shall be at the risk of Lessee. Lessee further agrees not to hold Lessor liable in any manner or because of any loss or damage sustained by action of fire, water, elements, theft, any third-party or any other reason.
7. Lessee shall maintain renter's casualty insurance coverage for Lessee's personal property located at the Premises. Lessor shall provide hazard insurance for the improvements situated on the lease Premises and shall also provide separate public liability insurance.

Lessee shall pay monthly rent in the amount of nine hundred fifty dollars (\$950.00) to Key Pen Parks for the Premises. Electric utilities are billed jointly to Lessor with other park buildings. Lessee shall pay 75% of the monthly bill within 5 days of notification of amount due. If electric utilities are separated from other Gateway Park buildings in the future, Lessee shall pay electric utilities directly. Well water and septic are on-site and shall be maintained in good working order by Lessor. Lessee shall furnish all other utilities including, but not limited to garbage, cable, and phone. The Lessee shall install a separate telephone service to the residence for their personal use at their own expense (cell phone is acceptable). The payment of nine hundred fifty dollars (\$950.00) is due from the Lessee by the 5th day of each month. A late fee of \$50.00 (FIFTY DOLLARS) shall be assessed if payment is not received by the due date.

8. This Lease Agreement may be terminated prior to the end of the lease term by Lessee giving thirty (30) days' written notice to Lessor. This Lease shall automatically terminate in the event the Lessee ceases to occupy the subject Premises for any reason for a period of thirty (30) consecutive days or within 90 days of termination of the separate Executive

Director Employment Agreement by and between the Parties. Upon the expiration or early termination of this Lease, the Lessee will quit and surrender the Premises in as good state and condition as they were at the commencement of the lease term (ordinary wear excepted).

- Lessor may terminate the tenancy, without reason, by delivering to Lessee written notice at least thirty (30) days prior to the end of the initial lease term, or any subsequent term. In addition, Lessor may give the following notices as circumstances may warrant:
 - Ten (10) Day Notice to comply with any of the terms of this Agreement or vacate the Premises.
 - Three (3) Day Notice, after a “Contractor Obligations In Lieu of Rent” default or default in the payment of rent, to pay the rent in full or vacate the Premises.
 - Three (3) Day Notice to Vacate the Premises for committing a waste upon the Premises, setting up or carrying on any unlawful business, or permitting or maintaining a nuisance on or about the Premises.

9. SMOKE DETECTION AND CARBON MONOXIDE DEVICES: It is the responsibility of Lessee to maintain all smoke and carbon monoxide detection devices, including replacement of any batteries. Lessee shall not tamper with, remove batteries, or otherwise disable any smoke and carbon monoxide detection devices. Lessee failing to comply can be fined up to two hundred (\$200.00) in accordance with RCW 43.44.110/WAC 212.10.050. Lessee’s initials at the end of this paragraph indicate that all smoke and carbon monoxide detection devices in the Premises are in proper working order as of the date of this Agreement.

Initials: _____ (Lessee)

10. WATER HEATER: PURSUANT TO RCW 19.27, the State of Washington requires that upon occupancy, the Temperature control in an accessible domestic hot water heater within a rental dwelling be set not higher than one hundred twenty (120) degrees Fahrenheit. Lessee acknowledges that, if accessible, Lessee has inspected the hot-water heater and to the best of Lessee’s knowledge does not believe it to be set higher than one hundred twenty (120) degrees Fahrenheit.

Initials: _____ (Lessee)

11. MOLD DISCLOSURE. By initialing, Lessee acknowledges receipt of disclosure of information on mold and mold hazards. Lessor has no reports or knowledge of mold on the Premises.

Initials: _____ (Lessee)

12. LEAD-BASED PAINT DISCLOSURE. By initialing, Lessee acknowledges receipt of disclosure of information on lead-based paint and lead-based paint hazards. Lessor has no reports or knowledge of lead-based paint on the Premises.

Initials: _____ (Lessee)

13. MAINTENANCE: Lessee acknowledges that the Premises are in good order and repair, unless otherwise indicated on the Property Inspection Report. Lessee shall be responsible for damages caused by their negligence and that of their family, invitees and guests. Lessee shall not commit waste upon said Premises, or any nuisance or act that may disturb the quiet enjoyment of the surrounding area. Lessee shall maintain Premises in as good a condition as they were received, reasonable wear and tear excepted, and shall return the same in as good a condition at the termination of the Lease Agreement. All keys issued to the Lessee at the time of occupancy, including the Premises, outbuildings, sheds, equipment, gates and any other facility key shall be returned at the termination of the Lease Agreement or Lessee shall be responsible for the charge of re-keying or replacing locks.

Any repairs made by the Lessee to the Premises must receive prior written approval by Lessor and receipts for authorized expenses must be submitted to Lessor for reimbursement. Said costs MAY NOT be deducted from the rent. The Lessee understands that there will be no rent deductions, adjustments or compensation due to repairs or interruptions of service except as provided by law. Key Pen Parks will provide use of steamer to remove wall paper, if desired, and shall pay for paint and supplies for the interior of the house.

- LAWN & BEDS: Lessee may irrigate, and maintain any surrounding grounds, including lawns, beds and shrubbery, and keep the same clear of rubbish or weeds if such grounds are part of the Premises.
- SYSTEMS: Lessee shall be responsible for any repairs to the Premises including plumbing system, electrical system, heating system, and the appliances only if any foreign objects are placed in the systems (e.g., tampons, toys, food or hair, etc.), if the systems are neglected or misused, or if an unauthorized repair is attempted or performed. Lessee is responsible to ensure the pipes do not freeze in cold weather by wrapping all exposed plumbing each fall to prevent such freezing.
- INVENTORY: Any furnishing and equipment to be furnished by Lessor shall be set out in a special inventory that shall be signed by all parties and become part of this Agreement.
- DISPOSAL OF TRASH: Lessee shall properly dispose of all trash, rubbish or garbage and other wastes in a clean, safe and sanitary manner, at reasonable and regular intervals. No trash is to be left at the door, in the hallways or stairways, or left in bags in the garage or carport. This is a health/sanitary issue; Lessee shall assume all costs of extermination and fumigation for infestation caused by the Lessee.

14. LAST MONTH(S) RENT: Lessee will pay last month rent in advance as part of move-in fees.

15. SECURITY AND DAMAGE DEPOSIT: Lessee shall deposit the sum of \$400.00 to Lessor, to be deposited by Lessor in an account with First Citizens Bank, Gig Harbor Branch, whose address is 5101 Pt. Fosdick Dr., Gig Harbor, WA, 98335. All or a portion

of such deposit may be retained by Lessor and a refund of any portion of such deposit is conditioned as follows:

- Lessee fails to fully perform its obligations hereunder;
- Lessee fails to clean and restore said residence and return the same to Lessor in its initial condition, except for reasonable wear and tear;
- Lessee fails to have remedied or repaired any damage to the Premises caused by Lessee;
- Lessee fails to surrender to Lessor the keys to the Premises and any other facility keys.
- Lessee fails to have paid all outstanding rent, returned check charges, late fees, utility charges, or other charges which may be owed by Lessee pursuant to this Agreement.
- Lessee shall clean and restore the Premises to its condition at the commencement of this tenancy (less normal wear and tear) as evidenced by the Property Inspection Report signed by the Lessee prior to occupancy, which is incorporated herein by reference, less wear and tear from normal usage. Lessee agrees that soil age is not wear and tear from normal usage and further agrees to have carpets, drapes and blinds professionally cleaned and to provide a receipt for such to Lessor or request Lessor to do same at Lessee's expense, at termination of tenancy.
- Lessee understands that any cleaning by Lessor will be at the rate of thirty-five dollars (\$35) per hour and repairs will be at a rate of fifty-five dollars (\$55) per hour or the amount invoiced by such contracted company.

Any refund from security deposit, as by itemized statement shown to be due to Lessee, shall be returned to Lessee within 14 days after the termination of the tenancy and vacation of the Premises. Lessor may apply the security deposit to the payment of any sums owing to Lessor in connection with this lease including, but not limited to, unpaid rent, tenant damage to the lease Premises, (normal wear and tear resulting from ordinary use of the Premises excepted), Lessor's attorney's fees and costs in enforcing this lease, and payment of any judgment obtained by Lessor in connection with the enforcement of this lease or the eviction of Lessee; provided that nothing herein shall be construed as requiring Lessor to apply the security deposit to payment of any such judgment.

16. **NONREFUNDABLE COMPANION ANIMAL:** Lessee will pay a non-refundable companion animal fee of one hundred fifty dollars (\$150.00) per companion animal for cleaning and this fee is in addition to the security and damage deposit for Premises. This fee covers only the companion animal and not the cleaning, damages and utility charges

described herein. It is the Lessee's responsibility to clean-up and dispose of any companion animal excrement anywhere on the Premises. If companion animals are maintained on the Premises, whether authorized by this Agreement, Lessee assumes all costs of restoring Premises because of any companion animal on the Premises including but not limited to the costs to de-flea, fumigate, clean or replace floor coverings, and yard restoration.

Animals on premises are:

- 1 indoor cat

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Lessee:

TRACEY PERKOSKY

KEY PENINSULA METROPOLITAN PARK DISTRICT, Lessor

EDWARD ROBISON, Board President 2020

ATTEST:

By _____
Kip CLINTON, Board Clerk 2020

**STATEMENT OF CONDITION AND CLEANLINESS AND
EXISTING DAMAGE TO PREMISES AND FURNISHINGS**

Date: _____

Lessee has inspected the Premises and acknowledges that they are in good condition at the commencement of this Agreement, except as otherwise indicated on the Property Inspection Report. The Premises contain the following defects, damages, and physical conditions at the commencement of the tenant's occupancy, and its state of cleanliness is as follows:

1. Walls:

2. Floors:
3. Countertops:
4. Carpets:
5. Drapes:
6. Windows:
7. Doors:
8. Furniture:
9. Appliances: dishwasher, oven, stove top, microwave
10. Plumbing, Heating, Electrical:
11. Yard, Plants, Shrubbery:
12. Other:

KEY PEN PARKS, LESSOR

LESSEE

Matt Woodward Date

Tracey Perkosky, Lessee Date



Regular Meeting: December 14, 2020

Item # 15c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 14, 2020

Subject: Nomination of Officers for Board of Park Commissioners in 2021

Background

Per Article II, Section 2 of the Adopted By-Laws:

Nomination of the officers shall be at the last regular Board meeting in the prior calendar year and at the first regular Board meeting in the new calendar year. Election of the officers shall be at the first regular Board meeting in the new calendar year upon which the newly elected officers shall immediately take office upon the conclusion of the voting by the Board of Park Commissioners. The term of office for all officers shall be for the subsequent twelve (12) months as required by RCW 35.61.120 and they shall continue in office until his or her successor is elected. Officers may, at the discretion of the Board, hold their respective offices for successive terms.

Recommended Action: Nominate Board of Park Commissioners Officers for voting and installation in January