

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

Regular Board Meeting

*(Meetings may be video or audio recorded)*

AGENDA

Monday, December 8, 2025

7:00 PM – Regular Meeting

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

Public Comment is available in person or via Zoom by calling (253) 215-8782 with  
Meeting ID: 870 0423 3449 Passcode: 748124

Hybrid Meeting may be available but not guaranteed due to technology.

<https://us06web.zoom.us/j/87004233449?pwd=OrKy7PspZVZN8fbNDVfa2DdcmgzYWT.1>

Members of the Board of Park Commissioners

Linda Parry, President

Ed Robison, Vice President  
Kip Clinton, Clerk

Shawn Jensen, Member-at-Large  
Mark Michel, Member-at-Large

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Regular Meeting – 7:00 PM

**1. Call to Order**

**2. Roll Call**

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

**3. Pledge of Allegiance**

**4. Approval of Agenda**

**5. Special Presentations**

- a. Upcoming Events

**6. Public Comments:** *Limited to 3 minutes per person. Speaker will state name and their address. If providing handouts, need to provide 10 copies for Commissioners and Staff. PUBLIC PARTICIPATION IN BOARD MEETINGS – During a Special Meeting public comments are limited to items on the agenda only.*

*During a Regular Meeting anyone may address any resolution for final consideration on the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker.*

*Under no circumstance shall any person be allowed to address the board on matters in which the District or a District official is a litigant. Speakers are requested to address the board with decorum.*

**7. Approval of the Minutes**

- a. Regular Meeting, November 10, 2025

**8. Financial Report**

- a. November 2025

**Total Expenditure: \$124,324.65**

<b>Accounts</b>	<b>Total</b>	<b>EFT*</b>	<b>Checks</b>
<b>Accounts Payable</b>	\$51,077.23	\$2,474.87	3212-3235 \$48,602.36
<b>Checking</b>	\$0	\$0	
<b>Payroll</b>	\$73,074.24	\$73,074.24	
<b>Bank Service Fees</b>	\$173.18	\$173.18	

**Total Revenue: \$130,319.72**

Other Revenue	\$3,495.17
Zoo Trek	\$26,286.58
Property Levy	\$86,226.15
Investment	\$7,653.88
Leasehold Excise	\$78.88
Timber Excise	\$6,291.07
Tax Title Property	
Sales	\$10.91
Adjustment	
Transaction	\$277.08

**9. Executive Director's Report**

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

- a. Land and Improvements Committee –
- b. Trail Committee – No meeting

**11. Unfinished Business**

- a. Consideration and Adoption of Resolution R 2025-10 Adoption of Names for Various Trails in 360 Trails

**12. New Business**

- a. Presentation on Peninsula School District Replacement Educational Program and Operations Levy (EP&O Levy) and Direction on Resolution of Support
- b. Approval of Resolution R 2025-11, Adoption of 2026 Wage Matrix
- c. Approval to Order and Utilize Paper Checks on Payroll Account
- d. Nomination of Officers for Board of Park Commissioners in 2026

**13. Other Minor Matters**

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

**15. Next Regular Meeting on January 12, 2026, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA**

**16. Adjournment**

## UPCOMING EVENTS...

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Sunday, December 14: Santa in the  
Park with Key Peninsula Fire  
District 16  
Gateway Park, 6-8PM

- ❄️ Photo with Santa!
- ❄️ Cocoa!
- ❄️ Reindeer craft!
- ❄️ Candy canes!



Meeting: December 8, 2025

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 8, 2025

Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from the Regular Meeting on November 10, 2025.

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from the Regular Meeting, November 10, 2025



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

### DRAFT MINUTES

#### Board of Park Commissioners

Monday, November 10, 2025 @ 7:00 PM

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

1921 Key Peninsula Hwy NW, Home, WA

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

Executive Director Tracey Perkosky called the meeting to order at 7:02 PM.

Present: President Linda Parry (via Zoom), Vice President Ed Robison, Clerk Kip Clinton, Commissioner Shawn Jensen, and Commissioner Mark Michel

#### 4. Meeting Agenda Approval

Vice President Robison called for any changes to the agenda.

MOTION: Clerk Clinton moved approval of the agenda as submitted. Seconded by Commissioner Michel. Motion carried 5-0.

#### 5. Special Presentations

Executive Director Perkosky gave an update on upcoming events.

#### 6. Public Comment

Stan Moffet offered congratulations on the re-election of Commissioners Michel and Parry.

Sami Jensen offered congratulations on the re-election of Commissioners Michel and Parry.

#### 7. Approval of Minutes

*a. Special Meeting of October 7, 2025*

Recommended Action: Approve Meeting Minutes

MOTION: Commissioner Jensen moved to approve the meeting minutes as submitted. Seconded by Clerk Clinton. Motion carried 5-0.

#### 8. Financial Report

Executive Director Perkosky gave an overview on the new format of the financial report summary and attachments. The October report for First Citizens Payroll Account was missing from the attachments and provided to the Commissioners via email prior to the meeting and during the meeting.

*a. August 2025*

Staff Recommendation: Approve the August 2025 Financial Report consisting of: Accounts Payable Total \$ \$182,122.88 via EFT of \$2,008.21 and checks of \$180,114.67; Checking Total \$181.23 via EFT; Payroll Total \$74,830.10 via EFT; and Bank Services Fees for all accounts Total \$287.99 via EFT and total revenues of \$51, 645.21.

MOTION: Commissioner Jensen moved approval of the August 2025 Financial Report consisting of: Accounts Payable Total \$ \$182,122.88 via EFT of \$2,008.21 and check #'s 3139-3164 totaling \$180,114.67; Checking Total \$181.23 via EFT; Payroll Total \$74,830.10 via EFT; and Bank Services Fees for all accounts Total \$287.99 via EFT and total revenues of \$51, 645.21. Seconded by Clerk Clinton. Motion carried 5-0.

*b. September 2025*

Staff Recommendation: Approve the September 2025 Financial Report consisting of: Accounts Payable Total \$137,774.33 via EFT of \$1,076.23 and checks of \$136,698.10; Payroll Total \$67,735.31 via EFT; and Bank Services Fees for all accounts Total \$280.78 via EFT and total revenues of \$69,706.59.

MOTION: Commissioner Jensen moved approval of the September 2025 Financial Report consisting of: Accounts Payable Total \$137,774.33 via EFT of \$1,076.23 and check #'s 3165-3180 totaling \$136,698.10; Payroll Total \$67,735.31 via EFT; and Bank Services Fees for all accounts Total \$280.78 via EFT and total revenues of \$69,706.59. Seconded by Clerk Clinton. Motion carried 5-0.

*c. October 2025*

Staff Recommendation: Approve the October 2025 Financial Report consisting of: Accounts Payable Total \$85,851.83 via EFT of \$4,023.53 and checks of \$81,828.30; Payroll Total \$82,536.91 via EFT; and Bank Services Fees for all accounts Total \$198.00 via EFT and total revenues of \$599,522.73.

MOTION: Commissioner Jensen moved to approve the October 2025 Financial Report consisting of: Accounts Payable Total \$85,851.83 via EFT of \$4,023.53 and check #'s 3181-3211 totaling \$81,828.30; Payroll Total \$82,536.91 via EFT; and Bank Services Fees for all accounts Total \$198.00 via EFT and total revenues of \$599,522.73. Seconded by Clerk Clinton. Motion carried 5-0.

**9. Executive Director Report**

Director Perkosky provided a written report. She responded to questions on the logging and road repair in Key Central Forest, mobile office schedule, acre property in Key Center, and volunteers on 360 Trails.

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

- a. Land and Improvements Committee – No meeting.*
- b. Trails Committee Update – No meeting.*

## **11. Unfinished Business**

### *a. Key Peninsula Sportsmen's Club and Consideration of Letter of Support to WA State Parks*

Vice President Robison gave an overview of the item and Executive Director Perkosky gave the historical background on the property and recommended letter of support. Commissioners requested additional copies of the letter be mailed to Governor Ferguson, State Senator Krishnadasan, State Representatives Richards and Caldier, Pierce County Executive Mello and Pierce County Council Member for District 7 Robyn Denson.

There were no edits to the draft letter.

Recommended Action: Approve letter of support for WA State Parks to acquire the Key Peninsula Sportsmen's Club property as a portion of Haley State park.

MOTION: Clerk Clinton moved to authorize the Executive Director to send the letter and copies to support state acquisition of the Key Peninsula Sportsmen's Club. Seconded by Vice President Robison. Motion carried 5-0.

## **12. Public Hearing**

### *a. Second Public Hearing and Resolution R 2025-08 Adoption of 2026 Budget at Fund Level*

Executive Director Perkosky gave an overview of the minor changes made to the proposed 2026 budget including the use of Park Impact Fees.

Vice President Robison opened Public Comment at 7:20 PM

Stan Moffet spoke about Maple Hollow Park's lack of trash and beach trail maintenance.

Sami Jensen spoke about rising construction costs and status of additional phases at Gateway Park.

Vice President Robinson closed Public Comment at 7:29 PM.

Recommended Action: Adopt Resolution R 2025-08 for the 2026 Operating, Bond and Capital Budgets

MOTION: Commissioner Michel moved to adopt Resolution R 2025-08 Adopting the 2026 Annual Budget at the Fund Level for the Calendar Year 2026. Seconded by Clerk Clinton. Motion carried 5-0.

### *b. Public Hearing and Adoption of Resolution R 2025-09 for the Highest Lawful Tax Levy for Collection in Calendar Year 2026*

Executive Director Perkosky gave an overview of the item and the tax levy rate.

Vice President Robison opened Public Comment at 7:31 PM.

There was no public comment.

Vice President Robison closed Public Comment at 7:31 PM.

Commissioner Michel commented that this is a \$10,000 increase overall in collections.

Recommended Action: Adopt Resolution R 2025-09 for the Highest Lawful Tax Levy for Collection in Calendar Year 2026

MOTION: Commissioner Michel moved to adopt Resolution R 2025-09 for the Highest Lawful Tax Levy for Collection in Calendar Year 2026. Seconded by Commissioner Jensen. Motion carried 5-0.

### **13. New Business**

None

### **14. Other Minor Matters**

Commissioner Michel suggested adding Key Pen Parks website information to meeting calendar notice in Key Pen News. He also commented that the oversize parking area in Gateway Park is overtaken by regular size vehicles.

Clerk Clinton gave an update on the upcoming KPAC meeting. She offered congratulations to the re-election of Commissioners Michel and Parry.

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

Commissioner Jensen requested that the Executive Director performance evaluation be added to a future agenda. He congratulated Commissioners Michel and Parry on their re-election.

Clerk Clinton congratulated Commissioners Michel and Parry on their re-election

Vice President Robison encouraged the community to attend the tree lighting in Key Center on December 7<sup>th</sup>.

### **16. Next Regular Meeting on December 8, 2025, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA**

### **17. Adjournment**

Adjourn at 7:41 PM

Respectfully submitted by Executive Director Perkosky.

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

Meeting: December 8, 2025

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: December 8, 2025

Subject: Approval of November 2025 Financial Report

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**Background**

This report details the expenditures and revenues for the November 2025 Financial Report.

**Total Expenditure:     \$124,324.65**

<b>Accounts</b>	<b>Total</b>	<b>EFT*</b>	<b>Checks</b>	
<b>Accounts Payable</b>	\$51,077.23	\$2474.87	3212-3235	\$48,602.36
<b>Checking</b>	\$0	\$0		
<b>Payroll</b>	\$73,074.24	\$73,074.24		
<b>Bank Service Fees</b>	\$173.18	\$173.18		

**Total Revenue:     \$130,319.72**

Other Revenue	\$3,495.17
Zoo Trek	\$26,286.58
Property Levy	\$86,226.15
Investment	\$7,653.88
Leasehold Excise	\$78.88
Timber Excise	\$6,291.07
Tax Title Property Sales	\$10.91
Adjustment Transaction	\$277.08

\*EFT = Electronic Funds Transfer

**Staff Recommendation:** Approve the November 2025 Financial Report consisting of: Accounts Payable Total \$51,077.23 via EFT of \$2,474.87 and check #'s 3212-3235 totaling \$48,602.36; Payroll Total \$73,074.24 via EFT; Bank Services Fees Total \$173.18 via EFT and total revenues of \$130,319.72.

Attachment 1: Treasurer's Report 11/01/2025 to 11/30/2025

Attachment 2: First Citizens' Accounts Payable Account 11/01/2025 to 11/30/2025

Attachment 3: First Citizens Payroll Account 11/01/2025 to 11/30/2025

Attachment 4: Transaction Journal 11/01/2025 to 11/30/2025

Attachment 5: Receipt Register 11/01/2025 to 11/30/2025

Attachment 6: Adjustment Transaction Record 11/01/2025 to 11/30/2025

Attachment 7: 2025 Cash Flow YTD: January to November 2025

# TREASURER'S REPORT

## Fund Totals

Key Peninsula Metro Parks District

11/01/2025 To: 11/30/2025

Time: 13:15:48 Date: 12/03/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,441,502.14	130,319.72	124,324.65	5,447,497.21	14,113.48	0.00	0.00	5,461,610.69
	<u>5,441,502.14</u>	<u>130,319.72</u>	<u>124,324.65</u>	<u>5,447,497.21</u>	<u>14,113.48</u>	<u>0.00</u>	<u>0.00</u>	<u>5,461,610.69</u>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

11/01/2025 To: 11/30/2025

Time: 13:15:48 Date: 12/03/2025

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	19,835.15	3,495.17	18,368.98	4,961.34	0.00	0.00	4,961.34
2 First Citizens Payroll	246,238.43	0.00	73,134.24	173,104.19	0.00	0.00	173,104.19
3 Pierce County	4,829,561.62	145,158.53	0.00	4,974,720.15	0.00	0.00	4,974,720.15
5 First Citizens AP	345,866.94	0.00	51,155.41	294,711.53	0.00	14,113.48	308,825.01
Total Cash:	5,441,502.14	148,653.70	142,658.63	5,447,497.21	0.00	14,113.48	5,461,610.69
	5,441,502.14	148,653.70	142,658.63	5,447,497.21	0.00	14,113.48	5,461,610.69

TREASURER'S REPORT

Outstanding Vouchers

11/01/2025 To: 11/30/2025

As Of: 11/30/2025 Date: 12/03/2025

Time: 13:15:48 Page: 3

Key Peninsula Metro Parks District

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1018	11/10/2025	Claims	5	3216	Evergreen Mountain Bike Alliance	197.47	Contracted service for 360 trails maintenance.
2025	1021	11/10/2025	Claims	5	3219	Key Peninsula Historical Society	1,250.00	Payment 2 of 2 for contracted services #25-29
2025	1022	11/10/2025	Claims	5	3220	Key Peninsula News	323.50	Upgrade charge for news paper ad from 1/4 page color to 1/2 page color.
2025	1024	11/10/2025	Claims	5	3222	Kip Miller	300.00	DJ service for All Hallows Eve event 10/18/2025
2025	1032	11/17/2025	Claims	5	3229	KP Farm Council	1,470.61	Contract 2025-1111 Farm Tour 2025
2025	1049	11/21/2025	Claims	5	3232	Peninsula Light Company	484.63	Electric Service fees for Gateway Park.
2025	1050	11/21/2025	Claims	5	3233	State Auditors	4,729.40	Accountability Audit for 2023-2024
2025	1051	11/21/2025	Claims	5	3234	Take Charge Electric	3,107.87	Removed 2 existing subpanels and install new mail electrical panel in shop. Install new circuits and new conduit to protect cables going to furnace
2025	1052	11/21/2025	Claims	5	3235	The Red Barn	2,250.00	Payment 2 of 2 for Contracted services for youth programs.
							<u>14,113.48</u>	

Fund	Claims	Payroll	Total
001 General Fund	<u>14,113.48</u>	<u>0.00</u>	<u>14,113.48</u>
	14,113.48	0.00	14,113.48

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

Time: 13:15:48 Date: 12/03/2025

11/01/2025 To: 11/30/2025

Page: 4

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

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

# CHECK REGISTER

Key Peninsula Metro Parks District

Time: 13:22:00 Date: 12/03/2025

11/01/2025 To: 11/30/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1014	11/07/2025	Claims	5	EFT	Department of Licensing	45.00	Prospective employment driving records for Bessent, Douglas, and Harbaugh.
1030	11/10/2025	Claims	5	EFT	P-Fleet; Fuel Cards	1,402.73	Fuel usage from 10-15-2025 to 10-31-2025
1058	11/26/2025	Claims	5	EFT	P-Fleet; Fuel Cards	1,027.14	P-Fleet fuel for 11-01-2025 to 11-15-2025
1013	11/07/2025	Payroll	5	3212	Health Care Authority PEBB Health Insurance	10,373.35	Pay Cycle(s) 10/01/2025 To 10/31/2025 - PEBB Health Insurance
1015	11/10/2025	Claims	5	3213	Astound	185.01	Phone and Internet service for Volunteer Park.
1016	11/10/2025	Claims	5	3214	Jared Beam	400.00	Traffic Control for All Hallows Eve 10-18-2025
1017	11/10/2025	Claims	5	3215	Cooper Mechanical LLC	551.86	Refrigerator door repairs at Volunteer Park Concession building.
1018	11/10/2025	Claims	5	3216	Evergreen Mountain Bike Alliance	197.47	Contracted service for 360 trails maintenance.
1019	11/10/2025	Claims	5	3217	Jones and Jones	8,200.00	Contracted service for project#20155.024
1020	11/10/2025	Claims	5	3218	Kelley Create	105.70	Rental of Kyocera copier.
1021	11/10/2025	Claims	5	3219	Key Peninsula Historical Society	1,250.00	Payment 2 of 2 for contracted services #25-29
1022	11/10/2025	Claims	5	3220	Key Peninsula News	323.50	Upgrade charge for news paper ad from 1/4 page color to 1/2 page color.
1023	11/10/2025	Claims	5	3221	Madrona Law Group PLLC	160.00	Contracted professional services
1024	11/10/2025	Claims	5	3222	Kip Miller	300.00	DJ service for All Hallows Eve event 10/18/2025
1025	11/10/2025	Claims	5	3223	Murreys Disposal Company	597.40	Trash pickup service at Volunteer Park and Gateway Park.
1026	11/10/2025	Claims	5	3224	Peninsula Light Company	1,495.37	Electric service fees for Volunteer Park, Home Park, Taylor Bay, and the Lavender Farm Park.
1027	11/10/2025	Claims	5	3225	Verizon Connect	250.37	Fleet GPS system.
1028	11/10/2025	Claims	5	3226	Verizon Wireless	352.89	Cell phone servcie for all staff.
1029	11/10/2025	Claims	5	3227	Washington Water Service	139.00	Water service for Gateway Park.
1031	11/17/2025	Claims	5	3228	Hemley's Handy Kans	416.10	Rental of Portable toilets for 360 trails and Key Central Forest, also prorated for Taylor Bay (service ended 11-3-2025)
1032	11/17/2025	Claims	5	3229	KP Farm Council	1,470.61	Contract 2025-1111 Farm Tour 2025
1033	11/17/2025	Claims	5	3230	Take Charge Electric	2,053.90	Electrical Panel change in Shop at Gateway Park.
1034	11/17/2025	Claims	5	3231	US Bank	9,207.93	US Bank Statement 11-6-2025
1049	11/21/2025	Claims	5	3232	Peninsula Light Company	484.63	Electric Service fees for Gateway Park.
1050	11/21/2025	Claims	5	3233	State Auditors	4,729.40	Accountability Audit for 2023-2024
1051	11/21/2025	Claims	5	3234	Take Charge Electric	3,107.87	Removed 2 existing subpanels and install new mail electrical panel in shop. Install new circuits and new conduit to protect cables going to furnace
1052	11/21/2025	Claims	5	3235	The Red Barn	2,250.00	Payment 2 of 2 for Contracted services for youth programs.

CHECK REGISTER

Key Peninsula Metro Parks District

Time: 13:22:00 Date: 12/03/2025

11/01/2025 To: 11/30/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						Claims:	40,703.88
						51,077.23 Payroll:	10,373.35

# CHECK REGISTER

Key Peninsula Metro Parks District

Time: 13:23:52 Date: 12/03/2025

11/01/2025 To: 11/30/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
998	11/10/2025	Payroll	2	EFT		3,167.70	10-16-1025 to 10-31-2025
999	11/10/2025	Payroll	2	EFT		1,434.41	10-16-1025 to 10-31-2025
1000	11/10/2025	Payroll	2	EFT		2,892.57	10-16-1025 to 10-31-2025
1001	11/10/2025	Payroll	2	EFT		147.76	10-16-1025 to 10-31-2025
1002	11/10/2025	Payroll	2	EFT		2,137.11	10-16-1025 to 10-31-2025
1003	11/10/2025	Payroll	2	EFT		1,300.81	10-16-1025 to 10-31-2025
1004	11/10/2025	Payroll	2	EFT		295.50	10-16-1025 to 10-31-2025
1005	11/10/2025	Payroll	2	EFT		3,187.31	10-16-1025 to 10-31-2025
1006	11/10/2025	Payroll	2	EFT		1,931.08	
1007	11/10/2025	Payroll	2	EFT		2,240.85	10-16-1025 to 10-31-2025
1008	11/10/2025	Payroll	2	EFT		1,768.99	10-16-1025 to 10-31-2025
1009	11/10/2025	Payroll	2	EFT		3,457.57	10-16-1025 to 10-31-2025
1010	11/10/2025	Payroll	2	EFT		1,214.36	10-16-1025 to 10-31-2025
1011	11/10/2025	Payroll	2	EFT		1,711.71	10-16-1025 to 10-31-2025
1012	11/07/2025	Payroll	2	EFT	EFTPS	8,108.07	941 Deposit for Pay Cycle(s) 11/10/2025 - 11/10/2025
1035	11/25/2025	Payroll	2	EFT		2,657.14	11-01-2025 to 11-15-2025
1036	11/25/2025	Payroll	2	EFT		1,147.03	11-01-2025 to 11-15-2025
1037	11/25/2025	Payroll	2	EFT		2,421.60	11-01-2025 to 11-15-2025
1038	11/25/2025	Payroll	2	EFT		147.76	11-01-2025 to 11-15-2025
1039	11/25/2025	Payroll	2	EFT		1,624.16	11-01-2025 to 11-15-2025
1040	11/25/2025	Payroll	2	EFT		960.31	11-01-2025 to 11-15-2025
1041	11/25/2025	Payroll	2	EFT		3,187.31	11-01-2025 to 11-15-2025
1042	11/25/2025	Payroll	2	EFT		1,547.22	11-01-2025 to 11-15-2025
1043	11/25/2025	Payroll	2	EFT		2,124.88	11-01-2025 to 11-15-2025
1044	11/25/2025	Payroll	2	EFT		1,605.32	11-01-2025 to 11-15-2025
1045	11/25/2025	Payroll	2	EFT		3,457.57	11-01-2025 to 11-15-2025
1046	11/25/2025	Payroll	2	EFT		1,088.51	11-01-2025 to 11-15-2025
1047	11/25/2025	Payroll	2	EFT		1,535.08	11-01-2025 to 11-15-2025
1048	11/20/2025	Payroll	2	EFT	WA State Department of Retiremen	7,158.44	Pay Cycle(s) 10/24/2025 To 11/10/2025 - PERS2; Pay Cycle(s) 10/24/2025 To 11/10/2025 - PERS3
1053	11/21/2025	Payroll	2	EFT	United Concordia	464.20	Pay Cycle(s) 11/01/2025 To 11/30/2025 - United Concordia (2)
1054	11/21/2025	Payroll	2	EFT	VSP	48.78	Pay Cycle(s) 08/01/2025 To 08/31/2025 - Vsp
1055	11/21/2025	Payroll	2	EFT	EFTPS	6,903.13	941 Deposit for Pay Cycle(s) 11/25/2025 - 11/25/2025
001 General Fund						73,074.24	
						73,074.24	Payroll: 73,074.24

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 13:27:17 Date: 12/03/2025

11/01/2025 To: 11/30/2025

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
1056	11/24/2025	11/30/2025	1		Ser Chge		First Citizens	35.00	Bank service fees
	576 80 49 008	Banking Fees		001	General Fund			35.00	Bank service fees for check scan service
1057	11/24/2025	11/30/2025	2		Ser Chge		First Citizens	60.00	Bank Service fees for Positive Pay Fraud Prevention and ACH (EFT) Module. and Payroll Processing Module
	576 80 49 008	Banking Fees		001	General Fund			60.00	Bank Service fees for Positive Pay Fraud Prevention and ACH (EFT) Module. and Payroll Processing Module
1059	11/26/2025	11/30/2025	5	EFT	Ser Chge		First Citizens	78.18	Bank Service fees for Positive Pay Fraud Prevention and ACH (EFT)/ Check aprovals for both Payroll and Accounts Payable accounts.
	576 80 49 008	Banking Fees		001	General Fund			78.18	Bank Service fees for Positive Pay Fraud Prevention and ACH (EFT)/ Check aprovals for both Payroll and Accounts Payable accounts.

Records Printed: 3

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	0.00
Non Warrant Expenditures:	173.18
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund	0.00	0.00	0.00	0.00	173.18	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	173.18	0.00	0.00	0.00

# RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:29:47

Date: 12/03/2025

11/01/2025 To: 11/30/2025

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
994	11/05/2025	Tr Rec	2853	2369	1	Kyle Armstrong	768.20	Rent for November 2025 for Taylor Bay Caretaker.
995	11/05/2025	Tr Rec	2854	2370	1	The Snack Shack	390.68	Rent for November 2025 for Volunteer Park Concession Building.
996	11/05/2025	Tr Rec	2855	2371	1	Kathleen Weller	1,125.00	Rent for November 2025 for Wright Bliss Rd Caretaker House (Lavender Farm Park)
997	11/05/2025	Tr Rec	2856	2372	1	Tracey L Perkosky	1,211.29	Rent for November 2025 for Gateway Park.
1060	11/28/2025	Tr Rec	2857		3	Pierce County Budget and Finan	86,226.15	Property Tax of \$83,926.26 and Delinquent years of \$2,299.89.
1061	11/28/2025	Tr Rec	2858		3	Pierce County Budget and Finan	10.91	Sale of Tax Title Property
1062	11/28/2025	Tr Rec	2859		3	Pierce County Budget and Finan	7,653.88	Investment Interest.
1063	11/28/2025	Tr Rec	2860		3	Pierce County Budget and Finan	26,286.58	Zoo Trek
1064	11/28/2025	Tr Rec	2861		3	Pierce County Budget and Finan	78.88	Leasehold Excise Tax
1065	11/28/2025	Tr Rec	2862		3	Pierce County Budget and Finan	6,291.07	Timber Excise Tax
							118,893.59	
							11,149.05	
							130,042.64	
							130,042.64	

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 13:28:06 Date: 12/03/2025

11/01/2025 To: 11/30/2025

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
1066	11/28/2025	11/30/2025	3		Adjustmt		Adjusted Springbrook to add in the \$27	277.08	Adjusted Springbrook to add in the \$277.08 from funds added by Pierce County back when the old Park District transferred to the current Park District. Discussed with Auditor 11/2025
	369 91 00 000	Other Revenue			001	General Fund		277.08	Adjusted Springbrook to add in the \$277.08 from funds added by Pierce County back when the old Park District transferred to the current Park District. Discussed with Auditor 11/2025

Records Printed: 1

Adjustments:	277.08
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	0.00
Non Warrant Expenditures:	0.00
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund	277.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	277.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# 2025 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 13:33:45 Date: 12/03/2025

January To November

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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 & Persor	5,072.18	28,160.39	91,547.51	611,056.75	115,061.92	13,814.88	5,538.67	8,852.23	22,900.93	562,354.69	86,237.06	0.00	1,550,597.21	1,556,322.00	100%
313 17 00 000 Taxes, Zoo Trek Excise	8,513.26	27,202.25	21,604.72	20,597.87	25,055.23	23,147.62	25,572.95	26,112.75	26,443.90	25,277.83	26,286.58	0.00	255,814.96	275,000.00	93%
317 20 00 000 Taxes, Leasehold Exc	0.00	76.55	0.00	0.00	91.05	0.00	0.00	97.16	6.62	14.63	78.88	0.00	364.89	500.00	73%
317 40 00 000 Taxes, Forest Excise	0.00	0.00	0.00	0.00	2,723.50	0.00	0.00	0.00	0.00	0.00	6,291.07	0.00	9,014.57	1,000.00	901%
318 00 00 000 Other Tax (REET)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	0%
<b>310 Taxes</b>	<b>13,585.44</b>	<b>55,439.19</b>	<b>113,152.23</b>	<b>631,654.62</b>	<b>142,931.70</b>	<b>36,962.50</b>	<b>31,111.62</b>	<b>35,062.14</b>	<b>49,351.45</b>	<b>587,647.15</b>	<b>118,893.59</b>	<b>0.00</b>	<b>1,815,791.63</b>	<b>2,082,822.00</b>	<b>87%</b>
334 02 70 001 Pierce County Parks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00	0%
<b>330 Intergovernmental Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500,000.00</b>	<b>0%</b>
345 00 80 000 PIF (Park Impact Fee	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	650,000.00	0%
347 60 00 003 Program Fees, Progr	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	1,000.00	60%
<b>340 Park Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>651,000.00</b>	<b>0%</b>
361 11 00 000 Investment Interest	22,346.99	7,680.95	8,490.53	8,316.73	8,494.53	8,251.91	8,583.76	8,605.14	8,187.54	8,323.63	7,653.88	0.00	104,935.59	85,000.00	123%
362 40 00 004 S&F Rentals, 360 Fie	566.82	636.00	8,491.49	1,942.13	3,525.57	2,059.92	2,116.33	1,073.18	1,083.16	74.48	0.00	0.00	21,569.08	23,000.00	94%
362 40 00 005 S&F Rentals, Home f	0.00	0.00	0.00	59.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.52	0.00	0%
362 40 00 006 S&F Rentals, Volunt	0.00	2,506.84	0.00	565.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,072.03	0.00	0%
362 50 00 001 S&F Rentals, Conces	390.68	390.68	616.36	616.36	616.36	616.36	616.36	616.36	390.68	390.68	390.68	0.00	5,651.56	7,000.00	81%
362 50 00 002 S&F Rentals, Gatewa	1,271.47	1,270.54	1,347.24	1,250.02	1,254.70	2,434.44	0.00	1,195.19	1,196.37	1,193.59	1,211.29	0.00	13,624.85	14,400.00	95%
362 50 00 004 S&F Rentals, Sportsf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,334.19	0.00	0.00	0.00	7,334.19	10,700.00	69%
362 50 00 005 S&F Rental, Taylor B.	768.20	768.20	768.20	1,696.40	0.00	768.20	768.20	768.20	768.20	768.20	768.20	0.00	8,610.20	9,180.00	94%
367 00 00 000 Contributions & Dor	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	1,200.00	500.00	240%
367 00 00 001 Event Sponsorship F	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	3,000.00	200.00	0.00	0.00	0.00	6,700.00	4,000.00	168%
367 00 00 051 Rent for Wright Bliss	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	0.00	12,375.00	13,500.00	92%
369 10 00 000 Other Miscellaneous	0.00	0.00	0.00	8,077.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,077.12	0.00	0%
369 91 00 000 Other Revenue	0.00	0.00	369.58	336.40	0.00	52.54	0.00	0.00	70.00	0.00	277.08	0.00	1,105.60	2,000.00	55%
369 91 01 000 Usage Of Fund Balar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,142,371.00	0%
382 10 00 000 Refundable Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
<b>360 Long Terms</b>	<b>27,469.16</b>	<b>17,878.21</b>	<b>21,208.40</b>	<b>23,984.87</b>	<b>15,016.16</b>	<b>15,308.37</b>	<b>13,209.65</b>	<b>16,583.07</b>	<b>20,355.14</b>	<b>11,875.58</b>	<b>11,426.13</b>	<b>0.00</b>	<b>194,314.74</b>	<b>2,312,151.00</b>	<b>8%</b>
<b>FUND REVENUES:</b>	<b>41,054.60</b>	<b>73,317.40</b>	<b>134,360.63</b>	<b>655,639.49</b>	<b>158,547.86</b>	<b>52,270.87</b>	<b>44,321.27</b>	<b>51,645.21</b>	<b>69,706.59</b>	<b>599,522.73</b>	<b>130,319.72</b>	<b>0.00</b>	<b>2,010,706.37</b>	<b>6,545,973.00</b>	<b>31%</b>
576 80 10 001 Commissioner Wage	805.00	1,288.00	966.00	322.00	1,610.00	805.00	483.00	1,288.00	644.00	483.00	644.00	0.00	9,338.00	21,413.00	44%
576 80 10 002 Administrative Wage	21,339.42	24,923.25	25,785.29	25,119.67	25,666.02	24,259.28	25,467.98	25,595.15	24,580.78	24,978.05	25,405.62	0.00	273,120.51	320,000.00	85%
576 80 10 003 Administrative OT	0.00	16.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.08	500.00	3%
576 80 10 004 Park Operations Wa	16,344.77	32,996.43	31,813.09	33,911.24	35,875.88	34,043.12	43,955.90	40,215.22	35,985.54	38,076.20	38,339.70	0.00	381,557.09	600,000.00	64%
576 80 10 005 Park Operations OT	177.52	0.00	0.00	0.00	13.47	401.27	13.47	177.10	49.65	0.00	1,389.33	0.00	2,221.81	3,500.00	63%
576 80 10 006 Park Operation Holc	0.00	0.00	0.00	0.00	0.00	0.00	91.35	0.00	35.48	0.00	82.80	0.00	209.63	0.00	0%
576 80 20 001 Commissioner Perso	100.13	98.52	73.88	62.51	123.15	61.56	70.27	98.50	49.25	61.36	49.25	0.00	848.38	2,000.00	42%
576 80 20 002 Administrative Benel	6,337.51	6,125.24	5,911.78	7,159.62	6,622.13	6,174.40	7,717.92	5,252.24	5,085.97	6,573.87	5,187.55	0.00	68,148.23	145,000.00	47%
576 80 20 004 Park Facilities - Persc	13,047.91	8,365.97	11,907.94	17,401.68	19,340.10	13,312.76	22,683.89	16,584.69	11,954.23	24,077.53	13,395.24	0.00	172,071.94	330,000.00	52%
576 80 20 005 Park Facilities- OT	0.00	0.00	0.00	0.00	0.00	0.00	1.04	13.54	3.80	17.73	106.28	0.00	142.39	0.00	0%
576 80 20 006 Uniforms/Safety Gea	0.00	505.83	487.61	38.23	312.21	518.44	6.98	0.00	2.71	426.44	6.33	0.00	2,304.78	2,500.00	92%
576 80 31 001 Office Supplies	85.77	282.93	9.72	3.52	311.20	774.95	138.44	1,543.69	184.94	2,061.90	42.52	0.00	5,439.58	6,750.00	81%
576 80 31 002 Maintenance Supplik	545.08	3,617.67	13,370.39	3,473.71	1,375.22	11,000.00	23,588.00	19,044.72	12,077.46	5,802.94	0.00	0.00	79,750.99	124,150.00	64%

# 2025 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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January To November

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 31 003 Equipment Maintenance	0.00	0.00	0.00	852.53	31.88	35.99	0.00	1,902.01	144.18	72.31	261.71	0.00	3,300.61	1,500.00	220%
576 80 31 004 Maintenance office supplies	0.00	206.52	533.16	-150.67	135.22	46.42	43.63	72.00	64.36	73.48	371.01	0.00	1,395.13	1,500.00	93%
576 80 31 140 Supplies, Special Events	0.00	42.03	590.34	1,703.83	101.76	1,171.68	904.66	857.38	637.37	2,057.06	1,650.54	0.00	9,716.65	9,925.00	98%
576 80 32 000 Park Operations Fuel	667.52	1,142.05	1,343.72	1,518.89	1,791.49	1,840.90	1,845.08	2,008.21	1,076.23	1,871.25	2,518.47	0.00	17,623.81	24,000.00	73%
576 80 35 000 Small Tools & Equipment	0.00	0.00	0.00	139.00	0.00	419.13	174.89	1,564.82	0.00	0.00	0.00	0.00	2,297.84	8,185.00	28%
576 80 41 000 Professional Services	2,109.00	0.00	0.00	150.00	0.00	0.00	1,230.78	1,149.49	0.00	0.00	323.50	0.00	4,962.77	5,200.00	95%
576 80 41 001 Professional Services	2,760.00	435.00	28,799.25	10,485.75	0.00	3,129.00	0.00	0.00	0.00	3,466.75	0.00	0.00	49,075.75	35,000.00	140%
576 80 41 002 Professional Services	16,022.20	0.00	0.00	0.00	0.00	0.00	834.60	0.00	0.00	0.00	4,729.40	0.00	21,586.20	31,250.00	69%
576 80 41 004 Professional Services	199.50	1,111.00	1,440.00	496.00	0.00	128.00	768.00	897.00	0.00	2,936.17	160.00	0.00	8,135.67	15,000.00	54%
576 80 41 005 Administrative Contract	513.00	1,798.50	178.00	2,250.00	0.00	178.00	411.50	1,250.00	196.50	231.50	4,970.61	0.00	11,977.61	19,500.00	61%
576 80 41 008 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0%
576 80 41 009 Election Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0%
576 80 41 015 Maintenance Contract	0.00	2,686.41	1,131.91	0.00	0.00	852.83	651.76	0.00	2,076.37	936.95	197.47	0.00	8,533.70	24,000.00	36%
576 80 41 025 Event Contracted Services	0.00	577.11	0.00	2,012.50	22.46	750.00	7,366.85	1,542.08	0.00	3,126.26	700.00	0.00	16,097.26	20,600.00	78%
576 80 42 001 Communications, Phone	657.40	836.65	804.26	780.98	769.98	778.31	751.11	848.55	750.17	750.61	657.90	0.00	8,385.92	12,645.00	66%
576 80 43 001 Travel, Commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.00	0.00	0.00	130.00	250.00	52%
576 80 43 002 Travel, Admin Staff	0.00	456.97	559.33	227.26	0.00	488.65	0.00	5.50	11.00	332.01	5.50	0.00	2,086.22	4,550.00	46%
576 80 43 003 Travel, Maintenance	0.00	5.50	0.00	0.00	457.17	0.00	0.00	9.50	0.00	10.82	0.00	0.00	482.99	2,950.00	16%
576 80 44 001 Taxes And Operator	0.00	0.00	0.00	342.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	342.72	750.00	46%
576 80 45 000 Equipment Rental, All	128.77	120.07	1,301.33	105.70	105.70	230.93	303.79	82.61	241.04	389.72	105.70	0.00	3,115.36	1,975.00	158%
576 80 45 001 Equipment Rental Motor	375.00	352.50	242.50	210.00	367.50	562.50	860.00	500.00	367.50	1,885.00	416.10	0.00	6,138.60	14,750.00	42%
576 80 45 002 Equipment Rental Event	0.00	0.00	441.50	0.00	0.00	0.00	0.00	1,445.00	0.00	0.00	0.00	0.00	1,886.50	5,720.00	33%
576 80 46 000 Insurance, General Liability	0.00	0.00	0.00	516.00	0.00	0.00	43,205.00	0.00	0.00	0.00	0.00	0.00	43,721.00	67,000.00	65%
576 80 47 000 Utility Services, For All	4,582.72	3,406.61	3,847.82	1,591.91	3,404.94	3,100.55	4,461.37	3,108.68	1,396.86	3,216.74	2,716.40	0.00	34,834.60	56,275.00	62%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
576 80 48 000 Repairs & Maintenance	788.24	415.54	421.33	2,844.73	265.27	2,347.66	7,612.66	4,156.61	283.48	7,313.06	5,800.17	0.00	32,248.75	73,860.00	44%
576 80 49 001 Licenses, Permits, Subsid	3,934.94	432.83	271.95	157.83	580.93	145.76	874.53	448.99	966.84	155.14	0.00	0.00	7,969.74	8,945.00	89%
576 80 49 002 Licenses, Permits, Subsid	216.33	133.22	363.22	133.22	752.25	314.73	362.51	414.96	414.96	414.96	695.57	0.00	4,215.93	8,240.00	51%
576 80 49 003 Licenses, Permits, Subsid	1,883.51	310.74	1,504.29	41.08	447.96	108.37	46.49	103.37	110.24	46.49	333.37	0.00	4,935.91	4,770.00	103%
576 80 49 004 Other Expenses	173.00	18.40	0.00	373.50	58.43	70.00	0.00	196.23	15.00	0.00	45.00	0.00	949.56	2,000.00	47%
576 80 49 006 Training, Administrative	0.00	4,255.00	300.00	300.00	500.00	300.00	300.00	0.00	595.00	0.00	0.00	0.00	6,550.00	6,240.00	105%
576 80 49 007 Training, Maintenance	0.00	0.00	170.80	350.00	1,155.00	0.00	0.00	0.00	400.00	1,199.00	0.00	0.00	3,274.80	6,625.00	49%
576 80 49 008 Banking Fees	0.00	145.00	160.00	160.00	171.00	172.00	240.00	287.99	280.78	198.00	173.18	0.00	1,987.95	1,300.00	153%
<b>576 Parks</b>	<b>93,794.24</b>	<b>97,107.57</b>	<b>134,730.41</b>	<b>115,084.94</b>	<b>102,368.32</b>	<b>108,539.89</b>	<b>178,717.55</b>	<b>118,207.11</b>	<b>107,648.95</b>	<b>139,646.82</b>	<b>117,283.16</b>	<b>0.00</b>	<b>1,313,128.96</b>	<b>2,071,318.00</b>	<b>63%</b>
582 10 00 000 Refund Deposits - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
589 00 00 999 Payroll Liability Account	-846.05	-3,226.25	-1,611.23	-616.01	-740.22	-1,191.17	-591.03	-1,150.42	-1,269.50	-393.15	-1,158.51	0.00	-12,793.54	0.00	0%
589 30 00 000 Other Non-Expenditures	2,083.29	0.00	0.00	2,118.30	0.00	0.00	2,176.26	0.00	0.00	2,147.28	0.00	0.00	8,525.13	11,000.00	78%
<b>580 Non-Expenditures</b>	<b>1,237.24</b>	<b>-3,226.25</b>	<b>-1,611.23</b>	<b>1,502.29</b>	<b>-740.22</b>	<b>-1,191.17</b>	<b>1,585.23</b>	<b>-1,150.42</b>	<b>-1,269.50</b>	<b>1,754.13</b>	<b>-1,158.51</b>	<b>0.00</b>	<b>-4,268.41</b>	<b>12,000.00</b>	<b>36%</b>
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00	100%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	8,750.00	0.00	0.00	0.00	0.00	0.00	0.00	8,750.00	16,625.00	53%
594 76 61 000 Capital Expenditures	0.00	0.00	0.00	544.00	0.00	178,408.89	25,000.00	0.00	0.00	0.00	0.00	0.00	203,952.89	2,270,000.00	9%
594 76 61 025 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650,000.00	0%
594 76 62 001 Capital Improvements	0.00	12,070.00	6,810.00	8,675.00	19,998.50	0.00	5,985.00	0.00	17,140.00	0.00	8,200.00	0.00	78,878.50	185,000.00	43%
594 76 62 020 Capital Improvements	0.00	0.00	0.00	4,012.09	0.00	10,322.71	7,709.23	117,482.68	82,270.97	0.00	0.00	0.00	221,797.68	992,530.00	22%
594 76 62 024 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	0%
594 76 63 001 Capital Expenditures	0.00	0.00	0.00	0.00	11,600.00	0.00	0.00	22,882.83	0.00	0.00	0.00	0.00	34,482.83	35,000.00	99%

## 2025 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 13:33:45 Date: 12/03/2025

January To November

Page: 3

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
594 76 64 001 Capital Equipment -	0.00	121.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,185.79	0.00	0.00	27,307.07	28,500.00	96%
594 Capital Expenditures	0.00	12,191.28	6,810.00	13,231.09	31,598.50	232,481.60	38,694.23	140,365.51	99,410.97	27,185.79	8,200.00	0.00	610,168.97	4,462,655.00	14%
<b>FUND EXPENDITURES:</b>	<b>95,031.48</b>	<b>106,072.60</b>	<b>139,929.18</b>	<b>129,818.32</b>	<b>133,226.60</b>	<b>339,830.32</b>	<b>218,997.01</b>	<b>257,422.20</b>	<b>205,790.42</b>	<b>168,586.74</b>	<b>124,324.65</b>	<b>0.00</b>	<b>1,919,029.52</b>	<b>6,545,973.00</b>	<b>29%</b>
<b>FUND GAIN/LOSS:</b>	<b>-53,976.88</b>	<b>-32,755.20</b>	<b>-5,568.55</b>	<b>525,821.17</b>	<b>25,321.26</b>	<b>-287,559.45</b>	<b>-174,675.74</b>	<b>-205,776.99</b>	<b>-136,083.83</b>	<b>430,935.99</b>	<b>5,995.07</b>	<b>0.00</b>	<b>91,676.85</b>		
<b>FUND NET POSITION:</b>	<b>-53,976.88</b>	<b>-86,732.08</b>	<b>-92,300.63</b>	<b>433,520.54</b>	<b>458,841.80</b>	<b>171,282.35</b>	<b>-3,393.39</b>	<b>-209,170.38</b>	<b>-345,254.21</b>	<b>85,681.78</b>	<b>91,676.85</b>	<b>91,676.85</b>			

# 2025 FUND TOTALS

Key Peninsula Metro Parks District

Time: 13:33:45 Date: 12/03/2025

January To November

Page: 4

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	41,054.60	73,317.40	134,360.63	655,639.49	158,547.86	52,270.87	44,321.27	51,645.21	69,706.59	599,522.73	130,319.72	0.00	2,010,706.37	6,545,973.00	31%
	41,054.60	73,317.40	134,360.63	655,639.49	158,547.86	52,270.87	44,321.27	51,645.21	69,706.59	599,522.73	130,319.72	0.00	2,010,706.37	6,545,973.00	31%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	95,031.48	106,072.60	139,929.18	129,818.32	133,226.60	339,830.32	218,997.01	257,422.20	205,790.42	168,586.74	124,324.65	0.00	1,919,029.52	6,545,973.00	29%
	95,031.48	106,072.60	139,929.18	129,818.32	133,226.60	339,830.32	218,997.01	257,422.20	205,790.42	168,586.74	124,324.65	0.00	1,919,029.52	6,545,973.00	29%
GAIN/LOSS:	-53,976.88	-32,755.20	-5,568.55	525,821.17	25,321.26	-287,559.45	-174,675.74	-205,776.99	-136,083.83	430,935.99	5,995.07	0.00	91,676.85		
NET POSITION:	-53,976.88	-86,732.08	-92,300.63	433,520.54	458,841.80	171,282.35	-3,393.39	-209,170.38	-345,254.21	85,681.78	91,676.85	91,676.85			

Regular Meeting: December 8, 2025

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: December 8, 2025  
Subject: Executive Director's Report

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*Key Central Forest: Partial Closure Still in Effect*

The logging work is completed and DNR is now working with the road/trail repair subcontractor on both sides of the park. There is no shared timeline for completion.

*Community Events*

Our final events of the year are December 14<sup>th</sup> for Santa in the Park in partnership with Key Peninsula Fire. Santa in the Park will feature photos with Santa, candy canes, a reindeer craft and cocoa!

Staff will also be at the Tree Lighting in Key Center on December 7<sup>th</sup> with outreach materials and a tree craft.

*Hiring*

Three new team members joined our team this past month in maintenance. Alyssa Bessent, John Douglas, and Stanton Harbaugh are new Maintenance Worker I's as we welcome them to the team! We are recruiting for the Event and Outreach Coordinator, Volunteer and Outreach Manager, and Project Manager positions (1/2/26 start date).

*Mobile Office*

The permits are approved and we are working to get the subcontractors scheduled and on-site. The grading work will be re-bid, however due to other emerging issues the bid documents were not released in November. This is on hold pending the hire of a Project Manager.

*Maintenance Updates*

Leaf and storm debris removal were again the primary tasks this month with more to come as the fall season wraps up. The disc golf course expansion is also getting closer to completion with repairs to existing baskets, adding in pathways via chips and clearing out the trip hazards, with additional work needed on signage, safety railing on one tee pad, moving a basket, and a few other minor improvements. This has been delayed due to the leaves and downed trees/branches from autumn rains, but planned timeline is the end of January for a soft opening and then a ribbon cutting/celebration in the spring. That date could change based on weather-based work.

The scotch broom has been removed from Lavender Farm Park in the tree planting area in preparation for the re-planting project.

Commissioner Michel brought to our attention an illegal trail in 360 Trails near Instant Larry. Maintenance is working on decommissioning it and signage has been posted. EMBA is also aware of the illegal trail and is also keeping their eyes open for any unauthorized activity. Overtime jump line is now re-open after the EMBA closure after the dirt needed to dry out after the re-packing/repairs.

Home Park had the tables turned over and trash spread everywhere over Thanksgiving weekend. This has been a recurring theme at the park, so we have posted signage and removed the tables for the winter. We will bring them back when it gets warmer for picnic shelter use. A staff member reported seeing 4 teens around the park on the same day it happened however we do not know who is committing these acts. Currently, we are leaving the trash cans to avoid too much trash going into the pit toilet.

*Other Items of Note*

- The 2023-2024 Accountability Audit through SAO is mostly finished, with the final items submitted prior to Thanksgiving. It needs supervisor review before the Exit Meeting is scheduled.
- Executive Director and Peninsula School District are working on a drone show in January/February as a part of their new program.

Regular Meeting: December 8, 2025

Item # 11a

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: December 8, 2025

Subject: Adoption of Resolution R 2025-10 Adoption of Names for Various Trails in 360 Trails

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During the August 11, 2025, Board of Park Commissioners Meeting, the Commissioners discussed potential trail names for 3 trails in 360 Trails which were not named in the previous resolution (Attachment 1). These names were proposed through the Trails Committee and include a small connector trail proposed as “Wauna Cut”, “Extra Credit” in the northwest corner of the park and “Banner Loop” also in the northwest corner of the park. The justification for Wauna Cut is a geographical reference and Extra Credit and Banner Loop are adoption of previously accepted informal names. No public comment was received either in support or opposition to these proposed names.

The park naming was shared through the District’s website, social media and monthly newsletters.

Staff Recommendation: Adopt Resolution R 2025-10 Adoption of Names for Various Parks

Attachment 1: Staff Report for Item 12d, Direction on Trail Names for 3 Remaining Trails in 360 Trails

Attachment 2: Resolution R 2025-10 Adoption of Names for Various Trails

Meeting: August 11, 2025

Item # 12d

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: August 11, 2025

Subject: Direction on Trail Names for 3 Remaining Trails in 360 Trails

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During the course of 2023 and 2024, culminating with Resolution R 2024-08 adopted in November 2024, the Trails Committee recommended and the Board of Park Commissioners finalized a list of proposed trail names for 360 Trails, while opting to postpone the naming of the trail known as Banner Loop.

Over the course of the past several months, it was determined that one trail was inadvertently omitted from the list and one trail was not named. These two trails plus Banner Loop were discussed during the July 21, 2025, meeting of the Trails Committee. Committee members at the meeting were: Corey Ferencik (Mountain Biker, Bicyclist, E-bike Enthusiast), Josh Silva (Birder, Wildlife Group, Naturalist Representative), Devon Adcock (Equestrian Representative). Park Board Commissioners Michel and Parry, plus Executive Director Perkosky were also present. Absent were: Jessica Combs (Mountain Biker, Bicyclist, E-bike Enthusiast), Chris Rurik (Birder, Wildlife Group, Naturalist), Angela McKee (Equestrian) and Heather Burton and Shannon Reichl (Walker, Runner, Cross-trainer, Hiker).

The trails known as Extra Credit and Banner Loop are proposed to remain the same, utilizing the trail naming criteria of: Other/Trails: volunteer contributions, natural or man-made features or adoption of previously accepted informal names.

The remaining trail was proposed as “Wauna Cut” as this is a very short connector trail which connects Wauna Curves and Instant Larry. This is proposed under the criteria: Neighborhood or geographical identification.

Note that all three of these trails are hand drawn on the map in their approximate locations, but may not to be proper scale or length/shape and are intended to serve as an approximation as the new maps are underway.

Recommendation: Provide direction on the naming of the remaining trails in 360 Trails.

Attachment 1: Map showing 3 proposed trail names

# 360 Trails



**Map Legend**

Multi-purpose trails	Bike difficulty levels: More difficult	Easiest
One-way bikes only	Most difficult	Experts only
Bikes/pedestrians only	Information kiosks	All other bike trails

Updated 1/15/2023

**Resolution No R 2025-10**

**A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING TRAIL NAMES FOR VARIOUS TRAILS IN 360 TRAILS**

**WHEREAS**, the Board of Park Commissioners met on August 11, 2025, to review and discuss name submissions from the Trails Committee as discussed during their July 21, 2025, meeting for three (3) trails in 360 Trails pursuant to the Park and Facilities Naming Policy; and

**WHEREAS**, the Board of Park Commissioners has determined that the trail names suggested by the Trails Committee and selected by the Board met the naming policy and desire to formally adopt names for selected parcels or incorporate parcels into existing parks.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Park Commissioners of Key Pen Parks hereby adopts the park names as listed in Exhibit “A”.

**PASSED AND ADOPTED** by the Board of Park Commissioners of Key Pen Parks at a Regular Meeting held at Key Peninsula Fire District Station 47, 1921 Key Peninsula Hwy NW, Lakebay WA, held this 8<sup>th</sup> day of December 2025.

Attest:

Key Pen Parks  
Board of Park Commissioners  
Pierce County, Washington

\_\_\_\_\_  
Linda Parry, President

\_\_\_\_\_  
Edward Robison, Vice-President

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

\_\_\_\_\_  
Shawn Jensen, Member-at-Large

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

Exhibit "A"

<b>Park</b>	<b>Trail Name</b>	<b>Naming Criteria</b>
360 Trails	Wauna Cut	Neighborhood or geographical identification
360 Trails	Extra Credit	Adoption of existing informal name
360 Trails	Banner Loop	Adoption of existing informal name

Meeting: December 8, 2025

Item # 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 8, 2025

Subject: Presentation on Peninsula School District Replacement Educational Program and Operations Levy (EP&O Levy) and Direction on Resolution of Support

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### **Background**

Peninsula School District (PSD) has requested the opportunity to give a presentation on their upcoming Replacement Educational Programs and Operations (EP&O Levy). More information on the proposed levy is on the School District's website at <https://www.psd401.net/levy>.

This summary was copied from the website as an overview of PSD's proposal

**“The Replacement Educational Programs and Operations Levy is critical to maintaining programs at our local schools.**

The levy funds continued investment in programs, staff, and student resources that are not fully funded by state funding. Some examples include;

- Educators, including teachers and specialists;
- School and district support staff, including grounds, maintenance, secretarial, paraeducators, and nutrition services;
- School safety officers;
- Custodians;
- Technology support;
- Athletics and sports teams;
- After-school activities;
- Arts and music;
- Early learning;
- Highly capable;
- Preventative maintenance;
- Transportation; and
- Curriculum updates.

The levy replaces the expiring EP&O Levy approved by voters in 2023. **The levy accounts for about 17% of the district's overall budget.**

The levy allows the district to invest in rigorous academic curriculum, instructional materials, and programs to help students succeed. Levy funds will provide targeted help for students who need it and additional teachers and staff to support academics, arts, music, and student enrichment.

All levy funds approved by PSD voters stay in our school district.”

Presenters for PSD:

Krestin Bahr, Superintendent

Michael Farmer, Chief of Schools

Key Pen Parks has previously supported, via a Resolution, PSD's February 2020 EP&O Replacement Levy, April 2018 Proposition 1 Capital Projects Bond, February 2019 Proposition 1 Bonds to Reduce Elementary School Overcrowding and Improve Safety, and 2012 Replacement EP&O Levy.

**Recommended Action:** Provide direction to bring resolution of support for Peninsula School District's February 2026 Replacement Educational Programs and Operations (EP&O Levy) to the January meeting

Meeting: December 8, 2025

Item # 12b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 8, 2025

Subject: Approval of Resolution R 2025-11 Wage Matrix for 2026

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**Background**

With R 2024-02, the Board of Park Commissioners adopted the Human Resources Policy. In the most recent update to the Employee Handbook, the Board of Park Commissioners may grant an annual cost of living adjustments (COLA) to employees via the wage matrix, according to the August CPI for Seattle, Bellevue and Tacoma.

The August 2024 to August 2025 CPI for Seattle, Tacoma, and Bellevue was 2.8%. This amount was included in the 2026 Annual Budget. On January 1, 2026, the WA Minimum Wage increases to \$17.13 per hour for non-exempt employees and \$80,168.40 annually for exempt employees.

The attached Wage Matrix reflects the 2.8% increase for full and part-time employees.

This increase is effective January 1, 2026.

**Recommended Action:** Approve Resolution R 2025-11 and authorize a 2.8% increase for COLA per the Wage Matrix.

**Attachment 1:** Resolution R 2025-11 2026 Wage Matrix, adjusted for COLA

**Resolution No R 2025-11**

**A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE 2026 WAGE MATRIX INCLUDING COST OF LIVING ADJUSTMENT**

**WHEREAS**, the Board of Park Commissioners of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) did previously via Resolution R 2024-02 adopt a Human Resources Policy. Within the current Employee Handbook, the Board of Park Commissioners may provide annual Cost of Living Adjustments (COLA) for employees using the August-to August data for the Consumer Price Index (CPI) for Seattle, Tacoma, Bellevue (King, Pierce & Snohomish counties); and

**WHEREAS**, on September 11, 2025, the United States Bureau of Labor Statistics did publish the August-to-August annual data for a 2.8% COLA increase; and

**WHEREAS**, the Board of Park Commissioners did adopt via Resolution R 2025-08 Annual Budget at Fund Level for 2026 which included the COLA.

**NOW THEREFORE BE IT RESOLVED** that the Board of Park Commissioners of Key Pen Parks hereby adopts the 2026 Wage Matrix (Exhibit “A) to be effective on January 1, 2026.

**PASSED AND ADOPTED** by the Board of Park Commissioners for Key Pen Parks at a Regular Meeting held at Key Peninsula Fire District Station 47, 1921 Key Peninsula Hwy NW, Home WA, this 8<sup>th</sup> day of December 2025.

Attest:

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

\_\_\_\_\_  
Linda Parry, President

\_\_\_\_\_  
Ed Robison, Vice President

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

\_\_\_\_\_  
Shawn Jensen, Member-at-Large

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


**2026 HOURLY WAGE MATRIX FOR PERMANENT EMPLOYEES**

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
D	\$18.39	\$18.94	\$19.51	\$20.10	\$20.70	\$21.32	\$21.96	\$22.62	\$23.30	\$23.99
E	\$20.23	\$20.84	\$21.46	\$22.10	\$22.77	\$23.45	\$24.15	\$24.88	\$25.63	\$26.39
F	\$22.25	\$22.92	\$23.61	\$24.32	\$25.04	\$25.80	\$26.57	\$27.37	\$28.19	\$29.03
G	\$24.48	\$25.21	\$25.97	\$26.75	\$27.55	\$28.38	\$29.23	\$30.10	\$31.01	\$31.94
H	\$26.92	\$27.73	\$28.56	\$29.42	\$30.30	\$31.21	\$32.15	\$33.11	\$34.11	\$35.13
I	\$29.62	\$30.51	\$31.42	\$32.36	\$33.33	\$34.33	\$35.36	\$36.43	\$37.52	\$38.64
J	\$32.58	\$33.56	\$34.56	\$35.60	\$36.67	\$37.77	\$38.90	\$40.07	\$41.27	\$42.51
K	\$35.84	\$36.91	\$38.02	\$39.16	\$40.33	\$41.55	\$42.79	\$44.08	\$45.40	\$46.76
L	\$39.42	\$40.60	\$41.82	\$43.08	\$44.37	\$45.70	\$47.07	\$48.48	\$49.94	\$51.44
M	\$43.36	\$44.66	\$46.00	\$47.38	\$48.81	\$50.27	\$51.78	\$53.33	\$54.93	\$56.58
N	\$47.70	\$49.13	\$50.60	\$52.12	\$53.69	\$55.30	\$56.96	\$58.66	\$60.42	\$62.24
O	\$52.47	\$54.04	\$55.66	\$57.33	\$59.05	\$60.83	\$62.65	\$64.53	\$66.47	\$68.46
P	\$57.72	\$59.45	\$61.23	\$63.07	\$64.96	\$66.91	\$68.92	\$70.98	\$73.11	\$75.31
Q	\$63.49	\$65.39	\$67.35	\$69.37	\$71.46	\$73.60	\$75.81	\$78.08	\$80.42	\$82.84
R	\$69.84	\$71.93	\$74.09	\$76.31	\$78.60	\$80.96	\$83.39	\$85.89	\$88.47	\$91.12
S	\$76.82	\$79.12	\$81.50	\$83.94	\$86.46	\$89.06	\$91.73	\$94.48	\$97.31	\$100.23
T	\$84.50	\$87.04	\$89.65	\$92.34	\$95.11	\$97.96	\$100.90	\$103.93	\$107.04	\$110.26

Note: For 2026 CPI is 2.8 based on August 2025 CPI  
[https://www.bls.gov/eag/eag.wa\\_tacoma\\_md.htm#:~:text=Table\\_title:%20Tacoma%2C%20WA%20Table\\_content:%20header:%20%7C%20Data,%25%20change\(5\)%20%7C%20Aug%202025:%203.2%20%7C](https://www.bls.gov/eag/eag.wa_tacoma_md.htm#:~:text=Table_title:%20Tacoma%2C%20WA%20Table_content:%20header:%20%7C%20Data,%25%20change(5)%20%7C%20Aug%202025:%203.2%20%7C)

2026 WA Minimum Wage for Hourly Workers: \$17.13/hr; Exempt Minimum: \$80,168.40/per year

Meeting: December 8, 2025

Item # 12c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 8, 2025

Subject: Approval to Order and Utilize Paper Checks on Payroll Account

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### **Background**

Throughout the past year, as staff work to improve internal efficiencies, one of the areas suggested for improvement is the issuance of checks on the payroll account. Currently, we only have physical checks for the checking account and the accounts payable account.

As an example, our health insurance payments are unnecessarily complicated. The employee deductions occur on the payroll side of Springbrook but the check is currently written out of accounts payable. This requires additional work from the Fiscal Specialist to track and reconcile both accounts. These extra steps will be eliminated with the paper check cut from the payroll account while minimizing the use of electronic fund transfers for routine payments.

In addition, sometimes employees have direct deposit challenges or there is an error in a paycheck where it would be easier to cut a paper check rather than do an electronic transfer.

Any issued checks will follow our established procedures, which include internal controls on invoice processing, 2 commissioners will sign any checks per the By Laws, and all information will be included in the Board financial report for approval.

First Citizen's Bank does not require Commissioner approval; however, the Executive Director is seeking approval for the change to ensure maximum transparency on this change.

**Recommended Action:** Approve ordering and utilizing paper checks on the Payroll Account per established procedures.

Regular Meeting: December 8, 2025

Item # 12d

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 8, 2025

Subject: Nomination of Officers for Board of Park Commissioners in 2026

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### **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 2026