



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

December 11, 2023

7:00 PM – Regular Meeting

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

Public Comment is available in person or via Zoom by calling (253) 215-8782 with
Meeting ID: 859 8744 5072 Passcode: 659650

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/85987445072?pwd=crUvbnPFyN6vFfb25dTh7kAlFOLV4c.1>

Members of the Board of Park Commissioners

Linda Parry, President

Mark Michel, Vice President
Kip Clinton, Clerk

Shawn Jensen, Member-at-Large
Ed Robison, Member-at-Large

Regular Meeting – 7:00 PM

1. Call to Order

2. Roll Call

Present	Excused	Comment
---------	---------	---------

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

3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations

- a. None

6. Public Comments: *Limited to 3 minutes per issue per person. Speaker will state name and their address. If providing handouts, need to provide 10 copies for Commissioners and Staff.*

PUBLIC PARTICIPATION IN BOARD MEETINGS – Anyone may address any resolution for final consideration the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker. Questions must be directed to the President.

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

7. Approval of the Minutes

- a. Regular Meeting, November 13, 2023

8. Financial Report

November 2023 Financial Report

Total expenditures \$200,283.71

• Accounts Payable	\$132,094.64	Check
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$68,044.84	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$144.23	EFT's

Total Revenue \$130,531.84

• Other Revenues	\$4,378.82
• Zoo Trek	\$24,071.83
• Property Tax	\$86,411.50
• Investment	\$9,424.43
• Leasehold Excise	\$51.86
• Timber Excise Tax	\$6,193.40
• Sale of Tax Title Property	\$

9. Executive Director's Report

10. Board Committee and Advisory Council Reports

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

11. Board President's Report

12. Unfinished Business

- a. Continued Discussion of Trail Naming
- b. Update on Wright Bliss Acquisition

13. New Business

- a. Approval of Resolution R2023-07 Wage Matrix for 2024
- b. Authorize the Executive Director to Sign Interlocal Agreement with Pierce County for Appropriation of Park Impact Fee Funds to the Key Peninsula Metropolitan Park District for 2023
- c. Authorize the Executive Director to Create Three Restricted Funds within the Chart of Accounts
- d. Adoption of Resolution 2023-08 Authorizing Disposition of Surplus Property
- e. Nominations of Officers for Board of Park Commissioners in 2024

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting January 8, 2023, at Station 47, Community Room, 1921 Key Peninsula Hwy, NW, Home, WA

17. Adjournment



Meeting: December 11, 2023

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 11, 2023

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meeting on November 13, 2023.

Minutes from March, April and May 2023 remain outstanding.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the November 13, 2023, Regular Meeting



Key Peninsula Metropolitan Park District (Key Pen Parks)

MINUTES - DRAFT

Board of Park Commissioners

Monday, November 13, 2023 @ 7:00 PM

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

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

Executive Director Tracey Perkosky called the meeting to order at 7:00 PM

Present: President Parry, Vice President Michel, Clerk Clinton, Commissioner Jensen, and
Commissioner Robison

Absent & Excused: None

4. Meeting Agenda Approval

Agenda approved with no changes. Clerk Clinton moved to approve, and Commissioner Jensen seconded. Motion Carried 5-0.

5. Special Presentations

None

6. Public Comment

None

7. Approval of Minutes

Regular Meeting Minutes for October 9, 2023, and Special Meeting Minutes for October 31, 2023. Minutes were discussed and scrivener's errors were corrected including 1 truck purchased and clarification on abstained vote.

Recommended Action: Approve meeting minutes.

MOTION: Commissioner Robison moved to approve the minutes as edited. Seconded by Commissioner Jensen. Motion Carried 5-0.

8. Financial Report

The October Financial Report was approved following questions about revenue from sports field rentals.

MOTION: Clerk Clinton moved to approve, and President Parry seconded. Motion Carried 5-0.

9. Executive Director Report

Executive Director Perkosky updated on the progress of the contract with Evergreen Mountain Bike Alliance that has been submitted to be signed. She also updated on the progress of the Wright Bliss Acquisition. The rest of the report was presented in written form.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – None
- b. Trail Committee Update – A Trail Committee was held and resulted in having recommended names for 15 trails. DNR suggested marking the trails at Key Central Forest prior to logging so the logging company knows to reserve the trails. President Parry suggested doing a narrated video recording of the trails.

11. Board President's Report

None

12. Unfinished Business

- a. Approval of Change in Sign Fees for Key Peninsula Little League Agreement (KPLL).

Recommended Action: Approve the reduction in the signage fees for KPLL.

MOTION: Commissioner Robison moved to approve, and Vice President Michel seconded. Motion Carried 5-0.

13. Public Hearing

- a. Continuation of Public Hearing on 2024 Budget and Adoption of Resolution R2023-05 Adopting the 2024 Fund Budget.

Public Comment: Public comment was opened. No comments. Public comment was closed.

Recommended Action: Adopt Resolution R2023-05 for the 2024 Operating, Bond and Capital Budgets.

Discussion and comments on 2024 Budget. Draft resolution amended to add in \$81,400 in capital equipment funds for acquisition of new dump truck. Other changes discussed included addition of land acquisition funds, additional funds for MRSC Small Rosters Program and increase in WRPA dues.

MOTION: Commissioner Robison moved to approve the budget as amended, and Commissioner Jensen seconded. Motion Carried 5-0.

- b. Public Hearing and Adoption of Resolution R2023-06 the Regular Property Tax Levy for Collection in Calendar Year 2024.

Public Comment: Public comment was opened. No comments. Public comment was closed.

Recommended Action: Adopt Resolution R2023-06 for the Highest Lawful Tax Levy for Collection in Calendar year 2024.

MOTION: Vice President Michel moved to approve, and Clerk Clinton seconded. Motion Carried 5-0.

14. New Business

- a. Authorizing Out of State Travel for Executive Director Perkosky to travel to Colorado for NRPA Director School and Maintenance Worker II Kreman to travel to Florida for Sports field Management Conference in 2024.

Recommended Action: Approve out-of-state travel for Maintenance Worker II Kreman to Attend the Sportsfield Management Association Conference in Daytona Beach, FL in January 2024, and Executive Director Perkosky to Attend Year 1 of NRPA's School in March 2024.

MOTION: Commissioner Robison moved to approve, and Commissioner Jensen seconded. Motion carried 5-0.

- b. Consideration of Trail Names – Trail Names for 360 Trails, Key Central Forest and Rocky Creek Conservation Area were presented. Director Perkosky and Trail Committee Chair Michel responded to questions.

Recommended Action: Provide direction on acceptability of the proposed names or to return to Trails Committee for additional Discussion.

Direction: Return item to next agenda for additional discussion including discussion on existing map names for 360 Trails.

- c. Direction on Scott Gallacher Memorial Spray and Play Park Signage.

Recommended Action: Provide direction on additional signage for Scott Gallacher Spray and Play Park.

DIRECTION: The Board would like to further discuss having a larger sign or public art in the future.

d. Approve revision to Statement C-4 of the 2022 Annual Financial Report.

Recommended Action: Approve revision to Statement C-4 of the 2022 Annual Financial Report.

MOTION: Commissioner Robinson moved to approve, and Clerk Clinton seconded. Motion carried 5-0.

15. Other minor matters

None

16. Good of the Order/Comments by Board Members

President Parry congratulated Commissioner Jensen on his election result for the fire commission, and congratulated Clerk Clinton for her election result for Key Pen Parks.

17, 18. Next Meeting and Adjourn

Regular Meeting on December 11, 2023, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 8:42 PM

Respectfully submitted by Office Coordinator Manning and 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 11, 2023

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: December 11, 2023

Subject: Approval of Finances

Background

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

November 2023 Financial Report

Total expenditures \$200,283.71

• Accounts Payable	\$132,094.64	Check
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$68,044.84	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$144.23	EFT's

Total Revenue \$130531.84

• Other Revenues	\$4,378.82
• Zoo Trek	\$24,071.83
• Property Tax	\$86,411.50
• Investment	\$9,424.43
• Leasehold Excise	\$51.86
• Timber Excise Tax	\$6,193.40
• Sale of Tax Title Property	\$

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

11/01/2023 To: 11/30/2023

Time: 11:38:53 Date: 12/04/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,859,905.01	130,531.84	200,283.71	5,790,153.14	11,830.39	0.00	0.00	5,801,983.53
	5,859,905.01	130,531.84	200,283.71	5,790,153.14	11,830.39	0.00	0.00	5,801,983.53

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

11/01/2023 To: 11/30/2023

Time: 11:38:53 Date: 12/04/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	First Citizens Checking	2,627.31	4,378.82	144.23	6,861.90	0.00	0.00	6,861.90
2	First Citizens Payroll	40,796.18	65,847.99	68,044.84	38,599.33	0.00	0.00	38,599.33
3	Pierce County	5,662,326.55	126,153.02	148,234.01	5,640,245.56	0.00	0.00	5,640,245.56
4	Petty Cash	170.63	0.00	0.00	170.63	0.00	0.00	170.63
5	First Citizens AP	153,984.34	82,386.02	132,094.64	104,275.72	0.00	11,830.39	116,106.11
Total Cash:		5,859,905.01	278,765.85	348,517.72	5,790,153.14	0.00	11,830.39	5,801,983.53
		5,859,905.01	278,765.85	348,517.72	5,790,153.14	0.00	11,830.39	5,801,983.53

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

11/01/2023 To: 11/30/2023

As Of: 11/30/2023 Date: 12/04/2023

Time: 11:38:53 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	962	10/12/2023	Claims	5	2551	Merry Makers	3,593.70	Balance of contract for Hallows Eve 2023 contract
2023	1058	11/13/2023	Claims	5	2585	Kip Miller	300.00	Dj services for All Hallows Eve
2023	1059	11/13/2023	Claims	5	2586	Mt. View Locating services LLC	427.50	Located privately owned conductible known utilities near Gateway Park entrance for install of split level fence.
2023	1090	11/30/2023	Claims	5	2597	Alpine Products INC	1,390.20	Telespar post, sleeve, and base
2023	1091	11/30/2023	Claims	5	2598	Canon Financial Services, INX	121.22	Rental charge for copiers
2023	1092	11/30/2023	Claims	5	2599	CenturyLink	286.78	Nov-Dec Internet & Phone at Gateway
2023	1093	11/30/2023	Claims	5	2600	Hemley's Handy Kans	615.00	Monthly rental rate for Jan, Feb (due to no bill being received), and Nov 2023
2023	1094	11/30/2023	Claims	5	2601	Key Pen Farm Tours	1,500.00	For 2023 contracted service.
2023	1095	11/30/2023	Claims	5	2602	Peninsula Light Company	1,845.99	Monthly electric charges
2023	1096	11/30/2023	Claims	5	2603	The Red Barn	1,750.00	2023 Youth Services per contract, payment 2 of 2
							<u>11,830.39</u>	

Fund	Claims	Payroll	Total
001 General Fund	<u>11,830.39</u>	<u>0.00</u>	<u>11,830.39</u>
	11,830.39	0.00	11,830.39

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

11/01/2023 To: 11/30/2023

Time: 11:38:53 Date: 12/04/2023

Page: 4

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

Signed: _____ Signed: _____
Commissioner / Date Fiscal Specialist / Date

RECEIPT REGISTER

Key Peninsula Metro Parks District

11/01/2023 To: 11/30/2023

Time: 11:18:56 Date: 12/04/2023

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
1007	11/02/2023	Tr Rec	2219	1834	1	The Snack Shack	365.68	Rent, electric, and leasehold tax for November 2023
1008	11/02/2023	Tr Rec	2220	1835	1	CHS Northwest	440.51	Refund from CHS Northwest for unused propane with tank removal located at the Taylor Bay property.
1010	11/02/2023	Tr Rec	2222	1836	1	Tracey L Perkosky	1,188.74	Rent, electric, and leasehold tax for November 2023 from Gateway House.
1035	11/06/2023	Tr Rec	2223	1837	1	Kyle Armstrong	768.20	Rent, electric, and leasehold tax received 11-3-2023 for November 2023 from Taylor Bay caretaker.
1045	11/07/2023	Tr Rec	2227	1838	1	General Customer	64.38	Rental of Gateway Park field on 11-12-2023 from 11:30am to 2:00 pm for Peninsula Lacrosse (Harris)
1051	11/13/2023	Tr Rec	2228	1839	1	General Customer	14.96	Payment for water usage 900 gallons taken from VP by Kassel & Associates or work on KP middle school construction.
1086	11/28/2023	Tr Rec	2229	1840	1	Harbor Soccer Club	990.00	Payment for invoice # 2023-4; rental of Volunteer Park fields for soccer.
1087	11/28/2023	Tr Rec	2230	1841	1	General Customer	46.35	Rental of Gateway Pavilion on 12-2-2023 from 11am to 1pm for Gunn (Soccer season end)
1089	11/29/2023	Tr Rec	2231	1842	1	General Customer	500.00	Donation for general park care from Floyd/Doat
1099	11/30/2023	Tr Rec	2232		3	Pierce County Budget and Finar	86,411.50	Property tax of \$85,466.30 and delinquent tax of \$945.20
1100	11/30/2023	Tr Rec	2233		3	Pierce County Budget and Finar	24,071.83	Zoo Trek
1101	11/30/2023	Tr Rec	2234		3	Pierce County Budget and Finar	51.86	Leasehold Excise Tax
1102	11/30/2023	Tr Rec	2235		3	Pierce County Budget and Finar	6,193.40	Timber Excise Tax
1103	11/30/2023	Tr Rec	2236		3	Pierce County Budget and Finar	9,424.43	Investment Interest
310 Taxes							116,728.59	
360 Long Terms							13,803.25	
001 General Fund							130,531.84	
							130,531.84	

AP Expenditures for November 2023

Key Peninsula Metro Parks District

Time:

11:14:55 Date: 12/04/2023

11/01/2023 To: 11/30/2023

Page:

1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
231101001 Alstead Trielle E	1024	11/03/2023	Claims	5	40.61	Mileage for Oct. 2023
231101002 Cintas Fire Protection	1025	11/03/2023	Claims	5	863.70	Kitchen hood inspection for concession building at Volunteer Park.
231101003 D.M. Recycling Co	1026	11/03/2023	Claims	5	229.10	Monthly recycle pickup service at Gateway park.
231101004 Glen Cove Repair LLC	1027	11/03/2023	Claims	5	353.14	Service on 1995 Ford F Super Duty XL dump truck. Replaced camshaft position sensor.
231101005 Jennings Equipment INC	1028	11/03/2023	Claims	5	20,787.73	Purchase of a Kubota zero turn mower.; Purchase of Kubota diesel zero turn mower
231101006 Manning Holly M	1029	11/03/2023	Claims	5	36.03	Mileage for October 2023
231101007 Murreys Disposal Company	1030	11/03/2023	Claims	5	698.76	Trash pickup service for Gateway Park and Volunteer Park.
231101008 Peninsula Light Company	1031	11/03/2023	Claims	5	793.92	Electric service fee for Volunteer park, Home park, and Taylor bay.
231101009 Perkosky Tracey L	1032	11/03/2023	Claims	5	641.03	Mileage and tolls for March, April, May, June, July, Aug, Sept, and Oct. 2023
231101010 Purdy Topsoil and Gravel LLC	1033	11/03/2023	Claims	5	150.00	6 Bags of premium lawn mix for Gateway Park.
231101011 Stewart Title Company	1034	11/03/2023	Claims	5	10,000.00	Earnest funds for Wrightbliss property acquisition (10613-19 Wright Bliss Rd NW Gig Harbor, WA 98329.
231104001 PEBB Health Insurance Health Care Authority	1046	11/08/2023	Payroll	5	8,913.31	
231105001 Alpine Products INC	1052	11/13/2023	Claims	5	1,436.32	Signage for all parks
231105002 Compensation Connections LLC	1053	11/13/2023	Claims	5	275.00	Professional services preformed regarding HR policy reviews.
231105003 Greenlee Home Inspections Kevin Greenlee	1054	11/13/2023	Claims	5	2,800.00	Residential Inspection on possible land acquisition (10615 Wright Bliss Rd NW.)
231105004 Hemley's Handy Kans	1055	11/13/2023	Claims	5	1,525.00	Portable restroom rentals for Hallows Eve; monthly rental rate for weekly service
231105005 Jennings Equipment INC	1056	11/13/2023	Claims	5	19.25	Balance of tax due (.1%) for Kubota Zereturn mower P.O. # 10132023
231105006 Madrona Law Group PLLC	1057	11/13/2023	Claims	5	574.06	Professional services regarding possible property acquisition.
231105007 Miller Kip	1058	11/13/2023	Claims	5	300.00	Dj services for All Hallows Eve
231105008 Mt. View Locating services LLC	1059	11/13/2023	Claims	5	427.50	Located privately owned conductible known utilities near Gateway Park entrance for install of split level fence.
231105009 Occupational Medical Clinic of Tacoma Workcare Clinics, PLLC	1060	11/13/2023	Claims	5	163.00	Pre-employment physical for Manning.
231105010 Tyner Heather	1061	11/13/2023	Claims	5	55.00	Full refund with processing fees deducted for cancelation of rental shelter due to weather.
231105011 US Bank	1062	11/13/2023	Claims	5	13,253.82	Monthly statement for 11/06/2023
231105012 Verizon Wireless	1063	11/13/2023	Claims	5	509.46	All staff phone services Sep 27- Oct 26
231107001 Astound	1080	11/21/2023	Claims	5	177.54	Internet Service for Volunteer Park
231107002 Bud Clary Ford/Hyundai	1081	11/21/2023	Claims	5	54,759.41	Vehicle purchase of 2023 White Ford F-250
231107003 Copiers Northwest	1082	11/21/2023	Claims	5	77.53	Contract period 10/14/2023 - 11/13/2023 for printer
231107004 Enduris Washington	1083	11/21/2023	Claims	5	391.00	Insurance on 2023 F-250

AP Expenditures for November 2023

Key Peninsula Metro Parks District

Time:

11:14:55 Date: 12/04/2023

11/01/2023 To: 11/30/2023

Page:

2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
231107005 Washington Water Service Company	1084	11/21/2023	Claims	5	134.23	Water service for Gateway Park 10/04/2023 - 11/02/2023
231108001 SH&H Valuation and Consulting	1085	11/21/2023	Claims	5	4,200.00	Appraisal report for 10613-10619 Wright Bliss Rd NW
231110001 Alpine Products INC	1090	11/30/2023	Claims	5	1,390.20	Telespar post, sleeve, and base
231110002 Canon Financial Services, INX	1091	11/30/2023	Claims	5	121.22	Rental charge for copiers
231110003 CenturyLink	1092	11/30/2023	Claims	5	286.78	Nov-Dec Internet & Phone at Gateway
231110004 Hemley's Handy Kans	1093	11/30/2023	Claims	5	615.00	Monthly rental rate for Jan, Feb (due to no bill being received), and Nov 2023
231110005 Key Pen Farm Tours	1094	11/30/2023	Claims	5	1,500.00	For 2023 contracted service.
231110006 Peninsula Light Company	1095	11/30/2023	Claims	5	1,845.99	Monthly electric charges
231110007 The Red Barn	1096	11/30/2023	Claims	5	1,750.00	2023 Youth Services per contract, payment 2 of 2
Total Checks:					132,094.64	

Payroll Expenditures for November 2023

Key Peninsula Metro Parks District

Time:

11:15:16 Date: 12/04/2023

11/01/2023 To: 11/30/2023

Page:

1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT WA State Department of Retirement	1043	11/06/2023	Payroll	2	8,882.05	
EFT EFTPS	1044	11/06/2023	Payroll	2	7,354.23	
EFT Employee Paycheck	1011	11/10/2023	Payroll	2	2,196.56	
EFT Employee Paycheck	1012	11/10/2023	Payroll	2	2,893.39	
EFT Employee Paycheck	1013	11/10/2023	Payroll	2	1,059.94	
EFT Employee Paycheck	1014	11/10/2023	Payroll	2	2,127.43	
EFT Employee Paycheck	1015	11/10/2023	Payroll	2	2,599.74	
EFT Employee Paycheck	1016	11/10/2023	Payroll	2	1,828.63	
EFT Employee Paycheck	1017	11/10/2023	Payroll	2	234.96	
EFT Employee Paycheck	1018	11/10/2023	Payroll	2	1,858.37	
EFT Employee Paycheck	1019	11/10/2023	Payroll	2	1,637.12	
EFT Employee Paycheck	1020	11/10/2023	Payroll	2	1,876.47	
EFT Employee Paycheck	1021	11/10/2023	Payroll	2	2,985.59	
EFT Employee Paycheck	1022	11/10/2023	Payroll	2	1,002.77	
EFT Employee Paycheck	1023	11/10/2023	Payroll	2	1,578.00	
EFT United Concordia	1064	11/17/2023	Payroll	2	654.30	
EFT Employee Paycheck	1065	11/24/2023	Payroll	2	1,671.89	
EFT Employee Paycheck	1066	11/24/2023	Payroll	2	2,376.18	
EFT Employee Paycheck	1067	11/24/2023	Payroll	2	513.63	
EFT Employee Paycheck	1068	11/24/2023	Payroll	2	1,836.12	
EFT Employee Paycheck	1069	11/24/2023	Payroll	2	234.96	
EFT Employee Paycheck	1070	11/24/2023	Payroll	2	2,599.74	
EFT Employee Paycheck	1071	11/24/2023	Payroll	2	1,493.93	
EFT Employee Paycheck	1072	11/24/2023	Payroll	2	117.47	
EFT Employee Paycheck	1073	11/24/2023	Payroll	2	1,724.55	
EFT Employee Paycheck	1074	11/24/2023	Payroll	2	1,527.53	
EFT Employee Paycheck	1075	11/24/2023	Payroll	2	1,311.99	
EFT Employee Paycheck	1076	11/24/2023	Payroll	2	352.42	
EFT Employee Paycheck	1077	11/24/2023	Payroll	2	2,985.59	
EFT Employee Paycheck	1078	11/24/2023	Payroll	2	893.87	
EFT Employee Paycheck	1079	11/24/2023	Payroll	2	1,400.12	
EFT EFTPS	1088	11/24/2023	Payroll	2	6,235.30	
Total Checks:					68,044.84	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

11/01/2023 To: 11/30/2023

Time: 11:23:23 Date: 12/04/2023

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
1097	11/30/2023	11/30/2023	1		Ser Chge		First Citizens	91.00	Bank service fees
	576 80 49 003	Banking Fees		001	General Fund			91.00	Bank service fees
1098	11/30/2023	11/30/2023	1		Ser Chge		Merch Bankcard service	53.23	Credit card processing fees
	576 80 49 003	Banking Fees		001	General Fund			53.23	Credit card processing fees
Records Printed: 2									
Adjustments:								0.00	
Beginning Balance:								0.00	
Revenues:								0.00	
Warrant Expenditures:								0.00	
Non Warrant Expenditures:								144.23	
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	0.00	144.23	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	144.23	0.00	0.00	0.00

2023 CASH FLOW - YEAR TO DATE

y Peninsula Metro Parks District

Time: 11:59:08 Date: 12/06/2023

January To November

Page: 1

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
10 00 000 Taxes, Real & Person	3,846.25	37,790.34	78,033.33	561,455.93	135,996.76	12,839.99	8,090.78	8,669.21	18,820.78	522,537.27	86,411.50	0.00	1,474,492.14	1,494,356.00	99%
17 00 000 Taxes, Zoo Trek Excis	22,106.46	25,380.71	20,510.65	20,322.27	23,306.37	21,453.65	23,232.07	25,137.28	23,838.45	23,308.00	24,071.83	0.00	252,667.74	245,000.00	103%
20 00 000 Taxes, Leasehold Exc	0.00	52.28	0.00	0.00	60.65	0.00	0.76	58.55	21.32	724.78	51.86	0.00	970.20	1,000.00	97%
40 00 000 Taxes, Forest Excise 1	0.00	0.00	0.00	0.00	2,350.91	0.00	0.00	0.00	0.00	0.00	6,193.40	0.00	8,544.31	2,500.00	342%
00 00 000 Other Tax (REET)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	0%
Taxes	25,952.71	63,223.33	98,543.98	581,778.20	161,714.69	34,293.64	31,323.61	33,865.04	42,680.55	546,570.05	116,728.59	0.00	1,736,674.39	1,802,856.00	96%
02 70 001 Pierce County Parks	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0%
Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0%
60 00 003 Program Fees, Prog	0.00	0.00	359.54	851.00	157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,367.54	800.00	171%
Park Fees	0.00	0.00	359.54	851.00	157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,367.54	800.00	171%
11 00 000 Investment Interest	7,585.27	7,204.87	8,289.00	8,415.56	9,017.42	8,847.71	9,273.31	9,495.87	9,302.44	9,782.76	9,424.43	0.00	96,638.64	4,000.00	***%
40 00 004 S&F Rentals, 360 Fie	240.00	770.00	2,057.79	6,160.00	4,176.35	4,233.15	979.20	1,731.80	1,290.00	470.00	107.50	0.00	22,215.79	18,000.00	123%
40 00 005 S&F Rentals, Home I	0.00	0.00	0.00	65.00	100.00	70.00	0.00	35.00	35.00	35.00	0.00	0.00	340.00	400.00	85%
40 00 006 S&F Rentals, Volunte	0.00	0.00	0.00	0.00	0.00	168.68	50.00	0.00	35.00	35.00	990.00	0.00	1,278.68	1,000.00	128%
50 00 001 S&F Rentals, Conces	365.68	365.68	591.36	591.36	591.36	591.36	591.36	591.36	365.68	365.68	365.68	0.00	5,376.56	7,000.00	77%
50 00 002 S&F Rentals, Gatewa	1,287.88	1,292.98	1,274.79	1,269.04	1,251.25	1,203.75	1,172.75	1,174.35	2,378.15	0.00	1,188.74	0.00	13,493.68	14,400.00	94%
50 00 004 S&F Rentals, Sportsf	0.00	8,647.55	0.00	0.00	0.00	0.00	0.00	8,217.82	0.00	0.00	0.00	0.00	16,865.37	8,000.00	211%
50 00 005 S&F Rental, Taylor B:	768.20	768.20	768.20	768.20	768.20	768.20	768.20	818.20	818.20	768.20	768.20	0.00	8,550.20	9,180.00	93%
00 00 000 Contributions & Dor	500.00	0.00	500.00	1,500.00	2,000.00	0.00	38,660.47	4.00	0.00	0.00	500.00	0.00	43,664.47	7,500.00	582%
00 00 001 Event Sponsorship F	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0%
91 00 000 Other Revenue	588.79	23.10	898.86	239.43	130.11	763.61	1,042.00	51.15	742.46	16.20	458.70	0.00	4,954.41	2,000.00	248%
91 01 000 Usage Of Fund Balar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550,000.00	0%
10 00 000 Refundable Deposits	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,500.00	33%
Long Terms	11,335.82	19,072.38	14,880.00	19,008.59	18,034.69	16,646.46	52,687.29	22,119.55	14,966.93	11,472.84	13,803.25	0.00	214,027.80	622,980.00	34%
00 00 000 Special or Extraordir	0.00	0.00	0.00	0.00	0.00	0.00	31,733.96	0.00	0.00	0.00	0.00	0.00	31,733.96	0.00	0%
Special or Extraordinary Items	0.00	0.00	0.00	0.00	0.00	0.00	31,733.96	0.00	0.00	0.00	0.00	0.00	31,733.96	0.00	0%
JD REVENUES:	37,288.53	82,295.71	113,783.52	601,637.79	179,906.38	50,940.10	165,744.86	55,984.59	57,647.48	558,042.89	130,531.84	0.00	2,033,803.69	2,426,636.00	84%
80 10 001 Commissioner Wage	512.04	384.03	0.00	640.05	256.02	384.03	896.07	256.02	640.05	256.02	1,024.08	0.00	5,248.41	7,500.00	70%
80 10 002 Administrative Wage	23,105.94	24,893.91	23,517.02	24,888.25	24,775.19	21,441.68	20,608.08	21,274.02	21,586.86	20,558.83	25,694.54	0.00	252,344.32	301,983.00	84%
80 10 003 Park Operations Wa	12,615.27	12,986.01	19,230.63	26,587.74	28,082.85	28,819.17	26,545.56	27,860.07	32,595.33	29,957.85	32,382.20	0.00	277,662.68	380,292.00	73%
80 10 004 Park Operations - Te	644.38	454.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,099.31	0.00	0%
80 20 001 Commissioner Perso	50.63	29.40	0.00	59.76	19.60	29.38	83.92	19.58	48.98	41.11	78.34	0.00	460.70	678.00	68%
80 20 002 Administrative Bene	7,418.45	8,362.87	7,060.90	9,073.04	6,009.41	5,693.22	7,336.98	5,426.02	5,561.06	6,665.36	7,177.73	0.00	75,785.04	109,190.00	69%
80 20 003 Park Operations Ben	9,677.88	5,265.75	5,988.86	13,571.11	14,099.58	11,553.21	18,463.29	10,121.58	10,938.50	20,834.22	11,971.34	0.00	132,485.32	184,765.00	72%
80 20 004 Park Operations - Te	577.95	112.78	0.00	149.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.13	0.00	0%
80 20 006 Uniforms/Safety Ge	0.00	0.00	0.00	46.39	0.00	0.00	100.00	215.80	599.53	144.24	141.08	0.00	1,247.04	4,000.00	31%
80 31 001 Office Supplies	144.35	357.87	351.03	680.95	484.81	218.75	20.00	254.25	323.51	491.39	1,621.26	0.00	4,948.17	5,500.00	90%
80 31 002 Maintenance Suppli	7,296.39	4,681.12	3,945.94	7,097.00	10,044.80	2,489.95	18,942.51	13,208.21	17,677.43	2,554.55	9,825.91	0.00	97,763.81	107,000.00	91%
80 31 003 Equipment Maintena	0.00	221.71	56.46	923.34	0.00	1,008.54	0.00	36.41	72.82	0.00	193.09	0.00	2,512.37	3,520.00	71%
80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	6.51	177.58	0.00	0.00	9.44	105.93	0.00	0.00	299.46	2,000.00	15%

2023 CASH FLOW - YEAR TO DATE

y Peninsula Metro Parks District

Time: 11:59:08 Date: 12/06/2023

January To November

Page: 2

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
80 31 130 Supplies, Special Eve	0.00	0.00	0.00	177.99	180.09	-25.41	0.00	0.00	285.96	0.00	0.00	0.00	618.63	600.00	103%
80 31 140 Supplies, Special Eve	0.00	1,027.30	453.41	605.69	761.96	63.47	1,083.84	1,216.23	0.00	2,446.79	837.07	0.00	8,495.76	8,850.00	96%
80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	113.22	19.92	0.00	0.00	86.68	0.00	219.82	500.00	44%
80 32 000 Park Operations Fue	281.39	746.60	983.30	1,341.70	1,407.77	1,447.90	1,789.71	1,916.77	1,297.97	1,687.63	1,633.54	0.00	14,534.28	22,000.00	66%
80 35 000 Small Tools & Equip	0.00	0.00	1,199.34	0.00	624.24	3,118.02	802.18	0.00	472.81	2,576.85	598.94	0.00	9,392.38	10,400.00	90%
80 41 000 Professional Services	5,272.50	49.00	148.20	653.43	0.00	30.00	0.00	0.00	0.00	174.10	0.00	0.00	6,327.23	12,500.00	51%
80 41 001 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	935.00	550.00	330.00	275.00	0.00	2,090.00	20,000.00	10%
80 41 002 Professional Services	0.00	13,981.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,981.46	16,000.00	87%
80 41 004 Professional Services	50.00	0.00	128.00	675.00	297.00	0.00	384.00	64.00	1,876.00	0.00	574.06	0.00	4,048.06	10,450.00	39%
80 41 005 Professional Services	0.00	465.70	0.00	2,120.28	1,497.43	6,077.29	2,188.50	26.00	2,799.90	4,049.20	3,916.54	0.00	23,140.84	49,513.00	47%
80 41 007 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
80 41 008 Professional Services	0.00	0.00	0.00	0.00	4,503.60	0.00	0.00	583.20	2,332.80	0.00	0.00	0.00	7,419.60	7,500.00	99%
80 41 009 Election Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0%
80 42 001 Communications, Ph	939.12	705.83	813.72	601.13	828.86	863.20	613.13	618.82	637.02	1,367.61	352.78	0.00	8,341.22	9,500.00	88%
80 43 001 Travel, Commissione	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
80 43 002 Travel, Staff	72.50	83.06	336.50	397.22	562.69	2,439.45	414.91	86.29	68.78	47.65	722.42	0.00	5,231.47	15,000.00	35%
80 44 001 Taxes And Operator	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	2,000.00	16%
80 45 000 Equipment Rental\ I	326.03	144.96	1,478.05	268.48	903.29	593.44	483.66	2,433.84	453.36	158.53	1,763.75	0.00	9,007.39	8,000.00	113%
80 46 000 Insurance, General L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,713.00	0.00	0.00	391.00	0.00	40,104.00	45,000.00	89%
80 47 000 Utility Services, For /	3,029.13	1,655.88	4,238.56	3,269.14	1,450.11	4,917.16	1,762.69	4,151.45	1,656.54	2,578.83	4,986.76	0.00	33,696.25	37,485.00	90%
80 47 001 Utility Services, For	0.00	0.00	82.78	85.15	0.00	134.73	0.00	0.00	35.48	0.00	0.00	0.00	338.14	1,000.00	34%
80 48 000 Repairs & Maintena	1,382.65	2,566.41	5,047.48	33,081.31	1,714.66	2,001.36	993.21	568.20	2,706.92	2,419.69	2,114.57	0.00	54,596.46	29,810.00	183%
80 49 001 Licenses & Permits	2,148.00	64.00	0.00	1,006.50	74.49	0.00	37.00	331.10	0.00	619.93	487.65	0.00	4,768.67	6,000.00	79%
80 49 002 Dues & Subscription	29.78	1,313.44	466.15	603.22	923.92	1,078.66	1,459.60	601.90	2,058.81	23.77	37.84	0.00	8,597.09	7,500.00	115%
80 49 003 Banking Fees	85.00	128.19	137.58	134.46	203.51	242.60	222.90	166.01	163.35	172.06	144.23	0.00	1,799.89	1,700.00	106%
80 49 004 Other Expenses	0.00	0.00	45.00	0.00	478.32	509.05	245.00	15.00	0.00	91.80	55.00	0.00	1,439.17	4,000.00	36%
80 49 006 Training, Staff	19.95	590.00	480.00	1,362.46	140.00	975.00	450.00	70.00	1,614.00	658.23	0.00	0.00	6,359.64	7,000.00	91%
Parks	75,679.33	81,588.55	76,188.91	130,100.19	100,330.71	96,281.43	106,039.96	132,188.69	109,063.21	101,012.17	109,087.40	0.00	1,117,560.55	1,455,236.00	77%
10 00 000 Refund Deposits - O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
00 00 999 Payroll Liability Accc	-1,290.56	-994.72	-1,255.26	-1,169.19	-869.15	-950.10	-1,244.18	-1,318.03	-1,364.43	-476.79	-1,370.08	0.00	-12,302.49	0.00	0%
30 00 000 Other Non-Expendit	1,508.32	0.00	0.00	1,470.18	0.00	0.00	1,521.54	0.00	0.00	1,495.86	0.00	0.00	5,995.90	4,900.00	122%
Non-Expenditures	217.76	-994.72	-1,255.26	300.99	-869.15	-950.10	277.36	-1,318.03	-1,364.43	1,019.07	-1,370.08	0.00	-6,306.59	6,400.00	99%
76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	100%
76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	10,375.00	0.00	0.00	0.00	0.00	0.00	0.00	10,375.00	20,000.00	52%
	0.00	0.00	0.00	0.00	0.00	40,375.00	0.00	0.00	0.00	0.00	0.00	0.00	40,375.00	50,000.00	81%
76 61 000 Capital Expenditures	0.00	0.00	0.00	0.00	209.50	0.00	3,950.00	0.00	0.00	0.00	17,000.00	0.00	21,159.50	0.00	0%
76 62 001 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	0%
76 62 020 Capital Improvemen	-50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-50.00	470,000.00	0%
76 62 024 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	0%
76 63 001 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0%
76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	5,907.89	0.00	0.00	0.00	0.00	75,566.39	0.00	81,474.28	120,000.00	68%
Capital Expenditures	-50.00	0.00	0.00	0.00	209.50	5,907.89	3,950.00	0.00	0.00	0.00	92,566.39	0.00	102,583.78	915,000.00	11%

2023 CASH FLOW - YEAR TO DATE

y Peninsula Metro Parks District

Time: 11:59:08 Date: 12/06/2023

January To November

Page: 3

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
JD EXPENDITURES:	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	130,870.66	107,698.78	102,031.24	200,283.71	0.00	1,254,212.74	2,426,636.00	52%
JD GAIN/LOSS:	-38,558.56	1,701.88	38,849.87	471,236.61	80,235.32	-90,674.12	55,477.54	-74,886.07	-50,051.30	456,011.65	-69,751.87	0.00	779,590.95		
JD NET POSITION:	-38,558.56	-36,856.68	1,993.19	473,229.80	553,465.12	462,791.00	518,268.54	443,382.47	393,331.17	849,342.82	779,590.95	779,590.95			

2023 FUND TOTALS

y Peninsula Metro Parks District

Time: 11:59:08 Date: 12/06/2023

January To November

Page: 4

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
General Fund	37,288.53	82,295.71	113,783.52	601,637.79	179,906.38	50,940.10	165,744.86	55,984.59	57,647.48	558,042.89	130,531.84	0.00	2,033,803.69	2,426,636.00	84%
	37,288.53	82,295.71	113,783.52	601,637.79	179,906.38	50,940.10	165,744.86	55,984.59	57,647.48	558,042.89	130,531.84	0.00	2,033,803.69	2,426,636.00	84%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
General Fund	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	130,870.66	107,698.78	102,031.24	200,283.71	0.00	1,254,212.74	2,426,636.00	52%
	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	130,870.66	107,698.78	102,031.24	200,283.71	0.00	1,254,212.74	2,426,636.00	52%
N/LOSS:	-38,558.56	1,701.88	38,849.87	471,236.61	80,235.32	-90,674.12	55,477.54	-74,886.07	-50,051.30	456,011.65	-69,751.87	0.00	779,590.95		
POSITION:	-38,558.56	-36,856.68	1,993.19	473,229.80	553,465.12	462,791.00	518,268.54	443,382.47	393,331.17	849,342.82	779,590.95	779,590.95			



Meeting: December 11, 2023

Item #12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 11, 2023

Subject: Additional Consideration of Trail Names

Background

During the November 13, 2023, Regular Meeting, there was a discussion on consideration of trail names for trails in 360 Trails, Key Central Forest and Rocky Creek Conservation Area. Board members discussed the proposed names and also the current map names of existing trails and their need to be included in this adoption process.

During the November 7th Trails Committee Meeting the members present included:

Equestrian Representatives: Devyn Adcock

Mountain Biker, Bicyclist, E-bike Enthusiast Representatives: Jessica Combs and Cory Ferencik

Birder, Wildlife Group, Naturalist Representatives: Neal Vandervoorn

Walker, Runner, Cross-trainer, Hiker Representatives: None

During this meeting the Committee focused on 360 Trails with the intention of reviewing additional trails/parks at future meetings.

Per the Park & Facility Naming Policy names should ranked by:

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

1. Neighborhood or geographical identification
2. Community name or widely accepted name,(e.g." Home Park, Maple Hollow, Volunteer Park)
3. Natural or geological feature (e.g., Taylor Bay)
4. Historical or cultural significance
5. The name may include an individual, family, or organization that has made a significant land and/or monetary contribution to the park and recreation system, or has performed significant public service which made a tangible contribution to Key Pen Parks system justifying a permanent memorial.

During the Trails Committee meeting there was also a recommendation to name a trail in Rocky Creek Conservation Area after Marilyn Hartley, a long-time volunteer. However, Ms. Hartley passed away in June 2022, making June 2024 the first opportunity to review this request.

There was also a proposal to name part of Key Central Forest, Huckleberry Ridge.

Per the Naming Policy, there is a 4-month wait period for additional consideration from when a name is proposed and when the Board may formally adopt the name.



It is up to the Board to determine if the proposed trail names meet the Park & Facility Naming Policy. These have not been vetted by staff.

Recommended Action: Provide direction on acceptability of the proposed names or to return to Trails Committee for additional discussion.

Attachment 1: 360 Trails Map with proposed names

Attachment 2: Key Pen Parks Park and Facility Naming Policy

360 Trails



Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2012-07

A RESOLUTION OF KEY PEN PARKS ADOPTING PARK and FACILITY NAMING POLICY

WHEREAS, the Board of Park Commissioners for Key Pen Parks desires to adopt park and facility naming policy; and


WHEREAS, the Board of Commissioners have met and made adjustments and changes deemed necessary and proper to the park and facility naming policy, now, therefore be it,

RESOLVED by the Board of Park Commissioners that Key Pen Parks adopts park and facility naming policy (attachment A).

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting this 11th day of June, 2012.

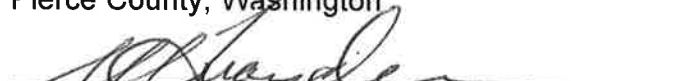
Attest:


Greg Anglemeyer, President


Kip Clinton, Clerk


Mark Michel, Member at Large

Key Pen Parks
Board of Commissioners
Pierce County, Washington


Bill Trandum, Vice-President


Edward Robison, Member at Large

Key Pen Parks		Policy & Procedure	
Subject: Park and Facility Naming Policy	Resolution Number R 2012-07	Date Approved June 11, 2012	Supersedes the following Resolutions and Policies NA

Park and Facility

1.0 PURPOSE:

The purpose of this policy is to outline the procedures and criteria for the official naming of parks and recreation facilities (examples: athletic fields, playground structures, buildings, trails).

2.0 POLICY:

The following criteria govern the selection and designation of names for Key Pen Parks' park and recreation facilities:

- A. The naming of parks and facilities should be approached with caution, patience, and deliberation.
- B. A name, once adopted, should be permanent, and changes should be strongly resisted.
- C. Existing facility names shall be reviewed in order to avoid duplication, confusing similarity and/or inappropriateness.
- D. A prospective park or major facility name should be one likely to be widely accepted and used by the public.
- E. Whenever possible, a facility shall be named prior to construction of the improvement. Timing is important in naming facilities, since temporary designations tend to be retained. In the development of facilities, a number designation shall be used until formal naming of the facility is complete.
- F. In general, portions of a facility shall not have a name other than that of the entire facility to avoid confusion. However, a park's interior features and/or facilities may have names other than that of the entire park.
- G. If a park or sub-element of a park is named after an individual, family or organization, the final recommendation shall include an explanation of the reason for the honor.
- H. There should be a lapse of at least four months between the receipt of the name proposal and the final recommendation for its adoption to permit careful consideration of the appropriateness and the public acceptance of the proposed name.

- I. In cases where the person is deceased, the person shall have been deceased for a minimum of two years.
- J. Elected/appointed Key Pen Park officials and currently employed Key Pen Park staff shall not be eligible for consideration until they are no longer in office or have retired from Key Pen Parks service unless a significant monetary or real property donation is involved.
- K. Length of service, in and of itself, does not meet these criteria.
- L. Names should be ranked in the order of the following conditions:
 - 1. Neighborhood or geographical identification
 - 2. Community name or widely accepted name,(e.g." Home Park, Maple Hollow, Volunteer Park)
 - 3. Natural or geological feature (e.g., Taylor Bay)
 - 4. Historical or cultural significance
 - 5. The name may include an individual, family, or organization that has made a significant land and/or monetary contribution to the park and recreation system, or has performed significant public service which made a tangible contribution to Key Pen Parks system justifying a permanent memorial.

3.0 PROCEDURES:

- A. Suggestions for names for any park, or public facility may be solicited from the general public, individuals and/or organizations. Suggestions from Key Pen Parks' personnel and the Board of Commissioners will not be excluded from consideration. All suggestions, solicited or not, shall be recorded and forwarded to the Lands and Improvements Committee for review and consideration.
- B. Staff may review suggestions for names and make a recommendation(s) to the Land and Improvements Committee for consideration.
- C. Land and Improvements Committee after review of public and staff input shall make a recommendation to Key Pen Park Board of Commissioners for consideration and adoption.
- D. Following adoption of the facility name by Key Pen Park Board of Commissioners, Key Pen Parks staff shall develop facility signage using the name.



Meeting: December 11, 2023

Item #12b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 11, 2023

Subject: Update and Direction on Wright Bliss Acquisition

Background

During the Special Meeting on October 31, 2023, the Board authorized the Executive Director to execute the Purchase and Sale Agreement for the property located at 10613-19 Wright Bliss Road NW, Gig Harbor WA pending a 60-70 day due diligence period, with a notice of low appraisal required with 3 days of receipt or January 2, 2024 whichever is earlier. The remaining 10 days cover any other due diligence work.

The home inspection was completed, with a drinking water re-test required due to lab error. The full report was sent to the Board members with the major items being the chimney repair on the “Main House” and electrical work recommended on the Main House and White House. Staff is seeking direction on if any repairs or financial credit is desired based on the report.

The PFOS testing is underway for the drinking water.

The seller has had the septic tanks pumped and an inspection completed. The inspection showed that one tank (there are 3 on the property) was leaking. The Director requested that the tank be repaired and re-pumped. The leak is in the tank for the Blue House. The Director was on-site for the septic testing, as 2 of the 3 systems do not have as-builts. Both of those tanks are very old per the inspector, so there exists a possibility of either tank or drain field failure in the future. The white house has a newer and modern tank/drain field.

The review appraisal is underway, with an anticipated completion date of December 20th. The Director is seeking direction on if the final appraisal comes in lower than list price, does the Board wish to give notice of low appraisal? Is there a percentage or dollar amount that if the appraisal comes in below list price that the Board wishes to pay without a notice of low appraisal, such as \$50,000 or \$25,000? If the appraisal does come in lower, what is the justification for paying a higher price? If a Special Board Meeting is needed on this item, it would likely be December 21, 22, 23.

The Director was approached by the seller’s agent to see about planting the trees after closing, but the seller would pay for it. She then learned through the due diligence process that the seller has received a notice to comply from DNR regarding the re-planting which includes a required vegetation management plan. This is because it has been over 2 years since harvest and the vegetation, including scotch broom has grown so much that it will be difficult for the trees to grow. The requirement is to plant a minimum of 190 trees per acre with 150 trees surviving after one year. The FPA by the seller states that Douglass Fir will be re-planted, however any of 190 commercial species may be used.

Staff is working to find a forestry consultant to get cost information, but DNR recommended and would be supportive that if Key Pen Parks acquires this property to request a delay in the replanting, then via a



vegetation plan, which is typically herbicide in the summer, then replanting in the winter of 2024/2025. Is it acceptable to the Board, with seller's approval, to get a credit on the purchase price of the property for the replanting costs (the District would pay the difference for prevailing wage) and then enter into a contract to have a third party complete the work?

The seller's agent has asked if the property appraisal comes in at list price or Key Pen Parks is satisfied to pay list price, is there any interest by the Board in closing early? This means that we would take on property management earlier. Currently the closing date is February 29, 2024. The District does need about 14-20 days lead time prior to closing because use a check and not a wire transfer for the funds. The check must be cleared through escrow prior to the closing date.

The Director has met with the Fire District to learn about their experience with property management companies and will be sending out a proposal request to the Small Works Roster soon to be prepared for February closing or earlier as directed by the Board.

The well inspection has not been scheduled as of the writing of this report.

Items Pending Completion:

1. Well Inspection
2. Review Appraisal
3. Harvest Replanting/Forestry Consultant
4. Drinking water re-testing
5. Property Management Company (RFQ, selection and contract process)

Recommended Action: Provide Direction on Final Negotiations for Acquisition:

1. Inspection Items
2. Appraisal Value
3. Tree Re-planting
4. Early Closing



Meeting: December 11, 2023

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 11, 2023

Subject: Approval of Resolution R 2023-07 Wage Matrix for 2024

Background

With R 2019-08, the Board of Park Commissioners approved an update to the Employee Handbook which included the ability to provide cost of living adjustments (COLA) to the wage matrix.

“Key Pen Parks will provide cost of living adjustments for full time staff based upon CPI as provided by the United States Department of Labor (Bureau of Labor Statistics). These adjustments will be made starting with the March 1st pay period, will be based on the October to October data which is released in November of the preceding year Consumer Price Index (CPI) for Seattle, Tacoma, and Bellevue (King, Pierce, & Snohomish counties) and shall never result in a decrease in pay.”

During the February 14, 2022, Regular Meeting, the timeline for COLA was adjusted via Board vote to begin January 1st annually commencing with the 2023 calendar year.

The October 2022 to October 2023 CPI for Seattle, Tacoma, and Bellevue was 4.8%. This amount was included in the 2023 Annual Budget. On January 1, 2024, the WA Minimum Wage increases to \$16.28 per hour.

The attached Wage Matrix reflects the 4.8% increase for full and part-time employees.

This increase is effective January 1, 2024.

Recommended Action: Approve Resolution R 2023-06 and authorize a 4.8% increase for COLA for all staff.

Attachment 1: Resolution R 2022-07 2024 Wage Matrix, adjusted for COLA

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2023-07

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE 2024 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 2019-08 included in the Employee Handbook the ability to provide annual Cost of Living Adjustments (COLA) for employees using the October-to-October data for the Consumer Price Index (CPI) for Seattle, Tacoma, Bellevue (King, Pierce & Snohomish counties); and

WHEREAS, during the February 14, 2022, the Board of Park Commissioners Meeting did approve to change the COLA effective date from March 1st to January 1st beginning with the 2023 calendar year; and

WHEREAS, on the United States Bureau of Labor Statistics did publish the October-to-October annual data for CPI indicating an 4.8% increase; and

WHEREAS, the Board of Park Commissioners did adopt via Resolution R 2023-04 Annual Budget at Fund Level for 2024 which included the COLA.

NOW THEREFORE BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks to adopt the 2024 Wage Matrix (Exhibit “A”) which shall be included in the Employee Handbook as an appendix.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at the Home Fire Station (No. 47), 1920 Key Peninsula Hwy NW, Lakebay, WA, this 11th day of December 2023.

Attest:

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

Linda Parry, President

Mark Michel, Vice President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Ed Robison, Member-at-Large



2024 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	\$17.35	\$17.87	\$18.41	\$18.96	\$19.53	\$20.11	\$20.72	\$21.34	\$21.98	\$22.64
E	\$19.09	\$19.66	\$20.25	\$20.86	\$21.48	\$22.13	\$22.79	\$23.47	\$24.18	\$24.90
F	\$21.00	\$21.62	\$22.27	\$22.94	\$23.63	\$24.34	\$25.07	\$25.82	\$26.60	\$27.39
G	\$23.09	\$23.79	\$24.50	\$25.24	\$25.99	\$26.77	\$27.58	\$28.40	\$29.26	\$30.13
H	\$25.40	\$26.17	\$26.95	\$27.76	\$28.59	\$29.45	\$30.33	\$31.24	\$32.18	\$33.15
I	\$27.94	\$28.78	\$29.65	\$30.54	\$31.45	\$32.40	\$33.37	\$34.37	\$35.40	\$36.46
J	\$30.74	\$31.66	\$32.61	\$33.59	\$34.60	\$35.63	\$36.70	\$37.80	\$38.94	\$40.11
K	\$33.81	\$34.83	\$35.87	\$36.95	\$38.06	\$39.20	\$40.37	\$41.59	\$42.83	\$44.12
L	\$37.19	\$38.31	\$39.46	\$40.64	\$41.86	\$43.12	\$44.41	\$45.74	\$47.12	\$48.53
M	\$40.91	\$42.14	\$43.41	\$44.71	\$46.05	\$47.43	\$48.85	\$50.32	\$51.83	\$53.38
N	\$45.00	\$46.35	\$47.75	\$49.18	\$50.65	\$52.17	\$53.74	\$55.35	\$57.01	\$58.72
O	\$49.51	\$50.99	\$52.52	\$54.10	\$55.72	\$57.39	\$59.11	\$60.89	\$62.71	\$64.59
P	\$54.46	\$56.09	\$57.77	\$59.51	\$61.29	\$63.13	\$65.02	\$66.97	\$68.98	\$71.05
Q	\$59.90	\$61.70	\$63.55	\$65.46	\$67.42	\$69.44	\$71.53	\$73.67	\$75.88	\$78.16
R	\$65.89	\$67.87	\$69.90	\$72.00	\$74.16	\$76.39	\$78.68	\$81.04	\$83.47	\$85.97
S	\$72.48	\$74.66	\$76.89	\$79.20	\$81.58	\$84.03	\$86.55	\$89.14	\$91.82	\$94.57
T	\$79.73	\$82.12	\$84.58	\$87.12	\$89.74	\$92.43	\$95.20	\$98.06	\$101.00	\$104.03

Adopted R2023-08 KPP Employee Handbook - Appendix A

Effective January 1, 2024: Adjusted each year to include CPI.

2024 WA Minimum Wage for Hourly Workers: \$16.28/hr; Exempt Minimum: \$67,724.80/per year

*Note: For 2023 CPI is 4.8% based on October 2023 CPI number.
https://data.bls.gov/timeseries/CUURS49DSA0&output_view=pct_12mths*



Regular Meeting: December 11, 2023

Item # 13b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 11, 2023

Subject: Authorize the Executive Director to Sign Interlocal Agreement with Pierce County for Appropriation of Park Impact Fee Funds to the Key Peninsula Metropolitan Park District for 2023

Background

Pierce County collects Park Impact Fees per Chapter 36.70A of the Revised Code of Washington (RCW) and RCW 82.02 to allow counties to assess impact fees to assure new development bears a proportionate share of the cost of capital expenditures necessary to meet the demands for County public facilities related to new development, including parks, open space and trails.

To assist Key Pen Parks in meeting the parks, open spaces and trails needs proportional to new development, Pierce County is granting \$328,000 in Park Impact Fees (PIF). These funds must be expended on an eligible capital improvement project which serves a regional need and increases park capacity.

Key Pen Parks must provide a list of eligible capital projects to Pierce County Parks by the end of December 2023. The funds must be expended by December 31, 2024. The project list is best provided from an existing adopted plan. In the current Comprehensive Plan, there are several projects which qualify ADA Improvements specifically the ramp and parking lot access at Volunteer Park, East-Central Park Acquisition (Wright Bliss Properties), and Waterfront access improvements at Taylor Bay. Two of these projects – Parkland Acquisition and ADA Improvements are already included in the 2024 Adopted Budget.

The most likely project for the funds is the Wright Bliss Acquisition project, which, if the feasibility process is completed successfully will close in February 2024.

Recommended Action: Authorize the Executive Director to Sign Interlocal Agreement for Appropriation of Park Impact Fee Funds to the Key Peninsula Metropolitan Park District

Attachment 1: Pierce County Resolution R2023-163s A Resolution of the Pierce County Council Authorizing the Pierce County Executive to Execute an Interlocal Agreement (ILA) with the Key Peninsula Metropolitan Park District for Distribution of Park Impact Fee Funds; and Requesting that the Finance Department Records Said Agreement on the County's Dedicated Interlocal Agreement Website (ILA is Exhibit A to the Resolution)

Attachment 2: Summary of Amendments to the Agreement Passed via Voice Vote to the ILA

Sponsored by: Councilmember Robyn Denson
Requested by: County Executive/Parks and Recreation

RESOLUTION NO. R2023-163s

A Resolution of the Pierce County Council Authorizing the Pierce County Executive to Execute an Interlocal Agreement with the Key Peninsula Metropolitan Park District for Distribution of Park Impact Fee Funds; and Requesting that the Finance Department Record Said Agreement on the County's Dedicated Interlocal Agreement Website.

Whereas, Chapter 36.70A of the Revised Code of Washington (RCW), "Growth Management Act," and Chapter 82.02 RCW, "Excise Taxes," allow counties to assess impact fees to assure new development bears a proportionate share of the cost of capital expenditures necessary to meet the demands for County public facilities related to the new development, including parks, open space and trails; and

Whereas, Ordinance No. 96-105s2 established and adopted Title 4A of the Pierce County Code (PCC), "Impact Fees," allowing the imposition and collection of impact fees to ensure new development pays a proportionate share of the cost of new capital facilities necessary to accommodate growth; and

Whereas, Ordinance No. 96-122s amended Title 4A PCC to require new residential construction be assessed impact fees for parks, open space and trails to implement the Comprehensive Plan and to help achieve the goals and objectives of the Land Use and Capital Facilities elements; and

Whereas, Resolution No. R2016-115s adopted a Fiscal Policy for the Park and Recreation Department that supported recommendations for capital priorities to guide spending of park impact fees and included funds for the peninsula metropolitan park districts for regional park and trail projects; and

Whereas, the 2022-2023 Capital Facilities Plan, adopted by Ordinance No. 2021-110s3, included an allocation of \$800,000 of Park Impact Fee funds to the peninsula metropolitan park districts consistent with the Fiscal Policy; and

Whereas, distribution of the Park Impact Fees to each district shall be as follows: Each District to receive \$200,000 with the remaining amount to be distributed on a per capital basis [PenMet = (56 percent) / Key Pen = (44 percent)]; and



INTERLOCAL AGREEMENT FOR APPROPRIATION OF PARK IMPACT FEE FUNDS TO THE KEY PENINSULA METROPOLITAN PARK DISTRICT

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into by and among the Key Peninsula Metropolitan Park District ("Key Pen Parks") and Pierce County.

RECITALS

- A. RCW 82.02 grants the legislative body of any county or city the authority to impose an impact fee on development activity as part of the financing of public facilities to serve new growth and development.
- B. Pierce County Code, Title 4A, Impact Fees, sets forth the imposition of an impact fee on the construction of each new housing unit in the unincorporated area of the County, effective January 1, 1997.
- C. Pierce County Code, Title 4A.10.040, Service Areas Established, sets forth the unincorporated urban growth area of Pierce County as the service area for the park impact fee collections.
- D. Pierce County Resolution 2016-115s adopted a Fiscal Policy to guide park impact fee spending indicating support of the Park Impact Fee Working Group's funding recommendations for a total of \$800,000 to Key Pen Parks and PenMet Parks to add capacity to their systems at certain regional parks in the near term, based on a list of options included in the Fiscal Policy and, \$1,400,000 to add capacity in the regional trail system in the mid-term.
- E. Pierce County Ordinance 2020-3s adopted the 2020-2030 Park, Recreation and Open Space Plan with a 10-year list capital improvement projects list which identifies a regional park partnership with Key Pen Park District and PenMet Park District between 2020-2023; and a regional trail partnership project between 2027-2030.
- F. The 2022-2023 Pierce County Capital Facilities Plan, Ordinance 2021-110s3, includes an allocation of \$800,000 of park impact fees to the Key Pen/PenMet Regional Park Partnership projects.
- G. In 2022, Pierce County Parks staff met with both park districts to discuss conveyance of Park Impact Fees and how to allocate the \$800,000 between the two districts. Given the historic use of a per capita model, it was recommended to split the funding, using 2020 census data for population, as follows:

Key Peninsula Metropolitan Park District.....	\$328,000
Peninsula Metropolitan Park District	\$472,000



1
2 H. This Agreement is entered into pursuant to RCW 39.34 (the "Interlocal Cooperation Act").
3 The Parties represent that under state law, including but not limited to RCW 39.34.080 and
4 RCW 67.20.010, they each have authority to perform the services, activities, and
5 undertakings contemplated herein.
6

7 NOW, THEREFORE, pursuant to the above Recitals which are incorporated herein as if fully set
8 forth below and in consideration of the terms, conditions, and performances contained herein, the
9 Parties mutually agree as follows:
10

11 **TERMS AND CONDITIONS**

- 12
13 1. PURPOSE. The Purpose of this Agreement is to distribute \$328,000 of Park Impact Fee
14 Funds to the Key Peninsula Metropolitan Park District. Consistent with RCW
15 39.34.030(4), this Agreement does not intend to create any separate legal/administrative
16 entity. Pierce County shall act as administrator of this Agreement.
17
- 18 2. Park Impact Fee Funds shall be utilized solely for capital purposes consistent with state
19 law and shall add capacity to the park system at a regional park site consistent with the
20 funding allocation adopted through Ordinance No. 2021-110s3, the Pierce County Capital
21 Facilities Plan.
22
- 23 3. To receive the allocation by December 31, 2023, Key Pen Parks will provide Pierce
24 County with a capital project list of eligible projects indicating the intended use of the
25 funds for capacity project(s) consistent with the utilization of park impact fees as a
26 funding source. The funds will be released to Key Peninsula Parks upon Pierce County
27 Parks and Recreation approval of the eligible project(s) list.
28
- 29 4. No later than December 31, 2023, Key Pen Parks shall submit a request for funding with
30 a statement certifying that the funds are to be used on expenses related to the project(s)
31 eligible for the Park Impact Fee Funds.
32
- 33 5. The Key Peninsula Metropolitan Park District will provide a receipt to Pierce County
34 Parks no later than December 31, 2024, detailing use of funds.
35
- 36 6. TERM. The term of this Agreement shall commence on the last date upon which either
37 party has signed this Agreement and terminating at midnight on December 31, 2024,
38 unless sooner terminated as provided below.
39
- 40 7. INDEMNIFICATION.
41
- 42 7.1 To the extent authorized by law, the Parties shall protect, defend, indemnify, and
43 hold harmless each other and their employees, authorized agents, and/or
44 contractors, while acting within the scope of their employment as such, from any
45 and all costs, claims, judgments, and/or awards of damages (both to persons and/or
46 property), arising out of, or in any way resulting from, each Party's obligations to
47 be performed pursuant to the provisions of this Agreement. The Parties shall not be



required to indemnify, defend, or hold harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of the other Party; provided that, if such claims, suits, or actions result from the concurrent negligence of the parties or their employees, authorized agents, or contractors or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of each Party, its employees, authorized agents, and/or contractors.

7.2 The Parties agree that their obligations under this section extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its officers while performing under the terms of this Agreement. For this purpose, the Parties, by mutual negotiation, hereby waive any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions Chapter 51.12 RCW.

8. TERMINATION. This Agreement is subject to termination based upon the following:

8.1 Necessity. In the event that the County determines that termination of this Agreement is necessary due to lack of funding or any other reason, in its sole discretion, justifies termination, the County shall give the other Party thirty (30) calendar days' notice of termination of this Agreement. Upon Pierce County's termination of the Agreement, all Parties shall be released from any future funding or other obligations related to this Agreement.

8.2 Default. By reason of a breach of this Agreement by a Party, the other Party may terminate this Agreement; provided that, written notice specifying the breach and thirty (30) calendar days to cure the breach is given, and thereafter, in the absence of a substantial cure, the dispute resolution procedures set forth in Section 9 below is followed. The notice and dispute resolution requirements do not apply where protection of the public's health, welfare, or safety requires immediate termination.

8.3 Lack of Appropriation. Any Party's obligation under this Agreement that may extend beyond the current appropriation year is expressly conditioned upon that Party's legislative appropriation of sufficient funds to support the activities described in this Agreement. If the Party's legislative body does not appropriate sufficient funds for those purposes, then that Party's participation under this Agreement shall automatically terminate at midnight at the end of the current appropriation year.

8.4 Public Convenience. Any Party may withdraw from the Agreement for public convenience upon thirty (30) calendar days' written notice to the other Party; provided that, to the extent each Party has obligated itself to provide funding, that funding obligation shall survive the Party's withdrawal from the Agreement and the obligated funding shall continue to be provided by the Party until the end of the Party's current appropriation year, after which the Party shall have no further funding obligation.



1 9. DISPUTE RESOLUTION. If a Party claims that another Party has breached any term of
2 this Agreement, the following procedures shall be followed if, and when, informal
3 communications such as telephone conversations fail to satisfy the claiming Party:
4

5 9.1 The claiming Party's representative shall provide a written notice to the other
6 Party's representative of the alleged breach. The notice shall identify the act or
7 omission at issue and the specific term(s) of the Agreement which the complaining
8 Party alleges was violated.
9

10 9.2 The responding Party's representative shall respond to the notice in writing within
11 seven (7) business days. The response shall state that Party's position as well as
12 what, if any, corrective action the responding Party agrees to take.
13

14 9.3 The claiming Party shall reply in writing, indicating either satisfaction or
15 dissatisfaction with the response. If satisfied, then the responding Party shall take
16 any corrective action within fourteen (14) business days after receipt of the
17 claiming Party's reply. If dissatisfied, the claiming Party shall call an in-person
18 meeting. The meeting shall occur within a reasonable period of time and shall be
19 attended by the designated representatives of each Party, and such others as they
20 individually invite. If the claiming Party remains dissatisfied with the results of the
21 meeting, it may sue to enforce the terms of this Agreement or it may withdraw
22 from this Agreement. The Parties also may agree to an alternate dispute resolution
23 process.
24

25 10. INSURANCE.

26
27 10.1 Notwithstanding any other provision within this Agreement, Key Pen Parks shall
28 procure and maintain for the duration of the Agreement:
29

- 30 a) Commercial General Liability Insurance. Against claims for injuries to
31 persons or damages to property that may arise from or in connection with
32 activities performed under this Agreement.
33

34 The insurance limits shall be no less than one million dollars (\$1,000,000)
35 combined single limit per occurrence and two million dollars (\$ 2,000,000)
36 in the aggregate for bodily injury and property damage.
37

- 38 b) Automobile Liability Insurance. The limit of liability shall be no less than
39 one million dollars (\$ 1,000,000) per occurrence.
40

- 41 c) Workers Compensation/Stop Gap. Statutory Worker's Compensation
42 coverage and Stop Gap Liability for a limit no less than one million dollars
43 (\$1,000,000).
44
45



1 10.2 The insurance policies required in this Agreement are to contain or be endorsed to
2 contain the following provisions with respect to all Liability Policies except
3 Professional Liability and Worker's Compensation:
4

5 Pierce County, Key Pen Parks, their officers, officials, employees, agents,
6 and consultants are to be covered as additional insureds as respects liability
7 arising out of activities performed under this Agreement. Such insurance
8 shall be Primary.
9

10 10.3 In the alternative, either party to this agreement may fulfill the insurance
11 obligations contained herein by maintaining membership in a joint self-insurance
12 program authorized by RCW 48.62. In this regard, the parties understand that the
13 party to this agreement who is a member of such a program is not able to name
14 the other party as an "additional insured" under the liability coverage provided by
15 the joint self-insurance program.
16

17 11. NOTICE. Any written notice, which is required or permitted regarding this Agreement,
18 shall be given by U.S. first-class mail or by personal delivery to the Party which is the
19 intended recipient of the notice at its address as follows:
20

21 If to the Key Peninsula Metropolitan Park District:
22

23 Key Pen Parks
24 Executive Director
25 5514 Key Peninsula Hwy NW
26 Lakebay, WA 98349
27

28 If to Pierce County Parks and Recreation Department:
29

30 Pierce County Parks and Recreation Department
31 Parks Director
32 Environmental Services Building
33 9850 64th St. W,
34 University Place, WA 98467
35

36 12. PUBLIC RECORDS.
37

38 12.1 Parties shall be responsible for retaining the records they create, own, or use, in
39 accordance with applicable public records access and retention laws and
40 regulations. Nothing in this Section is intended to require a Party to collect or
41 produce records that are not prepared, owned, used, or retained by that agency as
42 defined by the Public Records Act (RCW 42.56), other than as provided for
43 herein. Nothing in this Section is intended to require a Party to collect or produce
44 records it does not have.
45
46



1 12.2 Parties shall be responsible for maintaining and storing, in compliance with the
2 state Public Records Act (Chapter 42.56 RCW), those records in connection with
3 this Agreement.
4

5 12.3 Each Party shall indemnify and hold the other Parties to this Agreement harmless
6 for any and all claims, demands, damages, lawsuits, liabilities, losses, liens,
7 expenses including reasonable attorney's fees and costs arising from a public
8 records request, to the extent attributed to the indemnitor party's Fault. The term
9 "Fault" as used herein shall have the same meaning as set forth in RCW 4.22.015.
10 This obligation to indemnify and hold the other Members harmless shall survive
11 termination of this Agreement.
12

13 13. ENTIRE AGREEMENT. This Agreement contains the Parties' entire understanding with
14 respect to the subject matter hereof. There are no other agreements, oral or written,
15 except as expressly set forth herein.
16

17 14. AMENDMENTS IN WRITING. Any amendment or modification of this Agreement
18 must be in writing and executed by the Parties agreeing thereto.
19

20 15. NO CONTINUING WAIVER OF DEFAULT. The waiver of any default under any
21 provision of this Agreement must be in writing to be valid and shall not constitute a
22 waiver of any other default, whether of the same or of any other provision.
23

24 16. APPLICABLE LAW. This Agreement and the rights of the parties herein shall be
25 governed by the laws of the state of Washington. Venue shall be in any of the three
26 superior courts authorized by RCW 36.01.050 for actions against Pierce County. Venue
27 shall exclusively be in Pierce County for actions against Key Pen Parks.
28

29 17. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts,
30 each of which shall be deemed an original.
31

32 18. HEADINGS NOT PART OF TERMS OR CONDITIONS. The headings of the various
33 sections and subsections of this Agreement are inserted for convenience only and shall
34 not be deemed to expand, limit, or otherwise affect them.
35

36 19. ASSIGNABILITY; TERMS AND CONDITIONS BINDING ON SUCCESSORS AND
37 ASSIGNS. Any or all of the rights and obligations of a Party to this Agreement may be
38 assigned and delegated to other persons, firms, or corporations only with the express
39 written consent of the other Parties. This Agreement shall be binding on such approved
40 assignees and delegates.
41

42 20. NO AGENCY, PARTNERSHIP, OR EMPLOYMENT RELATIONSHIP CREATED.
43 Nothing herein shall be construed as creating an agency, partnership, or employment
44 relationship between or among the Parties or any of their employees, representatives, or
45 agents.
46
47
48



- 1 21. NO THIRD-PARTY BENEFICIARIES. Nothing in this Agreement shall create or be
2 construed to create any rights, duties, obligations, or cause of action in any person not a
3 Party to it.
4
- 5 22. NO RESTRICTION ON POLICE POWERS. Nothing in this Agreement shall diminish
6 any of the Parties' governmental or police powers.
7
- 8 23. SEVERABILITY. If any provision of this Agreement is deemed unlawful or
9 unenforceable, such provisions shall be fully severable, and the remainder of this
10 Agreement shall be in full force and effect with the automatic addition of a provision as
11 similar in its terms to such illegal or unenforceable provision as may be possible to make
12 such provision legal and enforceable.
13
- 14 24. RECORDING. Pierce County shall publish this Agreement on its website following
15 approval by all of the Parties' legislative bodies and execution by all the Parties in
16 accordance with RCW 39.34.040.
17
- 18 25. BUSINESS DAYS. Business days for this Agreement are defined as Monday through
19 Friday, excluding Washington State holidays per RCW 1.16.050.
20
21

22
23 Signature Page Follows
24
25
26
27



**Pierce County
Signature Page**

Interlocal Agreement Park Impact Fees 2022-2023

Contract # SC -

IN WITNESS WHEREOF, the parties have executed this agreement this _____ day of _____, 20____.

PIERCE COUNTY:

Approved as to form only:

**KEY PENINSULA METROPOLITAN
PARK DISTRICT:**

By _____
Deputy Prosecuting Attorney Date

Executive Director Date

By _____
Budget & Finance Date

Approved as to form only:

Approved:

By _____
Director Date

Key Peninsula
Park District Attorney Date

By _____
Pierce County Executive Date
(\$250,000 or more)





Pierce County Council

930 Tacoma Ave S, Rm 1046
Tacoma, WA 98402-2176
(253) 798-7777
FAX (253) 798-7509
Toll-Free (800) 992-2456
www.piercecountywa.org/council

This amendment passed on a voice vote and was incorporated into the substitute proposal at the November 20, 2023, Community Development

Committee Amendment No. 1 Proposed Resolution No. R2023-163

November 16, 2023

To: Community Development Committee

From: Robyn Denson, Council District No. 7

Hearing Date: November 20, 2023

Attachment: NA

Subject: Amendment to Proposed Resolution No. R2023-163 – Key Peninsula Metropolitan Park District, Distribution of Park Impact Fees.

The following amendment would provide clarification to the Proposed Resolution and Exhibit A related to distribution of Park Impact Fees to the Key Peninsula Metropolitan Park District. The amendment would describe the specific funding allocation to the Park District and would indicate that the District would need to utilize the park impact fee funds for capital projects that add capacity to the park system within the Park District consistent with Pierce County's adopted Capital Facilities Plan and State law. The Park District would be obligated to provide the County with a list of eligible capital improvement projects prior to receiving the funds and furnish the County with receipts following the spending.

1. On page 1 of the proposal, on line 33, strike "established" and insert "supported recommendations for" to show as follows:

Whereas, Resolution No. R2016-115s adopted a Fiscal Policy for the Park and Recreation Department that ~~established~~ supported recommendations for capital priorities to guide spending of park impact fees and included funds for the peninsula metropolitan park districts for regional park and trail projects; and

2. On page 2 of the of the proposal, starting on line 4, strike "District's proposed capital project use for said" to show as follows:

Whereas, the funds allocated to Key Peninsula Metropolitan Park District shall be utilized solely for capital purposes consistent with state law, shall be contingent upon an interlocal agreement being executed between Pierce County and the District, and the incorporation of the ~~District's proposed capital project use for said~~ funds into the Pierce County Capital Facilities Plan; and

3. On page 2 of the of the proposal, starting on line 16, strike "relating to the" and insert "providing a \$328,000", and strike "to a capital project" and insert "to be utilized solely for capital purposes consistent with State law to add capacity to the park system within the Park District" to show as follows:

Section 1. The Pierce County Executive is hereby authorized to enter into an interlocal agreement, substantially in the same form of Exhibit A, which is attached hereto

and incorporated herein by reference, with the Key Peninsula Metropolitan Park District, ~~relating to the providing a \$328,000 funding contribution to a capital project from Park Impact Fees-~~ to be utilized solely for capital purposes consistent with State law to add capacity to the park system within the Park District.

As amended, lines 13-16 would show as follows in the proposal:

Section 1. The Pierce County Executive is hereby authorized to enter into an interlocal agreement, substantially in the same form of Exhibit A, which is attached hereto and incorporated herein by reference, with the Key Peninsula Metropolitan Park District, providing a \$328,000 funding contribution from Park Impact Fees to be utilized solely for capital purposes consistent with State law to add capacity to the park system within the Park District.

4. On page 2 of the proposal, starting on line 17, insert the following new Section and renumber the remaining Section sequentially.

Section 2. The Pierce County Council recognizes that formatting, numbering, and citation modifications to Exhibit A may be necessary as a result of the legislative process. To this extent, the Clerk to the Council is hereby authorized to modify the Exhibits prior to final printing so that the Council's amendments are accurately reflected throughout the document and formatting, numberings, and citations are correctly shown.

5. On page 1 of Exhibit A to the proposal, starting on line 24 following "spending" insert "indicating support of funding recommendations for" and strike "and allocated" to show as follows:
 - D. Pierce County Resolution 2016-115s adopted a Fiscal Policy to guide park impact fee spending indicating support of the Park Impact Fee Working Group's funding recommendations for and allocated a total of \$800,000 to Key Pen Parks and PenMet Parks to add capacity to their systems at certain regional parks in the near term, based on a list of options included in the Fiscal Policy and, \$1,400,000 to add capacity in the regional trail system in the mid-term.

As amended, lines 23-27 would show as follows in Exhibit A:

D. Pierce County Resolution 2016-115s adopted a Fiscal Policy to guide park impact fee spending indicating support of the Park Impact Fee Working Groups' funding recommendations for a total of \$800,000 to Key Pen Parks and PenMet Parks to add capacity to their systems at certain regional parks in the near term, based on a list of options included in the Fiscal Policy and, \$1,400,000 to add capacity in the regional trail system in the mid-term.

6. On page 1 of Exhibit A, starting on line 46, strike section H as shown below in its entirety and renumber the remaining section sequentially.

~~H. Based on these allocations, and the adopted Fiscal Policy, the Key Peninsula Metropolitan Park District has identified a project that can meet the required use of these funds.~~

7. On page 2 of Exhibit A to the proposal, starting on line 19, prior to "adopted" insert "funding allocation", strike "Fiscal Policy and" and insert "through Ordinance No. 2021-110s3, the" to show as follows:

2. Park Impact Fee Funds shall be utilized solely for capital purposes consistent with state law and shall add capacity to the park system at a regional park site consistent with the funding allocation adopted ~~Fiscal Policy and through Ordinance No. 2021-110s3~~, the Pierce County Capital Facilities Plan

As amended, lines 17-19 would show as follows in Exhibit A:

2. Park Impact Fee Funds shall be utilized solely for capital purposes consistent with state law and shall add capacity to the park system at a regional park site consistent with the funding allocation adopted through Ordinance No. 2021-110s3, the Pierce County Capital Facilities Plan
8. On page 2 of Exhibit A to the proposal, starting on line 22, strike “an adopted capital facilities plan showing a regional park project consistent with Pierce County Park’s Fiscal Policy” and insert “a capital project list of eligible projects indicating the intended use of the funds for capacity project(s) consistent with the utilization of park impact fees as a funding source. The funds will be released to Key Peninsula Parks upon Pierce County Parks and Recreation approval of the eligible project(s) list.” to show as follows:
 3. To receive the allocation by December 31, 2023, Key Pen Parks will provide Pierce County with ~~an adopted capital facilities plan showing a regional park project consistent with Pierce County Park’s Fiscal Policy~~ a capital project list of eligible projects indicating the intended use of the funds for capacity project(s) consistent with the utilization of park impact fees as a funding source. The funds will be released to Key Peninsula Parks upon Pierce County Parks and Recreation approval of the eligible project(s) list.

As amended, lines 21-23 would show as follows in Exhibit A:

3. To receive the allocation by December 31, 2023, Key Pen Parks will provide Pierce County with a capital project list of eligible projects indicating the intended use of the funds for capacity project(s) consistent with the utilization of park impact fees as a funding source. The funds will be released to Key Peninsula Parks upon Pierce County Parks and Recreation approval of the eligible project(s) list.
9. On page 2 of Exhibit A to the proposal, line 25, replace “November 30” with December 31” to show as follows:
 4. No later than ~~November 30~~ December 31, 2023, Key Pen Parks shall submit a request for funding with a statement certifying that the funds are to be used on expenses related to the project(s) eligible for the Park Impact Fee Funds.

Contacts:

Mike Kruger, Senior Policy Analyst – (253) 798-6067

Audrey Persons, Associate Clerk – (253) 798-7778

N:\3. Legislative Agenda Process\3.8. Legislative Meetings\3.8.3. Community Development\2023\11 - Nov\1120\Packet Prep



Regular Meeting: December 11, 2023

Item # 13c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 11, 2023

Subject: Authorize the Executive Director to Create Three Restricted Funds within the Chart of Accounts

Background

The State Auditor's Office (SAO) sets the regulations for government finance in Washington State combined with Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) policies. Many of the policies are driven by government revenue size and structure, and up until now Key Pen Parks could hold all fund balances in an unrestricted fund.

Governments are allowed to hold restricted funds in the unrestricted fund balance as long as they are expended properly within the same budget year in which they are received.

For 2023, it is expected that Key Pen Parks will receive \$328,000 in Park Impact Fees from Pierce County and has received \$38,296.75 in donations that it will not expend in this budget year. This includes the funds from the Key Peninsula Parks and Recreation Foundation closure and \$1,000 received from the Emily Hall Tremaine Foundation to support the Trust Land Transfer project. Since we are creating these two funds, it makes sense to create a third account for Real Estate Excise Tax (REET) which is the other most common type of restricted funds that Key Pen Parks receives.

These funds are timely to create as Pierce County has also approved the allocation of \$800,000 in Park Impact Fees which will be expended over a four-year period.

Moving forward, when Key Pen Parks receives these types of funds, they will be counted in the restricted funds section of the budget and transferred out as needed to expend on approved projects via the annual budget process.

Recommended Action: Authorize the Executive Director to Create Three Restricted Funds within the Chart of Accounts



Meeting: December 11, 2023

Item # 13d

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 11, 2023

Subject: Adoption of Resolution 2023-08 Authorizing Disposition of Surplus Property

Background

Periodically at the request of the Executive Director, staff reviews current property to determine if it is still useful to the District. An item could be no longer needed, replaced, non-functioning or other.

If an item approved for surplus is also on the asset list, it is removed as part of this process.

Recommended Action: Adopt Resolution R 2023-08 to Declare Surplus Property and authorize the Executive Director to dispose of the property through sale, donation or other disposal.

Attachment 1: Resolution R 2023-08 to Declare Surplus Property and Authorize Disposition

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2023-08

**A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY
PENINSULA METROPOLITAN PARK DISTRICT TO AUTHORIZE THE
EXECUTIVE DIRECTOR TO SURPLUS VARIOUS ITEMS**

WHEREAS the staff of Key Pen Parks periodically reviews assets which are broken, no longer used, or otherwise not needed and submits a list for disposition to the Executive Director; and,

WHEREAS the Executive Director recommends the surplus list to the Board of Park Commissioners; and

WHEREAS the Board of Park Commissioners of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) desires to surplus the items listed in Attachment “A”; and,

WHEREAS the items listed have limited value to Key Pen Parks and applicable items will be removed from the list of assets.

NOW THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks that the Executive Director is authorized to use her best discretion to surplus through sale, donation, or disposal of the items listed in Attachment “A”.

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

Attest:

Key Pen Parks
Board of Park Commissioners
Pierce County, Washington

Linda Parry, President

Mark Michel, Vice-President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Edward Robison, Member-at-Large

Attachment "A"

Item	Model/Serial #	Reason
1 Outdoor Movie Screen, motor and related cords	Open Air P-12	No use for agency. Malfunctioning equipment. Repair cost exceeds value.
1 John Deere Mower	Model 155c mower automatic	No use for agency. Malfunctioning equipment. Repair cost exceeds value.
1 John Deere Mower	GT325 mower	No use for agency. Malfunctioning equipment. Repair cost exceeds value.
Black Water Tank	No model/Serial. Located in 5-Car Garage in Gateway Park. Part of original acquisition.	No use for agency.
Pump for Black Water Tank	Lesson/Model # UGC34DC22E	No use for agency.
Concrete Mixer	Central Machinery 3.5 cubic foot	No use for agency. Malfunctioning equipment. Repair cost exceeds value.
Merry-go-Round	Playcraft systems/PC-2495	No use for agency. Malfunctioning equipment. Not repairable.
Dewalt Cordless tools/batteries	Trim saw/DW963 Cordless Drill/DCD950 6 Batteries/XRP Battery Charger/DW9116	No use for agency. Malfunctioning equipment. Repair cost exceeds value.
Manure Spreader	Millcreek Mfg Co/Model 100, Serial 522	No use for agency.
QSee Security System	4 Cameras and QT5440 Video System (Tag 2014-07)	No use for agency. Malfunctioning equipment. Repair cost exceeds value.
2 Samsung Cell Phones	Model SM-G715U	No use for agency. Malfunctioning equipment. Repair cost exceeds value.
Refrigerator	Foster Refrigerator Corp	No use for agency. Malfunctioning equipment. Repair cost exceeds value.
Sailboat	Rainbow Yachts/Hull#177, Sail #136	No use for agency.
Sailboat	Unknown	No use for agency.



Regular Meeting: December 11, 2023

Item # 13e

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 11, 2023

Subject: Nomination of Officers for Board of Park Commissioners in 2024

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