



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

Regular Board Meeting

(Meetings may be video or audio recorded)

AGENDA

Monday, February 9, 2026
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: 865 6741 2139 Passcode: 257992

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

<https://us06web.zoom.us/j/86567412139?pwd=K9ZjBws0AJHiO0HjvHYH23wP8g8CNx.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

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. 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, January 12, 2026

8. Financial Report

- a. January 2026

Total Expenditure: \$136,544.75

Accounts	Total	EFT*	Checks
Accounts Payable	\$49,006.78	\$3,379.85	3266-3288: \$45,626.93
Checking	\$0	\$0	
Payroll	\$87,370.90	\$87,370.90	
Pierce County	\$0	\$0	
Bank Service Fees	\$167.07	\$167.07	

Total Revenue: \$641,914.22

Other Revenue	\$605,023.87
Zoo Trek	\$24,206.87
Property Levy	\$5,150.26
Investment	\$7,530.15
Leasehold Excise	\$3.07
Timber Excise	\$0
Tax Title Property Sales	\$0

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. Approval of Partnership Agreements with Harbor Wild Watch and Key Peninsula Historical Society

12. New Business

- a. Consideration and Approval of Resolution R 2026-02 Adoption of Recognition Events and Other Related Expenses Policy
- b. Consideration and Approval of Resolution R 2026-03 Disposition of Surplus Property

13. Other Minor Matters

14. Good of Order/Comments by Board Members

15. Next Regular Meeting on March 9, 2026, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA

16. Adjournment

UPCOMING EVENTS...

**FEBRUARY 27TH: 7:30PM LIGHTS, FLIGHT, ACTION!
AT VOLUNTEER PARK**

(ALTERNATE DAYS MARCH 6 OR 13)





Meeting: February 9, 2026

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: February 9, 2026

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meeting on January 12, 2026.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the Regular Meeting, January 12, 2026



Key Peninsula Metropolitan Park District (Key Pen Parks)

DRAFT MINUTES

Board of Park Commissioners

Monday, January 12, 2026 @ 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 7:00 PM.

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

4. Swearing in of Commissioners Linda Parry (Position 1) and Mark Michel (Position 3)

Commissioners Parry and Michel were sworn in by Executive Director Perkosky.

5. Approval of Agenda

Commissioner Parry asked for changes to the agenda.

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

6. Election of 2026 Board of Park Commissioners Officers

Commissioner Parry re-opened nominations for Board of Park Board Commissioners Officers for 2026. No additional nominations were received.

Recommended Action: Submit any additional nominations for Board of Park Commissioners Officers and Vote for 2026 Officers.

MOTION: Commissioner Clinton moved to approve Linda Parry for President, Ed Robison for Vice President and Kip Clinton for Clerk as Board of Park Commissioner Officers for 2026. Seconded by Commissioner Jensen. Motion carried 5-0.

7. Special Presentations

None

8. Public Comments

None

9. Approval of the Minutes

a. Regular Meeting, December 8, 2025

Recommended Action: Approve meeting minutes.

MOTION: Vice President Robison moved approval of the meeting minutes for December 8, 2025. Seconded by Commissioner Michel. Motion carried 5-0.

10. Financial Report

a. December 2025 Financial Report

President Parry stated the report was provided in writing. Vice President Robison requested clarification on Maintain X. Executive Director stated this was the second year for the maintenance management software.

Staff Recommendation: Approve the December 2025 Financial Report consisting of: Accounts Payable Total \$104,162.23 via EFT of \$1,306.41 and checks 3236-3265 of \$102,855.82; Payroll Total \$66,443.82 via EFT; Pierce County Budget and Finance Total \$7,875.00 via EFT; and Bank Services Fees Total \$136.00 via EFT and total revenues of \$45,592.46.

MOTION: Commissioner Jensen moved to approve the December 2025 Financial Report consisting of: Accounts Payable Total \$104,162.23 via EFT of \$1,306.41 and checks 3236-3265 of \$102,855.82; Payroll Total \$66,443.82 via EFT; Pierce County Budget and Finance Total \$7,875.00 via EFT; and Bank Services Fees Total \$136.00 via EFT and total revenues of \$45,592.46. Seconded by Clerk Clinton. Motion carried 5-0.

11. Executive Director’s Report

Executive Director Perkosky provided the report in writing and responded to questions on the completion of the Accountability Audit, Comprehensive Plan Update, and lock removal from the parking gates.

12. Board Committee and Advisory Council Reports

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

13. Unfinished Business

a. Approval of Performance Evaluation for Executive Director

President Parry gave an overview that the evaluation was discussed in October 2025 but not approved. President Parry clarified that legal counsel had approved that a pay increase was possible as long as it was not retroactive, which is why the motion was stated to start the increase on January 16th at the beginning of the next pay period.

MOTION: Clerk Clinton moved to approve the evaluation for the Executive Director and approve retroactive pay increase to July. Commissioner Jensen requested to amend the motion since retroactive pay is not permitted. Jensen moved to approve the evaluation and move the Executive

Direction from Step O5 to P3 starting on January 16, 2026. Seconded by Clerk Clinton. Motion carried 5-0.

14. Public Hearing

a. Consideration if Key Pen Parks Should Endorse Peninsula School District Replacement Educational Program and Operations Levy (EP&O) Levy and Adoption of Resolution R 2026-01

Executive Director gave an overview of the item and invited Chief of Schools, Michael Farmer, to share additional information on the levy. President Parry opened public comment on the Public Hearing at 7:18 PM.

Stan Moffet spoke in support of the levy and the resolution.

Public Comment was closed at 7:19 PM

Recommended Action: Provide direction on next steps including approval of Resolution R 2026-01.

MOTION: Vice President Robison moved approval of Resolution R 2026-01 to Endorse the February 10, 2026, Peninsula School District Educational Programs and Operations Replacement Levy. Seconded by Commissioner Michel. Motion carried 5-0.

15. New Business

a. Approval of Salary Range Changes for Selected Maintenance Positions

Executive Director gave an overview of the item, the jurisdictions surveyed and the review of with the Human Resources Committee on the proposed changes to maintenance salaries. Maintenance Worker I moved to H range, Lead remains in K but moved up one step, and Parks and Facilities Manager to M range. All changes effective on January 16, 2026, and then paid with the February 10th paycheck. Commissioner Michel asked a question on the wage matrix ranges.

Recommended Action: Authorize the Executive Director to make these salary range and step changes.

MOTION: Commissioner Jensen moved to approve the salary changes as presented. Seconded by President Parry. Motion carried 5-0.

b. Approval of Partnership Agreements with Red Barn Youth Center and Farm Tour

Recommended Action: Approve partnership agreements with various agencies.

MOTION: Vice President Robison moved approval of the partnership agreements. Seconded by Commissioner Jensen, Motion carried 5-0.

16. Executive Session

a. Per RCW 42.30.110(1)(g) to Review the Performance of a Public Employee

President Parry announced the Executive Session by RCW and that it would begin at 7:25 PM, last for 10 minutes and return at 7:35 PM. Session ended at 7:35 PM and open session resumed at 7:35 PM. President Parry announced that no action was taken.

17. Other Minor Matters

Vice President Robison commented on the large puddles in the parks due to the heavy rains and suggested that a no watercraft sign be added to the beaver pond wetland area.

Commissioner Michel commented that he encountered two motorcyclists in Key Central Forest and when he informed them that it was non-motorized vehicles they said “I know.”

18. Good of Order/Comments by Board Members

Commissioner Michel expressed appreciation for staff work in Key Central Forest on down trees, ponding and trail access. President Parry agreed.

Vice President Robison shared that the joint PTA Carnival was coming to the Civic Center along with a pancake breakfast by the Key Peninsula Business Association.

19. Next Regular Meeting on February 9, 2026, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA

20. Adjournment

Adjourn at 7:39 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: February 9, 2026

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: February 9, 2026

Subject: Approval of January 2026 Financial Report

Background

This report details the expenditures and revenues for the January 2026 Financial Report.

Total Expenditure: \$136,544.75

Accounts	Total	EFT*	Checks
Accounts Payable	\$49,006.78	\$3,379.85	3266-3288: \$45,626.93
Checking	\$0	\$0	
Payroll	\$87,370.90	\$87,370.90	
Pierce County	\$0	\$0	
Bank Service Fees	\$167.07	\$167.07	

Total Revenue: \$641,914.22

Other Revenue	\$605,023.87
Zoo Trek	\$24,206.87
Property Levy	\$5,150.26
Investment	\$7,530.15
Leasehold Excise	\$3.07
Timber Excise	\$0
Tax Title Property Sales	\$0

*EFT = Electronic Funds Transfer

Staff Recommendation: Approve the January 2026 Financial Report consisting of: Accounts Payable Total \$49,006.78 via EFT of \$3,379.85 and checks 3266-3288 of \$45,626.93; Payroll Total \$87,370.90 via EFT; and Bank Services Fees Total \$167.07 via EFT and total revenues of \$641,914.22.



Attachment 1: Treasurer's Report 1/01/2026 to 1/31/2026

Attachment 2: First Citizens Accounts Payable Account 1/01/2026 to 1/31/2026

Attachment 3: First Citizens Payroll Account 1/01/2026 to 1/31/2026

Attachment 4: Transaction Journal 1/01/2026 to 1/31/2026

Attachment 5: Receipt Register 1201/2026 to 1/31/2026

Attachment 6: Cash Flow YTD: January to January 2026

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

01/01/2026 To: 01/31/2026

Time: 14:05:39 Date: 02/04/2026

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,314,472.06	641,914.22	136,544.75	5,819,841.53	5,092.74	97.56	0.00	5,825,031.83
	5,314,472.06	641,914.22	136,544.75	5,819,841.53	5,092.74	97.56	0.00	5,825,031.83

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

01/01/2026 To: 01/31/2026

Time: 14:05:39 Date: 02/04/2026

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	9,484.09	605,023.87	611,646.12	2,861.84	0.00	0.00	2,861.84
2 First Citizens Payroll	106,620.37	186,703.55	87,416.90	205,907.02	0.00	97.56	206,004.58
3 Pierce County	5,007,879.86	648,495.22	372,632.15	5,283,742.93	0.00	0.00	5,283,742.93
5 First Citizens AP	190,487.74	185,928.60	49,086.60	327,329.74	0.00	5,092.74	332,422.48
Total Cash:	5,314,472.06	1,626,151.24	1,120,781.77	5,819,841.53	0.00	5,190.30	5,825,031.83
	5,314,472.06	1,626,151.24	1,120,781.77	5,819,841.53	0.00	5,190.30	5,825,031.83

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

01/01/2026 To: 01/31/2026

As Of: 01/31/2026 Date: 02/04/2026

Time: 14:05:39 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	61	01/22/2026	Payroll	2	EFT	VSP	97.56	Pay Cycle(s) 01/01/2026 To 01/31/2026 - Vsp
							97.56	
2026	70	01/23/2026	Claims	5	3282	Compensation Connections LLC	495.00	Contracted services for HR work on Board of Commissioners handbook.
2026	71	01/23/2026	Claims	5	3283	Costco	130.00	Annual membership renewal.
2026	73	01/23/2026	Claims	5	3285	Tyler McEwen Photobooth NW LLC	750.00	Contracted services for 4 hrs photo booth rental starting at 12:00 to 4:00pm on 7/11/2026 for Family Fun Fest. 50% deposit.
2026	74	01/23/2026	Claims	5	3286	Safeguard	485.68	Order for 1000 checks for First Citizens Payroll Account.
2026	75	01/23/2026	Claims	5	3287	State Auditors	2,573.35	Accountability audit for audit period 2023-2024
2026	76	01/23/2026	Claims	5	3288	ATTN: Accounts Receivable ULIN	658.71	Toilet paper, Pure flw saline cartridge, C-fold hand paper towels.
							5,092.74	
							5,190.30	

Fund	Claims	Payroll	Total
001 General Fund	5,092.74	97.56	5,190.30
	5,092.74	97.56	5,190.30

TREASURER'S REPORT
Signature Page

Key Peninsula Metro Parks District

01/01/2026 To: 01/31/2026

Time: 14:05:39 Date: 02/04/2026

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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

Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time: 14:09:53 Date: 02/04/2026

01/01/2026 To: 01/31/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
35	01/12/2026	Claims	5	EFT	P-Fleet; Fuel Cards	605.54	Fuel usage from 12-16-2025 to 12-31-2025
80	01/26/2026	Claims	5	EFT	Department of Licensing	30.00	Prospective employee driving record (Pedroza); Prospective employee driving record (McLain)
81	01/26/2026	Claims	5	EFT	P-Fleet; Fuel Cards	654.98	Fuel usage from 1/1/2026 to 1-15-2026
91	01/30/2026	Claims	5	EFT	Department of Revenue	2,089.33	4th quarter Lease hold tax for Snack Shack, Taybay house, Lavender Farm Park house, and Gateway house.
20	01/12/2026	Claims	5	3266	Astound	185.01	Phone and Internet service at Volunteer Park.
21	01/12/2026	Claims	5	3267	Compensation Connections LLC	825.00	Contracted for HR servies.
22	01/12/2026	Claims	5	3268	Dash	3,891.60	Annual renewal of software subscription for Pavilion Rental management.
23	01/12/2026	Claims	5	3269	Hemley's Handy Kans	382.50	Rental of Portable Toilets: 2 for Gateway 360 trails and 1 for Key Central Forest.
24	01/12/2026	Claims	5	3270	Kelley Create	105.70	Rental of Kyocera copier for Office usage.
25	01/12/2026	Claims	5	3271	Key Peninsula Business Association	100.00	Annual membership for the KPBA.
26	01/12/2026	Claims	5	3272	Madrona Law Group PLLC	1,024.00	Contract professional services regarding HR related reviews.
27	01/12/2026	Claims	5	3273	Murreys Disposal Company	437.64	Trash pickup service for Gateway Park and Volunteer Park.
28	01/12/2026	Claims	5	3274	PCRCD, LLC	561.08	Noxious weeds and yard waste taken to Purdy Transfer Station from 12-04-2025 to 12-24-2025
29	01/12/2026	Claims	5	3275	Springbrook Holding Company LLC	17,143.77	Annual Financial/Payroll software subscription.
30	01/12/2026	Claims	5	3276	Tacoma-Pierce County Health Department	180.00	Renewal of Group B water System Permit for Gateway Park 2026.
31	01/12/2026	Claims	5	3277	Take Charge Electric	1,729.60	Electrical work at Home Park. Installed a new hub on the main electrical panel, new hinges, latching mechanism and new ground rod and grounding conductor.
32	01/12/2026	Claims	5	3278	US Bank	1,391.99	Balance due from Jan 2026 Statement. 2X4's and rebar for VP pathway, Home Park Electrical Security Fence, toilet paper for VP office. Internet for GW.
33	01/12/2026	Claims	5	3279	Verizon Connect	250.37	Fleet GPS system software
34	01/12/2026	Claims	5	3280	Verizon Wireless	485.58	Cell phone service for all employees.
36	01/12/2026	Payroll	5	3281	Health Care Authority PEBB Health Insurance	11,152.78	Pay Cycle(s) 12/01/2025 To 12/31/2025 - PEBB Health Insurance
70	01/23/2026	Claims	5	3282	Compensation Connections LLC	495.00	Contracted services for HR work on Board of Commissioners handbook.
71	01/23/2026	Claims	5	3283	Costco	130.00	Annual membership renewal.
72	01/23/2026	Claims	5	3284	Peninsula Light Company	687.57	Electric service fees for Gateway Park.

Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time: 14:09:53 Date: 02/04/2026

01/01/2026 To: 01/31/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
73	01/23/2026	Claims	5	3285	Tyler McEwen Photobooth NW LLC	750.00	Contracted services for 4 hrs photo booth rental starting at 12:00 to 4:00pm on 7/11/2026 for Family Fun Fest. 50% deposit.
74	01/23/2026	Claims	5	3286	Safeguard	485.68	Order for 1000 checks for First Citizens Payroll Account.
75	01/23/2026	Claims	5	3287	State Auditors	2,573.35	Accountability audit for audit period 2023-2024
76	01/23/2026	Claims	5	3288	ATTN: Accounts Receivable ULIN	658.71	Toilet paper, Pure flw saline cartridge, C-fold hand paper towels.
001 General Fund						49,006.78	
						49,006.78	Claims: 37,854.00 Payroll: 11,152.78

Payroll Account Expenditures

Key Peninsula Metro Parks District

Time: 14:10:47 Date: 02/04/2026

01/01/2026 To: 01/31/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6	01/09/2026	Payroll	2	EFT		3,236.11	12-16-2025 to 12-31-2025
7	01/09/2026	Payroll	2	EFT		1,845.59	12-16-2025 to 12-31-2025
8	01/09/2026	Payroll	2	EFT		2,802.40	12-16-2025 to 12-31-2025
9	01/09/2026	Payroll	2	EFT		2,628.47	12-16-2025 to 12-31-2025
10	01/09/2026	Payroll	2	EFT		1,965.68	12-16-2025 to 12-31-2025
11	01/09/2026	Payroll	2	EFT		1,933.18	12-16-2025 to 12-31-2025
12	01/09/2026	Payroll	2	EFT		1,431.67	12-16-2025 to 12-31-2025
13	01/09/2026	Payroll	2	EFT		1,200.38	12-16-2025 to 12-31-2025
14	01/09/2026	Payroll	2	EFT		147.76	12-16-2025 to 12-31-2025
15	01/09/2026	Payroll	2	EFT		3,192.23	12-16-2025 to 12-31-2025
16	01/09/2026	Payroll	2	EFT		1,845.59	12-16-2025 to 12-31-2025
17	01/09/2026	Payroll	2	EFT		1,749.05	12-16-2025 to 12-31-2025
18	01/09/2026	Payroll	2	EFT		3,478.95	12-16-2025 to 12-31-2025
19	01/09/2026	Payroll	2	EFT	EFTPS	8,146.18	941 Deposit for Pay Cycle(s) 01/09/2026 - 01/09/2026
37	01/12/2026	Payroll	2	EFT	WA State Department of Retiremen	7,220.81	Pay Cycle(s) 12/24/2025 To 01/09/2026 - PERS2; Pay Cycle(s) 12/24/2025 To 01/09/2026 - PERS3
44	01/26/2026	Payroll	2	EFT		3,191.36	01/01/2026 to 01-15-2026
45	01/26/2026	Payroll	2	EFT		1,804.13	01/01/2026 to 01-15-2026
46	01/26/2026	Payroll	2	EFT		2,593.03	01/01/2026 to 01-15-2026
47	01/26/2026	Payroll	2	EFT		2,084.79	01/01/2026 to 01-15-2026
48	01/26/2026	Payroll	2	EFT		1,880.74	01/01/2026 to 01-15-2026
49	01/26/2026	Payroll	2	EFT		1,688.24	01/01/2026 to 01-15-2026
50	01/26/2026	Payroll	2	EFT		1,143.71	01/01/2026 to 01-15-2026
51	01/26/2026	Payroll	2	EFT		3,367.17	01/01/2026 to 01-15-2026
52	01/26/2026	Payroll	2	EFT		1,794.44	01/01/2026 to 01-15-2026
53	01/26/2026	Payroll	2	EFT		147.76	01/01/2026 to 01-15-2026
54	01/26/2026	Payroll	2	EFT		1,765.16	01/01/2026 to 01-15-2026
55	01/26/2026	Payroll	2	EFT		295.50	01/01/2026 to 01-15-2026
56	01/26/2026	Payroll	2	EFT		3,567.25	01/01/2026 to 01-15-2026
57	01/22/2026	Payroll	2	EFT	EFTPS	7,292.51	941 Deposit for Pay Cycle(s) 01/26/2026 - 01/26/2026
58	01/22/2026	Payroll	2	EFT	ESD-Long Term Care	957.29	Pay Cycle(s) 10/01/2025 To 12/31/2025 - WA Cares Fund
59	01/22/2026	Payroll	2	EFT	ESD-PFLMA	1,247.25	Pay Cycle(s) 10/01/2025 To 12/31/2025 - PFLMA
60	01/22/2026	Payroll	2	EFT	United Concordia	673.80	Pay Cycle(s) 01/01/2026 To 01/31/2026 - United Concordia (2)
61	01/22/2026	Payroll	2	EFT	VSP	97.56	Pay Cycle(s) 01/01/2026 To 01/31/2026 - Vsp
77	01/23/2026	Payroll	2	EFT	Department of Labor & Industries	7,618.42	4TH Quarter L&I: 10/01/2025 - 12/31/2025
78	01/23/2026	Payroll	2	EFT	Employment Security Department	1,336.74	4th Quarter Unemployment: 10/01/2025 - 12/31/2025
001 General Fund						87,370.90	
						87,370.90	Payroll: 87,370.90

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 13:54:01 Date: 02/04/2026
Page: 1

01/01/2026 To: 01/31/2026

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
82	01/27/2026	01/31/2026	1		Ser Chge		First Citizens	41.25	Bank service fees for check scanning service.
	576 80 49 008	Banking Fees		001	General Fund			41.25	Bank service fees for check scanning service.
85	01/30/2026	01/31/2026	2		Ser Chge		First Citizens	46.00	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			46.00	Bank Service fees for Positive Pay Fraud Prevention and ACH (EFT) Module. and Payroll Processing Module
86	01/30/2026	01/31/2026	5		Ser Chge		First Citizens	79.82	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			79.82	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:	167.07
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	167.07	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	167.07	0.00	0.00	0.00

RECEIPT REGISTER

Key Peninsula Metro Parks District

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
2	01/06/2026	Tr Rec	2869	2378	1	Kyle Armstrong	768.20	Taylor Bay caretaker house rent for January 2026
3	01/06/2026	Tr Rec	2870	2379	1	Tracey L Perkosky	1,306.29	Gateway Park house rent for January 2026
4	01/06/2026	Tr Rec	2871	2380	1	The Snack Shack	390.68	Volunteer Park concession building rent for January 2026
5	01/06/2026	Tr Rec	2872	2381	1	Kathleen Weller	1,125.00	Lavender Farm Park caretaker rent for January 2026
43	01/15/2026	Tr Rec	2876	2382	1	Peninsula Lacrosse Association	427.08	Payment for field usage at Volunteer Park per user agreement 25-34.
62	01/05/2026	Tr Rec	2877	2383	1	Finance Department	600,000.00	Park Impact Fees Reference # 2025-10A
63	01/23/2026	Tr Rec	2878	2384	1	General Customer	4.30	•Rental on Full Pavilion 4-hour Rental from 07/18/2026 10:00am to 07/18/2026 02:00pm. Canceled this reservation total charged \$4.30 processing fee
64	01/23/2026	Tr Rec	2879	2385	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 06/27/2026 03:00pm to 06/27/2026 07:00pm for (Murphy)
65	01/23/2026	Tr Rec	2880	2386	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 08/01/2026 03:00pm to 08/01/2026 07:00pm for (Dos Santos)
66	01/23/2026	Tr Rec	2881	2387	1	General Customer	134.30	•Rental on Full Pavilion 4-hour Rental from 07/25/2026 03:00pm to 07/25/2026 07:00pm for (Nilsen)
67	01/23/2026	Tr Rec	2882	2388	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 07/26/2026 10:00am to 07/26/2026 02:00pm for (Susick)
68	01/23/2026	Tr Rec	2883	2389	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 01/24/2026 10:00am to 01/24/2026 02:00pm for (Safko)
69	01/23/2026	Tr Rec	2884	2390	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 08/02/2026 03:00pm to 08/02/2026 07:00pm for (Larios)
79	01/26/2026	Tr Rec	2885	2391	1	General Customer	41.97	Refund for overpayment of 2025 quarterly tax on form F941.
87	01/30/2026	Tr Rec	2886		3	Pierce County Budget and Finar	5,150.26	Delinquent years Property Tax.
88	01/30/2026	Tr Rec	2887		3	Pierce County Budget and Finar	7,530.15	Investment interest.
89	01/30/2026	Tr Rec	2888		3	Pierce County Budget and Finar	24,206.87	Zoo Trek
90	01/30/2026	Tr Rec	2889		3	Pierce County Budget and Finar	3.07	Leasehold Excise Tax
							29,360.20	310 Taxes
							600,000.00	340 Park Fees
							12,554.02	360 Long Terms
001 General Fund							641,914.22	

RECEIPT REGISTER

Key Peninsula Metro Parks District

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
							641,914.22	

2026 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
308 31 00 000 Restricted Donations	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	25,132.05	0%
308 91 00 000 Estimated Beginning	5,314,472.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,314,472.06	3,775,783.01	141%
308 91 00 001 Unrestricted Operati	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	363,557.00	0%
308 91 00 002 Unrestricted Vehicle	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	100,000.00	0%
308 91 00 003 Unrestricted Water/	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	50,000.00	0%
308 91 00 004 Unrestricted Capital	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	500,000.00	0%
308 91 00 005 Unrestricted Land Ac	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	500,000.00	0%
308 Beginning Balance	5,314,472.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,314,472.06	5,314,472.06	100%
311 10 00 000 Taxes, Real & Person	5,150.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,150.26	1,585,582.00	0%
313 17 00 000 Taxes, Zoo Trek Excis	24,206.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,206.87	275,000.00	9%
317 20 00 000 Taxes, Leasehold Exc	3.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.07	500.00	1%
317 40 00 000 Taxes, Forest Excise 1	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%
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%
310 Taxes	29,360.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,360.20	2,112,082.00	1%
345 00 80 000 PIF (Park Impact Fee	600,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600,000.00	0.00	0%
347 60 00 003 Program Fees, Prog	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,900.00	0%
340 Park Fees	600,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600,000.00	4,900.00	***%
361 11 00 000 Investment Interest	7,530.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,530.15	85,000.00	9%
362 40 00 004 S&F Rentals, 360 Fie	964.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	964.65	20,000.00	5%
362 50 00 001 S&F Rentals, Conces	390.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.68	7,000.00	6%
362 50 00 002 S&F Rentals, Gatewa	1,306.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,306.29	14,400.00	9%
362 50 00 004 S&F Rentals, Sportsfi	427.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	427.08	11,000.00	4%
362 50 00 005 S&F Rental, Taylor B:	768.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	768.20	9,180.00	8%
367 00 00 000 Contributions & Dor	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%
367 00 00 001 Event Sponsorship F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0%
367 00 00 051 Rent for Lavender Fa	1,125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,125.00	13,500.00	8%
369 91 00 000 Other Revenue	41.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41.97	2,000.00	2%
369 91 01 000 Usage Of Fund Balan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,568,646.00	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%
360 Long Terms	12,554.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,554.02	1,735,726.00	1%
FUND REVENUES:	5,956,386.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,956,386.28	9,167,180.06	65%
576 80 10 001 Commissioner Wage	644.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644.00	21,413.00	3%
576 80 10 002 Administrative Wage	21,906.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,906.95	528,211.00	4%
576 80 10 003 Administrative OT	225.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.09	1,000.00	23%
576 80 10 004 Park Operations Wa	46,033.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,033.10	697,122.00	7%
576 80 10 005 Park Operations OT	100.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.59	6,788.00	1%
576 80 10 006 Park Operation Holik	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	2,300.00	0%
576 80 20 001 Commissioner Perso	73.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.68	2,500.00	3%
576 80 20 002 Administrative Bene	5,211.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,211.75	188,709.00	3%
576 80 20 003 Admin OT	17.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.39	0.00	0%
576 80 20 004 Park Facilities - Persc	25,261.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,261.18	350,000.00	7%

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 20 005 Park Facilities- OT	101.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.23	0.00	0%
576 80 20 006 Uniforms/Safety Gear	7.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.50	9,750.00	0%
576 80 31 001 Office Supplies	485.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	485.68	8,695.00	6%
576 80 31 002 Maintenance Supplies	1,884.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,884.21	117,550.00	2%
576 80 31 003 Equipment Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0%
576 80 31 004 Maintenance office Supplies	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	2,725.00	0%
576 80 31 140 Supplies, Special Events	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	8,775.00	0%
576 80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
576 80 32 000 Park Operations Fuel	1,260.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.52	28,000.00	5%
576 80 35 000 Small & Attractive Areas	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	18,050.00	0%
576 80 41 000 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	5,470.00	0%
576 80 41 001 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0%
576 80 41 002 Professional Services	19,717.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,717.12	36,912.00	53%
576 80 41 004 Professional Services	1,024.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,024.00	17,000.00	6%
576 80 41 005 Administrative Contractors	1,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,350.00	48,650.00	3%
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	14,000.00	0%
576 80 41 015 Maintenance Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0%
576 80 41 025 Event Contracted Services	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	16,660.00	5%
576 80 42 001 Communications, Public Affairs	790.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	790.59	15,384.00	5%
576 80 43 001 Travel, Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0%
576 80 43 002 Travel, Admin Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,600.00	0%
576 80 43 003 Travel, Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,900.00	0%
576 80 44 001 Taxes And Operator Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0%
576 80 45 000 Equipment Rental, All Types	105.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.70	2,400.00	4%
576 80 45 001 Equipment Rental Motor Vehicle	382.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	382.50	12,650.00	3%
576 80 45 002 Equipment Rental Event	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	1,950.00	0%
576 80 46 000 Insurance, General Liability	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	67,000.00	0%
576 80 47 000 Utility Services, For All	1,686.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,686.29	56,774.00	3%
576 80 47 001 Utility Services, For All	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	1,729.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,729.60	106,985.00	2%
576 80 49 001 Licenses, Permits, Subscriptions	4,121.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,121.60	14,289.00	29%
576 80 49 002 Licenses, Permits, Subscriptions	430.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	430.37	9,067.00	5%
576 80 49 003 Licenses, Permits, Subscriptions	46.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46.49	7,334.00	1%
576 80 49 004 Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
576 80 49 006 Training, Administrative	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,775.00	0%
576 80 49 007 Training, Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,570.00	0%
576 80 49 008 Banking Fees	167.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.07	2,000.00	8%
576 Parks	135,514.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135,514.20	2,586,458.00	5%
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	500.00	0%
589 00 00 999 Payroll Liability Account	-1,058.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,058.78	0.00	0%
589 30 00 000 Other Non-Expenditures	2,089.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,089.33	11,000.00	19%
580 Non-Expenditures	1,030.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,030.55	11,500.00	9%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	0%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,750.00	0%
594 76 61 000 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	240,000.00	0%

2026 CASH FLOW - YEAR TO DATE

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
594 76 62 001 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0%
594 76 62 020 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	588,000.00	0%
594 76 62 024 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0%
594 76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,000.00	0%
594 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	1,254,750.00	0%
FUND EXPENDITURES:	136,544.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136,544.75	3,852,708.00	4%
FUND GAIN/LOSS:	5,819,841.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,819,841.53		
FUND NET POSITION:	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53		

2026 FUND TOTALS

Key Peninsula Metro Parks District

Time: 14:12:47 Date: 02/04/2026

January To January

Page: 4

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	5,956,386.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,956,386.28	9,167,180.06	65%
	5,956,386.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,956,386.28	9,167,180.06	65%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	136,544.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136,544.75	3,852,708.00	4%
	136,544.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136,544.75	3,852,708.00	4%
GAIN/LOSS:	5,819,841.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,819,841.53		
NET POSITION:	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53	5,819,841.53		



Regular Meeting: February 9, 2026

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: February 9, 2026
Subject: Executive Director's Report

Key Central Forest: Partial Closure Still in Effect

Still waiting for additional information on the timeline for completion from DNR.

Maintenance Updates

Disc golf course is now complete except for some signage. Open and being used by the public, will have formal opening when the weather warms up.

Athletic fields are getting used in February with lacrosse using them several days a week during February and Key Peninsula Little League (KPLL) has tryouts ahead of the March practices. KPLL volunteers have the initial gravel in place for the bullpen near Field 3, with more gravel coming to level it out, then fencing and donated used artificial turf. They will be responsible for the maintenance of the artificial turf area. Field 1 is drying out and the team has been using a plastic covering to help move some of the rain water off the traditional wet spots near second and short stop.

Trail work continues at Key Central Forest and 360 Trails for both drainage following rain and plant growth. 360 Trails is experiencing some large puddles on East Wing and Bleeding Heart and those are being monitored and drained as the rains come. These are typically in low lying areas and then are ridden through when puddled causing deeper divots which then collect more rain. With winter weather, the splash pad area has been pressure washed and the bridges are next for scrubbing to reduce algae/slime on them. Gateway restrooms have been deep cleaned and interior painted.

Two instances of graffiti in the Gateway restrooms have been reported. It was the same tag both occurring on a Saturday afternoon one week apart. It has reported to PCSD as a courtesy and we are monitoring it for future occurrences.

Other Items of Note

- Lights, Flight, Action! (drone light show) scheduled for Friday, February 27th at 7:30 PM with back-up dates of March 6 and 13th
- Madysen Perdslic (SPELLING) accepted as Volunteer and Outreach Manager, starts February 23
- Jeremy Pedroza accepted as Maintenance Worker I, starts February 19
- Finalist in background process for Project Manager
- Gate closer position open
- Executive Director met with PCSD regarding Home Park
- Leadership Team working on making written procedures for many of the informal practices at the District.



Meeting: February 9, 2026

Item # 11a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: February 9, 2026

Subject: Approval of Partnership Agreements with Harbor Wild Watch and Key Peninsula Historical Society

Background

Annually, Key Pen Parks enters into partnership agreements with local organizations who are providing direct services that meet the goals of Key Pen Parks. As part of the approved 2026 budget, funds were included to support the Red Barn Youth Center, Harbor Wild Watch, Key Peninsula Farm Tour, and Key Peninsula Historical Society.

The agreements for Red Barn Youth Center and Key Peninsula Farm Tour were approved at the January meeting. This item covers the final two agreements. Please note that as the agenda publication, the wall project name is missing from the contract and will be available during the meeting prior to the contract approval.

Recommended Action: Approve partnership agreements with various agencies.

Attachment 1: Agreement between Key Pen Parks and Harbor Wild Watch

Attachment 2: Agreement between Key Pen Parks and the Key Peninsula Historical Society

CONTRACT FOR SERVICES BETWEEN
KEY PENINSULA METROPOLITAN PARK DISTRICT
AND
HARBOR WILDWATCH

THIS CONTRACT FOR COMMUNITY ENRICHMENT, entered this 9th day of February 2026 by and between the Key Peninsula Metropolitan Park District, a municipal corporation ("Key Pen Parks") and Harbor WildWatch, a non-profit organization by which Harbor WildWatch agrees to produce and promote educational sessions with the Key Pen Parks' district area.

RECITALS

WHEREAS, the voters approved the creation of Key Pen Parks to create and support recreational opportunities for its citizens; and

WHEREAS, the mission of Key Pen Parks is to enhance the quality of life on the Key Peninsula by providing park and recreational opportunities for all its citizens; and

WHEREAS, Key Pen Parks wants to further its mission by crafting partnerships with volunteer and government organizations, acquiring assets, developing and maintaining high quality facilities, preserving open space, providing diverse recreational programs, and prudently managing district funds; and

WHEREAS, a cooperative effort between the parties can eliminate unnecessary duplication of services and promote more efficient use, maintenance and management of certain recreational facilities and programs; and

WHEREAS, Key Pen Parks and Harbor WildWatch find it mutually beneficial and in the public interest for Key Pen Parks to contract with Harbor WildWatch for services as noted below.

NOW, THEREFORE, KEY PEN PARKS AND Harbor WildWatch hereby agrees to the following:

CONTRACT

1. Purpose. Key Pen Parks and Harbor WildWatch find it mutually beneficial to collaborate to offer programs and special events for the benefit of the residents of the Key Peninsula. Key Pen Parks is hereby contracting with Harbor WildWatch to produce and promote educational sessions within the limits of Key Pen Parks.

2. Scope. Harbor WildWatch will provide the following scope of services ("project"):

a. Stand-Alone Guided Walking Tours (3 total)

Harbor WildWatch will plan and deliver three (3) stand-alone, public-facing guided walking tours within Key Pen Parks' park system. Each guided tour includes:

- On-site delivery by Harbor WildWatch staff and volunteers
- Coordination with Key Pen Parks on meeting location, route, and site logistics

b. Key Pen Parks Major Annual Events (2 total)

Harbor WildWatch will provide two (2) outreach/education booths with marine/nature-based educational engagement appropriate for event audience at the following Key Pen Parks' major annual events:

- Family Fun Fest — July 11, 2026
- All Hallows Eve — October 24, 2026

c. Marketing and Promotion Deliverables

- Print & Digital Flyers

Stand-Alone Guided Walking Tours (3):

- Created by Harbor WildWatch (print + digital versions)
- Distributed by BOTH organizations through their respective channels (digital and/or print placement as available)

Key Pen Parks Annual Events (2):

- Created by Key Pen Parks (print + digital versions)
- Distributed by BOTH organizations through their respective channels (digital and/or print placement as available)

- Social Promotion

For each of the five (5) sessions, Harbor WildWatch and Key Pen Parks will co-host a Facebook Event to support joint promotion.

- Harbor WildWatch Website + Monthly E-Newsletter

Harbor WildWatch will include all five (5) sessions in their website event listings/calendar and their monthly e-newsletter (timing aligned to provide reasonable advance notice).

3. Access and Use: All residents of the Key Peninsula will be eligible to attend for free.

4. Responsibilities. Harbor WildWatch shall be solely responsible for all costs associated with the promotion and operation of the events and creation of signage.

5. Payment. Key Pen Parks shall pay to Harbor WildWatch for services as noted in item 2 above a total sum of Four Thousand Five Hundred Dollars (\$4,500) payable in two equal installments as follows:

- a. \$2,250 within thirty (30) days written notice that the project is starting and providing an invoice.
- b. \$2,250 after project completion by providing an invoice.
- c. All invoices must be received by December 15, 2026, as funds must be paid from the 2026 budget

6. Default Events. If any of the events (the "Default Events") set forth below occur, then Key Pen Parks shall be entitled to suspend payment if any is due and a prorated refund of the monies paid:

- a. If the 3 walking tours and 2 major events educational programs do not occur by December 15, 2026, notwithstanding weather or safety conditions.

7. Term of Contract. The use specified in this Contract shall expire December 31, 2026.

8. Acknowledgments. Harbor WildWatch shall include language that acknowledges Key Pen Park’s funding contribution in any release or other publication referencing donors and partners.

9. Reporting and Inspection.

- a. Harbor WildWatch shall provide to Key Pen Parks a written report on annual basis by January 31, 2027, following the conclusion of contracted services relating to:
 - i. The number of attendees.
 - ii. The number of volunteer hours contributed by Harbor WildWatch volunteers.
- b. At a regular meeting of Key Pen Parks Board of Park Commissioners Harbor WildWatch shall provide a complete summary in writing and orally of the items listed in subsection 9.a. above for 2026.

10. Restriction on Assignment. No party may assign its obligations under this Contract any claim under this Contract, without the express written consent of all the parties.

11. Hold Harmless and Indemnity.

A. By Key Pen Parks.

Key Pen Parks agrees to indemnify, defend, save, and hold harmless Harbor WildWatch, its officials, employees, volunteers, and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees, and expenses incurred in connection therewith, or whatsoever kind or nature, rising out of, or in connection with, or incident to, the performance by Key Pen Parks of this Contract, except for those damages solely caused by the negligence or willful misconduct of Harbor WildWatch, its officials, employees, volunteers, and/or agents.

B. By Harbor WildWatch.

Harbor WildWatch agrees to indemnify, defend, save, and hold harmless Key Pen Parks, its elected and appointed officials, employees, volunteers, and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees, and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance by Harbor WildWatch of this contract, except for those damages solely caused by the negligence or willful misconduct of Key Pen Parks, its elected and appointed officials, officers, employees, and/or agents.

C. In the event of liability for damages of any nature whatsoever arising out of the performance of this Contract by Key Pen Parks and Harbor WildWatch, including claims by Key Pen Parks' or Harbor WildWatch's own officers, officials, employees, agents, volunteers, or third parties, caused by or resulting from the concurrent negligence of Key Pen Parks and Harbor WildWatch, their officers, officials, employees and/or volunteers, each party's liability hereunder shall only be to the extent of that party's negligence.

12. Nondiscrimination. The parties shall comply with all applicable federal and state nondiscrimination laws, regulations, and policies as it applies to the obligations under this Contract. No person shall, on the grounds of age, race, creed, color, sex, religion, national origin, residence, marital status, or handicap (physical, mental, or sensory) be denied the benefits of, or be otherwise subjected to discrimination

under this Contract or under any project, program, or activity, funded, in whole or in part, under this Contract.

13. Disputes. In the event of a dispute between Key Pen Parks and Harbor WildWatch regarding the scope of services under this Contract, Key Pen Parks Executive Director and Harbor WildWatch Treasurer or their designated representatives shall review such dispute and options for resolution. If any controversy or claim arising out of or relating to this Contract or the alleged breach of this Contract that cannot be resolved by Key Pen Parks Executive Director and Harbor WildWatch Treasurer, the dispute may be submitted to mediation and if still not resolved, shall be submitted to binding arbitration in accordance with the rules and procedures set forth in Chapter 7.04A RCW, and the judgment or award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

14. Notices.

- a. All written communications which are to be given to Key Pen Parks under this Contract will be addressed and delivered to:
Key Pen Parks
5514 Key Peninsula Hwy NW
Lakebay, WA 98349
Attn: Executive Director
- b. All written communications which are to be given to Harbor WildWatch under this Contract will be addressed and delivered to:
Harbor WildWatch
3207 Harborview Drive
Gig Harbor, WA 98335
Attn: Executive Director
- c. The above shall be effective until receipt by one party from the other of a written notice of any change.

15. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington. In the event of a lawsuit involving this Contract, venue shall be proper only in the Superior Court in and for Pierce County.

16. Severability. If any provision of this Contract, or any provision of any law, rule, or document incorporated by reference into this Contract, shall be held invalid, such invalidity shall not affect the other provisions of this Contract which legally can be given effect without the invalid provision. To this end, the provisions of this Contract are declared to be severable.

17. Integration and Amendment. There are no oral Contracts between the parties affecting the meaning, content, purpose, or effect of this Contract. The provisions of this Contract may be amended with the mutual consent of the parties. No additions to, or alterations of the terms of this Contract shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both parties.

IN WITNESS HEREOF the parties hereto have entered into this Contract on the day and year first above written.

KEY PEN PARKS

HARBOR WILDWATCH

Tracey Perkosky, Executive Director

Lindsey Stover, Executive Director

CONTRACT FOR HISTORICAL SERVICES/DIGITAL PROJECT BETWEEN
KEY PENINSULA METROPOLITAN PARK DISTRICT
AND
THE KEY PENINSULA HISTORICAL SOCIETY

THIS CONTRACT FOR A HISTORICAL DIGITAL PROJECT, entered into this 9th day of February 2026 by and between the Key Peninsula Metropolitan Park District, a municipal corporation ("Key Pen Parks") and the Key Peninsula Historical Society, a Washington non-profit corporation (the "KPHS"), by which KPHS agrees to provide services to create and post a wall display of a historical project and provide a digital presentation of the exhibit.

RECITALS

WHEREAS, the voters approved the creation of Key Pen Parks to create and support recreational opportunities for its citizens; and

WHEREAS, the mission of Key Pen Parks is to enhance the quality of life on the Key Peninsula by providing park and recreational opportunities for all its citizens; and

WHEREAS, Key Pen Parks wants to further its mission by crafting partnerships with volunteer and government organizations, acquiring assets, developing and maintaining high quality facilities, preserving open space, providing diverse recreational programs, and prudently managing district funds; and

WHEREAS, KPHS provides historical exhibit facilities and programs on the Key Peninsula to the residents of the Key Peninsula; and

WHEREAS, a cooperative effort between the parties can eliminate unnecessary duplication of services and promote more efficient use, maintenance and management of certain recreational facilities and programs; and

WHEREAS, Key Pen Parks and KPHS find it mutually beneficial and in the public interest for Key Pen Parks to contract with KPHS for services related to the creation of a historical project and access for residents.

NOW, THEREFORE, KEY PEN PARKS AND KPHS hereby agree as follows:

CONTRACT

- 1. Purpose.** Key Pen Parks and KPHS each have facilities and offer programs for the benefit of their constituents and members. Key Pen Parks is hereby contracting with KPHS to provide residents and visitors of the Key Peninsula the opportunity to use the Key Peninsula Historical Society Museum facility free of charge as well as research resources for their own use.
- 2. Project.** KPHS shall offer an exhibit available to be viewed in the following manner: at KPHS museum, in a PowerPoint (or similar program) presentation, and on small travelling boards. KPHS shall scan all photos of the exhibit into an electronic format for future preservation. For 2026, the wall exhibit topic will be (PROJECT NAME).

3. Access and Use: All households within the Key Pen Parks' District are eligible to attend for free admissions during any hours of ordinary operation between February 2026 and October 2026. KPHS does encourage membership from the community.

4. Responsibilities. KPHS shall be solely responsible for all costs associated with the operation, technology, maintenance, repair, and/or improvement of the Project.

5. Payment. Key Pen Parks shall pay to KPHS for access to the Project as well as research services during Project development the total sum of Two Thousand Five Hundred Dollars (\$2,500.00) payable in two (2) equal installments as follows:

- i. \$1,250 within thirty (30) days of written notice of Project starting and providing an invoice
- ii. \$1,250 in October of 2026 with a report on the Project created and providing an invoice
- iii. If a delay occurs in sending invoices, all invoices must be received before December 15th, 2026 so that any funds due are accounted for in Key Pen Parks' 2026 Annual Budget.

6. Default.

A. Default Events. If any of the events (the "Default Events") set forth below occur, then Key Pen Parks shall be entitled to suspend payment if any is due and a prorated refund of the monies paid. KPHS shall be in default by the occurrence of any one or more of the following Default Events:

- i. If the exhibit as outlined in Section 2 was not completed and open to the public by May 30, 2026.
- ii. Commencing on July 1, 2026, and at any time thereafter the exhibit in Section 2 is not open to the public for a period of more than thirty (30) days unless the closure is a result of fire or natural disaster or significant remodel/renovation or public health emergency.
- iii. Commencing on July 1, 2026, and at any time thereafter the exhibit in Section 2 is used for any purpose in violation of state, federal or local statute or ordinance or other applicable law.

7. Term of Contract. The use specified in this Contract shall expire December 31, 2026.

8. Acknowledgments. KPHS shall include language that acknowledges Key Pen Parks' funding contribution in any release or other publication referencing donors and collaborators. KPHS shall post one electronic slide/sign of significant prominence that acknowledges Key Pen Parks funding contribution. All materials, signs and digital links specific to the Project shall include the text Key Pen Parks and its associated logo.

9. Reporting and Inspection.

- A. KPHS shall provide to Key Pen Parks a written report on annual basis by January 31, 2027 following the conclusion of contracted services relating to:
 - i. The number of attendees.
 - ii. The number of volunteer hours contributed by KPHS volunteers
- B. At a regular meeting of Key Pen Parks Board of Park Commissioners KPHS shall provide a complete summary in writing and/or orally of the items listed in subsection 9.a. above for 2026.
- C. KPHS agrees to allow Key Pen Parks to inspect the exhibit as noted in Section 2 during reasonable operating hours.

10. Restriction on Assignment. No party may assign its obligations under this Contract, and/or any claim under this Contract, without the express written consent of all the parties.

11. Hold Harmless and Indemnity.

A. By Key Pen Parks.

Key Pen Parks agrees to indemnify, defend, save, and hold harmless KPHS, its officials, employees, volunteers, and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees, and expenses incurred in connection therewith, or whatsoever kind or nature, rising out of, or in connection with, or incident to, the performance by Key Pen Parks of this Contract, except for those damages solely caused by the negligence or willful misconduct of KPHS, its officials, employees, volunteers, and/or agents.

B. By KPHS.

KPHS agrees to indemnify, defend, save, and hold harmless Key Pen Parks, its officials, employees, volunteers, and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees, and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance by KPHS of this contract, except for those damages solely caused by the negligence or willful misconduct of Key Pen Parks, its elected and appointed officials, officers, employees and/or agents.

C. In the event of liability for damages of any nature whatsoever arising out of the performance of this Contract by Key Pen Parks and KPHS, including claims by Key Pen Parks' or KPHS's own officers, officials, employees, agents, volunteers, or third parties, caused by or resulting from the concurrent negligence of Key Pen Parks and KPHS, their officers, officials, employees and/or volunteers, each party's liability hereunder shall only be to the extent of that party's negligence.

12. Nondiscrimination. The parties shall comply with all applicable federal and state nondiscrimination laws, regulations, and policies as it applies to the obligations under this Contract. No person shall, on the grounds of age, race, creed, color, sex, religion, national origin, residence, marital status, or handicap (physical, mental, or sensory) be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity, funded, in whole or in part, under this Contract.

13. Disputes. In the event of a dispute between Key Pen Parks and KPHS regarding the use of the Project under this Contract, Key Pen Parks Executive Director and KPHS President or their designated representatives shall review such dispute and options for resolution. If any controversy or claim arising out of or relating to this Contract or the alleged breach of this Contract that cannot be resolved by Key Pen Parks Executive Director and KPHS President, the dispute may be submitted to mediation and if still not resolved, shall be submitted to binding arbitration in accordance with the rules and procedures set forth in Chapter 7.04A RCW, and the judgment or award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

14. Notices.

A. All written communications which are to be given to Key Pen Parks under this Contract will be addressed and delivered to:

Key Pen Parks
5514 Key Peninsula Hwy NW

Lakebay, WA 98349
Attn: Executive Director

B. All written communications which are to be given to KPHS under this Contract will be addressed and delivered to:

Key Peninsula Historical Society
17010 S Vaughn Rd NW
Vaughn, WA 98394
Attn: Board President

C. The above shall be effective until receipt by one party from the other of a written notice of any change.

15. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington. In the event of a lawsuit involving this Contract, venue shall be proper only in the Superior Court in and for Pierce County.

16. Severability. If any provision of this Contract, or any provision of any law, rule, or document incorporated by reference into this Contract, shall be held invalid, such invalidity shall not affect the other provisions of this Contract which legally can be given effect without the invalid provision. To this end, the provisions of this Contract are declared to be severable.

17. Integration and Amendment. There are no oral Contracts between the parties affecting the meaning, content, purpose, or effect of this Contract. The provisions of this Contract may be amended with the mutual consent of the parties. No additions to, or alterations of the terms of this Contracts shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both parties.

IN WITNESS HEREOF the parties hereto have entered into this Contract on the day and year first above written.

KEY PEN PARKS

KEY PENINSULA HISTORICAL SOCIETY

Tracey Perkosky, Executive Director

Cathy Williams, President



Meeting: January 12, 2026

Item # 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 12, 2026

Subject: Consideration and Approval of Resolution R 2026-02 Adoption of Recognition Events and Other Related Expenses Policy

Background

In 2025, the Board approved the first dedicated funds for employee appreciation and, again, approved funds for recognition in 2026. It is a best practice, through the State Auditor's Office, to have a Board approved policy on how these funds can be used.

After reviewing polices from other jurisdictions and the Municipal Research and Services Center (MRSC) key points which are common themes among the policies are:

- value does not exceed \$125 for IRS purposes to be considered taxable
- approval by top appointed official
- examples of how the funds can be used
- covers awards, gift items and meals for employee or volunteers
- includes options for recognizing employee or volunteer participation in interview panels, selected meetings or similar meetings.

Previously many of these items were paid out of pocket by the Director and managers such as to provide lunch for interview panels.

This policy allows for gifts such as clothing, snacks, logo items, and similar items but excludes cash and cash equivalents. It also allows for group meals, meals/snacks during training or interview panels, volunteer recognition and retirements. Documentation outlining the public benefit is required along with pre-approval of expenses/event planning including participants.

Recommended Action: Approve Resolution R 2026-02 Adoption of Recognition Events and Other Related Expenses Policy

Attachment 1: Resolution R 2026-02 Adoption of Recognition Events and Other Related Expenses Policy

Attachment 2: Recognition Events and Other Related Expenses Approval Form

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2026-02

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT TO ADOPT RECOGNITION EVENTS AND OTHER RELATED EXPENSES POLICY

WHEREAS, the Board of Park Commissioners desires to support employee and volunteer morale and recognize the contributions of employees and volunteers on a periodic and routine basis;

WHEREAS, the Board of Park Commissioners may authorize funding in the annual budget for this purpose; and

WHEREAS, it is a best practice to adopt a policy which outlines the use of taxpayer funds for such purposes.

NOW THEREFORE BE IT RESOLVED that the Board of Park Commissioners of Key Pen Parks adopts the Recognition Events and Other Related Expenses Policy (Exhibit "A").

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 9th day of February 2026.

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



Key Peninsula Metropolitan Park District

Recognition Events and Other Related Expenses Policy

Purpose

To establish a policy and procedures related to expenses incurred for employee and volunteer recognition, celebration, retirement or resignation, or professional/training events.

Application

This applies to all District employees and volunteers.

Guidance

Recognition, Appreciation or Celebration Events

Recognition is defined as an event, either periodically or annually, in which special attention is given for job related or volunteer performance or appreciation.

In general, the District wishes to appreciate the work of all employees annually with a meal or a recognition gift(s) not to exceed the IRS taxable amount per employee, currently \$125 per employee. Volunteers may also be recognized annually or periodically. Recognition procedures will be developed by the Executive Director in consultation with division management to establish the recognition procedures which will define:

- a. What the recognition items will be. Gift items will be reasonable in amount, and not cash or cash equivalents. Cash equivalents include gift certificates, coupons or similar items exchangeable for goods or services.
- b. If an award vs general recognition are given, which employees can qualify for the award(s).
- c. How award recipients are selected, if selections are made.

Exhibit "A"

District funds may be used to pay for reasonable costs for employee recognition events, subject to Executive Director or designee approval.

For general employee recognition, the Executive Director, in consultation with division managers, may authorize gifts such as food/snacks or beverages (excluding any alcoholic or 21+ item), and accessories. Examples include but are not limited to clothing, hats, supplies, logo accessories, water bottles, small electronics, or time off vouchers. Any meal associated with a general recognition event is limited to a maximum of \$40 per person and is limited to employees or volunteers only, and not family members.

Retirement or Resignation Events

District funds may be used to defray the costs of non-alcoholic beverages, light snacks (cake, cookies, bagels, etc.) and/or a commemorative gift for the occasion of an employee's retirement or an elected official's separation from District service. The total cost of the District's participation in a gift should not exceed \$100. District participation in other costs should not exceed \$20 per person attending. Costs in excess of these amounts may be pre-authorized by the Executive Director in writing.

Resignation events typically do not involve the same level of public purpose as retirement events. Therefore, District funds may not be used to pay for non-alcoholic beverages, light snacks, gifts or other amenities served in conjunction with an employee resignation event.

Professional Meeting, Training Sessions, Interview Panels or Similar Events

In limited circumstances, with written permission of the Executive Director or designee, District funds may be used to pay for reasonable expense such as non-alcoholic beverages, light refreshments (cookies, bagels, snacks, etc.) or lunch for retreats, meetings, interview panels or training sessions. A list of participants is required for these expenditures.

Event Documentation

Coordinators of events covered by this policy are required to provide information about the event, including at a minimum:

- a. Description of event
- b. Type of event
- c. Purpose of event
- d. Public purpose of event
- e. Who attended or will attend the event
- f. Pre-approval of all events or gifts by the Executive Director or designee is required.

Documentation may be provided by attaching the Recognition Event and Other Related Expense Authorization Form, or other documentation containing similar information, and invoices for items covered by this policy.

Exhibit "A"

Eligible Costs

Any determination of whether an expense qualifies under this policy shall be made by the Executive Director or designee. This shall be done on a case-by-case basis and will depend on the type of duties and responsibilities of the employee/official making the request, and the nature of the expense incurred.

Amendments to the Procedures and Policies

The Executive Director may make changes to the policy including administrative revisions to the Form and as needed for administrative or clarification purposes only.



Meeting: February 9, 2026

Item # 12b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: February 9, 2026

Subject: Adoption of Resolution R 2026-03 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 2026-03 to Declare Surplus Property and authorize the Executive Director to dispose of the property through sale, donation or other disposal.

Attachment 1: Resolution R 2026-03 to Declare Surplus Property and Authorize Disposition

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2026-03

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 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, Home WA, held this 9th day of February 2026.

Attest:

Key Pen Parks
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

Attachment "A"

Item	Model/Serial #	Reason
Three (3) Time clocks	Upunch	No longer needed
Drone & Related Accessories	DJT Phanto 4 Drone CL300C	Inoperable