

KEY PENINSULA METROPOLITAN PARK DISTRICT

**D.b.a. KEY PEN PARKS**

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**Board Meeting Minutes**

**Monday, April 12, 2021**

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

**The regular public Zoom meeting was preceded by a 7:06 PM study session.** Executive Director Perkosky presented the Board with a draft Key Pen Parks' Park Rules Policy. The Board discussed it and suggested some revisions; Executive Director Perkosky will present a resolution to approve the final draft of the Key Pen Parks' Park Rules Policy at the regular May Key Pen Parks Park Board meeting. Executive Director Perkosky asked if any citizen had a question for the Board during Study Session. Sami Jensen asked when Key Pen Parks will install a modern electronic reader board at Gateway Park; Commissioner Clinton said that, presently, the State Growth Management Act prohibits electronic message signs in non-commercial rural zones. Sami Jensen asked if Key Pen Parks will increase informational Facebook or Tik Tok posts; Executive Director Perkosky replied that Key Pen Parks will continue informational posts on Facebook.

**The regular public Zoom meeting was called to order at 7:30 PM by Executive Director Tracey Perkosky.** She turned the meeting over to Board President Robison after the Pledge of Allegiance and roll call.

**Commissioners Present:** Ed Robison, Shawn Jensen, Linda Parry and Kip Clinton; Commissioner Mark Michel was excused due to work. Staff present for Key Pen Parks: Executive Director Tracey Perkosky and Fiscal Specialist Laura Armstrong.

**Citizens present via Zoom:** Stan Moffett, Sami Jensen.

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

**2. Special Presentations:** No special presentations.

**3. Citizen Comments:** No citizen comments.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the March 8, 2021, regular meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The March 2021 Springbrook financial balance was \$3,351,223.78. The Zoo/Trek March 2021 deposit was \$15,616.65. Total 2021 Zoo/Trek collections to date were \$51,386.09. The March 2021 Real and Personal Property Tax deposit was \$85,762.57. 2021 Real and Personal Property Tax collections to date were \$134,732.81. Springbrook Expenditures for March 2021 were \$57,032.47. President Robison asked whether the reported Zoo/Trek revenue was correct because it appeared higher than previous years. Executive Director Perkosky said "yes" and explained it was due to the manner in which excise (sales) taxes on delivered goods and services are levied; excise (sales) tax is based upon the tax rate at the point of delivery and merchandise delivery to Key Peninsula residents has increased substantially in the past year. President Robison asked if there were any corrections or objections to the March 2021 financial report. Hearing none the financial report was adopted as submitted.

**6. Executive Director's Report:** Executive Director Perkosky said that Pierce County is again back to Phase 2 COVID regulations as of April 12 and explained the impact on Key Pen Parks events and facilities; the next COVID phase update is in three weeks. Registration openings for the Ride for KP Kids (May 15) event may be reduced from 500 participants to 200 if Pierce Co. does not return to Phase 3; staff is revising the May 1 Mom and Me Tea. The (new) Pop-Up Story Walk at Gateway Park, in partnership with Pierce Co. Libraries, is April 15 to May 15 reservation required; the chosen story is "The Big Umbrella". She requested volunteers register for April 24's Parks Appreciation Day and bring their own tools. Key Peninsula Fire District 16, in conjunction with Key Pen Parks, will be holding a Wildland Fire Drill at Key Central Forest on April 25; expect sirens, flashing lights, shouting, other loud noise and fire trucks on the trails; there will also be an evening/night fire drill on a yet-to-be-determined date in May. The target date for splash pad opening (reservation required; limited time and participants) may be delayed past the target date of June 15; for the splash pad to open, Pierce County must be in Phase 3 or better. She wanted to especially commend Events Coordinator Veronica Grandt and the Kiwanis Club of Gig Harbor for a fantastic Easter Egg Hunt for KP Kids on March 27; due to Event Coordinator Grandt's pre-event outreach to parents and citizens, 340 overall people registered to attend the event with 138 kids registered as "Easter Egg Hunters". The Board joined Executive Director Perkosky in her congratulations to Events Coordinator Grandt. Executive Director Perkosky reported that Jake Gleason has been promoted to the Volunteer & Office Coordinator position; he is working on Parks Appreciation Day logistics.

**7. Board Committee and Advisory Council Reports:**

- a) **Land and Improvement Committee (Commissioner Robison):** No report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Executive Director read a report from Commissioner Michel: The Foundation has formed a group to develop fund raising ideas. Executive Director Perkosky added that Key Pen Parks does not have a representative in the Foundation's fund-raising group.
- c) **Trails Committee Report (Commissioner Michel):** Executive Director Perkosky read a report from Commissioner Michel: The BuDu event went great; the trails look good and the KP Pirates are ready to put together a work party for trail repair. Executive Director Perkosky added that there appeared to be 125 to 150 participants at the April 11 BuDu mountain biking event. It was the final event in their annual mountain bike racing series; they had requested permission to hold a season-ending ceremony so a few extra non-racing participants were on site.
- d) **Events Committee (Commissioner Michel):** Executive Director read a report from Commissioner Michel: Several route options of varying degrees of difficulty have been laid out for the Bike Ride for KP Kids; the Key Peninsula Parks and Recreation Foundation is planning a Run/Walk fund raising event for October 16. Executive Director Perkosky added that Key Pen Parks July 4<sup>th</sup> event might again be cancelled due to COVID regulation constraints.

**8. Board President's Report (President Robison):** Board President Robison said he wanted to "emphasize that his highest priority for Spring is to have the splash pad operational and make it work" (in a safe manner given COVID rules and regulations).

**9. Unfinished Business:** No Unfinished Business.

**10. New Business:**

- a) **Approval of Annual Financial Report for the Year Ending December 31, 2020:** Fiscal Specialist Armstrong presented a Power Point report about how Key Pen Parks'

Annual Financial Report to the State Auditor's Office is compiled. She thoroughly explained the different schedules and documents included in the report. She said that a new COVID related "Note" detailing COVID related revenue loss and expense is required as a supporting document. She also said a different "Note" lists 2020 reimbursement revenue from Pierce County's Conservation Futures Opportunity Fund for Key Pen Parks' 2019 purchase of the Cramer/McCracken property (addition to 360 Trails). She requested the Key Pen Parks Board of Park Commissioners approve the 2020 Annual Report. Commissioner Robison asked whether Key Pen Parks received more revenue than was budgeted in 2020. Executive Director Perkosky answered "yes". She said, in addition to capital funds for REET and the Conservation Futures Opportunity Fund reimbursement payment, more revenue was generated from Zoo/Trek excise (sales) tax, forest excise tax and property tax than was expected. Commissioner Clinton moved "we approve the 2020 Financial Report for submittal to the State Auditor's Office". Commissioner Jensen seconded the motion. The motion passed unanimously. Executive Director congratulated Fiscal Specialist Armstrong on her presentation to the Board.

- b) Approval of Executive Director to Sign Letter of Support for WA Congressional Delegation on Trails:** Executive Director Perkosky said Key Pen Parks was contacted by Pierce County (through Pierce County Parks) to participate in a joint letter to Puget Sound region Congressmembers in support of federal funding for trails. The group initiating the letter is Leafline Trails Coalition; who is a regional advocacy group supporting trails and trail connections throughout the Central Puget Sound region. One of the primary goals of this organization is to create an interconnected network of shared use trails across the Central Puget Sound region to improve health, community, quality of life, mobility and access for all. Executive Director Perkosky told the Board that, though Key Pen Parks has no trails on the project list this letter pertains to, it is important to extend support to neighboring districts' proposals in furtherance of common goals. Commissioner Jensen moved that "we authorize the Executive Director to sign the letter of support for the WA Congressional Delegation on Trails". Commissioner Parry seconded the motion. The motion passed unanimously.

**11. Other minor matters:** No minor matters.

**12. Commissioners Comments/Good of the Order:** Commissioner Parry said that she thought Fiscal Specialist Armstrong did an amazing job and made the presentation clear and understandable. Commissioner Robison also commended Fiscal Specialist Armstrong. Commissioner Robison mentioned that he has noticed the playgrounds are being heavily used this spring; Executive Director Perkosky said staff is trying to keep them open by encouraging good hygiene by playground users. She said the zip lines will remain closed due to sanitation requirements; the handles have to be sanitized each time they were used which is prohibitively expensive.

**13. Meeting Adjourned:** The public Zoom meeting of April 12, 2021, was adjourned at 8:21 PM. The next regular meeting will be held on Monday, May 10, 2021, at 7:30 PM via Zoom per Governor Inslee's "Stay Home, Stay Healthy" directive. The regular meeting may be preceded by a 7:00 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Commissioner Kip Clinton, Board Clerk.

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