



Key Peninsula Metropolitan Park District (Key Pen Parks)

MINUTES

Board of Park Commissioners

Monday, December 11, 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 (via Zoom), Vice President Michel, Clerk Clinton, Commissioner Jensen, and Commissioner Robison

Absent & Excused: None

Since President Parry was attending the meeting via Zoom, Vice President Michel chaired the meeting.

4. Meeting Agenda Approval

Agenda approved with no changes.

5. Special Presentations

None

6. Public Comment

Stan Moffett – expressed appreciation to Outreach and Community Events Coordinator Alstead for a great December Newsletter.

7. Approval of Minutes

Regular Meeting Minutes for November 13, 2023.

Recommended Action: Approve meeting minutes.

Vice President Michel adopted the meeting minutes without verbal objection.

8. Financial Report

The November Financial Report was approved following questions about donations.

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

9. Executive Director Report

Executive Director Perkosky shared her report verbally since the written report was omitted from the packet. She shared positive outcomes from the Letters for Santa event, noting over 200 letters received. Additionally, she discussed the Outreach Events Coordinator's efforts in negotiating a memorandum of understanding (MOU) with the Peninsula School District to share the use of the Hugh McMillan Community Center.

The State Auditor's Office is scheduled to conduct our 2-year Accountability Audit in early 2024. She described a vandalism issue at Volunteer Park restrooms, and a code for bathroom access is proposed as a solution. The maintenance team completed leaf removal, Minter Creek work, and trail work at 360. Fiscal Specialist Armstrong completed maintenance capital equipment acquisitions for the year including a mower, UTV (Kubota), and truck.

Director Perkosky also discussed the new agreement with Evergreen Mountain Bike Alliance (EMBA) who will repair Blood Pressure and the Pump Track, handle all trail, soft surface maintenance, on all red mountain bike trails plus "Pirate Trail" and "Banner Loop" (not official names) on the 360 Trails Map, and vegetation management on Ticket to Ride, Jumplines, and Blood Pressure. EMBA will also host a minimum of 2 volunteer work parties. All comments on the work/contract should go to the Director not EMBA.

Logging was originally going to December 15th for Key Central Forest, beginning with the Key Peninsula Hwy side of the property and then the entire park closing in late January/February. Then a weather change means it will start in January or February. Director Perkosky described a productive meeting with DNR and the logging contractor on trail conditions upon return and other logistics.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – Wright Bliss Acquisition to discuss later in the meeting along with the Park Impact Fees.
- b. Trail Committee Update – December 30th there will be a volunteer work party by Evergreen Mountain Bike Alliance in 360 Trails from the partnership agreement.

11. Board President's Report

None

12. Unfinished Business

- a. Continued Discussion of Trail Naming. Discussion on proposed names meeting Adopted Park Naming Policy and possible return of names to Trails Committee for clarification.

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

DIRECTION: Names will be returned to Trails Committee to determine applicability with Naming Policy and suggest new names as needed, including for unnamed trails.

- b. Update on Wright Bliss Acquisition. Director Perkosky gave an update on the dwelling inspection reports, septic inspection and pumping by the seller, and disclosed water intrusion into 10617 Wright Bliss. Discussion occurred on proposed negotiation items for inspection feasibility and requests.

Recommended Action: Provide Direction on Final Negotiations for Acquisition

DIRECTION: Director Perkosky shall get an estimate for electrical and water intrusion repairs and request that the current owner complete the repairs or reduce the costs from the purchase price. Septic repairs are the responsibility of the seller.

13. New Business

- a. Approval of Resolution R2023-07 Wage Matrix for 2024. Director Perkosky provided background on the COLA and calculations. Discussion on scrivener's errors on the attachment such as the wrong year listed in the Resolution number.

Recommended Action: Approve Resolution R2023-06 and authorize a 4.8% increase for COLA for all staff.

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

- 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. Director Perkosky provided background on Park Impact Fees and the proposed project list. Discussion occurred on projects.

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

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

- c. Authorize the Executive Director to create Three Restricted Funds within the Chart of Accounts. Director Perkosky presented why these funds are needed, two immediately for Park Impact Fees and Donations with REET needed in the future.

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

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

d. Adoption of Resolution R2023-08 Authorizing Disposition of Surplus Property.

Recommended Action: Adopt Resolution R2023-08 to Declare Surplus Property and authorize the Executive Director to dispose of the property through sale, donation or other disposal.

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

e. Nominations of Officers for Board of Park Commissioners in 2024

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

MOTION: Vice president Michel nominated Parry for President, and Commissioner Jensen seconded. Commissioner Robison nominated Clinton for Clerk, and Commissioner Jensen seconded. Commissioner Robison nominated Michel for Vice President, and Clerk Clinton seconded.

14. Other minor matters

Vice President Michel addressed that a project manager or a consultant needs to be brought on to help complete projects in the calendar year 2024.

Clerk Clinton noted this Thursday, the 14th at 5pm, there's a remote KPAC meeting to discuss improvements to Penrose State Park, and in January, Pierce County is revisiting the Pierce County Comprehensive 10 Year Plan.

15. Good of the Order/Comments by Board Members

Commissioner Robison noted that the holiday event with the KPBA was very successful. Key Peninsula Community Council has an open house on Thursday, the 14th, at 6:30pm.

Vice President Michel says Happy Holidays and Happy New Year.

16, 17. Next Meeting and Adjourn

Regular Meeting on January 8, 2024, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 8:52 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.

Adopted: Special Meeting, January 11, 2024

Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays: None

Abstain: None