

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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**Board Meeting Minutes**

**Monday, October 12, 2020**

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

The regular meeting of Monday, October 12, 2020, was **not** preceded by a 7:00 PM study session.

**The regular public Zoom meeting was called to order by Executive Director Tracey Perkosky at 7:30 PM; she then turned the meeting over to Board President Ed Robison.**

**Commissioners Present:** Ed Robison, Shawn Jensen, Linda Parry, Mark Michel, and Kip Clinton. Key Pen Parks staff present were Executive Director Tracey Perkosky, Maintenance Supervisor Matt Woodward, and Fiscal Specialist Laura Armstrong.

**Citizens present via Zoom:** Stan Moffett, Kellie Bennet, and a citizen attending via phone (360) 328-1181.

**1. Approval of Agenda:** President Robison stated that approval of the September 29, 2020, Single Topic Special Meeting minutes needed to be added to the agenda; he asked if there were any other additions or corrections to the amended agenda. Hearing none, the agenda was adopted as amended.

**2. Special Presentations:** None.

**3. Public Comments:** None.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the September 29, 2020 Single Topic Special Meeting minutes. Hearing none, the September 29, 2020 Single Topic Special Meeting minutes were approved as submitted. He then asked if there were any objections or corrections to the September 14, 2020, Regular Meeting minutes. Hearing none, the September 14, 2020 Regular Meeting minutes were approved as submitted.

**5. Financial Report:** The September 2020 BIAS financial balance was \$2,829,146.68. The Zoo/Trek September 2020 deposit was \$17,147.95. 2020 Zoo/Trek collections to date were \$135,543.83. The September 2020 Real and Personal Property Tax deposit was \$24,881.70. 2020 Real and Personal Property Tax collections to date were \$821,536.97. BIAS Expenditures for September 2020 were \$62,556.14. President Robison asked if there were any corrections or objections to the September 2020 financial report. Hearing none the financial report was adopted as submitted.

**6. Executive Director's Report:** The Key Pen Parks' All Hallows Eve Drive Through will take place Saturday, Oct. 15, 2020, at Volunteer Park. Special Events Coordinator Grandt has several fun scavenger hunts on the Key Pen Parks website and Facebook page; this is a new event which should encourage people to get out and enjoy the Key Peninsula and its parks.

**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 Perkosky attended the most recent Foundation meeting. She had nothing new to report.

- c) **Trail Updates (Commissioner Michel):** Commissioner Michel said that the Trails Committee and staff think any required maintenance might be able to be done with volunteer assistance; new trail building is on hold. He said the trails held up fairly well during the dry season. He also reported that the Washington Students Cycling League’s use of Key Pen Parks’ trails has increased during the COVID “stay home, stay healthy” mandate.
- d) **Recreation Committee (Commissioner Michel):** Commissioner Michel commended Special Events Coordinator Grandt stating she has the two scheduled October events well in hand. Executive Director Perkosky said Special Events Coordinator Grandt is also working on a virtual trail biking or trail run event. She elaborated that, with the new COVID guidance, some events can take place; BU-DU Mountain Bike Racing has approached the District to hold a January event using the new guidance from Gov. Inslee.

**8. Board President’s Report (President Robison):** President Robison said he had no report.

**9. Unfinished Business:**

- a) **Wright Bliss Road Property Acquisition:** Executive Director Perkosky said the property owners decided to sell to someone else and offered to reimburse Key Pen Parks for any expenses that Key Pen Parks’ had related to negotiations to purchase the property. There was discussion about contacting the new owners.

**10. New Business**

- a) **Washington State Recreation and Conservation Office Authorized Signature Resolution Update:** Resolution R 2020-07 “Authorizing Resolution of the Board of Park Commissioners of the Key Peninsula Metropolitan Park District for Recreation and Conservation Application Resolution/Authorizing” authorizes the Executive Director (the holder of that position for Key Pen Parks) to sign binding documents and agreements with RCO. Commissioner Michel said “I move that we authorize Tracey (Executive Director Perkosky) to be signatory to R 2020-07 for RCO”. Commissioner Parry seconded the motion; the motion passed unanimously.
- b) **Receive and File Deed of Right for Wang Property Acquisition for Taylor Bay Phase II:** Executive Director Perkosky reported that Key Pen Parks had just received, and filed, the Deed of Right for the Wang Property (Taylor Bay Infill Phase II, acquired through a 2017 Pierce Co. Conservation Futures grant). She said this was an informational item to show the public the title restrictions on any properties Key Pen Parks acquires through grants. The title restrictions for the Wang Property (Taylor Bay Infill Phase II) are that the property can only be used for passive use/outdoor recreation and that Key Pen Parks is to hold title in perpetuity.
- c) **Draft Budget Proposal for 2021/First 2021 Budget Hearing:** The First Hearing for 2021 Budget of the Key Peninsula Metropolitan Park District began at about 8:05 pm. Executive Director Perkosky noted that this is the first time Maintenance Supervisor Woodward, Financial Specialist Armstrong and Special Events Coordinator Grandt participated in budget preparation. She said Key Pen Parks budget will be using a new format wherein some line items have been consolidated or have been assigned a different budget category from years past. She noted that the 2021 budget will include election costs; 2020 funds budgeted for State audit costs have been carried forward to 2021 as Key Pen Parks was notified that required State audits will now occur every 3 (three) years (previously State required audits happened every two years). Executive Director Perkosky requested direction from the Board regarding Capital Projects for the 2021

budget; Board consensus was to prioritize updating the Gateway Park Master Plan to include the Manke acquisitions (especially Manke East) and address a Master Plan for Taylor Bay Park later in 2021 or early 2022. Key Pen Parks' second 2021 budget hearing will occur during the regular Key Pen Parks' Park Board meeting on Monday November 9, 2020. The First Hearing of the 2021 Budget for the Key Peninsula Metropolitan Park District concluded at about 8:45pm.

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

**12. Commissioners Comments/Good of the Order:** Commissioner Clinton announced that she will be appointed to the Key Peninsula (Land Use) Advisory Commission by the Pierce County Council in the coming weeks.

**13. Meeting Adjourned:** The public Zoom meeting of October 12, 2020, was adjourned at 8:51 PM. The next regular meeting will be held on Monday, November 9, 2020 at 7:30 PM via Zoom per Governor Inslee's "Stay at Home, Stay Healthy" directive. The 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 Park's 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.***