



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

January 10, 2022

6:30 PM – Study Session

7:30 PM – Regular Meeting

Revised Packet - adding attachments to reports

<https://us06web.zoom.us/j/87251965544?pwd=dkdkZHBvMHVrampDbkdMQVBNTFM1dz09>

Meeting ID: 872 5196 5544

Passcode: 012568

Dial in (253) 215 8782

Members of the Board of Park Commissioners

Ed Robison, President

Shawn Jensen, Vice President

Mark Michel, Member-at-Large

Kip Clinton, Clerk

Linda Parry, Member-at-Large

Study Session – 6:30 PM

Presentation on the Open Public Meetings Act and Ethics by Madrona Law Group

Regular Meeting – 7:30 PM

1. Call to Order

2. Roll Call

Present Excused Comment

- a. Ed Robison
- b. Shawn Jensen
- c. Mark Michel
- d. Kip Clinton
- e. Linda Parry

3. Pledge of Allegiance

4. Approval of Agenda

5. Swearing In of Commissioners Shawn Jensen and Ed Robison

6. Election of 2022 Board of Park Commissioners Officers

7. Special Presentations (none)

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

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

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

9. Approval of the Minutes

- a. Special Meeting, September 23, 2021 (forthcoming)
- b. Regular Meeting, October 11, 2021 (forthcoming)

10. Financial Report

- a. December 2021 Financial Report (forthcoming)

11. Executive Director’s Report

12. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee
- b. Key Peninsula Park and Recreation Foundation Report
- c. Trail Update

13. Board President’s Report

14. Unfinished Business

- a. Letter of Support for Safe Swim Gig Harbor and their effort for an aquatic study for a new facility

15. New Business

- a. Update on Rocky Creek Lease Extension and approval of “month to month” letter while final lease negotiations are ongoing

b. Creation and Approval of Legislative Priorities

16. Other minor matters

17. Good of Order/Comments by Board Members

18. Next Regular Meeting February 14, 2022

19. Adjournment



Regular Meeting: January 10, 2022

Item # 6

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 10, 2022

Subject: Nomination of Officers for Board of Park Commissioners in 2022

Background

Per Article II, Section 2 of the Adopted By-Laws:

Nomination of the officers shall be at the last regular Board meeting in the prior calendar year and at the first regular Board meeting in the new calendar year. Election of the officers shall be at the first regular Board meeting in the new calendar year upon which the newly elected officers shall immediately take office upon the conclusion of the voting by the Board of Park Commissioners. The term of office for all officers shall be for the subsequent twelve (12) months as required by RCW 35.61.120 and they shall continue in office until his or her successor is elected. Officers may, at the discretion of the Board, hold their respective offices for successive terms.

During the December 13, 2021 meeting the following individuals accepted nominations:

President: Mark Michel

Vice President: Linda Parry

Clerk: Kip Clinton

Recommended Action: Complete second nominations/voting of officers and install Officers for 2022 calendar year



Meeting: January 10, 2022

Item # 9a & b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 10, 2022

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Special Meeting on September 23, 2021 and Regular Meeting on October 11, 2022.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the Special Meeting on September 23, 2021(forthcoming)

Attachment 2: Minutes from the Regular Meeting on October 11, 2021 (forthcoming)

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

P.O. Box 70, Lakebay, WA. 98349

253-884-9240 and answers@keypenparks.com

Single Purpose Special Board Meeting Minutes

Thursday, September 23, 2021

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

The public Zoom meeting was called to order at 7:00 PM by Executive Director Perkosky.

Executive Director Perkosky turned the Special Meeting over to President Robison after the recital of the Pledge of Allegiance.

Commissioners Present: Ed Robison, Shawn Jensen, Mark Michel, Linda Parry and Kip Clinton. Key Pen Parks staff present was Executive Director Perkosky.

Citizens present via Zoom: Sami Jensen, Lisa Bryan, Stan Moffett, Tim Kezele, and Irene Torres.

1. Approval of Agenda: President Robison stated because this meeting is a Single Purpose Special Meeting of the Key Pen Parks Board of Commissioners, the agenda is "set" and cannot be amended; the agenda was adopted as submitted.

2. Citizen Comments: None.

3. Unfinished Business:

a. Splash Pad: Executive Director Perkosky summarized the timeline regarding the Splash Pad planning and building process vs. the conceptualization and building of the dog park; Splash Pad planning and initial construction was underway prior to discussion regarding the dog park. Previous minutes indicate the present dog park was intended for summer use (wet ground in the winter); prior to Gateway Park construction, the greater Gateway Park field area, including the dog park area, had been identified as impermeable soils at a soil depth of 2' to 4' resulting in a high-water table. Executive Director Perkosky stated a winter dog park, sited on a more appropriate soil type, will be addressed at a future time.

She said the Splash Pad opened in early summer 2021. In July, an increasingly wet area became apparent in the NW corner of the large field near the terminus of the Splash Pad used-water outfall, it was unknown whether the drain pipe under the trailhead road to the dog park outflow was blocked and water failed to infiltrate overnight. After the July 2021 regular Park Board meeting, Commissioners Robison and Michel, Executive Director Perkosky, and Interim Parks & Facilities Manager Akramoff met on site and reviewed the problem; at that time, Commissioner Robison suggested building/extending an infiltration system in the Gateway Park field area.

Staff contacted Don Campbell of RW Droll Landscape Architects, the firm which designed Gateway Park Phases 1 through 3. He provided insight regarding cost saving decisions by the previous Executive Director which might have contributed to the issue at hand and offered some suggestions about potential solutions; he recommended additional data gathering prior to any solution selection. Subsequently, staff ask Mr. Campbell to submit a

small project proposal(s) to analyze and recommend a course of action, which he did. Executive Director Perkosky delayed signing or negotiating it (them) after Board President Robison informed her that the Splash Pad/dog park standing water issue would be added to the August Park Board meeting agenda. At that meeting, per the approved minutes, consensus was to have the Executive Director continue the above course of action, which she did. The purpose of the Single Purpose Special Park Board Meeting of Sept. 23, 2021, was to review and discuss potential approval of this (these) small project proposal agreement(s) with RW Droll Landscape Architects.

The Park Board discussed the merits of the consultant agreement(s), along with additional geotechnical data collection (impermeable soil depth throughout the Gateway Park field). Commissioner Robison said he had offered to design and install a large infiltration system in the Gateway Park field for the cost of materials and fuel. The consultant agreement(s) were discussed. Commissioner Clinton moved to direct the Executive Director to continue with the data collection contracts; Commissioner Jensen seconded the motion. The motion failed 2 ayes to 3 nays. Commissioner Robison moved to have Park District maintenance staff regrade the ponding area in the Gateway Park field and the dog park to beat the close of the October wetland-grading work window; Commissioner Michel seconded the motion. The motion passed 3 ayes to 2 nays. Commissioner Jensen thanked Executive Director Perkosky for bearing with the Board and hoped that it hadn't impacted her desire to continue her efforts on behalf of the Park District.

4. Meeting Adjourned: The public Single Purpose Special Park Board Zoom meeting of September 23, 2021, was adjourned at 9:20 PM. The next regular meeting will be held on Monday, October 11, 2021 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.

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Board Meeting Minutes

Monday, October 11, 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 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, Mark Michel and Linda Parry; Kip Clinton joined the Zoom meeting at 7:40 pm. Staff present for Key Pen Parks: Executive Director Tracey Perkosky and Fiscal Specialist Laura Armstrong.

Citizens present via Zoom: Sami Jensen, Lisa Bryan, Stan Moffett, Emme McAbee, and Rachel Turpin of Madrona Legal Services.

1. Approval of Agenda: President Robison asked if there were any additions or corrections to the agenda. Commissioner Jensen stated the minutes for the regular business meeting of September 13, 2021 and the special meeting of September 23, 2021 were not prepared; he said that they will have to be postponed to the November meeting. President Robison asked if there were any objections to the amended agenda. Hearing none, the agenda was adopted as amended.

2. Special Presentations: None.

3. Citizen Comments: None.

4. Approval of Minutes: The minutes were not prepared in time for approval at this meeting; this item was struck from the agenda.

5. Financial Report: The September 2021 Springbrook financial balance was \$3,827,191.45. The September 2021 Zoo/Trek deposit was \$23,630.15. Total Zoo/Trek collections to date were \$175,931.99. The September 2021 Real and Personal Property Tax deposit was \$22,670.60. 2021 Real and Personal Property Tax collections to date were \$846,298.82. Springbrook Expenditures for September 2021 were \$78,396.52. President Robison asked if there were any corrections or objections to the September 2021 financial report. Hearing none the financial report was adopted as submitted.

6. Executive Director's Report: Executive Director Perkosky reported Volunteer Coordinator Gleason is having volunteer work parties every other Saturday this fall and winter (with the exception of October 23rd due to the All Hallows Eve and Harvest Fest event); a trails work party took place on September 25th at 360 Trails and October 9 at Key Central Forest with the next work party scheduled for Saturday, November 6 at 360 Trails. All Hallows Eve and Harvest Fest will take place at Gateway Park on Saturday, October 23; the new Harvest Fest is from noon to 4:00 pm with All Hallows Eve following from 4:00 pm to 7:00 pm; check the video prepared by Event Coordinator Grandt. Letters to Santa is on Saturday, December 5. Nik Carson from Pierce County has joined Key Pen Parks as Maintenance Worker II; Key Pen Parks welcomes him to the team. Staff has been working hard to prep for the All Hallows Eve and Harvest Fest Event; they have completed the winter Splash Pad shut down and have prepped for the Splash Pad/dog park grading project. The three Volunteer Park baseball fields have been re-seeded. All

staff members, for the first time, have participated in the annual budget process; Executive Director Perkosky stated she was proud of their enthusiasm and the resulting proposed budget. She reminded the Board that the year-three audit by the State Auditor's Office is expected before the end of the year. Maintenance Lead Vannausdle will be taking the test to become a Certified Playground Safety Specialist; Executive Director Perkosky said he is excited about it.

7. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison had no report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Executive Director Perkosky said the Foundation will be holding a private meeting to help select new Board members.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel said that he had no trail report due to being out-of-town lately; he is not opposed to having a trails meeting.

8. President's Report: President Robison said he had no report at this time.

9. Public Hearing/First Hearing of the Key Pen Parks 2022 Budget:

- a) **Presentation of Draft Budget for 2022:** Executive Director Perkosky presented the Draft 2022 Key Pen Parks Budget, after which the Key Pen Parks Board of Commissioners and Executive Director Perkosky discussed the draft budget. The regular business meeting of the Key Pen Parks Board of Commissioners resumed at the conclusion of the First Hearing of the proposed Key Pen Parks 2022 Budget.

10. Unfinished Business:

- a) **Authorize the Executive Director to Sign Release of Right of First Refusal for the Lind Property:** Executive Director Perkosky gave a synopsis of the history of Key Pen Parks regarding the Lind Property. She recommended the Board of Park Commissioners give her authorization to sign a Release of Right of First Refusal as requested by the Lind heirs. The heirs are undecided about the future of the site; she will stay in contact with them and continue to express Key Pen Parks' interest in purchase of the property, given existing use covenants and Park District budget, and other, fiscal constraints. Commissioner Robison moved "that we authorize the Executive Director to sign the Release of Right of First Refusal for the Lind Property, contingent upon, should they decide to sell, that we have a desire to purchase." Commissioner Michel seconded the motion. The motion passed 5/0 (unanimously).

11. New Business: None.

12. Executive Session: RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. President Robison announced that the Board, Executive Director Perkosky and the District's legal counsel, Rachel Turpin, would be entering Executive Session at 8:40 pm, duration of 30 minutes and would reconvene the public meeting at 9:10 pm and no action is expected. The Executive Session was continued for an additional 20 minutes with Executive Director Perkosky announcing the extension to 9:30 pm in the Zoom chat room. The Executive Session ended at 9:30 pm, at which

time the regular business meeting for October 11, 2021 of the Key Pen Parks Board of Commissioners resumed. No action was taken on matters discussed during Executive Session.

13. Other minor matters: Commissioner Michel reminded the Board to remember where the funding for the Park District's budget comes from and that the budget has grown a lot in the past 17 years. He said look how far Key Pen Parks has come and the amenities Key Pen Parks provides the public.

14. Good of the Order: Commissioner Jensen reminded the Board and the public that 2021 General Election ballots would be arriving soon and told them all to VOTE! Commissioner Michel extended his thanks to whoever did the trail maintenance.

15. Meeting Adjourned: The public Zoom meeting of October 11, 2021, was adjourned at 9:32 PM. The next regular meeting will be held on Monday, November 8, 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. There may be a Special Meeting on October 25, 2021, for the 2022 Budget. 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.

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Corrected Report w/ Documents Added Meeting: January 10, 2022

Item # 10a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: January 10, 2022

Subject: Approval of Finances

Background

This report includes a summary of the financial information from December 2021 for Board approval.

December 2021 Financial Report

Total expenditures \$88,920.07

- Accounts Payable \$36,266.96 Check # 1933 -1967
- Payroll/Benefits , \$41,344.67 EFT's
- Pierce County Claim \$ 11,200.00 EFT's
- Petty Cash \$0 Cash
- Bank service fees \$ 108.44 EFT's

Total Revenue \$37,090.75

- Other Revenues \$3,436.33
- Zoo Trek \$22,568.16
- Property Tax \$11,086.24
- Investment \$146.84
- Leasehold Excise \$.02
- Timber Excise Tax \$0
- Sale of Tax Title Property \$0

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

12/01/2021 To: 12/31/2021

Time: 13:18:38 Date: 01/06/2022

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,383,233.38	37,090.75	88,920.07	4,331,404.06	17,753.73	0.00	0.00	4,349,157.79
	4,383,233.38	37,090.75	88,920.07	<u>4,331,404.06</u>	17,753.73	0.00	0.00	4,349,157.79

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

12/01/2021 To: 12/31/2021

Time: 13:18:38 Date: 01/06/2022

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	3,559.78	3,289.49	6,232.74	616.53	0.00	0.00	616.53
2 First Citizens Payroll	27,935.66	22,900.83	41,348.67	9,487.82	0.00	0.00	9,487.82
3 Pierce County	4,299,667.32	39,929.56	34,100.83	4,305,496.05	0.00	0.00	4,305,496.05
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	51,897.54	0.00	36,266.96	15,630.58	0.00	17,753.73	33,384.31
Total Cash:	4,383,233.38	66,119.88	117,949.20	4,331,404.06	0.00	17,753.73	4,349,157.79
	4,383,233.38	66,119.88	117,949.20	<u>4,331,404.06</u>	0.00	17,753.73	4,349,157.79

TREASURER'S REPORT
Outstanding Vouchers

Key Peninsula Metro Parks District

As Of: 12/31/2021 Date: 01/06/2022
Time: 13:18:38 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	962	12/22/2021	Claims	5	1950	CHS Northwest	408.61	Propane gas fill at Taylor Bay Care taker home
2021	963	12/22/2021	Claims	5	1951	Canon Financial Services, INX	121.11	Cannon faxboard and Canon IRC5535I III rental contract
2021	964	12/22/2021	Claims	5	1952	Copiers Northwest	24.65	Canon IRC5535I III equipment rental contract
2021	965	12/22/2021	Claims	5	1953	Correctional Industries Accounting	22.64	Po #KL-730 XL T-shirt
2021	966	12/22/2021	Claims	5	1954	Timothy J Gleason	70.56	Mileage for Dec. 2021 employee Gleason, Timothy
2021	967	12/22/2021	Claims	5	1955	Veronica L Grandt	59.36	Mileage for Dec. 2021 employee Grandt, Veronica
2021	969	12/22/2021	Claims	5	1957	Key Pen Farm Tours	1,500.00	2021 Key Peninsula farm tour October 2 & 3 event expenses per contract 21-16
2021	970	12/22/2021	Claims	5	1958	MB Electric LLC	5,171.43	Install 9 Wall Heaters at Taylor Bay Caretaker Home
2021	971	12/22/2021	Claims	5	1959	Kip Miller	350.00	All Hallows Eve event DJ services
2021	972	12/22/2021	Claims	5	1960	Tracey L Perkosky	165.20	Mileage for Oct. to Dec. 2021 employee Perkosky,
2021	973	12/22/2021	Claims	5	1961	Purdy Topsoil and Gravel LLC	166.16	3/4 minus black for Dog Park project
2021	974	12/22/2021	Claims	5	1962	State Auditors	1,922.70	Accountability Audit
2021	975	12/22/2021	Claims	5	1963	US Bank	6,654.00	U.S. Bank Decemeber 2021
2021	976	12/22/2021	Claims	5	1964	Wave Broadband	170.77	Internet and Phone at Volunteer Park
2021	977	12/23/2021	Claims	5	1965	Akramoff, LLC	450.00	Coaching services for Manager Transition Support
2021	978	12/23/2021	Claims	5	1966	Peninsula Light Company	368.55	Electric bill for Gateway Park and Gateway Home
2021	979	12/23/2021	Claims	5	1967	WA water service company	127.99	Gateway Park water bill
							<u>17,753.73</u>	

Fund	Claims	Payroll	Total
001 General Fund	<u>17,753.73</u>	0.00	<u>17,753.73</u>
	17,753.73	0.00	17,753.73

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

12/01/2021 To: 12/31/2021

Time: 13:18:38 Date: 01/06/2022

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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

RECEIPT REGISTER

Key Peninsula Metro Parks District

12/01/2021 To: 12/31/2021

Time: 12:53:14

Date: 01/06/2022

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
932	12/07/2021	Tr Rec	1519	1219	1	The Snack Shack	340.00	December 2021 rent for concession building at Volunteer Park.
933	12/07/2021	Tr Rec	1520	1220	1	Tracey L Perkosky	1,229.36	December 2021 rent, utilities, and Leasehold tax for Gateway House.
934	12/07/2021	Tr Rec	1521	1221	1	US Bank	428.23	Rebate per NASPO from US Bank credit card services.
960	12/21/2021	Tr Rec	1522	1222	1	Kyle Armstrong	764.20	Rent from Taylor Bay Caretaker for Dec 2021
961	12/21/2021	Tr Rec	1523	1223	1	The Snack Shack	527.70	Pay for Invoice # 2021-08 Kitchen Inspection as per contract.
986	12/30/2021	Tr Rec	1524		3	Pierce County Budget and Finar	11,086.24	Property tax of \$10,345.40 and delinquent tax of \$740.84.
987	12/30/2021	Tr Rec	1525		3	Pierce County Budget and Finar	22,568.16	Zoo Trek
988	12/30/2021	Tr Rec	1526		3	Pierce County Budget and Finar	146.84	Investment interest
989	12/30/2021	Tr Rec	1527		3	Pierce County Budget and Finar	0.02	Leasehold Excise Tax
							33,654.42	
							3,436.33	
001 General Fund							37,090.75	
							37,090.75	

Accounts Payable expenditures for December 2021

Key Peninsula Metro Parks District

Time: 14:46:34 Date: 01/05/2022

12/01/2021 To: 12/31/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
211201001 Canon Financial Services, INX	915	12/03/2021	Claims	5	121.11	Canon Fax Board and CanonC5535I II rental contract
211201002 CenturyLink	916	12/03/2021	Claims	5	108.52	Phone and Internet charges for Gateway Park
211201003 Cintas Fire Protection	917	12/03/2021	Claims	5	527.70	Inspection of fire surpression system at Snack Shack building (Snack Shack will reimburse Park District as per contract)
211201004 Copiers Northwest	918	12/03/2021	Claims	5	38.09	Canon IRC5535i III rental contract
211201005 Gleason Timothy J	919	12/03/2021	Claims	5	43.12	Employee mileage reimbursement for Nov. 2021 Gleason.
211201006 Grandt Veronica L	920	12/03/2021	Claims	5	69.44	Employee mileage reimbursement for Nov. 2021 Grandt.
211201007 Hemley's Handy Kans	921	12/03/2021	Claims	5	155.00	Portable toilet rentals for 360 Trails and Key Central Forest
211201008 Peninsula Light Company	922	12/03/2021	Claims	5	327.42	Electric bill for Gateway Park, Gateway Home/Maintenance Buildings, Gateway WSDOT, Gateway Restrooms
211201009 Purdy Topsoil and Gravel LLC	923	12/03/2021	Claims	5	975.24	1 1/2 Drain Rock and 4X8 Black for Gateway Park.
211205001 PEBB Health Insurance	936	12/10/2021	Payroll	5	3,762.25	
211206001 D.M. Recycling Co	937	12/10/2021	Claims	5	165.00	Recycling services for Gateway Park
211206002 Madrona Law Group PLLC	938	12/10/2021	Claims	5	1,076.00	Professional services regarding easement issues.
211206003 Murreys Disposal Company	939	12/10/2021	Claims	5	558.50	Garbage services for Gateway Park and Volunteer Park
211206004 Peninsula Light Company	940	12/10/2021	Claims	5	946.27	Electric bill for Volunteer Park shop building/office, fields 1,2,3, Taylor Bay Park, Home Park.
211206005 The Red Barn	941	12/10/2021	Claims	5	1,750.00	Annual contract fee for youth services per item #2 of contract
211206006 Verizon Wireless	942	12/10/2021	Claims	5	382.48	Cell phone service plan for all employees
1949 US Bank	943	12/10/2021	Claims	5	6,795.60	Park Fuel, Gate latch, 12" gate, 10 " gate, batteries, 6 game cameras for security at Key Central Forest, 7 SD cards for game cameras, wildflower seeds, ice melt, snow shovels, out door flood lights
211209001 CHS Northwest	962	12/22/2021	Claims	5	408.61	Propane gas fill at Taylor Bay Care taker home
211209002 Canon Financial Services, INX	963	12/22/2021	Claims	5	121.11	Cannon faxboard and Canon IRC5535I III rental contract
211209003 Copiers Northwest	964	12/22/2021	Claims	5	24.65	Canon IRC5535I III equipment rental contract
211209004 Correctional Industries Accounting	965	12/22/2021	Claims	5	22.64	Po #KL-730 XL T-shirt
211209005 Gleason Timothy J	966	12/22/2021	Claims	5	70.56	Mileage for Dec. 2021 employee Gleason, Timothy
211209006 Grandt Veronica L	967	12/22/2021	Claims	5	59.36	Mileage for Dec. 2021 employee Grandt, Veronica
211209007 H.D. Fowler	968	12/22/2021	Claims	5	711.49	12" Aluminum trash rack rolled outlet for Dog Park drainage
211209008 Key Pen Farm Tours	969	12/22/2021	Claims	5	1,500.00	2021 Key Peninsula farm tour October 2 & 3 event expenses per contract 21-16
211209009 MB Electric LLC	970	12/22/2021	Claims	5	5,171.43	Install 9 Wall Heaters at Taylor Bay Caretaker Home
211209010 Miller Kip	971	12/22/2021	Claims	5	350.00	All Hallows Eve event DJ services
211209011 Perkosky Tracey L	972	12/22/2021	Claims	5	165.20	Mileage for Oct. to Dec. 2021 employee Perkosky,
211209012 Purdy Topsoil and Gravel LLC	973	12/22/2021	Claims	5	166.16	3/4 minus black for Dog Park project
211209013 State Auditors	974	12/22/2021	Claims	5	1,922.70	Accountability Audit

Payroll Expenditures for December 2021

Key Peninsula Metro Parks District

Time:

14:51:44 Date: 01/05/2022

12/01/2021 To: 12/31/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	930	12/07/2021	Payroll	2	4,714.19	
EFT WA State Department of Retiremen	931	12/07/2021	Payroll	2	5,635.47	
EFT United Concordia	935	12/09/2021	Payroll	2	441.40	
EFT Employee Paycheck	906	12/10/2021	Payroll	2	1,983.23	
EFT Employee Paycheck	907	12/10/2021	Payroll	2	1,520.23	
EFT Employee Paycheck	908	12/10/2021	Payroll	2	575.31	
EFT Employee Paycheck	909	12/10/2021	Payroll	2	1,317.59	
EFT Employee Paycheck	910	12/10/2021	Payroll	2	1,476.77	
EFT Employee Paycheck	911	12/10/2021	Payroll	2	2,209.67	
EFT Employee Paycheck	912	12/10/2021	Payroll	2	1,219.07	
EFT Employee Paycheck	913	12/10/2021	Payroll	2	1,697.19	
EFT Employee Paycheck	914	12/10/2021	Payroll	2	552.14	
EFT EFTPS	959	12/20/2021	Payroll	2	4,809.25	
EFT Employee Paycheck	948	12/24/2021	Payroll	2	2,225.63	
EFT Employee Paycheck	949	12/24/2021	Payroll	2	1,520.23	
EFT Employee Paycheck	950	12/24/2021	Payroll	2	118.21	
EFT Employee Paycheck	951	12/24/2021	Payroll	2	720.97	
EFT Employee Paycheck	952	12/24/2021	Payroll	2	1,317.59	
EFT Employee Paycheck	953	12/24/2021	Payroll	2	1,476.77	
EFT Employee Paycheck	954	12/24/2021	Payroll	2	118.21	
EFT Employee Paycheck	955	12/24/2021	Payroll	2	2,209.67	
EFT Employee Paycheck	956	12/24/2021	Payroll	2	1,097.97	
EFT Employee Paycheck	957	12/24/2021	Payroll	2	1,729.84	
EFT Employee Paycheck	958	12/24/2021	Payroll	2	658.07	
Total Checks:					41,344.67	

Pierce County Expenditures for December 2021

Key Peninsula Metro Parks District

Time: 15:05:02 Date: 01/05/2022

12/01/2021 To: 12/31/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Pierce County Budget and Finance	985	12/30/2021 *	Claims	3	11,200.00	G.O. Debt Service Interest payment.
Total Checks:					<u>11,200.00</u>	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 09:59:57 Date: 01/06/2022

12/01/2021 To: 12/31/2021

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
982	12/30/2021	12/31/2021	1		Ser Chge		First Citizens	98.00	Bank service charges.
	576 80 49 003	Banking Fees		001	General Fund			98.00	Bank service charges.
983	12/30/2021	12/31/2021	1		Ser Chge		Merch Bankcard service	6.44	Credit Card Processing fees.
	576 80 49 003	Banking Fees		001	General Fund			6.44	Credit Card Processing fees.
984	12/30/2021	12/31/2021	2		Ser Chge		First Citizens	4.00	ACH notification of change fee
	576 80 49 003	Banking Fees		001	General Fund			4.00	ACH notification of change fee
	Records Printed:		3				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	108.44	
							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	108.44	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	108.44	0.00	0.00	0.00

2021 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 10:51:47 Date: 01/07/2022

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	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt		
001 General Fund																
308 91 00 000 Estimated Beginning Balance	3,219,620.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,219,620.12	3,219,620.12	100%	
308 Beginning Balance	3,219,620.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,219,620.12	3,219,620.12	100%	
311 10 00 000 Taxes, Real & Personal Pro	4,738.29	44,231.95	85,762.57	574,150.57	86,763.81	12,945.00	6,092.63	8,943.40	22,670.60	482,609.60	94,502.10	11,086.24	1,434,496.76	1,430,563.00	100%	
313 17 00 000 Taxes, Zoo Trek Excise Tax	16,388.65	19,380.79	15,616.65	15,481.23	19,849.52	17,163.07	23,619.98	24,792.95	23,630.15	22,840.04	23,684.80	22,568.16	245,015.99	150,000.00	163%	
317 20 00 000 Taxes, Leasehold Excise Tax	0.00	15.22	0.00	0.02	0.00	40.51	0.00	24.26	0.02	0.00	225.42	0.02	305.47	4,000.00	8%	
317 40 00 000 Taxes, Forest Excise Tax	0.00	120.69	0.00	0.00	2,698.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,819.66	500.00	564%	
318 00 00 000 Other Taxes (REET)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00	0.00	80,000.00	0.00	0%	
310 Taxes	21,126.94	63,748.65	101,379.22	589,631.82	109,312.30	30,148.58	29,712.61	33,760.61	46,300.77	585,449.64	118,412.32	33,654.42	1,762,637.88	1,585,063.00	111%	
334 02 70 000 Recreation Conservation C	107,452.89	0.00	0.00	116,345.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223,797.94	0.00	0%	
330 Intergovernmental Revenues	107,452.89	0.00	0.00	116,345.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223,797.94	0.00	0%	
347 60 00 003 Proqram Fees, Proqrms	0.00	0.00	0.00	0.00	0.00	0.00	920.00	0.00	0.00	901.80	0.00	0.00	1,821.80	2,000.00	91%	
340 Park Fees	0.00	0.00	0.00	0.00	0.00	0.00	920.00	0.00	0.00	901.80	0.00	0.00	1,821.80	2,000.00	91%	
361 11 00 000 Investment Interest	226.11	197.46	185.04	160.03	124.27	118.11	287.35	128.02	136.85	152.38	135.33	146.84	1,997.79	12,000.00	17%	
362 40 00 003 S&F Rentals, Camping Fee	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%	
362 40 00 004 S&F Rentals, 360 Field / G	350.00	0.00	475.00	2,759.59	755.00	4,380.00	1,937.40	1,050.00	230.00	335.00	0.00	0.00	12,271.99	3,500.00	351%	
362 40 00 005 S&F Rentals, Home Park P	0.00	0.00	0.00	0.00	25.00	81.00	97.00	35.00	0.00	0.00	0.00	0.00	238.00	200.00	119%	
362 40 00 006 S&F Rentals, Volunteer Pa	0.00	0.00	0.00	0.00	65.00	158.50	37.50	800.00	1,360.00	0.00	0.00	0.00	2,421.00	75.00	***%	
362 50 00 001 S&F Rentals, Concessions	340.00	340.00	1,080.00	473.18	540.00	540.00	540.00	540.00	340.00	340.00	340.00	867.70	6,280.88	10,800.00	58%	
362 50 00 002 S&F Rentals, Gateway Hou	1,071.98	1,326.02	1,349.44	1,256.65	1,244.05	1,182.77	1,188.50	1,290.91	1,184.77	1,170.97	1,301.80	1,229.36	14,797.22	15,600.00	95%	
362 50 00 003 S&F Rentals, Storage Spac	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00	75.00	133%	
362 50 00 004 S&F Rentals, Little League	0.00	0.00	0.00	0.00	0.00	3,828.00	0.00	0.00	0.00	0.00	0.00	0.00	3,828.00	2,000.00	191%	
362 50 00 005 S&F Rental, Taylor Bay Car	312.86	312.86	312.86	625.72	0.00	312.86	312.86	764.20	764.20	764.20	764.20	764.20	6,011.02	5,800.00	104%	
367 00 00 000 Contributions & Donation	0.00	0.00	0.00	0.00	250.00	0.00	2,650.00	0.00	0.00	0.00	0.00	0.00	2,900.00	10,000.00	29%	
369 91 00 000 Other Revenue	0.00	206.78	551.00	142.50	7.50	356.07	54.36	316.85	292.15	102.60	332.81	428.23	2,790.85	2,000.00	140%	
369 91 01 000 Usage Of Fund Balance	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	192,980.00	0%	
360 Long Terms	2,300.95	2,383.12	3,953.34	5,417.67	3,010.82	10,957.31	7,104.97	4,924.98	4,307.97	2,865.15	2,974.14	3,436.33	53,636.75	255,780.00	21%	
FUND REVENUES:	3,350,500.90	66,131.77	105,332.56	711,394.54	112,323.12	41,105.89	37,737.58	38,685.59	50,608.74	589,216.59	121,386.46	37,090.75	5,261,514.49	5,062,463.12	104%	
576 80 10 001 Commissioner Waqes	128.01	384.03	768.06	0.00	512.04	512.04	768.06	256.02	0.00	1,408.11	384.03	256.02	5,376.42	7,500.00	72%	
576 80 10 002 Administrative Waqes	16,016.22	15,464.83	15,198.02	18,317.54	19,148.23	19,532.41	19,620.53	19,172.21	23,423.21	24,887.64	22,609.42	22,844.74	236,235.00	263,000.00	90%	
576 80 10 003 Park Operations Waqes	14,494.82	14,454.80	13,589.65	16,322.39	13,320.56	24,915.12	16,441.49	15,822.58	16,992.53	15,268.16	13,138.80	14,252.72	189,013.62	304,000.00	62%	
576 80 20 001 Commissioner Personnel I	21.47	29.40	58.80	9.20	39.20	39.18	63.56	22.17	0.00	115.10	-263.53	19.60	154.15	600.00	26%	
576 80 20 002 Administrative Benefits	8,023.35	4,149.80	4,066.53	5,718.49	6,583.98	5,770.72	6,946.05	5,171.76	5,895.06	6,660.03	6,701.16	5,587.57	71,274.50	94,000.00	76%	
576 80 20 003 Park Operations Benefits	9,185.21	5,664.64	6,579.81	9,302.33	5,803.93	6,583.39	7,706.10	3,787.98	5,163.85	9,035.33	4,621.04	4,914.64	78,348.25	161,000.00	49%	
576 80 20 005 Volunteers L&I Benefits	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%	
576 80 20 006 Uniforms/safety Gear - Pei	56.08	0.00	267.06	200.00	0.00	0.00	100.00	1,155.14	0.00	13.00	492.44	22.64	2,306.36	3,500.00	66%	
576 80 31 001 Office Supplies	10.00	152.20	432.18	1,433.05	722.08	577.11	509.82	96.33	1,171.24	517.62	152.83	138.20	5,912.66	3,000.00	197%	
576 80 31 002 Maintenance Supplies	36.67	2,150.64	1,754.74	997.74	2,246.55	6,225.93	2,860.76	2,330.06	6,829.28	896.23	2,404.09	6,478.64	35,211.33	39,000.00	90%	
576 80 31 003 Equipment Maintenance S	0.00	0.00	0.00	397.43	311.47	0.00	0.00	0.00	226.41	0.00	273.34	0.00	1,208.65	7,500.00	16%	
576 80 31 004 Vehicle Maintenance Supr	469.03	92.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	561.08	5,000.00	11%	
576 80 31 130 Supplies, Special Event Po	0.00	0.00	0.00	0.00	239.01	0.00	0.00	1,757.51	0.00	0.00	0.00	0.00	1,996.52	3,000.00	67%	
576 80 31 140 Supplies, Special Events N	0.00	523.68	354.06	66.81	0.00	0.00	0.00	0.00	152.86	1,450.43	1,337.74	1,090.05	4,975.63	9,000.00	55%	
576 80 31 150 Supplies, Volunteer Proqra	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.56	124.03	0.00	231.59	0.00	0%	
576 80 32 000 Park Operations Fuel	607.37	1,329.86	581.31	763.95	629.15	944.32	831.95	1,276.52	791.36	723.92	1,071.03	1,408.96	10,959.70	10,500.00	104%	

2021 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 10:51:47 Date: 01/07/2022

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
000															
576 80 35 000 Small Tools & Equipment	0.00	199.00	737.53	2,090.98	1,392.90	0.00	937.15	1,047.13	1,788.00	1,372.39	957.97	5,504.50	16,027.55	4,500.00	356%
576 80 41 000 Professional Services, Marl	5,406.50	0.00	0.00	4.00	397.58	0.00	0.00	0.00	0.00	0.00	20.00	256.90	6,084.98	9,000.00	68%
576 80 41 001 Professional Services, Con	0.00	0.00	0.00	0.00	0.00	0.00	13,715.20	0.00	10,618.28	1,135.62	0.00	0.00	25,469.10	20,000.00	127%
576 80 41 002 Professional Services, Fina	0.00	0.00	6,422.55	310.75	0.00	0.00	0.00	0.00	0.00	0.00	1,967.94	1,922.70	10,623.94	20,000.00	53%
576 80 41 004 Professional Services, Leq	943.00	207.00	0.00	0.00	0.00	345.00	552.00	782.00	414.00	414.00	1,409.00	1,076.00	6,142.00	6,000.00	102%
576 80 41 005 Professional Services, Con	4,720.00	0.00	213.00	23.00	132.24	357.50	365.50	1,920.00	0.00	2,325.60	1,149.00	9,290.43	20,496.27	7,500.00	273%
576 80 41 007 Professional Services, Wet	425.19	0.00	0.00	103.06	0.00	0.00	0.00	0.00	264.48	0.00	0.00	0.00	792.73	5,000.00	16%
576 80 41 008 Professional Services, Arbc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,989.81	0.00	0.00	0.00	0.00	6,989.81	1,500.00	466%
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	15,006.00	0.00	15,006.00	12,000.00	125%
576 80 41 020 Professional Services, Key	0.00	23.00	0.00	0.00	13.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.68	7,500.00	0%
576 80 41 120 Professional Services Com	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%
576 80 42 001 Communications, Cell Phc	199.85	208.86	471.79	363.89	364.00	364.00	357.52	362.17	360.73	363.28	400.10	382.48	4,198.67	3,700.00	113%
576 80 42 002 Communications, Telepho	249.70	519.61	550.50	1,013.55	575.23	530.71	540.65	574.13	307.34	564.98	571.73	756.01	6,754.14	3,500.00	193%
576 80 42 004 Communications, Postage	0.00	68.15	7.95	0.00	109.50	0.00	0.00	26.25	0.00	0.00	173.50	0.00	385.35	250.00	154%
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	500.00	0%
576 80 43 002 Travel, Staff	6.00	0.00	30.00	0.00	66.64	602.00	96.72	242.83	140.00	62.72	478.70	407.68	2,133.29	15,000.00	14%
576 80 44 001 Taxes And Operation Asse	0.00	0.00	305.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.77	500.00	61%
576 80 45 000 Equipment Rental\ Land, I	283.27	155.00	1,672.39	1,679.78	356.50	0.00	653.69	371.61	395.79	1,240.52	288.63	459.96	7,557.14	7,000.00	108%
576 80 46 000 Insurance, General Liabil	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,067.00	0.00	0.00	0.00	0.00	35,067.00	35,000.00	100%
576 80 47 020 Utility Services, Key Pen G	792.81	312.65	800.52	855.87	970.71	559.18	1,544.34	1,179.18	2,820.98	1,739.24	1,282.44	1,361.29	14,219.21	21,500.00	66%
576 80 47 040 Utility Services, Home Park	0.00	52.45	52.78	50.32	52.61	51.87	52.45	86.53	52.28	52.21	51.22	51.79	606.51	600.00	101%
576 80 47 080 Utility Services, Taylor Bay	0.00	256.97	290.57	239.76	227.22	194.41	172.07	135.51	127.15	144.85	205.59	266.96	2,261.06	3,500.00	65%
576 80 47 090 Utility Services, Volunteer	184.59	862.86	900.24	1,894.74	2,310.00	1,804.62	1,434.23	933.40	967.04	1,196.70	732.09	813.69	14,034.20	17,000.00	83%
576 80 48 000 Repairs & Maintenance, G	0.00	2,863.37	0.00	1,380.04	930.23	9,035.54	2,114.86	4,413.75	912.70	4,220.56	0.00	745.28	26,616.33	20,500.00	130%
576 80 49 001 Licenses & Permits	130.00	0.00	0.00	1,890.00	5.00	0.00	0.00	109.10	10.00	288.75	260.00	0.00	2,692.85	4,500.00	60%
576 80 49 002 Dues & Subscriptions	500.00	60.00	995.00	241.06	944.09	746.27	16.17	314.00	294.00	0.00	0.00	70.55	4,181.14	4,700.00	89%
576 80 49 003 Banking Fees	65.00	80.00	80.00	80.00	81.58	104.62	173.18	157.74	107.50	86.68	118.83	108.44	1,243.57	1,250.00	99%
576 80 49 004 Other Expenses	0.00	26.00	0.00	26.00	78.00	88.00	26.00	163.00	80.00	60.00	0.00	0.00	547.00	4,000.00	14%
576 80 49 006 Training, Staff	0.00	330.00	0.00	0.00	280.00	0.00	79.00	0.00	1,300.00	25.00	343.00	0.00	2,357.00	3,500.00	67%
576 80 49 010 Miscellaneous Key Central	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 49 020 Miscellaneous Gateway Pa	0.00	0.00	0.00	0.00	0.00	0.00	70.00	0.00	0.00	0.00	0.00	0.00	70.00	1,000.00	7%
576 80 49 090 Miscellaneous Volunteer 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	1,000.00	0%
576 80 49 120 Miscellaneous For Commu	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	2,500.00	0%
576 80 52 000 Intergovernmental Taxes (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%
576 Parks	62,954.14	50,620.85	57,180.81	65,775.73	58,843.91	79,883.94	78,749.05	105,723.42	81,606.07	76,376.23	78,462.16	80,488.44	876,664.75	1,157,100.00	76%
589 00 00 999 Payroll Liability Account	-98.74	-113.05	-148.34	-160.28	87.04	38.78	367.13	41.84	-3,209.56	-2,980.50	-3,023.46	-2,768.37	-11,967.51	0.00	0%
589 30 00 000 Other Non-Expenditures -	0.00	345.78	0.00	0.00	507.18	0.00	0.00	558.54	0.00	5,726.69	0.00	0.00	7,138.19	2,500.00	286%
580 Non-Expenditures	-98.74	232.73	-148.34	-160.28	594.22	38.78	367.13	600.38	-3,209.56	2,746.19	-3,023.46	-2,768.37	-4,829.32	2,500.00	193%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00	100%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	12,075.00	0.00	0.00	0.00	0.00	0.00	11,200.00	23,275.00	21,525.00	108%
591 GO Bond	0.00	0.00	0.00	0.00	0.00	12,075.00	35,000.00	0.00	0.00	0.00	0.00	11,200.00	58,275.00	56,525.00	103%
594 76 62 001 Capital Improvements Ma	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	225,000.00	0%
594 76 62 020 Capital Improvements	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	344,718.00	0%
594 76 62 090 Capital Expenditures/Expe	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	20,000.00	0%

2021 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 10:51:47 Date: 01/07/2022

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt		
000																
594 76 63 001 Capital Expenditures/Expe	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	10,000.00	0%	
594 76 64 001 Capital Equipment /Maint	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	27,000.00	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	626,718.00	0%	
FUND EXPENDITURES:	62,855.40	50,853.58	57,032.47	65,615.45	59,438.13	91,997.72	114,116.18	106,323.80	78,396.51	79,122.42	75,438.70	88,920.07	930,110.43	1,842,843.00	50%	
FUND GAIN/LOSS:	3,287,645.50	15,278.19	48,300.09	645,779.09	52,884.99	-50,891.83	-76,378.60	-67,638.21	-27,787.77	510,094.17	45,947.76	-51,829.32	4,331,404.06			
FUND NET POSITION:	3,287,645.50	3,302,923.69	3,351,223.78	3,997,002.87	4,049,887.86	3,998,996.03	3,922,617.43	3,854,979.22	3,827,191.45	4,337,285.62	4,383,233.38	4,331,404.06				

2021 FUND TOTALS

Key Peninsula Metro Parks District

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REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	3,350,500.90	66,131.77	105,332.56	711,394.54	112,323.12	41,105.89	37,737.58	38,685.59	50,608.74	589,216.59	121,386.46	37,090.75	5,261,514.49	5,062,463.12	104%
	3,350,500.90	66,131.77	105,332.56	711,394.54	112,323.12	41,105.89	37,737.58	38,685.59	50,608.74	589,216.59	121,386.46	37,090.75	5,261,514.49	5,062,463.12	104%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	62,855.40	50,853.58	57,032.47	65,615.45	59,438.13	91,997.72	114,116.18	106,323.80	78,396.51	79,122.42	75,438.70	88,920.07	930,110.43	1,842,843.00	50%
	62,855.40	50,853.58	57,032.47	65,615.45	59,438.13	91,997.72	114,116.18	106,323.80	78,396.51	79,122.42	75,438.70	88,920.07	930,110.43	1,842,843.00	50%
FUND GAIN/LOSS:	3,287,645.50	15,278.19	48,300.09	645,779.09	52,884.99	-50,891.83	-76,378.60	-67,638.21	-27,787.77	510,094.17	45,947.76	-51,829.32	4,331,404.06		
FUND NET POSITION:	3,287,645.50	3,302,923.69	3,351,223.78	3,997,002.87	4,049,887.86	3,998,996.03	3,922,617.43	3,854,979.22	3,827,191.45	4,337,285.62	4,383,233.38	4,331,404.06			



Regular Meeting: January 10, 2022

Item # 11

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: January 10, 2022
Subject: Executive Director's Report

The past month can be summed up in one word – weather! The Winter Solstice event was cancelled due to high winds during the day and the inability to properly check and clear any debris in a safe manner. Then came snow planning and then execution to clear the snow. Staff spent more than a week shoveling, removing ice, placing cones near roof lines, and plenty of salt to keep the parks open and as safe as possible.

The parking gate to Volunteer Park was kept closed the entire week between Christmas and New Year's since it was not safe enough to trailer the tractor from Gateway Park to Volunteer Park to help with removal. That led to a lot of ice which was manually removed along with help from warmer temps and rain. The gate at Gateway Park was left open for the first few days after removing most of the snow from the parking lot near the pavilion until there was a group of people causing issues in the park after dark. They were asked to leave by the Executive Director who locked the gate afterwards. One individual was beginning to do donuts on the snow/ice in the parking lot which would not have been good.

The Director also attended near daily weather briefings to keep on top of the weather and looking ahead several days to plan for the deployment of staff and resources.

Special thanks to the maintenance team – Eddie Vannausdle, Nik Carson, José Reyes, Susan Wood and Ian Downen – who came in and helped to open up the parks for the community. They were rewarded by kids making snowmen and offering screams of delight while sledding.

The second Bird Walks with Chris was postponed from the first Saturday in January to the second due to the snowy and icy conditions in the parks.

The snow melt and heavy rains are impacting the trees, parks and trails. Staff is monitoring the impacts and taking action as needed.

Maintenance has also been working on trail maintenance mostly trimming back brush with additional work planned this month for drainage (puddles on the 360 trails). This was planned for a few weeks ago but was stymied by the snow. The team has also been catching up on some deferred maintenance projects such as refinishing and repairing picnic tables in Gateway and Volunteer Parks. More work is needed to complete the project but the first four tables are done. The swing set in Volunteer Park is also on the schedule to have the ADA barrier removed and removing the weeds which have taken over the area under the swing set.

While volunteer events were quiet in the last half of December due to weather, it was a successful 9 months for the relaunch of the program. There were 107 unique volunteers who provided 514.5 volunteer hours! The work parties will begin again in March.



Key Pen Parks events will begin in March; however, work is already underway. There is a great promo video on the website created by Event Coordinator Grandt and vendors are already asking for forms to apply for the Makers Market. She is also working on the administrative side for the contracted events such as the BuDu Mountain Bike Race and the Washington Student Cycling League. More organizations are also contacting her with applications/requests to hold dates for later in the year.

In December, the 3-year audit required much time from Fiscal Specialist Armstrong and the Director. There were multiple document requests and meetings to respond to questions on our procurement processes and fiscal management. More on this to come in the following weeks.



Regular Meeting: January 10, 2022

Item # 14a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 10, 2022

Subject: Letter of Support for Safe Swim Gig Harbor and Their Effort for an Aquatic Study for a New Facility

Background

During the December 13, 2021, Regular Meeting, the Board heard a presentation from Heather Maher and Sarah Stancikas from Safe Swim Gig Harbor on their efforts to lead a community effort for Pen Met Parks to construct an aquatic facility. They discussed the support for this project from local fire fighters, schools and aquatic businesses. The latter of which do not have enough capacity to meet the community need for swim classes and recreational/competitive swimming. Heather and Sarah also discussed the importance of learning to swim especially with so many open water bodies in the region to help prevent unnecessary drownings.

At the conclusion of their presentation, the Board directed the Executive Director to draft a letter of support for approval.

Recommended Action: Authorize the Executive Director to sign and submit the letter of support.

Attachment 1: Draft Letter of Support

Key Pen Parks

PO Box 70
Lakebay, WA 98349

ph: 253-884-9240
fax: 253-884-9249



The key to your next adventure!

January 10, 2022

Safe Swim Gig Harbor

Dear Heather Maher and Sarah Stancikas,

The Key Pen Parks Board of Commissioners is pleased to support your efforts to secure additional pool space in the greater Gig Harbor area, specifically through Pen Met Parks. The benefits of swimming both for drowning protection and recreation are well documented. We understand that your goal is to have a public aquatic center that will provide:

- Affordable swim lessons for all ages and financial backgrounds;
- Non-stressful swimming environment for all ages to enjoy;
- Adult lap swim;
- Senior swim;
- Open swim for all ages;
- Family swim;
- Recreational swim teams; and
- Prioritize water safety in Gig Harbor community for generations to come.

Key Pen Parks was pleased to hear that you reached out to existing pool operators who agreed that there is a need for additional facilities because the existing pools do not have enough space for all of the folks who would like an opportunity to learn to swim or to have a regular place for recreational or competitive swimming.

The Board supports the efforts of Safe Swim Gig Harbor to secure the Aquatic Study recently approved by Pen Met Parks in their 2022 budget, and looks forward to reviewing the completed Aquatics Study Report.

Sincerely,

Tracey Perkosky
Executive Director





Regular Meeting: January 10, 2022

Item # 15a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 10, 2022

Subject: Update on Rocky Creek Conservation Area Lease and Extension and Approval of “Month-to-Month” During Final Negotiations

Background

Key Pen Parks current lease for the maintenance and recreational use of the Rocky Creek Conservation Area expired on December 31, 2021. Staff began discussions for a lease renewal earlier in the year which was stymied by multiple illnesses by Pierce County staff, Covid meeting restrictions and Pierce County work from home which prevented some internal meetings. During this time conversations were ongoing and forward progress on allowing Key Pen Parks to keep this wonderful recreational area open to the public. As the year drew to a close and meetings were once again scheduled – the snow came, and the meetings were cancelled.

Mutually, Pierce County and Key Pen Parks through staff representatives agreed that an extension was needed to complete the lease negotiations and then bring it through the Pierce County approval process. It is estimated that the remaining work will take six months. Pierce County has given no indication that the lease will not be renewed and we are working in good faith to get the final document completed.

Recommended Action: Approve the “Month-to-Month” lease extension

Attachment 1: Pierce County Notice of Holdover Status



2702 South 42nd Street, Suite 109
Tacoma, Washington 98409-7315
piercecountywa.gov/ppw

December 22, 2021

Key Peninsula Metropolitan Park District
Attn: Tracey Perkosky, Executive Director
PO Box 70
Lakebay, WA 98349

Pierce County Contract No.: CC-100534
Tax Parcel No.: 0022241001, 0022241002, 0022241004, 002242019 and 0022244000

Subject: **Notice of Tenant Holdover Status – Rocky Creek Conservation Area Lease**

To Whom It May Concern:

This letter shall serve as notice that the above referenced lease is scheduled to expired on December 31, 2021. Effective January 1, 2022, Key Pen Parks will be considered a holdover tenant on a month-to-month basis until a new agreement can be negotiated. It is anticipated that it may take six months or more to negotiate and finalize a new agreement.

If you have any questions or need any additional information, please feel free to contact me at: (253) 798-6131 or tyra.patterson@piercecountywa.gov.

Sincerely,

A handwritten signature in blue ink that reads "Tyra Patt".

Tyra Patterson
Right-of-Way Agent
Lands Asset Management



Regular Meeting: January 10, 2022

Item # 15b

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: January 10, 2022
Subject: Creation and Approval of Legislative Priorities

Background

During the December 13, 2021, Regular Meeting, the Executive Director inquired if any Commissioners would be joining her in the “virtual” 2022 Parks & Great Outdoors Legislative Day. Commissioners Jensen and Parry were selected. Traditionally, if an organization has a specific project they are lobbying, it sets up its own meetings with legislators and if it is a general meet-and-greet then the meeting hosts (WA Recreation and Parks Association or WRPA and the WA Wildlife Coalition) set up groups of people to meet with their legislators. Therefore, the Commissioners and Director may be in the same meetings or may be in different meetings. The purpose of this agenda item is to determine what, if any priorities, should be mentioned.

Staff recommendations include appreciation for past support of projects including the Splash Pad, Taylor Bay/Cramer-McCracken Acquisitions with RCO grants, support for a study/action on SR-302 for turn lane at Gateway Park.

The primary legislative objective of WRPA is to pass a Local Options Bill that would make parks eligible for sales tax support, upon voter approval. These funds could be used for nearly any purpose by a jurisdiction with particular emphasis on maintenance and operations (M&O). While Key Pen Parks support of this effort would be beneficial it is unlikely that we or any entity in Pierce County would pursue this because we already have the voter approved Zoo/Trek Excise Tax. Staff does recommend support for this effort by sharing how we have used the funds to benefit District parks.

Recommended Action: Create and approve legislative priorities for discussion during the 2022 Parks & Great Outdoors Legislative Day.