



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

January 11, 2024

7:00 PM – Special Meeting

Meeting Room, Key Peninsula Fire District 16 – Station 45 (Wright Bliss)
12310 Wright Bliss Road NW, Gig Harbor WA 98329

Public Comment is available in person or via Zoom by calling (253) 215-8782 with
Meeting ID: 822 2239 0315 Passcode: 471297

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/82222390315?pwd=rwyz0qcFuoPKpN8xTXfcRcVIERnjJ1.1>

Members of the Board of Park Commissioners

Linda Parry, President

Mark Michel, Vice President
Kip Clinton, Clerk

Shawn Jensen, Member-at-Large
Ed Robison, Member-at-Large

Special 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. Swearing in of Commissioner Kip Clinton (Position 5)

6. Election of 2024 Board of Park Commissioners Officers

7. Special Presentations

- a. None

- 8. 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 – As 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 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.

9. Approval of the Minutes

- a. Regular Meeting, December 11, 2023
- b. Special Meeting, March 20, 2023
- c. Regular Meeting, April 10, 2023
- d. Regular Meeting May 8, 2023

10. Financial Report

None. Pierce County has not yet closed December to be able to finalize the District's report.

11. Executive Director's Report

12. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee
- b. Trail Committee

13. Board President's Report

14. Unfinished Business

- a. Update on Wright Bliss Acquisition and Direction on Possible Caretaker and Tenant Agreements

15. New Business

- a. Approve Bid Price of \$117,286.72 for replacement of Gateway Park House and Garage Roof and Other Related Roof and Ventilation Repairs to WTI/Tremco Roofing and Building Maintenance
- b. Participation in Parks & Great Outdoors Virtual Legislative Day

16. Other minor matters

17. Good of Order/Comments by Board Members

**18. Next Regular Meeting February 12, 2024, at Station 47, Community Room, 1921
Key Peninsula Hwy, NW, Home, WA**

19. Adjournment



Regular Meeting: January 11, 2024

Item # 6

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 11, 2024

Subject: Nomination and Election of Officers for Board of Park Commissioners in 2024

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 Regular Meeting of December 11, 2023, the following individuals were nominated for Officers:

President: Linda Parry

Vice President: Mark Michel

Clerk: Kip Clinton

Recommended Action: Submit Any Additional Nominations for Board of Park Commissioners Officers and Vote for 2024 Officers.



Meeting: January 11, 2024

Item # 9

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 11, 2024

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meeting on December 11, 2023, as well as outstanding minutes from Special Meeting on March 20, 2023 and Regular Meetings of April 10 and May 8, 2023.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the December 11, 2023, Regular Meeting

Attachment 2: Minutes from the March 20, 2023, Special Meeting

Attachment 3: Minutes from the April 10, 2023, Regular Meeting

Attachment 4: Minutes from the May 8, 2023, Regular Meeting



Key Peninsula Metropolitan Park District (Key Pen Parks)

MINUTES - DRAFT

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 start 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 Jesen 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 5:00 PM, 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.



Key Peninsula Metropolitan Park District (Key Pen Parks)

MINUTES - DRAFT

Board of Park Commissioners

Monday, March 20, 2023 @ 7:00 PM

Meeting Room, Key Peninsula Fire Protection District 16, Station No 49,
4215 Key Peninsula Hwy SW, Longbranch, WA 98351

1, 2, 3. Call to Order, Pledge of Allegiance & Roll Call

Executive Director Tracey Perkosky called the meeting to order at 7:06 PM

Present: President Parry, Vice President Michel, Clerk Clinton (arrived at approximately 7:20 PM), Commissioner Jensen, and Commissioner Robison

Absent & Excused: None

4. Meeting Agenda Approval

Special Meeting agenda approved.

5. Special Presentations

Outreach and Office Coordinator Alstead gave a presentation on the disc golf options and survey.

Clerk Clinton arrived at approximately 7:20 PM, during the Special Presentation.

6. Public Comment

Judd Nelson spoke about his continued desire to memorialize Scott Gallacher with a naming opportunity and that the Key Peninsula has a rich history of naming sites after people who made a difference.

7. Approval of Minutes

Regular Meeting Minutes for January 9, 2023. Discussion occurred and amendment proposed to change to read “staff had access to a heated maintenance supervisor’s office”.

Recommended Action: Approve meeting minutes.

Commissioner Robison moved approval of the minutes as amended. Seconded by Clerk Clinton. Motion passed 5-0.

8. Financial Report

The February Financial Report was approved as submitted, per President Parry.

9. Executive Director Report

Director reported on hiring of Parks & Facilities Manager Howarth, repairs to Field 1, field preps for Little League, illegal dumping at Rocky Creek and scotch broom removal. The derelict vessel, Tropical Itch, was destroyed in a fire at Taylor Bay and the Director is working with DNR for its emergency removal. The vessel was removed and is being stored by the contractor should the owner wish to claim it. The District will invoice the owner for our costs (about \$27,000) and if there is no response, we will file a claim with DNR for reimbursement.

Event Coordinator is securing permits for upcoming events and 360 Trails will be closed for Bell Laps race and WA Student Cycling League. Fiscal Specialist is working on annual report for Board approval in April. Director has been focused on the derelict vessel and land acquisitions. DNR is in the final stages of the bid process for the Key Central Forest harvest and will select a contractor in March or April. Once that is complete a timeline will be available on the harvest.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – Commissioner Robison will cover Committee report in Item 12.
- b. Parks and Recreation Foundation Report: Foundation working on sending out letters to close down foundation.
- c. Trail Update – BuDu Mountain Bike Race is coming up soon. Maple Hollow Park the trails are in okay condition but the beach stairs were impacted by the high tides. Trails Committee will have to meet in the future to suggest trail names.

11. Board President's Report

None

12. Unfinished Business

- a. Consideration or renaming Gateway Park or a Park Amenity after Scott Gallacher. Commissioner Robison stated that he and Vice President Michel had talked with community members who support naming the spray park after Mr. Gallacher and they heard push back on renaming a park after him. Discussion occurred on not renaming facilities per the Naming Policy.

Recommended Action: None at this meeting.

DIRECTION: Director to bring a resolution to the next Board meeting to name the spray park after Scott Gallacher.

- b. Update on Various Potential Land Acquisitions. Director Perkosky provided an update on the Zeren property. The owner will not continue substantive discussions until price

can be established. Director is moving forward with restricted appraisal. Property owner will only work with GPC, not directly with District staff, and is unsure if there is a willing seller. Carlson property is not on market, District will send a letter of interest. Lind property remains on the market, Director has let family know that any appraisal work will only be done if the property is not on the market/in a feasibility study. Work on life estate property continues with owner and GPC as easement holder. Sportsman's Club property remains silent on interest from the District or desire to transfer property. Director responded to questions on various parcels. Vice President Michel stated that the Lind property would make a great south end park with trails.

Recommended Action: None at this meeting.

13. New Business

- a. Consideration of Impacts of Mountain Bike Trail Maintenance Agreement with Evergreen Mountain Bike Alliance (EMBA). Director Perkosky gave an update on the proposed community agreement with EMBA. This would involve soft surface trail maintenance of red and orange colored trails on the 360 Trails Map plus maintain jumplines and Blood Pressure. Major work is needed on Blood Pressure and the pump track. These will be special projects. Also proposed is limited vegetation work and work parties to support the trails.

Currently community contracts are limited to \$25,000 annually, with item up for legislative review. The District already has \$7,500 in agreements, so they would have to be reduced or the EMBA agreement would need reduction. However, this is likely to increase to \$75,000 annually. The challenge is the risk management approval of the terms.

Director Perkosky responded to questions on timing, contract amount and work proposed.

DIRECTION: Board requested Director move forward with negotiations with EMBA to maintain selected trails in 360 Trails.

14. Other minor matters

None

15. Good of the Order/Comments by Board Members

Vice President Michel thanked the maintenance team for making the ball fields playable to Key Peninsula Little League. President Parry also thanked staff for their work.

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 8:25 PM

Respectfully submitted by Executive Director Perkosky.

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Key Peninsula Metropolitan Park District (Key Pen Parks)

MINUTES - DRAFT

Board of Park Commissioners

Monday, April 10, 2023 @ 7:00 PM

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47,
1921 Key Peninsula Hwy NW, Home WA 98349

Study Session: Began at 6:05 PM. Topic: Role of advisory committees and discussion on current policies, examples of other policies to refine the purpose of the Trails Committee.

1, 2, 3. Call to Order, Pledge of Allegiance & Roll Call

Executive Director Tracey Perkosky called the meeting to order at 7:01 PM

Present: President Parry, Vice President Michel, Clerk Clinton, Commissioner Jensen, and Commissioner Robison

Absent & Excused: None

4. Meeting Agenda Approval

Commissioner Robison added "Employee Morale and Retention" and Jensen added Financial Report which was in packet but omitted from agenda. Correction to RCW for Executive Session which should be RCW 42.30.100(1)(f). Agenda approved as amended.

5. Special Presentations

None

6. Public Comment

Veronica Grandt: provided copy of resignation letter and thanked Board for her time at Key Pen Parks

Jose Reyes: complained about working environment at Key Pen Parks

Sami Jensen: commented on volunteer groups coming forward with ideas but then not following through, also commented on how Key Pen Parks can do better to encourage volunteering. Said family could sponsor part of July event and requested follow-up contact.

Judd Morris: appreciated naming of spray park in honor of Scott Gallacher is nice but thinks re-naming Gateway Park would have been better. As part of the Greater Gig Harbor Foundation asked for an update on how 2020 funds have been spent.

7. Approval of Minutes

Minutes from Regular Meeting of February 13, 2023. Requested amendment to item to have public comment follow Pen Met style of simply naming people who spoke or using an action minute style. President Parry called for approval of minutes correcting to “ad hoc” committee. Further discussion on action minutes. Commissioner Robison moved to adopt the minutes changing to “ad hoc” committee and striking all comments in “other minor matters”. Seconded by Clerk Clinton. Motion passed 5-0.

8. Financial Report

The March Financial Report was submitted as written.

MOTION: Report was approved as submitted.

9. Executive Director Report

Executive Director Perkosky reported on recent theft of T-ball fence from Volunteer Park, the poor weather at the Egg Hunt and the community frustration over the event. She also commented on a conversation with DNR that the trails in 360 and Key Central Forest had never been formally approved, there is no rush on this but at some time in the future to complete SEPA and formally adopt trail locations. The rest of the report was submitted in writing.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee: No report.
- b. Key Peninsula Parks & Recreation Foundation Report: Foundation continues to wind down. Scholarship funds were given out to student pursuing a Parks and Recreation degree.
- c. Trail Update: Bell Lap event approved and went very well. Next week is Washington Student Cycling League.

11. Board President’s Report

President Parry reported that she and Director are scheduling a monthly meeting to ensure good communication.

12. Unfinished Business

- a. Approval of Resolution R2023-01 Official Naming of the Scott Gallacher Memorial Spray and Play Park. Commissioner Robison thanked Judd Nelson for his efforts.

Recommendation: Approve Resolution R2023-01 which officially names the area encompassing the playgrounds and splash pad in Gateway Park, the “Scott Gallacher Memorial Spray and Play Park”.

MOTION: Vice President Michel moved to approve R2023-01. It was seconded by Commissioner Robison with a correction to be "The Scott Gallacher Memorial Spray and Play Park". Passed 5-0.

13. New Business

a. Approval of Resolution R2023-02 to Update Purchasing Policy and Rescind Resolution R20198-12. Director Perkosky explained reason for change in policy to describe a process for a missing section of Public Works procurement.

Recommendation: : Approve Resolution R2023-02 to update the purchasing policy and rescind Resolution R2019-12

MOTION: Commissioner Robison moved recommendation, seconded by Clerk Clinton. Passed 5-0.

b. Approval of Community Contracts for Services for Red Barn Youth Center, Farm Tour, and Key Peninsula Historical Society

Recommendation: Approve partnership agreements with various agencies.

MOTION: Commissioner Robison moved recommendation. Seconded by Vice President Michel. Passed 5-0.

d. Approval of 2022 Annual Financial Report for Submittal to WA State Auditor's Office (added). Fiscal Specialist Armstrong gave a verbal report on the work and attachments.

Recommendation: Approve the 2022 Annual Financial Report for submittal to the WA State Auditor's Office

MOTION: Commissioner Robison moved approval of the report. Clerk Clinton seconded. Passed 5-0.

d. Employee Morale and Retention (added): Commissioner Robison questioned staff on their thoughts.

14. Executive Session: Per RCW 42.30.110.(1)(f). Anticipated end time 8:55PM. Extended 10 minutes to 9:05 PM. Extended 10 minutes to 9:15 PM. Extended 5 minutes to 9:20 PM. Resumed Meeting at 9:20 PM.

15. Other minor matters

None.

15. Good of the Order/Comments by Board Members

President Parry expressed condolences to Outreach Coordinator Alstead on her grandfather and welcomed Parks & Facilities Manager Howarth. Commissioner Robison agreed. Vice President Michel thanked Judd Nelson for recognizing Scott Gallacher and pushing for a memorial.

16, 17. Next Meeting and Adjourn

Regular Meeting on May 8, 2023, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 9:21 PM

Respectfully submitted by Executive Director Perkosky.

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Key Peninsula Metropolitan Park District (Key Pen Parks)

MINUTES - DRAFT

Board of Park Commissioners

Monday, May 8, 2023 @ 7:00 PM

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47,
1921 Key Peninsula Hwy NW, Home WA 98349

Study Session: Began at 6:04 PM. Topic: Role of advisory committees and discussion on current policies, examples of other policies to refine the purpose of the Trails Committee.

1, 2, 3. Call to Order, Pledge of Allegiance & Roll Call

Executive Director Tracey Perkosky called the meeting to order at 7:02 PM.

Present: President Parry, Vice President Michel, Clerk Clinton, Commissioner Jensen, and Commissioner Robison

Absent & Excused: None

4. Meeting Agenda Approval

Agenda approved as submitted.

5. Special Presentations

None

6. Public Comment

None.

7. Approval of Minutes

None.

8. Financial Report

The April Financial Report was submitted as written.

MOTION: Report was approved as submitted.

9. Executive Director Report

Executive Director Perkosky reported on spring maintenance, upcoming events, the cancellation of the Makers Market due to lack of vendor interest, disc gold survey, office

closure for WRPA Conference in Spokane (attendees: Perkosky, Armstrong, and Alstead). Additional work was completed on the grant requirements for Cramer McCracken Acquisition, outreach to consultants for HR needs, potential Zeren acquisition, agreement with EMBA. The Scott Gallacher Memorial Spray and Play Park will open on May 27th, new signage is on order with updated health regulations and the new name. Director Perkosky responded to questions including on Park Appreciation Day.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – Spray and Play Park open.
- b. Key Peninsula Parks & Recreation Foundation Report: Foundation is winding down. Letters sent out and article coming in the newspaper.
- c. Trail Update – Washington Student Cycling League great event but parking shoehorned in. Kids had a great time. Minimal damage to trails. Parking area suffered from mud/rain. Trailer parking still full of cars. Suggestions to improve area including stanchions/delineators and signage for oversize vehicles.

11. Board President's Report

None

12. Unfinished Business

- a. Recommendation on Disc Golf Expansion at Volunteer Park and Report on Survey Results. Director Perkosky gave an update on the designs and Outreach Coordinator reported on the survey results.

Recommendation: Move forward with an expansion of the Volunteer Park Disc Golf Course using the “option 3” which to add additional holes/re-design some of the exiting holes rather than create a formal play-forwards-and-backwards course. Before SEPA is completed, work with local disc golf group to re-design a few holes/discuss signage or education to address community comments. Target end of calendar year for final permitting/construction.

MOTION: Clerk Clinton moved recommendation. Seconded by Commissioner Jensen. Motion passed 5-0.

13. New Business

- a. None

14. Other minor matters

Commissioner Robison commented on Parks Appreciation Day and previous coordination with churches to get groups of volunteers. Director Perkosky requested specific contacts if available as general or blind outreach to the religious organizations has not been successful. Commissioner Robison also requested an update on HR.

President Parry discussed HR Committee meeting for outside assistance and training. Firms have been contacted and an agreement will come soon.

15. Good of the Order/Comments by Board Members

Commissioner Michel remarked on the large number of folks coming in from around the state for the outside cycling event. No emergencies and it was an incredible event. President Parry also commented positively on WSCL event.

16, 17. Next Meeting and Adjourn

Regular Meeting on June 12, 2023, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 7:50 PM

Respectfully submitted by Executive Director Perkosky.

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Regular Meeting: January 11, 2024

Item # 11

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: January 11, 2024
Subject: Executive Director's Report

This is a shorter report than normal, due to the winter holidays. With the unseasonably warm but rainy weather the maintenance team has been able to continue work on several projects, including the installation of split rail fence around the beaver pond in Gateway Park. The work is nearly complete but may have a delay with the potential for freezing temperatures coming. Trail work has continued at 360 Trails and Rocky Creek, plus pressure washing, installing ADA handrails at Volunteer Park, general park clean-up and more.

Outreach and Events Coordinator has been focusing on event preparation for 2024 including the Valentine's Day Tea and Movie Night in February. Special events agreements are underway for the Bell Laps mountain bike race and the Washington Student Cycling League.

Fiscal Specialist Armstrong has taken the lead in our regular accountability audit by the State Auditor's Office (SAO) with initial information requests in January, kick-off meeting in early January and on-site beginning the week on January 8th. It is anticipated to take about a month or so to complete and covers 2021-2022.

The Director's focus has primarily been on the Wright Bliss Acquisition, Park Impact Fees (PIF) with Pierce County and human resources issues. The District was notified in late December that there was issue with Pierce County Code and that the PIF anticipated for 2024 would not be received. Additional work is ongoing to see if it can still happen, which projects, etc. As of the writing of this report, I have nothing firm to share regarding potential funding allocations in 2024.

DNR notified the District that the logging of Key Central Forest will begin on January 9 or 10th, pending weather. The entire park will be closed for several weeks while the logging and trail repair are going on. The parking areas will also be closed to the public during this time.

Holly Manning left employment with Key Pen Parks in December and we are currently advertising to replace the position which supports the office, maintenance ordering, picnic shelter reservations and events.

Disc Golf Update: The volunteer leader was given the all-clear to move forward with the project. The District will order the disc golf baskets shortly and they anticipate completing about a hole a month with the project taking 6-8 months for completion. Staff will be assisting with some brush clearing for safety reasons.



Meeting: January 11, 2024

Item #14a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 11, 2024

Subject: Update on Wright Bliss Acquisition

Background

During the Special Meeting on October 31, 2023, the Board authorized the Executive Director to execute the Purchase and Sale Agreement for the property located at 10613-19 Wright Bliss Road NW, Gig Harbor WA pending a 60-70 day due diligence period, with a notice of low appraisal required with 3 days of receipt or January 2, 2024 whichever is earlier. The remaining 10 days cover any other due diligence work.

During the Regular Meeting of December 8, 2023, the Board reviewed the inspection reports and provided direction to the Executive Director regarding electrical issues (3 homes) and basement water intrusion (1 home) – to secure pricing information and negotiate a lower price or have the seller complete the repairs. Director Perkosky also sought direction on an earlier closing date as requested by the seller and the Board left that for the Director to determine with the completion of the inspection items as well as securing a property management company for assistance.

The review appraisal was completed in late December and aligned with the original appraisal, which valued the property at list price.

The seller did not want to complete any additional repairs and after some back and forth on pricing, agreed to a \$7500 credit. After following up on the requirements for the tree re-planting, the seller agreed to a \$5000 credit on the purchase price in lieu of re-planting. This will allow the District to move forward with a proper vegetation management plan prior to replanting to ensure the required tree survival rate set by the Department of Natural Resources (DNR).

With one of the rental leases expiring January 31, that lease will not be renewed and we are working to secure a consultant to assist with the relocation requirements for a potential RCO grant application.

For any displaced tenants, whether it is now or in the future to make way for a park, the District will be required to pay for relocation. The contract for the consultant to assist with this is about \$25,000 to \$30,000 and could include moving costs, payment of rental deposits, and up to 42 months of rental assistance due to housing prices or income thresholds. For example, assuming certain guidelines are met if the current rent is \$1000 and a similar rental is \$1500, the District is required to pay \$21,000 in rent assistance to the tenant.

As part of the final negotiations, and the impending foreclosure which has been initiated by Pierce County for unpaid taxes, the Director agreed to close on February 1st.

The Executive Director is seeking direction on entering into a caretaker agreement with the current tenants of 10615 Wright Bliss. This would be care (landscaping, weeding, etc.) of a designated front area



around the houses, reporting any issues and gate opening and closing. As part of this proposed change in tenancy, the tenant would get a specific area around the house for tenant use, parking, area for chickens and then the remainder of the land would be open to the public as open space/potentially parking until a formal master plan can be developed and implemented. It will be an independent contractor agreement similar to that of Taylor Bay, with a reduction in rent in lieu of payment for services. An IRS-1099 would be issued. The current tenants are interested in learning more about a caretaking opportunity. Their lease expires in April. Director Perkosky supports the creation of a caretaker on the land to help protect the District's assets.

After an assessment of the other houses, work to be completed and costs, the Director will return to the Board for input on renting the other houses.

A property management firm has been identified. They are local and charge 9% of the monthly rent. In the case of the caretaker, it would be at the market rate rent, not the discounted rate. Repairs can be handled through the company and Key Pen Parks pays for it, or we can make the decision to do it ourselves, such as a larger item which may require a specific procurement process. The company does not handle leasehold excise tax, but that it is easily added to current reporting and payments.

Pierce County has responded to our inquiry on the Building Moratorium which exists on the south parcel. The moratorium is only in place on the 3-acre area that was harvested. It is not in place on the other areas of the parcel. That will permit the construction of a parking lot, restroom, playground or similar amenity sooner than anticipated.

The seller will complete the septic repairs on the blue house prior to closing.

Water tests are complete on the property, showing a slightly elevated amount of coliform and PFBS. This will require additional testing as it could be testing error, water sitting in pipes or other. In addition, the District will have to convert to a community water system upon ownership due to the multiple houses on the property and with the anticipation of a restroom, water fountain, etc. on the site.

Recommended Action: Provide direction on caretaker opportunity and tenant leases on the property.



Meeting: January 11, 2024

Item #15a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 11, 2024

Subject: Participation in Parks & Great Outdoors Virtual Legislative Day

Background

Annually the WA Recreation and Parks Association (WRPA) and the WA Wildlife and Recreation Coalition (WWRC) host the Parks and Great Outdoors Legislative Day. Prior to 2020, these meetings were held in person but now they are “virtual” with zoom-type meetings. This is the so-called “short session” of the biennium, with few bills passed during this session and only minor budget modifications, if any.

This is a great opportunity to thank our legislators for their support and also advocate for any large issues facing the District. This year is a good time to get some initial projects in front of them before the “ask” in the longer/budget session.

The Executive Director will be participating and recommends setting up a private meeting with Sen. Emily Randall as she has not responded to our request for support for the Trust Land Transfer program for 360 Trails. Staff has met with her legislative assistant and provided additional information but there has been no response to our request for support. She recommends using the group sessions for the other legislators unless other topics are brought up for discussion.

The Director is seeking direction on other policy matters to be discussed during Parks & great Outdoors Virtual Legislative Day as well as up to 2 other Commissioners who would like to participate (optional) to avoid a quorum.

Recommended Action: Provide direction on Board participation in Participation in Parks & Great Outdoors Virtual Legislative Day and topics for discussion.

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Hi Tracey,

On January 29th, won't you join us virtually to advocate for policy items coming up in the supplemental session, as well as an opportunity to personally and directly thank legislators for their work last year?

Never met with a legislator before? Don't worry, we will make sure you have everything you need! The event will include training on how to meet with legislators.

While this is a short session and there is no ask for additional funding to WWRP this session, it is still important to support other efforts in outdoor recreation and conservation. Your voice is needed in this advocacy work and it goes a long way for legislators to hear from constituents and other advocates!

[Register here for our legislative day.](#)

Can't attend but still want to support WWRC's work? [Consider donating on our website!](#)



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