



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

January 11, 2021

7:30 PM – Regular Meeting

Public Notice: Pursuant to Governor Inslee’s’ Stay Home, Stay Healthy Proclamation 20-25 and the extension of Proclamation 20-28 regarding Open Public Meetings, this Board of Commissioners meeting will be conducted remotely. We encourage the public to participate in the meeting via the Zoom platform:

<https://zoom.us/j/94839220845?pwd=b2pRbzdNcVJkUkMzbFh1TGozZDhodz09>

Meeting ID: 948 3922 0845 Passcode: 049133

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

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. Election of 2021 Board of Park Commissioners Officers

6. Special Presentations (none)

7. 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.

8. Approval of the Minutes

- a. December 14, 2020 Regular Meeting (forthcoming)

9. Financial Report

- a. December 2020 Financial Report

10. Executive Director’s Report

11. Board Committee and Advisory Council Reports

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

12. Board President’s Report

13. Unfinished Business

14. New Business

- a. Review of Fee Schedule for 2021
- b. Review of Partner Accomplishments for 2020 – Red Barn Youth Center

15. Other minor matters

16. Good of Order/Comments by Board Members

- 17. Next Regular Meeting February 8, 2020**
- 18. Adjournment**



Meeting: January 11, 2021

Item # 8

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 11, 2021

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from Regular Meeting on Monday, December 14, 2020

Attachment 1: Minutes from Regular Meeting on December 14, 2020 (forthcoming)

Recommended Action: Approve meeting minutes.

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

Board Meeting Minutes

Monday, December 14, 2020

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

The regular public Zoom meeting was preceded by a 7:00 PM study session. The study session was called to order at 7:03 PM by Executive Director Tracey Perkosky. 2021 fee schedules for Key Pen Parks' facilities were discussed.

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, Linda Parry and Kip Clinton. Staff present for Key Pen Parks: Executive Director Tracey Perkosky and Event Coordinator Veronica Grandt.

Citizens present via Zoom: Rachel Turpin, Madrona Law Group PLLC; citizen at Galaxy Note 9.

1. Approval of Agenda: President Robison requested that the purchase of Express Cloud's new Spring Brook accounting software be added to the agenda. He moved "to revise 15.d. Agenda to purchase new accounting software for the district"; Commissioner Clinton seconded the motion. The motion passed unanimously. The agenda was adopted as amended.

2. Special Presentations: No special presentations.

3. Citizen Comments: None.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the November 9, 2020, Regular Meeting Minutes; hearing none, the November 9, 2020 meeting minutes were approved as submitted. He asked if there were any objections or corrections to the November 19, 2020, Special Meeting Minutes; hearing none the November 19, 2020, Special Meeting Minutes were approved as submitted.

5. Financial Report: The November 2020 BIAS Financial balance was \$3,305,631.84. The Zoo/Trek November 2020 deposit was \$17,275.63. Total 2020 Zoo/Trek collections to date were \$169,405.84. The November 2020 Real and Personal Property Tax deposit was \$98,693.85. 2020 Real and Personal Property Tax collections to date were \$1,391,880.41. BIAS Expenditures for November 2020 were \$65,054.19. President Robison asked Executive Director Perkosky about cash flow to date; she said that income has been about 112% of expected revenue with expenses at 75% of budgeted expenses. She said that Key Pen Parks should finish 2020 on target. President Robison asked if there were any corrections or objections to the November 2020 financial report. Hearing none the financial report was adopted as submitted.

6. Executive Director's Report: Executive Director Perkosky reported that: Volunteer Park has experienced vandalism recently and she has requested additional drive throughs by the Pierce Co. Sheriff's Department; Key Pen Parks will be advertising for a new FTE position in 2021; the drive through Letters to Santa event went well; BuDu Racing has reserved four 2021 dates for mountain bike events; the Logging Show has reserved time for their event; additional

organizations have done the same. She also stated that she and Bookkeeper/Office Manager Armstrong are updating the Employee Handbook (Key Pen Parks' Human Resource Policy document) and will be bringing it to the Board in 2021.

7. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (Commissioner Robison):** No report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Commissioner Michel reported that the Foundation is making progress on their financial documents and their donation request letter. Executive Director Perkosky also attended the Zoom meeting.
- c) **Trails Committee Report (Commissioner Michel):** Commissioner Michel said that Key Central Forest trails are in good shape; the new 2021 trail building will be concentrated in that location. He also said that, in 2020, a few new multiuser trails were “bucked” out at 360 Trails. Executive Director Perkosky stated that Key Pen Parks will be posting an opening for a Trails Maintenance Specialist in other government media.
- d) **Recreation Committee (Commissioner Michel):** No report: Event Coordinator Grandt presented a report later in the meeting (see 10.a. New Business, Special Event Review for 2020).

8. Board President’s Report (President Robison): Board President Robison said that now there is a COVID-19 vaccine he hopes Key Pen Parks can get back to doing some events in its parks.

9. Unfinished Business:

- a) **Single Reading of Resolution 2020-10 to Adopt Amended Adopt-a-Park Policy, which rescinds and supersedes Resolution 2009-02:** Executive Director Perkosky reviewed the edits to the updated Adopt-a-Park Policy. Commissioner Clinton “moved approval of R2020-10”; Commissioner Jensen and Commissioner Robison seconded the motion. The motion passed unanimously.
- b) **Single Reading of Resolution 2020-11 to Adopt Temporary Art in the Park Policy:** Executive Director Perkosky discussed the reasons behind the creation of this new policy, reviewed the policy’s basic parameters and the minor edits in the final draft. Commissioner Jensen moved “we adopt R2020-11, Temporary Art in the Park Policy”; Commissioner Michel seconded. The motion passed unanimously.

10. New Business:

- a) **Special Event Review for 2020 (Events Coordinator Grandt):** Events Coordinator Grandt stated that Key Pen Parks had to cancel its regular spring and summer events due the COVID-19 pandemic per Washington State’s COVID-19 Safe Start Guidelines. The All Hallows Eve event was successfully adapted to a drive through event; 600 treat bags were passed out to event attendees, with 100 coming within the first 15 minutes. Letters to Santa (done in conjunction with Key Peninsula Fire District 16) was also a drive through event; attendees drove through one of the Key Center Fire Station’s apparatus bays where they deposited their letters and were safely greeted by Santa and Mrs. Santa. Events Coordinator Grandt said staff filled 300 treat bags for the event and handed out 108 bags; she reported positive responses to this drive through event. She also said that Key Pen Parks initiated some new virtual type events to keep citizens involved with its parks. The first ever 10K Turkey Trot had 8 participants; she’s analyzing it toward increasing participation. Key Pen Parks also did several online Scavenger Hunts for kids (and kids-at-heart) and began a video “craft” series. She is presently working on 2021

events in light of probable continuing COVID-19 restrictions. A Cinema Under the Stars social distancing idea is to draw big circles in the Gateway Park field; she is reviewing several different options regarding the Mom and Me Tea. Commissioner Parry said that the virtual 10K is a great idea and recommended that Event Coordinator Grandt not give up on it; Commissioner Jensen agreed with the comment and suggested that late November might have simply been the wrong time of year in Western Washington for this event.

b) Executive Director Contract Amendment and Approval of Residential Lease:

Amendments to the Executive Director's employment contract were discussed in light of the Key Pen Parks Board of Park Commissioners desire to lease the caretaker house at Gateway Park to the Executive Director. One amendment states "...in light of the benefit to Key Pen Parks of having its Executive live within District boundaries and able to respond to issues on nights and weekends, Key Pen Parks agrees to lease to Employee the property located at...at a reduced rate of \$950.00 per month." This amendment, along with several related amendments, to the Executive Director's employment contract, and the Gateway Park caretaker house lease agreement were discussed. Commissioner Jensen made "a motion to approve the amendment to the Executive Director's contract in its current form and lease the Gateway Park caretaker house at \$950.00 (Nine Hundred and Fifty Dollars) per month to the Executive Director; Commissioner Parry seconded the motion. The motion passed unanimously.

c) Nominations for 2021 Officers of Board of Park Commissioners: Commissioner Michel nominated Commissioner Robison as Board President, Commissioner Jensen as Board Vice President and Commissioner Clinton as Board Clerk; Commissioner Parry seconded the nominations. President Robison explained that in January there will be the second round of nominations and elections per the by-laws.

d) Purchase of New Accounting Software: Executive Director Perkosky explained that the company that supports the BIAS accounting software Key Pen Parks uses has been acquired by another company. That company has stopped supporting the BIAS system and is offering the replacement system, Springbrook Express Cloud, at discounts for first-time new purchasers. She said that Bookkeeper/Office Manager Armstrong liked the new software and that the purchase price, though more expensive than BIAS, includes data conversion and additional training is not required. Commissioner Jensen "moved that we approve the purchase of the new accounting software"; Commissioner Clinton seconded the motion. The motion passed unanimously.

11. Executive Session: Potential Litigation pursuant to RCW 42.30.110(i)(iii): President Robison announced that the Board, Executive Director Perkosky, and the District's Legal Counsel, Rachel Turpin, would be moving into Executive Session to discuss matters relating to potential litigation per RCW 42.30.110(i)(iii) and that no action was expected. He said the Executive Session would start at 8:33 PM and was expected to reconvene at 8:48 PM. The Executive Session was extended three times with Executive Director Perkosky announcing each extension in the Zoom chatroom. The first extension was to 9:00 PM, then to 9:05 PM, then to 9:10 PM. The Executive Session ended at 9:09 PM and the Board reconvened at 9:10 PM. No announcements were made.

11. Other minor matters: None.

12. Commissioners Comments/Good of the Order: Holiday wishes were exchanged.

13. Meeting Adjourned: The public Zoom meeting of December 14, 2020, was adjourned at 9:11 PM. The next regular meeting will be held on Monday, January 11, 2021, at 7:30 PM via Zoom per Governor Inslee’s “Stay at Home, Stay Healthy” directive. The regular meeting may be preceded by a 7:00 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Commissioner Kip Clinton, Board Clerk.

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

Unofficial



#

Meeting: January 11, 2021

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Via: Laura Armstrong, Fiscal Specialist
Date: January 11, 2021
Subject: Approval of Finances

Background

This report includes a summary of the financial information from December 2020 for Board approval.

December 2020 Financial Report

Total expenditures \$112,245.75

- | | | |
|----------------------------------|-------------|--------------------|
| • <u>BIAS (Accounts Payable)</u> | \$62,490.45 | Check #1640 - 1667 |
| • <u>BIAS Payroll/Benefits</u> | \$37,615.30 | EFT's |
| • <u>Pierce County Claim</u> | \$12,075.00 | EFT's |
| • <u>Petty Cash</u> | \$0 | Cash |
| • <u>Bank service fees</u> | \$65.00 | EFT's |

Total Revenue \$36,777.62

- | | |
|-------------------------|-------------|
| • BIAS (Other Revenues) | \$2,670.54 |
| • Zoo Trek | \$16,632.09 |
| • Property Tax | \$16,942.42 |
| • Investment | \$252.49 |
| • Leasehold Excise | \$280.08 |
| • Timber Excise Tax | \$0 |

TREASURERS REPORT

Fund Totals

Key Peninsula Metro Parks District

12/01/2020 To: 12/31/2020

Time: 12:13:37 Date: 01/06/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	3,295,088.25	36,777.62	112,245.75	3,219,620.12	40,084.55	0.00	0.00	3,259,704.67
	<u>3,295,088.25</u>	<u>36,777.62</u>	<u>112,245.75</u>	<u>3,219,620.12</u>	<u>40,084.55</u>	<u>0.00</u>	<u>0.00</u>	<u>3,259,704.67</u>

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District

12/01/2020 To: 12/31/2020

Time: 12:13:37 Date: 01/06/2021

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	4,215.20	2,670.54	5,993.26	892.48	0.00	0.00	892.48
2 First Citizens Payroll	11,401.12	58,934.95	37,615.30	32,720.77	0.00	0.00	32,720.77
3 Pierce County	3,200,418.22	40,035.34	71,009.95	3,169,443.61	0.00	0.00	3,169,443.61
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	78,880.63	0.00	62,490.45	16,390.18	0.00	40,084.55	56,474.73
Total Cash:	3,295,088.25	101,640.83	177,108.96	3,219,620.12	0.00	40,084.55	3,259,704.67
	3,295,088.25	101,640.83	177,108.96	3,219,620.12	0.00	40,084.55	3,259,704.67

TREASURERS REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

As Of: 12/31/2020 Date: 01/06/2021
Time: 12:13:37 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	892	12/21/2020	Claims	5	1655	Veronica L Grandt	212.18	Mileage for September to December 2020
2020	893	12/21/2020	Claims	5	1656	Key Peninsula News	80.75	Color added for Decembers add.
2020	895	12/21/2020	Claims	5	1658	Pierce County	1,885.00	Purchase of parcel # 4585000910
2020	899	12/21/2020	Claims	5	1662	Darrin Fiskum Wildwood Carpentry LLC	33,592.82	Retainage for Gateway Park Splash pad contract.
2020	903	12/29/2020	Claims	5	1663	EPIC Business Essentials	112.76	Printer paper, inkjet cartridge, and post it notes.
2020	904	12/29/2020	Claims	5	1664	Pape' Machinery	2,677.45	Service repairs on the John Deere Gator.
2020	905	12/29/2020	Claims	5	1665	Peninsula Light Company	1,387.09	Electric service fees for Gateway park, Volunteer Park, Home Park, and Taylor Bay.
2020	906	12/29/2020	Claims	5	1666	Tracey L Perkosky	27.00	Refund for 10K Turkey Day walk,, run, wheel virtural event T-shirt due to event only having one t-shirt ordered.
2020	907	12/29/2020	Claims	5	1667	Pierce County Auditor	109.50	Recording of the Deed of Rights for Taylor Bay Acquisition Phase 2 - Wang Property.
							40,084.55	

Fund	Claims	Payroll	Total
001 General Fund	40,084.55	0.00	40,084.55
	40,084.55	0.00	40,084.55

BIAS Accounts payable expenditures for December 2020

Key Peninsula Metro Parks District

Time: 10:24:45 Date: 01/06/2021

12/01/2020 To: 12/31/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
201202001 Capitol Lumber	854	12/07/2020	Claims	5	20.30	Items for Volunteer Park septic repairs.
201202002 Copiers Northwest	855	12/07/2020	Claims	5	12.27	Copy cost per printer contract.
201202003 DMP, INC	856	12/07/2020	Claims	5	5,137.50	Land survey work
201202004 Enduris Washington	857	12/07/2020	Claims	5	1,711.00	Insurance coverage for Gateway splash pad structure.
201202005 H.D. Fowler	858	12/07/2020	Claims	5	43.56	Fiberglass pipe for VP septic repairs.
201202006 Hemley's Handy Kans	859	12/07/2020	Claims	5	155.00	Rental of portable toilets for Gateway /360 and Key Central Forest.
201202007 Madrona Law Group PLLC	860	12/07/2020	Claims	5	2,044.00	Professional service for Contract amendment and lease of employee provided housing.
201202008 Murreys Disposal Company	861	12/07/2020	Claims	5	369.18	Trash pickup service at Volunteer Park and Gateway Park.
201202009 Peninsula Light Company	862	12/07/2020	Claims	5	1,433.20	Electric service fees for Gateway, Volunteer Park, Home Park, and Taylor Bay.
201202010 Verizon Wireless	863	12/07/2020	Claims	5	223.01	Cell phone service fees
201202011 Washington State Patrol	864	12/07/2020	Claims	5	357.48	Traffic support for All Hallows drive thru event,
201203001 PEBB Health Insurance	865	12/07/2020	Payroll	5	3,657.64	
201204001 Hacker Bryan	866	12/07/2020	Claims	5	115.00	Refund of security deposit balance after cleaning and repairs applied.
201208001 Canon Financial Services, INX	890	12/21/2020	Claims	5	123.24	Rental of canon copier and fax machine.
201208002 Copiers Northwest	891	12/21/2020	Claims	5	28.45	copies processed from canon copier as per contract.
201208003 Grandt Veronica L	892	12/21/2020	Claims	5	212.18	Mileage for September to December 2020
201208004 Key Peninsula News	893	12/21/2020	Claims	5	80.75	Color added for Decembers add.
201208005 Key Peninsula Parks & Recreation Foundat	894	12/21/2020	Claims	5	2,500.00	Admin fee for 8-13-2020 Per MOU (foundation distribution to parks) Of \$25,00.00
201208006 Pierce County	895	12/21/2020	Claims	5	1,885.00	Purchase of parcel # 4585000910
201208007 US Bank	896	12/21/2020	Claims	5	4,098.02	
201208008 Washington Water Service Company	897	12/21/2020	Claims	5	127.49	Water service fees.
201208009 Wave Broadband	898	12/21/2020	Claims	5	249.56	Phone and internet service
201208010 Wildwood Carpentry LLC Darrin Fiskum	899	12/21/2020	Claims	5	33,592.82	Retainage for Gateway Park Splash pad contract.
201209001 EPIC Business Essentials	903	12/29/2020	Claims	5	112.76	Printer paper, inkjet cartridge, and post it notes.
201209002 Pape' Machinery	904	12/29/2020	Claims	5	2,677.45	Service repairs on the John Deere Gator.
201209003 Peninsula Light Company	905	12/29/2020	Claims	5	1,387.09	Electric service fees for Gateway park, Volunteer Park, Home Park, and Taylor Bay.
201209004 Perkosky Tracey L	906	12/29/2020	Claims	5	27.00	Refund for 10K Turkey Day walk,, run, wheel virtual event T-shirt due to event only having one t-shirt ordered.
201209005 Pierce County Auditor	907	12/29/2020	Claims	5	109.50	Recording of the Deed of Rights for Taylor Bay Acquisition Phase 2 - Wang Property.
Total Checks:					62,490.45	

BIAS payroll expenditures for December 2020

Key Peninsula Metro Parks District

Time: 10:21:59 Date: 01/06/2021

12/01/2020 To: 12/31/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	876	12/09/2020	Payroll	2	3,707.19	
EFT Employee Paycheck	841	12/10/2020	Payroll	2	522.43	
EFT Employee Paycheck	842	12/10/2020	Payroll	2	1,707.01	
EFT Employee Paycheck	843	12/10/2020	Payroll	2	236.44	
EFT Employee Paycheck	844	12/10/2020	Payroll	2	994.06	
EFT Employee Paycheck	845	12/10/2020	Payroll	2	1,379.13	
EFT Employee Paycheck	846	12/10/2020	Payroll	2	2,508.70	
EFT Employee Paycheck	847	12/10/2020	Payroll	2	38.43	
EFT Employee Paycheck	848	12/10/2020	Payroll	2	861.60	
EFT Employee Paycheck	849	12/10/2020	Payroll	2	1,442.12	
EFT Employee Paycheck	850	12/10/2020	Payroll	2	2,142.30	
EFT United Concordia	916	12/11/2020	Payroll	2	450.50	
EFT WA State Department of Retiremen	889	12/17/2020	Payroll	2	5,928.12	
EFT EFTPS	914	12/23/2020	Payroll	2	3,745.10	
EFT Employee Paycheck	879	12/24/2020	Payroll	2	239.86	
EFT Employee Paycheck	880	12/24/2020	Payroll	2	1,707.01	
EFT Employee Paycheck	881	12/24/2020	Payroll	2	118.21	
EFT Employee Paycheck	882	12/24/2020	Payroll	2	953.27	
EFT Employee Paycheck	883	12/24/2020	Payroll	2	1,379.13	
EFT Employee Paycheck	884	12/24/2020	Payroll	2	236.44	
EFT Employee Paycheck	885	12/24/2020	Payroll	2	2,508.70	
EFT Employee Paycheck	886	12/24/2020	Payroll	2	1,055.30	
EFT Employee Paycheck	887	12/24/2020	Payroll	2	1,611.94	
EFT Employee Paycheck	888	12/24/2020	Payroll	2	2,142.31	
Total Checks:					37,615.30	

VOUCHER APPROVALS

Key Peninsula Metro Parks District

Time: 14:20:37 Date: 01/06/2021

12/01/2020 To: 12/31/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Pierce County Budget and Finance	921	12/31/2020	Claims	3	12,075.00	GO Bond Debt Service Interest
			Total Checks:		<u>12,075.00</u>	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 12:25:11 Date: 01/06/2021

12/01/2020 To: 12/31/2020

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
915	12/30/2020	12/31/2020	1		Ser Chge		Merch Bankcard service	5.00	Credit Card Processing Fees
	576 80 49 003	Banking Fees		001	General Fund			5.00	Bank Service Fees
922	12/30/2020	12/31/2020	1		Ser Chge		First Citizens	60.00	Bank Servies Fees
	576 80 49 003	Banking Fees		001	General Fund			60.00	Bank Servies Fees
	Records Printed:		2				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	65.00	
							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	65.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	65.00	0.00	0.00	0.00

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 12:22:38 Date: 01/06/2021

12/01/2020 To: 12/31/2020

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
875	12/07/2020	Tr Rec	1273	1019	1	Kyle Armstrong	312.86	Rent Of \$100.00, Utilities Of \$200.00 And Lease Hold Of \$12.86 For December 2020 From Tylor Bay Caretakers.
900	12/18/2020	Tr Rec	1274	1020	1	Tracey L Perkosky	1,809.68	Gateway Caretaker Lease, December 17 To December 31 459.68. Last Months Rent Of \$950.00 And Security Deposit Of \$400.00
901	12/22/2020	Tr Rec	1275	1021	1	Tracey L Perkosky	181.00	Lease Hold Tax For December 2020 \$59.02 And For Last Months Rent Of \$121.98
902	12/02/2020	Tr Rec	1276	1022	1	The Snack Shack	340.00	Rent For December 2020 Of \$200.00 And Utilities Of \$140.00
910	12/28/2020	Tr Rec	1277	1023	1	Pioneer Registration Services	20.25	Refund For Canceled Shirt Order.
911	12/28/2020	Tr Rec	1278	1024	1	Pioneer Registration Services	6.75	Refund For Canceled Shirt Order.
360 Long Terms							2,670.54	
001 General Fund							2,670.54	
							2,670.54	

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 12:24:03 Date: 01/06/2021

12/01/2020 To: 12/31/2020

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
917	12/31/2020	Tr Rec	1279		3	Pierce County Budget and Fina	16,942.42	Property Tax Of \$15,80.43 And Delinquent Years Of \$1,138.99
918	12/31/2020	Tr Rec	1280		3	Pierce County Budget and Fina	16,632.09	Zoo Trek
919	12/31/2020	Tr Rec	1281		3	Pierce County Budget and Fina	252.49	Investment Interest
920	12/31/2020	Tr Rec	1282		3	Pierce County Budget and Fina	280.08	Leasehold Excise Tax
			310 Taxes				33,854.59	
			360 Long Terms				252.49	
			001 General Fund				34,107.08	
							34,107.08	



Regular Meeting: January 11, 2021

Item # 10

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: January 11, 2021
Subject: Executive Director Report

The weather in the past few weeks has kept the parks relatively empty, although the nicer weather brings more visitors to the parks. The parks were also quiet on Christmas and New Years days. Staff has been keeping up with the routine maintenance of trash and restrooms. This time has also allowed for the completion of the Barn project to close the open areas to prevent birds from entering the facility. There have been ongoing issues with Home Park, with illegal dumping and restroom issues. Staff has closed the parking lot temporarily so that is harder to bring large quantities of items for dumping. There is still parking near the front of the park and adjacent to the chain covering the driveway. There has also been an increase in human waste outside the restroom and left in clothing. The restroom has been opened during this time so it is not an access issue and staff believes that it is likely a mental health issue. Safety precautions are taken during disposal. Staff has begun locking the restroom at night due to an increase in perceived drug activity as determined by evidence of burning and substances left behind.

The 2021 Events schedule has been finalized, in as much as that is possible. The list at the end of the report are the events (alternative events) that we hope to host depending on the Covid restrictions. Staff is also considering adding an evening event on December 21st for bikers and hikers in 360. This is under development and will be added when the details are firmed up a bit more.

Effective on January 11th, there will be revised guidance issued by the Governor's office for outdoor recreation, events and other areas that impact Key Pen Parks. This was previewed in the Governor's recent press conference. The new Recovery framework does group our area into the Puget Sound region comprised of King, Snohomish and Pierce counties. The ability to move from Phase 1 to Phase 2 depends on regional metrics such as ICU capacity and positivity rate. This chart is a 20,000 foot view of the new recovery phases:



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Healthy Washington - Roadmap to Recovery

Activities	Phase 1	Phase 2
Social and At-Home Gathering Size — Indoor	Prohibited	Max of 5 people from outside your household, limit 2 households
Social and At-Home Gathering Size — Outdoor	Max of 10 people from outside your household, limit 2 households	Max of 15 people from outside your household, limit 2 households
Worship Services	Indoor maximum 25% capacity	Indoor maximum 25% capacity
Retail Stores (includes farmers' markets, grocery and convenience stores, pharmacies)	Maximum 25% of capacity, encourage curbside pick-up	Maximum 25% of capacity, encourage curbside pick-up
Professional Services	Remote work strongly encouraged, 25% capacity otherwise.	Remote work strongly encouraged, 25% capacity otherwise.
Personal Services	Indoor maximum 25% capacity.	Indoor maximum 25% capacity.
Eating and Drinking Establishments (establishments only serving individuals 21+ and no food remain closed)	Indoor dining prohibited. Outdoor dining, 11 PM close, maximum 6 per table, limit 2 households per table	Indoor dining available 25% capacity, 11 PM close. Outdoor dining available, maximum 6 per table, limit 2 households per table
Weddings and Funerals	Ceremonies are limited to a total of no more than 30 people. Indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are prohibited.	Ceremonies and indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are permitted and must follow the appropriate venue requirements. If food or drinks are served, eating and drinking requirements apply. Dancing is prohibited.
Indoor Recreation and Fitness Establishments (includes gyms, fitness organizations, indoor recreational sports, indoor pools, indoor K-12 sports, indoor sports, indoor personal training, indoor dance, no-contact martial arts, gymnastics, climbing)	Low risk sports (including dance, no-contact martial arts, gymnastics, and climbing) permitted for practice and training only in stable groups of no more than 5 athletes. Appointment based fitness/training; 45-minute max session, no more than 1 customer/athlete per room or per 500/sq. ft. for large facilities.	Low and moderate risk sports competitions permitted (no tournaments). Fitness and training maximum 25% capacity.
Outdoor Sports and Fitness Establishments (outdoor fitness organizations, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails, outdoor campsites, outdoor K-12 sports, outdoor sports, outdoor personal training, outdoor dance, outdoor motorsports)	Low and moderate risk sports permitted for practice and training only (no tournaments). Outdoor guided activities, hunting, fishing, motorsports, parks, camping, hiking, biking, running, snow sports, permitted.	Low, moderate, and high-risk sports competitions allowed (no tournaments), maximum 200 including spectators.
Indoor Entertainment Establishments (includes aquariums, indoor theaters, indoor arenas, indoor concert halls, indoor gardens, indoor museums, indoor bowling, indoor trampoline facilities, indoor cardrooms, indoor entertainment activities of any kind, indoor event spaces)	Private rentals/tours for individual households of no more than 6 people permitted. General admission prohibited.	Maximum 25% capacity. If food or drinks are served, eating and drinking requirements apply.
Outdoor Entertainment Establishments (includes zoos, outdoor gardens, outdoor aquariums, outdoor theaters, outdoor stadiums, outdoor event spaces, outdoor arenas, outdoor concert venues, rodeos)	Ticketed events only: Groups of 10, limit 2 households, timed ticketing required.	Groups of 15, limit 2 households per group, maximum 200 including spectators.

NOTE: Live entertainment is no longer prohibited but must follow guidance above for the appropriate venue. Long-term Care facilities, professional and collegiate sports remain governed by their current guidance/proclamations separate from this plan.

The changes could be significant as Key Pen Parks is being approached by youth sports organizations (Little League and Football) for possible play space. The new guidance proposed for release on the 11th, could also impact the BuDu Race currently scheduled for January 30th at 360 Trails.

A water issue was identified by Commissioner Michel at Gateway Park. After an investigation, there is water leaking from the event outlet #1. Staff is working on identifying the source of the water, however there is no live current running to the box so while it may look odd, there is no hazard to staff or park users. Additional information will be provided as the work continues.

RCO Grants are closed out for the Taylor Bay acquisition and the Splash Pad. Once approved by RCO the final payments will be made to Key Pen Parks.

Laura Armstrong is now our Fiscal Specialist. This is primarily a reclassification due to the high level of work she was already performing but she will also be taking a larger role in the budget preparation process and other financial matters. Her first large project is to lead the implementation of the new Springbrook Express Cloud software. In addition on the human resources side, the first review of the applications for the full-time maintenance assistant position approved in the 2021 budget is on January 12th. A hire will hopefully follow shortly thereafter.



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2021 Event Schedule (Will be Adjusted for Covid Regulations)

February 13 - Valentine's Day Craft Drive Through

March 27 – Easter Egg Hunt

April 17 – 360 Trails Raffle Ride

April 24 – Parks Appreciation Day

May 1 – Mom & Me Tea

July 3 – Key Pen Parks Family Fun Fest

August – Friday Evenings – Cinema Under the Stars

October 23 – All Hallows Eve

December 5 – Letters to Santa



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Meeting: January 11, 2021

Item # 14a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 11, 2021

Subject: Review of Fee Schedule

Background

During the Study Session of the December 14, 2020 Regular Meeting, the Board of Park Commissioners provided direction regarding the Schedule of Fees adopted in 2018. The Commissioners directed the Executive Director to review the fees for comparison to neighboring jurisdictions and to propose a fee schedule that provides lower rates to residents and non-profits.

Staff requested information from Kitsap County, City of Gig Harbor, Pen Met Parks, Pierce County, and Mason County. Information was received from Pierce County, Mason County and Pen Met Parks. Key Pen Parks charges similar rates to Pen Met Parks, Pierce County (nearby parks only), and slightly higher than Mason County.

Additional direction is requested on the proposed schedule of fees, and will be proposed for adoption at the February Regular Meeting.

Attachment 1: Current Key Pen Parks Fee Schedule

Attachment 2: Proposed Key Pen Parks Fee Schedule

Recommended Action: Provide direction on fees

Key Pen Parks

PO Box 70
Lakebay, WA 98349

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



The key to your next adventure!

RENTAL FEES

Updated February 12, 2018 via Resolution R2018-02
Exhibit A

Volunteer Park

Key Peninsula Little League -- Field use agreement, batting cage agreement, and storage container agreement fees set as separate agreement and adjusted annually for CPI.

Field preps are included at start of day, periodically throughout the day and prior to championship game for tournaments.

Three Day Rental:

- \$725.00 for a three-day tournament - all three fields
 - Up to 46 games; \$15 per game there after
- \$625.00 for a three-day tournament - Fields 1 and 2 only.
 - Up to 40 games; \$15 per game there after

Two Day Rental:

- \$625.00 for a two-day tournament - all three fields.
 - Up to 40 games; \$15 per game there after
- \$525.00 for a two-day tournament - Fields 1 and 2 only.
 - Up to 33 games; \$15 per game there after

One Day Rental:

- \$425.00 for a one-day tournament - all three fields.
 - Up to 26 games; \$15 per game there after
- \$375.00 for a one-day tournament - Fields 1 and 2 only.
 - Up to 23 games; \$15 per game there after

Single field (fields 1,2, & 3)

- \$125 Up to 8 games; \$15 per game there after

Field 4 Rental

- \$10 hour

Other:

- \$25.00 per game (unprepared field. 1.5 hour)
- \$35.00 per game (groomed and prepared field prior to a game 1.5 hour)

- Practices for non KPLL users (select baseball, soccer, lacross, football \$ 12.50 hour)

Field Lighting:

- Field 1-- \$400 per month
- Field 2-- \$350 per month
- Field 3 --\$350 per month
- Soccer-- \$400 per month
- If multiple user groups use field lights in given month rate can be prorated to a per hour cost between user groups.

Pavilion (600 square feet, power, and water available):

- 2-hour minimum rental: \$30. Each additional hour \$15 for a maximum limit of (4) hours.

Camping (only available in conjunction with field/facility rental):

- \$20 first night/\$15 per each additional night per Tent/RV
- \$90 tournament team camping fee

Home Park

Pavilion (600 square feet; power available)

- 2-hour minimum rental: \$30. Each additional hour \$15.00 for a maximum limit of (4) hours.

Gateway Park/360 Trails

Field (Gateway)

- Staging area \$25-\$50 per hour depending upon event details up to \$600 per day.
- Parking area \$25-\$50 per hour depending upon event details up to \$600 per day.
- Over flow (barn) \$25 hour up to \$300 per day
- Field for practices \$12.50 hour per team

Meadow (360 Trails)

- \$25 -\$100 per day depending event details

Trails (360 Trails)

- \$25 -\$250 per day depending event details

Camping (only available in conjunction with facility rental):

- \$20 first night/\$15 per each additional night per Tent/RV

Key Pen Parks

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ph: 253-884-9240
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The key to your next adventure!

Gateway Park/360 Trail (continued)

Pavilion (water onsite)

- 2-hour minimum rental: \$100 for entire pavilion (1800 square feet), each additional hour \$50.00 for a maximum limit of (4) hours
- 2-hour minimum rental: \$60 for half pavilion (900 square feet), each additional hour \$30 for a maximum limit of (4) hours

Maple Hollow

- Camping
 - \$20 first night/\$15 per each additional night per tent pad (access only from water)

Fee may be adjusted by Executive Director based upon event details

DRAFT REVISED FEE SCHEDULE

	Resident & Non-Profit	Non-Resident & For Profit
Field Rentals		
a. Youth Sports (practice)	\$10/hour	\$15/hour
b. Adult Sports (practice)	\$10/hour	\$15/hour
c. Youth Game (field groom & prep)	\$30/game	\$40/game
d. Adult Game	\$30/game	\$40/game
e. Batting Cage	\$5/hour	\$7.50/hour
f. Gateway Grassy Field (practice)	\$12.50/hour	\$16/hour
Tournaments (Field preps are included at start of day and prior to championship game)		
a. Three-day Rental (Fields 1, 2, 3; max 46 games)	\$725	\$775
b. Three-day Rental (Fields 1, 2; max 40 games)	\$625	\$700
c. Two-day Rental (Fields 1, 2, 3; max 40 games)	\$625	\$700
d. Two-day Rental (Fields 1, 2; max 33 games)	\$525	\$600
e. One-day Rental (Fields 1, 2, 3; max 26 games)	\$425	\$500
f. One-day Rental (Fields 1, 2; max 23 games)	\$375	\$450
g. Single Field Rental (max 8 games)	\$125	\$200
h. Additional Games	\$15/game	\$20/game
i. Additional Field Prep	\$15/game	\$25/game
Field Lighting (If multiple user groups use lights in given month, rate will be prorated to a per hour cost between user groups.)		
a. Field 1	\$400/month	\$450/month
b. Field 2	\$350/month	\$400/month
c. Field 3	\$350/month	\$350/month
d. Soccer	\$400/month	\$450/month
Pavilion (2 hour min/4 hour max)		
a. Volunteer Park	\$25/2 hours	\$35/2 hours
b. Home Park	\$25/2 hours	\$35/2 hours
c. Gateway (Full)	\$75/2 hours	\$100/2 hours
d. Gateway (Half)	\$45/2 hours	\$50/ 2 hours
e. Additional Hour (Volunteer & Home)	\$12/hour	\$15/hour
f. Additional Hour (Gateway Full)	\$30/hour	\$40/hour
g. Additional Hour (Gateway Half)	\$15/hour	\$25/hour

Camping (Per pad. Only available in with field/facility rental at Gateway, Volunteer, Maple Hollow)

- | | | |
|--------------------------|--|------------------|
| a. Tent/RV (first night) | | \$20/first night |
| b. Tent/RV (extra night) | | \$15/night |
| c. Tournament Team Fee | | \$90 |

Gateway Park/360 Trails:

- | | | |
|-------------------------|-----------------------|-----------------------|
| a. Staging area (Field) | \$25/hour (\$450/max) | \$50/hour (\$900/max) |
| b. Parking area | \$25/hour (\$450 max) | \$50/hour (\$900/max) |
| c. Over flow (Barn) | \$25 hour (\$300 max) | \$40/hour (\$600 max) |
| d. Meadow (360 Trails) | \$25/day | \$250/day |
| e. Trails (360 Trails) | \$25/day | \$500/day |

Residents of Key Pen Parks, Business owners located with District Limits and Non-Profits may reserve facilities beginning on January 2nd annually; non-residents and for-profits may reserve facilities beginning on February 1st annually. This timeline does not apply to organizations applying for a Special Event Permit.

Key Peninsula Little League Fees are governed by a separate agreement for this fee schedule and may be adjusted annually for CPI.



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Meeting: January 11, 2021

Item # 14b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 11, 2021

Subject: Review of Partnership – Red Barn Youth Center

Background

Annually, Key Pen Parks enters into partnership agreements with local organizations who are providing direct services that meet the goals of Key Pen Parks. Red Barn Youth Center is giving an oral report on their accomplishments for 2019, which are different than previous years due to the Covid pandemic.

Recommended Action: Receive report