



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

January 9, 2023

7:00 PM – Regular Meeting

Meeting Room, Key Peninsula Fire District 16 – Station 47 (Home)
1921 Key Peninsula Hwy NW, Home WA 98349

Public Comment is available in person or via Zoom by calling (253) 253 215 8782 with
Meeting ID: 871 0672 3465 Passcode: 867308

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/87106723465?pwd=WnJrVXgwcTBaMEZEYmlJR3ZKaHFhQT09>

Members of the Board of Park Commissioners

Mark Michel, President

Linda Parry, Vice President
Kip Clinton, Clerk

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

Regular Meeting – 7:00 PM

1. Call to Order

2. Roll Call

	Present	Excused	Comment
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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. Special Presentations

- a. Peninsula School District Levy, Kris Hagel, Executive Director of Digital Learning

6. Election of 2023 Board of Park Commissioners Officers

- 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. Regular Meeting of December 12, 2022

9. Financial Report

- a. November 2022 Financial Report

Total expenditures \$151,401.74

• <u>Accounts Payable</u>	\$104,893.59	Check # 2244-2281
• <u>First Citizens</u>	\$0	EFT's
• <u>Payroll/Benefits</u>	\$46,413.27	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$94.88	EFT's

Total Revenue \$119,231.46

• <u>Other Revenues</u>	\$2,510.20
• <u>Zoo Trek</u>	\$25,414.84
• <u>Property Tax</u>	\$82,460.05
• <u>Investment</u>	\$6,209.51
• <u>Leasehold Excise</u>	\$52.26
• <u>Timber Excise Tax</u>	\$2,584.60
• <u>Sale of Tax Title Property</u>	\$0

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

12. Board President's Report

13. Unfinished Business

- a. Consideration of Renaming of Gateway Park or a Park Amenity after Scott Gallacher

14. New Business

- a. None

15. Other minor matters

16. Good of Order/Comments by Board Members

17. Next Regular Meeting February 13, 2023

18. Adjournment



Regular Meeting: January 9, 2023

Item # 6

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 9, 2023

Subject: Nomination of Officers for Board of Park Commissioners in 2023

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 12, 2022 meeting the following individuals accepted nominations:

President: Linda Parry

Vice President: Mark Michel

Clerk: Kip Clinton

Recommended Action: Complete second nominations/voting of officers and install Officers for 2023 calendar year



Meeting: January 9, 2023

Item # 8

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 9, 2023

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meeting on December 12, 2022

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the December 12, 2022, Regular Meeting

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

5514 Key Peninsula Highway NW, Lakebay, WA. 98349

253-884-9240 and answers@keypenparks.com

Board Meeting Minutes

Monday, December 12, 2022

This public meeting was a hybrid in-person/digital meeting.

1. The regular public meeting of Monday, December 12, 2022, was called to order at 7:00 PM in the Home Fire Station Meeting Room by Executive Director Tracey Perkosky. This Key Pen Parks meeting is a hybrid in-person/digital meeting format.

2. Roll Call--Commissioners Present: Commissioners Mark Michel, Linda Parry, Shawn Jensen, Ed Robison and Kip Clinton. Key Pen Parks Staff present: Executive Director Tracey Perkosky.

Citizens Present: Stan Moffett, Todd Rosenbach, Lisa Bryan (KP News).

3. Pledge of Allegiance: Executive Director Perkosky turned the meeting over to President Michel who led all present in reciting the Pledge of Allegiance.

4. Approval of Agenda: President Michel asked if there were any changes or amendments to the agenda; hearing none, the agenda was approved as submitted.

5. Special Presentations: No special presentations.

6. Citizen Comments: No citizen comments.

7. Approval of Minutes: The minutes of October 10, 2022 and November 14, 2022 were approved as submitted.

8. Financial Report: There was no financial report due to medical leave of the Fiscal Specialist. The financial report for November 2022, along with the financial report for December 2022, will be presented at the next regular meeting on January 9, 2023.

9. Executive Director's Report: Executive Director Perkosky, recovering from a bad cold, referred the Key Pen Parks Board of Park Commissioners to her written report submitted in the December 12, 2022 Agenda.

10. Board Committee and Advisory Council Reports:

a) Land and Improvement Committee (Commissioner Robison): Commissioner Robison said he had no report.

b) Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel): Commissioner Michel said that the Foundation is still trying to dissolve.

c) Trails Committee (Commissioner Michel): Commissioner Michel said there is a tree that blew down in a November storm on one of the bike trails that staff still needs to cut up (later in the meeting he pointed out the location on a map for the Executive Director). He also said that the December snow bent shrubs down to eye-level on many trails. He doesn't want trail needs to be ignored in favor of other park projects; the trail system is one of Key Pen Parks' major amenities.

11. President's Report: President Michel said he had nothing special to report.

12. Unfinished Business: No unfinished business.

13. New Business:

a) Approval of R2022-06 the Wage Matrix for 2023 which includes Cost-of-Living Adjustment (COLA): Commissioner Robison moved that we approve the 2023

Wage Matrix which includes Cost of Living Adjustment (COLA). Commissioner Clinton requested to amend the motion to extend the COLA increase to the one seasonal employee until his tenure end. Commissioner Robison amended his motion per Commissioner Clinton's request. The amended motion passed 5/0.

- b) **First Round of Nominations for 2023 Board Officer Elections:** Commissioner Michel nominated Commissioner Parry for Board President; Commissioner Robison seconded the nomination. Commissioner Clinton nominated Commissioner Michel for Board Vice-President; Commissioner Jensen seconded the nomination. Commissioner Jensen nominated Commissioner Clinton as Board Clerk; Commissioner Robison seconded the nomination.
- c) **Review of Park and Facility Naming Policy:** The Park and Facility Name Policy was discussed in light of the citizen request of November 14, 2022, to re-name Gateway Park, or name another Key Pen Parks amenity, in honor of deceased former Executive Director Scott Gallacher. The Land and Improvements Committee is tasked by the policy to develop a recommendation to the Board after greater community input. Commissioner Robison has been the sole member of the Land and Improvements Committee for some time; President Michel stated that he will appoint himself to the Land and Improvements Committee as a second member to share the work. Mechanisms for public hearings were discussed. Executive Director Perkosky was directed to include "Unfinished Business/Proposal to Name a Key Pen Parks' Facility or Amenity for Deceased Former Executive Director Scott Gallacher" as an agenda item for the January 9, 2023, meeting. Executive Director Perkosky requested that the Land and Improvements Committee collaborate with the Trails Committee to develop a 2023 naming proposal for all Key Pen Parks trails with primary focus on 360 Trails; Commissioners Robison and Michel concurred.

14. Other Minor Matters: Commissioner Clinton wished everyone a Merry Christmas and a Happy New Year!

15. Good of the Order: Commissioner Michel wished everyone Happy Holidays and a Happy New Year!

16. Meeting Adjourned: The in-person/digital hybrid public meeting of December 12, 2022, was adjourned at 7:38 PM. The next regular in-person/digital hybrid meeting will be held on Monday, January 9, 2023, at 7:00 PM at the Home Fire Station Meeting Room. The regular meeting may be preceded by a 6:00 PM or 6:30 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 or errors in the unofficial minutes may be corrected at the time the Board addresses and approves the minutes.



Meeting: January 9, 2023

Item # 9a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: January 9, 2023

Subject: Approval of Finances

Background

This report includes a summary of the financial information from November 2022 for Board approval.

November 2022 Financial Report

Total expenditures \$51,401.74

• Accounts Payable	\$104,893.59	Check # 2244-2281
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$46,413.27	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$94.88	EFT's

Total Revenue \$119,231.46

• Other Revenues	\$2,510.20
• Zoo Trek	\$25,414.84
• Property Tax	\$82,460.05
• Investment	\$6,209.51
• Leasehold Excise	\$52.26
• Timber Excise Tax	\$2,584.60
• Sale of Tax Title Property	\$0

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

Time: 10:51:38 Date: 12/27/2022

11/01/2022 To: 11/30/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,073,782.93	119,231.46	151,401.74	5,041,612.65	18,720.53	5,997.30	0.00	5,066,330.48
	5,073,782.93	119,231.46	151,401.74	5,041,612.65	18,720.53	5,997.30	0.00	5,066,330.48

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

11/01/2022 To: 11/30/2022

Time: 10:51:38 Date: 12/27/2022

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	1,025.14	2,510.20	90.88	3,444.46	0.00	0.00	3,444.46
2 First Citizens Payroll	43,149.57	111,425.19	46,417.27	108,157.49	0.00	0.00	108,157.49
3 Pierce County	4,952,386.94	116,721.26	268,953.32	4,800,154.88	0.00	0.00	4,800,154.88
4 Petty Cash	164.63	0.00	0.00	164.63	0.00	0.00	164.63
5 First Citizens AP	77,056.65	157,528.13	104,893.59	129,691.19	0.00	24,717.83	154,409.02
Total Cash:	5,073,782.93	388,184.78	420,355.06	5,041,612.65	0.00	24,717.83	5,066,330.48
	5,073,782.93	388,184.78	420,355.06	5,041,612.65	0.00	24,717.83	5,066,330.48

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

11/01/2022 To: 11/30/2022

As Of: 11/30/2022 Date: 12/27/2022

Time: 10:51:38 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	974	10/07/2022	Claims	5	2232	Veronica L Grandt	106.88	Mileage for September 2022
2022	1038	11/04/2022	Claims	5	2247	Canon Financial Services, INX	121.11	
2022	1042	11/04/2022	Claims	5	2251	Veronica L Grandt	194.38	
2022	1094	11/30/2022	Payroll	5	2268	Health Care Authority PEBB Health Insurance	5,997.30	Pay Cycle(s) 11/01/2022 To 11/30/2022 - PEBB Health Insurance
2022	1095	11/30/2022	Claims	5	2269	Astound	173.85	Phone and Internet servcie fees for Volunteer Park.
2022	1096	11/30/2022	Claims	5	2270	Canon Financial Services, INX	121.11	Rental of Canon copy and fax unit for Office usage.
2022	1097	11/30/2022	Claims	5	2271	Copiers Northwest	21.64	Rental of Canon copy and fax unit for Office usage.
2022	1098	11/30/2022	Claims	5	2272	Green Diamond Pest Controll	9,438.40	Contracted work on Gateway House crawl space: remove and replace floor insulation, remove and replace vapor barrier, replace 8 soft ducts, wrap 40 ft plenum.
2022	1099	11/30/2022	Claims	5	2273	Hemley's Handy Kans	232.50	Portable toilets at 360, Key Central Forest and Taylor Bay.
2022	1100	11/30/2022	Claims	5	2274	Michael W Law	176.25	Travel for CPSI training in Vancouver WA from 11-13-2022 to 11-16-2022.
2022	1101	11/30/2022	Claims	5	2275	Peninsula Light Company	335.38	Electric service fees for Gateway Park.
2022	1102	11/30/2022	Claims	5	2276	Purdy Plumbing Repair & Construction Inc	357.71	Invoice from January 2022 that did not get billed from company. Worked done at Gateway barn to cap off existing plumbing in wall.
2022	1103	11/30/2022	Claims	5	2277	Purdy Topsoil and Gravel LLC	123.80	3\4 Clean gray rock placed around water spicket at Gateway Park.
2022	1104	11/30/2022	Claims	5	2278	Scottco Inc Plumbing & Heating	4,678.40	Contracted work to repair underground pipe damage at Gateway Park near dog park/360 trail entrance.
2022	1105	11/30/2022	Claims	5	2279	Shockwave Baseball Club	500.00	Damage deposit refunded.
2022	1106	11/30/2022	Claims	5	2280	United Rentals	1,983.10	Rental of Boom lift and purchase of 2 saftey harness.
2022	1107	11/30/2022	Claims	5	2281	Washington Water Service Company	156.02	Water service fees for Gateway Park.
							24,717.83	

Fund	Claims	Payroll	Total
001 General Fund	18,720.53	5,997.30	24,717.83
	18,720.53	5,997.30	24,717.83

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

11/01/2022 To: 11/30/2022

Time: 10:51:38 Date: 12/27/2022

Page: 4

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

Accounts Payable expenditures November 2022

Key Peninsula Metro Parks District

Time: 10:54:21 Date: 12/27/2022

11/01/2022 To: 11/30/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
221103001	PEBB Health Insurance Health Care Authority	1035	11/02/2022	Payroll	5	5,997.30	
221104001	ALAN WEBB NISSAN	1036	11/04/2022	Claims	5	35,974.72	
221104002	Axia Tree Service, LLC	1037	11/04/2022	Claims	5	7,668.00	
221104003	Canon Financial Services, INX	1038	11/04/2022	Claims	5	121.11	
221104004	CenturyLink	1039	11/04/2022	Claims	5	119.16	
221104005	Enduris Washington	1040	11/04/2022	Claims	5	410.00	
221104006	Glen Cove Repair LLC	1041	11/04/2022	Claims	5	1,916.62	
221104007	Grandt Veronica L	1042	11/04/2022	Claims	5	194.38	
221104008	Hemley's Handy Kans	1043	11/04/2022	Claims	5	232.50	
221104009	Kohler Heating & A/C	1044	11/04/2022	Claims	5	874.80	
221104010	Madrona Law Group PLLC	1045	11/04/2022	Claims	5	1,196.00	
221104011	Peninsula Light Company	1046	11/04/2022	Claims	5	1,264.56	
221104012	Perkosky Tracey L	1047	11/04/2022	Claims	5	414.13	
221104013	Purdy Topsoil and Gravel LLC	1048	11/04/2022	Claims	5	218.28	3/4 Clean Grey and 3/4 Minus Black filler for work on ballfields at Volunteer Park.
221104014	United Rentals	1049	11/04/2022	Claims	5	429.84	Rental of compressor for field and Splash pad irrigation flush out.
221107001	Carson Nikolas C	1064	11/15/2022	Claims	5	84.00	Per Diem for Washington trails conference 10-28-2022 to 10-29-2022 in Everett Washington.
221107002	D.M. Recycling Co	1065	11/15/2022	Claims	5	197.00	Recycle pickup service at Gateway Park.
221107003	Glitterbuggie Entertainment	1066	11/15/2022	Claims	5	1,194.76	Contracted services for Halloween Event (provided Face painting, popcorn machine and cotton candy machine)
221107004	Miller Kip	1067	11/15/2022	Claims	5	250.00	DJ service for All Hallow's Eve event on Oct 22 2022.
221107005	Murreys Disposal Company	1068	11/15/2022	Claims	5	739.64	Trash pickup service for Gateway Park and Volunteer Park.
221107006	Scottco Inc Plumbing & Heating	1069	11/15/2022	Claims	5	2,393.60	Install New washer, dryer and sink at Gateway Park barn.
221107007	The Red Barn	1070	11/15/2022	Claims	5	1,750.00	Final payment for contracted youth services for calander year 2022.
221107008	US Bank	1071	11/15/2022	Claims	5	16,564.78	Charges from US statement date 11-7-2022
221107009	Verizon Wireless	1072	11/15/2022	Claims	5	392.95	Cell phone service for all staff for park business.
221109001	PEBB Health Insurance Health Care Authority	1094	11/30/2022	Payroll	5	5,997.30	
221110001	Astound	1095	11/30/2022	Claims	5	173.85	Phone and Internet servcie fees for Volunteer Park.
221110002	Canon Financial Services, INX	1096	11/30/2022	Claims	5	121.11	Rental of Canon copy and fax unit for Office usage.
221110003	Copiers Northwest	1097	11/30/2022	Claims	5	21.64	Rental of Canon copy and fax unit for Office usage.
221110004	Green Diamond Pest Controll	1098	11/30/2022	Claims	5	9,438.40	Contracted work on Gateway House crawl space: remove and replace floor insulation, remove and replace vapor barrier, replace 8 soft ducts, wrap 40 ft plenum.
221110005	Hemley's Handy Kans	1099	11/30/2022	Claims	5	232.50	Portable toilets at 360, Key Central Forest and Taylor Bay.
221110006	Law Michael W	1100	11/30/2022	Claims	5	176.25	Travel for CPSI training in Vancouver WA from 11-13-2022 to 11-16-2022.
221110007	Peninsula Light Company	1101	11/30/2022	Claims	5	335.38	Electric service fees for Gateway Park.

Accounts Payable expenditures November 2022

Key Peninsula Metro Parks District

Time: 10:54:21 Date: 12/27/2022

11/01/2022 To: 11/30/2022

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
221110008 Purdy Plumbing Repair & Construction Inc	1102	11/30/2022	Claims	5	357.71	Invoice from January 2022 that did not get billed from company. Worked done at Gateway barn to cap off existing plumbing in wall.
221110009 Purdy Topsoil and Gravel LLC	1103	11/30/2022	Claims	5	123.80	3\4 Clean gray rock placed around water spicket at Gateway Park.
221110010 Scottco Inc Plumbing & Heating	1104	11/30/2022	Claims	5	4,678.40	Contracted work to repair underground pipe damage at Gateway Park near dog park/360 trail entrance.
221110011 Shockwave Baseball Club	1105	11/30/2022	Claims	5	500.00	Damage deposit refunded.
221110012 United Rentals	1106	11/30/2022	Claims	5	1,983.10	Rental of Boom lift and purchase of 2 saftey harness.
221110013 Washington Water Service Company	1107	11/30/2022	Claims	5	156.02	Water service fees for Gateway Park.
					<hr/>	
					Total Checks:	104,893.59

Payroll expenditures November 2022

Key Peninsula Metro Parks District

Time: 10:53:28 Date: 12/27/2022

11/01/2022 To: 11/30/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT United Concordia	1034	11/02/2022	Payroll	2	412.90	
EFT EFTPS	1058	11/09/2022	Payroll	2	4,773.56	
EFT WA State Department of Retiremen	1059	11/09/2022	Payroll	2	6,099.67	
EFT Employee Paycheck	1025	11/10/2022	Payroll	2	2,181.83	
EFT Employee Paycheck	1026	11/10/2022	Payroll	2	1,561.81	
EFT Employee Paycheck	1027	11/10/2022	Payroll	2	769.49	
EFT Employee Paycheck	1028	11/10/2022	Payroll	2	1,611.10	
EFT Employee Paycheck	1029	11/10/2022	Payroll	2	2,451.18	
EFT Employee Paycheck	1030	11/10/2022	Payroll	2	1,357.39	
EFT Employee Paycheck	1031	11/10/2022	Payroll	2	2,685.13	
EFT Employee Paycheck	1032	11/10/2022	Payroll	2	344.94	
EFT Employee Paycheck	1033	11/10/2022	Payroll	2	1,589.08	
EFT Employee Paycheck	1073	11/23/2022	Payroll	2	2,231.69	
EFT Employee Paycheck	1074	11/23/2022	Payroll	2	1,710.65	
EFT Employee Paycheck	1075	11/23/2022	Payroll	2	118.21	
EFT Employee Paycheck	1076	11/23/2022	Payroll	2	667.46	
EFT Employee Paycheck	1077	11/23/2022	Payroll	2	1,611.10	
EFT Employee Paycheck	1078	11/23/2022	Payroll	2	2,451.18	
EFT Employee Paycheck	1079	11/23/2022	Payroll	2	190.76	
EFT Employee Paycheck	1080	11/23/2022	Payroll	2	118.21	
EFT Employee Paycheck	1081	11/23/2022	Payroll	2	1,386.58	
EFT Employee Paycheck	1082	11/23/2022	Payroll	2	118.21	
EFT Employee Paycheck	1083	11/23/2022	Payroll	2	2,761.07	
EFT Employee Paycheck	1084	11/23/2022	Payroll	2	56.24	
EFT Employee Paycheck	1085	11/23/2022	Payroll	2	1,241.99	
EFT Employee Paycheck	1086	11/23/2022	Payroll	2	480.71	
EFT EFTPS	1087	11/23/2022	Payroll	2	4,929.43	
EFT United Concordia	1088	11/23/2022	Payroll	2	501.70	
Total Checks:					<u>46,413.27</u>	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 11:01:31 Date: 12/27/2022
Page: 1

11/01/2022 To: 11/30/2022

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
1093	11/29/2022	11/30/2022	2	EFT	Ser Chge		First Citizens	4.00	Bank service fees
	576 80 49 003	Banking Fees		001	General Fund			4.00	Bank service fees
1118	11/30/2022	11/30/2022	1		Ser Chge		Merch Bankcard service	12.88	Credit card processing fee
	576 80 49 003	Banking Fees		001	General Fund			12.88	Credit card processing fee
1119	11/30/2022	11/30/2022	1		Ser Chge		First Citizens	78.00	Banking service fees
	576 80 49 003	Banking Fees		001	General Fund			78.00	Banking service fees

Records Printed: 3

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	0.00
Non Warrant Expenditures:	94.88
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	94.88	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	94.88	0.00	0.00	0.00

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 10:56:37 Date: 12/27/2022

11/01/2022 To: 11/30/2022

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo	
1050	11/02/2022	Tr Rec	1852	1513	1	General Customer	103.00	Rental of the Gateway Park Pavilion on 11-20-2022 from 11-1pm for (Nelson)	
1051	11/04/2022	Tr Rec	1853	1514	1	The Snack Shack	365.68	Rent, leasehold tax and electric fee for November 2022 for concession building at VP.	
1052	11/04/2022	Tr Rec	1854	1515	1	Kyle Armstrong	768.20	Rent, leasehold tax and electric fee for November 2022. (Taylor Bay caretaker)	
1053	11/04/2022	Tr Rec	1855	1516	1	Tracey L Perkosky	1,181.32	Rent, leasehold tax and electric fee for November 2022. (Gateway House)	
1054	11/04/2022	Tr Rec	1856	1517	1	General Customer	92.00	Scrap metal turned in for disposal at the Navy City Metals & Recycling center.	
1138	11/30/2022	Tr Rec	1862		3	Pierce County Budget and Finan	82,460.05	Property tax of \$80,335.98 and delinquent year tax of \$2,124.07.	
1139	11/30/2022	Tr Rec	1863		3	Pierce County Budget and Finan	25,414.84	Zoo Trek	
1140	11/30/2022	Tr Rec	1864		3	Pierce County Budget and Finan	52.26	Leasehold tax	
1141	11/30/2022	Tr Rec	1865		3	Pierce County Budget and Finan	2,584.60	Timber Excise Tax	
1142	11/30/2022	Tr Rec	1866		3	Pierce County Budget and Finan	6,209.51	Investment Interest.	
							310 Taxes	110,511.75	
							360 Long Terms	8,719.71	
								119,231.46	
							001 General Fund	119,231.46	

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 15:30:33 Date: 12/28/2022

January To November

Page: 1

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Taxes, Real & Person.	5,240.30	32,886.27	95,001.67	562,715.90	114,026.15	8,402.34	4,355.13	9,517.03	21,354.68	510,820.17	82,460.05	0.00	1,446,779.69	1,461,536.00	99%
313 17 00 000 Taxes, Zoo Trek Excis	22,379.30	24,652.65	20,534.92	20,690.34	24,386.43	23,388.24	22,759.70	25,134.35	24,359.57	24,847.48	25,414.84	0.00	258,547.82	185,000.00	140%
317 20 00 000 Taxes, Leasehold Exc	0.00	62.69	2.75	0.00	60.54	0.00	0.00	57.55	17.19	0.00	52.26	0.00	252.98	1,000.00	25%
317 40 00 000 Taxes, Forest Excise T	0.00	0.00	0.00	0.00	2,425.54	0.00	0.00	0.00	0.00	0.00	2,584.60	0.00	5,010.14	2,500.00	200%
310 Taxes	27,619.60	57,601.61	115,539.34	583,406.24	140,898.66	31,790.58	27,114.83	34,708.93	45,731.44	535,667.65	110,511.75	0.00	1,710,590.63	1,650,036.00	104%
334 02 70 000 Recreation Conserva	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	50,000.00	0%
392 00 00 000 Premiums on Bonds	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	50,000.00	116%
347 60 00 003 Program Fees, Progr	0.00	525.00	1,195.09	285.00	255.00	270.00	135.00	0.00	0.00	0.00	0.00	0.00	2,665.09	2,000.00	133%
340 Park Fees	0.00	525.00	1,195.09	285.00	255.00	270.00	135.00	0.00	0.00	0.00	0.00	0.00	2,665.09	2,000.00	133%
361 11 00 000 Investment Interest	147.53	158.01	366.72	645.21	1,149.88	1,615.99	2,707.05	3,805.97	4,201.33	5,192.22	6,209.51	0.00	26,199.42	2,000.00	***%
362 40 00 003 S&F Rentals, Campin	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	250.00	0%
362 40 00 004 S&F Rentals, 360 Fiel	1,370.00	680.00	1,640.00	5,520.40	2,560.00	2,375.00	1,374.00	1,245.00	720.00	225.00	100.00	0.00	17,809.40	13,000.00	137%
362 40 00 005 S&F Rentals, Home F	0.00	0.00	0.00	150.00	100.00	0.00	150.00	35.00	35.00	0.00	0.00	0.00	470.00	200.00	235%
362 40 00 006 S&F Rentals, Volunte	0.00	0.00	100.00	1,085.00	0.00	95.00	0.00	0.00	70.00	0.00	0.00	0.00	1,350.00	4,000.00	34%
362 50 00 001 S&F Rentals, Conces:	365.68	365.68	591.36	591.36	1,045.14	591.36	591.36	591.36	365.68	365.68	365.68	0.00	5,830.34	10,800.00	54%
362 50 00 002 S&F Rentals, Gatewa	1,263.91	1,347.93	1,300.30	1,280.38	1,266.43	1,238.85	1,198.12	1,190.47	1,201.48	1,184.77	1,181.32	0.00	13,653.96	15,618.00	87%
362 50 00 003 S&F Rentals, Storage	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	50.00	0%
362 50 00 004 S&F Rentals, Little Le	4,463.41	110.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,073.41	2,000.00	254%
362 50 00 005 S&F Rental, Taylor Ba	814.20	1,550.40	0.00	764.20	764.20	814.20	764.20	768.20	768.20	768.20	768.20	0.00	8,544.20	9,171.00	93%
367 00 00 000 Contributions & Dor	500.00	2,000.00	1,250.00	1,500.00	0.00	0.00	2,500.00	1,650.00	0.00	100.00	0.00	0.00	9,500.00	10,000.00	95%
369 91 00 000 Other Revenue	50.85	4,730.30	439.54	339.27	90.45	82.20	669.34	631.59	24.75	6.75	95.00	0.00	7,160.04	2,000.00	358%
382 10 00 000 Refundable Deposits	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0%
360 Long Terms	8,975.58	10,942.32	6,187.92	12,375.82	6,976.10	6,812.60	9,954.07	9,917.59	7,386.44	7,842.62	8,719.71	0.00	96,090.77	69,089.00	139%
FUND REVENUES:	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	44,626.52	53,117.88	543,510.27	119,231.46	0.00	1,867,310.54	1,771,125.00	105%
576 80 10 001 Commissioner Wage	512.04	256.02	128.01	768.06	768.06	128.01	256.02	768.06	0.00	512.04	384.03	0.00	4,480.35	7,500.00	60%
576 80 10 002 Administrative Wage	21,298.67	20,274.22	20,521.14	23,023.25	21,325.46	23,114.60	22,694.07	21,910.71	23,164.65	20,004.80	19,050.90	0.00	236,382.47	263,000.00	90%
576 80 10 003 Park Operations Waç	14,646.74	14,351.20	14,755.85	18,616.40	12,290.56	20,765.47	22,413.92	22,393.56	21,935.48	19,171.90	19,087.45	0.00	200,428.53	278,000.00	72%
576 80 10 004 Park Operations - Ter	0.00	0.00	0.00	0.00	2,505.12	1,335.45	0.00	1,682.32	2,431.24	430.36	1,515.05	0.00	9,899.54	58,500.00	17%
576 80 20 001 Commissioner Perso	53.94	19.60	9.80	67.63	58.74	9.80	36.08	58.76	0.00	49.34	29.40	0.00	393.09	600.00	66%
576 80 20 002 Administrative Benef	7,092.00	5,135.69	8,391.93	9,064.67	7,481.48	7,365.48	9,165.59	6,581.42	6,800.52	7,439.07	6,934.38	0.00	81,452.23	98,000.00	83%
576 80 20 003 Park Operations Ben-	8,429.95	4,863.04	5,003.77	9,621.54	4,201.49	5,331.71	16,370.99	8,362.43	8,367.88	13,689.94	11,962.77	0.00	96,205.51	155,000.00	62%
576 80 20 004 Park Operations - Ter	0.00	0.00	0.00	0.00	301.15	386.31	435.10	128.70	303.45	550.20	287.97	0.00	2,392.88	16,500.00	15%
576 80 20 006 Uniforms/Safety Gea	0.00	24.82	0.00	708.97	135.82	1,195.89	153.53	0.00	172.34	0.00	0.00	0.00	2,391.37	3,500.00	68%
576 80 31 001 Office Supplies	142.51	348.61	317.32	392.67	844.13	757.74	1,328.34	580.80	0.00	134.17	0.00	0.00	4,846.29	4,750.00	102%
576 80 31 002 Maintenance Supplie	463.87	3,548.61	2,895.35	2,774.11	4,054.81	3,661.15	10,617.09	12,921.03	11,413.74	3,019.66	4,564.27	0.00	59,933.69	70,000.00	86%
576 80 31 003 Equipment Maintenz	56.11	69.98	353.71	0.00	0.00	345.63	847.77	848.65	87.51	0.00	0.00	0.00	2,609.36	3,200.00	82%
576 80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	53.90	0.00	915.95	29.31	0.00	0.00	0.00	999.16	1,500.00	67%
576 80 31 130 Supplies, Special Eve	0.00	0.00	263.61	1,423.59	271.40	539.78	0.00	0.00	0.00	0.00	0.00	0.00	2,498.38	2,500.00	100%

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 15:30:33 Date: 12/28/2022

January To November

Page: 2

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 31 140 Supplies, Special Eve	0.00	0.00	0.00	1,261.79	289.70	51.58	3,530.92	715.60	2,458.23	1,278.99	633.62	0.00	10,220.43	14,000.00	73%
576 80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	184.21	63.82	120.20	68.50	72.08	0.00	508.81	500.00	102%
576 80 32 000 Park Operations Fuel	899.84	863.77	1,227.48	1,248.00	1,430.49	1,562.17	1,905.00	2,698.94	1,361.82	1,628.80	1,304.39	0.00	16,130.70	20,000.00	81%
576 80 35 000 Small Tools & Equipr	1,662.11	2,426.75	593.30	6,093.96	384.62	359.84	703.78	340.36	0.00	0.00	0.00	0.00	12,564.72	15,000.00	84%
576 80 41 000 Professional Services	5,206.00	40.00	0.00	38.99	418.20	548.99	10.79	0.00	10.79	0.00	200.00	0.00	6,473.76	7,000.00	92%
576 80 41 001 Professional Services	0.00	0.00	72.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.50	100.00	73%
576 80 41 002 Professional Services	19,479.63	1,102.95	232.20	1,509.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,324.08	22,325.00	100%
576 80 41 004 Professional Services	606.00	1,840.00	2,883.00	354.00	1,192.00	1,410.00	350.00	200.00	700.00	350.00	1,196.00	0.00	11,081.00	13,000.00	85%
576 80 41 005 Professional Services	266.00	497.81	1,310.03	2,964.88	344.50	1,297.25	548.00	335.00	1,536.70	1,593.80	4,558.87	0.00	15,252.84	14,900.00	102%
576 80 41 008 Professional Services	0.00	0.00	0.00	3,240.00	0.00	0.00	0.00	0.00	0.00	0.00	7,668.00	0.00	10,908.00	9,700.00	112%
576 80 41 009 Election Costs	0.00	8,911.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,911.00	8,925.00	100%
576 80 42 001 Communications, Ph	703.70	740.68	723.12	695.49	796.36	777.22	808.73	759.47	840.28	886.36	709.96	0.00	8,441.37	9,450.00	89%
576 80 43 001 Travel, Commissione	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	414.13	0.00	414.13	100.00	414%
576 80 43 002 Travel, Staff	0.00	130.18	433.41	637.02	657.67	370.30	343.95	74.50	234.26	155.41	749.57	0.00	3,786.27	6,000.00	63%
576 80 44 001 Taxes And Operation	0.00	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	350.00	90%
576 80 45 000 Equipment Rental\ L	1,329.11	276.11	1,672.27	395.80	607.14	1,080.60	3,093.44	232.50	629.97	366.89	2,949.34	0.00	12,633.17	11,500.00	110%
576 80 46 000 Insurance, General Li	0.00	0.00	0.00	0.00	0.00	0.00	29.00	0.00	35,244.00	0.00	410.00	0.00	35,683.00	35,500.00	101%
576 80 47 000 Utility Services, For A	2,673.18	2,014.23	7,051.20	2,987.22	3,047.54	2,822.85	2,764.16	2,820.63	3,747.12	2,821.00	2,937.47	0.00	35,686.60	38,400.00	93%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	213.84	0.00	0.00	0.00	0.00	0.00	0.00	294.17	0.00	508.01	650.00	78%
576 80 48 000 Repairs & Maintenanr	1,828.95	602.42	408.13	7,321.87	253.81	589.57	362.80	1,233.58	4,107.48	2,734.28	4,184.10	0.00	23,626.99	27,000.00	88%
576 80 49 001 Licenses & Permits	141.00	1,905.00	0.00	0.00	0.00	151.25	288.75	297.10	983.17	275.00	0.00	0.00	4,041.27	6,000.00	67%
576 80 49 002 Dues & Subscription	370.00	487.65	375.46	1,663.12	716.33	1,206.98	803.30	405.97	0.00	382.17	463.23	0.00	6,874.21	7,750.00	89%
576 80 49 003 Banking Fees	84.00	92.56	118.15	154.05	168.91	184.15	189.82	135.19	141.03	136.22	94.88	0.00	1,498.96	1,500.00	100%
576 80 49 004 Other Expenses	0.00	220.00	607.00	180.00	0.00	0.00	163.25	144.20	0.00	0.00	0.00	0.00	1,314.45	3,000.00	44%
576 80 49 006 Training, Staff	0.00	935.00	860.00	450.00	146.02	850.00	669.80	338.67	75.00	922.55	0.00	0.00	5,247.04	6,000.00	87%
576 Parks	87,945.35	71,977.90	71,524.08	97,870.22	64,691.51	78,253.67	101,068.20	87,947.92	126,896.17	78,601.45	92,656.03	0.00	959,432.50	1,241,200.00	77%
582 10 00 000 Refund Deposits - O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00	0%
589 00 00 999 Payroll Liability Acco	-1,356.60	-1,063.13	-965.98	-913.27	-1,050.24	-1,643.00	-691.69	-1,040.68	-900.99	-806.17	-844.08	0.00	-11,275.83	0.00	0%
589 30 00 000 Other Non-Expenditi	1,444.50	0.00	0.00	0.00	1,470.18	0.00	1,470.18	0.00	0.00	1,495.86	0.00	0.00	5,880.72	4,900.00	120%
580 Non-Expenditures	87.90	-1,063.13	-965.98	-913.27	419.94	-1,643.00	778.49	-1,040.68	-900.99	689.69	-344.08	0.00	-4,895.11	4,900.00	100%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	50,000.00	0.00	0.00	0.00	0.00	85,000.00	35,000.00	243%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	11,200.00	0.00	0.00	0.00	0.00	0.00	0.00	11,200.00	21,525.00	52%
591	0.00	0.00	0.00	0.00	0.00	11,200.00	35,000.00	50,000.00	0.00	0.00	0.00	0.00	96,200.00	56,525.00	170%
592 76 84 000 Debt Issuance Cost	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0%
594 76 62 001 Capital Improvement	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	100,000.00	0%
594 76 62 020 Capital Improvement	0.00	0.00	533.18	0.00	0.00	0.00	0.00	8,909.76	400.93	0.00	23,115.07	0.00	32,958.94	275,000.00	12%
594 76 63 001 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	10,000.00	0%
594 76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	28,549.30	2,980.00	0.00	0.00	0.00	35,974.72	0.00	67,504.02	78,500.00	86%
594 76 64 002 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,856.93	0.00	0.00	0.00	0.00	2,856.93	5,000.00	57%
594 Capital Expenditures	0.00	0.00	533.18	0.00	0.00	31,593.97	2,980.00	11,766.69	400.93	0.00	59,089.79	0.00	106,364.56	468,500.00	23%

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 15:30:33 Date: 12/28/2022

January To November

Page: 3

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
FUND EXPENDITURES:	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	148,673.93	126,396.11	79,291.14	151,401.74	0.00	1,157,101.95	1,771,125.00	65%
FUND GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	-102,622.79	-104,047.41	-73,278.23	464,219.13	-32,170.28	0.00	710,208.59		
FUND NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	455,485.38	351,437.97	278,159.74	742,378.87	710,208.59	710,208.59			

2022 FUND TOTALS

Key Peninsula Metro Parks District

Time: 15:30:33 Date: 12/28/2022

January To November

Page: 4

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	44,626.52	53,117.88	543,510.27	119,231.46	0.00	1,867,310.54	1,771,125.00	105%
	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	44,626.52	53,117.88	543,510.27	119,231.46	0.00	1,867,310.54	1,771,125.00	105%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	148,673.93	126,396.11	79,291.14	151,401.74	0.00	1,157,101.95	1,771,125.00	65%
	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	148,673.93	126,396.11	79,291.14	151,401.74	0.00	1,157,101.95	1,771,125.00	65%
GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	-102,622.79	-104,047.41	-73,278.23	464,219.13	-32,170.28	0.00	710,208.59		
NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	455,485.38	351,437.97	278,159.74	742,378.87	710,208.59	710,208.59			



Regular Meeting: January 9, 2023

Item # 10

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: January 9, 2023
Subject: Executive Director's Report

The primary focus of the past month has been trails and weather impacts. The snow, followed by ice, followed by rain with some heavy wind mixed in there has impacted our parks in terms of soil saturation and vegetation impacts such as downed trees. Staff has removed several trees from the trails and large fallen branches from Volunteer and Gateway Parks. For trails, the winter weather has a proliferation of scotch broom and salal with the team focused first on the bike/pedestrian trails, then the mountain bike trails, then the multi-purpose trails in 360. Once this is complete, the team will move into Rocky Creek, Maple Hollow and Key Central Forest. Staff has spent over 200 hours in the past month on trail maintenance.

The Department of Natural Resources (DNR) continues moving forward with the timber harvest in Key Central Forest with the reinstatement of dual locks on the gates. Previously, DNR used Key Pen Parks gates for access. It remains scheduled for this year (2023).

There were two instances of small illegal dumping, with general household trash and boxes left at Key Central Forest and trash mixed with gravel left at Rocky Creek. The parks also experienced a bit of general vandalism this past month, with the gate lock cut at Volunteer Park, the Knox box (for emergency entry) sawed off at Maple Hollow Gate and the key used to remove the gate lock and open it up. Originally the pin which closes the Volunteer Park gate was missing, but it was found by staff in the bushes a week later. We are currently getting 2 more fabricated so that we have extras on hand. The gate at Gateway Park was, we believe, hit during the snow/ice storm and the gate arms no longer align for closure with about a 9-inch gap. The welds on the gate arm are also cracked. Proposals are being solicited from local firms to repair the footing and the arm. The park will likely have to be closed for one day (the work will take a day and a half) while the footing repair is ongoing. This is for the safety of the workers and will be a weekday to avoid impacts. This will be well posted with signage and internet information.

The gates were left open overnight during the Christmas holiday and New Year's holiday to allow staff to also have some time off with family and friends. Christmas weekend was quiet with the lingering ice and rain; however, there was a small number of fireworks set off on New Year's Eve in the parking lot. No damage was evident. The Director will be evaluating how to move forward with winter holidays moving forward.

We welcomed Trielle Alstead, Office and Outreach Coordinator in December and are looking forward to a new Parks and Facilities Manager. We are still recruiting for the Maintenance Worker I & II positions, with interviews underway for the PT Custodian Position.



Little League season and growing grass will soon be upon us, along with community events so we take a moment to wish everyone a happy and healthy new year! We look forward to seeing you in our parks and at our events.



Meeting: January 9, 2023

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: January 9, 2023

Subject: Consideration of renaming Gateway Park or a Park Amenity after Scott Gallacher

Background

During the November 14, 2022, Regular Park Board Meeting, a group of residents gave public comments requesting the naming of a facility, leaning towards a re-naming of Gateway Park for former Executive Director Scott Gallacher. The Board asked that the policy be brought forth at a future meeting for a review and consideration of next steps in a park or facility re-naming.

The policy was brought forward at the December 12, 2022, Regular Meeting and as a summary the policy was adopted in 2012 and offered criteria for park or facility naming:

“L. Names should be ranked in the order of the following conditions:

1. Neighborhood or geographical information
2. Community name or widely accepted name, (e.g. “Home Park, Maple Hollow, Volunteer Park)
3. Natural or geological feature (e.g. Taylor Bay)
4. Historical or cultural significance
5. The name may include an individual, family, or organization that has made a significant land and/or monetary contribution to the park and recreation system, or has performed significant public service which made a tangible contribution to Key Pen Parks system justifying a permanent memorial.”

In addition, there should be a period of four (4) months between the receipt of the name proposal and the final recommendation for a park/facility name.

The Land and Improvement Committee requested that the item be brought back in January to discuss the possibility of renaming Gateway Park or another park amenity after Scott Gallacher.

Recommended Action: None

Attachment 1: Park and Facility Naming Policy

Attachment 2: KP News Article on Anderson Park Property from September 2012

Attachment 3: Minutes from August 2012 Park Board Meeting

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2012-07

A RESOLUTION OF KEY PEN PARKS ADOPTING PARK and FACILITY NAMING POLICY


WHEREAS, the Board of Park Commissioners for Key Pen Parks desires to adopt park and facility naming policy; and

WHEREAS, the Board of Commissioners have met and made adjustments and changes deemed necessary and proper to the park and facility naming policy, now, therefore be it,

RESOLVED by the Board of Park Commissioners that Key Pen Parks adopts park and facility naming policy (attachment A).

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting this 11th day of June, 2012.

Attest:



Greg Anglemyer, President

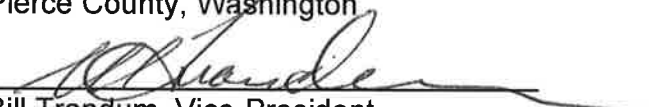


Kip Clinton, Clerk




Mark Michel, Member at Large

Key Pen Parks
Board of Commissioners
Pierce County, Washington



Bill Trandum, Vice-President



Edward Robison, Member at Large

Key Pen Parks		Policy & Procedure	
Subject: Park and Facility Naming Policy	Resolution Number R 2012-07	Date Approved June 11, 2012	Supersedes the following Resolutions and Policies NA

Park and Facility

1.0 PURPOSE:

The purpose of this policy is to outline the procedures and criteria for the official naming of parks and recreation facilities (examples: athletic fields, playground structures, buildings, trails).

2.0 POLICY:

The following criteria govern the selection and designation of names for Key Pen Parks' park and recreation facilities:

- A. The naming of parks and facilities should be approached with caution, patience, and deliberation.
- B. A name, once adopted, should be permanent, and changes should be strongly resisted.
- C. Existing facility names shall be reviewed in order to avoid duplication, confusing similarity and/or inappropriateness.
- D. A prospective park or major facility name should be one likely to be widely accepted and used by the public.
- E. Whenever possible, a facility shall be named prior to construction of the improvement. Timing is important in naming facilities, since temporary designations tend to be retained. In the development of facilities, a number designation shall be used until formal naming of the facility is complete.
- F. In general, portions of a facility shall not have a name other than that of the entire facility to avoid confusion. However, a park's interior features and/or facilities may have names other than that of the entire park.
- G. If a park or sub-element of a park is named after an individual, family or organization, the final recommendation shall include an explanation of the reason for the honor.
- H. There should be a lapse of at least four months between the receipt of the name proposal and the final recommendation for its adoption to permit careful consideration of the appropriateness and the public acceptance of the proposed name.

- I. In cases where the person is deceased, the person shall have been deceased for a minimum of two years.
- J. Elected/appointed Key Pen Park officials and currently employed Key Pen Park staff shall not be eligible for consideration until they are no longer in office or have retired from Key Pen Parks service unless a significant monetary or real property donation is involved.
- K. Length of service, in and of itself, does not meet these criteria.
- L. Names should be ranked in the order of the following conditions:
 - 1. Neighborhood or geographical identification
 - 2. Community name or widely accepted name,(e.g." Home Park, Maple Hollow, Volunteer Park)
 - 3. Natural or geological feature (e.g., Taylor Bay)
 - 4. Historical or cultural significance
 - 5. The name may include an individual, family, or organization that has made a significant land and/or monetary contribution to the park and recreation system, or has performed significant public service which made a tangible contribution to Key Pen Parks system justifying a permanent memorial.

3.0 PROCEDURES:

- A. Suggestions for names for any park, or public facility may be solicited from the general public, individuals and/or organizations. Suggestions from Key Pen Parks' personnel and the Board of Commissioners will not be excluded from consideration. All suggestions, solicited or not, shall be recorded and forwarded to the Lands and Improvements Committee for review and consideration.
- B. Staff may review suggestions for names and make a recommendation(s) to the Land and Improvements Committee for consideration.
- C. Land and Improvements Committee after review of public and staff input shall make a recommendation to Key Pen Park Board of Commissioners for consideration and adoption.
- D. Following adoption of the facility name by Key Pen Park Board of Commissioners, Key Pen Parks staff shall develop facility signage using the name.

Anderson Park property moves forward with planning, input

By Colleen Slater, KP News

Key Peninsula Park Board president Greg Anglemyer is excited about the latest park acquisition — the Anderson property — across the road from the Wauna fire station.

According to Anglemyer, the near 40 acres is perfect for constructing a second access and entry to the “360 Park” for improved safety. There is also a 17-acre easement between the two areas.

He said increased and better parking, restrooms, and trailheads are high on the priority list for the new acreage.

During their August park board meeting, they named the 360/Anderson property the Key Peninsula Gateway Park. The next district meeting will be held there.

They also voted to name the “480 Property” near Key Center the Key Central Forest.

Additional fields for baseball, soccer, and multi-purpose use are planned at the new site, Anglemyer said the area is mostly level, but some locations still



Key Pen Park board members (from left) Scott Gallacher, Bill Trandum, Greg Anglemyer and Elmer Anderson, the former property owner, met recently at the newly purchased (and named) Key Peninsula Gateway Park in Wauna.

Photo by Scott Turner, KP News

need to be studied.

An open house will be held the day of

the Farm Tour, on Oct. 5, and may be a recommended first stop to collect bro-

chures and information.

Community forums will be held after the first of the year, but board members are already hearing from groups and several individuals about planning possibilities.

There is talk about different uses like equestrian, group picnic areas, a children’s playground, water features, a labyrinth, off-leash dog area, athletic fields and multi-use for hiking and bicycling, plus fairs, markets, gardens and a host of others.

Structures include a 3,200-square-foot house, a 3,600-square-foot barn, two smaller buildings and a greenhouse.

The park planning needs to include financing and fundraising as well as uses of the facilities and resources. The state requires a new comprehensive plan for park districts in 2013, so the acquisition of this property is timely to be included in that, Anglemyer said.

The final plan “just needs to match up with what the community wants,” Anglemyer said. He suggests people come to meetings to comment on interests and ideas for the area.

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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 August 13, 2012

The regular meeting was preceded by a study session/staff report: The study session started at 7:06 PM. Executive Director Gallacher and Commissioner Trandum gave a review of the Anderson/360 grant slide show presentation.

The public meeting was called to order at 7:30 PM in the Volunteer Park Annex/Office Building by President Greg Anglemyer.

Commissioners Present: Greg Anglemyer, Kip Clinton, Ed Robison, Bill Trandum, and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Administrative Assistant Laura Armstrong.

Citizens Present: John Thorpe and Mike Coffin; from the Key Peninsula Veterans Association, Frank Slater, Colleen Slater, Jason Moberg, and Sheila Hunt.

Pledge of Allegiance: Recited.

Approval of Agenda: Commissioner Anglemyer asked if there were any objections or changes to the agenda, hearing none, the agenda was approved.

Special Presentations: Key Peninsula Veterans Flag Pole project for Volunteer Park. John Thorpe talked about the need for a flag pole in the area. The Veterans Association was asking the commissioners to consider Volunteer Park as a placement site. The Veterans Association will raise money to cover some of the cost. Commissioner Anglemyer stated that the topic of installing a flag pole and selling memorial bricks to use as the base had been discussed in the past. The consensus among the commissioners was that Volunteer Park had the space available and would be a good site for the flag pole. The Veteran Association will move forward and work on details to present at future park board meetings.

Citizen Comments: Sheila Hunt stated she was representing the horse community.

Business Meeting

1. Minutes: Commissioner Anglemyer asked if there were any corrections or objections to the July 9, 2012 meeting minutes, hearing none, the July 9th meeting minutes were accepted as written.

2. Financial Report: The July 31, 2012, Pierce Co. Budget and Finance balance was \$297,075.38. The Zoo Trek deposit was \$9723.90, an increase of \$199.24 from the same time period in 2011. Total Zoo Trek collections to date are \$65,337.00. Real and Personal Property Tax collections were \$2,486.00 and 2011 delinquent property tax was \$979.00. Total 2012 Real and Personal Property Tax collections to date are \$361,814.00. Total delinquent property tax collected for 2011 was \$22,421.00. The First Citizens Bank balance shows \$7,117.73 as of July 31, 2012. July's expenses totaled \$53,818.12

3. Staff Report: The staff report was reviewed. Executive Director Gallacher stated the main entrance sign at Volunteer Park has been sent out for repairs and a temporary banner had been put up in its place. Horseshoe Lake has been opened on the extended days (Monday – Thursday) with Key Pen Parks staff maintaining the grounds as agree upon with Kitsap County Park and Rec. Staff has noticed an increase in usage with the warmer weather.

4. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Trandum): No new update, Commissioner Trandum has been focusing his time on the Anderson property acquisition.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum):

Letters to the public with the information about the Foundation should be out by August 15, 2012.

5. Board President's Report: Commissioner Anglemyer met with Pierce County Councilman Stan Fleming and staff; they expressed interest in Key Pen Parks providing transit services on the Key Peninsula. Commissioner Anglemyer stated, with all the talk about transit providers being needed, he wanted everyone to know that Key Pen Parks will not become a transit provider. Commissioner Anglemyer also stated, he will try to attend any meetings regarding this topic to keep updated and informed,

6. Unfinished Business/Naming of new acquisition (Anderson): The Commissioners discussed different names for the new park (formally the Anderson property); this included picking one name to incorporate both the new park (Anderson) and the 360 park properties. The new name for this area, with all the commissioners in agreement by a vote of 5/0, will be, "Key Peninsula Gateway Park."

7. Unfinished Business/Master planning of new property/first steps: Holding an open house in conjunction with the Farm Tour on October 6, 2012 was discussed. The open house will include allowing the public to walk the property; including the first floor of the house. Executive Director Gallacher will contact the Farm Tour committee for more details on any plans they may want to include for this property during the Farm Tour. Commissioner Anglemyer instructed Executive Director Gallacher to start working on permits for the sign that will be placed at the new Key Peninsula Gateway Park property.

8. Unfinished Business/New Property open house date: The date will be on October 6th 2012.

9. New Business/Naming of DNR Key Center Property (480): By a consensus of the Key Pen Parks Board of Commissioners' with a vote of 5/0 the new name will be "Key Central Forest."

10. New Business/Proposal for brush lease on various properties: Executive Director Gallacher was approached by Puget Sound Evergreens with a proposal to pay for the ability to harvest certain brush items. Currently there has been a problem with people illegally harvesting these items from different properties owned/maintained by Key Pen Parks. Executive Director Gallacher will work on drawing up a one year contract and contact DNR for any authorization that may be needed concerning leased properties.

11. Approval of other minor matters: none

12. Commissioners Comments/Good of the Order: Commissioner Clinton asked if anyone would be attending the Washington State Trails Conference in Vancouver, WA. October 21, 2012. Commissioner Anglemyer will attend and Commissioner Michal may attend if he can get the time off; he will not know until closer to the time of the conference.

13. Meeting Adjourned: The regular public meeting of August 13, 2012, was adjourned at 8:32PM. The regular September meeting will be on September 10, 2012 at 7:30PM at the newly acquired Key Peninsula Gateway Park building and may be preceded by a 6:30PM 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: Laura Armstrong, Administrative Assistant.

Disclaimer: Key Pen Park's minutes are not official until approved by the Board of Commissioners. There may be errors in the unofficial minutes which are brought to the Administrative Assistant's attention and corrected at the time the Board addresses and approves the minutes.