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

Regular Board Meeting

(Meetings may be video or audio recorded)

AGENDA
Monday, October 12, 2026
7:00 PM – Regular Meeting

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

Public Comment is available in person or via Zoom by calling (253) 215-8782 with
Meeting ID: 868 1175 5471 Passcode: 286591

Hybrid Meeting may be available but not guaranteed due to technology.
https://us06web.zoom.us/j/86811755471?pwd=IakDE2GLawQhh1BWPeNnfhM0x6ulW5.1

Members of the Board of Park Commissioners
Linda Parry, President

Ed Robison, Vice President	Shawn Jensen, Member-at-Large
Kip Clinton, Clerk	Mark Michel, Member-at-Large

Regular Meeting – 7:00 PM

1. **Call to Order**

2. **Roll Call**

	Present	Excused	Comment
Position 1 – Linda Parry			
Position 2 – Shawn Jensen			
Position 3 – Mark Michel			
Position 4 – Ed Robison			
Position 5 – Kip Clinton			

3. **Pledge of Allegiance**

4. **Approval of Agenda**

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

PUBLIC PARTICIPATION IN BOARD MEETINGS – During a Special Meeting public comments are limited to items on the agenda only.

During a Regular Meeting anyone may address any resolution for final consideration on the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker.

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

6. **Approval of the Minutes**
    a. Regular Meeting, September 14, 2026

7. **Financial Report**
    a. September 2026 (Not yet available due to staff illness)

8. **Executive Director's Report**

9. **Board Committee and Advisory Council Reports**
    a. Land and Improvements Committee – No meeting
    b. Trail Committee – No meeting

10. **Unfinished Business**
    a. None

11. **Public Hearing**
    a. Public Hearing on First Draft of 2027 Annual Fund Budget

12. **New Business**
    a. None

13. **Other Minor Matters**

14. **Good of Order/Comments by Board Members**

15. **Next Regular Meeting on November 9, 2026, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA**

16. **Adjournment**

Regular Meeting: October 12, 2026

Item # 6

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: October 12, 2026

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meeting on August 10, 2026.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the Regular Meeting, September 14, 2026

Key Peninsula Metropolitan Park District (Key Pen Parks)

DRAFT MINUTES
Board of Park Commissioners
Monday, September 14, 2026 @ 7:00 PM
Community Room, Key Peninsula Fire District 16, Station No. 47
1921 Key Peninsula Hwy NW, Home, WA

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

Executive Director Tracey Perkosky called the meeting to order at 7:00 PM.

Present: President Linda Parry, Vice President Ed Robison, Clerk Kip Clinton, Commissioner Shawn Jensen, and Commissioner Mark Michel

4. Approval of Agenda

Clerk Clinton moved for approval of the agenda as submitted. Seconded by Commissioner Jensen. Motion carried 5-0.

5. Public Comments

Rob Wenman talked about regional trails, the Cushman Trail and trail elements.

6. Approval of the Minutes

a. Regular Meeting, August 10, 2026

Recommended Action: Approve meeting minutes.

MOTION: Commissioner Jensen moved for approval of the minutes. Seconded by Clerk Clinton. Motion carried 5-0.

7. Financial Report

a. August 2026 Financial Report

Written report provided in packet. Executive Director Perkosky explained error but that the totals remained the same as the report.

Staff Recommendation: Approve the August 2026 Financial Report consisting of: Accounts Payable Total $26,974.80 via EFT of $1,722.03 and checks 3417 – 3435 of $25,252.77; Payroll Total $112,419.74 via EFT of $95,743.31 and check 007 of $16,676.43; Bank Services Fees Total $152.70 via EFT and total revenues of $55,022.62.

MOTION: Commissioner Jensen moved to approve the August 2026 Financial Report consisting of: Accounts Payable Total $26,974.80 via EFT of $1,722.03 and checks 3417 – 3435 of $25,252.77; Payroll Total $112,419.74 via EFT of $95,743.31 and check 007 of $16,676.43; Bank Services Fees Total $152.70 via EFT and total revenues of $55,022.62. Seconded by Clerk Clinton. Motion carried 5-0.

8. Executive Director's Report

Executive Director Perkosky provided a written report. Executive Director Perkosky gave additional details on the proposed swim lessons partnership with Peninsula School District (PSD). She responded to questions on the pools/swim lessons, trail signage for Key Central Forest, and the mobile office.

9. Board Committee and Advisory Council Reports

a. Land and Improvements Committee – No meeting.
b. Trails Committee Update – No meeting.

10. Unfinished Business

a. Authorize the Executive Director to Execute a Professional Services Agreement with SCJ Alliance Consulting Services in an Amount Not to Exceed $150,000 for the Gateway Park Master Plan Update

Discussion occurred on proposal review, project start date, and monthly billing permitted in contract template.

Recommended Action: Authorize the Executive Director to Execute a Professional Services Agreement with SCJ Alliance in an Amount Not to Exceed $150,000 for the Gateway Park Master Plan Update.

MOTION: Commissioner Jensen moved for approval. Seconded by President Parry. Motion carried 4-0-1. Vice President Robison abstained.

11. New Business

a. Authorize the Volunteer and Outreach Manager for Out-of-State Travel to Replace Executive Director

Vice President Robison clarified that this item was for the Volunteer and Outreach Manager to attend the out of state conference in lieu of the previously approved Executive Director.

Recommended Action: Approve out-of-state travel for Volunteer and Outreach Manager Benner to attend the NRPA Annual Conference in Philadelphia, PA, in September/October 2026 in lieu of Executive Director Perkosky.

MOTION: Vice President Robison moved for approval. Seconded by Clerk Clinton. Motion carried 5-0.

b. Direction on Land and Improvements Committee

Executive Director Perkosky gave an overview of the item. Vice President Robison provided historical context on his role in the Land and Improvements Committee, there were no formal meetings or minutes. Clerk Clinton commented that she supports different structure for committees with a general advisory board and open process of appointing members. Commissioner Michel stated he thinks a written policy is helpful.

Recommended Action: Provide direction on Land and Improvements Committee.

Direction: Return at a future meeting with proposed descriptions for Land and Improvements Committee, Advisory Committee, and Human Resources Committee for review and comment.

12. Executive Session - Per RCW 42.30.110(1)(g) to Review Performance of a Public Employee
President Parry began an Executive Session per RCW 42.30.110(l)(g) to Review Performance of a Public Employee at 7:45 PM to return at 8:15 PM, with a 30-minute session. Open session returned at 8:15 PM. President Parry announced that no decisions were made and no action taken.

13. Other Minor Matters
Commissioner Jensen moved to approve the meets expectations annual review of the Executive Director and to move her pay to the next step. Seconded by Clerk Clinton. There was no discussion. Motion carried 3-2.

14. Good of Order/Comments by Board Members
Clerk Clinton shared there will be a Key Peninsula Business Association (KPAC) meeting this week on mini storage and outcomes from the hearing examiner.

15. Next Regular Meeting on October 12, 2026, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA

16. Adjournment

Adjourn at 8:17 PM.

Respectfully submitted by Executive Director Perkosky, prepared with assistance from Executive Assistant Holman.

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.

Regular Meeting: October 12, 2026

Item # 8

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: October 12, 2026

Subject: Executive Director's Report

Executive Director continues preliminary discussions with Peninsula School District (PSD) for open swim/swimming lessons.

Fall events are underway, with the 50th Anniversary Celebration of Volunteer Park held on October 3rd which also celebrated the volunteers who helped with the disc golf course expansion and the full installation of the bullpen on Field 3. About 15 people attended and it featured a surprise 50th Gnomes in the Park in gold paint for the celebration. We invited local politicians and candidates, all declined, had an ad in the Key Peninsula News, posted on social media, in the newsletter and lots of flyers in the parks. We appreciate the good wishes sent in writing from Pierce County Executive Mello and County Councilmember Robyn Denson! The re-painted park signs were re-installed for the event and have received very positive feedback. Soon the maintenance team will also work on Home Park and Taylor Bay Park signs.

Coming up on October 10th is Key Pen It Fresh! with Evergreen Mountain Bike Alliance, October 24th is All Hallows Eve, Trunk or Treat at Vaughn Elementary on October 31st, A Key Pen Holiday with the Civic Center is December 5th, Key Pen It Merry with the Key Peninsula Business Association is December 6th, Santa in the Park with Key Peninsula Fire is December 11th.

This past month also featured two contracted events, Washington Student Cycling League (WSCL) and the Farm Tour. The rain held off for both, so the grassy area was available for parking. Farm Tour did not have the required volunteers, so most participants parked in the asphalt lot which caused limited parking for park users. The District received a few complaints about the lack of parking on Saturday.

The team building work for the maintenance team has its initial meeting with the consultant on October 12th. Our team member is back from PFML, and the other is now on light duty. Therefore, this work will be completed in October.

On the hiring front, we had a finalist for the Maintenance Worker I position, but he did not move forward due to salary requirements. Two more interviews for Maintenance Worker I will be coming up during the week of October 12th. The Project Manager/Parks Capital Improvement Manager is posted on our website, National Recreation and Parks Association (NRPA), WA Recreation and Parks Association (WRPA), Government Jobs and Indeed. Thus far no qualified candidates have applied.

With the November election in less than a month, we've had a few complaints regarding groups who are setting up tables in the parks or walking around with information. While we understand that our park

patrons may not want to discuss the election, we encourage them to politely walk away from any conversation. The education on the candidates/ballot initiatives does fall under free speech and is not considered the use of our facilities for electioneering covered under RCW 29B.45.010 when done in an ad hoc manner. Actions such as renting the pavilion or a park for such activity does fall under this RCW.

Meeting: October 12, 2026

Item # 11a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: October 12, 2026

Subject: Public Hearing on First Draft of 2027 Fund Budget

The Executive Director's proposed 2027 Fund Budget will be presented in its first draft during the public hearing.

This public hearing will be continued at the Board's discretion at the Regular Meeting of November 9th for adoption, or November 23rd if a final Special Meeting is required. The resolution for the levy limit will also be presented for Board consideration at the November 9th Meeting.

Pierce County requires all final budget and levy resolutions to be submitted by November 23, 2026.