



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

Regular Board Meeting

(Meetings may be video or audio recorded)

AGENDA

Monday, November 10, 2025

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: 813 0206 6986 Passcode: 520830

Hybrid Meeting may be available but not guaranteed due to technology.

<https://us06web.zoom.us/j/81302066986?pwd=QY502bTvx Cp94jHb9ze5MxMb1CkEkJ.1>

Members of the Board of Park Commissioners

Linda Parry, President

Ed Robison, Vice President
Kip Clinton, Clerk

Shawn Jensen, Member-at-Large
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. Special Presentations

- a. Upcoming Events

6. 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.

7. Approval of the Minutes

- a. Special Meeting, October 7, 2025

8. Financial Report

- a. August 2025

Total Expenditure:	\$257,422.20		
Account Name	Total	EFT*	Check#
Accounts Payable	\$182,122.88	\$2,008.21	3139-3164: \$180,114.67
Checking	\$181.23	\$181.23	
Payroll	\$74,830.10	\$74,830.10	
Bank Service Fees	\$287.99	\$287.99	
Total Revenue:	\$51,645.21		
Other Revenue	\$7,977.93		
Zoo Trek	\$26,112.75		
Property Levy	\$8,852.23		
Investment	\$8,605.14		
Leasehold Excise	\$97.16		
Timber Excise	\$0		
Tax Title Property Sales			

- b. September 2025

Total Expenditure:	\$205,790.42		
Account Name	Total	EFT*	Check#
Accounts Payable	\$137,774.33	\$1,076.23	3165-3180: \$136,698.10

Checking	\$0	\$0
Payroll	\$67,735.31	\$67,735.31
Bank Service Fees	\$280.78	\$280.78

Total Revenue:	\$69,706.59
Other Revenue	\$12,167.60
Zoo Trek	\$26,443.90
Property Levy	\$22,900.93
Investment	\$8,187.54
Leasehold Excise	\$6.62
Timber Excise	\$0
Tax Title Property Sales	\$0

c. October 2025

Total Expenditure:	\$168,586.74		
Account Name	Total	EFT*	Check#
Accounts Payable	\$85,851.83	\$4,023.53	3181-3211: \$81,828.30
Checking	\$0	\$0	
Payroll	\$82,536.91	\$82,536.91	
Bank Service Fees	\$198.00	\$198.00	
Total Revenue:	\$599,522.73		
Other Revenue	\$3,551.95		
Zoo Trek	\$25,277.83		
Property Levy	\$562,316.43		
Investment	\$8,323.63		
Leasehold Excise	\$14.63		
Timber Excise	\$0		
Tax Title Property Sales	\$38.26		

9. Executive Director’s Report

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee –
- b. Trail Committee – No meeting

11. Unfinished Business

- a. Key Peninsula Sportsmen’s Club and Consideration of Letter of Support to WA State Parks

12. Public Hearing

- a. Second Public Hearing and Resolution R 2025-08 Adoption of 2026 Budget at Fund Level
- b. Public Hearing and Adoption of Resolution R 2025-09 for the Highest Lawful Tax Levy for Collection in Calendar Year 2026

13. New Business

- a. None

14. Other Minor Matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting on December 8, 2025, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA

17. Adjournment



Meeting: November 10, 2025

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: November 10, 2025

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Special Meeting on October 7, 2025.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the Special Meeting, October 7, 2025



Key Peninsula Metropolitan Park District (Key Pen Parks)

DRAFT MINUTES

Board of Park Commissioners

Tuesday, October 7, 2025 @ 7:00 PM – Special Meeting

Meeting Room, Key Peninsula Fire District 16, Station No. 45

12310 Wright Bliss Rd NW, Gig Harbor, WA

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

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

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

4. Meeting Agenda Approval

This is a special meeting, so no changes to the agenda are permitted.

5. Special Presentations

Executive Director Perkosky gave an update on upcoming events.

6. Public Comment

None

7. Approval of Minutes

a. Regular Meeting of September 8, 2025

Recommended Action: Approve Meeting Minutes

Commissioner Jensen requested that the minutes be amended per the edits supplied via email.

MOTION: Commissioner Jensen moved to approve the minutes as amended. Seconded by Vice President Robison. Motion carried 5-0.

8. Financial Report

Executive Director Perkosky explained that while the information contained in the financial report was accurate, the summary section had errors due to which account the transactions were associated with, with the primary error being a refund through the regular checking account used for deposits. She requested no action be taken on the item, and that it would be brought back during the November Regular Meeting.

9. Executive Director Report

Director Perkosky provided a written report. There were no questions.

10. Board Committee and Advisory Council Reports

- a. *Land and Improvements Committee* – None
- b. *Trails Committee Update* – No meeting. While not part of the Trails Committee, Commissioners Michel and Clinton gave summary of their attendance at ForeverGreen Trails Conference on September 25, 2025.

11. 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(1)(g) to Review Performance of a Public Employee at 7:16 PM to return at 7:30 PM. Extended at 7:30 PM to 7:45 PM. Extended at 7:45 PM to 7:55 PM. Open Session returned at 7:56 PM. President Parry announced that no decisions were made and no action taken.

12. Unfinished Business

None

13. Public Hearing

- a. *Public Hearing on Adoption of Capital Facilities Plan*

President Parry introduced the item and opened public comment at 7:58 PM. There were no public comments in person or via Zoom. Public comment was closed at 7:59 PM.

Executive Director Perkosky gave an overview of the item and responded to questions concerning user counts for parks, adding to website and sharing with the public.

President Parry continued the Public Hearing to a future meeting.

- b. *Public Hearing on First Draft of 2026 Annual Fund budget*

President Parry introduced the item and opened public comment at 9:12 PM. There were no public comments in person or via Zoom. Public Comment was closed at 9:13 PM.

Executive Director Perkosky gave a presentation outlining the key revenues, expenditures, and goals for 2026. Board directed to bring back a revised master fee schedule at a future meeting. She responded to questions during the presentation.

President Parry continued the public hearing at the next meeting on November 10, 2025.

14. New Business

- a. *Approval of Resolution R 2025-07 to Authorize Executive Director as Signatory for All Business Related to the Merchant Services Account for Credit Card Processing with Persolvent and USA ePay*

Recommended Action: Approve Resolution R 2025-07 to Authorize the Executive Director as Signatory for All Business Related to the Merchant Services Account for Credit Card Processing with Persolvent and USA ePay.

MOTION: Vice President Robison moved approval of Resolution R 2025-07 to Authorize the Executive Director as Signatory for All Business Related to the Merchant Services Account for

Credit Card Processing with Persolvent and USA ePay. Seconded by Clerk Clinton. Motion carried 5-0.

15. Other Minor Matters

None

16. Good of Order/Comments by Board Members

Clerk Clinton shared that WA State has a new zone planning map and there are two open positions on the Key Peninsula Advisory Commission (KPAC).

Commissioner Michel shared that the Seattle Mariners won their post season game.

17. Next Regular Meeting on November 10, 2025, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA

18. Adjournment

Adjourn at 9:16 PM

Respectfully submitted by Executive Director Perkosky.

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



Meeting: November 10, 2025

Item # 8a

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Via: Laura Armstrong, Fiscal Specialist
Date: November 10, 2025
Subject: Approval of August 2025 Financial Report

Background

This report details the expenditures and revenues for the August 2025 Financial Report.

Total Expenditure: \$257,422.20

Accounts	Total	EFT*	Checks
Accounts Payable	\$182,122.88	\$2,008.21	3139-3164: \$180,114.67
Checking	\$181.23	\$181.23	
Payroll	\$74,830.10	\$74,830.10	
Bank Service Fees	\$287.99	\$287.99	

Total Revenue: \$51,645.21

Other Revenue	\$7,977.93
Zoo Trek	\$26,112.75
Property Levy	\$8,852.23
Investment	\$8,605.14
Leasehold Excise	\$97.16
Timber Excise	\$0
Tax Title Property Sales	

*EFT = Electronic Funds Transfer

Staff Recommendation: Approve the August 2025 Financial Report consisting of: Accounts Payable Total \$182,122.88 via EFT of \$2,008.21 and checks of \$180,114.67; Checking Total \$181.23 via EFT; Payroll Total \$74,830.10 via EFT; and Bank Services Fees for all accounts Total \$287.99 via EFT and total revenues of \$51,645.21.



Attachment 1: Treasurer's Report 08/01/2025 to 08/31/2025

Attachment 2: First Citizens Accounts Payable Account 08/01/2025 to 08/31/2025

Attachment 3: First Citizens Checking Account 08/01/2025 to 08/31/2025

Attachment 4: First Citizens Payroll Account 08/01/2025 to 08/31/2025

Attachment 5: Transaction Journal 08/01/2025 to 08/31/2025

Attachment 6: Receipt Register 08/01/2025 to 08/31/2025

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

08/01/2025 To: 08/31/2025

Time: 15:11:57 Date: 11/06/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,352,426.97	51,645.21	257,422.20	5,146,649.98	151,827.91	0.00	0.00	5,298,477.89
	5,352,426.97	51,645.21	257,422.20	5,146,649.98	151,827.91	0.00	0.00	5,298,477.89

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

08/01/2025 To: 08/31/2025

Time: 15:11:57 Date: 11/06/2025

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	10,178.40	7,977.93	13,820.69	4,335.64	0.00	0.00	4,335.64
2 First Citizens Payroll	116,160.72	161,680.35	74,890.09	202,950.98	0.00	0.00	202,950.98
3 Pierce County	5,018,424.93	57,161.18	161,680.35	4,913,905.76	0.00	0.00	4,913,905.76
5 First Citizens AP	207,662.92	0.00	182,205.32	25,457.60	0.00	151,827.91	177,285.51
Total Cash:	5,352,426.97	226,819.46	432,596.45	5,146,649.98	0.00	151,827.91	5,298,477.89
	5,352,426.97	226,819.46	432,596.45	5,146,649.98	0.00	151,827.91	5,298,477.89

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

08/01/2025 To: 08/31/2025

As Of: 08/31/2025 Date: 11/06/2025

Time: 15:11:57 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	790	08/21/2025	Claims	5	3151	4 Sight Septic, Inc	780.00	Septic inspections at Maple Hollow, Taylor Bay and Volunteer Park.
2025	791	08/21/2025	Claims	5	3152	Hemley's Handy Kans	1,445.00	Rental of 2 Handi Cap units and 6 Standard Portable toilets for Family Fun Fest 2025.
2025	792	08/21/2025	Claims	5	3153	KCDA Purchasing Cooperative	117,482.68	Purchase of mobile office and bid bond. Order #2164593 P.O. #20252. Balance will be paid after Delivery and setup is complete.
2025	793	08/21/2025	Claims	5	3154	Key Peninsula Historical Society	1,250.00	Contracted services for contract #25-29. Payment 1 of 2.
2025	794	08/21/2025	Claims	5	3155	Key Peninsula civic Center	22,882.83	Final Payment due from grant awarded for resurfacing gym floor at the Key Peninsula Civic Center.
2025	795	08/21/2025	Claims	5	3156	Kohler Heating & A/C	182.69	Air Handler with heat pump#1 system diagnostic fee at Gateway House.
2025	796	08/21/2025	Claims	5	3157	Merry Makers Inc	1,042.08	Deposit on order# 50551483 contracted services for All Hallows Eve on October 18, 2025 at Gateway Park.
2025	797	08/21/2025	Claims	5	3158	PCRCO, LLC	351.19	Extra waste and Noxious weeds taken to dump.
2025	798	08/21/2025	Claims	5	3159	Purdy Topsoil and Gravel LLC	293.50	8 tons of 5/8 Minus rock for Taylor Bay.
2025	799	08/21/2025	Claims	5	3160	Washington Water Service	472.30	Water service at Gateway Park.
2025	809	08/28/2025	Claims	5	3161	Deep Rooted Music, LLC	500.00	Contracted services for Kids Concert August 22, 2025 with Eric Ode at Gateway Park.
2025	810	08/28/2025	Claims	5	3162	Hemley's Handy Kans	382.50	Rental of portable toilets for 360 trails and Key Central Forest.
2025	811	08/28/2025	Claims	5	3163	Peninsula Light Company	1,601.22	Electric service fees for Gateway Park, Volunteer Park, Taylor Bay, Home Park, and Wright Bliss 3 houses.
2025	812	08/28/2025	Claims	5	3164	Take Charge Electric	3,161.92	Electrical work on Gateway House including complete 400 AMP panel change.
							151,827.91	

Fund	Claims	Payroll	Total
001 General Fund	151,827.91	0.00	151,827.91
	151,827.91	0.00	151,827.91

TREASURER'S REPORT
Signature Page

Key Peninsula Metro Parks District

08/01/2025 To: 08/31/2025

Time: 15:11:57 Date: 11/06/2025

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We the undersigned officer for the Key Peninsula Metropolitan Park District, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Commissioner / Date Fiscal Specialist / Date

First Citizens Accounts Payable

Key Peninsula Metro Parks District

Time: 15:14:04 Date: 11/06/2025

08/01/2025 To: 08/31/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
772	08/18/2025	Claims	5	EFT	P-Fleet; Fuel Cards	807.56	Fuel usage from July 15 to July 31 2025
803	08/25/2025	Claims	5	EFT	P-Fleet; Fuel Cards	1,200.65	Fuel for district usage from 8-1-2025 to 8-16-2025
749	08/11/2025	Payroll	5	3139	Health Care Authority PEBB Health Insurance	13,258.92	Pay Cycle(s) 07/01/2025 To 07/31/2025 - PEBB Health Insurance
750	08/11/2025	Claims	5	3140	Astound	185.46	Phone and internet service for Volunteer Park.
751	08/11/2025	Claims	5	3141	H.D. Fowler	418.02	Circle rotor less nozzle Rain Bird for irrigation system at Volunteer Park.
752	08/11/2025	Claims	5	3142	Hemley's Handy Kans	117.50	Portable toilet rental for Taylor Bay.
753	08/11/2025	Claims	5	3143	Kelley Create	82.61	Rental of Copier and Fax unit for office usage.
754	08/11/2025	Claims	5	3144	Kelly Create 2	34.26	Vinyl label patch for music in the park banner.
755	08/11/2025	Claims	5	3145	Madrona Law Group PLLC	897.00	Professional services for July 2025
756	08/11/2025	Claims	5	3146	Murreys Disposal Company	683.97	Trash pickup service for Gateway Park and Volunteer Park.
757	08/11/2025	Claims	5	3147	Strike Visuals	1,115.23	10 X 10 tent kit with printed roof on 4 sides with Key Pen Parks logo and information.
758	08/11/2025	Claims	5	3148	US Bank	10,778.33	US Bank credit card statement 8-6-2025
759	08/11/2025	Claims	5	3149	Verizon Connect	250.37	Fleet GPS System.
760	08/11/2025	Claims	5	3150	Verizon Wireless	465.09	Cell phone service for all employees.
790	08/21/2025	Claims	5	3151	4 Sight Septic, Inc	780.00	Septic inspections at Maple Hollow, Taylor Bay and Volunteer Park.
791	08/21/2025	Claims	5	3152	Hemley's Handy Kans	1,445.00	Rental of 2 Handi Cap units and 6 Standard Portable toilets for Family Fun Fest 2025.
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794	08/21/2025	Claims	5	3155	Key Peninsula civic Center	22,882.83	Final Payment due from grant awarded for resurfacing gym floor at the Key Peninsula Civic Center.
795	08/21/2025	Claims	5	3156	Kohler Heating & A/C	182.69	Air Handler with heat pump#1 system diagnostic fee at Gateway House.
796	08/21/2025	Claims	5	3157	Merry Makers Inc	1,042.08	Deposit on order# 50551483 contracted services for All Hallows Eve on October 18, 2025 at Gateway Park.
797	08/21/2025	Claims	5	3158	PCRCO, LLC	351.19	Extra waste and Noxious weeds taken to dump.
798	08/21/2025	Claims	5	3159	Purdy Topsoil and Gravel LLC	293.50	8 tons of 5/8 Minus rock for Taylor Bay.
799	08/21/2025	Claims	5	3160	Washington Water Service	472.30	Water service at Gateway Park.
809	08/28/2025	Claims	5	3161	Deep Rooted Music, LLC	500.00	Contracted services for Kids Concert August 22, 2025 with Eric Ode at Gateway Park.
810	08/28/2025	Claims	5	3162	Hemley's Handy Kans	382.50	Rental of portable toilets for 360 trails and Key Central Forest.

First Citizens Accounts Payable

Key Peninsula Metro Parks District

Time: 15:14:04 Date: 11/06/2025

08/01/2025 To: 08/31/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
811	08/28/2025	Claims	5	3163	Peninsula Light Company	1,601.22	Electric service fees for Gateway Park, Volunteer Park, Taylor Bay, Home Park, and Wright Bliss 3 houses.
812	08/28/2025	Claims	5	3164	Take Charge Electric	3,161.92	Electrical work on Gateway House including complete 400 AMP panel change.
001 General Fund						182,122.88	
						182,122.88	Claims: 168,863.96 Payroll: 13,258.92

First Citizens Checking

Key Peninsula Metro Parks District

Time: 15:15:13 Date: 11/06/2025

08/01/2025 To: 08/31/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
804	08/14/2025	Claims	1	EFT	Customer Amie Dunkle has canceled the following events: •R	181.23	Customer Amie Dunkle has canceled the following events: •Rental on 9-21-2025 4-hour Rental; Fulls refund issued.
001 General Fund						181.23	
						<u>181.23</u>	Claims: 181.23

First Citizens Payroll

Key Peninsula Metro Parks District

Time: 15:16:05 Date: 11/06/2025

08/01/2025 To: 08/31/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
725	08/11/2025	Payroll	2	EFT		3,208.22	07-16-2025 to 07-31-2025
726	08/11/2025	Payroll	2	EFT		1,341.85	07-16-2025 to 07-31-2025
727	08/11/2025	Payroll	2	EFT		2,609.97	07-16-2025 to 07-31-2025
728	08/11/2025	Payroll	2	EFT		147.76	07-16-2025 to 07-31-2025
729	08/11/2025	Payroll	2	EFT		1,809.22	07-16-2025 to 07-31-2025
730	08/11/2025	Payroll	2	EFT		1,193.91	07-16-2025 to 07-31-2025
731	08/11/2025	Payroll	2	EFT		2,163.20	07-16-2025 to 07-31-2025
732	08/11/2025	Payroll	2	EFT		295.50	07-16-2025 to 07-31-2025
733	08/11/2025	Payroll	2	EFT		337.12	07-16-2025 to 07-31-2025
734	08/11/2025	Payroll	2	EFT		3,204.82	07-16-2025 to 07-31-2025
735	08/11/2025	Payroll	2	EFT		1,656.90	07-16-2025 to 07-31-2025
736	08/11/2025	Payroll	2	EFT		1,097.10	07-16-2025 to 07-31-2025
737	08/11/2025	Payroll	2	EFT		1,792.68	07-16-2025 to 07-31-2025
738	08/11/2025	Payroll	2	EFT		147.76	07-16-2025 to 07-31-2025
739	08/11/2025	Payroll	2	EFT		3,457.57	07-16-2025 to 07-31-2025
740	08/11/2025	Payroll	2	EFT		1,566.72	07-16-2025 to 07-31-2025
741	08/11/2025	Payroll	2	EFT		1,060.96	07-16-2025 to 07-31-2025
747	08/07/2025	Payroll	2	EFT	EFTPS	7,984.36	941 Deposit for Pay Cycle(s) 08/11/2025 - 08/11/2025
748	08/07/2025	Payroll	2	EFT	WA State Department of Retiremen	7,426.35	Pay Cycle(s) 07/25/2025 To 08/11/2025 - PERS2; Pay Cycle(s) 07/25/2025 To 08/11/2025 - PERS3
771	08/18/2025	Claims	2	EFT	Department of Licensing	15.00	Driving record for Prospective employee.
773	08/25/2025	Payroll	2	EFT		2,859.75	08-01-2025 to 08/15-2025
774	08/25/2025	Payroll	2	EFT		1,147.03	08-01-2025 to 08/15-2025
775	08/25/2025	Payroll	2	EFT		2,421.60	08-01-2025 to 08/15-2025
776	08/25/2025	Payroll	2	EFT		147.76	08-01-2025 to 08/15-2025
777	08/25/2025	Payroll	2	EFT		1,781.12	08-01-2025 to 08/15-2025
778	08/25/2025	Payroll	2	EFT		966.31	08-01-2025 to 08/15-2025
779	08/25/2025	Payroll	2	EFT		2,000.09	08-01-2025 to 08/15-2025
780	08/25/2025	Payroll	2	EFT		337.12	08-01-2025 to 08/15-2025
781	08/25/2025	Payroll	2	EFT		3,188.05	08-01-2025 to 08/15-2025
782	08/25/2025	Payroll	2	EFT		1,547.22	08-01-2025 to 08/15-2025
783	08/25/2025	Payroll	2	EFT		147.76	08-01-2025 to 08/15-2025
784	08/25/2025	Payroll	2	EFT		1,601.01	08-01-2025 to 08/15-2025
785	08/25/2025	Payroll	2	EFT		295.50	08-01-2025 to 08/15-2025
786	08/25/2025	Payroll	2	EFT		3,457.57	08-01-2025 to 08/15-2025
787	08/25/2025	Payroll	2	EFT		1,566.71	08-01-2025 to 08/15-2025
788	08/25/2025	Payroll	2	EFT		1,060.97	08-01-2025 to 08/15-2025
800	08/25/2025	Payroll	2	EFT	EFTPS	7,186.28	941 Deposit for Pay Cycle(s) 08/25/2025 - 08/25/2025
801	08/25/2025	Payroll	2	EFT	United Concordia	552.50	Pay Cycle(s) 08/01/2025 To 08/31/2025 - United Concordia (2) Pay Cycle(s) for September 2025
802	08/25/2025	Payroll	2	EFT	VSP	48.78	Pay Cycle(s) 08/01/2025 To 08/31/2025 - Vsp for September 2025

001 General Fund

74,830.10

Claims: 15.00
 Payroll: 74,815.10

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 15:16:55 Date: 11/06/2025
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08/01/2025 To: 08/31/2025

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
764	08/13/2025	08/31/2025	1		Ser Chge		Merch Bankcard service	40.56	Credit card processing charge.
	576 80 49 008	Banking Fees		001	General Fund			40.56	Credit card processing charge.
813	08/29/2025	08/31/2025	1		Ser Chge		First Citizens	105.00	Bank service fees.
	576 80 49 008	Banking Fees		001	General Fund			105.00	Bank service fees.
845	08/29/2025	08/31/2025	2		Ser Chge		First Citizens	59.99	Bank service fees.
	576 80 49 008	Banking Fees		001	General Fund			59.99	Bank service fees
846	08/29/2025	08/31/2025	5		Ser Chge		First Citizens	82.44	Bank service fees.
	576 80 49 008	Banking Fees		001	General Fund			82.44	Bank service fees.
Records Printed: 4								Adjustments:	0.00
								Beginning Balance:	0.00
								Revenues:	0.00
								Warrant Expenditures:	0.00
								Non Warrant Expenditures:	287.99
								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	287.99	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	287.99	0.00	0.00	0.00

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 15:17:38

Date: 11/06/2025

08/01/2025 To: 08/31/2025

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
719	08/04/2025	Tr Rec	2798	2328	1	The Snack Shack	616.36	Rent for August 2025, Volunteer Park Concession building.
720	08/04/2025	Tr Rec	2799	2329	1	Tracey L Perkosky	1,195.19	Rent for August 2025, Gateway House .
723	08/06/2025	Tr Rec	2800	2330	1	Kyle Armstrong	768.20	Rent for August 2025 Taylorbay caretaker house.
724	08/06/2025	Tr Rec	2801	2331	1	Kathleen Weller	1,125.00	Rent for August 2025 Wright Bliss caretaker house.
742	08/07/2025	Tr Rec	2802	2332	1	General Customer	99.40	•Rental on Full Pavilion 2-hour Rental from 09/19/2025 05:00pm to 09/19/2025 07:00pm for (Blodgett)
743	08/07/2025	Tr Rec	2803	2333	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 09/06/2025 01:00pm to 09/06/2025 05:00pm for (Williams)
744	08/07/2025	Tr Rec	2804	2334	1	General Customer	99.40	•Rental on Full Pavilion 2-hour Rental from 09/14/2025 03:00pm to 09/14/2025 05:00pm for (Pace)
745	08/07/2025	Tr Rec	2805	2335	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/23/2025 06:00pm to 08/23/2025 08:00pm for (Abundis)
746	08/07/2025	Tr Rec	2806	2336	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 09/14/2025 01:00pm to 09/14/2025 03:00pm for (Gehlet)
761	08/12/2025	Tr Rec	2807	2337	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/28/2025 03:00pm to 08/28/2025 05:00pm for (Tucker)
762	08/12/2025	Tr Rec	2808	2338	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 09/21/2025 01:00pm to 09/21/2025 03:00pm for (Marshall)
763	08/12/2025	Tr Rec	2809	2339	1	General Customer	200.00	Sponsorship donation for Movies in the Park 2025 from the Jensen family
766	08/14/2025	Tr Rec	2810	2340	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 09/13/2025 01:00pm to 09/13/2025 05:00pm for (Smith)
789	08/21/2025	Tr Rec	2811	2341	1	General Customer	3,000.00	Sponsorship for Family Fun Fest 2025 from CommonSpirit (Virginia Mason)
805	08/27/2025	Tr Rec	2812	2342	1	General Customer	134.30	•Rental on Full Pavilion 4-hour Rental from 09/06/2025 01:00pm to 09/06/2025 05:00pm for (Cuaresma)
806	08/27/2025	Tr Rec	2813	2343	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 09/21/2025 10:00am to 09/21/2025 12:00pm for (Lindgren)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 15:17:38

Date: 11/06/2025

08/01/2025 To: 08/31/2025

Page: 2

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
807	08/27/2025	Tr Rec	2814	2344	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 09/21/2025 01:00pm to 09/21/2025 05:00pm for (Forshaw)
808	08/27/2025	Tr Rec	2815	2345	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 09/21/2025 03:00pm to 09/21/2025 05:00pm for (Williams)
847	08/29/2025	Tr Rec	2821		3	Pierce County Budget and Finar	8,852.23	Property tax of \$7,616.69 and delinquent years of \$1,235.54.
848	08/29/2025	Tr Rec	2822		3	Pierce County Budget and Finar	8,605.14	Investment Interest.
849	08/29/2025	Tr Rec	2823		3	Pierce County Budget and Finar	26,112.75	Zoo Trek
850	08/29/2025	Tr Rec	2824		3	Pierce County Budget and Finar	97.16	Leasehold Excise Tax
							310 Taxes	35,062.14
							360 Long Terms	16,583.07
							001 General Fund	51,645.21
							51,645.21	



Meeting: November 10, 2025

Item # 8b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: November 10, 2025

Subject: Approval of September 2025 Financial Report

Background

This report details the expenditures and revenues for the September 2025 Financial Report.

Total Expenditure: \$205,790.42

Accounts	Total	EFT*	Checks
Accounts Payable	\$137,774.33	\$1,076.23	3165-3180: \$136,698.10
Checking	\$0	\$0	
Payroll	\$67,735.31	\$67,735.31	
Bank Service Fees	\$280.78	\$280.78	

Total Revenue: \$69,706.59

Other Revenue	\$12,167.60
Zoo Trek	\$26,443.90
Property Levy	\$22,900.93
Investment	\$8,187.54
Leasehold Excise	\$6.62
Timber Excise	\$0
Tax Title Property Sales	\$0

*EFT = Electronic Funds Transfer

Staff Recommendation: Approve the September 2025 Financial Report consisting of: Accounts Payable Total \$137,774.33 via EFT of \$1,076.23 and checks of \$136,698.10; Payroll Total \$67,735.31 via EFT; and Bank Services Fees for all accounts Total \$280.78 via EFT and total revenues of \$69,706.59.



Attachment 1: Treasurer's Report 09/01/2025 to 09/30/2025

Attachment 2: First Citizens Accounts Payable Account 09/01/2025 to 09/30/2025

Attachment 3: First Citizens Payroll Account 09/01/2025 to 09/30/2025

Attachment 4: Transaction Journal 09/01/2025 to 09/30/2025

Attachment 5: Receipt Register 09/01/2025 to 09/30/2025

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

09/01/2025 To: 09/30/2025

Time: 15:02:02 Date: 11/06/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,146,649.98	69,706.59	205,790.42	5,010,566.15	587.45	0.00	0.00	5,011,153.60
	5,146,649.98	69,706.59	205,790.42	5,010,566.15	587.45	0.00	0.00	5,011,153.60

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

09/01/2025 To: 09/30/2025

Time: 15:02:02 Date: 11/06/2025

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	4,335.64	12,167.60	145.04	16,358.20	0.00	0.00	16,358.20
2 First Citizens Payroll	202,950.98	0.00	67,785.31	135,165.67	0.00	0.00	135,165.67
3 Pierce County	4,913,905.76	57,538.99	316,284.13	4,655,160.62	0.00	0.00	4,655,160.62
5 First Citizens AP	25,457.60	316,284.13	137,860.07	203,881.66	0.00	587.45	204,469.11
Total Cash:	5,146,649.98	385,990.72	522,074.55	5,010,566.15	0.00	587.45	5,011,153.60
	5,146,649.98	385,990.72	522,074.55	5,010,566.15	0.00	587.45	5,011,153.60

TREASURER'S REPORT

Outstanding Vouchers

09/01/2025 To: 09/30/2025

As Of: 09/30/2025 Date: 11/06/2025

Time: 15:02:02 Page: 3

Key Peninsula Metro Parks District

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	877	09/19/2025	Claims	5	3177	Workcare Clinics, PLLC Occupational Medical Clinic of Tacoma	178.00	Pre-employment physical for (Mannon)
2025	880	09/19/2025	Claims	5	3180	Washington Water Service	409.45	Water service for Gateway Park.
							587.45	

Fund	Claims	Payroll	Total
001 General Fund	587.45	0.00	587.45
	587.45	0.00	587.45

TREASURER'S REPORT
Signature Page

Key Peninsula Metro Parks District

09/01/2025 To: 09/30/2025

Time: 15:02:02 Date: 11/06/2025

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

First Citizens Accounts Payable Account

Key Peninsula Metro Parks District

Time: 15:03:22 Date: 11/06/2025

09/01/2025 To: 09/30/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
884	09/23/2025	Claims	5	EFT	P-Fleet; Fuel Cards	508.44	Fuel usage from 9-1-2025 to 9-15-2025
887	09/10/2025	Claims	5	EFT	P-Fleet; Fuel Cards	567.79	Fuel usage for 08-16-2025 to 08-31-2025
834	09/08/2025	Payroll	5	3165	Health Care Authority PEBB Health Insurance	9,401.60	Pay Cycle(s) 08/01/2025 To 08/31/2025 - PEBB Health Insurance
835	09/08/2025	Claims	5	3166	Astound	185.08	Phone and internet for Volunteer Park.
836	09/08/2025	Claims	5	3167	Evergreen Mountain Bike Alliance	2,076.37	Contracted services for 360 Trails Maintenance.
837	09/08/2025	Claims	5	3168	Hemley's Handy Kans	117.50	Rental of Portable toilet at Taylor Bay.
838	09/08/2025	Claims	5	3169	Jones and Jones	17,140.00	Contracted services for Project #20155.024 Invoices 11 and 12.
839	09/08/2025	Claims	5	3170	KCDA Purchasing Cooperative	82,270.97	Home Park Playground project #2412124; Total due \$90,657.41 - \$8,386.44 Retainage held.
840	09/08/2025	Claims	5	3171	Kelley Create	241.04	Rental of Office copy machine and Color and B/W copies.
841	09/08/2025	Claims	5	3172	Murreys Disposal Company	665.28	Trash pickup service for Volunteer Park and Gateway Park.
842	09/08/2025	Claims	5	3173	Pierce County Fire Department 16	500.00	Annual Fire Extinguisher training for 10 employees.
843	09/08/2025	Claims	5	3174	Verizon Connect	250.37	Fleet GPS System.
844	09/08/2025	Claims	5	3175	Verizon Wireless	445.09	Cell phone service for staff.
876	09/19/2025	Claims	5	3176	Hemley's Handy Kans	250.00	Rental of Portable toilets for GW 360 Trails and Key Central Forest.
877	09/19/2025	Claims	5	3177	Workcare Clinics, PLLC Occupational Medical Clinic of Tacoma	178.00	Pre-employment physical for (Mannon)
878	09/19/2025	Claims	5	3178	Peninsula Light Company	322.13	Electric service for Gateway Park.
879	09/19/2025	Claims	5	3179	US Bank	22,245.22	US Bank statement date 9-8-2025
880	09/19/2025	Claims	5	3180	Washington Water Service	409.45	Water service for Gateway Park.

001 General Fund

137,774.33

	137,774.33		
		Claims:	128,372.73
		Payroll:	9,401.60

First Citizens Payroll Account

Key Peninsula Metro Parks District

Time: 15:05:01 Date: 11/06/2025

09/01/2025 To: 09/30/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
819	09/10/2025	Payroll	2	EFT		2,649.03	08-16-2025 to 08-31-2025
820	09/10/2025	Payroll	2	EFT		1,147.03	08-16-2025 to 08-31-2025
821	09/10/2025	Payroll	2	EFT		2,421.60	08-16-2025 to 08-31-2025
822	09/10/2025	Payroll	2	EFT		1,624.16	08-16-2025 to 08-31-2025
823	09/10/2025	Payroll	2	EFT		960.31	08-16-2025 to 08-31-2025
824	09/10/2025	Payroll	2	EFT		1,506.68	08-16-2025 to 08-31-2025
825	09/10/2025	Payroll	2	EFT		337.12	08-16-2025 to 08-31-2025
826	09/10/2025	Payroll	2	EFT		3,187.31	08-16-2025 to 08-31-2025
827	09/10/2025	Payroll	2	EFT		1,693.47	08-16-2025 to 08-31-2025
828	09/10/2025	Payroll	2	EFT		1,482.58	08-16-2025 to 08-31-2025
829	09/10/2025	Payroll	2	EFT		3,457.57	08-16-2025 to 08-31-2025
830	09/10/2025	Payroll	2	EFT		1,420.80	08-16-2025 to 08-31-2025
831	09/10/2025	Payroll	2	EFT		1,149.70	08-16-2025 to 08-31-2025
860	09/25/2025	Payroll	2	EFT		2,908.38	09-01-2025 to 09-15-2025
861	09/25/2025	Payroll	2	EFT		1,147.03	09-01-2025 to 09-15-2025
862	09/25/2025	Payroll	2	EFT		2,242.05	09-01-2025 to 09-15-2025
863	09/25/2025	Payroll	2	EFT		147.76	09-01-2025 to 09-15-2025
864	09/25/2025	Payroll	2	EFT		1,774.09	09-01-2025 to 09-15-2025
865	09/25/2025	Payroll	2	EFT		1,080.36	09-01-2025 to 09-15-2025
866	09/25/2025	Payroll	2	EFT		147.76	09-01-2025 to 09-15-2025
867	09/25/2025	Payroll	2	EFT		337.12	09-01-2025 to 09-15-2025
868	09/25/2025	Payroll	2	EFT		3,187.31	09-01-2025 to 09-15-2025
869	09/25/2025	Payroll	2	EFT		1,693.47	09-01-2025 to 09-15-2025
870	09/25/2025	Payroll	2	EFT		1,775.78	09-01-2025 to 09-15-2025
871	09/25/2025	Payroll	2	EFT		1,601.01	09-01-2025 to 09-15-2025
872	09/25/2025	Payroll	2	EFT		295.50	09-01-2025 to 09-15-2025
873	09/25/2025	Payroll	2	EFT		3,457.57	09-01-2025 to 09-15-2025
874	09/25/2025	Payroll	2	EFT		1,565.82	09-01-2025 to 09-15-2025
875	09/25/2025	Payroll	2	EFT		541.42	09-01-2025 to 09-15-2025
881	09/22/2025	Payroll	2	EFT	EFTPS	6,790.85	941 Deposit for Pay Cycle(s) 09/10/2025 - 09/10/2025
882	09/22/2025	Payroll	2	EFT	WA State Department of Retiremen	6,539.74	Pay Cycle(s) 08/25/2025 To 09/10/2025 - PERS2; Pay Cycle(s) 08/25/2025 To 09/10/2025 - PERS3
890	09/25/2025	Payroll	2	EFT	EFTPS	6,934.19	941 Deposit for Pay Cycle(s) 09/25/2025 - 09/25/2025
891	09/25/2025	Payroll	2	EFT	United Concordia	450.70	Pay Cycle(s) 09/01/2025 To 09/30/2025 - United Concordia (2)
892	09/25/2025	Payroll	2	EFT	VSP	65.04	Pay Cycle(s) 09/01/2025 To 09/30/2025 - Vsp
938	09/11/2025	Payroll	2	EFT	Department of Licensing	15.00	Driving record for prospective employee
001 General Fund						67,735.31	
						67,735.31	Payroll: 67,735.31

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 15:07:57 Date: 11/06/2025
Page: 1

09/01/2025 To: 09/30/2025

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
859	09/15/2025	09/30/2025	1		Ser Chge		Merch Bankcard service	40.04	Credit card processing fees
	576 80 49 008	Banking Fees		001	General Fund			40.04	Credit card processing fees
932	09/30/2025	09/30/2025	5		Ser Chge		First Citizens	85.74	Bank service fees.
	576 80 49 008	Banking Fees		001	General Fund			85.74	Bank service fees.
937	09/30/2025	09/30/2025	2		Ser Chge		First Citizens	50.00	Bank service fees
	576 80 49 008	Banking Fees		001	General Fund			50.00	Bank service fees
939	09/30/2025	09/30/2025	1		Ser Chge		First Citizens	105.00	Banking service fees.
	576 80 49 008	Banking Fees		001	General Fund			105.00	Banking service fees.
Records Printed: 4								Adjustments:	0.00
								Beginning Balance:	0.00
								Revenues:	0.00
								Warrant Expenditures:	0.00
								Non Warrant Expenditures:	280.78
								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	280.78	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	280.78	0.00	0.00	0.00

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Key Peninsula Metro Parks District

Time: 15:10:46

Date: 11/06/2025

09/01/2025 To: 09/30/2025

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
816	09/03/2025	Tr Rec	2816	2346	1	The Snack Shack	390.68	Rent for September 2025 Volunteer Park Concession Building.
817	09/03/2025	Tr Rec	2817	2347	1	Tracey L Perkosky	1,196.37	Rent for September 2025 Gateway House.
818	09/03/2025	Tr Rec	2818	2348	1	General Customer	200.00	Costco Wholesale sponsorship for All Hallows Eve event 10-18-2025
832	09/05/2025	Tr Rec	2819	2349	1	Kathleen Weller	1,125.00	Rent for September 2025 Wright Bliss Caretaker house.
833	09/05/2025	Tr Rec	2820	2350	1	Kyle Armstrong	768.20	Rent for September 2025 Taylor Bay Caretaker house.
851	09/03/2025	Tr Rec	2825	2351	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 09/07/2025 10:00am to 09/07/2025 12:00pm for (Kerr)
852	09/03/2025	Tr Rec	2826	2352	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 09/14/2025 01:00pm to 09/14/2025 03:00pm for (Cook)
853	09/04/2025	Tr Rec	2827	2353	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 10/12/2025 10:00am to 10/12/2025 12:00pm for (Outlaw)
854	09/05/2025	Tr Rec	2828	2354	1	General Customer	134.30	•Rental on Full Pavilion 4-hour Rental from 09/20/2025 08:00am to 09/20/2025 12:00pm for (Schock)
855	09/09/2025	Tr Rec	2829	2355	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 10/05/2025 01:00pm to 10/05/2025 05:00pm for (Charnell)
856	09/09/2025	Tr Rec	2830	2356	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 10/05/2025 01:00pm to 10/05/2025 03:00pm for (Jamieson)
857	09/09/2025	Tr Rec	2831	2357	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 10/12/2025 10:00am to 10/12/2025 12:00pm for (Westergren)
858	09/12/2025	Tr Rec	2832	2358	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 10/12/2025 01:00pm to 10/12/2025 05:00pm for (O'Brien)
883	09/22/2025	Tr Rec	2833	2359	1	Key Pen Little League	7,334.19	Full payment for 2025 Little League season Invoice #2025-7
885	09/25/2025	Tr Rec	2834	2360	1	General Customer	238.99	•Rental on 1/2 Pavilion (Side A) 2-hour Rental 09/29, 10/6, 10/13, 10/20/2025, 03:00pm to 05:00pm for PHS Cross Country (Bunker)
886	09/25/2025	Tr Rec	2835	2361	1	General Customer	119.34	•Rental on 1/2 Pavilion (Side A) 2-hour Rental 10/20/2025, and 11/3/2025 03:00pm to 05:00pm for PHS Cross Country (Bunker)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 15:10:46

Date: 11/06/2025

09/01/2025 To: 09/30/2025

Page: 2

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo	
888	09/30/2025	Tr Rec	2836	2362	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 10/12/2025 03:00pm to 10/12/2025 05:00pm for (Reaney)	
889	09/30/2025	Tr Rec	2837	2363	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 10/12/2025 01:00pm to 10/12/2025 03:00pm for (Cochrane)	
933	09/30/2025	Tr Rec	2842		3	Pierce County Budget and Finar	22,900.93	Property tax of \$20,982.13 and delinquent years of \$1,918.80.	
934	09/30/2025	Tr Rec	2843		3	Pierce County Budget and Finar	8,187.54	Investment Interest	
935	09/30/2025	Tr Rec	2844		3	Pierce County Budget and Finar	26,443.90	Zoo Trek	
936	09/30/2025	Tr Rec	2845		3	Pierce County Budget and Finar	6.62	Leasehold Excise Tax	
940	09/30/2025	Tr Rec	2846		1	First Citizens	70.00	Refund on Bank service fees.	
							310 Taxes	49,351.45	
							360 Long Terms	20,355.14	
							001 General Fund	69,706.59	
								69,706.59	



Meeting: November 10, 2025

Item # 8c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: November 10, 2025

Subject: Approval of October 2025 Financial Report

Background

This report details the expenditures and revenues for the October 2025 Financial Report.

Total Expenditure: \$168,586.74

Accounts	Total	EFT*	Checks	
Accounts Payable	\$85,851.83	\$4,023.53	3181-3211:	\$81,828.30
Checking	\$0	\$0		
Payroll	\$82,536.91	\$82,536.91		
Bank Service Fees	\$198.00	\$198.00		

Total Revenue: \$599,522.73

Other Revenue	\$3,551.95
Zoo Trek	\$25,277.83
Property Levy	\$562,316.43
Investment	\$8,323.63
Leasehold Excise	\$14.63
Timber Excise	\$0
Tax Title Property Sales	\$38.26

*EFT = Electronic Funds Transfer

Staff Recommendation: Approve the October 2025 Financial Report consisting of: Accounts Payable Total \$85,851.83 via EFT of \$4,023.53 and checks of \$81,828.30; Payroll Total \$82,536.91 via EFT; and Bank Services Fees for all accounts Total \$198.00 via EFT and total revenues of \$599,522.73.

Attachment 1: Treasurer’s Report 10/01/2025 to 10/30/2025

Attachment 2: First Citizens’ Accounts Payable Account 10/01/2025 to 10/30/2025

Attachment 3: First Citizens Payroll Account 10/01/2025 to 10/30/2025



Attachment 4: Transaction Journal 10/01/2025 to 10/30/2025

Attachment 5: Receipt Register 10/01/2025 to 10/30/2025

Attachment 6: 2025 Cash Flow YTD: January to October

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

10/01/2025 To: 10/31/2025

Time: 14:55:34 Date: 11/06/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,010,566.15	599,522.73	168,586.74	5,441,502.14	23,276.96	0.00	0.00	5,464,779.10
	5,010,566.15	599,522.73	168,586.74	5,441,502.14	23,276.96	0.00	0.00	5,464,779.10

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

10/01/2025 To: 10/31/2025

Time: 14:55:34 Date: 11/06/2025

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	16,358.20	3,551.95	75.00	19,835.15	0.00	0.00	19,835.15
2 First Citizens Payroll	135,165.67	193,654.67	82,581.91	246,238.43	0.00	0.00	246,238.43
3 Pierce County	4,655,160.62	595,970.78	421,569.78	4,829,561.62	0.00	0.00	4,829,561.62
5 First Citizens AP	203,881.66	227,915.11	85,929.83	345,866.94	0.00	23,276.96	369,143.90
Total Cash:	5,010,566.15	1,021,092.51	590,156.52	5,441,502.14	0.00	23,276.96	5,464,779.10
	5,010,566.15	1,021,092.51	590,156.52	5,441,502.14	0.00	23,276.96	5,464,779.10

TREASURER'S REPORT

Outstanding Vouchers

10/01/2025 To: 10/31/2025

As Of: 10/31/2025 Date: 11/06/2025

Time: 14:55:34 Page: 3

Key Peninsula Metro Parks District

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	962	10/24/2025	Claims	5	3199	Bat Lady LLC	120.00	Backflow assembly Testing - Splash Pad & VP Water System
2025	963	10/24/2025	Claims	5	3200	Cintas Fire Protection	1,127.83	Fire inspection for Consession building Kitchen System.
2025	964	10/24/2025	Claims	5	3201	Compensation Connections LLC	320.00	Contracted service for HR support.
2025	965	10/24/2025	Claims	5	3202	DNR Webster Forest Nursery	609.19	750 Douglas Fir trees for Lavender Farm replant.
2025	967	10/24/2025	Claims	5	3204	Kelley Create	105.70	Rental of Kyocera copier.
2025	968	10/24/2025	Claims	5	3205	Merry Makers Inc	3,126.26	Balance due on contract services for All Hallows Event at Gateway Park.
2025	973	10/24/2025	Claims	5	3210	US Bank	17,867.98	US Bank statement 10-06-2025
							23,276.96	

Fund	Claims	Payroll	Total
001 General Fund	23,276.96	0.00	23,276.96
	23,276.96	0.00	23,276.96

TREASURER'S REPORT
Signature Page

Key Peninsula Metro Parks District

10/01/2025 To: 10/31/2025

Time: 14:55:34 Date: 11/06/2025

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

First Citizens Accounts Payable Account

Key Peninsula Metro Parks District

Time: 14:46:44 Date: 11/06/2025

10/01/2025 To: 10/31/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
929	10/09/2025	Claims	5	EFT	P-Fleet; Fuel Cards	942.65	Fuel usage from 9-16-2025 to 9-30-2025
945	10/13/2025	Claims	5	EFT	Department of Revenue	2,152.28	3rd quarter Leasehold Tax.; Annual business license for 11-1-2025 to 10-31-2026.
978	10/24/2025	Claims	5	EFT	P-Fleet; Fuel Cards	928.60	Fuel usage from 10-1-2025 to 10-15-2025
911	10/08/2025	Payroll	5	3181	Health Care Authority PEBB Health Insurance	11,345.10	Pay Cycle(s) 09/01/2025 To 09/30/2025 - PEBB Health Insurance
914	10/08/2025	Claims	5	3182	4 Sight Septic, Inc	216.20	Emergency inspection on Septic alarming at 10619 Wright Bliss Rd.
915	10/08/2025	Claims	5	3183	Astound	185.17	Phone and internet service at Volunteer Park.
916	10/08/2025	Claims	5	3184	Compensation Connections LLC	1,815.00	Contracted services for HR Support
917	10/08/2025	Claims	5	3185	Evergreen Mountain Bike Alliance	936.95	Contract for 360 Trails Maintenance for mountain bike trails only.
918	10/08/2025	Claims	5	3186	Gig Harbor Heating & A/C INC	4,059.16	Remove and replace Heat/AC compressor at Gateway House.
919	10/08/2025	Claims	5	3187	Hemley's Handy Kans	117.50	Rental of portable toilet for Taylor Bay.
920	10/08/2025	Claims	5	3188	Jennings Equipment INC	14,436.20	Billy Goat "Hurricane" stand on blower purchased on DES State Contract #28123
921	10/08/2025	Claims	5	3189	Kelley Create	284.02	Rental of Kyocera copier and print costs.
922	10/08/2025	Claims	5	3190	Madrona Law Group PLLC	2,936.17	Contracted services for professional services.
923	10/08/2025	Claims	5	3191	Murreys Disposal Company	678.39	Trash pickup service for Gateway Park and Volunteer Park.
924	10/08/2025	Claims	5	3192	Peninsula Light Company	1,519.30	Electric service for Volunteer Park, Home Park, Taylor Bay, Wright Bliss 3 houses and Hook up fee for Mobile office install.
925	10/08/2025	Claims	5	3193	Chris Roberts	2,000.00	24' shipping container for EMBA Equipment storage.
926	10/08/2025	Claims	5	3194	Venom Pest Control	245.48	Services to treat in ground hornest nest located next to field 3 entrance at Volunteer Park.
927	10/08/2025	Claims	5	3195	Verizon Connect	250.37	Fleet GPS System.
928	10/08/2025	Claims	5	3196	Verizon Wireless	445.44	Cell phone service for park staff.
930	10/09/2025	Claims	5	3197	Nelson Truck Equipment Co	7,066.30	Gatelift for Chevy Truck (PO #9082025 1 of 2).; Purchase of 2 Liftgates Invoice # 764110 and #764109
931	10/09/2025	Claims	5	3198	Nelson Truck Equipment Co	5,683.29	Gatelift for Super Duty Truck F250 (PO #9082025 2 of 2).; Purchase of 2 Liftgates Invoice # 764110 and #764109
962	10/24/2025	Claims	5	3199	Bat Lady LLC	120.00	Backflow assembly Testing - Splash Pad & VP Water System
963	10/24/2025	Claims	5	3200	Cintas Fire Protection	1,127.83	Fire inspection for Consession building Kitchen System.
964	10/24/2025	Claims	5	3201	Compensation Connections LLC	320.00	Contracted service for HR support.
965	10/24/2025	Claims	5	3202	DNR Webster Forest Nursery	609.19	750 Douglas Fir trees for Lavender Farm replant.
966	10/24/2025	Claims	5	3203	Hemley's Handy Kans	1,767.50	2 Portable toilets at 360 trails and 1 at Key Central Forest. 8 Portable toilet for All Hallows Eve Event

First Citizens Accounts Payable Account

Key Peninsula Metro Parks District

Time: 14:46:44 Date: 11/06/2025

10/01/2025 To: 10/31/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
967	10/24/2025	Claims	5	3204	Kelley Create	105.70	Rental of Kyocera copier.
968	10/24/2025	Claims	5	3205	Merry Makers Inc	3,126.26	Balance due on contract services for All Hallows Event at Gateway Park.
969	10/24/2025	Claims	5	3206	Workcare Clinics, PLLC Occupational Medical Clinic of Tacoma	213.00	Pre-employment physical for (Storey)
970	10/24/2025	Claims	5	3207	PCRCD, LLC	539.40	Trash taken to dump includes Taylor Bay old shed.
971	10/24/2025	Claims	5	3208	Peninsula Light Company	341.89	Electric service fees for Gateway Park.
972	10/24/2025	Claims	5	3209	SCJ Alliance	1,331.75	Contracted services (SCJ Project #24-000412)
973	10/24/2025	Claims	5	3210	US Bank	17,867.98	US Bank statement 10-06-2025
974	10/24/2025	Claims	5	3211	Washington Water Service	137.76	Water service fees for Gateway Park.
001 General Fund						85,851.83	
						85,851.83	Claims: 74,506.73 Payroll: 11,345.10

First Citizens Payroll Account

Key Peninsula Metro Parks District

Time: 15:07:10 Date: 11/06/2025

09/01/2025 To: 09/30/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
819	09/10/2025	Payroll	2	EFT		2,649.03	08-16-2025 to 08-31-2025
820	09/10/2025	Payroll	2	EFT		1,147.03	08-16-2025 to 08-31-2025
821	09/10/2025	Payroll	2	EFT		2,421.60	08-16-2025 to 08-31-2025
822	09/10/2025	Payroll	2	EFT		1,624.16	08-16-2025 to 08-31-2025
823	09/10/2025	Payroll	2	EFT		960.31	08-16-2025 to 08-31-2025
824	09/10/2025	Payroll	2	EFT		1,506.68	08-16-2025 to 08-31-2025
825	09/10/2025	Payroll	2	EFT		337.12	08-16-2025 to 08-31-2025
826	09/10/2025	Payroll	2	EFT		3,187.31	08-16-2025 to 08-31-2025
827	09/10/2025	Payroll	2	EFT		1,693.47	08-16-2025 to 08-31-2025
828	09/10/2025	Payroll	2	EFT		1,482.58	08-16-2025 to 08-31-2025
829	09/10/2025	Payroll	2	EFT		3,457.57	08-16-2025 to 08-31-2025
830	09/10/2025	Payroll	2	EFT		1,420.80	08-16-2025 to 08-31-2025
831	09/10/2025	Payroll	2	EFT		1,149.70	08-16-2025 to 08-31-2025
860	09/25/2025	Payroll	2	EFT		2,908.38	09-01-2025 to 09-15-2025
861	09/25/2025	Payroll	2	EFT		1,147.03	09-01-2025 to 09-15-2025
862	09/25/2025	Payroll	2	EFT		2,242.05	09-01-2025 to 09-15-2025
863	09/25/2025	Payroll	2	EFT		147.76	09-01-2025 to 09-15-2025
864	09/25/2025	Payroll	2	EFT		1,774.09	09-01-2025 to 09-15-2025
865	09/25/2025	Payroll	2	EFT		1,080.36	09-01-2025 to 09-15-2025
866	09/25/2025	Payroll	2	EFT		147.76	09-01-2025 to 09-15-2025
867	09/25/2025	Payroll	2	EFT		337.12	09-01-2025 to 09-15-2025
868	09/25/2025	Payroll	2	EFT		3,187.31	09-01-2025 to 09-15-2025
869	09/25/2025	Payroll	2	EFT		1,693.47	09-01-2025 to 09-15-2025
870	09/25/2025	Payroll	2	EFT		1,775.78	09-01-2025 to 09-15-2025
871	09/25/2025	Payroll	2	EFT		1,601.01	09-01-2025 to 09-15-2025
872	09/25/2025	Payroll	2	EFT		295.50	09-01-2025 to 09-15-2025
873	09/25/2025	Payroll	2	EFT		3,457.57	09-01-2025 to 09-15-2025
874	09/25/2025	Payroll	2	EFT		1,565.82	09-01-2025 to 09-15-2025
875	09/25/2025	Payroll	2	EFT		541.42	09-01-2025 to 09-15-2025
881	09/22/2025	Payroll	2	EFT	EFTPS	6,790.85	941 Deposit for Pay Cycle(s) 09/10/2025 - 09/10/2025
882	09/22/2025	Payroll	2	EFT	WA State Department of Retiremen	6,539.74	Pay Cycle(s) 08/25/2025 To 09/10/2025 - PERS2; Pay Cycle(s) 08/25/2025 To 09/10/2025 - PERS3
890	09/25/2025	Payroll	2	EFT	EFTPS	6,934.19	941 Deposit for Pay Cycle(s) 09/25/2025 - 09/25/2025
891	09/25/2025	Payroll	2	EFT	United Concordia	450.70	Pay Cycle(s) 09/01/2025 To 09/30/2025 - United Concordia (2)
892	09/25/2025	Payroll	2	EFT	VSP	65.04	Pay Cycle(s) 09/01/2025 To 09/30/2025 - Vsp
938	09/11/2025	Payroll	2	EFT	Department of Licensing	15.00	Driving record for prospective employee
001 General Fund						67,735.31	
						67,735.31	Payroll: 67,735.31

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 14:57:55 Date: 11/06/2025
Page: 1

10/01/2025 To: 10/31/2025

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
985	10/30/2025	10/31/2025	1		Ser Chge		First Citizens	35.00	Bank Service fees
	576 80 49 008	Banking Fees		001	General Fund			35.00	Bank Service fees
986	10/30/2025	10/31/2025	1		Ser Chge		Merch Bankcard service	40.00	Credit card processing fees. Note this account is now closed.
	576 80 49 008	Banking Fees		001	General Fund			40.00	Credit card processing fees. Note this account is now closed.
987	10/30/2025	10/31/2025	5		Ser Chge		First Citizens	78.00	Bank Service Fees.
	576 80 49 008	Banking Fees		001	General Fund			78.00	Bank Service Fees.
988	10/30/2025	10/31/2025	2		Ser Chge		First Citizens	45.00	Bank Service Fees
	576 80 49 008	Banking Fees		001	General Fund			45.00	Bank Service Fees

Records Printed: 4

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	0.00
Non Warrant Expenditures:	198.00
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	198.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	198.00	0.00	0.00	0.00

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 14:59:30

Date: 11/06/2025

10/01/2025 To: 10/31/2025

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
907	10/07/2025	Tr Rec	2838	2364	1	Kyle Armstrong	768.20	Rent for October 2025 (Taylor Bay Caretaker)
908	10/07/2025	Tr Rec	2839	2365	1	The Snack Shack	390.68	Rent for October 2025 (VP Concession building)
909	10/07/2025	Tr Rec	2840	2366	1	Tracey L Perkosky	1,193.59	Rent for October 2025 (Gateway house)
910	10/07/2025	Tr Rec	2841	2367	1	Kathleen Weller	1,125.00	Rent for October 2025 (Wright Bliss Rd Caretaker)
946	10/16/2025	Tr Rec	2847	2368	1	General Customer	74.48	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 10/25/2025 08:00am to 10/25/2025 12:00pm for (Kennett)
989	10/30/2025	Tr Rec	2848		3	Pierce County Budget and Finar	562,316.43	Real and Personal Property tax of \$557,659.87 and Delinquent years of \$4,656.56
990	10/30/2025	Tr Rec	2849		3	Pierce County Budget and Finar	8,323.63	Investment Interest
991	10/30/2025	Tr Rec	2850		3	Pierce County Budget and Finar	25,277.83	Zoo Trek
992	10/30/2025	Tr Rec	2851		3	Pierce County Budget and Finar	38.26	Sale of Tax Title Property
993	10/30/2025	Tr Rec	2852		3	Pierce County Budget and Finar	14.63	Leasehold Excise Tax
							310 Taxes	587,647.15
							360 Long Terms	11,875.58
							001 General Fund	599,522.73
							599,522.73	

2025 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 15:36:06 Date: 11/06/2025

January To October

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	5,072.18	28,160.39	91,547.51	611,056.75	115,061.92	13,814.88	5,538.67	8,852.23	22,900.93	562,354.69	0.00	0.00	1,464,360.15	1,556,322.00	94%
313 17 00 000 Taxes, Zoo Trek Excis	8,513.26	27,202.25	21,604.72	20,597.87	25,055.23	23,147.62	25,572.95	26,112.75	26,443.90	25,277.83	0.00	0.00	229,528.38	275,000.00	83%
317 20 00 000 Taxes, Leasehold Exc	0.00	76.55	0.00	0.00	91.05	0.00	0.00	97.16	6.62	14.63	0.00	0.00	286.01	500.00	57%
317 40 00 000 Taxes, Forest Excise 1	0.00	0.00	0.00	0.00	2,723.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,723.50	1,000.00	272%
318 00 00 000 Other Tax (REET)	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	250,000.00	0%
310 Taxes	13,585.44	55,439.19	113,152.23	631,654.62	142,931.70	36,962.50	31,111.62	35,062.14	49,351.45	587,647.15	0.00	0.00	1,696,898.04	2,082,822.00	81%
334 02 70 001 Pierce County Parks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00	0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00	0%
345 00 80 000 PIF (Park Impact Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650,000.00	0%
347 60 00 003 Program Fees, Prog	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	1,000.00	60%
340 Park Fees	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	651,000.00	0%
361 11 00 000 Investment Interest	22,346.99	7,680.95	8,490.53	8,316.73	8,494.53	8,251.91	8,583.76	8,605.14	8,187.54	8,323.63	0.00	0.00	97,281.71	85,000.00	114%
362 40 00 004 S&F Rentals, 360 Fie	566.82	636.00	8,491.49	1,942.13	3,525.57	2,059.92	2,116.33	1,073.18	1,083.16	74.48	0.00	0.00	21,569.08	23,000.00	94%
362 40 00 005 S&F Rentals, Home f	0.00	0.00	0.00	59.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.52	0.00	0%
362 40 00 006 S&F Rentals, Volunte	0.00	2,506.84	0.00	565.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,072.03	0.00	0%
362 50 00 001 S&F Rentals, Conces	390.68	390.68	616.36	616.36	616.36	616.36	616.36	616.36	390.68	390.68	0.00	0.00	5,260.88	7,000.00	75%
362 50 00 002 S&F Rentals, Gatewa	1,271.47	1,270.54	1,347.24	1,250.02	1,254.70	2,434.44	0.00	1,195.19	1,196.37	1,193.59	0.00	0.00	12,413.56	14,400.00	86%
362 50 00 004 S&F Rentals, Sportsf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,334.19	0.00	0.00	0.00	7,334.19	10,700.00	69%
362 50 00 005 S&F Rental, Taylor B	768.20	768.20	768.20	1,696.40	0.00	768.20	768.20	768.20	768.20	768.20	0.00	0.00	7,842.00	9,180.00	85%
367 00 00 000 Contributions & Dor	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	1,200.00	500.00	240%
367 00 00 001 Event Sponsorship F	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	3,000.00	200.00	0.00	0.00	0.00	6,700.00	4,000.00	168%
367 00 00 051 Rent for Wright Bliss	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	0.00	0.00	11,250.00	13,500.00	83%
369 10 00 000 Other Miscellaneous	0.00	0.00	0.00	8,077.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,077.12	0.00	0%
369 91 00 000 Other Revenue	0.00	0.00	369.58	336.40	0.00	52.54	0.00	0.00	70.00	0.00	0.00	0.00	828.52	2,000.00	41%
369 91 01 000 Usage Of Fund Balar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,142,371.00	0%
382 10 00 000 Refundable Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
360 Long Terms	27,469.16	17,878.21	21,208.40	23,984.87	15,016.16	15,308.37	13,209.65	16,583.07	20,355.14	11,875.58	0.00	0.00	182,888.61	2,312,151.00	8%
FUND REVENUES:	41,054.60	73,317.40	134,360.63	655,639.49	158,547.86	52,270.87	44,321.27	51,645.21	69,706.59	599,522.73	0.00	0.00	1,880,386.65	6,545,973.00	29%
576 80 10 001 Commissioner Wage	805.00	1,288.00	966.00	322.00	1,610.00	805.00	483.00	1,288.00	644.00	483.00	0.00	0.00	8,694.00	21,413.00	41%
576 80 10 002 Administrative Wage	21,339.42	24,923.25	25,785.29	25,119.67	25,666.02	24,259.28	25,467.98	25,595.15	24,580.78	24,978.05	0.00	0.00	247,714.89	320,000.00	77%
576 80 10 003 Administrative OT	0.00	16.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.08	500.00	3%
576 80 10 004 Park Operations Wa	16,344.77	32,996.43	31,813.09	33,911.24	35,875.88	34,043.12	43,955.90	40,215.22	35,985.54	38,076.20	0.00	0.00	343,217.39	600,000.00	57%
576 80 10 005 Park Operations OT	177.52	0.00	0.00	0.00	13.47	401.27	13.47	177.10	49.65	0.00	0.00	0.00	832.48	3,500.00	24%
576 80 10 006 Park Operation Holic	0.00	0.00	0.00	0.00	0.00	0.00	91.35	0.00	35.48	0.00	0.00	0.00	126.83	0.00	0%
576 80 20 001 Commissioner Perso	100.13	98.52	73.88	62.51	123.15	61.56	70.27	98.50	49.25	61.36	0.00	0.00	799.13	2,000.00	40%
576 80 20 002 Administrative Bene	6,337.51	6,125.24	5,911.78	7,159.62	6,622.13	6,174.40	7,717.92	5,252.24	5,085.97	6,573.87	0.00	0.00	62,960.68	145,000.00	43%
576 80 20 004 Park Facilities - Persc	13,047.91	8,365.97	11,907.94	17,401.68	19,340.10	13,312.76	22,683.89	16,584.69	11,954.23	24,077.53	0.00	0.00	158,676.70	330,000.00	48%
576 80 20 005 Park Facilities- OT	0.00	0.00	0.00	0.00	0.00	0.00	1.04	13.54	3.80	17.73	0.00	0.00	36.11	0.00	0%
576 80 20 006 Uniforms/Safety Gez	0.00	505.83	487.61	38.23	312.21	518.44	6.98	0.00	2.71	426.44	0.00	0.00	2,298.45	2,500.00	92%
576 80 31 001 Office Supplies	85.77	282.93	9.72	3.52	311.20	774.95	138.44	1,543.69	184.94	2,061.90	0.00	0.00	5,397.06	6,750.00	80%
576 80 31 002 Maintenance Supplix	545.08	3,617.67	13,370.39	3,473.71	1,375.22	11,017.70	4,838.10	4,588.00	19,044.72	12,077.46	0.00	0.00	73,948.05	124,150.00	60%

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 31 003 Equipment Maintenance	0.00	0.00	0.00	852.53	31.88	35.99	0.00	1,902.01	144.18	72.31	0.00	0.00	3,038.90	1,500.00	203%
576 80 31 004 Maintenance office	0.00	206.52	533.16	-150.67	135.22	46.42	43.63	72.00	64.36	73.48	0.00	0.00	1,024.12	1,500.00	68%
576 80 31 140 Supplies, Special Eve	0.00	42.03	590.34	1,703.83	101.76	1,171.68	904.66	857.38	637.37	2,057.06	0.00	0.00	8,066.11	9,925.00	81%
576 80 32 000 Park Operations Fuel	667.52	1,142.05	1,343.72	1,470.07	1,791.49	1,840.90	1,845.08	2,008.21	1,076.23	1,871.25	0.00	0.00	15,056.52	24,000.00	63%
576 80 35 000 Small Tools & Equipm	0.00	0.00	0.00	139.00	0.00	419.13	174.89	1,564.82	0.00	0.00	0.00	0.00	2,297.84	8,185.00	28%
576 80 41 000 Professional Services	2,109.00	0.00	0.00	150.00	0.00	0.00	1,230.78	1,149.49	0.00	0.00	0.00	0.00	4,639.27	5,200.00	89%
576 80 41 001 Professional Services	2,760.00	435.00	28,799.25	10,485.75	0.00	3,129.00	0.00	0.00	0.00	3,466.75	0.00	0.00	49,075.75	35,000.00	140%
576 80 41 002 Professional Services	16,022.20	0.00	0.00	0.00	0.00	0.00	834.60	0.00	0.00	0.00	0.00	0.00	16,856.80	31,250.00	54%
576 80 41 004 Professional Services	199.50	1,111.00	1,440.00	496.00	0.00	128.00	768.00	897.00	0.00	2,936.17	0.00	0.00	7,975.67	15,000.00	53%
576 80 41 005 Administrative Conti	513.00	1,798.50	178.00	2,250.00	0.00	178.00	411.50	1,250.00	196.50	231.50	0.00	0.00	7,007.00	19,500.00	36%
576 80 41 008 Professional Services	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	15,000.00	0%
576 80 41 009 Election Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0%
576 80 41 015 Maintenance Contr	0.00	2,686.41	1,131.91	0.00	0.00	852.83	651.76	0.00	2,076.37	936.95	0.00	0.00	8,336.23	24,000.00	35%
576 80 41 025 Event Contracted Se	0.00	577.11	0.00	2,012.50	22.46	750.00	7,366.85	1,542.08	0.00	3,126.26	0.00	0.00	15,397.26	20,600.00	75%
576 80 42 001 Communications, Ph	657.40	836.65	804.26	829.80	769.98	778.31	751.11	848.55	750.17	750.61	0.00	0.00	7,776.84	12,645.00	62%
576 80 43 001 Travel, Commissione	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.00	0.00	0.00	130.00	250.00	52%
576 80 43 002 Travel, Admin Staff	0.00	456.97	559.33	227.26	0.00	488.65	0.00	5.50	11.00	332.01	0.00	0.00	2,080.72	4,550.00	46%
576 80 43 003 Travel, Maintenance	0.00	5.50	0.00	0.00	457.17	0.00	0.00	9.50	0.00	10.82	0.00	0.00	482.99	2,950.00	16%
576 80 44 001 Taxes And Operator	0.00	0.00	0.00	342.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	342.72	750.00	46%
576 80 45 000 Equipment Rental, A	128.77	120.07	1,301.33	105.70	105.70	230.93	303.79	82.61	241.04	389.72	0.00	0.00	3,009.66	1,975.00	152%
576 80 45 001 Equipment Rental M	375.00	352.50	242.50	210.00	367.50	562.50	860.00	500.00	367.50	1,885.00	0.00	0.00	5,722.50	14,750.00	39%
576 80 45 002 Equipment Rental Ev	0.00	0.00	441.50	0.00	0.00	0.00	0.00	1,445.00	0.00	0.00	0.00	0.00	1,886.50	5,720.00	33%
576 80 46 000 Insurance, General Li	0.00	0.00	0.00	516.00	0.00	0.00	43,205.00	0.00	0.00	0.00	0.00	0.00	43,721.00	67,000.00	65%
576 80 47 000 Utility Services, For A	4,582.72	3,406.61	3,847.82	1,591.91	3,404.94	3,100.55	4,461.37	3,108.68	1,396.86	3,216.74	0.00	0.00	32,118.20	56,275.00	57%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
576 80 48 000 Repairs & Maintenanc	788.24	415.54	421.33	2,844.73	265.27	2,347.66	7,612.66	4,156.61	283.48	7,313.06	0.00	0.00	26,448.58	73,860.00	36%
576 80 49 001 Licenses, Permits,Su	3,934.94	432.83	271.95	157.83	580.93	145.76	874.53	448.99	966.84	155.14	0.00	0.00	7,969.74	8,945.00	89%
576 80 49 002 Licenses, Permits,Su	216.33	133.22	363.22	133.22	752.25	314.73	362.51	414.96	414.96	414.96	0.00	0.00	3,520.36	8,240.00	43%
576 80 49 003 Licenses, Permits,Su	1,883.51	310.74	1,504.29	41.08	447.96	108.37	46.49	103.37	110.24	46.49	0.00	0.00	4,602.54	4,770.00	96%
576 80 49 004 Other Expenses	173.00	18.40	0.00	373.50	58.43	70.00	0.00	196.23	15.00	0.00	0.00	0.00	904.56	2,000.00	45%
576 80 49 006 Training, Administrat	0.00	4,255.00	300.00	300.00	500.00	300.00	300.00	0.00	595.00	0.00	0.00	0.00	6,550.00	6,240.00	105%
576 80 49 007 Training, Maintenan	0.00	0.00	170.80	350.00	1,155.00	0.00	0.00	0.00	400.00	1,199.00	0.00	0.00	3,274.80	6,625.00	49%
576 80 49 008 Banking Fees	0.00	145.00	160.00	160.00	171.00	172.00	240.00	287.99	280.78	198.00	0.00	0.00	1,814.77	1,300.00	140%
576 Parks	93,794.24	97,107.57	134,730.41	115,084.94	102,368.32	108,539.89	178,717.55	118,207.11	107,648.95	139,646.82	0.00	0.00	1,195,845.80	2,071,318.00	58%
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	0.00	0.00	0.00	1,000.00	0%
589 00 00 999 Payroll Liability Acc	-846.05	-3,226.25	-1,611.23	-616.01	-740.22	-1,191.17	-591.03	-1,150.42	-1,269.50	-393.15	0.00	0.00	-11,635.03	0.00	0%
589 30 00 000 Other Non-Expendit	2,083.29	0.00	0.00	2,118.30	0.00	0.00	2,176.26	0.00	0.00	2,147.28	0.00	0.00	8,525.13	11,000.00	78%
580 Non-Expenditures	1,237.24	-3,226.25	-1,611.23	1,502.29	-740.22	-1,191.17	1,585.23	-1,150.42	-1,269.50	1,754.13	0.00	0.00	-3,109.90	12,000.00	26%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00	100%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	8,750.00	0.00	0.00	0.00	0.00	0.00	0.00	8,750.00	16,625.00	53%
594 76 61 000 Capital Expenditures	0.00	0.00	0.00	544.00	0.00	178,408.89	25,000.00	0.00	0.00	0.00	0.00	0.00	203,952.89	2,270,000.00	9%
594 76 61 025 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	650,000.00	0%
594 76 62 001 Capital Improvemen	0.00	12,070.00	6,810.00	8,675.00	19,998.50	0.00	5,985.00	0.00	17,140.00	0.00	0.00	0.00	70,678.50	185,000.00	38%
594 76 62 020 Capital Improvemen	0.00	0.00	0.00	4,012.09	0.00	10,322.71	7,709.23	117,482.68	82,270.97	0.00	0.00	0.00	221,797.68	992,530.00	22%
594 76 62 024 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	250,000.00	0%
594 76 63 001 Capital Expenditures	0.00	0.00	0.00	0.00	11,600.00	0.00	0.00	22,882.83	0.00	0.00	0.00	0.00	34,482.83	35,000.00	99%

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
594 76 64 001 Capital Equipment -	0.00	121.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,185.79	0.00	0.00	27,307.07	28,500.00	96%
594 Capital Expenditures	0.00	12,191.28	6,810.00	13,231.09	31,598.50	232,481.60	38,694.23	140,365.51	99,410.97	27,185.79	0.00	0.00	601,968.97	4,462,655.00	13%
FUND EXPENDITURES:	95,031.48	106,072.60	139,929.18	129,818.32	133,226.60	339,830.32	218,997.01	257,422.20	205,790.42	168,586.74	0.00	0.00	1,794,704.87	6,545,973.00	27%
FUND GAIN/LOSS:	-53,976.88	-32,755.20	-5,568.55	525,821.17	25,321.26	-287,559.45	-174,675.74	-205,776.99	-136,083.83	430,935.99	0.00	0.00	85,681.78		
FUND NET POSITION:	-53,976.88	-86,732.08	-92,300.63	433,520.54	458,841.80	171,282.35	-3,393.39	-209,170.38	-345,254.21	85,681.78	85,681.78	85,681.78			

2025 FUND TOTALS

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January To October

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	41,054.60	73,317.40	134,360.63	655,639.49	158,547.86	52,270.87	44,321.27	51,645.21	69,706.59	599,522.73	0.00	0.00	1,880,386.65	6,545,973.00	29%
	41,054.60	73,317.40	134,360.63	655,639.49	158,547.86	52,270.87	44,321.27	51,645.21	69,706.59	599,522.73	0.00	0.00	1,880,386.65	6,545,973.00	29%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	95,031.48	106,072.60	139,929.18	129,818.32	133,226.60	339,830.32	218,997.01	257,422.20	205,790.42	168,586.74	0.00	0.00	1,794,704.87	6,545,973.00	27%
	95,031.48	106,072.60	139,929.18	129,818.32	133,226.60	339,830.32	218,997.01	257,422.20	205,790.42	168,586.74	0.00	0.00	1,794,704.87	6,545,973.00	27%
GAIN/LOSS:	-53,976.88	-32,755.20	-5,568.55	525,821.17	25,321.26	-287,559.45	-174,675.74	-205,776.99	-136,083.83	430,935.99	0.00	0.00	85,681.78		
NET POSITION:	-53,976.88	-86,732.08	-92,300.63	433,520.54	458,841.80	171,282.35	-3,393.39	-209,170.38	-345,254.21	85,681.78	85,681.78	85,681.78			



Regular Meeting: November 10, 2025

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: November 10, 2025
Subject: Executive Director's Report

Key Central Forest: Partial Closure Still in Effect

The logging work is completed and DNR is now working with the road/trail repair subcontractor beginning first with the east side of the park, before moving to the west side to complete the road repairs and logging road abandonment. DNR has not provided a timeline for the full re-opening of the park.

Community Events

Our final events of the year are December 14th for Santa in the Park in partnership with Key Peninsula Fire. We are also partnering with Evergreen Mountain Bike Alliance on November 15th for Key Pen It Fresh @ 360. This is a requirement of their partnership agreement with Key Pen Parks.

Our outreach staff will be at the Tree Lighting in Key Center on December 7th.

Mobile Office

The permits are approved and we are working to get the subcontractors scheduled and on-site. The grading work will be re-bid. The grading bid will be released the week of November 10th.

Maintenance Updates

Leaf and storm debris removal were the primary tasks this month with more to come as the fall season wraps up. There have been a number of downed trees in the parks and along the trails as the winds have been quite strong thus far. The disc golf course expansion is also getting closer to completion with repairs to existing baskets, adding in pathways via chips and clearing out the trip hazards, with additional work needed on signage, safety railing on one tee pad, moving a basket, and a few other minor improvements.

Other Items of Note

- The 2023-2024 Accountability Audit through SAO is underway.
- Executive Director and Peninsula School District are discussing a possible drone show in Gateway Park as part of their new program.

Attachment 1: Goals List

2025 Budget Goals



completed	✓
good	■
delayed	■
problem	■
not started	■

Professional Services	Status	Target Completion	Responsible Dept/Mgr	Notes
CFP Completion	■	December	Admin/TP	Feedback from Board
ADA for Volunteer Park, Field 2 & 3	■	September	Admin/TP	Working with consultants
Project Manager for 2024 holdover projects	■	December	Admin/TP	Permits and bids for Mobile Office Trailer
Taylor Bay Survey and Grant Clean-Up	■	December	Admin/TP	
Trail Design for Cramer Mc Cracken & Manke East	■	April	Admin/TP	waiting for final RCO approval

Admin/HR	Status	Target Completion	Responsible Dept/Mgr	Notes
2025 Employee Handbook Update	■	June	Admin/TP	delayed due to park complaints
New MW I Position	✓	June	Admin/TP	
New MW II Position	✓	January	Admin/TP	
Partnership MOU with PSD for Outdoor Education	■	June	Admin/TP	delayed by PSD
Safety Gear Purchases	✓	March	Admin/TP	
Uniform Purchases	✓	March	Admin/TP	
Annual Report for SAO	✓	May	Admin/TP	
Employee Appreciation/Recognition	■	November	Both/TP & JK	
Maintain Fiscal Health - Monthly Review of Fin. Report	■	December	Admin/TP	
Timely processing of invoices/payroll	■	December	Admin/TP	

Key Training	Status	Target Completion	Responsible Dept/Mgr	Notes
Directors School - Year 2	✓	March	Admin/TP	Tracey Perkosky, Executive Dir, registered/paid
Resource Management School			Admin/TP	Staff unavailable. Will look at 2026
WRPA Annual Conference	✓	May	Admin/TP	Director and Event Coor. Registered (May)
SAO training for Annual Report	✓	May	Admin/TP	
Confined Space - Maintenance	✓		Maint/JK	Completed. Kreman and Carson
Chain Saw - Maintenance	✓	November	Maint/JK	
Pesticide/Herbicide License	■	November	Maint/JK	
Flagging Card Renewal	✓	September	Maint/JK	No renewals needed. New staff by September
WA Weed Conference for Lead	✓	November	Maint/JK	
Fire Extinguisher Training	✓	August	Admin/TP	
CPR/First Aid Renewal	✓	April	Admin/TP	Scheduled
Certified Playground Safety Inspector (CPSI)	✓	December	Maint/JK	Hoover certified

Maintenance	Status	Target Completion	Responsible Dept/Mgr	Notes
Skatepark fence	■		Admin/TP	No action on project
Gateway Dog Park Trees	✓	March	Admin/TP	
Gateway Parking Lot Replacement Trees	■	October	Maint/JK	Waiting for rains to begin
Gateway Pavillion/Splash Pad Concrete Repairs	■	October	Maint/JK	Some completed before summer. Must now wait
Wayfinding Signage (360 Trails)	■	December	Both/TP & JK	Met with KPFD about signage and Kitsap Count
Volunteer Dugout Repairs	✓	March	Maint/JK	
Wright Bliss Tenant Area Fencing	■	August	Maint/JK	

Wright Bliss Caretaker House Insulation Project		September	Maint/JK	
Taylor Bay Caretaker House concrete repairs		June	Maint/JK	
Volunteer Park Baseball netting repairs	✓	March	Maint/JK	
Spring Prep of Equipment	✓	March	Maint/JK	
2 string trimmers	✓	April	Maint/JK	DES contract avail 6/1
2 backpack blowers	✓	September	Maint/JK	DES contract avail 6/1
1 walk behind edger	✓	April	Maint/JK	DES contract avail 6/1
Equipment Batteries	✓	December	Maint/JK	
Annual Septic Inspections	✓	Per DOH	Maint/JK	
Water Testing (VP)		Monthly/ Nitrate	Maint/JK	
Water Testing (GW)	✓	Bacteria April 2025 / Nitrate Sept 2028	Maint/JK	
Topsoil, seed and fertilizer @ Gateway and Volunteer Fields (x2)	✓	GW: May VP: July & October	Maint/JK	GW completed
Concrete repairs @ Skatepark	✓	May	Maint/JK	
Backflow Testing (Splash Pad, VP Water System)	✓	Splash Pad: September VP Water System: September	Maint/JK	
Chimney Inspections/Cleaning (WB, TB)		August	Maint/JK	
Electric Mast Repair (WB)		December	Both/JK & TP	
Pump out Gateway Park Septic before summer	✓	May	Maint/JK	
Maintain X Implementation	✓	February	Maint/JK	

Capital Projects

	Status			Notes
Roof Replacement (Pitch roof) TB Caretaker			Admin/TP	
Comprehensive Plan Update		December	Admin/TP	
Zeren Acquisition		December	Admin/TP	Seller declined.
Carlson Acquisition	✓	June	Admin/TP	property closed
Gateway Master Plan Update		August	Admin/TP	RFP to go out by end of year
Trailer Installation for Maintenance Team		December	Admin/TP	permits approved, moving forward with sub contracted work
VP ADA Improvements			Admin/TP	
Gateway & Cramer McCracken Trail Construction		October	Admin/TP	on hold pending staff training
Taylor Bay Windows			Admin/TP	
Taylor Bay Heat			Admin/TP	
5 Car Garage Doors, VP Shop, Basement VP Admin Building, Wright Bliss Main House Garage door		September	Admin/TP	
Window replacement (WB Caretaker)			Admin/TP	
Home Playground Installation	✓	June	Admin/TP	
360 Emergency Markers (If volunteer is found)			Admin/TP	Supplies in progress
Maple Hollow Stair and Bank Repair			Admin/TP	

Capital Equipment

	Status			Notes
2 hydraulic lifts for trucks	✓	December	Both/ TP & JK	Purchase order in progress.

1 stand on blower	✓	July	Both/ TP & JK	JK working on quotes
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Outside Partnerships

	Status			Notes
Disc Golf Volunteers		December	Admin/TP	Key Pen Parks to complete work by End of year
EMBA		December	Admin/TP	Unsure on MTB event with staffing turnover
Civic Center Floor Grant	✓	July	Admin/TP	completed
Harbor Wild Watch		March	Admin/TP	
Red Barn	✓	April	Admin/TP	
Farm Tour	✓	May	Admin/TP	
Historical Society	✓	June	Admin/TP	

Events

	Status			Notes
Family Time Tea - May 3	✓	May	Admin/TP	
Kids Concert - June 10	✓	June	Admin/TP	
Solstice Gnomes - June 21	✓	June	Admin/TP	
Family Fun Fest - July 12	✓	July	Admin/TP	
Music in the Park - July 18	✓	July	Admin/TP	
Cinema Under the Stars - August 8	✓	August	Admin/TP	
Cinema Under the Stars - August 15	✓	August	Admin/TP	
Kids Concert August 22	✓	August	Admin/TP	
Cinema Under the Stars - August 29	✓	August	Admin/TP	
KP5K Fun Run - September 20		September	Admin/TP	postponed until April 2026 due to scheduling iss
All Hallows Eve - October 18	✓	October	Admin/TP	
Santa in the Park - December 14		December	Admin/TP	

Maintain Community Presence

	Status			Notes
Livable Community Fair	✓	May	Admin/TP	Registered
Evergreen Trunk or Treat		October	Admin/TP	Weather/Staff Illness caused cancellation
Art Walk	✓	August	Admin/TP	Registered
Key Pen It Merry		December	Admin/TP	



Regular Meeting: November 10, 2025

Item # 11a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: November 10, 2025

Subject: Key Peninsula Sportsman's Club and Consideration of Letter of Support to WA State Parks

Background

During the May 12, 2025, Board of Park Commissioners' regular meeting, the Board reiterated its support for Washington State Parks to acquire the property as it is located directly adjacent and across from the new Haley State Park which is undergoing initial park planning and development. This follows multiple conversations since 2020 with members and supporters of the Key Peninsula Sportsmen's Club regarding the potential transfer of the land, facilities and mobile/manufactured home rental spaces (homes are owned by the residents) to Key Pen Parks, state parks or other suitable entity.

Within the last week, a former Sportsmen's Club board member approached the District, notifying us that the remaining group of residents is once again seeking to divest the property and its financial responsibilities while maintaining their land leases for their mobile/manufactured homes due to the mounting financial pressure.

This property consists of Pierce County tax parcels: 0021233066 and 0021233700. See map in Attachment 1.

Given the Board's past direction on the matter, staff is recommending the submittal of a letter of support to WA State Parks for their acquisition of the property and potential outdoor recreation opportunities on the Key Peninsula. However, if there is interest in potential acquisition, recognizing that the District is not staffed/equipped to handle that amount of rental housing, this is also an opportunity to direct the Executive Director to enter into a study on the housing aspect and begin property negotiations.

Recommended Action: Approve letter of support for WA State Parks to acquire the Key Peninsula Sportsmen's Club property as a portion of Haley State Park.

Attachment 1: Map

Attachment 2: Draft letter of support



- ★ Sportsmen's Club
- ▲ WA State Parks - Haley





KEY PEN PARKS

5514 Key Peninsula Hwy NW, Lakebay, WA 98349
answers@keypenparks.com
253.884.9240

November 10, 2025

Diana Dupuis, Director
Washington State Parks and Recreation Commission
PO Box 42650
Olympia, WA 98504

Letter of Support for State Acquisition of Key Peninsula Sportsmen's Club Property Adjacent to Haley State Park

Dear Ms. Dupuis,

On behalf of the Board of Parks Commissioners for the Key Peninsula Metropolitan Park District, we are writing to express our strong support for Washington State Parks' consideration and potential acquisition of the property currently owned by the Key Peninsula Sportsmen's Club. This property includes Pierce County tax parcels 0021233066 and 0021233700, which are located directly adjacent to and across the street from parcels already owned by Washington State Parks for Haley State Park.

These parcels represent an important and long-standing community asset. For decades, residents and visitors have used this property for outdoor recreation, to enjoy scenic views of Jackson Lake, and to gather for family reunions, weddings, celebrations of life, and other community events in the clubhouse facilities. The site also includes a small parking area that could easily be expanded to serve future visitors to Haley State Park.

Acquiring this property presents a rare and strategic opportunity for the State to expand a developing park while leveraging existing infrastructure to meet growing public demand for outdoor recreation. The existing buildings, parking area, and developed access would provide immediate benefits to park operations and visitor services, supporting greater public use of Haley State Park's trail system while additional improvements and permit reviews are underway with Pierce County.

Beyond its practical advantages, this acquisition aligns with broader statewide goals to expand outdoor recreation opportunities, strengthen local economies, and enhance community well-being. Studies consistently show that investment in outdoor spaces not only improves physical and mental health outcomes but also stimulates local economies by attracting visitors who support nearby businesses. For the Key Peninsula region, this addition would provide significant



KEY PEN PARKS

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economic and quality-of-life benefits, helping to preserve the area's natural character while promoting responsible recreation and environmental stewardship.

The Key Peninsula Metropolitan Park District Board of Commissioners strongly encourages Washington State Parks to pursue this acquisition and would welcome the opportunity to collaborate on planning and community engagement efforts to ensure a seamless integration into the state park system.

Thank you for your consideration and continued partnership in enhancing outdoor recreation opportunities for the residents and visitors of Washington State.

Respectfully,

Linda Parry
President, Board of Park Commissioners

Tracey Perkosky
Executive Director

DRAFT



Regular Meeting: November 10, 2025

Item # 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: November 10, 2025

Subject: Second Public Hearing and Resolution R 2025-08 Adoption of 2026 Budget at Fund Level

Background

The Proposed 2026 Budget includes \$3,852,708 in revenues, \$2,597,958 in operating expenses, \$54,750 in Bond payments, \$1,200,000 for capital projects, and \$1,568,646 in fund balance usage.

Some changes from the draft budget presentation into the 2026 Budget:

- Adjustment of \$6,000 for utilities as mentioned in the Public Hearing on October 7, 2025
- Included \$250,000 in REET2 revenues and \$150,000 in REET2 expenditures (\$100,000 expended in 2025)
- Adjusted Fund Balance usage to account for REET2 revenues
- Park Impact Fee revenue request submitted in 2025, with expenditures required prior to 2031 as part of capital facilities plan.

Some key items include:

- Acquisition costs for Key Center Property in partnership with Food Backpacks 4 Kids
- Consultant assistance with human resources, trails maintenance (EMBA)
- Community Events for 2026
- Includes 2.8% COLA increase for staff (based on August CPI)
- Maintains existing medical and vision coverage at current employee contributions
- New Project Manager position to complete backlog of capital projects, many from previous budget years
- Top dresser and woodchipper equipment purchases
- Gateway Park Master Plan
- Comprehensive Plan Update completion
- Capital Projects: Volunteer Park ADA improvements, Gateway Park/Cramer McCracken Trail Construction, Maple Hollow bluff erosion and stair replacement, Taylor Bay House roof and gutter replacement, Wright Bliss House heat replacement, Mobile Office installation.

Recommended Action: Adopt Resolution R 2025-08 for the 2026 Operating, Bond and Capital Budgets

Attachment 1: Resolution R 2025-08 Adopting the 2026 Annual Budget

Attachment 2: 2026 Budget Summary

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2025-08

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE 2026 ANNUAL BUDGET AT THE FUND LEVEL FOR THE CALENDAR YEAR 2026

WHEREAS, the Executive Director of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) has recommended a balanced budget and estimate of monies required to meet public expenses for the 2026 calendar year; and

WHEREAS, the Clerk of the Board did cause to be published notices on the Key Pen Parks Website on October 2, 2025, and November 6, 2025, that the Board of Park Commissioners of Key Pen Parks would meet on October 7, 2025, and November 10, 2025, giving taxpayers an opportunity to be heard regarding the proposed 2026 Budget; and

WHEREAS, the Board of Park Commissioners did meet at the times specified and offered the opportunity for interested taxpayers, citizens, and residents to comment on the proposed budget as detailed below:

October 7, 2025	Public Hearing on Preliminary 2026 Budget
November 10, 2025	Public Hearing on 2026 Budget
November 10, 2025	Public Hearing on Property Tax Levy; and

WHEREAS, the proposed 2026 Budget, and estimated expenditures set forth in the budget being necessary to provide park and recreation services to the residents of the Key Peninsula during the 2026 calendar year period;

NOW THEREFORE BE IT RESOLVED that the Board of Park Commissioners of Key Pen Parks hereby approves the 2026 Budget in the amount noted in Appendix A at the fund level attached to and incorporated in this resolution.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a Regular Meeting held at Key Peninsula Fire District 16, Station 47, 1921 Key Peninsula Hwy NW, Home, WA, this 10th day of November 2025.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Linda Parry, President

Ed Robison, Vice President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Mark Michel, Member-at-Large

Appendix A

Key Pen Parks 2026 Fund Budget

General Fund Budget Amount: \$2,597,958

G.O. Bond Principal & Interest Amount \$54,750

Capital Program Amount: \$1,200,000

Total: \$3,852,708

2026 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

Time: 14:17:20 Date: 11/05/2025
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001 General Fund

Revenues	Original	Proposed	Difference		Remarks
310 Taxes					
311 10 00 000 Taxes, Real & Personal Property	1,556,322.00	1,585,582.00	29,260.00	101.9%	
313 17 00 000 Taxes, Zoo Trek Excise Tax	275,000.00	275,000.00	0.00	100.0%	
317 20 00 000 Taxes, Leasehold Excise Tax	500.00	500.00	0.00	100.0%	
317 40 00 000 Taxes, Forest Excise Tax	1,000.00	1,000.00	0.00	100.0%	
318 00 00 000 Other Tax (REET)	250,000.00	250,000.00	0.00	100.0%	
310 Taxes	2,082,822.00	2,112,082.00	29,260.00	101.4%	
330 Intergovernmental Revenues					
334 02 70 000 Recreation Conservation Office (RCO)	0.00	0.00	0.00	0.0%	
334 02 70 001 Pierce County Parks Conservation Futures	1,500,000.00	0.00	(1,500,000.00)	0.0%	None
330 Intergovernmental Revenues	1,500,000.00	0.00	(1,500,000.00)	0.0%	
340 Park Fees					
345 00 80 000 PIF (Park Impact Fees)	650,000.00	0.00	(650,000.00)	0.0%	None
347 60 00 003 Program Fees, Programs	1,000.00	4,900.00	3,900.00	490.0%	\$4375 5k run; \$525 Tea
340 Park Fees	651,000.00	4,900.00	(646,100.00)	0.8%	
360 Long Terms					
361 11 00 000 Investment Interest	85,000.00	85,000.00	0.00	100.0%	
362 40 00 004 S&F Rentals, 360 Field / Gateway/ Pavillion	23,000.00	20,000.00	(3,000.00)	87.0%	
362 40 00 005 S&F Rentals, Home Park Picnic Shelter	0.00	0.00	0.00	0.0%	
362 40 00 006 S&F Rentals, Volunteer Park Shelter	0.00	0.00	0.00	0.0%	
362 50 00 001 S&F Rentals, Concessions Building	7,000.00	7,000.00	0.00	100.0%	
362 50 00 002 S&F Rentals, Gateway House Rent Fees	14,400.00	14,400.00	0.00	100.0%	

2026 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

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001 General Fund

Revenues	Original	Proposed	Difference		Remarks
360 Long Terms					
362 50 00 004 S&F Rentals, Sportsfields	10,700.00	11,000.00	300.00	102.8%	KPLL, Soccer, LAX
362 50 00 005 S&F Rental, Taylor Bay Caretaker	9,180.00	9,180.00	0.00	100.0%	
367 00 00 000 Contributions & Donations	500.00	500.00	0.00	100.0%	
367 00 00 001 Event Sponsorship Funds	4,000.00	4,000.00	0.00	100.0%	
367 00 00 051 Rent for Wright Bliss Caretaker	13,500.00	13,500.00	0.00	100.0%	
369 10 00 000 Other Miscellaneous Revenues - Sale Of Scrap And Junk - Other Costs	0.00	0.00	0.00	0.0%	
Allocations					
369 91 00 000 Other Revenue	2,000.00	2,000.00	0.00	100.0%	
369 91 01 000 Usage Of Fund Balance	2,142,371.00	1,568,646.00	(573,725.00)	73.2%	
382 10 00 000 Refundable Deposits	500.00	500.00	0.00	100.0%	
360 Long Terms	2,312,151.00	1,735,726.00	(576,425.00)	75.1%	
Fund Revenues:	6,545,973.00	3,852,708.00	(2,693,265.00)	58.9%	

Expenditures	Original	Proposed	Difference		Remarks
576 Parks					
576 80 10 001 Commissioner Wages	21,413.00	21,413.00	0.00	100.0%	
576 80 10 002 Administrative Wages	320,000.00	528,211.00	208,211.00	165.1%	Proposed: FT Project Manager/Landscape Architect Position
576 80 10 003 Administrative OT	500.00	1,000.00	500.00	200.0%	
576 80 10 004 Park Operations Wages	600,000.00	697,122.00	97,122.00	116.2%	Includes \$75,000 increases after Comp Study
576 80 10 005 Park Operations OT	3,500.00	6,788.00	3,288.00	193.9%	General OT + 1 Special Event (Family Fun Fest)
576 80 10 006 Park Operation Holiday Worked	0.00	2,300.00	2,300.00	0.0%	To open/close or work on holidays, seperate with new OT tax law
576 80 20 001 Commissioner Personnel	2,000.00	2,500.00	500.00	125.0%	
Benefits					
576 80 20 002 Administrative Benefits	145,000.00	188,709.00	43,709.00	130.1%	
576 80 20 004 Park Facilities - Personnel	330,000.00	350,000.00	20,000.00	106.1%	
Benefits					
576 80 20 006 Uniforms/Safety Gear -	2,500.00	9,750.00	7,250.00	390.0%	Replacement uniforms for all Maint; \$250 for safety committee
Personnel Benefits					
576 80 31 001 Office Supplies	6,750.00	8,695.00	1,945.00	128.8%	General supplies plus \$3000 Employee Appreciation
576 80 31 002 Maintenance Supplies	124,150.00	117,550.00	(6,600.00)	94.7%	

2026 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

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001 General Fund

Expenditures	Original	Proposed	Difference		Remarks
576 Parks					
576 80 31 003 Equipment Maintenance	1,500.00	3,500.00	2,000.00	233.3%	
Supplies					
576 80 31 004 Maintenance office Supplies	1,500.00	2,725.00	1,225.00	181.7%	Routine supplies
576 80 31 140 Supplies, Special Events	9,925.00	8,775.00	(1,150.00)	88.4%	
576 80 31 150 Supplies - Volunteer Program	0.00	5,000.00	5,000.00	0.0%	
576 80 32 000 Park Operations Fuel	24,000.00	28,000.00	4,000.00	116.7%	
576 80 35 000 Small & Attractive Assets	8,185.00	18,050.00	9,865.00	220.5%	5k maintenance, \$3k tenant as needed, 3 replacement maintenance laptops, 3 replacement admin laptops, 1 new laptop for PM
Professional Services, Marketing					
576 80 41 000 Professional Services, Marketing	5,200.00	5,470.00	270.00	105.2%	
Professional Services, Consultant					
576 80 41 001 Professional Services, Consultant	35,000.00	75,000.00	40,000.00	214.3%	
Professional Services, Financial					
576 80 41 002 Professional Services, Financial	31,250.00	36,912.00	5,662.00	118.1%	Includes audit due to end of calendar year timing
(Audit, Springbrook)					
Professional Services, Legal					
576 80 41 004 Professional Services, Legal	15,000.00	17,000.00	2,000.00	113.3%	
Administrative Contracted Services					
576 80 41 005 Administrative Contracted Services	19,500.00	48,650.00	29,150.00	249.5%	13k for partners; HR; IT; Occ Health; Background checks
Professional Services, Arborist					
576 80 41 008 Professional Services, Arborist	15,000.00	15,000.00	0.00	100.0%	
Election Costs					
576 80 41 009 Election Costs	25,000.00	14,000.00	(11,000.00)	56.0%	For Nov 2025 Election
Maintenance Contracted Services					
576 80 41 015 Maintenance Contracted Services	24,000.00	30,000.00	6,000.00	125.0%	EMBA
Event Contracted Services					
576 80 41 025 Event Contracted Services	20,600.00	16,660.00	(3,940.00)	80.9%	
Communications, Phones, Internet, Postage					
576 80 42 001 Communications, Phones, Internet, Postage	12,645.00	15,384.00	2,739.00	121.7%	
Travel, Commissioners					
576 80 43 001 Travel, Commissioners	250.00	250.00	0.00	100.0%	
Travel, Admin Staff					
576 80 43 002 Travel, Admin Staff	4,550.00	7,600.00	3,050.00	167.0%	
Travel, Maintenance					
576 80 43 003 Travel, Maintenance	2,950.00	4,900.00	1,950.00	166.1%	
Taxes And Operation					
576 80 44 001 Taxes And Operation	750.00	750.00	0.00	100.0%	
Assessments					
576 80 45 000 Equipment Rental, Admin	1,975.00	2,400.00	425.00	121.5%	Copier lease & copies/toner
576 80 45 001 Equipment Rental Maintenance	14,750.00	12,650.00	(2,100.00)	85.8%	
576 80 45 002 Equipment Rental Events	5,720.00	1,950.00	(3,770.00)	34.1%	
Insurance, General Liability					
576 80 46 000 Insurance, General Liability	67,000.00	67,000.00	0.00	100.0%	
Utility Services, For All Parks					
576 80 47 000 Utility Services, For All Parks	56,275.00	56,774.00	499.00	100.9%	

2026 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

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001 General Fund

Expenditures	Original	Proposed	Difference		Remarks
576 Parks					
576 80 47 001 Utility Services, For Illegal Dumping	1,000.00	1,000.00	0.00	100.0%	
576 80 48 000 Repairs & Maintenance, General Parks	73,860.00	106,985.00	33,125.00	144.8%	
576 80 49 001 Licenses, Permits,Subscriptions Admin	8,945.00	14,289.00	5,344.00	159.7%	
576 80 49 002 Licenses, Permits,Subscriptions Maintenance	8,240.00	9,067.00	827.00	110.0%	
576 80 49 003 Licenses, Permits,Subscriptions Events	4,770.00	7,334.00	2,564.00	153.8%	
576 80 49 004 Other Expenses	2,000.00	2,000.00	0.00	100.0%	
576 80 49 006 Training, Administrative Staff	6,240.00	7,775.00	1,535.00	124.6%	
576 80 49 007 Training, Maintenance Staff	6,625.00	7,570.00	945.00	114.3%	
576 80 49 008 Banking Fees	1,300.00	2,000.00	700.00	153.8%	
576 Parks	2,071,318.00	2,586,458.00	515,140.00	124.9%	
580 Non-Expenditures					
582 10 00 000 Refund Deposits - Other Costs	1,000.00	500.00	(500.00)	50.0%	
Allocations					
589 00 00 999 Payroll Liability Account	0.00	0.00	0.00	0.0%	
589 30 00 000 Other Non-Expenditures - Other Costs Allocations Leasehold	11,000.00	11,000.00	0.00	100.0%	
580 Non-Expenditures	12,000.00	11,500.00	(500.00)	95.8%	
594 Capital Expenditures					
591 76 70 000 G.O. Bond Principal	35,000.00	40,000.00	5,000.00	114.3%	
592 76 83 000 G.O. Bond Interest	16,625.00	14,750.00	(1,875.00)	88.7%	
594 76 61 000 Capital Expenditures/Expenses Land Acquisition	2,270,000.00	240,000.00	(2,030,000.00)	10.6%	Key Center Property
594 76 61 025 Capital Expenditures -PIF (Park Impact Fees)	650,000.00	0.00	(650,000.00)	0.0%	None

2026 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

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001 General Fund

Expenditures	Original	Proposed	Difference	Remarks
594 Capital Expenditures				
594 76 62 001 Capital Improvements Master Planning	185,000.00	150,000.00	(35,000.00)	81.1%
594 76 62 020 Capital Improvements	992,530.00	588,000.00	(404,530.00)	59.2% Adjusted for REET
594 76 62 021 Capital Improvements - Deferred	0.00	0.00	0.00	0.0%
594 76 62 024 Capital Expenditures - REET	250,000.00	150,000.00	(100,000.00)	60.0% Adjusted for REET projects
594 76 63 001 Capital Expenditures/Expenses - KPP Grant	35,000.00	0.00	(35,000.00)	0.0% No grant in 2026
594 76 64 001 Capital Equipment - Maintenance	28,500.00	72,000.00	43,500.00	252.6%
594 76 64 002 Capital Equipment - Events	0.00	0.00	0.00	0.0%
594 76 64 003 Capital Equipment - Admin	0.00	0.00	0.00	0.0%
594 Capital Expenditures	4,462,655.00	1,254,750.00	(3,207,905.00)	28.1%
Fund Expenditures:	6,545,973.00	3,852,708.00	(2,693,265.00)	58.9%
Fund Excess/(Deficit):	0.00	0.00		

2026 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Fund	6,545,973.00	3,852,708.00	(2,693,265.00)	58.9%	6,545,973.00	3,852,708.00	(2,693,265.00)	58.9%
Excess/(Deficit):	6,545,973.00	3,852,708.00	(2,693,265.00)	58.9%	6,545,973.00	3,852,708.00	(2,693,265.00)	58.9%



Regular Meeting: November 10, 2025

Item # 12b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: November 10, 2025

Subject: Public Hearing and Adoption of Resolution R 2025-09 for the Highest Lawful Tax Levy for Collection in Calendar Year 2026

Background

After careful consideration of the budget and expected demand for new recreation services such as acquisition of new parks and open space, development of recreation facilities and programs desired by local residents as identified in Key Pen Parks' Park System Comprehensive Plan that an increase in the regular property tax levy is needed for the 2026 tax year. The dollar amount of the increase over the actual levy amount from the previous year will be a percentage increase of 0.6533% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred, and refunds made.

Recommended Action: Adopt Resolution R 2025-09 for the Highest Lawful Tax Levy for Collection in Calendar Year 2026

Attachment 1: Resolution 2025-09 Adoption of the Highest Lawful Property Tax Levy for Collection in Calendar Year 2026

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2025-09
RCW 84.55.120

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE HIGHEST LAWFUL PROPERTY TAX LEVY FOR COLLECTION IN CALENDAR YEAR 2026

WHEREAS, the Board of Park Commissioners of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) has met and considered its budget for the calendar year 2026; and,

WHEREAS, Key Pen Parks’ actual levy amount from the previous year was \$1,556,320.95; and,

WHEREAS, the population of the District is more than 10,000.

NOW THEREFORE BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$10,166.68 which is a percentage increase of 0.6533% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred, and refunds made.

RESOLVED by the Board of Park Commissioners that Key Pen Parks protects future levy capacity available in future years pursuant to RCW 84.55.092 and as otherwise permitted by law. Further the Board of Park Commissioners has determined that the Executive Director shall have authority to modify the highest lawful levy amount in this resolution, if necessary, to match new figures to be supplied by the Pierce County Assessor in December 2025 by his or her sole signature.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a Regular Meeting held at Key Peninsula Fire District 16, Station 47, 1921 Key Peninsula Hwy NW, Home, WA, held this 10th day of November 2025.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Linda Parry, President

Ed Robison, Vice President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Mark Michel, Member-at-Large