



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

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

December 12, 2022

7:00 PM – Regular Meeting

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

Public Comment is available in person or via Zoom by calling (253) 253 215 8782 with  
Meeting ID: 848 2752 0610 Passcode: 709589

Hybrid Meeting may be available but not guaranteed due to technology  
<https://us06web.zoom.us/j/84827520610?pwd=K2NvRWE1TmQ4VEQ2MWMwUFdvUzVQdz09>

Members of the Board of Park Commissioners

Mark Michel, President

Linda Parry, Vice President

Shawn Jensen, Member-at-Large

Kip Clinton, Clerk

Ed Robison, 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 - none**

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

*PUBLIC PARTICIPATION IN BOARD MEETINGS – Anyone may address any resolution for final consideration the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker. Questions must be directed to the President.*

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

**7. Approval of the Minutes**

- a. Regular Meeting of October 10, 2022 (pending)
- b. Regular Meeting of November 14, 2022 (pending)

**8. Financial Report**

- November's report will be presented in January due to medical leave of Fiscal Specialist

**9. Executive Director's Report**

**10. Board Committee and Advisory Council Reports**

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

**11. Board President's Report**

**12. Unfinished Business**

- a. None

**13. New Business**

- a. Approval of R 2022-06 2023 Wage Matrix for 2023 which Includes Cost-of-Living Adjustment (COLA)
- b. First Round of Nominations for Board Elections
- c. Review of Park and Facility Naming Policy

**14. Other minor matters**

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

**16. Next Regular Meeting January 9, 2023**

**17. Adjournment**



Meeting: December 12, 2022

Item # 7

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive  
Director Date: December 12, 2022  
Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from the Regular Meetings on October 10, 2022 and November 14, 2022.

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from the October 10, 2022, Regular Meeting (forthcoming)

Attachment 2: Minutes from the November 14, 2022, Regular Meeting (forthcoming)



Regular Meeting: December 12, 2022

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: December 12, 2022  
Subject: Executive Director's Report

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The week of snowy weather was beautiful but also busy to keep the walking areas free of snow/slush as well as keep the branches/tree debris off the trails. The wet snow brought down one medium size tree in 360 which staff cleared with a chain saw, and then several smaller trees in both 360 Trails and Key Central Forest. Sunday's snow – which varied greatly over the KP – brought about 2 inches to Gateway Park but only about an inch plus more rain to Volunteer Park. Close to sunset at about 4:15 PM or so, 4 cars drove up the rubber track near the special events gate and then began riding/doing donuts near the berm/septic area. They only got in a run or two, before the Executive Director chased them out of the park, however not before getting in one last run in the stormwater/multi-purpose field. Staff has blocked the two areas with ecology blocks, but we may start closing the gates earlier in the event of snow to avoid park damage. This is unfortunate for all who enjoy the parks responsibly.

The snow also impacted Letters to Santa and the KPBA tree lighting – the last few years we had over 100 kids come to the event but much fewer this year. A few folks stopped at the Fire Station to see if the event was still happening and were shocked with the weather that it was. We are grateful for the community partnership with the Fire Department who will be passing out the rest of the craft bags during the Santa Run's. This year's event featured a few paper crafts plus a candy cane reindeer to either make at the event while waiting for the tree lighting or take and make at home. We passed out about 25 bags onsite and the group rushed outside for the tree lighting which occurred earlier than scheduled at 4:15 PM.

On the positive side, the snow/rain is helping the trails at 360 and staff is beginning to focus on identifying drainage issues and fix ruts. Some initial work was done on the three trails near Instant Larry to repair potholes and ruts during the first week of December with more to come during the month. Fencing repairs are also underway on the trails. Leaf removal was the primary focus of maintenance staff in mid to late November as the trees dropped later this year. The Executive Director will be reaching out to Evergreen MTB for some trail volunteer parties as soon; this was delayed by illness.

Soccer is now completed and the fields (as soon as the weather complies) will be getting additional work ahead of winter/spring baseball.

Event preparation is underway for next year as well as capital project planning. A new Office Coordinator is finishing the final steps of the employment offer and has anticipated start date of December 16<sup>th</sup>. Parks & Facilities Manager interviews are underway. The new positions will be posted soon as well as the PT Night Custodian position as Ian Downen's last day was December 3<sup>rd</sup>. We thank him for his service.



Meeting: December 12,  
2022 Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 12, 2022

Subject: Approval of Resolution R 2022-06 Wage Matrix for 2023 and authorize commensurate increase for remaining seasonal employee

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### **Background**

With R 2019-08, the Board of Park Commissioners approved an update to the Employee Handbook which included the ability to provide cost of living adjustments (COLA) to the wage matrix.

“Key Pen Parks will provide cost of living adjustments for full time staff based upon CPI as provided by the United States Department of Labor (Bureau of Labor Statistics). These adjustments will be made starting with the March 1<sup>st</sup> pay period, will be based on the October to October data which is released in November of the preceding year Consumer Price Index (CPI) for Seattle, Tacoma, and Bellevue (King, Pierce, & Snohomish counties) and shall never result in a decrease in pay.”

During the February 14, 2022, Regular Meeting, the timeline for COLA was adjusted via Board vote to begin January 1<sup>st</sup> annually commencing with the 2023 calendar year.

The October 2021 to October 2022 CPI for Seattle, Tacoma, and Bellevue was 8.9%. This amount was included in the 2022 Annual Budget. On January 1, 2023, the WA Minimum Wage increases to \$15.74 per hour.

The attached Wage Matrix reflects the 8.9% increase for full and part-time employees. There will be one remaining seasonal employee through the end of January 2023 (6-month position) before the seasonal positions are phased out, and it is recommended that his hourly wage be raised by 8.9% to be commensurate with the COLA given to permanent staff.

This increase is effective January 1, 2023.

**Recommended Action:** Approve Resolution R 2022-06 and authorize an 8.9% increase for the one remaining seasonal employee.

**Attachment 1:** Resolution R 2022-06 2023 Wage Matrix, adjusted for COLA

Key Peninsula Metropolitan Park District  
Dba Key Pen Parks



**Resolution No R 2022-06**

**A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE 2023 WAGE MATRIX INCLUDING COST OF LIVING ADJUSTMENT**

**WHEREAS**, the Board of Park Commissioners of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) did previously via Resolution R 2019-08 included in the Employee Handbook the ability to provide annual Cost of Living Adjustments (COLA) for employees using the October-to-October data for the Consumer Price Index (CPI) for Seattle, Tacoma, Bellevue (King, Pierce & Snohomish counties); and

**WHEREAS**, during the February 14, 2022, the Board of Park Commissioners Meeting did approve to change the COLA effective date from March 1<sup>st</sup> to January 1<sup>st</sup> beginning with the 2023 calendar year; and

**WHEREAS**, on the United States Bureau of Labor Statistics did publish the October-to-October annual data for CPI indicating an 8.9% increase; and

**WHEREAS**, the Board of Park Commissioners did adopt via Resolution R 2022-04 Annual Budget at Fund Level for 2023 which included the COLA.

**NOW THEREFORE BE IT RESOLVED** by the Board of Park Commissioners of Key Pen Parks to adopt the 2023 Wage Matrix (Exhibit “A”) which shall be included in the Employee Handbook as an appendix.

**PASSED AND ADOPTED** by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at the Home Fire Station (No. 47), 1920 Key Peninsula Hwy NW, Lakebay, WA, this 12<sup>th</sup> day of December 2022.

Attest:

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

\_\_\_\_\_  
Mark Michel, President

\_\_\_\_\_  
Linda Parry, Vice President

\_\_\_\_\_  
Kip Clinton, Clerk

\_\_\_\_\_  
Shawn Jensen, Member-at-Large

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Ed Robison, Member-at-Large

Exhibit "A"

2023 HOURLY WAGE MATRIX FOR PERMANENT EMPLOYEES



Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
D	\$16.56	\$17.05	\$17.56	\$18.09	\$18.63	\$19.19	\$19.77	\$20.36	\$20.97	\$21.60
E	\$18.21	\$18.76	\$19.32	\$19.90	\$20.50	\$21.11	\$21.75	\$22.40	\$23.07	\$23.76
F	\$20.03	\$20.63	\$21.25	\$21.89	\$22.55	\$23.22	\$23.92	\$24.64	\$25.38	\$26.14
G	\$22.04	\$22.70	\$23.38	\$24.08	\$24.80	\$25.55	\$26.31	\$27.10	\$27.92	\$28.75
H	\$24.24	\$24.97	\$25.72	\$26.49	\$27.28	\$28.10	\$28.94	\$29.81	\$30.71	\$31.63
I	\$26.66	\$27.46	\$28.29	\$29.14	\$30.01	\$30.91	\$31.84	\$32.79	\$33.78	\$34.79
J	\$29.33	\$30.21	\$31.12	\$32.05	\$33.01	\$34.00	\$35.02	\$36.07	\$37.16	\$38.27
K	\$32.26	\$33.23	\$34.23	\$35.26	\$36.31	\$37.40	\$38.53	\$39.68	\$40.87	\$42.10
L	\$35.49	\$36.56	\$37.65	\$38.78	\$39.94	\$41.14	\$42.38	\$43.65	\$44.96	\$46.31
M	\$39.04	\$40.21	\$41.42	\$42.66	\$43.94	\$45.26	\$46.62	\$48.01	\$49.45	\$50.94
N	\$42.94	\$44.23	\$45.56	\$46.93	\$48.33	\$49.78	\$51.28	\$52.82	\$54.40	\$56.03
O	\$47.24	\$48.66	\$50.11	\$51.62	\$53.17	\$54.76	\$56.40	\$58.10	\$59.84	\$61.63
P	\$51.96	\$53.52	\$55.13	\$56.78	\$58.48	\$60.24	\$62.04	\$63.91	\$65.82	\$67.80
Q	\$57.16	\$58.87	\$60.64	\$62.46	\$64.33	\$66.26	\$68.25	\$70.30	\$72.41	\$74.58
R	\$62.87	\$64.76	\$66.70	\$68.70	\$70.76	\$72.89	\$75.07	\$77.33	\$79.65	\$82.04
S	\$69.16	\$71.24	\$73.37	\$75.57	\$77.84	\$80.18	\$82.58	\$85.06	\$87.61	\$90.24
T	\$76.08	\$78.36	\$80.71	\$83.13	\$85.63	\$88.19	\$90.84	\$93.57	\$96.37	\$99.26

Adopted R2022-06

Effective January 1, 2023: Adjusted each year to include CPI.

WA Minimum Wage for Hourly Workers in 2023 is \$15.74/hr

WA Minimum Exempt Wages in 2023 \$65,484

Note: For 2023 CPI is 8.9% based on October 2022 CPI number.  
[https://data.bls.gov/timeseries/CUURS49DSA0&output\\_view=pct\\_12mths](https://data.bls.gov/timeseries/CUURS49DSA0&output_view=pct_12mths)



Regular Meeting: December 12, 2022

Item # 13c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 12, 2022

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

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### **Background**

Per Article II, Section 2 of the Adopted By-Laws:

Nomination of the officers shall be at the last regular Board meeting in the prior calendar year and at the first regular Board meeting in the new calendar year. Election of the officers shall be at the first regular Board meeting in the new calendar year upon which the newly elected officers shall immediately take office upon the conclusion of the voting by the Board of Park Commissioners. The term of office for all officers shall be for the subsequent twelve (12) months as required by RCW 35.61.120 and they shall continue in office until his or her successor is elected. Officers may, at the discretion of the Board, hold their respective offices for successive terms.

**Recommended Action:** Nominate Board of Park Commissioners Officers for voting and installation in January





Meeting: December 12,  
2022 Item # 13c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 12, 2022

Subject: Review of Existing Park and Facility Naming Policy and Direction on Next Steps for Possible Amenity Naming

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### **Background**

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

The policy was adopted in 2012 and offered criteria for park or facility naming:

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

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

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

This public request also aligns with a current park need – to name all of the trails within our system to help support map locations but also identifying park maintenance needs.

**Recommended Action:** Provide direction on next steps for policy revisions or to solicit public input for park or facility naming.

**Attachment 1:** Park and Facility Naming Policy

Key Peninsula Metropolitan Park District  
Db a Key Pen Parks



Resolution No R 2012-07

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

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


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

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

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

Attest:

  
\_\_\_\_\_  
Greg Anglemyer, President

  
\_\_\_\_\_  
Kip Clinton, Clerk

  
\_\_\_\_\_  
Mark Michel, Member at Large

Key Pen Parks  
Board of Commissioners  
Pierce County, Washington

  
\_\_\_\_\_  
Bill Trandum, Vice-President

  
\_\_\_\_\_  
Edward Robison, Member at Large

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

## Park and Facility

### 1.0 PURPOSE:

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

### 2.0 POLICY:

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

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

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

### 3.0 PROCEDURES:

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