



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

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA  
December 13, 2021

7:30 PM – Regular Meeting

<https://us06web.zoom.us/j/82280665457?pwd=WXJlQmVjR3l0K3lQNGwrNF1OUUnhnQT09>

Meeting ID: 822 8066 5457    Passcode: 527955

Members of the Board of Park Commissioners

Ed Robison, President

Shawn Jensen, Vice President

Mark Michel, Member-at-Large

Kip Clinton, Clerk

Linda Parry, Member-at-Large

**Regular Meeting – 7:30 PM**

**1. Call to Order**

**2. Roll Call**

Present    Excused    Comment

- a. Ed Robison
- b. Shawn Jensen
- c. Mark Michel
- d. Kip Clinton
- e. Linda Parry

**3. Pledge of Allegiance**

**4. Approval of Agenda**

**5. Special Presentations**

- a. Safe Swim Gig Harbor

- 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. September 23, 2021 Special Meeting (forthcoming)

**8. Financial Report**

- a. November 2021 Financial Report

**9. Executive Director's Report**

**10. Board Committee 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. Receive and file report on updated Internal Controls  
b. Section of Commissioners to attend Parks & Great Outdoors Legislative Day  
c. First Round of Nominations for Board Elections

**14. Other minor matters**

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

**16. Next Regular Meeting January 10, 2022**

**17. Adjournment**



Meeting: December 13, 2021

Item # 7a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 13, 2021

Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from the Special Meeting on September 23, 2021.

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from the Special Meeting on September 23, 2021(forthcoming)



Meeting: December 13, 2021

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: December 13, 2021

Subject: Approval of Finances

**Background**

This report includes a summary of the financial information from November 2021 for Board approval.

November 2021 Financial Report

Total expenditures \$75,438.70

- Accounts Payable \$35,919.47 Check # 1907 – 1932  
- \$237.72 Stop payment on lost check (1880 from 10-7-2021)
- Payroll/Benefits , \$39,638.12 EFT's
- Pierce County Claim \$ 0 EFT's
- Petty Cash \$0 Cash
- Bank service fees \$118.83 EFT's

Total Revenue \$121,386.46

- Other Revenues \$2,838.81
- Zoo Trek \$23,684.80
- Property Tax \$94,502.10
- Investment \$135,33
- Leasehold Excise \$225.42
- Timber Excise Tax \$0
- Sale of Tax Title Property \$0

# TREASURER'S REPORT

## Fund Totals

Key Peninsula Metro Parks District

11/01/2021 To: 11/30/2021

Time: 13:42:21 Date: 12/06/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,337,285.62	121,386.46	75,438.70	4,383,233.38	2.70	0.00	0.00	4,383,236.08
	4,337,285.62	121,386.46	75,438.70	<u><u>4,383,233.38</u></u>	2.70	0.00	0.00	<b>4,383,236.08</b>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

11/01/2021 To: 11/30/2021

Time: 13:42:21 Date: 12/06/2021

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	82,046.40	2,838.81	81,325.43	3,559.78	0.00	0.00	3,559.78
2 First Citizens Payroll	30,935.67	36,638.11	39,638.12	27,935.66	0.00	0.00	27,935.66
3 Pierce County	4,174,270.85	199,754.25	74,357.78	4,299,667.32	0.00	0.00	4,299,667.32
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	49,859.62	37,957.39	35,919.47	51,897.54	0.00	2.70	51,900.24
Total Cash:	4,337,285.62	277,188.56	231,240.80	4,383,233.38	0.00	2.70	<b>4,383,236.08</b>
	4,337,285.62	277,188.56	231,240.80	<u>4,383,233.38</u>	0.00	2.70	<b>4,383,236.08</b>

**TREASURER'S REPORT**  
**Outstanding Vouchers**

Key Peninsula Metro Parks District

As Of: 11/30/2021 Date: 12/06/2021  
 Time: 13:42:21 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	850	11/04/2021	Claims	5	1910	EPIC Business Essentials	2.70	Balance of Invoice S100438053 not paid.
							2.70	

Fund	Claims	Payroll	Total
001 General Fund	2.70	0.00	2.70
	2.70	0.00	2.70

**TREASURER'S REPORT**

**Signature Page**

Key Peninsula Metro Parks District

11/01/2021 To: 11/30/2021

Time: 13:42:21 Date: 12/06/2021

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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



## RECEIPT REGISTER

Key Peninsula Metro Parks District

11/01/2021 To: 11/30/2021

Time: 13:05:31 Date: 12/06/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo	
859	11/03/2021	Tr Rec	1510	1214	1	The Snack Shack	340.00	Concession building rent and electric for November 2021	
860	11/03/2021	Tr Rec	1511	1215	1	Key Peninsula Historical Society	100.00	Storage unit at Gateway Park from July 2021 to July 1 2023	
861	11/03/2021	Tr Rec	1512	1216	1	Kyle Armstrong	764.20	Taylor Bay Caretaker rent for November 2021	
862	11/04/2021	Tr Rec	1513	1217	1	Tracey L Perkosky	1,301.80	Gateway House rent for November 2021	
900	11/19/2021	Tr Rec	1514	1218	1	Department of Revenue	332.81	Refund on overpayment of Leasehold tax penalty. penalty was charged at a higher rate then the 5%.	
926	11/30/2021	Tr Rec	1515		3	Pierce County Budget and Finar	94,502.10	Property Tax of \$92,113.62 and Delinquent year of \$2,388.48.	
927	11/30/2021	Tr Rec	1516		3	Pierce County Budget and Finar	23,684.80	Zoo Trek	
928	11/30/2021	Tr Rec	1517		3	Pierce County Budget and Finar	225.42	Leasehold Excise Tax	
929	11/30/2021	Tr Rec	1518		3	Pierce County Budget and Finar	135.33	Investment Interest	
							310 Taxes	118,412.32	
							360 Long Terms	2,974.14	
							001 General Fund	121,386.46	
							<b>121,386.46</b>		

## November 2021 Expenditures

Key Peninsula Metro Parks District

Time:

12:47:38 Date: 12/06/2021

11/01/2021 To: 11/30/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Employee Paycheck	834	11/10/2021	Payroll	2	1,801.43	
EFT Employee Paycheck	835	11/10/2021	Payroll	2	260.74	
EFT Employee Paycheck	836	11/10/2021	Payroll	2	1,520.23	
EFT Employee Paycheck	837	11/10/2021	Payroll	2	352.91	
EFT Employee Paycheck	838	11/10/2021	Payroll	2	1,235.91	
EFT Employee Paycheck	839	11/10/2021	Payroll	2	1,353.28	
EFT Employee Paycheck	840	11/10/2021	Payroll	2	2,209.67	
EFT Employee Paycheck	841	11/10/2021	Payroll	2	1,362.77	
EFT Employee Paycheck	842	11/10/2021	Payroll	2	1,542.22	
EFT EFTPS	875	11/12/2021	Payroll	2	4,449.21	
EFT WA State Department of Retiremen	876	11/12/2021	Payroll	2	5,331.32	
EFT EFTPS	899	11/18/2021	Payroll	2	4,779.51	
EFT United Concordia	901	11/19/2021	Payroll	2	492.30	
EFT Employee Paycheck	883	11/24/2021	Payroll	2	1,983.23	
EFT Employee Paycheck	884	11/24/2021	Payroll	2	1,388.49	
EFT Employee Paycheck	885	11/24/2021	Payroll	2	118.21	
EFT Employee Paycheck	886	11/24/2021	Payroll	2	711.02	
EFT Employee Paycheck	887	11/24/2021	Payroll	2	1,317.59	
EFT Employee Paycheck	888	11/24/2021	Payroll	2	1,476.78	
EFT Employee Paycheck	889	11/24/2021	Payroll	2	118.21	
EFT Employee Paycheck	890	11/24/2021	Payroll	2	118.21	
EFT Employee Paycheck	891	11/24/2021	Payroll	2	2,209.67	
EFT Employee Paycheck	892	11/24/2021	Payroll	2	1,207.77	
EFT Employee Paycheck	893	11/24/2021	Payroll	2	1,689.03	
EFT Employee Paycheck	894	11/24/2021	Payroll	2	608.41	
Total Checks:					39,638.12	

Key Peninsula Metro Parks District

**STOP PAYMENT RECORD**

Tax Year: 2021  
Transaction: 881  
Date: 11/16/2021  
Amt: 237.72

Year	Trans	Date	Acct #	War #	Claimant	Amount	Memo
2021	754	10/07/2021	Claims	5	1880	265 Veronica L Grandt	237.72 Mileage for Grandt, Veronica September 2021 and covid test/toll reimbursement.
						576 80 41 005 Professional Services, Contracted Services	175.00
						576 80 43 002 Travel, Staff	62.72
<b>001 General Fund</b>						<b>237.72</b>	

*[Signature]*  
11-16-2021  
*Theresa Penhale*  
11/16/21

## November 2021 Payroll Expenditures

Key Peninsula Metro Parks District

Time: 12:48:26 Date: 12/06/2021

11/01/2021 To: 11/30/2021

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
211102001	PEBB Health Insurance	847	11/04/2021	Payroll	5	4,529.34	
211103001	CenturyLink	848	11/04/2021	Claims	5	108.52	Internet and phone charges for Gateway Park
211103002	Copiers Northwest	849	11/04/2021	Claims	5	90.99	Copies used as per contract.
211103003	EPIC Business Essentials	850	11/04/2021	Claims	5	2.70	Balance of Invoice S100438053 not paid.
211103004	Gleason Timothy J	851	11/04/2021	Claims	5	126.00	Mileage log for Oct 2021, Gleason, Timothy Jacob
211103005	Grandt Veronica L	852	11/04/2021	Claims	5	165.20	Mileage log for Oct 2021, Grandt Veronica
211103006	Madrona Law Group PLLC	853	11/04/2021	Claims	5	1,409.00	Professional Services regarding Easement issues, personal handbook, lease agreement for concession building.
211103007	Peninsula Light Company	854	11/04/2021	Claims	5	1,072.86	Electric charges for Gateway Park, Home Park, Taylor Bay, Volunteer Park, shop and field lights
211103008	PlayCreation	855	11/04/2021	Claims	5	215.77	Items to repair teater- totter at Gateway Park
211103009	Purdy Topsoil and Gravel LLC	856	11/04/2021	Claims	5	83.08	3 tons 3/4 minus black rock
211104001	Carson Nikolas C	863	11/10/2021	Claims	5	100.00	Employee reimbursment for boots
211104002	D.M. Recycling Co	864	11/10/2021	Claims	5	123.75	Recycle services at Gateway Park
211104003	Grandt Veronica L	865	11/10/2021	Claims	5	237.72	Reimbursment for mileage and covid test reissue of check 1880
211104004	H.D. Fowler	866	11/10/2021	Claims	5	421.07	12" 16 ga galvanized steel cmp culvert
211104005	Key Peninsula Historical Society	867	11/10/2021	Claims	5	1,250.00	Second half of annual service contract
211104006	Murreys Disposal Company	868	11/10/2021	Claims	5	558.50	Garbage services for Volunteer Park and Gateway Park
211104007	PCRCO, LLC	869	11/10/2021	Claims	5	387.55	Garbage dump run for harvest festival and 5 car cleanout
211104008	Pierce County Finance	870	11/10/2021	Claims	5	15,006.00	8-3-21 primary election cost
211104009	Purdy Topsoil and Gravel LLC	871	11/10/2021	Claims	5	44.53	Premium lawn mix
211104010	US Bank	872	11/10/2021	Claims	5	6,557.83	Fuel, maintenance supplies, all hallows eve supplies, volunteer supplies, training tractor battery,compressor rental,background checks, stamps, graphic and fonts for marketing
211104011	Verizon Wireless	873	11/10/2021	Claims	5	400.10	Cellphones for all employees
211104012	Wood Susan A	874	11/10/2021	Claims	5	50.00	Reimbursement for boot allowance
211107001	H.D. Fowler	895	11/18/2021	Claims	5	711.49	12" aluminum trash rack rolled outlet for Gateway field drainage.
211107002	State Auditors	896	11/18/2021	Claims	5	1,967.94	Accountability audit and local common systems fee
211107003	Washington Water Service Company	897	11/18/2021	Claims	5	128.68	Gateway Park water usage
211107004	Wave Broadband	898	11/18/2021	Claims	5	170.85	Internet and phone at Volunteer Park
Total Checks:						35,919.47	

*- 237.72 from void check  
written in October 2021  
and Repaid this month*

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 13:06:25 Date: 12/06/2021

11/01/2021 To: 11/30/2021

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
<b>924</b>	<b>11/30/2021</b>	<b>11/30/2021</b>	<b>1</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>79.00</b>	<b>Bank service fees.</b>
	576 80 49 003	Banking Fees		001	General Fund			79.00	Bank service fees.
<b>925</b>	<b>11/30/2021</b>	<b>11/30/2021</b>	<b>1</b>		<b>Ser Chge</b>		<b>Credit card processing fee</b>	<b>39.83</b>	<b>Credit card processing fee</b>
	576 80 49 003	Banking Fees		001	General Fund			39.83	Credit card processing fee
	Records Printed:		2						
							Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	118.83	
							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	118.83	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	118.83	0.00	0.00	0.00



Regular Meeting: December 13, 2021

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: December 13, 2021  
Subject: Executive Director's Report

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During the past month, Event Coordinator Grandt has successfully put on another Letters to Santa event in partnership with the Fire Department. There was a non-stop line of cars and smiling kids' faces to visit with Santa and Mrs. Claus. There were over 40 cars which came through the drive through area. There were no complaints or comments on why it was a drive through versus an "in person" event. All kids received a bag of candy and a candy cane after their visit with Santa. Key Pen Parks added some outdoor decorations to help get the festive spirit going before entering the decorated bay of the Fire Department in Key Center. The Letters are shared with the Post Office who helps deliver them. Many of the kids used the new downloadable templates that were on the Key Pen Parks website.

The Winter Solstice Walk/Run/Ride event is coming on Saturday December 18<sup>th</sup>. This is the same night as the Lighted Parade in Home. As of the writing of this report there are 6 sign-ups. Event Coordinator Grandt has posted notices on Facebook, the Website, local community boards and park kiosks. Commissioner Michel has also hung posters at local mountain bike related businesses. More sign-ups are needed in order to move forward with the event – as a note, it is weather dependent therefore rain/snow will also cause a cancellation. This is a night time walk or ride on the main loop of 360 with cocoa to follow. Both this event and Letters to Santa were recently discussed along with other holiday events on the HarborChat radio show which is also livestreamed on Facebook.

There is a tentative schedule for Key Pen Parks events in 2022. It is:

March 19 - Spring Fun Run, Walk or Ride 5K  
April 16 - Kid's Easter Egg Hunt  
April 30 - Park Appreciation Day  
May 7 - Mom & Me Tea  
May 21 - 360 Trails Raffle Ride  
June 18 - Makers Market  
July 9 - Family Fun Fest  
August 5, 12, 19, & 26 - Cinema Under the Stars  
October 22 - All Hallows Eve  
December 4 - Letters to Santa

The volunteer events after getting a good turnout, have dwindled due to weather. The public will sign up and then cancel as the date draws near citing the rain/cold. We are still having the December 18<sup>th</sup> work party at 360, unless the same situation occurs and then taking a short break with work parties starting again in March 2022. The first Bird Walk with volunteer Chris Rurik had 11 folks attend! The next one is New



Year's Day. The mountain bike group led by Bret Humpries is still doing regular maintenance on the mountain bike only trails.

There was a small incidence of dumping at Rocky Creek this month, as well as a full dumpster at Gateway which was not properly secured. It is now locked to avoid further issues. The lock box for the Key Central Forest gate was ripped off and opened. In place of a new lock box and key, there is now a combo lock on the gate which uses the same code previously used on the lock box. Additional signage is on order regarding valuables in cars – these replace damaged ones, and cameras were installed to help get video of any issues in the parking lot area. The Sheriff is making additional rounds in our facilities to help prevent future vandalism.

The dog park re-opened on Friday, 12/3, although there is some additional work that needs to be completed outside the fence -- some of which will wait until Spring to level the ground, plant grass seed, etc. The dog park is drier except for the wetland area so in the future it might make sense to remove the park from the wetland area . Additional work will also be done near the splash pad bubbler in the spring such as removing the nearby vegetation and laying down some river rock. The smallest amount of debris can cause a back-up and reduce water flow into the stormwater structure. Staff is also seeking quotes on a cleanout of the storm water system. It is best practice to clean it out every two years and no maintenance has been done on it since construction in Phase 1.

The audit is also underway with multiple document requests. Many of these take extra time since the historical files are not electronically searchable and often not named in an obvious way. The plus side of this research and document digging is that I learned that I was using the purchasing policy from 2014 and not the most current one from 2019. The earlier policy had greater requirements so there are no negative audit impacts for 2021 and beyond however it was more time consuming. The use of the new policy will, however, allow for greater staff efficiency. As a result of the ongoing audit and some timely emails from the State Auditor's Office (SAO), the Fiscal Specialist and Executive Director are reviewing several "checklists" from the SAO on internal controls for accounts payable, payroll, and more. This will be an ongoing process to check and update our work. The internal controls are often challenging for small organizations however the addition of Coordinator Gleason has helped by adding another person into the processes. These checklists will also allow us to make changes throughout the year as needed.

Happy holidays!



Regular Meeting: December 13, 2021

Item # 13a

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: December 13, 2021  
Subject: Report on Current Internal Controls

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### **Background**

During the District's risk assessment interviews with the State Auditor's Office (SAO) in November, there was some discussion on improvements to our internal control processes.

An internal control is a process designed by stakeholders aimed at providing reasonable assurance on the reporting, operations and compliance of an organization such as for accounting, asset management and similar areas where a fraud risk occurs, as well as policy compliance. While these are designed internally, the SAO also provides checklists to help guide governments in creating and implementing good internal controls for fraud management.

Staff will give a presentation on the changes in the District's internal controls. This report will become a regular annual report to the Board.

**Recommended Action:** Receive and file report





Regular Meeting: December 13, 2021

Item # 13b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 13, 2021

Subject: Selection of Commissioners to Attend Parks & Great Outdoors Legislative Day

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### **Background**

Annually, the WA Recreation and Park Association (WRPA) and the WA Wildlife and Recreation Coalition (WRC) host the Parks & Great Outdoors Legislative Day. In 2022, it is on January 20<sup>th</sup> via Zoom. There are also two optional training days on January 6<sup>th</sup> regarding the parks sales tax initiative and Leg Day 101 on January 10.

The Executive Director will be participating in this year's event and would like to extend an invitation to any Commissioner who would like to participate. If there is a quorum, then it becomes a public meeting and therefore no more than 2 Commissioners is recommended. In January, the Board will review the messages for Key Pen Parks.

**Recommended Action:** Select any Commissioner who is interested in attending the January 20<sup>th</sup> Parks & Great Outdoors Legislative Day with the Executive Director.



Regular Meeting: December 13, 2021

Item # 13c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: December 13, 2021

Subject: Nomination of Officers for Board of Park Commissioners in 2021

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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