



Meeting: February 14, 2022

Item # 8a

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Via: Laura Armstrong, Fiscal Specialist
Date: February 14, 2022
Subject: Approval of Finances

Background

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

January 2022 Financial Report

Total expenditures \$88,033.25

- Accounts Payable \$41,823.29 Check # 1968 -1971 Void due to printing error
Check # 1972 to 2002
- Payroll/Benefits , \$46,125.96 EFT's
- ~~Pierce County Claim — \$ 11,200.00 — EFT's-(Included in error from December report)~~
- Petty Cash \$0 Cash
- Bank service fees \$ 84.00 EFT's (Corrected from typo of \$80)

Total Revenue \$36,595.18

- Other Revenues \$8,828.05
- Zoo Trek \$22,379.30
- Property Tax \$5,240.30
- Investment \$147.53
- Leasehold Excise \$.0
- Timber Excise Tax \$0
- Sale of Tax Title Property \$0

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

P.O. Box 70, Lakebay, WA. 98349

253-884-9240 and answers@keypenparks.com

Board Meeting Minutes

Monday, January 10, 2022

This public meeting was a digital Zoom meeting due to Washington State's COVID-19 "Stay Home, Stay Healthy" mandate.

The regular public Zoom meeting of Monday, January 10, 2022, was preceded by a 6:30 PM Study Session. The 6:30 Study Session was called to order by Executive Director Perkosky at 6:30 PM. Present for Key Pen Parks were Commissioners Parry, Jensen, Clinton, Michel and Robison and Executive Director Perkosky. Citizens present for the study session were Eileen Kieffer of Madrona Law Group (legal counsel for Key Pen Parks), Stan Moffett, and Sami Jensen. Executive Director Perkosky had arranged for Attorney Kieffer to provide training on Public Agency Ethics (RCW 42.23), Open Public Meetings Act (RCW 42.30), and Public Records Act (RCW 42.56).

The regular public Zoom meeting was called to order at 7:30 PM by Executive Director Tracey Perkosky. She turned the meeting over to Board President Robison after the Pledge of Allegiance and roll call.

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

Citizens present via Zoom: Sami Jensen; Stan Moffett dropped off during the Study Session; Attorney Eileen Kieffer logged off at the end of Study Session.

1. Approval of Agenda: President Robison asked if there were any additions or corrections to the agenda. Hearing none, the agenda was adopted as written.

2. Swearing in of Commissioners Shawn Jensen and Ed Robison: Commissioner Clinton administered the Oath of Office to Commissioner Jensen and Commissioner Parry did the same for Commissioner Robison.

3. Election of 2022 Board of Park Commissioners Officers: President Robison stated that the nominations for 2022 Park Board Officers from the December meeting were Commissioner Michel for Board President, Commissioner Parry for Board Vice President and Commissioner Clinton for Board Clerk. He then asked three times if there were any additional nominations; "hearing none, the nominations are closed and vote on the slate as presented and submitted". The slate of Park Board Officers for 2022 was approved 5/0. At 7:39 PM out-going Board President Robison turned the meeting over to in-coming Board President Michel.

4. Special Presentations: There were no special presentations.

5. Citizen Comments: No public comments.

6. Approval of Minutes: President Michel asked if there were any objections or corrections to the Special Meeting Minutes of September 23, 2021; hearing none the Special Meeting Minutes of September 23, 2021 were approved as submitted. President Michel asked if there were any objections or corrections to the regular meeting Minutes of October 11, 2021; hearing none, the Minutes of October 11, 2021 were approved as submitted. The November 8, 2021 Minutes and December 13, 2021 Minutes are pending.

7. Financial Report: The December 2021 Springbrook financial balance was \$4,331,404.06.

The December 2021 Zoo/Trek deposit was \$22,568.16. Total Zoo/Trek collections to date were \$245,024.99. The December 2021 Real and Personal Property Tax deposit was \$11,086.24. 2021 Real and Personal Property Tax collections to date were \$1,434,496.76. Springbrook Expenditures for December 2021 were \$88,920.07. Commissioner Robison asked if there was an increase in Fund balance over the past year. Executive Director Perkosky replied there may be a difference because Pierce Co. had not yet finished their year-end paperwork; she expects a Fund balance of approximately \$4,300,000.00, largely due to no capital projects occurring in 2021. President Michel asked if there were any objections or corrections to the financial report; hearing none, the financial report was approved as submitted.

8. Executive Director's Report: Executive Director Perkosky said the Winter Solstice event at 360 Trails was cancelled due to high winds and then came the snow; she gave credit to the Maintenance Team, Eddie Vannausdle, Nik Carson, José Reyes, Susan Wood, and Ian Downen, for keeping Gateway Park open most days during the snow. Volunteer Park was closed due to the icy condition of the parking lots. Though the volunteer work parties were shortened by COVID and weather events in 2021, there was wonderful citizen volunteer response given the circumstances; there were 107 unique volunteers who provided 514.5 total volunteer hours in 2021. Maintenance staff has been catching up with trail brushing and other maintenance projects, some deferred over the short-term and others longer. Events Coordinator Grandt has been working hard on 2022 events; she has created a great promo video on the Park District website and has already had response regarding the Makers Market. She will attend the 2022 March Board meeting to give a presentation about planned 2022 events. Executive Director Perkosky reported that Key Pen Parks' three-year audit by the State Auditor's Office has concluded; it required intense work on behalf of Fiscal Specialist Armstrong throughout December. The Executive Director and Fiscal Specialist will present the State Auditor's findings at a future Park Board meeting. Executive Director Perkosky said she was contacted by a citizen about illegal logging in January 2022 on 150th Ave. NW adjacent to, and possibly intruding into, the Rocky Creek Conservation Area. She walked the area with a Pierce Co. representative and discovered some timber had been cut within the Rocky Creek Conservation Area; the problem was turned over to Pierce County Code Compliance/Enforcement. Even more recently, an abandoned car was torched in the Rocky Creek Conservation Area's parking area; the fire was put out by Fire District 16 crews. Executive Director Perkosky has reported it to the Pierce Co. Sheriff's Department; they will haul it away. Similarly, a neighbor has reported a vehicle with no license plates near the old 360 Trails entrance off Pole Line Road/144th St. NW. It was reported to the Sheriff as an abandoned vehicle since it was on the right-of-way and not on park property. The vehicle was gone the following day.

9. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison had no report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Commissioner Michel reported that Foundation Board Members Bob Green and Susan Quigley spoke with the Greater Gig Harbor Foundation about getting under their financial umbrella.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel said BuDu will have their last mountain bike race for the fall/winter 2021—spring 2022 season on April 10, 2022 at Gateway Park/360 Trails, and the Washington State Student League

will have their first 2022 race at the same location on April 23 & 24. He said the Key Pen Parks' Winter Solstice Ride/Walk/Run was cancelled.

10. President's Report: President Michel thanked Commissioners Robison and Jensen for the great job they both did in 2021 as Key Pen Parks President and Vice President. He said he's "looking forward to seeing how the agency and things move forward now that Executive Director Perkosky has gotten her feet on the ground".

11. Unfinished Business:

- a) **Letter of Support for Swim Safe Gig Harbor and their effort for an aquatic study for a new facility:** Commissioner Jensen moved that "we authorize President Michel to sign and send a Letter of Support; Commissioner Parry seconded the motion. Commissioner Robison said Key Pen Parks should make it clear that Key Pen Parks is not providing any financial assistance toward the facility or any other form of support except moral support; discussion followed. The Board word-smithed the Letter-of-Support to clarify Key Pen Parks' intention that support for the project is limited to moral support. Commissioner Robison moved to "amend the original motion to approve the revised Letter of Support to Safe Swim of Gig Harbor and to Pen Met Parks"; Commissioner Jensen seconded the motion. The motion passed 5/0.

12. New Business:

- a) **Update on Rocky Creek Lease Extension and approval of "month to month" letter while final lease negotiations are going on:** Executive Director Perkosky reported that the new lease will probably be an "access agreement" and Pierce Co. requested that the current lease be extended on a month-to-month basis until the terms of the Access Agreement can be worked out. Commissioner Robison asked about the reason for the change from a lease to an access agreement and what the new terms will be. Executive Director Perkosky said, to her knowledge, nothing will change, even the rent will remain the same; Pierce Co. is transitioning all of its leases to "access agreements". Commissioners Parry and Robison requested Executive Director Perkosky ask for a twenty (20) year lease term. Commissioner Parry moved "we authorize Executive Director Perkosky to agree to the month-to-month lease until we get a final lease; Commissioner Jensen seconded the motion. The motion passed 5/0.
- b) **Creation and Approval of Legislative Priorities:** The priority topics for the 2022 virtual Parks & Great Outdoors Legislative Day (sponsored by WPRA and the Washington Wildlife Coalition) were refined. Executive Director Perkosky recommended Key Pen Parks express appreciation to the legislature for past projects completed through State grants (such as: Taylor Bay, Cramer/McCracken, Gateway Park Phases 1-3 including the Splash Pad, and the Maple Hollow beach access upgrade) and ask for legislative support for a study and State action for a turn lane at Gateway Park. She said that WPRA's 2022 legislative goal is to pass a "Local Options Bill" creating opportunity for local jurisdiction park support through a voter approved sales tax increase; it would be similar, but not the same, as the current 0.1% Zoo/Trek Sales Tax approved by Pierce County residents some years ago. There was discussion about whether the "Local Options Bill" would be cumulative in Pierce Co. or whether Zoo/Trek would preclude it from applying to Pierce Co. Consensus was to take no stand on the "Local Options Bill" and instead have the Executive Director and the attending Commissioners (Commissioners Jensen and Parry) focus specifically on Key Pen Parks' priorities as enumerated by the Executive Director, thank our

legislators for past support of RCO and Key Pen Parks' RCO grant projects, request the legislators advocate for State funding of an SR302 turn lane study and construction adjacent to Gateway Park, and inquire about the possibility of the State transferring title of 360 Trails to Key Pen Parks.

13. Other minor matters: No minor matters.

14. Good of the Order: Commissioner Jensen thanked Commissioners Michel and Parry for shouldering the positions of Board President and Vice President; he said, hopefully, 2022 will be smoother sailing and the COVID crisis will soon be over. Commissioner Parry thanked Commissioners Robison and Jensen for the excellent example they set as President and Vice President. Commissioner Michel thanked Commissioner Clinton for continuing as Board Clerk.

15. Meeting Adjourned: The public Zoom meeting of January 10, 2022, was adjourned at 8:40 PM. The next regular meeting will be held on Monday, February 14, 2022, at 7:30 PM via Zoom per Governor Inslee's "Stay Home, Stay Healthy" directive. The regular meeting will be preceded by a 6:30 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Commissioner Kip Clinton, Board Clerk.

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

2022 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
(1/1-2/28)	D	\$14.28	\$14.71	\$15.15	\$15.60	\$16.07	\$16.55	\$17.05	\$17.56	\$18.09	\$18.63
(3/1-12/31)		\$15.43	\$15.89	\$16.37	\$16.86	\$17.37	\$17.89	\$18.42	\$18.98	\$19.55	\$20.13
(1/1-2/28)	E	\$15.71	\$16.18	\$16.66	\$17.16	\$17.68	\$18.21	\$18.75	\$19.32	\$19.89	\$20.49
(3/1-12/31)		\$16.73	\$17.23	\$17.74	\$18.28	\$18.83	\$19.39	\$19.97	\$20.57	\$21.19	\$21.82
(1/1-2/28)	F	\$17.28	\$17.79	\$18.33	\$18.88	\$19.44	\$20.03	\$20.63	\$21.25	\$21.88	\$22.54
(3/1-12/31)		\$18.40	\$18.95	\$19.52	\$20.10	\$20.71	\$21.33	\$21.97	\$22.63	\$23.31	\$24.01
(1/1-2/28)	G	\$19.00	\$19.57	\$20.16	\$20.77	\$21.39	\$22.03	\$22.69	\$23.37	\$24.07	\$24.79
(3/1-12/31)		\$20.24	\$20.85	\$21.47	\$22.12	\$22.78	\$23.46	\$24.17	\$24.89	\$25.64	\$26.41
(1/1-2/28)	H	\$20.90	\$21.53	\$22.18	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27
(3/1-12/31)		\$22.26	\$22.93	\$23.62	\$24.33	\$25.06	\$25.81	\$26.58	\$27.38	\$28.20	\$29.05
(1/1-2/28)	I	\$22.99	\$23.68	\$24.39	\$25.13	\$25.88	\$26.66	\$27.46	\$28.28	\$29.13	\$30.00
(3/1-12/31)		\$24.49	\$25.22	\$25.98	\$26.76	\$27.56	\$28.39	\$29.24	\$30.12	\$31.02	\$31.95
(1/1-2/28)	J	\$25.29	\$26.05	\$26.83	\$27.64	\$28.47	\$29.32	\$30.20	\$31.11	\$32.04	\$33.00
(3/1-12/31)		\$26.94	\$27.75	\$28.58	\$29.44	\$30.32	\$31.23	\$32.16	\$33.13	\$34.12	\$35.15
(1/1-2/28)	K	\$27.82	\$28.66	\$29.52	\$30.40	\$31.31	\$32.25	\$33.22	\$34.22	\$35.24	\$36.30
(3/1-12/31)		\$29.63	\$30.52	\$31.44	\$32.38	\$33.35	\$34.35	\$35.38	\$36.44	\$37.54	\$38.66
(1/1-2/28)	L	\$30.60	\$31.52	\$32.47	\$33.44	\$34.45	\$35.48	\$36.54	\$37.64	\$38.77	\$39.93
(3/1-12/31)		\$32.59	\$33.57	\$34.58	\$35.62	\$36.68	\$37.79	\$38.92	\$40.09	\$41.29	\$42.53
(1/1-2/28)	M	\$33.67	\$34.68	\$35.72	\$36.79	\$37.89	\$39.03	\$40.20	\$41.40	\$42.65	\$43.93
(3/1-12/31)		\$35.85	\$36.93	\$38.04	\$39.18	\$40.35	\$41.56	\$42.81	\$44.10	\$45.42	\$46.78
(1/1-2/28)	N	\$37.03	\$38.14	\$39.29	\$40.47	\$41.68	\$42.93	\$44.22	\$45.54	\$46.91	\$48.32
(3/1-12/31)		\$39.44	\$40.62	\$41.84	\$43.10	\$44.39	\$45.72	\$47.09	\$48.50	\$49.96	\$51.46
(1/1-2/28)	O	\$40.73	\$41.96	\$43.22	\$44.51	\$45.85	\$47.22	\$48.64	\$50.10	\$51.60	\$53.15
(3/1-12/31)		\$43.38	\$44.68	\$46.02	\$47.41	\$48.83	\$50.29	\$51.80	\$53.36	\$54.96	\$56.60
(1/1-2/28)	P	\$44.81	\$46.56	\$47.96	\$49.40	\$50.88	\$52.40	\$53.98	\$55.59	\$57.26	\$58.98
(3/1-12/31)		\$47.72	\$49.59	\$51.07	\$52.61	\$54.18	\$55.81	\$57.48	\$59.21	\$60.98	\$62.81
(1/1-2/28)	Q	\$49.29	\$50.77	\$52.29	\$53.86	\$55.48	\$57.14	\$58.85	\$60.62	\$62.44	\$64.31
(3/1-12/31)		\$52.49	\$54.07	\$55.69	\$57.36	\$59.08	\$60.85	\$62.68	\$64.56	\$66.50	\$68.49
(1/1-2/28)	R	\$54.22	\$55.84	\$57.52	\$59.25	\$61.02	\$62.85	\$64.74	\$66.68	\$68.68	\$70.74
(3/1-12/31)		\$57.74	\$59.47	\$61.26	\$63.10	\$64.99	\$66.94	\$68.95	\$71.02	\$73.15	\$75.34
(1/1-2/28)	S	\$63.52	\$65.42	\$67.38	\$69.41	\$71.49	\$73.63	\$75.84	\$78.12	\$80.46	\$82.87
(3/1-12/31)		\$67.65	\$69.67	\$71.76	\$73.92	\$76.14	\$78.42	\$80.77	\$83.20	\$85.69	\$88.26
(1/1-2/28)	T	\$65.60	\$67.57	\$69.60	\$71.69	\$73.84	\$76.05	\$78.33	\$80.68	\$83.11	\$85.60
(3/1-12/31)		\$69.87	\$71.96	\$74.12	\$76.35	\$78.64	\$81.00	\$83.43	\$85.93	\$88.51	\$91.16

2022 HOURLY WAGE MATRIX FOR TEMPORARY EMPLOYEES

	Range	Step 1	Step 2	Step 3	Step 4
(1/1-2/28)	1	\$14.29	\$14.72	\$15.16	\$15.62
(3/1-12/31)		\$15.43	\$15.43	\$15.43	\$15.43
(1/1-2/28)	2	\$14.80	\$15.25	\$15.71	\$16.18
(3/1-12/31)		\$15.77	\$16.24	\$16.73	\$17.23
(1/1-2/28)	3	\$15.32	\$15.77	\$16.25	\$16.74
(3/1-12/31)		\$16.31	\$16.80	\$17.30	\$17.82
(1/1-2/28)	4	\$15.83	\$16.30	\$16.79	\$17.29
(3/1-12/31)		\$16.85	\$17.36	\$17.88	\$18.42

Adjusted on March 1st of each year to include CPI. CPI for 2022 is 6.5%

WA Minimum Wage for Hourly Workers in 2022 is \$14.49

Revised on February 14, 2022