



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

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

March 14, 2022

7:30 PM – Regular Meeting

<https://us06web.zoom.us/j/85329248158?pwd=QjNQZzVDMkZsSlhnZ255eEhSVHd3Zz09>

Meeting ID: 853 2924 8158      Passcode: 493334

Dial in (253) 215 8782

Members of the Board of Park Commissioners

Mark Michel, President

Linda Parry, Vice President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Ed Robison, Member-at-Large

Regular Meeting – 7:30 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 February 14, 2022 (forthcoming)

**8. Financial Report**

- a. February 2022 Financial Report

**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. Partner Reports – Red Barn Youth Center & Farm Tour  
b. Approval of Partner Contracts for Red Barn Youth Center and Farm Tour  
c. Review of Special Events in 2021  
d. Direction on Key Pen Parks LOCAL Program Refinancing  
e. Discussion on Location of Private Well Sanitary Radius on Maple Hollow Park Property

**14. Other minor matters**

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

**16. Next Regular Meeting April 11, 2022**

**17. Adjournment**



Meeting: March 14, 2022

Item # 7a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 14, 2022

Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from the Regular Meeting on February 14, 2022.

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from the Regular Meeting on February 14, 2022 (forthcoming)



Meeting: March 14, 2022

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: March 14, 2022

Subject: Approval of Finances

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### **Background**

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

February 2022 Financial Report

#### Total expenditures \$70,914.77

- |                              |             |                     |
|------------------------------|-------------|---------------------|
| • Accounts Payable           | \$30,889.43 | Check # 2003 - 2022 |
| • <u>Payroll/Benefits</u>    | \$39,932.78 | EFT's               |
| • <u>Pierce County Claim</u> | \$0.00      | EFT's               |
| • <u>Petty Cash</u>          | \$0         | Cash                |
| • <u>Bank service fees</u>   | \$92.56     | EFT's               |

#### Total Revenue \$69,068.93

- |                              |             |
|------------------------------|-------------|
| • Other Revenues             | \$11,309.31 |
| • Zoo Trek                   | \$24,652.65 |
| • Property Tax               | \$32,886.27 |
| • Investment                 | \$158.01    |
| • Leasehold Excise           | \$62.69     |
| • Timber Excise Tax          | \$0         |
| • Sale of Tax Title Property | \$0         |

**TREASURER'S REPORT**

**Fund Totals**

Key Peninsula Metro Parks District

02/01/2022 To: 02/28/2022

Time: 11:54:28 Date: 03/09/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,279,965.99	69,068.93	70,914.77	4,278,120.15	9,570.31	0.00	0.00	4,287,690.46
	4,279,965.99	69,068.93	70,914.77	<b>4,278,120.15</b>	9,570.31	0.00	0.00	<b>4,287,690.46</b>

**TREASURER'S REPORT**

**Account Totals**

Key Peninsula Metro Parks District

Time: 11:54:28 Date: 03/09/2022

02/01/2022 To: 02/28/2022

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	1,957.38	11,309.31	6,623.62	6,643.07	0.00	0.00	6,643.07
2 First Citizens Payroll	9,904.21	60,313.64	39,936.78	30,281.07	0.00	0.00	30,281.07
3 Pierce County	4,223,259.05	64,294.68	125,298.43	4,162,255.30	0.00	0.00	4,162,255.30
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	44,672.27	82,125.24	48,029.88	78,767.63	0.00	9,570.31	88,337.94
<b>Total Cash:</b>	<b>4,279,965.99</b>	<b>218,042.87</b>	<b>219,888.71</b>	<b>4,278,120.15</b>	<b>0.00</b>	<b>9,570.31</b>	<b>4,287,690.46</b>
	4,279,965.99	218,042.87	219,888.71	4,278,120.15	0.00	9,570.31	4,287,690.46

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

Key Peninsula Metro Parks District

As Of: 02/28/2022 Date: 03/09/2022  
Time: 11:54:28 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	75	01/26/2022	Claims	5	1999	Tracey L Perkosky	56.11	Reimbursement for N95 mask QTY 20
2022	116	02/09/2022	Claims	5	2008	Veronica L Grandt	39.20	Mileage for January 2022
2022	147	02/18/2022	Claims	5	2015	Akramoff, LLC	497.81	Coaching Services X5 and mileage/tolls
2022	150	02/18/2022	Claims	5	2018	Purdy Topsoil and Gravel LLC	83.08	3/4 Minus Black stone
2022	153	02/18/2022	Claims	5	2021	US Bank	8,894.11	U.S. Bank
							9,570.31	

Fund	Claims	Payroll	Total
001 General Fund	9,570.31	0.00	9,570.31
	9,570.31	0.00	9,570.31

**TREASURER'S REPORT**

**Signature Page**

Key Peninsula Metro Parks District

02/01/2022 To: 02/28/2022

Time: 11:54:28 Date: 03/09/2022

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: \_\_\_\_\_

Commissioner / Date

Signed: \_\_\_\_\_

Fiscal Specialist / Date



## RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:00:09 Date: 03/09/2022

02/01/2022 To: 02/28/2022

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
99	02/04/2022	Tr Rec	1543	1236	1	Tracey L Perkosky	1,347.93	Gateway house rent for February 2022
100	02/04/2022	Tr Rec	1544	1237	1	Kyle Armstrong	500.00	Taylor Bay Caretaker rent for February 2022
101	02/04/2022	Tr Rec	1545	1238	1	Kyle Armstrong	286.20	Taylor Bay Caretaker electric and leasehold tax for February 2022
103	02/08/2022	Tr Rec	1546	1239	1	The Snack Shack	365.68	Rent for February 2022, rental of VP concession building. Check was turned in on 2-4-2022.
104	02/08/2022	Tr Rec	1547	1240	1	General Customer	2,000.00	Sold AS IS surplused 93 Ford truck to Nathan Walker.
105	02/08/2022	Tr Rec	1548	1241	1	General Customer	60.00	Makers Market vendor event fee from (McDougall)
106	02/08/2022	Tr Rec	1549	1242	1	General Customer	135.00	Rental of full pavilion at Gateway Park on 5-22-2022 from 12-4 pm for (LaSource)
107	02/08/2022	Tr Rec	1550	1243	1	General Customer	77.25	Rental of full pavilion at Gateway Park on 6-11-2022 from 1-3 pm for (Duclos)
108	02/08/2022	Tr Rec	1551	1244	1	General Customer	61.80	Rental of 1/2 pavilion at Gateway Park on 6-18-2022 from 4-6 pm for (Beckman)
127	02/11/2022	Tr Rec	1552	1245	1	General Customer	61.80	Vendor fee for Makers Market event 6-18-2022 (Redder)
128	02/11/2022	Tr Rec	1553	1246	1	General Customer	61.80	Vendor fee for Makers Market event 6-18-2022 (McDonald)
129	02/11/2022	Tr Rec	1554	1247	1	General Customer	103.00	Full rental of Gateway pavilion on 7-23-2022 for (Jerkovich)
130	02/11/2022	Tr Rec	1555	1248	1	General Customer	82.40	Full rental of Gateway pavilion on 7-23-2022 from 12 to 4 PM for (Jerkovich)
131	02/11/2022	Tr Rec	1556	1249	1	General Customer	46.35	1/2 rental of Gateway pavilion on 3-2-2022 from 2 to 4 PM for (Stacy)
155	02/18/2022	Tr Rec	1557	1250	1	General Customer	1,000.00	Sold 1987 Water Tender fire truck AS IS to Radcliffe.
156	02/18/2022	Tr Rec	1558	1251	1	General Customer	500.00	Balanced from sold 1987 Water Tender fire truck AS IS to Radcliffe.
157	02/18/2022	Tr Rec	1559	1252	1	Key Peninsula Parks & Recreatio	1,200.00	purchase of Commemorative bench and Plaque for Volunteer Park from KP Foundation.
158	02/18/2022	Tr Rec	1560	1253	1	Sound credit union	500.00	Sponsorship for Cinema Under the Stars from Sound Credit Union.
159	02/18/2022	Tr Rec	1561	1254	1	Aspen Land Surveying LLC	1,000.00	Sponsorship for Raffle Ride 5-21-2022 from Aspen Land Surveying.
160	02/18/2022	Tr Rec	1562	1255	1	General Customer	500.00	Sponsorship for Summer family fun fest 2022 from Key Center Family Dentistry.
161	02/22/2022	Tr Rec	1563	1256	1	Kyle Armstrong	500.00	March 2022 rent from Taylor Bay caretaker.

## RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:00:09 Date: 03/09/2022

02/01/2022 To: 02/28/2022

Page: 2

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
162	02/22/2022	Tr Rec	1564	1257	1	Kyle Armstrong	264.20	March 2022 Leasehold tax and electric fees from Taylor Bay caretaker.
163	02/22/2022	Tr Rec	1565	1258	1	Key Pen Little League	110.00	Field usage on 2/5 and 2/12/2022 for team tryouts.
167	02/11/2022	Tr Rec	1566	1259	1	General Customer	103.00	Full rental of Gateway Park Pavilion on 2-26-2022 from 11am to 1pm for (Malcolm)
168	02/15/2022	Tr Rec	1567	1260	1	General Customer	61.80	Vendor space fee for markers market event (Bell)
169	02/15/2022	Tr Rec	1568	1261	1	General Customer	61.80	Vendor space fee for markers market event (Hernandez)
170	02/17/2022	Tr Rec	1569	1262	1	General Customer	66.95	Mom and me tea event for (Armstrong)
171	02/22/2022	Tr Rec	1570	1263	1	General Customer	61.80	Vendor space fee for Makers Market event for (King)
172	02/22/2022	Tr Rec	1571	1264	1	General Customer	20.60	Mom and Me Tea event for (Deem)
173	02/04/2022	Tr Rec	1572	1265	1	General Customer	61.80	Vendor space fee for Makers Market event (Cortese)
174	02/25/2022	Tr Rec	1573	1266	1	General Customer	87.55	1/2 rental of Gateway pavilion on 3-26-2022 from 12pm to 3pm for (Vanderspek)
175	02/25/2022	Tr Rec	1574	1267	1	General Customer	20.60	Mom and me tea event for (Carver)
206	02/28/2022	Tr Rec	1582		3	Pierce County Budget and Finan	32,886.27	Property tax of \$29,872.71 and delinquent year of \$3,013.56
207	02/28/2022	Tr Rec	1583		3	Pierce County Budget and Finan	158.01	Investment Interest.
211	02/28/2022	Tr Rec	1584		3	Pierce County Budget and Finan	24,652.65	Zoo Trek
212	02/28/2022	Tr Rec	1585		3	Pierce County Budget and Finan	62.69	Leasehold Excise Tax
							57,601.61	
							525.00	
							10,942.32	
001 General Fund							69,068.93	
							<b>69,068.93</b>	

## February 2022 Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time: 15:16:32 Date: 03/07/2022

02/01/2022 To: 02/28/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
220202001 PEBB Health Insurance	111	02/09/2022	Payroll	5	3,903.86	
220203001 CenturyLink	112	02/09/2022	Claims	5	107.83	Phone and internet service at Gateway Park.
220203002 D.M. Recycling Co	113	02/09/2022	Claims	5	187.00	Recycling pickup service at Gateway Park.
220203003 Finance Department	114	02/09/2022	Claims	5	8,911.00	General Election cost reimbursement, voter pamphlet reimbursement
220203004 Glen Cove Repair LLC	115	02/09/2022	Claims	5	602.42	Repairs on 2005 Chevrolet Silverado: Diagnostic fee and Front door latch repair.
220203005 Grandt Veronica L	116	02/09/2022	Claims	5	39.20	Mileage for January 2022
220203006 Hemley's Handy Kans	117	02/09/2022	Claims	5	155.00	2 portable toilet rentals for 360/Gateway and Key Central Forest.
220203007 Madrona Law Group PLLC	118	02/09/2022	Claims	5	1,840.00	Professional services regarding OPMA training, Water easement, and HR policy question.
220203008 Murreys Disposal Company	119	02/09/2022	Claims	5	558.50	Trash pickup service at Volunteer Park and Gateway Park.
220203009 Peninsula Light Company	120	02/09/2022	Claims	5	1,140.16	Electric service fees for Volunteer Park, Home Park, and Taylor Bay.
220203010 Perkosky Tracey L	121	02/09/2022	Claims	5	89.40	Mileage reimbursement for Perkosky, Tracey for Dec 24, 2021 to Jan 31, 2022
220203011 Verizon Wireless	122	02/09/2022	Claims	5	450.59	Cell phone service fees for all staff.
220204001 Akramoff, LLC	147	02/18/2022	Claims	5	497.81	Coaching Services X5 and mileage/tolls
220204002 Astound	148	02/18/2022	Claims	5	171.84	Phone and internet service fees for Volunteer Park.
220204003 Canon Financial Services, INX	149	02/18/2022	Claims	5	121.11	Rental of Canon copier and fax equipment for VP office
220204004 Purdy Topsoil and Gravel LLC	150	02/18/2022	Claims	5	83.08	3/4 Minus Black stone
220204005 State Auditors	151	02/18/2022	Claims	5	1,102.95	Accountability Audit for audit period 2018 - 2020
220204006 Swank Motion Pictures	152	02/18/2022	Claims	5	1,905.00	Cinema Under the Stars movies \$ Licensing for August 2022
220204007 US Bank	153	02/18/2022	Claims	5	8,894.11	U.S. Bank
220204008 Washington Water Service Company	154	02/18/2022	Claims	5	128.57	Water service fees for Gateway Park.
Total Checks:					30,889.43	

## February 2022 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

16:19:39 Date: 03/04/2022

02/01/2022 To: 02/28/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	109	02/09/2022	Payroll	2	4,411.89	
EFT WA State Department of Retiremen	110	02/09/2022	Payroll	2	5,584.24	
EFT Employee Paycheck	85	02/10/2022	Payroll	2	2,037.64	
EFT Employee Paycheck	86	02/10/2022	Payroll	2	1,414.66	
EFT Employee Paycheck	87	02/10/2022	Payroll	2	787.47	
EFT Employee Paycheck	88	02/10/2022	Payroll	2	1,319.86	
EFT Employee Paycheck	89	02/10/2022	Payroll	2	1,414.64	
EFT Employee Paycheck	90	02/10/2022	Payroll	2	2,578.97	
EFT Employee Paycheck	91	02/10/2022	Payroll	2	1,331.03	
EFT Employee Paycheck	92	02/10/2022	Payroll	2	1,903.94	
EFT Employee Paycheck	93	02/10/2022	Payroll	2	388.85	
EFT Employee Paycheck	134	02/25/2022	Payroll	2	1,860.39	
EFT Employee Paycheck	135	02/25/2022	Payroll	2	1,522.50	
EFT Employee Paycheck	136	02/25/2022	Payroll	2	118.95	
EFT Employee Paycheck	137	02/25/2022	Payroll	2	653.11	
EFT Employee Paycheck	138	02/25/2022	Payroll	2	1,092.60	
EFT Employee Paycheck	139	02/25/2022	Payroll	2	1,260.42	
EFT Employee Paycheck	140	02/25/2022	Payroll	2	118.95	
EFT Employee Paycheck	141	02/25/2022	Payroll	2	2,530.99	
EFT Employee Paycheck	142	02/25/2022	Payroll	2	1,003.36	
EFT Employee Paycheck	143	02/25/2022	Payroll	2	1,875.32	
EFT Employee Paycheck	144	02/25/2022	Payroll	2	543.88	
EFT EFTPS	166	02/25/2022	Payroll	2	4,179.12	
Total Checks:					39,932.78	

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 16:22:25 Date: 03/04/2022

02/01/2022 To: 02/28/2022

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
<b>176</b>	<b>02/28/2022</b>	<b>02/28/2022</b>	<b>1</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>75.00</b>	<b>Banking service fees</b>
	576 80 49 003	Banking Fees		001	General Fund			75.00	Banking service fees
<b>177</b>	<b>02/28/2022</b>	<b>02/28/2022</b>	<b>1</b>		<b>Ser Chge</b>		<b>Merch Bankcard service</b>	<b>13.56</b>	<b>Credit card processing fees</b>
	576 80 49 003	Banking Fees		001	General Fund			13.56	Credit card processing fees
<b>179</b>	<b>02/28/2022</b>	<b>02/28/2022</b>	<b>2</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>4.00</b>	<b>Bank service fees</b>
	576 80 49 003	Banking Fees		001	General Fund			4.00	Bank service fees

Records Printed: 3

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	0.00
Non Warrant Expenditures:	92.56
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	92.56	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	92.56	0.00	0.00	0.00

## 2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 09:41:23 Date: 03/10/2022

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 & Personal Pro	5,240.30	32,886.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,126.57	1,461,536.00	3%
313 17 00 000 Taxes, Zoo Trek Excise Tax	22,379.30	24,652.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,031.95	185,000.00	25%
317 20 00 000 Taxes, Leasehold Excise Ta	0.00	62.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.69	1,000.00	6%
317 40 00 000 Taxes, Forest Excise Tax	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	2,500.00	0%
310 Taxes	27,619.60	57,601.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85,221.21	1,650,036.00	5%
334 02 70 000 Recreation Conservation C	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	50,000.00	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	50,000.00	0%
347 60 00 003 Proqram Fees, Proqrms	0.00	525.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00	2,000.00	31%
340 Park Fees	0.00	525.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00	2,000.00	31%
361 11 00 000 Investment Interest	147.53	158.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.54	2,000.00	15%
362 40 00 003 S&F Rentals, Camping 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	250.00	0%
362 40 00 004 S&F Rentals, 360 Field / G:	1,370.00	680.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,230.00	13,000.00	17%
362 40 00 005 S&F Rentals, Home Park P	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	200.00	0%
362 40 00 006 S&F Rentals, Volunteer Pa	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	4,000.00	0%
362 50 00 001 S&F Rentals, Concessions	365.68	365.68	591.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,322.72	10,800.00	12%
362 50 00 002 S&F Rentals, Gateway Hou	1,263.91	1,347.93	1,300.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,912.14	15,618.00	25%
362 50 00 003 S&F Rentals, Storage Spac	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	50.00	0%
362 50 00 004 S&F Rentals, Little Leaque	4,463.41	110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,573.41	2,000.00	229%
362 50 00 005 S&F Rental, Taylor Bay Car	814.20	1,550.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,364.60	9,171.00	26%
367 00 00 000 Contributions & Donation	500.00	2,000.00	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00	10,000.00	38%
369 91 00 000 Other Revenue	50.85	4,730.30	8.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,789.55	2,000.00	239%
360 Long Terms	8,975.58	10,942.32	3,330.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,247.96	69,089.00	34%
<b>FUND REVENUES:</b>	<b>36,595.18</b>	<b>69,068.93</b>	<b>3,430.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>109,094.17</b>	<b>1,771,125.00</b>	<b>6%</b>
576 80 10 001 Commissioner Wages	512.04	256.02	128.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	896.07	7,500.00	12%
576 80 10 002 Administrative Wages	21,298.67	20,274.22	9,345.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,917.90	263,000.00	19%
576 80 10 003 Park Operations Wages	14,646.74	14,351.20	6,703.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,701.18	278,000.00	13%
576 80 10 004 Park Operations - Temp W	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	58,500.00	0%
576 80 20 001 Commissioner Personnel E	53.94	19.60	9.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.34	600.00	14%
576 80 20 002 Administrative Benefits	7,092.00	5,135.69	2,843.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,071.26	98,000.00	15%
576 80 20 003 Park Operations Benefits	8,429.95	4,863.04	2,077.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,370.42	155,000.00	10%
576 80 20 004 Park Operations - Temp Be	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	16,500.00	0%
576 80 20 006 Uniforms/Safety Gear - Pe	0.00	24.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.82	3,500.00	1%
576 80 31 001 Office Supplies	142.51	348.61	115.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	606.92	3,700.00	16%
576 80 31 002 Maintenance Supplies	463.87	3,548.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,012.48	60,000.00	7%
576 80 31 003 Equipment Maintenance S	56.11	69.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126.09	3,200.00	4%
576 80 31 004 Vehicle Maintenance Supr	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	1,500.00	0%
576 80 31 130 Supplies, Special Event Prc	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	3,000.00	0%
576 80 31 140 Supplies, Special Events N	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	14,000.00	0%
576 80 31 150 Supplies - Volunteer Proqr	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	7,500.00	0%
576 80 32 000 Park Operations Fuel	899.84	863.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,763.61	9,000.00	20%
576 80 35 000 Small Tools & Equipment -	1,662.11	2,426.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,088.86	9,500.00	43%
576 80 41 000 Professional Services, Marl	5,206.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,246.00	6,500.00	81%
576 80 41 001 Professional Services, Con:	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	20,000.00	0%
576 80 41 002 Professional Services, Fina	13,315.68	1,102.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,418.63	23,100.00	62%

**2022 CASH FLOW - YEAR TO DATE**

Key Peninsula Metro Parks District

Time: 09:41:23 Date: 03/10/2022

Page: 2

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
<b>000</b>															
576 80 41 004 Professional Services, Leqz	6,769.95	1,840.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,609.95	9,500.00	91%
576 80 41 005 Professional Services, Con	266.00	497.81	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,213.81	7,500.00	16%
576 80 41 007 Professional Services, Web	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	5,000.00	0%
576 80 41 008 Professional Services, Arbc	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	6,500.00	0%
576 80 41 009 Election Costs	0.00	8,911.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,911.00	12,000.00	74%
576 80 42 001 Communications, Phones,	703.70	740.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,444.38	9,450.00	15%
576 80 43 001 Travel, Commissioners	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%
576 80 43 002 Travel, Staff	0.00	130.18	216.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	346.63	15,000.00	2%
576 80 44 001 Taxes And Operation Asse	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	1,100.00	0%
576 80 45 000 Equipment Rental\ Land, f	1,329.11	276.11	195.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.91	8,000.00	23%
576 80 46 000 Insurance, General Liability	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	40,250.00	0%
576 80 47 000 Utility Services, For All Parl	2,673.18	2,014.23	4,562.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,250.15	35,700.00	26%
576 80 47 001 Utility Services, For Illeqa	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 & Maintenance, G	1,828.95	602.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,431.37	27,100.00	9%
576 80 49 001 Licenses & Permits	141.00	1,905.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,046.00	4,500.00	45%
576 80 49 002 Dues & Subscriptions	370.00	487.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	857.65	5,000.00	17%
576 80 49 003 Banking Fees	84.00	92.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176.56	1,500.00	12%
576 80 49 004 Other Expenses	0.00	220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00	4,000.00	6%
576 80 49 006 Training, Staff	0.00	935.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	935.00	6,000.00	16%
576 Parks	87,945.35	71,977.90	26,647.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186,570.99	1,241,200.00	15%
589 00 00 999 Payroll Liability Account	-1,356.60	-1,063.13	448.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,971.64	0.00	0%
589 30 00 000 Other Non-Expenditures -	1,444.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,444.50	4,900.00	29%
580 Non-Expenditures	87.90	-1,063.13	448.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-527.14	4,900.00	11%
591 76 70 000 G.O. Bond Principal	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	35,000.00	0%
592 76 83 000 G.O. Bond Interest	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	21,525.00	0%
591	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	56,525.00	0%
594 76 62 001 Capital Improvements Ma	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	100,000.00	0%
594 76 62 020 Capital Improvements	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	275,000.00	0%
594 76 63 001 Capital Expenditures/Expe	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	10,000.00	0%
594 76 64 001 Capital Equipment - Maint	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	78,500.00	0%
594 76 64 002 Capital Equipment - Event	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	5,000.00	0%
594 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	468,500.00	0%
<b>FUND EXPENDITURES:</b>	<b>88,033.25</b>	<b>70,914.77</b>	<b>27,095.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>186,043.85</b>	<b>1,771,125.00</b>	<b>11%</b>
<b>FUND GAIN/LOSS:</b>	<b>-51,438.07</b>	<b>-1,845.84</b>	<b>-23,665.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-76,949.68</b>		
<b>FUND NET POSITION:</b>	<b>-51,438.07</b>	<b>-53,283.91</b>	<b>-76,949.68</b>	<b>-76,949.68</b>	<b>-76,949.68</b>	<b>-76,949.68</b>	<b>-76,949.68</b>	<b>-76,949.68</b>	<b>-76,949.68</b>	<b>-76,949.68</b>	<b>-76,949.68</b>	<b>-76,949.68</b>			

**2022 FUND TOTALS**

Key Peninsula Metro Parks District

Time: 09:41:23 Date: 03/10/2022

Page: 3

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	36,595.18	69,068.93	3,430.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109,094.17	1,771,125.00	6%
	36,595.18	69,068.93	3,430.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109,094.17	1,771,125.00	6%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	88,033.25	70,914.77	27,095.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186,043.85	1,771,125.00	11%
	88,033.25	70,914.77	27,095.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186,043.85	1,771,125.00	11%
FUND GAIN/LOSS:	-51,438.07	-1,845.84	-23,665.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-76,949.68		
FUND NET POSITION:	-51,438.07	-53,283.91	-76,949.68	-76,949.68	-76,949.68	-76,949.68	-76,949.68	-76,949.68	-76,949.68	-76,949.68	-76,949.68	-76,949.68			





Regular Meeting: March 14, 2022

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: March 14, 2022  
Subject: Executive Director's Report

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Key Pen Parks is in full swing for the upcoming special and volunteer events this year. There is the Spring 5k on March 19<sup>th</sup>, April 9<sup>th</sup> Parks Appreciation Day, April 16<sup>th</sup> Kids Easter Egg Hunt at Gateway Park, April 30<sup>th</sup> Mom & Me Tea at Key Peninsula Civic Center and Volunteer Work Parties on March 26<sup>th</sup> and April 30<sup>th</sup>. More information on each event including how to register or attend is on our website at [www.keypenparks.com](http://www.keypenparks.com).

There are also several contracted events coming up, where Key Pen Parks is renting the space to a business or organization to host an event. BuDu will use 360 Trails on April 10<sup>th</sup> and the Washington Student Cycling League on April 23<sup>rd</sup> & 24<sup>th</sup>. 360 Trails will be closed to the public during these events. We will post signage ahead of time and ask that park users try another one of our wonderful spaces on these days.

Picnic shelter/pavilion rentals are also underway with warmer weather coming. Please contact the office to reserve your space. Popular times around holidays and graduation are already filling up!

As the pandemic eases, there are more training opportunities with staff signing up for the WRPA Annual Conference, Annual Fiscal Report Training, Procurement for Public Works Projects, Certified Playground Safety Inspector, Volunteer Management, Public Records, Procurement with State Contracts, and Public Engagement are all in progress or coming up in the next 6 weeks or so.

With the mostly dry weather over the past month, maintenance staff has been working on the trails focusing mostly on 360 and Key Central Forest. The final picnic tables from Volunteer Park are being refurbished and the baseball fields have been trimmed, dragged and are ready to go for Little League whose contract began on March 5<sup>th</sup>. Practices and games are scheduled for most days through the next few months. Last year's overseeding has helped the fields to renew the turf and will hopefully help to push out the dandelions later in the summer. Many other smaller, routine projects are underway but growing season is coming!

As adopted in the annual budget, several pieces of maintenance equipment have been ordered including the triple deck mower. New string trimmers will be ordered soon, likely with a mix of battery operated and fuel operated.

The District also received some preliminary outreach from Harbor Soccer Club who may be interested in field use at Volunteer Park.

We have had a few instances of reported crime recently, with car break-ins at Maple Hollow and Key Central Forest. Upon the request of law enforcement, we did share the video footage of both incidents. In



both cases, the perpetrator looked in all the vehicles in the lots before selecting one. As such, we remind park users not to leave valuables in their vehicles.

While Proclamation 20-28.15 is in effect, meetings subject to OPMA must be held remotely with an option for an in-person component. As such the current rescinding of the mask mandate by the State and Pierce County has no impact on the remote meeting requirements and so the Zoom meetings will continue during this time. With the Snack Shack now open on Mondays, I have the Key Center Fire Department meeting room reserved for in-person meetings to allow for space/social distancing for any member of the Board, staff or public who may feel more comfortable in that setting. While the meeting room is not currently open to the public, we are on the calendar to use it when it is available. If there is any interest from the Board or Public for “hybrid” meetings, please reach out to me so that we can figure out next steps.

There are employment opportunities at Key Pen Parks – 1 Full-Time Maintenance Worker I, and several 3-month and 6-month seasonal maintenance positions. To learn more or apply, check out our website at [www.keypenparks.com](http://www.keypenparks.com) or stop by the office.



Meeting: March 14, 2022

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 14, 2022

Subject: Annual Partner Reports – Red Barn Youth Center and Farm Tour

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### **Background**

Annually, Key Pen Parks enters into partnership agreements with local organizations who are providing direct services that meet the goals of Key Pen Parks. The Red Barn Youth Center and Farm Tour will be giving an oral report on their accomplishments for 2021. Each organization also provided written information regarding their activities.

The Key Peninsula Historical Society will be presenting at a future meeting.

**Recommended Action:** Receive report

Attachment 1: 2021 Annual Report from Red Barn Youth Center

Attachment 2: 2021 Information from Farm Tour

**VOLUNTEERS**

50 Volunteers contributed 300 hours of hands-on arts activities, therapy dog visits, playing games, monitoring, bike fitting and repair, tutoring assistance, garden renewal, building & grounds maintenance.

**Thank You!**

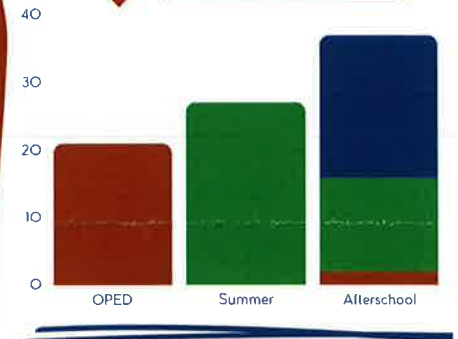
# RED BARN YOUTH CENTER

→ Beginning ← Middle → End  
**Three distinct programs were held in 2021.**

1,259 total attendance in year!  
 Youth served:  
**21 during OPED**  
**27 in Summer**  
**37 after school**

→ **OPERATION EDUCATION (OPED)**  
 JANUARY-JUNE

In collaboration with Children's Home Society of Washington & Communities in Schools Peninsula, internet access was provided 1-2 days a week 7:30 am-3:00 pm for 6th-12th grade youth to access remote learning & engage in peer to peer & adult interaction. Peninsula School District Transportation provided busing. Peninsula Light Company provided IT service & a new router.



← **SUMMER PROGRAM**  
 JULY & AUGUST

Hours were extended to 8:00 am - 4:30 pm for 8 weeks this summer with a generous grant from Gig Harbor Morning Rotary & The Rotary Foundation. Any incoming 6th - 12th grade youth were invited to hang out and provided breakfast, lunch, and snacks.

→ **AFTER SCHOOL PROGRAM**  
 SEPTEMBER - DECEMBER

Open school days from 2:30-6:00 pm for youth in 6th-12th grade to hang out. We averaged 14 youth a day. Homework help, internet access, meals & snacks, sports, board games, & art activities were offered daily. Peninsula School District Transportation provided busing to RBYC.

*Thank you to our 2021 financial supporters!*

- Altrusa, Angela Anderson, Barbara Andrews, Kellie Bennett, William & Jane Bremner, Stephanie Brooks, Bruce Titus Tacoma Subaru, Dee Dee Emmett, Lynda Olson Ferencik, Kristy Ford, Gig Harbor Adventist Fellowship, Harbor Life Church, Diane Judy, Key Peninsula Mental Health Center, Key Peninsula Metropolitan Park District, Joseph Klein, Michelle Morton, MultiCare, Network for Good Donors, Chris Layman O'Niell, Jamie Osuna-Doolittle, Paul & Sheri Page, Michael & Kelly Perrow, Wade & Beth Perrow, Pierce County Violence Prevention, Monique Rae, Kenneth Roosa, Rotary Club of Gig Harbor Midday, Rotary Club of Gig Harbor Morning, The Rotary Foundation, Russ and Kristi Stockdale Charitable Fund, The Russell Family Foundation, Joe Sanchez & Dennis Quinn, Carolyn Snyder, St. Hugh Episcopal Church, Kristin Starin, DeAnna Bechthold Taylor, Michael & Stephanie Traugutt, Katherine Uddenberg & Craig Marshall, United Way of Pierce County Donors, Waypoint Church, Washington Education Association, Sherry Wheeler, Bob Wilkins, Windermere Foundation, Lora & Stephen Wood

Key Pen Parks  
Expense Summary - *for K.P. Farm Tour*

Items for reimbursement	Amount
Rack cards	\$ 275.40
Posters/flyers	163.95
Scarecrow contest-flyers & prize money	327.52
Video "Farming the Key: A Salish Sea Story"	3000.00
Public showing of nfilm @ Blue Mouse Theatre during Proctor Farmers Market	250
Key Pen News-4 page insert	3500.00
<b>Sub total for Printing/Promotion</b>	<b>7,516.87</b>
Event Insurance	\$499.00
Entertainment	2,300.00
Permits	1,065.00
Utilities, Portable toilets, hand washing stations and pumpouts	1,170.00
Total (Additional expenses not included in this summary)	17,584.87

*Carolyn M. Wiley, Treasurer*  
*Key Peninsula Farm Council*  
*e.wiley@mac.com*  
*(206) 595-1407*  
*(252) 884-9157*

I live within walking distance to gateway park. I had no idea this was going on until I took my kid to the park this morning. Sooo much fun for us!!! Our neighbor was #2 on the map as well. I wish there was more advertising about this (like targeted location based Instagram ads) so I could of planned the entire day around it. But looking forward to apple cider tomorrow!!

Great activity for kids - thank you so much for putting this on!

Always Fun!

Just wish there were more stops! Everywhere I went was great. Also, would be great if more places were open both days. (LIC) Also wish there were more vendors but the ones who were there were great.

My first time as a vendor with the Farm Tour, had a blast! Thank you so much for the opportunity.

Awesome experience my 2 year old loved it very much.

Only made one stop on Sunday at the Volunteer Park, not realizing nothing else was happening after Saturday. Really enjoyed the apple press and the awesome apple juice

We enjoyed the Apple Squeeze. When we went to Grand Farm it was towards the end of the day on Sunday and there seemed to not really being much going on. More signs or someone to point us in the direction of where to go would have been helpful.

-It was very enjoyable I was not able to visit as many places as I would have liked, but I have done the Farm tour in years past.

-LIC was very well organized and provided many opportunities to talk, look at businesses and art, and get vaccinated too. Very impressed with that location.

-My first time experiencing the Farm Tour. It appeared everything had been well planned. I would like to thank all of those who volunteered to participate in the event.

-Amazing, talented people. A good variety of items. Some of the vendor's prices seemed a bit high but I know they maybe depending of the sales of their items for their living expenses.

-Not many vendors at Gateway Park on Saturday

- Sunday locations were low and didn't have many places to stop at. Volunteer park was fun with music, food, vendors, and apple squeeze.

-Grand farms on Sunday was a ghost town and barely saw any farm attendants there, and just basically wandered on our own. Had planned to get lunch there at the Burger truck, but just a popcorn and snack vendor. It barely seemed like an event was occurring there, but we did arrive after 12 pm, so maybe things ended by then.



Meeting: March 14, 2022

Item # 13b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 14, 2022

Subject: Approval of Partnership Agreements with Red Barn Youth Center and Farm Tour

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### **Background**

Annually, Key Pen Parks enters into partnership agreements with local organizations who are providing direct services that meet the goals of Key Pen Parks. As part of the approved 2022 budget, funds were included to support the Red Barn Youth Center, Key Peninsula Historical Society and the Farm Tour.

Agreements for continued partnerships with the Red Barn Youth Center and The Farm Tour are included in this report. The Key Peninsula Historical Society Agreement will be reviewed at a future meeting with their 2021 Annual Report.

**Recommended Action:** Approve partnership agreements with Red Barn Youth Center and The Farm Tour.

Attachment 1: Agreement between Key Pen Parks and Red Barn Youth Center

Attachment 2: Agreement between Key Pen Parks and The Farm Tour



CONTRACT FOR SERVICES BETWEEN  
KEY PENINSULA METROPOLITAN PARK DISTRICT  
AND  
THE RED BARN YOUTH CENTER

THIS CONTRACT FOR YOUTH ENRICHMENT, entered this 14<sup>th</sup> day of March 2022 by and between the Key Peninsula Metropolitan Park District, a municipal corporation ("Key Pen Parks") and the Red Barn Youth Center, a Washington non-profit corporation ("RBYC"), by which RBYC agrees to provide services for youth residents in grades 6<sup>th</sup> – 12<sup>th</sup> within Key Pen Parks' service area.

RECITALS

WHEREAS, the voters approved the creation of Key Pen Parks to create and support recreational opportunities for its citizens; and

WHEREAS, the mission of Key Pen Parks is to enhance the quality of life on the Key Peninsula by providing park and recreational opportunities for all its citizens; and

WHEREAS, Key Pen Parks wants to further its mission by crafting partnerships with volunteer and government organizations, acquiring assets, developing and maintaining high quality facilities, preserving open space, providing diverse recreational programs, and prudently managing district funds; and

WHEREAS, the RBYC provides youth enrichment, programs and has a facility on the Key Peninsula; and

WHEREAS, a cooperative effort between the parties can eliminate unnecessary duplication of services and promote more efficient use, maintenance and management of certain recreational facilities and programs; and

WHEREAS, Key Pen Parks and RBYC find it mutually beneficial and in the public interest for Key Pen Parks to contract with RBYC for services as noted below.

NOW, THEREFORE, KEY PEN PARKS AND RBYC hereby agrees to the following:

CONTRACT

**1. Purpose.** Key Pen Parks and RBYC each have facilities and offer programs for the benefit of their constituents and members. Key Pen Parks is hereby contracting with RBYC to provide youth residents in grades 6<sup>th</sup> – 12<sup>th</sup> of the Key Peninsula the opportunity to use the Red Barn facility.

**2. Scope.** RBYC will continue to provide the following scope of services:

- a. A safe, welcoming place for Key Peninsula area youth to recreate, socialize, find guidance, develop positive relationships and become community minded citizens.

- b. A vast array of indoor and outdoor activities. These activities range from musical, sports, cultural arts, homework assistance, computer access, leadership development and community service.
- c. Act as characters or other assistance for Key Pen Parks' All Hallows Event held annually in October. Should Key Pen Parks' cancel All Hallows Eve due to the pandemic or weather, this will not be held against Red Barn Youth Center.

**3. Access and Use:** All youth residents in grades 6<sup>th</sup> – 12<sup>th</sup> within Key Pen Parks' service area are eligible to attend for free.

- a. During the school year normal hours are 2:30pm to 6pm, Monday thru Friday. RBYC is open on days when school is in session (full days). RBYC is also open from 8:00 am to 4:30 pm in July and August.

**4. Responsibilities.** RBYC shall be solely responsible for all costs associated with the operation, maintenance, repair and or improvement of the RBYC facility.

**5. Payment.** Key Pen Parks shall pay to RBYC for services as noted in item 2 above a total sum of Three Thousand Five Hundred Dollars (\$3,500.00) payable in two installments as follows:

- a. \$1,750 on or after April 1, 2022, by providing an invoice to Key Pen Parks
- b. \$1,750 on or after November 1, 2022, by providing an invoice to Key Pen Parks
- c. All invoices must be received by December 15<sup>th</sup> for payment in the 2022 calendar year

**6. Default Events.** If any of the events (the "Default Events") set forth below occur, then Key Pen Parks shall be entitled to suspend payment if any is due and a prorated refund of the monies paid. RBYC shall be in default by the occurrence of any one or more of the following Default Events:

- a. Commencing on the date of this Contract, and at any time thereafter the facility is not open to the public for a period of more than thirty (30) days unless the closure is a result of fire or natural disaster or pandemic or significant remodel/renovation.

**7. Term of Contract.** The use specified in this Contract shall expire December 31, 2022.

**8. Acknowledgments.** RBYC shall include language that acknowledges Key Pen Park's funding contribution in any release or other publication referencing donors and partners. RBYC shall post one sign of significant prominence that acknowledges Key Pen Parks funding contribution. All signs specific to the exhibit shall include the text Key Pen Parks and its associated logo.

**9. Reporting and Inspection.**

- a. RBYC shall provide to Key Pen Parks a written report on annual basis by January 31, 2023 following the conclusion of contracted services relating to:
  - i. The number of attendees.
  - ii. The number of volunteer hours contributed by RBYC volunteers
- b. At a regular meeting of Key Pen Parks Board of Park Commissioners RBYC shall provide a complete summary in writing and orally of the items listed in subsection 9.a. above for 2022.

**10. Restriction on Assignment.** No party may assign its obligations under this Contract any claim under this Contract, without the express written consent of all the parties.

## **11. Hold Harmless and Indemnity.**

### A. By Key Pen Parks.

Key Pen Parks agrees to indemnify, defend, save, and hold harmless RBYC, its officials, employees, volunteers, and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees, and expenses incurred in connection therewith, or whatsoever kind or nature, rising out of, or in connection with, or incident to, the performance by Key Pen Parks of this Contract, except for those damages solely caused by the negligence or willful misconduct of RBYC, its officials, employees, volunteers, and/or agents.

### B. By RBYC.

RBYC agrees to indemnify, defend, save, and hold harmless Key Pen Parks, its elected and appointed officials, employees, volunteers, and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees, and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance by RBYC of this contract, except for those damages solely caused by the negligence or willful misconduct of Key Pen Parks, its elected and appointed officials, officers, employees, and/or agents.

C. In the event of liability for damages of any nature whatsoever arising out of the performance of this Contract by Key Pen Parks and RBYC, including claims by Key Pen Parks' or RBYC's own officers, officials, employees, agents, volunteers, or third parties, caused by or resulting from the concurrent negligence of Key Pen Parks and RBYC, their officers, officials, employees and/or volunteers, each party's liability hereunder shall only be to the extent of that party's negligence.

**12. Nondiscrimination.** The parties shall comply with all applicable federal and state nondiscrimination laws, regulations, and policies as it applies to the obligations under this Contract. No person shall, on the grounds of age, race, creed, color, sex, religion, national origin, residence, marital status, or handicap (physical, mental, or sensory) be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity, funded, in whole or in part, under this Contract.

**13. Disputes.** In the event of a dispute between Key Pen Parks and RBYC regarding the scope of services under this Contract, Key Pen Parks Executive Director and RBYC Executive Director or their designated representatives shall review such dispute and options for resolution. If any controversy or claim arising out of or relating to this Contract or the alleged breach of this Contract that cannot be resolved by Key Pen Parks Executive Director and RBYC Executive Director, the dispute may be submitted to mediation and if still not resolved, shall be submitted to binding arbitration in accordance with the rules and procedures set forth in Chapter 7.04A RCW, and the judgment or award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

## **14. Notices.**

- a. All written communications which are to be given to Key Pen Parks under this Contract will be addressed and delivered to:

Key Pen Parks  
PO Box 70  
Lakebay, WA 98349  
Attn: Executive Director

- b. All written communications which are to be given to RBYC under this Contract will be addressed and delivered to:  
Red Barn Youth Center  
PO Box 1032  
Vaughn, WA 98394  
Attn: Executive Director
- c. The above shall be effective until receipt by one party from the other of a written notice of any change.

**15. Governing Law and Venue.** This Contract shall be governed by the laws of the State of Washington. In the event of a lawsuit involving this Contract, venue shall be proper only in the Superior Court in and for Pierce County.

**16. Severability.** If any provision of this Contract, or any provision of any law, rule, or document incorporated by reference into this Contract, shall be held invalid, such invalidity shall not affect the other provisions of this Contract which legally can be given effect without the invalid provision. To this end, the provisions of this Contract are declared to be severable.

**17. Integration and Amendment.** There are no oral Contracts between the parties affecting the meaning, content, purpose, or effect of this Contract. The provisions of this Contract may be amended with the mutual consent of the parties. No additions to, or alterations of the terms of this Contract shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both parties.

IN WITNESS HEREOF the parties hereto have entered into this Contract on the day and year first above written.

KEY PEN PARKS

RED BARN YOUTH CENTER

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Tracey Perkosky, Executive Director

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Kellie Bennett, Executive Director

CONTRACT FOR SERVICES BETWEEN  
KEY PENINSULA METROPOLITAN PARK DISTRICT  
AND  
THE KEY PENINSULA FARM COUNCIL

THIS CONTRACT FOR COMMUNITY ENRICHMENT, entered this 14th day of March 2022 by and between the Key Peninsula Metropolitan Park District, a municipal corporation ("Key Pen Parks") and the Key Peninsula Farm Council ("KPFC"), a non-profit committee of the Key Peninsula Community Council, by which KPFC agrees to produce and promote the Key Peninsula Farm Tour and Fiber Arts Show in October 2022.

RECITALS

WHEREAS, the voters approved the creation of Key Pen Parks to create and support recreational opportunities for its citizens; and

WHEREAS, the mission of Key Pen Parks is to enhance the quality of life on the Key Peninsula by providing park and recreational opportunities for all its citizens; and

WHEREAS, Key Pen Parks wants to further its mission by crafting partnerships with volunteer and government organizations, acquiring assets, developing and maintaining high quality facilities, preserving open space, providing diverse recreational programs, and prudently managing district funds; and

WHEREAS, the KPFC conducts the annual Key Peninsula Farm Tour and Fiber Arts Show; and

WHEREAS, a cooperative effort between the parties can eliminate unnecessary duplication of services and promote more efficient use, maintenance and management of certain recreational facilities and programs; and

WHEREAS, Key Pen Parks and KPFC find it mutually beneficial and in the public interest for Key Pen Parks to contract with KPFC for services as noted below.

NOW, THEREFORE, KEY PEN PARKS AND KPFC hereby agrees to the following:

CONTRACT

**1. Purpose.** Key Pen Parks and KPFC find it mutually beneficial to collaborate to offer programs and special events for the benefit of the residents of the Key Peninsula. Key Pen Parks is hereby contracting with KPFC to produce and promote the Key Peninsula Farm Tour and Fiber Arts Show in October 2022.

**2. Scope.** KPFC will continue to provide the following scope of services:

- a. Agrees to produce and promote the Key Peninsula Farm Toru and Fiber Arts Show during the first weekend in October 2022.

**3. Access and Use:** All residents of the Key Peninsula will be eligible to attend for free.

**4. Responsibilities.** KPFC shall be solely responsible for all costs associated with the promotion and operation of the Key Peninsula Farm Tour and Fiber Arts Show.

**5. Payment.** Key Pen Parks shall pay to KPFC for services as noted in item 2 above a total sum of One Thousand five Hundred Dollars (\$1,500) payable as follows:

- a. \$1,500 on November 1<sup>st</sup> by providing an invoice.
- b. All invoices must be received by December 15<sup>th</sup> for payment in the 2022 calendar year

**6. Default Events.** If any of the events (the "Default Events") set forth below occur, then Key Pen Parks shall be entitled to suspend payment if any is due and a prorated refund of the monies paid:

- a. The Farm Tour and Fiber Arts Show is cancelled.

**7. Term of Contract.** The use specified in this Contract shall expire December 31, 2022.

**8. Acknowledgments.** KPFC shall include language that acknowledges Key Pen Park's funding contribution in any release or other publication referencing donors and partners. KPFC shall post one sign of significant prominence that acknowledges Key Pen Parks funding contribution. All signs specific to the exhibit shall include the text Key Pen Parks and its associated logo.

**9. Reporting and Inspection.**

- a. KPFC shall provide to Key Pen Parks a written report on annual basis by January 31, 2023 following the conclusion of contracted services relating to:
  - i. The number of attendees.
  - ii. The number of volunteer hours contributed by KPFC volunteers
- b. At a regular meeting of Key Pen Parks Board of Park Commissioners KPFC shall provide a complete summary in writing and orally of the items listed in subsection 9.a. above for 2022.

**10. Restriction on Assignment.** No party may assign its obligations under this Contract any claim under this Contract, without the express written consent of all the parties.

**11. Hold Harmless and Indemnity.**

A. By Key Pen Parks.

Key Pen Parks agrees to indemnify, defend, save, and hold harmless KPFC, its officials, employees, volunteers, and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees, and expenses incurred in connection therewith, or whatsoever kind or nature, rising out of, or in connection with, or incident to, the performance by Key Pen Parks of this Contract, except for those damages solely caused by the negligence or willful misconduct of KPFC, its officials, employees, volunteers, and/or agents.

B. By KPFC.

KPFC agrees to indemnify, defend, save, and hold harmless Key Pen Parks, its elected and appointed officials, employees, volunteers, and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees, and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance by KPFC of this contract, except for those damages solely caused by the negligence or willful misconduct of Key Pen Parks, its elected and appointed officials, officers, employees, and/or agents.

C. In the event of liability for damages of any nature whatsoever arising out of the performance of this Contract by Key Pen Parks and KPFC, including claims by Key Pen Parks' or KPFC's own officers, officials, employees, agents, volunteers, or third parties, caused by or resulting from the concurrent negligence of Key Pen Parks and KPFC, their officers, officials, employees and/or volunteers, each party's liability hereunder shall only be to the extent of that party's negligence.

**12. Nondiscrimination.** The parties shall comply with all applicable federal and state nondiscrimination laws, regulations, and policies as it applies to the obligations under this Contract. No person shall, on the grounds of age, race, creed, color, sex, religion, national origin, residence, marital status, or handicap (physical, mental, or sensory) be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity, funded, in whole or in part, under this Contract.

**13. Disputes.** In the event of a dispute between Key Pen Parks and KPFC regarding the scope of services under this Contract, Key Pen Parks Executive Director and KPFC Treasurer or their designated representatives shall review such dispute and options for resolution. If any controversy or claim arising out of or relating to this Contract or the alleged breach of this Contract that cannot be resolved by Key Pen Parks Executive Director and KPFC Treasurer, the dispute may be submitted to mediation and if still not resolved, shall be submitted to binding arbitration in accordance with the rules and procedures set forth in Chapter 7.04A RCW, and the judgment or award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

**14. Notices.**

- a. All written communications which are to be given to Key Pen Parks under this Contract will be addressed and delivered to:  
Key Pen Parks  
PO Box 70  
Lakebay, WA 98349  
Attn: Executive Director
- b. All written communications which are to be given to KPFC under this Contract will be addressed and delivered to:  
KP Farm Council  
PO Box 13  
Vaughn, WA 98394

c. The above shall be effective until receipt by one party from the other of a written notice of any change.

**15. Governing Law and Venue.** This Contract shall be governed by the laws of the State of Washington. In the event of a lawsuit involving this Contract, venue shall be proper only in the Superior Court in and for Pierce County.

**16. Severability.** If any provision of this Contract, or any provision of any law, rule, or document incorporated by reference into this Contract, shall be held invalid, such invalidity shall not affect the other provisions of this Contract which legally can be given effect without the invalid provision. To this end, the provisions of this Contract are declared to be severable.

**17. Integration and Amendment.** There are no oral Contracts between the parties affecting the meaning, content, purpose, or effect of this Contract. The provisions of this Contract may be amended with the mutual consent of the parties. No additions to, or alterations of the terms of this Contract shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both parties.

IN WITNESS HEREOF the parties hereto have entered into this Contract on the day and year first above written.

KEY PEN PARKS

KEY PENINSULA FARM COUNCIL

\_\_\_\_\_  
Tracey Perkosky, Executive Director

\_\_\_\_\_  
Leona Lisa





Meeting: March 14, 2022

Item # 13c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 14, 2022

Subject: Review of Special Events in 2021

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### **Background**

This is a summary of the Special Events held in 2021. This report is slightly later this year due to the agendas in January and February.

**Recommended Action:** None. This is a report only.



Meeting: March 14, 2022

Item # 13d

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 14, 2022

Subject: Direction on Key Pen Parks LOCAL Program Refinancing

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### **Background**

Key Pen Parks was notified through the Office of the State Treasurer that the LOCAL Program lease (our bond program for the original Gateway Park property acquisition) was eligible to be refinanced in their upcoming transaction. It would amount to an overall savings of \$50,000 or about \$5,000 annually.

With the current payment schedule, Key Pen Parks has payments due twice a year through 2032 with \$500,000 of principal and \$127,000 in interest at the current rate. If Key Pen Parks is accepted for refinancing the interest remaining will drop to \$77,000.

There is no direct cost to participate in this process, only the staff time to get all of the information together. While there is a good deal of staff time required, the cost savings is worthwhile. Formal Board action via a Resolution is required later in the process.

Staff recommends moving forward with the refinancing process.

**Recommended Action:** Provide direction to staff on the refinancing process.

**Attachment 1:** 2022 Wage Matrix, adjusted for COLA



Meeting: March 14, 2022

Item # 13e

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 14, 2022

Subject: Discussion on Location of Private Well Sanitary Protection Radius on Maple Hollow Park Property

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### **Background**

In late February, Key Pen Parks was contacted by Sarah Neighbors who was inquiring about the possibility of placing a well adjacent to the Maple Hollow Park property (see Attachment) as she wishes to purchase the adjacent parcel and build a home. The required 100-foot sanitary protection radius would impact Maple Hollow Park. She was directed to contact DNR as the landowner.

Ms. Neighbors reached to out to me just before the Board packet deadline stating that DNR did not have an issue to grant the easement in principle for the well sanitary radius but needed permission from Key Pen Parks through the long-term lease. This would impact future development in that area only. Moreover, Ms. Neighbors has advised me that the County is directing that any well/septic be located more towards the center of the property versus the location in attachment 1. This location would prevent any impacts to the existing driveway area.

No documents have been drafted for review and so the details of this proposal are still pending, however Ms. Neighbors would like to know if it is likely that Key Pen Parks would grant permission to DNR for the easement.

At the time of the writing of this report, staff is working to verify this information with DNR.

**Recommended Action:** Provide direction on this request.

**Attachment 1:** Letter showing area of proposed well location at Maple Hollow Park

**Attachment 2:** Map



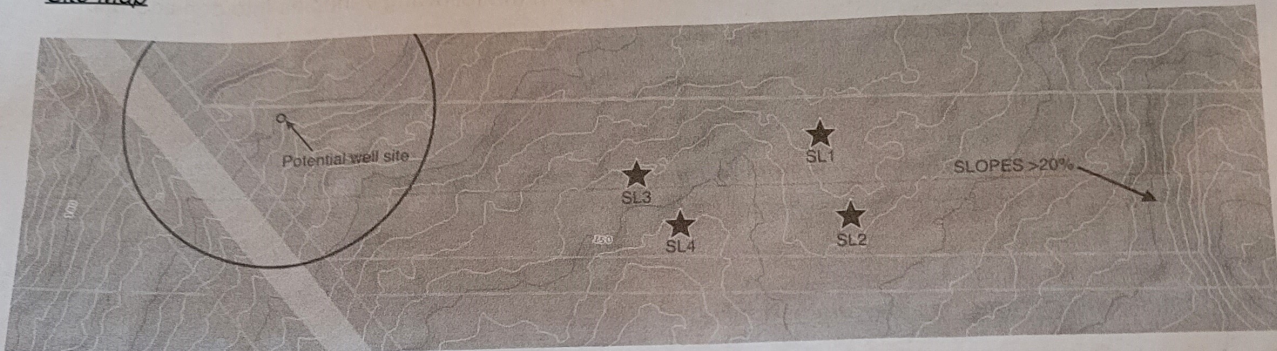
17"-32": Lt brn loamy fine sand trace gravels  
Compact at 32"

Soil log #4: Type 4 / 0.6 gal/sq ft/day soils  
0"- 3": Leaf duff  
3"-33": Lt brn loamy fine sand w scattered gravels  
Compact at 33"

Property/Septic System/Design Assessment:

Soil logs were excavated approximately centered on the lot. Excavated soils were relatively shallow and composed predominantly of loamy fine sands with a consistent compaction/restrictive layer. Depending on the location of the proposed house on the property, a pretreatment with pressure distribution-type septic system can be designed for a 3-4 bedroom house. These types of systems can range in cost from \$17,000-\$19,000+, depending on the actual location of the house, and the septic system installer.

Site Map



The property is listed on the Planning and Land Services website as having a landslide hazard assessment requirement. However, the steepest slopes on the property are located at the eastern end of the lot, and may not have a requirement for a landslide hazard assessment. Any proposed septic design site plan will be required to be sent to Pierce County Planning and Land Services for sign off prior to submittal to Tacoma-Pierce County Health Department for review.

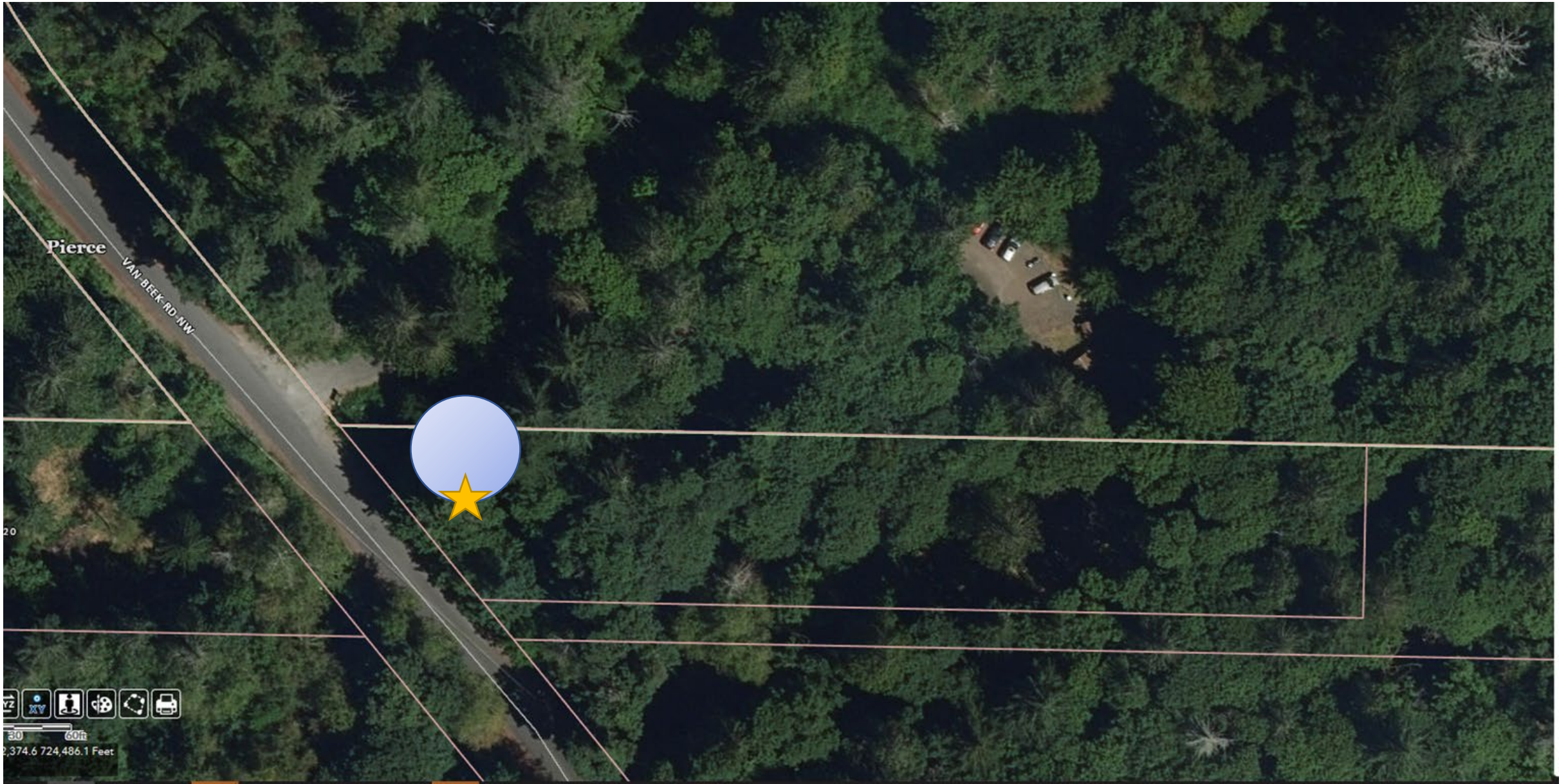
The property is not served by a public water system, so an individual well will be required for a drinking water source for the property. Since the property is not wide enough to keep a well site 100-foot sanitary protection radius within the property boundaries, a restrictive covenant or waiver will be required to site the well on the property. Since the property to the North is a PenMet park, and not encumbered with an existing well or septic system, it is likely that a waiver can be approved to locate the well in the NW corner of the property. A homesite can be situated between the soil log location and the well site. Setback from a Single Family Residence (SFR) to a drainfield is 10 feet. Setback from a SFR to a well is approximately 5 feet.

This letter is the opinion of the undersigned, and shall not be construed as an approval from the Tacoma-Pierce County Health Department. Please don't hesitate to contact me if you have any questions.

Sincerely,

Lawrence M. Purdum  
Washington State On-site Wastewater Treatment System Designer  
License No. 5100383





★ Potential Well location    ● Potential 50-foot radius area