



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

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

May 8, 2023

6:00 PM – Study Session

7:00 PM – Regular Meeting

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

Public Comment is available in person or via Zoom by calling (253) 215-8782 with  
Meeting ID: 882 9879 0432 Passcode: 711444

Hybrid Meeting may be available but not guaranteed due to technology  
<https://us06web.zoom.us/j/88298790432?pwd=K09MSUZQb2xQRmM4MGczVC80WU1UQT09>

Members of the Board of Park Commissioners

Linda Parry, President

Mark Michel, Vice President  
Kip Clinton, Clerk

Shawn Jensen, Member-at-Large  
Ed Robison, Member-at-Large

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Study Session – 6:00 PM

Regular Meeting – 7:00 PM

**1. Call to Order**

**2. Roll Call**

Present	Excused	Comment
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Position 1 - Linda Parry		
Position 2 - Shawn Jensen		
Position 3 - Mark Michel		
Position 4 – Ed Robison		
Position 5 – Kip Clinton		

**3. Pledge of Allegiance**

**4. Approval of Agenda**

## 5. Special Presentations

- a. 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. None

## 8. Financial Report

April 2023 Financial Report

### Total expenditures \$130,401.18

• Accounts Payable	\$63,684.00	Check # 2374 -2405
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$66,582.72	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$	Cash
• <u>Bank service fees</u>	\$134.46	EFT's

### Total Revenue \$601,637.79

• Other Revenues	\$11,444.03
• Zoo Trek	\$20,322.27
• Property Tax	\$561,455.93
• Investment	\$8,415.56
• Leasehold Excise	\$
• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0

**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. Recommendations on Disc Golf Expansion at Volunteer Park and Report on Survey Results

**13. New Business**

- a. None

**14. Other minor matters**

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

**16. Next Regular Meeting June 12, 2023**

**17. Adjournment**



Regular Meeting: May 8, 2023

Study Session

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: May 8, 2023  
Subject: Committees

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During the April study session, the Trails and Land & Improvement Committees were briefly discussed regarding existing policies, public involvement and OPMA. This will be the second in a series of discussions on this topic.

Attached to this brief report are some examples of WA communities who have trails or trails/parks committees and their roles. For those agencies that published agendas, a recent agenda is also attached.

- Clallam County
- Mason County
- Bainbridge Island Metro Park District
- City of Stanwood

Most agencies have one advisory board or committee (not including ad hoc opportunities) which covers all aspects of parks, trails, recreation, or open space due to finding enough resident interest and staff time to manage the boards/committees. The examples provided are those that specifically call out trails as a key component.

To break this process into more manageable pieces, the goal of this session is to determine the goal/mission/purpose of the Trails Committee, number of members, residency requirements, interest area requirements, etc. Consideration should be given if this is a stand-alone committee or combined with other items.

While there are notes on the existing Trails Policy, there does not appear to be a final adopted copy and even if one exists, it has not been followed/updated in 11 years and therefore is likely out of date.

Staff recommends that any revision to the Trails Policy include the creation of two (2) separate policy documents – the role/mission of the committee and trail construction/maintenance guidelines. The combining of the two could cause confusion in terms of roles. The Director envisions that the trail construction/maintenance guidelines could be used by both committee members and staff whereas the role/mission of the committee is primarily used by the committee.



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[Meeting  
Minutes](#)

[Parks Comp  
Plan](#)

## [Agenda](#)

[April 5th, 2023](#)

[Zoom Meeting  
Info](#)

## Parks and Trails Advisory Committee

**Tonight's Parks Board meeting is canceled  
due to weather conditions.**

**Next meeting will be March 23, 2023**

- 2/23/2022 - [Mason County Parks and Trails Advisory Board Openings](#) - The Board of Mason County Commissioners is seeking applications from community members who are interested in serving on the Mason County Parks and Trails Advisory Board. The Mason County Parks and Trails Advisory Board provides recommendations to the Board of Commissioners regarding the planning, acquisition and development of parks, trails and related programs in Mason

## County.

Mason County Parks Advisory Board meets on the 4th Thursday of the month @ 5:00PM at Mason County Building 1, 411 N 5th St, Shelton WA. and the public is welcome.

Questions call (360) 427-9670 ext 535

## Mason County, WA

411 N 5th St  
Shelton WA 98584

(360) 427-9670

## Links

- [Departments / Elected Officials](#)
- [Email Us](#)
- [Disclaimer](#)

**MASON COUNTY PARKS AND TRAILS ADVISORY BOARD**  
**MEETING AGENDA**  
**April 5, 2023, 5:00 p.m.**  
**411 N 5<sup>th</sup> St. Shelton, 98584**

**Call to order and attendance**

**AGENDA ITEMS:**

1. Approve March 23, 2023 minutes
2. Approve April 27, 2023 agenda
3. Public comment: Up to two minutes available per person for citizens to address the Parks and Trails Advisory Board.
4. **Business Items:**
  - New member introductions
  - Dog park update
  - Noxious weeds update
  - Maintenance Report
5. Public comment: Up to three minutes available per person for citizens to address the Parks and Trails Advisory Board
6. Correspondence / Good of the Order
7. Adjournment

**NEXT MEETING: May 25, 2023**

# Parks & Trails Advisory Committee

## Meetings

- 3:00 PM - 5:00 PM
- 3rd Monday of every month
- Meetings are held in person in the City Hall conference room  
10220 270th ST NW Stanwood, WA 98292

## Agendas & Minutes

Agendas are available prior to the meetings. Minutes are available following approval.

[View Most Recent Agendas and Minutes](#)

## Members

<b>Position</b>	1
<b>Member</b>	Cathy Wooten
<b>Term Expires</b>	12/31/2025
<b>Position</b>	2
<b>Member</b>	Matt Withers
<b>Term Expires</b>	12/31/2023
<b>Position</b>	3
<b>Member</b>	Dave Hall - Chair
<b>Term Expires</b>	12/31/2023
<b>Position</b>	4
<b>Member</b>	Lisa Bruce

Select Language ▼



<b>Term Expires</b>	12/31/2023
<b>Position</b>	5
<b>Member</b>	Judy Williams
<b>Term Expires</b>	12/31/2025
<b>Position</b>	6
<b>Member</b>	Gordy Holmes - Vice Chair
<b>Term Expires</b>	12/31/2023
<b>Position</b>	7
<b>Member</b>	Meagan Watne
<b>Term Expires</b>	12/31/2025

The Parks and Trails Advisory Committee (PTAC) is a volunteer board of area citizens who guide the strategic direction of Stanwood's parks & trails and makes recommendations to the City Council on park and trail planning, development, and programming within Stanwood. Terms are a period of four years.

#### PTAC VACANCY - NONE



# City Council Committee Meeting Agenda

## Parks and Trails Advisory Committee

This meeting will be conducted in person at Stanwood City Hall with an option for participants to join by telephone or online as well.

Connection information will be posted on the City Website

<https://www.stanwoodwa.org>

Monday, April 17, 2023, 3:00 PM

1. Call to Order & Roll Call
2. Citizen Comments
3. Approval of March 2023 Meeting Minutes
4. Church Creek Park Critical Areas Study
5. Park/Trail Updates
  - Pickleball construction
  - CCP baseball field improvements
  - Hamilton Park construction
  - Ovenell Park Public Farm proposal
  - Heritage Park Skate Park
6. Committee Member Comments

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### Zoom Information:

#### Parks and Trails Advisory Committee

Please click this URL to join:

<https://us02web.zoom.us/j/85751722998?pwd=T25lVXpSMnFXZDZGZEpHQVF6eStSdz09>

Webinar ID: 857 5172 2998

Passcode: 304123

Telephone: (253) 215-8782



**CITY OF STANWOOD  
PARKS AND TRAILS ADVISORY COMMITTEE  
AGENDA STAFF REPORT**

**DATE:** April 17, 2023  
**SUBJECT:** PTAC Meeting Agenda Topics  
**FROM:** Carly Ruacho, Parks Planning Manager

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Item 4 – Church Creek Park Critical Areas Study

The City has received the critical areas delineation for Church Creek Park. The study was conducted by Confluence Environmental Company who has helped with critical area issues on several other park/trail projects in Stanwood. Three separate wetlands with associated buffers and a fish-bearing stream (Church Creek) were identified on the property. See attached report for more information.



**Bainbridge Island**  
Metro Park & Recreation District

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## TRAILS COMMITTEE

The Trails Committee advises the Park District staff on the planning, acquisition, development, and maintenance of the Park District's **trail system**. Such matters may include helping the Park District develop an annual work plan for trail maintenance and construction, advocating for trails in the community, and recruiting volunteers for monthly trail work parties. The committee meets monthly to discuss ongoing projects, maintenance issues, future projects, and other trail issues.

**B. Assist the Director or designee:**

1. Identify potential funding sources for trail planning, acquisition, development, and maintenance.
2. Define trail issues/ problems and make appropriate recommendations.
3. Establish trail standards and update them as needed.
4. Develop an annual work program.

**C. Advocate for Trails:**

1. Advocate for the needs of community trail users and encourage public support for trails.
2. Advocate for the responsible use of trails.

**D. Trail Development and Maintenance:**

1. Provide resources for trail development and maintenance with Park District coordination and supervision.
2. Recruit volunteers and organize work parties to perform trail maintenance and trail development.
3. Cooperatively plan and schedule work parties with District staff.
4. Perform trail work under the guidance and direction of District staff.
5. Focus efforts on achieve completion of priority projects identified in an annual work plan

**Membership****Officers****Committee Meetings****Doing Business****Donate****Employment**



Meeting: May 8, 2023

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: May 8, 2023

Subject: Approval of Finances

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### **Background**

This report includes a summary of the financial information from April 2023 for Board approval.

#### April 2023 Financial Report

##### Total expenditures \$130,401.18

• Accounts Payable	\$63,684.00	Check # 2374 -2405
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$66,582.72	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$	Cash
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##### Total Revenue \$601,637.79

• Other Revenues	\$11,444.03
• Zoo Trek	\$20,322.27
• Property Tax	\$561,455.93
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• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0

# RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 11:06:33 Date: 05/02/2023

04/01/2023 To: 04/30/2023

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
262	04/03/2023	Tr Rec	1928	1567	1	General Customer	46.35	Rental of Gateway Pavilion on 6-10-2023 from 1pm to 3pm for (Scarpelli)
263	04/03/2023	Tr Rec	1929	1568	1	General Customer	46.35	Rental of Gateway Pavilion on 5-6-2023 from 1pm to 3pm for (Rogg)
264	04/04/2023	Tr Rec	1930	1569	1	Angle Guild Thrift Shop	1,500.00	Sponsorship from Angle Guild Thrift shop for 2023 Mom and Me Tea.
265	04/04/2023	Tr Rec	1931	1570	1	Tracey L Perkosky	1,269.04	April 2023 Rent, electric, and leasehold tax for Gateway House.
266	04/04/2023	Tr Rec	1932	1571	1	Kyle Armstrong	768.20	April 2023 Rent, electric, and leasehold tax for Taylor Bay Caretaker house.
267	04/04/2023	Tr Rec	1933	1572	1	The Snack Shack	591.36	April 2023 Rent, electric, and leasehold tax for VP Concession building rental.
268	04/04/2023	Tr Rec	1934	1573	1	General Customer	113.30	Rental of Gateway Pavilion on 5-28-2023 from 11pm to 3pm for (Osborne)
269	04/05/2023	Tr Rec	1935	1574	1	General Customer	46.35	Rental of Gateway Pavilion on 7-16-2023 from 10pm to 12pm for (Pfenning)
270	04/05/2023	Tr Rec	1936	1575	1	General Customer	46.35	Rental of Gateway Pavilion on 4-22-2023 from 4:30pm to 6:30pm for (Bassett)
271	04/06/2023	Tr Rec	1937	1576	1	General Customer	61.80	Rental of Gateway Pavilion on 5-13-2023 from 3pm to 5pm for (Christiaens)
272	04/06/2023	Tr Rec	1938	1577	1	General Customer	46.35	Rental of Gateway Pavilion on 6-16-2023 from 5:30pm to 7:30pm for (Fanony)
273	04/06/2023	Tr Rec	1939	1578	1	General Customer	87.55	Rental of Gateway Pavilion on 6-10-2023 from 11 am to 2 pm for (Long)
274	04/13/2023	Tr Rec	1940	1579	1	General Customer	45.00	Rental of Gateway Pavilion on 6-17-2023 from 11 am to 1 pm for (Grogan)
275	04/13/2023	Tr Rec	1941	1580	1	General Customer	65.00	Rental of Home Park Pavilion on 5-21-2023 from 11 am to 3 pm for (Rowland)
276	04/13/2023	Tr Rec	1942	1581	1	WA student Cycling League	3,540.00	Rental of Gateway Park Pavilion, 360 trails, and open field on 4-15 to 4-16 2023 per contract for bike event for (WA student cycling league)
281	04/07/2023	Tr Rec	1943	1582	1	General Customer	87.55	Rental of Gateway Pavilion on 8-5-2023 from 11am to 2pm for (McGehee)
299	04/10/2023	Tr Rec	1944	1583	1	General Customer	61.80	Rental of Gateway Park pavilion on 4-30-2023 from 1pm to 3 pm for (Gianacakos)

# RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 11:06:33 Date: 05/02/2023

04/01/2023 To: 04/30/2023

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
300	04/10/2023	Tr Rec	1945	1584	1	General Customer	113.30	Rental of Gateway Park pavilion on 7-2-2023 from 9:30 am to 1:30 pm for (Vayntrub)
301	04/10/2023	Tr Rec	1946	1585	1	General Customer	33.99	1 adult and 1 children for Mom and me tea event (Jean)
302	04/10/2023	Tr Rec	1947	1586	1	General Customer	108.15	Rental of Gateway Park pavilion on 7-22-2023 from 12pm to 3pm for (Combs)
303	04/10/2023	Tr Rec	1948	1587	1	General Customer	61.80	Vendor booth fee for Makers Market event (Kremin)
304	04/10/2023	Tr Rec	1949	1588	1	General Customer	33.99	1 adult and 1 child for Mom and Me tea event (Stromberg)
305	04/12/2023	Tr Rec	1950	1589	1	General Customer	61.80	Rental of Gateway Park pavilion on 5-7-2023 from 10:30a m to 12:30 pm for (Demoss)
306	04/12/2023	Tr Rec	1951	1590	1	General Customer	46.35	Rental of Gateway Park pavilion on 5-6-2023 from 10:30a m to 12:30 pm for (Bretey)
307	04/12/2023	Tr Rec	1952	1591	1	General Customer	25.75	1 adult for Mom and Me tea event (Bevan)
308	04/12/2023	Tr Rec	1953	1592	1	General Customer	8.24	1 child for Mom and Me tea event (Bevan)
309	04/12/2023	Tr Rec	1954	1593	1	General Customer	33.99	1 adult and 1 child for Mom and Me tea event (Deem)
310	04/12/2023	Tr Rec	1955	1594	1	General Customer	76.22	2 adult and 3 child for Mom and Me tea event (Acalles) paid for Booth and Baird
311	04/11/2023	Tr Rec	1956	1595	1	General Customer	61.80	Rental of Gateway Park pavilion on 6-25-2023 from 2pm to 5pm for (Black)
312	04/11/2023	Tr Rec	1957	1596	1	General Customer	33.99	1 adult and 1 child for Mom and Me tea event (Mason)
313	04/11/2023	Tr Rec	1958	1597	1	General Customer	33.99	1 adult and 1 child for Mom and Me tea event (Bitner)
314	04/11/2023	Tr Rec	1959	1598	1	General Customer	76.22	2 adult and 3 child for Mom and Me tea event (Yocum)
315	04/13/2023	Tr Rec	1960	1599	1	General Customer	108.15	Rental of Gateway Park pavilion on 5-27-2023 from 1pm to 4pm for (Kennedy)
316	04/13/2023	Tr Rec	1961	1600	1	General Customer	144.20	Rental of Gateway Park pavilion on 8-5-2023 from 2:30pm to 5:30pm for (Hall)
317	04/13/2023	Tr Rec	1962	1601	1	General Customer	42.23	1 adult and 2 child for Mom and Me tea event (Andrews)
318	04/14/2023	Tr Rec	1963	1602	1	General Customer	87.55	Rental of Gateway Park pavilion on 4-30-2023 from 1pm to 4pm for (Marshall)
319	04/17/2023	Tr Rec	1964	1603	1	General Customer	61.80	Rental of Gateway Park pavilion on 4-21-2023 from 5pm to 7pm for (Draper)
320	04/17/2023	Tr Rec	1965	1604	1	General Customer	87.55	Rental of Gateway Park pavilion on 5-13-2023 from 11:30am to 2:30pm for (NcNellis)
321	04/17/2023	Tr Rec	1966	1605	1	General Customer	113.30	Rental of Gateway Park pavilion on 7-29-2023 from 1:30pm to 5:30pm for (NcNellis)



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## RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 11:06:33

Date: 05/02/2023

04/01/2023 To: 04/30/2023

Page: 4

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
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**601,637.79**

# April 2023 Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time:

14:56:01

Date: 05/01/2023

04/01/2023 To: 04/30/2023

Page:

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	366	04/26/2023	Claims	5	1,470.18	2023 First quarter Lease hold tax for Taylor bay, VP concession building and Gateway House rental.
230403001 PEBB Health Insurance Health Care Authority	249	04/11/2023	Payroll	5	7,217.44	
230404001 A-1 Door Service, Inc	250	04/13/2023	Claims	5	165.68	Service call to reattach cable
230404002 Alstead Trielle E	251	04/13/2023	Claims	5	36.68	March mileage for Office and Outreach Coordinator
230404003 CenturyLink	252	04/13/2023	Claims	5	127.48	March monthly charges for business bundle, voicemail basic, and voice messaging business basic
230404004 D.M. Recycling Co	253	04/13/2023	Claims	5	228.00	March service for Gateway Park
230404005 EPIC Business Essentials	254	04/13/2023	Claims	5	129.25	Printer paper for office, yard sticks for outreach project, binders and dividers for maintenance
230404006 Gallucci's Catering	255	04/13/2023	Claims	5	1,794.28	Mom & Me Tea Catering 2023
230404007 Grandt Veronica L	256	04/13/2023	Claims	5	119.87	March private vehicle mileage for Events Coordinator
230404008 Key Peninsula civic Center	257	04/13/2023	Claims	5	50.00	2023 Livable Community Fair Registration
230404009 Murreys Disposal Company	258	04/13/2023	Claims	5	478.75	March service for Gateway Park and Volunteer Park
230404010 Occupational Medical Clinic of Tacoma	259	04/13/2023	Claims	5	326.00	Medical and drug screenings for 2 new maintenance staff members
230404011 Tacoma-Pierce County Health Department	260	04/13/2023	Claims	5	204.00	Community Safety Program (permit) at Gateway Park
230404012 Verizon Wireless	261	04/13/2023	Claims	5	473.65	March monthly charges for smartphone access
230407001 Astound	326	04/21/2023	Claims	5	174.99	April high speed internet, digital phone, and usage
230407002 Canon Financial Services, INX	327	04/21/2023	Claims	5	121.11	Contract charge for April 2023 for copier in Volunteer Park Office
230407003 Cintas Fire Protection	328	04/21/2023	Claims	5	2,259.80	Inspection and maintenance for fire extinguishers (annual), inspection of kitchen system, general 6 year maintenance for fire safety equipment
230407004 Cooper Mechanical LLC	329	04/21/2023	Claims	5	279.28	Replacement of hood fan, grease bearings, and final adjustments at Snack Shack
230407005 Copiers Northwest	330	04/21/2023	Claims	5	97.37	March contract overage charge (b/w and color copies) for copier at Volunteer Park office
230407006 Finance Department	331	04/21/2023	Claims	5	80.00	Fire and Life Safety Inspection - Permit #225060
230407007 Global Diving & Salvage, Inc.	332	04/21/2023	Claims	5	30,376.55	Derelict sailboat (Tropical Itch) removal from Taylor Bay
230407008 Grandt Veronica L	333	04/21/2023	Claims	5	31.44	April 2023 Mileage
230407009 H.D. Fowler	334	04/21/2023	Claims	5	313.17	Irrigation system parts and repairs at Volunteer Park - Field 3
230407010 Madrona Law Group PLLC	335	04/21/2023	Claims	5	675.00	Professional services regarding OPMA and personnel.
230407011 Perkosky Tracey L	336	04/21/2023	Claims	5	178.73	March Mileage for Executive Director
230407012 Stephens Kenneth L	337	04/21/2023	Claims	5	46.39	Compensation for work boots for part-time janitor
230407013 US Bank	338	04/21/2023	Claims	5	12,695.55	March credit card bill

## April 2023 Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time:

14:56:01 Date: 05/01/2023

04/01/2023 To: 04/30/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230407014 Washington Water Service Company	339	04/21/2023	Claims	5	129.37	Metered water at Gateway Park (Minterbrook)
230407015 Washington Wildlife and Recreation	340	04/21/2023	Claims	5	250.00	2023 WWRC Membership
230408001 Key Peninsula Fire Department	341	04/21/2023	Claims	5	360.00	First aid and CPR training for 9 staff members
230410001 ASCAP	358	04/28/2023	Claims	5	420.00	Annual music license fee from April 15 2023 to April 14 2024.
230410002 EPIC Business Essentials	359	04/28/2023	Claims	5	115.96	Supplies for Fiscal Specialist and Executive Director, printer paper for Volunteer Park office
230410003 Peninsula Light Company	360	04/28/2023	Claims	5	2,258.03	3/22/23-4/22/23 electric usage across parks
Total Checks:					63,684.00	

# April 2023 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

14:56:29 Date: 05/01/2023

04/01/2023 To: 04/30/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Employee Paycheck	231	04/10/2023	Payroll	2	1,703.19	
EFT Employee Paycheck	232	04/10/2023	Payroll	2	2,682.12	
EFT Employee Paycheck	233	04/10/2023	Payroll	2	2,023.20	
EFT Employee Paycheck	234	04/10/2023	Payroll	2	118.21	
EFT Employee Paycheck	235	04/10/2023	Payroll	2	1,919.43	
EFT Employee Paycheck	236	04/10/2023	Payroll	2	2,752.56	
EFT Employee Paycheck	237	04/10/2023	Payroll	2	991.30	
EFT Employee Paycheck	238	04/10/2023	Payroll	2	118.21	
EFT Employee Paycheck	239	04/10/2023	Payroll	2	1,054.23	
EFT Employee Paycheck	240	04/10/2023	Payroll	2	1,476.30	
EFT Employee Paycheck	241	04/10/2023	Payroll	2	118.21	
EFT Employee Paycheck	242	04/10/2023	Payroll	2	3,013.68	
EFT Employee Paycheck	243	04/10/2023	Payroll	2	1,558.89	
EFT Employee Paycheck	244	04/10/2023	Payroll	2	579.37	
EFT WA State Department of Retiremen	247	04/10/2023	Payroll	2	8,001.13	
230402001 EFTPS	248	04/11/2023	Payroll	2	6,160.59	
EFT Department of Labor & Industries	296	04/19/2023	Payroll	2	4,168.97	
EFT EFTPS	297	04/19/2023	Payroll	2	6,020.03	
EFT Employment Security Department	298	04/19/2023	Payroll	2	1,408.53	
EFT Employee Paycheck	282	04/25/2023	Payroll	2	1,435.94	
EFT Employee Paycheck	283	04/25/2023	Payroll	2	2,234.80	
EFT Employee Paycheck	284	04/25/2023	Payroll	2	1,904.18	
EFT Employee Paycheck	285	04/25/2023	Payroll	2	1,615.74	
EFT Employee Paycheck	286	04/25/2023	Payroll	2	2,619.23	
EFT Employee Paycheck	287	04/25/2023	Payroll	2	1,269.97	
EFT Employee Paycheck	288	04/25/2023	Payroll	2	118.21	
EFT Employee Paycheck	289	04/25/2023	Payroll	2	1,523.53	
EFT Employee Paycheck	290	04/25/2023	Payroll	2	1,349.22	
EFT Employee Paycheck	291	04/25/2023	Payroll	2	118.21	
EFT Employee Paycheck	292	04/25/2023	Payroll	2	3,013.68	
EFT Employee Paycheck	293	04/25/2023	Payroll	2	1,312.14	
EFT Employee Paycheck	294	04/25/2023	Payroll	2	287.80	
EFT Employee Paycheck	295	04/25/2023	Payroll	2	769.07	
EFT ESD-PFLMA	350	04/27/2023	Payroll	2	688.45	
EFT United Concordia	367	04/28/2023	Payroll	2	454.40	
Total Checks:					66,582.72	

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 14:59:43 Date: 05/01/2023

04/01/2023 To: 04/30/2023

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
349	04/24/2023	04/30/2023	1		Ser Chge		Merch Bankcard service	49.46	Credit card processing fees
	576 80 49 003	Banking Fees		001	General Fund			49.46	Credit card processing fees
361	04/28/2023	04/30/2023	1		Ser Chge		First Citizens	85.00	Bank service fees
	576 80 49 003	Banking Fees		001	General Fund			85.00	Bank service fees
Records Printed: 2									
Adjustments:								0.00	
Beginning Balance:								0.00	
Revenues:								0.00	
Warrant Expenditures:								0.00	
Non Warrant Expenditures:								134.46	
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	134.46	0.00	0.00	0.00
	0.00		0.00	0.00	0.00	134.46	0.00	0.00	0.00

# 2023 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 11:04:41 Date: 05/02/2023

January To April

Page: 1

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Taxes, Real & Person	3,846.25	37,790.34	78,033.33	561,455.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	681,125.85	1,494,356.00	46%
313 17 00 000 Taxes, Zoo Trek Excis	22,106.46	25,380.71	20,510.65	20,322.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88,320.09	245,000.00	36%
317 20 00 000 Taxes, Leasehold Exc	0.00	52.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.28	1,000.00	5%
317 40 00 000 Taxes, Forest Excise	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%
318 00 00 000 Other Tax (REET)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	0%
<b>310 Taxes</b>	<b>25,952.71</b>	<b>63,223.33</b>	<b>98,543.98</b>	<b>581,778.20</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>769,498.22</b>	<b>1,802,856.00</b>	<b>43%</b>
347 60 00 003 Program Fees, Prog	0.00	0.00	359.54	851.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,210.54	800.00	151%
<b>340 Park Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>359.54</b>	<b>851.00</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>1,210.54</b>	<b>800.00</b>	<b>151%</b>
361 11 00 000 Investment Interest	7,585.27	7,204.87	8,289.00	8,415.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,494.70	4,000.00	787%
362 40 00 004 S&F Rentals, 360 Fie	240.00	770.00	2,057.79	6,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,227.79	18,000.00	51%
362 40 00 005 S&F Rentals, Home I	0.00	0.00	0.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00	400.00	16%
362 40 00 006 S&F Rentals, Volunte	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%
362 50 00 001 S&F Rentals, Conces	365.68	365.68	591.36	591.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,914.08	7,000.00	27%
362 50 00 002 S&F Rentals, Gatewa	1,287.88	1,292.98	1,274.79	1,269.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,124.69	14,400.00	36%
362 50 00 004 S&F Rentals, Sportsf	0.00	8,647.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,647.55	8,000.00	108%
362 50 00 005 S&F Rental, Taylor B.	768.20	768.20	768.20	768.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,072.80	9,180.00	33%
367 00 00 000 Contributions & Dor	500.00	0.00	500.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	7,500.00	33%
369 91 00 000 Other Revenue	588.79	23.10	898.86	239.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,750.18	2,000.00	88%
369 91 01 000 Usage Of Fund Balan	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	550,000.00	0%
382 10 00 000 Refundable Deposits	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,500.00	33%
<b>360 Long Terms</b>	<b>11,335.82</b>	<b>19,072.38</b>	<b>14,880.00</b>	<b>19,008.59</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>64,296.79</b>	<b>622,980.00</b>	<b>10%</b>
<b>FUND REVENUES:</b>	<b>37,288.53</b>	<b>82,295.71</b>	<b>113,783.52</b>	<b>601,637.79</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>835,005.55</b>	<b>2,426,636.00</b>	<b>34%</b>
576 80 10 001 Commissioner Wage	512.04	384.03	0.00	640.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,536.12	7,500.00	20%
576 80 10 002 Administrative Wage	23,105.94	24,893.91	23,517.02	24,888.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96,405.12	301,983.00	32%
576 80 10 003 Park Operations Wa	12,615.27	12,986.01	19,230.63	26,587.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,419.65	380,292.00	19%
576 80 10 004 Park Operations - Te	644.38	454.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,099.31	0.00	0%
576 80 20 001 Commissioner Perso	50.63	29.40	0.00	59.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.79	678.00	21%
576 80 20 002 Administrative Bene	7,331.88	8,362.87	7,060.90	9,073.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,828.69	109,190.00	29%
576 80 20 003 Park Operations Ben	9,677.88	5,265.75	5,988.86	13,571.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,503.60	184,765.00	19%
576 80 20 004 Park Operations - Te	577.95	112.78	0.00	149.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.13	0.00	0%
576 80 20 006 Uniforms/Safety Gea	0.00	0.00	0.00	46.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46.39	4,000.00	1%
576 80 31 001 Office Supplies	144.35	357.87	351.03	680.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,534.20	5,500.00	28%
576 80 31 002 Maintenance Suppli	7,296.39	4,681.12	3,945.94	7,097.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,020.45	107,000.00	22%
576 80 31 003 Equipment Maintena	0.00	221.71	56.46	923.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,201.51	3,520.00	34%
576 80 31 004 Vehicle Maintenance	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	2,000.00	0%
576 80 31 130 Supplies, Special Eve	0.00	0.00	0.00	177.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	177.99	600.00	30%
576 80 31 140 Supplies, Special Eve	0.00	1,027.30	453.41	605.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,086.40	10,000.00	21%
576 80 31 150 Supplies - Volunteer	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 32 000 Park Operations Fue	281.39	746.60	983.30	1,341.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,352.99	22,000.00	15%
576 80 35 000 Small Tools & Equip	0.00	0.00	1,199.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,199.34	10,400.00	12%
576 80 41 000 Professional Services	5,272.50	49.00	148.20	653.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,123.13	12,500.00	49%
576 80 41 001 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0%
576 80 41 002 Professional Services	0.00	13,981.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,981.46	16,000.00	87%

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 41 004 Professional Services	50.00	0.00	128.00	675.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	853.00	10,450.00	8%
576 80 41 005 Professional Services	0.00	465.70	0.00	2,120.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,585.98	47,863.00	5%
576 80 41 007 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
576 80 41 008 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0%
576 80 41 009 Election Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0%
576 80 42 001 Communications, Ph	939.12	705.83	813.72	601.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,059.80	9,500.00	32%
576 80 43 001 Travel, Commissione	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	72.50	83.06	336.50	397.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	889.28	15,000.00	6%
576 80 44 001 Taxes And Operator	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	2,000.00	16%
576 80 45 000 Equipment Rental\ I	326.03	144.96	1,478.05	268.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,217.52	8,000.00	28%
576 80 46 000 Insurance, General L	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	45,000.00	0%
576 80 47 000 Utility Services, For /	3,029.13	1,655.88	4,238.56	3,269.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,192.71	37,485.00	33%
576 80 47 001 Utility Services, For	0.00	0.00	82.78	85.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.93	1,000.00	17%
576 80 48 000 Repairs & Maintenan	1,382.65	2,566.41	5,047.48	33,081.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,077.85	29,810.00	141%
576 80 49 001 Licenses & Permits	2,148.00	64.00	0.00	1,006.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,218.50	6,000.00	54%
576 80 49 002 Dues & Subscription	29.78	1,313.44	466.15	603.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,412.59	7,500.00	32%
576 80 49 003 Banking Fees	85.00	128.19	137.58	134.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	485.23	1,700.00	29%
576 80 49 004 Other Expenses	0.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00	4,000.00	1%
576 80 49 006 Training, Staff	19.95	590.00	480.00	1,362.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,452.41	7,000.00	35%
576 Parks	75,592.76	81,588.55	76,188.91	130,100.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	363,470.41	1,455,236.00	25%
582 10 00 000 Refund Deposits - O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
589 00 00 999 Payroll Liability Accc	-1,203.99	-994.72	-1,255.26	-1,169.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4,623.16	0.00	0%
589 30 00 000 Other Non-Expendit	1,508.32	0.00	0.00	1,470.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,978.50	4,900.00	61%
580 Non-Expenditures	304.33	-994.72	-1,255.26	300											



## 2023 FUND TOTALS

## Key Peninsula Metro Parks District

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January To April

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[illegible]



Regular Meeting: May 8, 2023

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: May 8, 2023  
Subject: Executive Director's Report

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Growing season has begun and the maintenance team is very busy with mowing, string trimming and pruning. The team has also worked on Little League field preps, repainted parking lot lines in Volunteer Park (Gateway Park is completed), repaired irrigation leaks and repaired the T-Ball backstop, installed replacement fencing for T-Ball, cleaned-up trash/homeless area from Manke East, painted the walls of the main and fiscal specialist offices, installed a new stove and screen door in Taylor Bay caretaker house, removed the barrier from the swing set area, as well as a number of other projects but the bulk of the time has now transitioned to mowing and vegetation.

Upcoming Events/Outreach:

May 6: Mom & Me Tea  
May 13: Booth at Livable Community Fair  
May 18: Presentation at County Council Meeting (Longbranch Improvement Club)  
June 18: Poster at Hugh McMillian Celebration of Life  
June 22: Summer Solstice Gnome Hunt

With the departure of the Events Coordinator, we took a look at the upcoming events, staff resources, plus interest we have decided to cancel the Makers Market. There are several of this type of event in the area during the same period, so we believe that the overall attendance would likely be lower and many of the artisans are already attending other events. There were 9 booths reserved for the Market with a goal of 25.

The Outreach Coordinator has been working on the disc golf survey analysis, an uptick in picnic shelter rentals for the summer, the monthly newsletter and assisting greatly with events.

On May 16-19, the Administrative Office will be closed but staff will be available to assist with urgent matters as the Director, Fiscal Specialist, and Outreach Coordinator are all attending the WRPA (Washington Recreation and Parks Association) annual conference in Spokane.

Other work this month includes submitting the Deed of Right for the Cramer McCracken, outreach to consultants to assist with human resource needs, partial draft of the stewardship plan for Cramer McCracken, soliciting appraisal costs for Zeren, working on the property donation, and drafting initial agreement for partnership with Evergreen Mountain Bike Alliance. The Director is working with the HR Committee on an update to the Employee Handbook.



On May 27<sup>th</sup> the splash pad at the Scott Gallacher Memorial Spray and Play Park will open for the season. New signage is on order with updated health department regulations and the new name. It will be open through Labor Day.

There are two vacant positions open and posted: PT Maintenance Worker I and the Community Events Coordinator.

The most recent monthly safety meeting topic was outdoor heat exposure.



Regular Meeting: May 8, 2023

Item # 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: May 8, 2023

Subject: Recommendations on Disc Golf Expansion at Volunteer Park and Report on Survey Results

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The community outreach for the potential expansion of the Disc Golf Course at Volunteer Park was completed last month. We thank everyone who took the time to fill out the survey and share your thoughts!

A full report of the survey results will be given at the meeting and then shared on our website's project page <https://www.keypenparks.com/disc-golf-course-project.html>.

Staff Recommendation: Move forward with an expansion of the Volunteer Park Disc Golf Course using the "option 3" which to add additional holes/re-design some of the exiting holes rather than create a formal play-forwards-and-backwards course. Before SEPA is completed, work with local disc golf group to re-design a few holes/discuss signage or education to address community comments. Target end of calendar year for final permitting/construction.