



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

June 13, 2022

7:30 PM – Regular Meeting

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

Public Comment is available in person or via Zoom by calling (253) 253 215 8782 with
Meeting ID: 814 5111 9887 Passcode: 201456

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/81451119887?pwd=Ni9MR2lQZDEzUDVjUnpFTHdVNVA3Zz09>

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

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

Present	Excused	Comment
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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. Special Meeting of March 28, 2022 (forthcoming)
- b. Regular Meeting of April 11, 2022 (forthcoming)
- c. Regular Meeting of May 9, 2022 (forthcoming)

8. Financial Report

- a. The May report will reviewed at the July Meeting. The Fiscal Specialist is on vacation and Pierce County did not close the financials before she left.

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. Leahy Property

13. New Business

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting July 11, 2022

17. Adjournment



Meeting: June 13, 2022

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: June 13, 2022

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from Special Meeting on March 28, 2022, the Regular Meeting on April 11, 2022, and the Regular Meeting on May 9, 2022.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the Special Meeting on March 28, 2022 (forthcoming)

Attachment 2: Minutes from the Regular Meeting of April 11, 2022 (forthcoming)

Attachment 3: Minutes from the Regular Meeting of May 9, 2022 (forthcoming)



Regular Meeting: June 13, 2022

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: June 13, 2022
Subject: Executive Director's Report

The weather may not be summer-like but we are very busy with vegetation, shelter rentals and events! Coming up in a few days is the Makers Market at Gateway Park on June 18th, followed by the Summer Fun Fest on July 9th. These are expected to be large events and staff will be assisting with required crowd control, parking, and more. The Summer fun fest will have food trucks, carnival games, bounce houses, face painting and more! Cinema Under the Stars is Friday nights in August, split between Gateway and Volunteer Parks.

We have ten people signed up for the 360 Trails Volunteer Work Party on Saturday, June 11th and the Key Pen Pirates have also said that some members are coming out to work that day. The next is a Home Park Clean-Up day with painting, wood chips, weeding, refinishing the picnic tables and more on June 25th. With the new Parks & Facilities Manager more options are opening up for volunteer projects and staff is working to have some varied events to encourage more people to help out.

To help share our events with the community, we have posted flyers through the peachjar platform for the schools and are working to get them on the online calendar for the KP News, on the Fire District lists of events, to the Paganelli's Community E- Newsletter, and any other local place to list. More than 30 people signed up for the monthly e-newsletter during the Livable Community Fair, so we will continue to have more sign-ups at our events and other community events.

The Splash Pad is open daily through Labor Day from 10:00 AM to 6:00 PM. With the wet spring weather, it took about a week for the stormwater detention area to get standing water in it during the day. The routing of the overflow water from the bubbler, did help direct that water into the storm drainpipe however excess water is seeping up through the ground. There is less water than last year, and it mostly is absorbed overnight, unless there is rain. Staff is filling in some low spots in the grass to avoid pooling and will be adding some river rock and water loving plants to create a bit of a rain garden to soak up some of the summer water. The good news is that it looks like it is functioning as designed, we simply need to help with some of the final water absorption. There is some run off into the dog park area and we will be adding a small amount of soil to raise that lower area (think a small mound/hill) to help with the muddiness and the forthcoming organic smell (when the grass rots from the water).

On the warm days thus far, the Splash Pad has been very popular. Pavilion rentals at Gateway and trickling down to Volunteer Park and Home Shelters are very high! This, combined with dog park and 360 Trails users that parking can be very tough on nice days and particularly weekends. Once the rains stop – another atmospheric river is bearing down on our region as this is being written – the multi-purpose field will be used for general overflow parking. The RFQ for the updated Master Plan for



Gateway Park will be going out in the next month which will allow us to further consider our parking needs.

Maintenance has been working largely on mowing, string trimming and vegetation management as the slightly warmer temperatures have triggered a growth phase. The team has been and will continue to work on trimming back the 360 Trails to prevent overgrowth and hard to navigate trails. The triple deck mower arrived on June 8th after a lengthy supply chain issue. The test run was well received by staff and it will be in-service as soon as the rain ends! The Splash Pad is also getting pressure washed regularly to avoid any algae build-up plus the surrounding areas for chalk and pavilion cleaning. The team has also completed adding umbrellas/shade to the Splash Pad area, a few picnic tables around the large playground and in the dog parks. Thus far the public's reaction has been favorable to the shade and the tables are in use for sun and rain protection! The team has also done the initial knock-down of larger vegetation at Taylor Bay so that the caretaker can then do the upkeep. The caretaker mower is struggling a bit and will be taken in for service to determine if it makes sense for repairs or replacement (another mower would be moved from general parks maintenance, and then a replacement purchased). The irrigation system has been turned on and a few sprinkler heads/broken pipes repaired. As soon as the rain stops, it will be in use. The team is also taking Flagging Certification training on June 16th.

The team is gearing up for re-painting of the Admin Building and Snack Shack this summer with prep work and then new paint. This was a project approved in the 2022 Budget.

Little League ends on June 11th at Volunteer Park, but Shockwave Baseball continues until the end of July. In addition. We are in discussions with Harbor Soccer for youth fall soccer field rentals. This would be for younger kids/middle schoolers and run from mid-August to early November. The plan is for Harbor Soccer to engage the younger kids and then build the program here on the KP as the kids get older. This will leave a few weeks for field work between the two sports.

Seasonal hiring remains challenging for most agencies including Key Pen Parks. We had one seasonal employee for a few months, but he was able to find a full-time job, so he left. We are posting online, have signs in the restrooms/kiosks and doing all that we can to encourage applicants. We continue outreach to Corrections for work crews but thus far no crews have been available to assist. Our Custodian (PT position) will be expanding to 40 hours a week during the summer and taking on seasonal maintenance duties during these additional hours. He is a college student and wanted additional hours for the summer. Once school begins in the autumn, he will revert to 25 hours a week. This is a win-win for both of us and we are pleased that he was interested in the additional hours.

Graffiti continues to pop-up more frequently. Someone defaced the portable toilet with profanity in the Meadow in 360 Trails and the porta-potty company will be switching it out for a replacement. We have also had a few instances of small amounts in the Gateway restrooms and parking lot. We work quickly to get that removed to discourage more of it.

Staff was approached by a disc golf enthusiast who wants to expand the Volunteer Park course to 18 holes, so the Executive Director is working with him on a plan which works for the players as well as the park needs. Concurrently, we are checking on the rust/safety of the swing set, planning for a small dog park and possible movement of the horseshoe pits to a more accessible location. Once these are set on paper, it will be brought before the Board. The disc golf volunteer is excited to help refresh the course as well as add to it. Our discussions have included that course changes will largely be built and maintained by volunteers, however the District will provide the revised signage and possible assistance on brush



removal. To help find space for all of these potential park changes and avoid any leaking/rusting, the large tank which was surplus years ago is now removed from VP.

The Executive Director is working on a large public records request on the 2018-2021 audit. It will likely take two batches of documents due to the volume. She also made a short presentation at the Gig Harbor Land Conservation Fund's information session on June 9th to share information on Key Pen Parks. Unfortunately, the Key Peninsula Parks & Recreation Foundation was unable to attend, however I did let the group know that they are an option for charitable donations. The bond refinancing is nearly complete with final savings locked in at just over \$42,000. The final transaction will be completed on June 28th. She will also be presenting at Evergreen Career Day on June 10th.

President Michel requested additional information on the Logging Show's move from Gateway Park.

Here is the timeline for the Logging Show.

1/24/22 - Veronica sent Event Permit Application to Stephanie Brooks to give to the Logging Show people. At this time, she was not the Point of Contact (POC) for the event.

2/2/22 - Stephanie Brooks email to Tracey re: Logging Show.

2/3/22 - Tracey replied to Stephanie and cc'd Veronica.

2/3/22 - Veronica contacted Stephanie re: Logging Show and to set up a brief meeting.

2/3/22- Emails back and forth re: initial meeting for Logging Show to establish POC's and get a brief description of event. Agreed upon Wed 2/9 at 4:00 PM at Volunteer Park.

2/23/22 - Veronica emailed Stephanie Brooks, POC for Logging Show, inquiring about Event Permit Application.

2/23/22 - Email response from Stephanie said that she and Willow Eaton (Executive Director KP Community Services) would be filling it out and sending to Veronica soon.

3/9/22 - Email from Stephanie - Willow will be emailing Veronica filled out Event Permit Application.

Veronica received the Event Permit Application via email from Stephanie on 3/15/22. I have not received any emails from Willow directly since December 2021, letting me know that they would be planning the 2022 Logging Show.

3/15/22 - Veronica received Event Permit Application. No sitemap.

3/15/22 - Veronica emailed Stephanie requesting sitemap. Suggested that she use a screenshot of Gateway Park for reference.

3/16/22 - Stephanie emailed back that she needed a few days to get it to me.

3/18/22 - Stephanie emailed hand drawn sitemap. Not to scale. Stephanie asked questions re: Fire Marshal Permits and Beer Garden Permits.

3/22/22 - Veronica responded to Stephanie's questions regarding other permits.

3/22/22 - Stephanie requested plan to meet up and get the drawing right (drawn sitemap).



3/23/22 - On the way to Gateway Park for other business, Veronica stopped at the Gnosh food truck in Key Center to let Stephanie know that the site map submitted was not acceptable and they would have to submit a new, to scale sitemap.

3/29/22 - Stephanie emailed question re: possible shuttle service from Volunteer Park for Logging Show.

3/30/22 - Veronica emailed response: Shuttle service from VP would not be possible.

4/19/22 - Michelle Johnson from Food Backpacks 4 Kids emailed Veronica to let her know that she would be involved in the securing permits for Fire Marshal and beer garden and wanted to know if there was anything else I needed. Veronica spoke to her on the phone as well, to let her know that we still needed the sitemap.

4/19/22 - Michelle emailed screenshots of Gateway Park. Just Google images, no sitemap.

4/27/22 - Veronica emailed Stephanie re: due date of sitemap for Logging Show. Date due: 4/29/22.

4/27/22 - Michelle emailed Veronica to say that the Logging Show group walked Gateway Park and would email a draft sitemap to Stephanie.

4/27/22 - Veronica received sitemap from Michelle.

5/3/22 - Veronica emailed Stephanie to request meeting with Stephanie, Dan, John, and Willow.

5/3/22 - Stephanie emailed that it was a busy week, but she would try to get everyone together and would Wednesday at 3:45 work, and what location.

5/4/22 - Veronica emailed; Wed 5/11/22 would work for herself and Tracey and to meet at Volunteer Park.

5/4/22 - Email from Stephanie that Willow unable to attend in person, but could she Zoom?

5/4/22 - Veronica emailed Stephanie no on the Zoom meeting but suggested different date to accommodate Willow's schedule.

5/10/22 - In an email that Willow was cc'd in, Willow wanted to know date and time. Stephanie confirmed Thursday 5/12/22 at 3:35/4 pm at Volunteer Park.

5/12/22 - Logging Show meeting at Volunteer Park with Stephanie, Willow, Michelle, Tracey, Veronica, Dan, John, and a board member of the Key Peninsula Community Services board.

During this meeting, we discussed the map, types of equipment displayed and used, parking, shuttles, repair of park afterwards, alcohol use, fencing, time needed for the event/clean-up, challenges from the splash pad/drainage, access to the dog park, clarifications on the map and new additions, and more.

As the meeting ended on 5/12, I indicated that for the next steps, I needed to do some additional outreach to our Risk Management provider with the new information provided. I mentioned that it could be as short as 2-3 days for a response from them but could a week or a little more, but I would be in touch soon. I continued to work on options to fit all of the show items – 10-12 trucks, 20x20 foot water pond, tents, vendors, kids area, etc. into the park while still having good access to the dog park, splash pad,



playground, etc. Then I heard through the community grapevine that the Logging Show had secured another location since the park had changed so much during covid largely the dog parks and the splash pad. Two days later I received notice that the Logging Show had secured another location and would not be at Gateway Park. Staff has subsequently received a request to use the large tent, which is being provided at no charge to them and the bleachers from Volunteer Park which was not granted. They are rusty (need maintenance) and difficult to move plus they are needed for Harbor Soccer.



Regular Meeting: June 13, 2022

Item # 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: June 13, 2022

Subject: Consideration of potential land for acquisition

During the May 2022 meeting, the Board directed staff to perform additional research on the Leahy property – 90 acres north of Key Central Forest. The Executive Director will provide an update on additional research completed on the property and outreach from the Great Peninsula Conservancy.

Recommended Action: Provide any additional direction on potential land acquisition