



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

July 10, 2023

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: 847 0703 3330 Passcode: 111501

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/84707033330?pwd=eVorMzBHT3I1L292V2IHL0ViVGZRdz09>

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

Regular Meeting – 7:00 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

- 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

- a. Information not yet received from Pierce County due to July 4th Holiday.

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. Resolution R2023-02 Adoption of Trails Committee Guidelines

13. New Business

- a. Resolution R2023-03 Proclaiming July as Parks and Recreation Month

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting August 14, 2023

17. Adjournment



Regular Meeting: July 10, 2023

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: July 10, 2023
Subject: Executive Director's Report

The Maintenance team has been hard at work at a number of projects, mostly mowing, pressure washing, field preps, string trimming, and trail work focused on Ticket To Ride (south of teeter-totter including cutting back grass on entire trail), Shakedown Street, and the Banner Loop. Dead trees were removed from Maple Hollow and Gateway Park. The new sports shed installed in Volunteer Park. Staff also delivered 5 mountain bikes in preparation for use for the Mountain Biking 101 event in August. Other items included cleaning up after 2 bouts of soap vandalism in the men's restroom in Volunteer Park (soap is temporarily removed), pressure washed splash pad, hung up "no fireworks" signs, and are removing lots of wasp nests including a volleyball size one in 360 Trails.

Now that Little League season is over, the work on the infields will begin. The mix has already been delivered and new irrigation lines are planned for Field 1 along with grass in the infield to help with moisture and playability. KPLL is excited for the changes. Fields 2 and 3 will be skinned surfaces.

July 4th had the parks closing at 6:30 PM to avoid fireworks. Quite a few folks were asked to leave from Gateway Park after dark who had fireworks with them. Most people understood the early park closure due to the holiday.

The community had a great time with the Gnome Hunt – the parks were alive with great energy on the first day and it was fun to see people showing off their gnomes both on social media and in person. The feedback was very, very positive and with numerous requests to make this an annual event. PSD and Red Barn were also excited to participate via painting.

The Summer Family Fun Fest has not yet occurred as of the writing of this report but an incredible amount of preparation, ordering, signage, safety reviews, staffing plans and more have been completed. Several staff along with Commissioner Michel participated in the Home Fourth of July Parade which was very fun! The pick-up truck was decorated along with signage for upcoming summer events. It was wonderful to hear people shouting "hi" to us and getting excited for the events. We also had some employees kids and grandkids with us who also had a wonderful time in the parade!

Upcoming events include Mountain Biking 101 on August 5th, Cinema Under the Stars on Fridays in August, a booth at the Art Walk in Key Center on August 2nd, Bubble Fun Day on August 15th. It is going to be a fun summer!



Parks & Facilities Manager Howarth took the Certified Playground Safety Inspector (CPSI) class and exam and passed! He joins Maintenance Worker II Carson as the two licensed individuals to complete this valuable work.

The District submitted its annual risk management renewal. An agreement has been signed with Compensation Connections for some HR work including a revision to the employee handbook. Additional discussions have occurred regarding the Zeren property, Carlson property and the land donation. No additional discussions on the Sportsman's Club. Pierce County Conservation District will be meeting with the Director on site at Taylor Bay later in July to advise on some heavy erosion issues from the tides. This month the Director also wrote and submitted the conservation plan for Cramer Mc Cracken, filed the final reimbursement for the derelict vessel and is tracking the RCO grant for deferred maintenance.

Quarterly taxes and reports are all submitted. Fiscal Specialist Armstrong will be on vacation for almost 2 weeks, so she has been getting on top reports that need to be filed while she is away.

The most recent monthly safety meeting topic was wildfire smoke.



Regular Meeting: July 10, 2023

Item: 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 10, 2023

Subject: Resolution R2023-02 Adopting Trails Committee Policy and Rescinding R2013-02

During the May and June 2023 Study Sessions, the Board of Park Commissioners reviewed the drafts of the existing Trails Committee Policy and determined that they desired to have the Trails Committee continue. Since a final adopted copy of the original policy was unable to be located, the Board discussed the creation of a new policy, in part, at the request of the Executive Director who sought to separate the Committee role and policy from the operational role of trail development standards.

Exhibit A to Resolution R2023-02 outlines the role of the Trails Committee. There will be a maximum of 8 members who represent various user groups. Members may serve an unlimited number of one-year terms and are selected by the Committee Chair. The group will be advisory only with all final decisions made by the Board of Park Commissioners after thoroughly vetting any suggestion by the Committee. The Committee will make recommendations regarding all trails in the Key Pen Parks system covering all user groups. Full details are in Exhibit A of the Resolution.

Attachment: Resolution R2023-02 To Adopt the Trails Committee Policy and Rescind Resolution R2013-02.

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2023-02

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT TO ADOPT TRAILS COMMITTEE POLICY AND RESCIND RESOLUTION R2013-02 “A RESOLUTION OF KEY PEN PARKS ADOPTING THE KEY PEN PARKS TRAIL POLICY”

WHEREAS the Board of Park Commissioners met in May and June 2023 to discuss the structure of the Trails Committee; and,

WHEREAS the Board of Park Commissioners reviewed drafts of the previous policy because a clerical error resulted in a missing copy of the final adopted Trails Policy from Resolution R2013-02; and

WHEREAS the Board of Park Commissioners discussed the structure and purpose of the Trails Committee; and

WHEREAS the Board of Parks Commissioners desires to continue to have a Trails Committee as outlined in Exhibit “A” with a review of the Policy in 2024.

NOW THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks adopts the Trails Committee Policy (Exhibit “A”) and rescinds Resolution R2013-02.

PASSED AND ADOPTED by Board of Park Commissioners of Key Pen Parks at a Regular Meeting held at Key Peninsula Fire District Station 47, 1921 Key Peninsula Hwy NW, Home WA, held this 10th day of July 2023.

Attest:

Key Pen Parks
Board of Park Commissioners
Pierce County, Washington

Linda Parry, President

Mark Michel, Vice-President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Edward Robison, Member-at-Large



Exhibit "A"

Trails Committee Policy

- I. Overview
 - a. Committee shall be an ad-hoc committee created by the Board of Park Commissioners. It may be ended at any time via a vote of the Board.
 - b. Committee is advisory only, with any recommendations thoroughly vetted by the entire Board of Park Commissioners in a Regular or Special Meeting before a decision is made. The final decision is the sole responsibility of the Board of Park Commissioners.
 - c. Committee does not direct staff on operational issues regarding trails.

- II. Trails Committee subject areas:
 - a. All trails such as multi-purpose, equestrian, mountain biking, walking and any other future trail designation which may be built.
 - b. All trails under the purview of Key Pen Parks including, but not limited to, 360 Trails, Key Central Forest, Maple Hollow, Volunteer Park, and Rocky Creek Conservation Area.
 - c. Trails Committee shall advise, to the greatest extent possible that trails should be located, designed, and built to minimize the impact on surrounding terrain, vegetation, and wildlife.

- III. Committee Members may assist with:
 - a. Soliciting input from the public-at-large or user groups and advising the Board of Park Commissioners on the current needs and future wish list items relating to trails.
 - b. Serving as a clearinghouse for trail ideas or proposals which may then be submitted for planning, budget and staffing review via the Board of Park Commissioners
 - c. Suggesting names for trails per the Park Naming Policy.
 - d. Identifying potential volunteer groups.
 - e. Suggesting budget allocations or projects to be included in the annual budget via the annual budget process.
 - f. Gathering information on potential events including potential interest in such events, which are then vetted through the annual budget process.

- IV. Committee Composition and Term
 - a. Committee Chair is a member of the Board of Park Commissioners and appointed by the Board President.
 - b. Committee is a maximum of 8 members, with 2 members from each user group.
 - c. User groups are:



- i. Equestrians
 - ii. Mountain Bikers, Bicyclists, eBike enthusiasts
 - iii. Birders, wildlife groups, naturalists
 - iv. Walkers, runners, cross-trainers, hikers
 - d. Each term is one year, with unlimited renewals.
 - e. Members are encouraged to be residents, business owners, or property owners of the Key Pen Parks District area. Non-residency is permitted at the discretion of the Committee Chair as long as no more than 50% of the committee members reside outside of the Key Pen Parks District.
- V. Meeting Information & Membership Selection
 - a. Meetings shall be posted on the Key Pen Parks website/social media.
 - b. A regular meeting time and frequency will be established by the Committee.
 - c. Meetings shall be held in a public location.
 - d. Committee member vacancies shall be posted on the Key Pen Parks website with information on how to apply for a position.
 - e. Committee members are selected by the Committee Chair.
- VI. Key Pen Parks website shall include:
 - a. Names of committee members with their user group designation.
 - b. Adopted agendas and meeting minutes.
 - c. Public notices of meetings.
- VII. Other
 - a. All email communication between one or more members of the Trails Committee must be copied to a general trails committee email to assist with public records. Repeated failure to do so will result in removal from the Committee.
 - b. This policy will be reviewed by the Board of Park Commissioners one year from its adoption to determine if any revisions are needed.



Regular Meeting: July 10, 2023

Item: 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 10, 2023

Subject: Resolution R2023-03 Proclaiming July as Parks and Recreation Month

Annually, the National Parks and Recreation Association (NRPA) celebrates the work of parks and recreation professionals and the importance of parks and recreation in the community by celebrating Parks and Recreation Month each July.

This is an opportunity to celebrate the importance of parks and recreation for the community! As part of Parks and Recreation Month we will be posting information on our website and social media pages as well as hosting a staff lunch on June 21st which is Parks and Recreation Professionals Day to thank our staff for all of their hard work all year long.

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2023-03

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT PROCLAIMING JULY AS PARKS & RECREATION MONTH

WHEREAS parks and recreation is an integral part of communities throughout this country, including the Key Pen Parks; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who use parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being; and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking & biking trails, splash pads and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS Key Pen Parks recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks that July is recognized as Park and Recreation Month.

PASSED AND ADOPTED by Board of Park Commissioners of Key Pen Parks at a Regular Meeting held at Key Peninsula Fire District Station 47, 1921 Key Peninsula Hwy NW, Home WA, held this 10th day of July 2023.

Attest:

Key Pen Parks
Board of Park Commissioners
Pierce County, Washington

Linda Parry, President

Mark Michel, Vice-President

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Shawn Jensen, Member-at-Large

Edward Robison, Member-at-Large