



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA
July 12, 2021

7:30 PM – Regular Meeting

We encourage the public to participate in the meeting via the Zoom platform:

<https://zoom.us/j/97984718963?pwd=MGhsWUo1VlEYbnZVd0d6Vloxa25idz09>

Meeting ID: 979 8471 8963 Passcode: 825073

Dial in (253) 215 8782

Members of the Board of Park Commissioners
Ed Robison, President

Shawn Jensen, Vice President
Kip Clinton, Clerk

Mark Michel, Member-at-Large
Linda Parry, Member-at-Large

Regular Meeting – 7:30 PM

1. Call to Order

2. Roll Call

	Present	Excused	Comment
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- | | | | |
|-----------------|--|--|--|
| a. Ed Robison | | | |
| b. Shawn Jensen | | | |
| c. Mark Michel | | | |
| d. Kip Clinton | | | |
| e. Linda Parry | | | |

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. June 14, 2021 Regular Meeting
- b. June 24, 2021 Special Meeting

8. Financial Report

- a. June 2021 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
- d. Event Committee

11. Board President's Report

12. Unfinished Business

13. New Business

- a. Authorize the Executive Director to Execute a Release from Right of First Refusal for the Lind Family Trust
- b. Mid-Year Report

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting August 9, 2021

17. Adjournment



Meeting: July 12, 2021

Item # 7a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 12, 2021

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from Regular Meeting on Monday, June 14, 2021 and the Special Meeting on Thursday, June 24, 2021.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from Regular Meeting on June 14, 2021

Attachment 2: Minutes from Special Meeting on June 24, 2021

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

P.O. Box 70, Lakebay, WA 98349

253-884-9240 and answers@keypenparks.com

Board Meeting Minutes

Monday, June 14, 2021

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

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

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

Citizens present via Zoom: Stan Moffett, Sami Jensen, Ron Hardy.

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

2. Special Presentations: No special presentations.

3. Citizen Comments: Stan Moffett said it was great to see the Gateway Park splash pad open over Memorial Day weekend and see the many kids using it; they were so excited! Sami Jensen concurred with Stan Moffett regarding the splash pad opening to the public earlier in the year than planned; she thanked Executive Director Perkosky and all the Commissioners for making it happen. She said it was great to see kids out there having fun; she suggested splash pad operational hours might be extended.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the May 10, 2021, regular meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The May 2021 Springbrook financial balance was \$4,049,887.86. The May 2021 Zoo/Trek deposit was \$19,849.52. Total Zoo/Trek collections to date were \$86,725.84. The May 2021 Real and Personal Property Tax deposit was \$86,763.81. 2021 Real and Personal Property Tax collections to date were \$795,647.19. BIAS Expenditures for May 2021 were \$59,438.13. President Robison asked if there were any corrections or objections to the May 2021 financial report. Hearing none the financial report was adopted as submitted.

6. Executive Director's Report: Executive Director Perkosky reported that on May 27, 2021, the WA Dept. of Health revised their COVID requirements for opening splash pads; those similar to the one at Gateway Park (not in a "water park", fresh water, outdoors, etc.) could open immediately. Staff were able to open the new Gateway Park Splash Pad, with the required COVID-19 notifications, at noon on Saturday May 29, 2021 (Memorial Day weekend). The 4th of July Hot Dog Social/Family Fun Fest will not happen this year due to COVID restrictions and time constraints. The Logging Show has also deferred opening in 2021, and plans to return in 2022. August's Cinema Under the Stars will take place and a new event, the 5K Fun Run or Walk or Bike Ride Event is scheduled for July 17 at Gateway Park/360 Trails. She also said she had a great meeting with the KP Beekeepers Association; the possibility of adding more pollinator habitat to parks and a training apiary were discussed. She stated that Key Pen Parks' maintenance department is still short staffed and seeking two full-time seasonal employees and

one part-time (year-round) person. In addition, Maintenance Supervisor Woodward has resigned his position effective June 15, 2021. Because of that, some cosmetic upkeep is being deferred in the parks while other more immediate long-overdue projects are addressed (building and vehicle repairs).

7. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (Commissioner Robison):** No report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Commissioner Michel said he was unable to attend the last Foundation meeting in person. He reported the Foundation is working on restructuring its Board of Directors and planning an October 5K Fun Run Fund Raiser. Executive Director Perkosky sat in on the Foundation’s meeting (via Zoom) and said they have \$30,000.00 their account, most of which is unrestricted; a small portion is designated for trails and a few other small projects.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel said the Student League Mountain Bike Race at Gateway Park/360 Trails went well, though it was a much smaller event than years past; the course was shorter and there were less participants.
- d) **Events Committee (Commissioner Michel):** Commissioner Michel said Events Coordinator Grandt is working on a new July 17 Fun Run, Walk or Bike Ride Event.

8. President’s Report: President Robison said that everyone is excited about the Splash Pad being open. His grandson, Easton Wheat (‘Easton the Beaston’) collided with another participant and hit his head on the third day but is doing OK. Signage to remind kids and parents not to run or rough house is being installed.

9. Unfinished Business:

- a) **Approve Resolution R2021-04 A Resolution of the Board of Park Commissioners of the Key Peninsula Metropolitan Park District Adopting Park Policy Guidelines with Rules for Park Facilities Owned and Operated by the District:** The Board discussed the changes from the previous draft. Executive Director Perkosky stated one change is that Class 1 E-bikes will be permitted on multi-use trails; the intent is to make trail access more inclusive. Class 2 and 3 E-bikes will be restricted to signed areas only. There were three syntax corrections to the text of the resolution: the second line of the third clause shall be amended to read “...Parks, **hereby** adopts the attached...; the first line of the fourth clause shall be amended to read “...PASSED AND ADOPTED by **the** Board of Park...”; the second line of the fourth clause shall be amended to read “...public health restriction (strike ‘held’) this 14th day of...”. Commissioner Jensen moved to “approve adopting Resolution R2021-04 A Resolution of the Board of Park Commissioners of the Key Peninsula Metropolitan Park District Adopting Park Policy Guidelines with Rules for Park Facilities Owned and Operated by the District as amended; Commissioner Clinton seconded the motion. The motion passed unanimously (5/0).

10. New Business:

- a) **Approve Resolution R2021-05 A Resolution of the Board of Park Commissioners of the Key Peninsula Metropolitan Park District Regarding Appointment of Agent to Receive Claims for Damages as per RCW 46.9 and Repealing Resolution R2015-14:** The Board discussed the Resolution with the following syntax corrections mentioned: Clause five subheading 2. shall be amended to read

“The Executive Director, and in the absence of the Executive Director, the Fiscal Specialist, **are** hereby appointed to **be the agent(s)** responsible...”; Clause six line two shall be amended to read “...public health restrictions (strike ‘held’) this 14th day of...”. Commissioner Michel moved to “approve Resolution R2021-05 A Resolution of the Board of Park Commissioners of the Key Peninsula Metropolitan Park District Regarding Appointment of Agent to Receive Claims for Damages as per RCW 46.9 and Repealing R2015-14 with editorial corrections; Commissioner Jensen seconded the motion. The motion passed unanimously (5/0).

- b) Approve Partnership with the 2021 Farm Tour:** Executive Director Perkosky informed the Board that the Farm Tour is going forward with their October event. They will probably not use Gateway Park as a shuttle bus base, but they hope to have herding dog exhibitions and possibly goat yoga there. She recommended approval of the Contract for Services between Key Peninsula Metropolitan Park District and the Key Peninsula Farm Tour. Commissioner Parry moved that “we approve the Partnership Agreement with the Key Peninsula Farm Council for the 2021 Farm Tour; Commissioner Clinton seconded the motion. The motion passed unanimously (5/0).
- c) Authorize the Executive Director to Re-Enter Negotiations for Taylor Bay Caretaker Lease Renewal:** Executive Director Perkosky told the Board that the present caretakers at Taylor Bay would like to assume additional duties at that park as a rental offset. She said it is always good to keep reliable contractors and the present caretakers have been excellent. There was discussion how to apply any rental offset given the caretakers are considered independent contractors. Commissioner Robison moved “that we allow the Executive Director to negotiate the new terms for continuation of the rental agreement for Taylor Bay (Park) Caretakers”; Commissioner Michel seconded the motion. The motion passed unanimously (5/0). Executive Director Perkosky will submit the negotiated contract to Key Pen Parks’ legal counsel prior to final signatures.

11. Other minor matters: Commissioner Robison said that the Maintenance Supervisor, who just resigned, was the second most senior Key Pen Parks employee; Fiscal Specialist Armstrong is the most senior Key Pen Parks employee; he hoped Executive Director Perkosky, during Maintenance Supervisor Woodward’s exit interview, might be able to capture some of that institutional knowledge so the transition will be smoother for a new Park Facilities Manager.

12. Commissioners Comments/Good of the Order: Commissioner Parry concurred with citizens Stan Moffett’s and Sami Jensen’s comments about the Gateway Park Splash Pad’s early opening. Commissioner Jensen thanked Candidate (Position 2) Ron Hardy for filing for office and attending tonight's Zoom meeting; Commissioner Robison asked Mr. Hardy if he'd like to introduce himself and/or say a few words. Candidate Hardy said he filed because he thinks he can bring something to the Board. Commissioner Michel said it was 54 degrees on Sunday (June 13) and he counted 4 kids playing in the Splash Pad. He commended everyone on the Board and Staff for their contributions toward getting the Splash Pad project completed.

13. Meeting Adjourned: The public Zoom meeting of June 14, 2021, was adjourned at 8:20 PM. The next regular meeting will be held on Monday, July 12, 2021, at 7:30 PM and may be in person at the Volunteer Park Concession Building or via Zoom. The regular meeting may be preceded by a 7:00 PM study session. Key Pen Parks reserves the fourth Monday of each month

for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Commissioner Kip Clinton, Board Clerk.

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

Unofficial

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

P.O. Box 70, Lakebay, WA 98349

253-884-9240 and answers@keypenparks.com

Single Purpose Special Board Meeting Minutes

Thursday, June 24, 2021

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

The public Zoom meeting was called to order at 6:01 PM in by Executive Director Perkosky. Executive Director Perkosky turned the Special Meeting over to President Robison after the recital of the Pledge of Allegiance.

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

Citizens present via Zoom: None.

1. Approval of Agenda: President Robison stated, because this meeting is a Single Purpose Special Meeting of the Key Pen Parks Board of Commissioners, the agenda is "set" and cannot be amended; the agenda was adopted as written.

2. Citizen Comments: None.

3. New Business:

a) Approve Agreement with Akramoff Consulting for Interim Parks & Facilities

Manager Service: Executive Director Perkosky said Key Pen Parks is in the process of recruiting a permanent Parks & Facilities Manager with the expectation of hiring someone by the end of August. However, with the summer workload, she recommended Key Pen Parks hire an interim Parks & Facilities Manager. Glenn Akramoff of Akramoff Consulting is experienced in that field and comes highly recommended after serving as Interim Park Director for PenMet Parks. The contract will end August 31, 2021, with the possibility of an additional short-term extension. It may also be terminated earlier with 10-day notice. Commissioner Robison asked if the proposed salary is within Key Pen Parks existing budget; Executive Director Perkosky answered "yes". Commissioner Jensen asked if this was a sole-source contract; Executive Director Perkosky said she contacted three additional companies, however they weren't available on Key Pen Parks' timeline, however it is also not a sole source agreement since it is a professional services agreement. Commissioner Robison moved that we authorize the Executive Director to execute the Agreement for Services (with Akramoff Consulting) as presented to the Board tonight"; Commissioner Clinton seconded the motion. The motion passed unanimously (5/0).

4. Meeting Adjourned: The public Zoom meeting of June 24, 2021, was adjourned at 6:08 PM.

The next regular meeting will be held on Monday, July 12, 2021 at 7:30 PM via Zoom. The meeting may be preceded by a 7:00 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Commissioner Kip Clinton, Board Clerk.

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Meeting: July 12, 2021

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: July 12, 2021

Subject: Approval of Finances

Background

This report includes a summary of the financial information from June 2021 for Board approval.

June 2021 Financial Report

Total expenditures \$91,997.72

- Accounts Payable \$26,823.85 Check # 1799 to 1799
EFT for \$75.00
- Payroll/Benefits \$52,919.25 EFT's
- Pierce County Claim \$ 12,075.00 EFT's
- Petty Cash \$0 Cash
- Bank service fees \$104.62 EFT's

Total Revenue \$41,105.89

- Other Revenues \$10,839.20
- Zoo Trek \$17,163.07
- Property Tax \$12,945.00
- Investment \$118.11
- Leasehold Excise \$40.51
- Timber Excise Tax \$
- Sale of Tax Title Property \$0

TREASURERS REPORT

Fund Totals

Key Peninsula Metro Parks District

06/01/2021 To: 06/30/2021

Time: 13:39:56 Date: 07/07/2021
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,049,887.86	41,105.89	91,997.72	3,998,996.03	4,550.47	0.00	0.00	4,003,546.50
	4,049,887.86	41,105.89	91,997.72	<u>3,998,996.03</u>	4,550.47	0.00	0.00	4,003,546.50

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District

06/01/2021 To: 06/30/2021

Time: 13:39:56 Date: 07/07/2021

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	1,577.88	10,839.20	3,708.49	8,708.59	0.00	0.00	8,708.59
2 First Citizens Payroll	22,737.56	67,417.65	52,919.25	37,235.96	0.00	0.00	37,235.96
3 Pierce County	3,985,725.73	33,795.56	124,845.37	3,894,675.92	0.00	0.00	3,894,675.92
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	39,673.61	45,352.72	26,823.85	58,202.48	0.00	4,550.47	62,752.95
Total Cash:	4,049,887.86	157,405.13	208,296.96	3,998,996.03	0.00	4,550.47	4,003,546.50
	4,049,887.86	157,405.13	208,296.96	3,998,996.03	0.00	4,550.47	4,003,546.50

TREASURERS REPORT
Outstanding Vouchers

Key Peninsula Metro Parks District

As Of: 06/30/2021 Date: 07/07/2021
 Time: 13:39:56 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	361	06/09/2021	Claims	5	1788	Occupational Medical Clinic of Tacoma	228.00	Pre-employment physicals and drug screens for Whitmarsh and Paganelli
2021	389	06/17/2021	Claims	5	1791	Cascade Recreation, INC	4,322.47	fibar wood fiber chips for Home Park and Civic Center
							<u>4,550.47</u>	

Fund	Claims	Payroll	Total
001 General Fund	<u>4,550.47</u>	<u>0.00</u>	<u>4,550.47</u>
	4,550.47	0.00	4,550.47

TREASURERS REPORT

Signature Page

Key Peninsula Metro Parks District

06/01/2021 To: 06/30/2021

Time: 13:39:56 Date: 07/07/2021

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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: _____ Signed: _____
Commissioner / Date Fiscal Specialist / Date

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:45:10 Date: 07/07/2021

06/01/2021 To: 06/30/2021

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
328	06/02/2021	Tr Rec	1340	1066	1	General Customer	180.00	Rental of Gateway Park pavillion on 6-11-2021 from 1-5pm for (Juan Pedro Alonzon)
329	06/02/2021	Tr Rec	1341	1067	1	Tracey L Perkosky	1,182.77	Gateway caretaker rent for June 2021 of 950.00, Electric of 110.79 and leasehold tax of 121.98.
330	06/02/2021	Tr Rec	1342	1068	1	US Bank	210.74	Credit card NASPO 1st quarter contract payment.
341	06/03/2021	Tr Rec	1343	1069	1	The Snack Shack	540.00	Concession building rent of 400.00 and utilitie of 140.00 for June 2021
342	06/03/2021	Tr Rec	1344	1070	1	Kyle Armstrong	312.86	Taylor Bay caretaker rent of \$100.00, Electric of \$200.00 and Lease hold tax of 12.86 for June 2021
351	06/08/2021	Tr Rec	1349	1071	1	WA student Cycling League	1,700.00	Rental of 360 Trails and parking area at Gateway Park on 6-5-21 and 6-6-2021 from 7am to 3pm for event.
365	06/01/2021	Tr Rec	1350	1072	1	General Customer	61.80	Rental of Gatewaypavilion on 6-5-2021 from 1-3pm for (Kidder) Non-Res.
366	06/01/2021	Tr Rec	1351	1073	1	General Customer	63.00	Rental of Gatewaypavilion on 6-19-2021 from 12-2pm for (Groves) Non-Res.
367	06/01/2021	Tr Rec	1352	1074	1	General Customer	61.80	1/2 Rental of Gatewaypavilion on 6-12-2021 from 1-3pm for (Harlan) Non-Res.
368	06/01/2021	Tr Rec	1353	1075	1	General Customer	103.00	Full Rental of Gatewaypavilion on 7-10-2021 from 4-6pm for (Sanders) Non-Res.
369	06/01/2021	Tr Rec	1354	1076	1	General Customer	77.25	Full Rental of Gatewaypavilion on 8-8-2021 from 5-7pm for (Howard) Res.
370	06/01/2021	Tr Rec	1355	1077	1	General Customer	61.80	1/2 Rental of Gatewaypavilion on 6-19-2021 from 2-5pm for (Elliott-Wiley) Res.
371	06/15/2021	Tr Rec	1356	1078	1	General Customer	46.35	1/2 rental Gateway Pavilion on 6-12-2021 from 2:30 to 4:30 for (Huseby) res
372	06/03/2021	Tr Rec	1357	1079	1	General Customer	61.80	1/2 rental Gateway Pavilion on 6-26-2021 from 2:00 to 4:00 for (Calson) non-res
373	06/03/2021	Tr Rec	1358	1080	1	General Customer	46.35	1/2 rental Gateway Pavilion on 6-12-2021 from 11 to 1:00 for (Lopiccolo) res
374	06/15/2021	Tr Rec	1359	1081	1	General Customer	46.35	1/2 rental Gateway Pavilion on 8-27-2021 from 11 to 1:00 for (Wellman) res
375	06/15/2021	Tr Rec	1360	1082	1	General Customer	46.35	1/2 rental Gateway Pavilion on 6-13-2021 from 2:30 to 4:30 for (Stock or Hyde) res
387	06/16/2021	Tr Rec	1361	1083	1	Key Pen Little League	3,828.00	Payment for 2021 Field rental agreement.

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:45:10 Date: 07/07/2021

06/01/2021 To: 06/30/2021

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
398	06/10/2021	Tr Rec	1362	1084	1	General Customer	108.15	Full rental of Gateway Pavilion on 6-26-2021 from 4-7 pm for (Fenton)
399	06/10/2021	Tr Rec	1363	1085	1	General Customer	61.80	1/2 rental of Gateway Pavilion on 7-17-2021 from 12-4 pm for (Moon)
409	06/29/2021	Tr Rec	1364	1086	1	General Customer	32.00	Rental of Home Park shelter for 8/28/2021 from 1-4pm for (Key Peninsula Preschool)
410	06/29/2021	Tr Rec	1365	1087	1	General Customer	97.50	Rental VP field 1 for June 17, 22 and 24th from for (Shockwave Baseball Club)
411	06/29/2021	Tr Rec	1366	1088	1	General Customer	50.00	Purchase of surplus patio furniture for (Perkosky)
430	06/10/2021	Tr Rec	1367	1089	1	General Customer	51.50	Balance due for Gateway Park pavilion rental (Moon)
431	06/11/2021	Tr Rec	1368	1090	1	General Customer	53.20	Rental of Home Park shelter on 6-26-2021 from 1:30 to 5:30 for (Stevens)
432	06/11/2021	Tr Rec	1369	1091	1	General Customer	77.25	Rental of full Gateway Park pavilion on 6-18-2021 from 4 to 6 for (Palagyi)
433	06/14/2021	Tr Rec	1370	1092	1	General Customer	13.10	Processing credit card fees for 3 refunded credit card payment on pavilion rentas for (Gilmore, Lique, and Bruderer) all refunded by credit card.
434	06/15/2021	Tr Rec	1371	1093	1	General Customer	46.35	1/2 rental of Gateway Park Pavilion on 6-19-2021 from 2-5 for (Merrick)
435	06/15/2021	Tr Rec	1372	1094	1	General Customer	46.35	1/2 rental of Gateway Park Pavilion on 8-7-2021 from 12-2 for (Blowers)
436	06/16/2021	Tr Rec	1373	1095	1	General Customer	62.83	Rental of Volunteer Park Pavilion on 7-3-2021 from 7-12 for (VanderDoes)
437	06/16/2021	Tr Rec	1374	1096	1	General Customer	61.80	1/2 rental of Gateway Park Pavilion on 6-22-2021 from 5-7 for (Morgan)
438	06/16/2021	Tr Rec	1375	1097	1	General Customer	46.35	1/2 rental of Gateway Park Pavilion on 6-22-2021 from 5-7 for (Helgerson)
439	06/17/2021	Tr Rec	1376	1098	1	General Customer	46.35	1/2 rental of Gateway Park Pavilion on 7-30-2021 from 1-3 for (Larson)
440	06/17/2021	Tr Rec	1377	1099	1	General Customer	61.80	1/2 rental of Gateway Park Pavilion on 7-3-2021 from 12-2 for (Black)
441	06/17/2021	Tr Rec	1378	1100	1	General Customer	144.20	Full rental of Gateway Park Pavilion on 7-18-2021 from 4-7 for (Keevy)
442	06/17/2021	Tr Rec	1379	1101	1	General Customer	61.80	1/2 rental of Gateway Park Pavilion on 7-12-2021 from 11-1 for (Wood)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:45:10 Date: 07/07/2021

06/01/2021 To: 06/30/2021

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
443	06/18/2021	Tr Rec	1380	1102	1	General Customer	2.25	Credit card processing fee for refund on cancelled rental refunded via credit card for (Deoneseus)
444	06/18/2021	Tr Rec	1381	1103	1	General Customer	51.50	1/2 rental of Gateway Park pavilion on 7/2/2021 from 12:30 to 3 for (Larson)
445	06/18/2021	Tr Rec	1382	1104	1	General Customer	77.25	1/2 rental of Gateway Park pavilion on 9/26/2021 from 1 to 3 for (Moore)
446	06/21/2021	Tr Rec	1383	1105	1	General Customer	61.80	1/2 rental of Gateway Park pavilion on 7/11/2021 from 11 to 1 for (Lanza)
447	06/21/2021	Tr Rec	1384	1106	1	General Customer	46.35	1/2 rental of Gateway Park pavilion on 6/21/2021 from 6 to 18 for (Hambly)
448	06/22/2021	Tr Rec	1385	1107	1	General Customer	185.40	Full rental of Gateway Park pavilion on 8/7/2021 from 2 to 6 for (Stryker)
449	06/22/2021	Tr Rec	1386	1108	1	General Customer	144.20	Full rental of Gateway Park pavilion on 8/8/2021 from 12 to 3 for (Reynante)
450	06/22/2021	Tr Rec	1387	1109	1	General Customer	46.35	1/2 rental of Gateway Park pavilion on 7/10/2021 from 1 to 3 for (Simons)
451	06/24/2021	Tr Rec	1388	1110	1	General Customer	46.35	1/2 rental of Gateway Park pavilion on 8/14/2021 from 3 to 5 for (MacSalka)
455	06/15/2021	Tr Rec	1389	1111	1	General Customer	15.45	Balance paid on Rental of Gateway Pavilion for (Blowers)
456	06/15/2021	Tr Rec	1390	1112	1	General Customer	75.00	Rental of Gateway pavilion for 6-24-2021 Canceled and refunded on 6-25-2021
457	06/24/2021	Tr Rec	1391	1113	1	General Customer	46.35	12 rental of Gateway Park pavilion for 6-30-2021 from 2-4 for (Huseby)
458	06/25/2021	Tr Rec	1392	1114	1	General Customer	113.30	12 rental of Gateway Park pavilion for 8-21-2021 from 1-5 for (Chittenden)
459	06/25/2021	Tr Rec	1393	1115	1	General Customer	61.80	Full rental of Gateway Park pavilion for 7-10-2021 from 4-6 for (Sanders)
460	06/25/2021	Tr Rec	1394	1116	1	General Customer	61.80	1/2 rental of Gateway Park pavilion for 7-2-2021 from 12-2 for (Foley)
461	06/25/2021	Tr Rec	1395	1117	1	General Customer	51.50	1/2 rental of Gateway Park pavilion for 7-11-2021 from 10 - 12 for (Reddinger)

360 Long Terms

10,839.20

001 General Fund

10,839.20

10,839.20

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:45:32 Date: 07/07/2021

06/01/2021 To: 06/30/2021

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
463	06/30/2021	Tr Rec	1396		3	Pierce County Budget and Finar	12,945.00	Property tax of \$11,291.57 and delinquent tax of \$1,653.43
464	06/30/2021	Tr Rec	1397		3	Pierce County Budget and Finar	17,163.07	Zoo Trek
465	06/30/2021	Tr Rec	1398		3	Pierce County Budget and Finar	40.51	Leasehold Excise tax
466	06/30/2021	Tr Rec	1399		3	Pierce County Budget and Finar	118.11	Investment interest
			310 Taxes				30,148.58	
			360 Long Terms				118.11	
			001 General Fund				30,266.69	
							30,266.69	

Payroll expenditures for June 2021

Key Peninsula Metro Parks District

Time:

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06/01/2021 To: 06/30/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	347	06/08/2021	Payroll	2	4,222.44	
EFT WA State Department of Retiremen	348	06/08/2021	Payroll	2	6,703.97	
EFT Employee Paycheck	331	06/10/2021	Payroll	2	1,946.98	
EFT Employee Paycheck	332	06/10/2021	Payroll	2	1,294.93	
EFT Employee Paycheck	333	06/10/2021	Payroll	2	1,377.75	
EFT Employee Paycheck	334	06/10/2021	Payroll	2	818.36	
EFT Employee Paycheck	335	06/10/2021	Payroll	2	236.44	
EFT Employee Paycheck	336	06/10/2021	Payroll	2	2,557.98	
EFT Employee Paycheck	337	06/10/2021	Payroll	2	1,183.99	
EFT Employee Paycheck	338	06/10/2021	Payroll	2	1,674.67	
EFT Employee Paycheck	339	06/10/2021	Payroll	2	306.82	
EFT Employee Paycheck	340	06/10/2021	Payroll	2	2,186.17	
EFT Employee Paycheck	376	06/25/2021	Payroll	2	1,946.98	
EFT Employee Paycheck	377	06/25/2021	Payroll	2	118.21	
EFT Employee Paycheck	378	06/25/2021	Payroll	2	1,294.93	
EFT Employee Paycheck	379	06/25/2021	Payroll	2	1,450.50	
EFT Employee Paycheck	380	06/25/2021	Payroll	2	118.21	
EFT Employee Paycheck	381	06/25/2021	Payroll	2	1,149.34	
EFT Employee Paycheck	382	06/25/2021	Payroll	2	2,557.98	
EFT Employee Paycheck	383	06/25/2021	Payroll	2	1,180.83	
EFT Employee Paycheck	384	06/25/2021	Payroll	2	1,647.98	
EFT Employee Paycheck	385	06/25/2021	Payroll	2	1,078.60	
EFT Employee Paycheck	386	06/25/2021	Payroll	2	7,985.51	
EFT EFTPS	408	06/28/2021	Payroll	2	7,378.08	
EFT Department of Licensing	467	06/30/2021	Claims	2	13.00	Driving record request for new employee
EFT United Concordia	468	06/30/2021	Payroll	2	488.60	
Total Checks:					52,919.25	

Accounts Payable expenditures for June 2021

Key Peninsula Metro Parks District

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06/01/2021 To: 06/30/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210602001 PEBB Health Insurance	352	06/08/2021	Payroll	5	4,485.39	
210603001 All Play Systems	353	06/09/2021	Claims	5	345.28	Gateway park swing repair
210603002 Alpine Products INC	354	06/09/2021	Claims	5	42.22	Splash Pad stencil
210603003 CenturyLink	355	06/09/2021	Claims	5	109.01	internet services
210603004 EPIC Business Essentials	356	06/09/2021	Claims	5	444.45	Printer toner, staples, dry board cleaner, paper for printer
210603005 Gleason Timothy J	357	06/09/2021	Claims	5	48.16	Mileage for May 2021 gleason
210603006 H.D. Fowler	358	06/09/2021	Claims	5	131.85	Repairs for VP Irrigation
210603007 Madrona Law Group PLLC	359	06/09/2021	Claims	5	345.00	Professional services regarding HR matter and water line issue.
210603008 Murreys Disposal Company	360	06/09/2021	Claims	5	794.70	Trash dumpsters at Volunteer and Gateway
210603009 Occupational Medical Clinic of Tacoma	361	06/09/2021	Claims	5	228.00	Pre-employment physicals and drug screens for Whitmarsh and Paganelli
210603010 Peninsula Light Company	362	06/09/2021	Claims	5	1,653.55	Electric bills for volunteer, home, taylor bay
210604001 Alpine Products INC	388	06/17/2021	Claims	5	100.89	Stencil's for splash pad at Gateway
210604002 Cascade Recreation, INC	389	06/17/2021	Claims	5	4,322.47	fibar wood fiber chips for Home Park and Civic Center
210604003 Glen Cove Repair LLC	390	06/17/2021	Claims	5	4,923.34	Truck repairs for the 2005 Chevrolet Silverado 2500. Wheel bearings and hub assyamble, breaks replaced, fixed turn signal, serviced transmission, replaced upper and lower radiator hose. washer pump
210604004 Grandt Veronica L	391	06/17/2021	Claims	5	455.84	Milage log for personal vehicle Jan, Feb, March, April, May
210604005 H.D. Fowler	392	06/17/2021	Claims	5	131.85	Stone Flange, rubber gasket, pvc parts, white wires for VP irrigation
210604006 US Bank	393	06/17/2021	Claims	5	7,492.98	May 2021 monthly credit card statement
210604007 Verizon Wireless	394	06/17/2021	Claims	5	364.00	Cell phones
210604008 WA water service company	395	06/17/2021	Claims	5	161.83	Splash Pad water bill
210604009 Wave Broadband	396	06/17/2021	Claims	5	145.04	Phone and Internet at Volunteer Park
210604010 Woodward Matthew M	397	06/17/2021	Claims	5	98.00	Mileage log for 06-2021 personal vehicle
Total Checks:					26,823.85	

VOUCHER APPROVALS

Key Peninsula Metro Parks District

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06/01/2021 To: 06/30/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Merch Bankcard service	454	06/30/2021	Claims	1	75.00	Credit card refund for shelter rental due to signage error for (Gilmore)
Total Checks:					<u>75.00</u>	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 13:46:45 Date: 07/07/2021
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06/01/2021 To: 06/30/2021

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
452	06/30/2021	06/30/2021	1		Ser Chge		First Citizens	75.00	Banking service fees
	576 80 49 003	Banking Fees		001	General Fund			75.00	Banking service fees
453	06/30/2021	06/30/2021	1		Ser Chge		Merch Bankcard service	29.62	Credit card processing fees
	576 80 49 003	Banking Fees		001	General Fund			29.62	Credit card processing fees
	Records Printed:		2						
						Adjustments:		0.00	
						Beginning Balance:		0.00	
						Revenues:		0.00	
						Warrant Expenditures:		0.00	
						Non Warrant Expenditures:		104.62	
						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	104.62	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	104.62	0.00	0.00	0.00

Pierce County expenditures for June 2021

Key Peninsula Metro Parks District

Time: 13:42:38 Date: 07/07/2021

06/01/2021 To: 06/30/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Pierce County Budget and Finance	462	06/30/2021	Claims	3	12,075.00	Debt Service Interest.
Total Checks:					<u>12,075.00</u>	

2021 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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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	4,738.29	44,231.95	85,762.57	574,150.57	86,763.81	12,945.00	0.00	0.00	0.00	0.00	0.00	0.00	808,592.19	1,430,563.00	57%
313 17 00 000 Taxes, Zoo Trek Excise Tax	16,388.65	19,380.79	15,616.65	15,481.23	19,849.52	17,163.07	0.00	0.00	0.00	0.00	0.00	0.00	103,879.91	150,000.00	69%
317 20 00 000 Taxes, Leasehold Excise Ta	0.00	15.22	0.00	0.02	0.00	40.51	0.00	0.00	0.00	0.00	0.00	0.00	55.75	4,000.00	1%
317 40 00 000 Taxes, Forest Excise Tax	0.00	120.69	0.00	0.00	2,698.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,819.66	500.00	564%
330 Taxes	21,126.94	63,748.65	101,379.22	589,631.82	109,312.30	30,148.58	0.00	0.00	0.00	0.00	0.00	0.00	915,347.51	1,585,063.00	58%
334 02 70 000 Recreation Conservation C	107,452.89	0.00	0.00	116,345.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223,797.94	0.00	0%
330 Intergovernmental Revenues	107,452.89	0.00	0.00	116,345.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223,797.94	0.00	0%
347 60 00 003 Proqram Fees, Proqrms	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	20.00	2,000.00	1%
340 Park Fees	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	20.00	2,000.00	1%
361 11 00 000 Investment Interest	226.11	197.46	185.04	160.03	124.27	118.11	0.00	0.00	0.00	0.00	0.00	0.00	1,011.02	12,000.00	8%
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	750.00	0%
362 40 00 004 S&F Rentals, 360 Field / G:	350.00	0.00	475.00	2,759.59	755.00	4,380.00	60.00	0.00	0.00	0.00	0.00	0.00	8,779.59	3,500.00	251%
362 40 00 005 S&F Rentals, Home Park P	0.00	0.00	0.00	0.00	25.00	81.00	0.00	0.00	0.00	0.00	0.00	0.00	106.00	200.00	53%
362 40 00 006 S&F Rentals, Volunteer Pa	0.00	0.00	0.00	0.00	65.00	158.50	0.00	0.00	0.00	0.00	0.00	0.00	223.50	75.00	298%
362 50 00 001 S&F Rentals, Concessions	340.00	340.00	1,080.00	473.18	540.00	540.00	0.00	0.00	0.00	0.00	0.00	0.00	3,853.18	10,800.00	36%
362 50 00 002 S&F Rentals, Gateway Car	1,071.98	1,326.02	1,349.44	1,256.65	1,244.05	1,182.77	1,188.50	0.00	0.00	0.00	0.00	0.00	8,619.41	15,600.00	55%
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	75.00	0%
362 50 00 004 S&F Rentals, Little Leaque	0.00	0.00	0.00	0.00	0.00	3,828.00	0.00	0.00	0.00	0.00	0.00	0.00	3,828.00	2,000.00	191%
362 50 00 005 S&F Rental, Taylor Bay Car	312.86	312.86	312.86	625.72	0.00	312.86	312.86	0.00	0.00	0.00	0.00	0.00	2,190.02	5,800.00	38%
367 00 00 000 Contributions & Donation	0.00	0.00	0.00	0.00	250.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	2,750.00	10,000.00	28%
369 91 00 000 Other Revenue	0.00	206.78	551.00	142.50	7.50	356.07	1.80	0.00	0.00	0.00	0.00	0.00	1,265.65	2,000.00	63%
369 91 01 000 Usage Of Fund Balance	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	192,980.00	0%
360 Long Terms	2,300.95	2,383.12	3,953.34	5,417.67	3,010.82	10,957.31	4,603.16	0.00	0.00	0.00	0.00	0.00	32,626.37	255,780.00	13%
FUND REVENUES:	130,880.78	66,131.77	105,332.56	711,394.54	112,323.12	41,105.89	4,623.16	0.00	0.00	0.00	0.00	0.00	1,171,791.82	1,842,843.00	64%
576 80 10 001 Commissioner Wages	128.01	384.03	768.06	0.00	512.04	512.04	128.01	0.00	0.00	0.00	0.00	0.00	2,432.19	7,500.00	32%
576 80 10 002 Administrative Wages	16,016.22	15,464.83	15,198.02	18,317.54	19,148.23	19,532.41	9,804.76	0.00	0.00	0.00	0.00	0.00	113,482.01	263,000.00	43%
576 80 10 003 Park Operations Wages	14,494.82	14,454.80	13,589.65	16,322.39	13,320.56	24,915.12	7,632.30	0.00	0.00	0.00	0.00	0.00	104,729.64	304,000.00	34%
576 80 20 001 Commissioner Personnel E	21.47	29.40	58.80	9.20	39.20	39.18	9.80	0.00	0.00	0.00	0.00	0.00	207.05	600.00	35%
576 80 20 002 Administrative Benefits	8,023.35	4,149.80	4,066.53	5,718.49	6,583.98	5,770.72	2,284.23	0.00	0.00	0.00	0.00	0.00	36,597.10	94,000.00	39%
576 80 20 003 Park Operations Benefits	9,185.21	5,664.64	6,579.81	9,302.33	5,803.93	6,583.39	2,044.85	0.00	0.00	0.00	0.00	0.00	45,164.16	161,000.00	28%
576 80 20 005 Volunteers L&I Benefits	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 20 006 Uniforms/safety Gear - Per	56.08	26.00	267.06	226.00	78.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	753.14	3,500.00	22%
576 80 31 001 Office Supplies	10.00	152.20	432.18	1,433.05	722.08	577.11	0.00	0.00	0.00	0.00	0.00	0.00	3,326.62	3,000.00	111%
576 80 31 002 Maintenance Supplies	36.67	2,150.64	1,754.74	997.74	2,246.55	6,225.93	516.45	0.00	0.00	0.00	0.00	0.00	13,928.72	39,000.00	36%
576 80 31 003 Equipment Maintenance S	0.00	0.00	0.00	397.43	311.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	708.90	7,500.00	9%
576 80 31 004 Vehicle Maintenance Supr	469.03	92.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	561.08	5,000.00	11%
576 80 31 130 Supplies, Special Event Por	0.00	0.00	0.00	0.00	239.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	239.01	3,000.00	8%
576 80 31 140 Supplies, Speial Events No	0.00	523.68	354.06	66.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	944.55	9,000.00	10%
576 80 32 000 Park Operations Fuel	607.37	1,329.86	581.31	763.95	629.15	944.32	0.00	0.00	0.00	0.00	0.00	0.00	4,855.96	10,500.00	46%
576 80 35 000 Small Tools & Equipment	0.00	199.00	737.53	2,090.98	1,392.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,420.41	4,500.00	98%
576 80 41 000 Professional Services, Marl	5,406.50	0.00	0.00	4.00	397.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,808.08	9,000.00	65%
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	0.00	0.00	6,422.55	310.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,733.30	20,000.00	34%
576 80 41 004 Professional Services, Leqz	943.00	207.00	0.00	0.00	0.00	345.00	0.00	0.00	0.00	0.00	0.00	0.00	1,495.00	6,000.00	25%

2021 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
000															
576 80 41 005 Professional Services, Con	4,720.00	0.00	213.00	23.00	132.24	357.50	0.00	0.00	0.00	0.00	0.00	0.00	5,445.74	7,500.00	73%
576 80 41 007 Professional Services, Web	425.19	0.00	0.00	103.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	528.25	5,000.00	11%
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	1,500.00	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	12,000.00	0%
576 80 41 020 Professional Services, Key	0.00	23.00	0.00	0.00	13.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.68	7,500.00	0%
576 80 41 120 Professional Services Com	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 42 001 Communications, Cell Phc	199.85	208.86	471.79	363.89	364.00	364.00	0.00	0.00	0.00	0.00	0.00	0.00	1,972.39	3,700.00	53%
576 80 42 002 Communications, Telepho	249.70	519.61	550.50	1,013.55	575.23	530.71	0.00	0.00	0.00	0.00	0.00	0.00	3,439.30	3,500.00	98%
576 80 42 004 Communications, Postage	0.00	68.15	7.95	0.00	109.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	185.60	250.00	74%
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	6.00	0.00	30.00	0.00	66.64	602.00	0.00	0.00	0.00	0.00	0.00	0.00	704.64	15,000.00	5%
576 80 44 001 Taxes And Operation Asse	0.00	0.00	305.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.77	500.00	61%
576 80 45 000 Equipment Rental\ Land, (283.27	155.00	1,672.39	1,679.78	356.50	0.00	424.47	0.00	0.00	0.00	0.00	0.00	4,571.41	7,000.00	65%
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	35,000.00	0%
576 80 47 020 Utility Services, Key Pen G	792.81	312.65	800.52	855.87	970.71	559.18	272.61	0.00	0.00	0.00	0.00	0.00	4,564.35	21,500.00	21%
576 80 47 040 Utility Services, Home Park	0.00	52.45	52.78	50.32	52.61	51.87	0.00	0.00	0.00	0.00	0.00	0.00	260.03	600.00	43%
576 80 47 080 Utility Services, Taylor Bay	0.00	256.97	290.57	239.76	227.22	194.41	0.00	0.00	0.00	0.00	0.00	0.00	1,208.93	3,500.00	35%
576 80 47 090 Utility Services, Volunteer	184.59	862.86	900.24	1,894.74	2,310.00	1,804.62	0.00	0.00	0.00	0.00	0.00	0.00	7,957.05	17,000.00	47%
576 80 48 000 Repairs & Maintenance, G	0.00	2,863.37	0.00	1,380.04	930.23	9,035.54	660.51	0.00	0.00	0.00	0.00	0.00	14,869.69	20,500.00	73%
576 80 49 001 Licenses & Permits	130.00	0.00	0.00	1,890.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,025.00	4,500.00	45%
576 80 49 002 Dues & Subscriptions	500.00	60.00	995.00	241.06	944.09	746.27	0.00	0.00	0.00	0.00	0.00	0.00	3,486.42	4,700.00	74%
576 80 49 003 Banking Fees	65.00	80.00	80.00	80.00	81.58	104.62	0.00	0.00	0.00	0.00	0.00	0.00	491.20	1,250.00	39%
576 80 49 004 Other Expenses	0.00	0.00	0.00	0.00	0.00	88.00	0.00	0.00	0.00	0.00	0.00	0.00	88.00	4,000.00	2%
576 80 49 006 Training, Staff	0.00	330.00	0.00	0.00	280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	610.00	3,500.00	17%
576 80 49 010 Miscellaneous Key Central	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 49 020 Miscellaneous Gateway 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	1,000.00	0%
576 80 49 090 Miscellaneous Volunteer F	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 49 120 Miscellaneous For Commu	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%
576 80 52 000 Intergovernmental Taxes (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 Parks	62,954.14	50,620.85	57,180.81	65,775.73	58,843.91	79,883.94	23,877.99	0.00	0.00	0.00	0.00	0.00	399,137.37	1,157,100.00	34%
589 00 00 999 Payroll Liability Account	-98.74	-113.05	-148.34	-160.28	87.04	38.78	-1,151.81	0.00	0.00	0.00	0.00	0.00	-1,546.40	0.00	0%
589 30 00 000 Other Non-Expenditures -	0.00	345.78	0.00	0.00	507.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	852.96	2,500.00	34%
580 Non-Expenditures	-98.74	232.73	-148.34	-160.28	594.22	38.78	-1,151.81	0.00	0.00	0.00	0.00	0.00	-693.44	2,500.00	28%
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	12,075.00	0.00	0.00	0.00	0.00	0.00	0.00	12,075.00	21,525.00	56%
591	0.00	0.00	0.00	0.00	0.00	12,075.00	0.00	0.00	0.00	0.00	0.00	0.00	12,075.00	56,525.00	21%
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	225,000.00	0%
594 76 62 020 Capital Improvements Gat	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	344,718.00	0%
594 76 62 090 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	20,000.00	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	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	27,000.00	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	626,718.00	0%

2021 CASH FLOW - YEAR TO DATE

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
FUND EXPENDITURES:	62,855.40	50,853.58	57,032.47	65,615.45	59,438.13	91,997.72	22,726.18	0.00	0.00	0.00	0.00	0.00	410,518.93	1,842,843.00	22%
FUND GAIN/LOSS:	68,025.38	15,278.19	48,300.09	645,779.09	52,884.99	-50,891.83	-18,103.02	0.00	0.00	0.00	0.00	0.00	761,272.89		
FUND NET POSITION:	68,025.38	83,303.57	131,603.66	777,382.75	830,267.74	779,375.91	761,272.89	761,272.89	761,272.89	761,272.89	761,272.89	761,272.89			

2021 FUND TOTALS

Key Peninsula Metro Parks District

Time: 12:33:21 Date: 07/08/2021

Page: 4

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	130,880.78	66,131.77	105,332.56	711,394.54	112,323.12	41,105.89	4,623.16	0.00	0.00	0.00	0.00	0.00	1,171,791.82	1,842,843.00	64%
	130,880.78	66,131.77	105,332.56	711,394.54	112,323.12	41,105.89	4,623.16	0.00	0.00	0.00	0.00	0.00	1,171,791.82	1,842,843.00	64%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	62,855.40	50,853.58	57,032.47	65,615.45	59,438.13	91,997.72	22,726.18	0.00	0.00	0.00	0.00	0.00	410,518.93	1,842,843.00	22%
	62,855.40	50,853.58	57,032.47	65,615.45	59,438.13	91,997.72	22,726.18	0.00	0.00	0.00	0.00	0.00	410,518.93	1,842,843.00	22%
FUND GAIN/LOSS:	68,025.38	15,278.19	48,300.09	645,779.09	52,884.99	-50,891.83	-18,103.02	0.00	0.00	0.00	0.00	0.00	761,272.89		
FUND NET POSITION:	68,025.38	83,303.57	131,603.66	777,382.75	830,267.74	779,375.91	761,272.89	761,272.89	761,272.89	761,272.89	761,272.89	761,272.89			



Regular Meeting: July 12, 2021

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: July 12, 2021
Subject: Executive Director's Report

Summer is finally here and WA state has been fully “open” for one week as of the writing of this report. We also collectively lived through the hottest three days -- with temps over 100 -- that we have ever seen in recorded weather for our area. During all of this time, the maintenance team has been hard at work. The slide at the Home Park playground has been replaced. Home Park and Rocky Creek both had one instance of a large amount of illegal dumping. All items have been disposed of properly. Staff did find a small, portable safe which was dumped in Home Park which has been turned over to the Pierce County Sheriff.

The team has been working hard to get us caught up, get areas pressure washed, string trimmed and mowed. After several days of working on smaller areas, they did a full, all-team work day at Volunteer Park and Gateway Park. The signs are clean, areas are weeded, areas are mowed, dugouts/skatepark/hardscapes pressure washed – and it just looks amazing! Next week, trails in Key Central Forest and 360 will be the primary focus. In addition, the new Interim Manager is training staff on raking the “fall area” (engineered wood chip covered area), additional safety practices, identifying potential work areas, and more.

While many areas have improved, there are a few short-term projects which are still awaiting completion. These include the stairs at Taylor Bay, the hazard tree at Maple Hollow and the teeter-totter repair at Gateway Park. These are a few of the short-term maintenance projects on the list; forthcoming are mid-term and longer projects. A bid list is also coming for clearing up some deferred maintenance issues such as roof leaks in the 5-car garage, barn and gateway house, as well as necessary window replacement. This will come to the Board for approval due to the dollar value.

Also on the maintenance side, the 2005 Chevy pick-up truck has been repaired and is now safe for the road. Additional work is needed on this vehicle – however, this was not unexpected. When maintenance is deferred for so long, the repairs often expose additional needed work. The 1993 Ford F-150 was recently inspected and requires nearly \$6,000 work stemming from deferred maintenance. We are currently exploring other options such as a new or used vehicle acquisition to look at costs, timeline, etc. before deciding on next steps. This item will be more fully discussed in the Mid-Year Report. The remaining vehicles and trailers will be undergoing inspections over the next few weeks and more repair expenses are expected.

Coming up is the 5k Run/Walk/Ride in July 17th. There are 17 registrants and we continue to share the marketing information. We invite everyone to come join us for some early morning exercise – registration is required. All registrants get a swag bag for finishing. See our website for more information <https://www.keypenparks.com/summer-fun-5k-runwalkride.html>. Friday nights in August will bring us Cinema Under the Stars (plus crafts!) at Volunteer and Gateway Parks. August 6th at Gateway Park is Frozen II, August 13th at Volunteer Park is the Goonies, August 20th at Gateway Park is Raya and the Last Dragon,



and August 27th at Volunteer Park is Aladdin. The changes in Covid rules also will bring a few Pop-up Popsicles in the Park events. Check out Facebook for the announcements.

Our volunteer events have been stymied by weather – extremely hot and then the half-Basketball court by misty rain which impeded the painted lines. Look for more events to come posted on Facebook and our website, including a 360 work party in honor of Pierce County Trails day on July 31st! This is in partnership with Forevergreen Trails.

The Splash Pad now has extended evening hours, open from 11:00 AM to 7:30 PM. Evening usage is very low and will be re-examined for next year's operating hours. The extreme, 100+ degree, heat brought out many users the first few days but the pad was relatively empty on the hottest day as no one was expending energy. The Splash Pad runs on fresh (drinking) water and the first full month's bill has yet to arrive. The pad does drain across the grassy area near the dog park which is experiencing some impacts of excess water pooling and mud. Staff will be exploring options here such as a rain garden or revised fencing.

Weekly and monthly safety trainings continue to occur. The hiring of a new Parks & Facilities Manager is also ongoing. With the addition of Allen Sollano to the seasonal maintenance team, we are in good shape through the summer. The 2022 budget preparation will begin next month so that we are on-time for the November deadline. Later this calendar year, we will be audited from the SAO for 2018-2020 and have provided our preliminary documents. The on-site dates have not yet been scheduled.



Meeting: July 12, 2021

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 12, 2021

Subject: Authorize the Executive Director to Draft and Execute a Release from Right of First Refusal for the Lind Family Trust

Background

In mid-June the Executive Director was approached by a representative of the Lind Family Trust and provided the following information. His mother, Nancy Lind, through the Lind Family Trust desired to offer Key Pen Parks through a Right of First Refusal several parcels of land totalling 80 acres near Home Park. This land was, and remains, encumbered with a Conservation Easement held by the Greater Peninsula Conservancy. It is also open space or habitat land as it contains varied topography and many wetlands. He stated that previously Key Pen Parks determined that it did not want to purchase the land but the Family Trust did not receive any written notification. He is requesting a notarized document indicating the release of the Right of First Refusal. He also provided a short summary of the facts as he knows them, copies of the 2 proposed documents in 2012 and 2019 for the written release of the Right of First Refusal.

The documents provided by the Lind Family Trust also refer to Key Pen Parks and the Key Peninsula Parks & Recreation Foundation, sometimes interchangeably. The Executive Director has requested new copies of the refusal template for only Key Pen Parks prior to executing any document. The document will also be reviewed by our contract attorney. The Director indicated to the Lind Family Trust that we are two separate organizations and recommended that the Family Trust also contact the Board of the Foundation.

Per Key Pen Parks Meeting Minutes from September 10, 2012 and September 8, 2014, this item came before the Board of Park Commissioners, and in 2012 there was a 5/0 vote declining the property and in 2014 a “consensus” was reached that the land could be pursued at a future time but not in 2014.

With the meeting minutes, it appears as though the property was refused. However, with the turnover in staff the Executive Director is requesting approval to execute the required documents and/or issue a written letter. This matter was reviewed by our contract attorney who agrees that the timeline has passed/Key Pen Parks has released the Right of First Refusal.

Recommended Action: Authorize the Executive Director to issue a written release of the Right of First Refusal per the direction provided by the Board meeting minutes in 2012 and 2014

Attachment 1: Minutes from Meeting on September 10, 2012

Attachment 2: Minutes from Meeting on September 8, 2014

Attachment 3: Summary from Lind Family Trust



Attachment 4: Right of First Refusal 2012

Attachment 5: Right of First Refusal 2019

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PEN PARKS

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

253-884-9240 and answers@keypenparks.com

Board Meeting Minutes

Monday September 10, 2012

The regular meeting was preceded by a study session/staff report: The September 10th meeting was held at the newly acquired property recently named “Key Peninsula Gateway Park.” Citizens attending the meeting were invited to walk around the grounds and buildings on the property. The study session started at 7:18 PM. Executive Director Gallacher reviewed the staff report; staff is currently working on 2013 budget and will have a draft for the October meeting.

The public meeting was called to order at 7:30 PM in the Key Peninsula Gateway Park Building by President Greg Anglemyer.

Commissioners Present: Greg Anglemyer, Kip Clinton, Ed Robison, Bill Trandum, and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Administrative Assistant Laura Armstrong.

Citizens Present: Frank and Colleen Slater, Jason Moberg, Barbara Rowland, Judy and Don Mills, Margret Campbell, also Bill Sawaya and Todd Vanscoyk from the Key Peninsula Fire Department.

Pledge of Allegiance: Recited.

Approval of Agenda: Commissioner Anglemyer asked if there were any objections or changes to the agenda, hearing none, the agenda was approved.

Special Presentations: none

Citizen Comments: Citizens congratulated the Park for saving the land (Key Peninsula Gateway Park).

Business Meeting

1. Minutes: Commissioner Anglemyer asked if there were any corrections or objections to the September 10, 2012 meeting minutes, hearing none, the September 10th meeting minutes were accepted as written.

2. Financial Report: The August 31, 2012, Pierce Co. Budget and Finance balance was \$1,103,356.05. The Zoo Trek deposit was \$10,155.67, a decrease of \$54.16 from the same time period in 2011. Total Zoo Trek collections to date are \$75,493.00. Real and Personal Property Tax collections were \$4,501.77 and 2011 delinquent property tax was \$529.00. Total 2012 Real and Personal Property Tax collections to date are \$338,648.00. Total delinquent property tax collected for 2011 was \$23,860.00. The First Citizens Bank balance shows \$5,453.23 as of August 31, 2012. Augusts’ expenses totaled \$54,872.95.

3. Staff Report: The staff report was reviewed

4. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Trandum): No new update.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum):

Commissioner Trandum presented the commissioners with a copy of the Key Peninsula Park and Recreation Foundation information letter; this letter gave information introducing the foundation. The Letter was sent to approximately 250 citizens with vacation homes on the Key Peninsula who have mailing addresses out of the area.

The Key Peninsula Park and Recreation Foundation will set up a booth at the Key Peninsula Gateway Park during the Farm Tour on October 6, 2012.

c. Trail updates (Commissioner Michel): Commissioner Michel did a walk-about with Stan Fleming and Bryan Stacy at an area along the Key Peninsula Highway between Key Center and the Red Barn. Bryan Stacy is looking into finding funds to improve the right-a-way/path alongside the highway.

5. Board President's Report: Commissioner Anglemyer stated, he very happy with how things worked out with the new Key Peninsula Gateway Park acquisition. He encouraged people in the community to attend future meetings to give input for future usages.

6. Unfinished Business/Naming of DNR Key Center Property (480) (Note: from August 13th meeting). By a consensus of the Key Pen Parks Board of Commissioners with a vote of 5/0 the new name will be "Key Central Forest." Commissioner Anglemyer stated it was brought to his attention that a formal motion was not made before the vote and asked for a motion to be made. Commissioner Michel made a motion "to name the DNR 480 property Key Central Forest." Commissioner Clinton seconded the motion and the Motion was passed 5/0.

7. New Business/Lind property first right of refusal: Nancy Lind's attorney approached the Key Peninsula Park and Recreation Foundation with an offer for "First right of Refusal" on 80 acres of land currently owned by Mrs. Lind. This Offer contained specific items with included; purchasing the land at \$300,000 within one year of Mrs. Lind's death and turning this land into a park within five years. Commissioner Trandum's recommendation was to politely decline this offer unless the offer was for an unrestricted right of first refusal at fair market value. Commissioner Trandum made a motion "that we decline Nancy Linds' proposal having to do with her estate and the Lind property." Commissioner Michel seconded the motion and the motion was passed 5/0.

8. New Business/Key Peninsula Farm Tour: The date of the Farm tour is on Saturday October 6th from 10:00am to 4:00pm. Key Pen Parks will have an open house at the Key Peninsula Gateway Park during this event. The Farm Tour committee will have an information booth setup at the Key Peninsula Gateway Park. Commissioner Anglemyer has invited a few local organizations to set up booths as well; these include the Key Peninsula Historical Society and the Key Peninsula Park and Recreation Foundation.

9. New Business/Discussion for Caretaker at Key Peninsula Gateway Park: Executive Director Gallacher asked the board for permission to investigate the idea for a caretaker; this person would rent the second floor of the house on the Key Peninsula Gateway Park property. To accommodate this, modifications would have to be made to the house. Executive Director Gallacher will calculate the amount of rent (based on market value) the Park District would charge and deducting the value of the amount of work the caretaker would be responsible for each month. The board granted Executive Director Gallacher permission to move forward with his investigation placing a caretaker on the Key Peninsula Gateway Park property.

10. New Business/2013 Budget Hearing Dates-October 8 and November 13 with possible additional dates of October 22 or November 26: RCW requires the Park District hold 2 budget hearing meetings; these meetings can be in conjunction with regular meetings. The commissioner felt that an addition meeting should be held and set October 22 as an additional meeting date. November 26th may be added in the future if the commissioner feels any other meetings are considered necessary.

New Business/Preliminary ranking of RCO grant for Key Peninsula Gateway Park: Key Pen Parks ranked third for acquisitions and 26th overall. This program funds half acquisitions and half developments. Since the grant Key Pen Parks applied for is an acquisition grant, Executive Director Gallacher stated he felt Key Pen Parks might stand a good chance of being awarded grant money for the Key Peninsula Gateway Park property.

11. Executive Session/ Property Acquisition-15 minutes; action anticipated: The Executive Session started at 8:07pm and ended at 8:21 pm; the regular public meeting reconvened at that time. Commissioner Anglemyer stated that the executive session involved discussion on property adjacent to the Key Central Forest referred to as "the Ketchum property" in previous discussions;

the Park District has been in negotiations with the property owner for the past few months and the owner has agreed to accept the Park District's final offer. Commissioner Robison made a motion "that we authorize to proceed with offering Ketchum the appraised price of \$50,500.00 to purchase the property and that the Park District is authorized to pay the additional closing costs, legal fees and whatever is required to complete the purchase." Commissioner Robison amended his motion to include "the property in the current condition without any tree removal or logging." Commissioner Trandum seconded the motion and the motion was passed 5/0.

12. Approval of other minor matters: none

13. Commissioners Comments/Good of the Order: none

14. Meeting Adjourned: The regular public meeting of September 10, 2012, was adjourned at 8:27 PM. The regular October meeting will be on October 8, 2012 at 7:30PM at the Volunteer Park building and may be preceded by a 6:30PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by: Laura Armstrong, Administrative Assistant.

Disclaimer: Key Pen Park's minutes are not official until approved by the Board of Commissioners. There may be errors in the unofficial minutes which are brought to the Administrative Assistant's attention and corrected at the time the Board addresses and approves the minutes.

KEY PENINSULA METROPOLITAN PARK DISTRICT
d.b.a. KEY PEN PARKS
P.O. Box 70, Lakebay, WA. 98349
253-884-9240 and answers@keypenparks.com
Board Meeting Minutes
Monday September 8, 2014

The regular meeting was preceded by a 7:00 PM study session/staff report. Don Campbell, of Robert W. Droll Landscape Architects, thanked the Board of Commissioners for accepting their firm for the Gateway Park Conceptual Master Plan project.

The public meeting was called to order at 7:30 PM in the Volunteer Park Office by President Bill Trandum.

Commissioners Present: Ed Robison, Kip Clinton, John Kelly, Mark Michel and Bill Trandum. Staff present for Key Pen Parks: Executive Director Scott Gallacher, Administrative Assistant Laura Armstrong, and Maintenance Supervisor Matt Woodward.

Citizens present: Don and Terri Campbell.

Pledge of Allegiance: Recited.

Approval of Agenda: Commissioner Trandum asked if there were any objections or changes to the agenda; Commissioner Clinton asked to have a discussion regarding creating a potential web policy added under New Business. The amended agenda was approved.

Special Presentations: There were no special presentations.

Citizen Comments: none

Business Meeting

1. Minutes: Commissioner Trandum asked if there were any objections or correction to the August 11, 2014 meeting minutes, hearing none, the August 11, 2014 meeting minutes were approved as written.

2. Financial Report: The August 2014 Pierce Co. Budget and Finance balance was \$1,658,986.83. The Zoo Trek May deposit was \$12,038.16. Total Zoo Trek collections to date are \$89,430.02. Real and Personal Property Tax collections were \$3,488.61 and 2013 delinquent property tax was \$469.90. Total 2014 Real and Personal Property Tax collections to date are \$391,423.94. Total delinquent property tax collected for 2013 was \$24,828.70. The First Citizens Bank balance shows \$4,050.63 as of August 31, 2014 \$49,928.96. Commissioner Trandum asked if there were any corrections or objections to the August financial report, hearing none, the August 2014 financial report was accepted as submitted.

3. Staff Report: The staff report was reviewed during the study session.

4. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): The amended easement between Manke's property and the southeast corner of the Gateway Park property is now complete and will be recorded with Pierce County within the week.

Executive Director Gallacher has asked Rob Homes to review the title for the tax title property along "Pole Line Road"; this property is being looked at for possible future swap with Manke property connecting 360 Trails to Gateway Park. Board consensus was to have Commissioner Michel, Commissioner Robison and Executive Director Gallacher look at the Pole Line Road tax title 18 acres; the cost to Key Pen Parks to purchase this property from Pierce County is approximately \$3500.00.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum): The Foundation board will be meeting tomorrow; this will be Mike Hays last day as president.

c. Trail Updates (Commissioner Michel): Commissioner Michel stated he has a meeting on September 9th with representatives from the equestrian group to look at possible future trail options along the northern boundary of 360 Trails.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly is currently working on recruiting volunteers for the Harvest Party event; date is set for October 18, 2014.

5. Board Presidents Report: none

6. New Business/ Gateway Conceptual Master Consultant Contract: Commissioner Robison made a motion that "we authorize the Executive Director to enter into a contract with the selected consultant for the Gateway Master Plan." Commissioner Clinton seconded the motion and the motion was passed 5/0.

7. New Business/ Lind Property First Right of Refusal: Executive Director explained that Mrs. Lind had stated that her wishes were to offer Key Pen Parks "First Right of Refusal" to her property when she passed away. Mrs. Lind's legal counsel drafted up a contract that includes the estimated value for this property. After some discussion the consensus among the Commissioners was that at some point in the future the land may be of some interest to the Park District but right now the Park District chooses not to act on this offer.

8. New Business/Proclamation thanking Mike Hays: NOTE: during the August 11th meeting Commissioner Robison made a motion "that we issue a proclamation thanking Mike Hays for all of his great work on the Park Foundation." Commissioner Clinton seconded the motion and the motion was passed 4/0. The proclamation was read by Executive Director Gallacher and Commissioner Trandum made a motion "that we adopt this proclamation and authorize me to give it to Mike in appreciating at their (his) final meeting tomorrow". Commissioner Clinton seconded the motion and the motion was passed 5/0.

9. New Business/Review of Executive Director: Commissioner Clinton stated that after reviewing the follow up to the Executive Directors annual review from March 2014, the HR committee has authorized a pay increase of 2% to take effect as of September 1, 2014. Commissioner Clinton made a motion "that we approve a 2% salary increase, cost of living salary increase that is retroactive to September 1 for the Executive Director". Commissioner Michel seconded the motion and the motion was passed 5/0.

10. New Business/Discussion on potential web policy: Commissioner Clinton stated that she has been following other public agencies' problems regarding Public Records Act, the web and social media. She wanted the commissioners to start thinking about adding/creating a web policy for the Park District. Executive Director Gallacher will be attending a social media webinar next week.

10. Other minor matters: none

11. Commissioners Comments/Good of the Order: none

12. Meeting Adjourned: The regular public meeting of September 8, 2014, was adjourned at 8:10pm. The special meeting for the Gateway Park master plan goals and vision discussion will be on Monday September 22, 2014 at 6:00 PM at the Volunteer Park annex building and the regular October meeting will be held on October 13, 2014 and may be preceded by a 7:00 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by: Laura Armstrong, Administrative Assistant

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Right of First Refusal History Summary

Lind Family Trust

History Nancy Lind worked with the Key Peninsula Parks on many projects

- A) 9/21/1999 Nancy Lind created a Right of First Refusal to the Key Peninsula Parks and Recreation Foundation to purchase the Lind Home property.
- B) 7/24/2012 Nancy Lind presented the Right of First Refusal to the leadership at Key Pen Parks. Based on the information and purchase requirements the leadership declined. (see Exhibit "A" of document)
- C) Despite Key Pen Park's rejection Nancy Lind failed to modify her estate planning to remove the right of refusal from the trust.
- D) 2/14/2014 Nancy Lind passed and David Lind became the Successor Trustee
- E) Several months later David Lind again presented the Right of First Refusal to the leadership of the Key Peninsula Parks. Again it was rejected because of cost and time requirements.
- F) 2/14/2015 (one year after the death of Nancy Lind)

The requirement for Key Peninsula Parks leadership to respond and be delivered in writing to the Successor Trustee within one (1) year from the death of Nancy Lind passed and as per the document requirements the Right of First Refusal lapsed.

G) There was never a signature required for Key Peninsula Parks to decline the purchase. The only requirement was to respond in writing within one year from Nancy's Lind death if wanting to purchase the property.

We were advised a couple of years ago this is still an open item and we should have a formal notarized **Release of Right of First Refusal**.

RIGHT OF FIRST REFUSAL

THIS AGREEMENT made by and between Nancy C. Lind, as Trustee of the Lind Family Trust Dated September 21, 1999 (hereinafter referred to as "Seller"), and the Key Peninsula Metropolitan Park District, or alternatively its affiliate, the Key Peninsula Parks and Recreation Foundation (hereinafter collectively referred to as "Purchaser").

WITNESSETH:

FOR AND IN CONSIDERATION of valuable consideration, receipt of which is hereby acknowledge by Seller, it is agreed between the parties as follows:

(1) The Seller is presently the owner of the following described Subject Property, located in Pierce County, Washington:

Tax Parcel Nos: 0021262000, 0021262011, 0021262024, & 0021262025
(All subject to Conservation Easement recorded under Pierce County File No. 9401030365).

See Exhibit "A" for legal descriptions.

(hereafter "Subject Property")

(2) Upon the death of Nancy C. Lind, the Seller hereby grants to Purchaser a right of first refusal to purchase the Subject Property owned by the Seller if purchased for the sole purpose of creating a park for the use and enjoyment of the general public (the "Park"). The right of first refusal shall be exercised in the following manner.

(a) The initial decision by the Purchaser to exercise the right of first refusal must be made in writing and delivered to the Successor Trustee of the Seller within one (1) year from the date of death of Nancy C. Lind. If such Notice is not received within such time frame, the right of first refusal shall lapse and the Subject Property shall be distributed pursuant to Section 3.08 of the Seller's Trust Agreement.

(b) Once such Notice is provided to the Successor Trustee of the Seller, the Purchaser shall have a total of five (5) years from the date of Nancy C. Lind's death to develop a comprehensive park plan; obtain all necessary government licenses and permits to build such Park; and obtain the requisite independent funding to construct such Park.

(c) If all prerequisite steps are accomplished within such timeframe, upon the payment by Purchaser to Seller of the cash sum of Three Hundred Thousand Dollars (\$300,000), the Successor Trustee of the Seller shall convey outright and free of trust the Subject Property to the appropriate purchasing entity.

(d) If the prerequisite steps are not accomplished by the stated timeframe, then the right of first refusal shall lapse on the fifth anniversary of Nancy C. Lind's death and the Subject Property shall be distributed pursuant to Section 3.08 of the Seller's Trust Agreement.

(e) In the event the Purchaser purchases the Subject Property, then the Subject Property shall be conveyed from Seller to Purchaser by statutory warranty deed and Purchaser shall be provided a policy of title insurance at time of closing insuring fee simple title in the Seller.

(f) The sale shall be closed in the office of an attorney or escrow company agreeable to the parties, and if the parties cannot agree upon the office, then in the escrow office of the title insurance company furnishing the title insurance policy, and shall be closed within sixty (60) days of the date of issuance of a preliminary commitment for title insurance showing title insurable as above provided. The parties will, on demand, deposit in escrow with the closing agent all instruments and monies necessary to complete the purchase in accordance with this Agreement; the closing costs shall be paid one-half by Seller and one-half by Purchaser.

(3) This Agreement shall remain revocable until the death of Nancy C. Lind at which time the rights and obligations herein shall fully vest in Seller and Purchaser.

(4) This Agreement shall remain enforceable against the heirs, successors and assigns of the Parties hereto.

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(5) In the event an arbitration, suit or action is brought by any party under this Agreement to enforce any of its terms, or in any appeal therefrom, it is agreed that the prevailing party shall be entitled to reasonable attorneys fees and costs to be fixed by the arbitrator, trial court, and/or appellate court.

DATED this _____ day of _____ 2012.

Purchaser:

Key Peninsula Metropolitan Park District

Key Peninsula Parks and Recreation
Foundation

By: _____
Its: _____

By: _____
Its: _____

Seller:

Lind Family Trust
dated September 21, 1999

By: Nancy C. Lind
Its: Trustee

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

On this day before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared _____ to me known to be _____ of the Key Peninsula Metropolitan Park District, the entity described herein and that he/she executed the within and foregoing instrument on behalf of the Key Peninsula Metropolitan Park District, and acknowledged that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this ____ day of _____ 2012.

Printed Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

On this day before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared _____ to me known to be _____ of the Key Peninsula Parks and Recreation Foundation, the entity described herein and that he/she executed the within and foregoing instrument on behalf of the Key Peninsula Parks and Recreation Foundation, and acknowledged that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this ____ day of _____ 2012.

Printed Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires: _____

EXHIBIT "A"

Parcel A: No. 0021262000

The southwest quarter of the northwest quarter of Section 26, Township 21 North, Range 1 West of the W.M., in Pierce County, Washington.

Parcel B: No. 0021262011

Commencing at the southeast corner of the southeast quarter of the northwest quarter of Section 26, Township 21 North, Range 1 West of the W.M., in Pierce County, Washington; thence west 400 feet to the point of beginning; thence continuing west 475 feet; thence north 725 feet; thence east 300 feet; thence north 400 feet; thence east 175 feet; thence south 1125 feet to the point of beginning.

Parcel C: No. 0021262024

Beginning 400 feet west and 295 feet south of the northeast corner of the southeast quarter of the northwest quarter of Section 26, Township 21 North, Range 1 West of the W.M., in Pierce County, Washington; thence east 200 feet; thence south 200 feet; thence west 50 feet; thence south 300 feet; thence west 150 feet; thence north to point of beginning.

Parcel D: No. 0021262025

The southeast quarter of the northwest quarter of Section 26, Township 21 North, Range 1 West of the W.M., in Pierce County, Washington;

Except that portion described as follows:

Beginning at a point 875 feet west of the southeast corner of the southeast quarter of the northwest quarter of said Section 26; thence north 725 feet; thence east 300 feet; thence north 400 feet; thence east 175 feet; thence south 100 feet; thence east 200 feet; thence south 200 feet; thence west 50 feet; thence south 300 feet; thence west 150 feet; thence south to the south line of the southeast quarter of the northwest quarter; thence west along said south line to the point of beginning.

**RELEASE OF
RIGHT OF FIRST REFUSAL**

THIS AGREEMENT made by and between David R. Lind, as Successor Trustee of the Lind Family Trust Dated September 21, 1999 (hereinafter referred to as "Lind"), and the Key Peninsula Metropolitan Park District and the Key Peninsula Parks and Recreation Foundation (hereinafter collectively referred to as "Key Pen Parks").

WHEREAS, Lind is the owner of certain real property located in Pierce commonly referred to as Tax Parcel Nos: 0021262000, 0021262011, 0021262024, & 0021262025 (All subject to Conservation Easement recorded under Pierce County File No. 9401030365) (hereafter "Subject Property");

WHEREAS, pursuant to her estate planning, Nancy C. Lind executed a First Amendment to the Lind Family Trust in a document dated July 24, 2012 (see Exhibit "A" for a redacted copy of such First Amendment);

WHEREAS, such First Amendment provides to Key Pen Parks a right of first refusal to purchase the Subject Property based on certain terms and conditions;

WHEREAS, prior to Nancy C. Lind's death, she contacted the leadership at Key Pen Parks expressing her intention to provide to Key Pen Parks such right of first refusal. Based on information and belief, such individuals indicated their disinterest in the right of first refusal;

WHEREAS, despite Key Pen Park's rejection of the right of first refusal offer, Nancy C. Lind failed to modify her estate planning to remove such right of first refusal from her testamentary trust; and

WHEREAS, the Successor Trustee, David R. Lind and the other associated beneficiaries of the Lind Family Trust, desire to have it formally acknowledged that Key Pen Parks formally releases its interest in such right of first refusal.

NOW, THEREFORE, in consideration of valuable consideration, receipt of which is hereby acknowledged by the parties, it is agreed between the parties as follows:

1. Key Pen Parks hereby releases its interest in the right of first refusal detailed in Section 3.07 of the Lind Family Trust dated September 21, 1999.

DATED this _____ day of _____ 2019.

Key Peninsula Metropolitan Park District

Key Peninsula Parks and Recreation
Foundation

By: _____
Its: _____

By: _____
Its: _____

Lind Family Trust
dated September 21, 1999

By: David R. Lind
Its: Successor Trustee

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

On this day before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared _____ to me known to be _____ of the Key Peninsula Metropolitan Park District, the entity described herein and that he/she executed the within and foregoing instrument on behalf of the Key Peninsula Metropolitan Park District, and acknowledged that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____ 2019.

Printed Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

On this day before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared _____ to me known to be _____ of the Key Peninsula Parks and Recreation Foundation, the entity described herein and that he/she executed the within and foregoing instrument on behalf of the Key Peninsula Parks and Recreation Foundation, and acknowledged that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____ 2019.

Printed Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires: _____



Meeting: July 12, 2021

Item # 13b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 12, 2021

Subject: Mid Year Report

Background

This presentation will give a budget update, information on the long range financial forecast, upcoming expenses and District highlights, as well as challenges, from the first part of this year.