



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA
September 13, 2021

6:30 PM -- Study Session
7:30 PM – Regular Meeting

<https://us06web.zoom.us/j/81053852010?pwd=RllkaVVBaHdWVjFPL1hiTE8rNlhTZz09>

Meeting ID: 810 5385 2010 Passcode: 694747

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

Study Session – 6:30 PM

1. Director's Report

Regular Meeting – 7:30 PM

1. Call to Order

2. Roll Call

Present Excused Comment

- 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

- a. Certificates of Appreciation to Rob Home, Dianna Home and Heather Rogers for their service to the Key Peninsula Parks and Recreation Foundation

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. August 9, 2021

8. Financial Report

- a. August 2021 Financial Report

9. Executive Director’s Report

10. Board Committee Reports

- a. Land and Improvements Committee
- b. Key Peninsula Park and Recreation Foundation Report
- c. Trail Update

11. Board President’s Report

12. Unfinished Business

- a. None

13. New Business

- a. None

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting October 11, 2021

17. Adjournment



Certificate of Appreciation

KEY PEN PARKS RECOGNIZES

Rob Home

FOR HIS SERVICE TO THE COMMUNITY AND KEY PEN PARKS THROUGH HIS
PARTICIPATION ON THE BOARD OF THE KEY PENINSULA PARKS & RECREATION
FOUNDATION FROM 2014-2021

ED ROBISON
BOARD OF PARK COMMISSIONERS PRESIDENT

SEPTEMBER 13, 2021



Certificate of Appreciation

KEY PEN PARKS RECOGNIZES

Dianna Home

FOR HER SERVICE TO THE COMMUNITY AND KEY PEN PARKS THROUGH HER
PARTICIPATION ON THE BOARD OF THE KEY PENINSULA PARKS & RECREATION
FOUNDATION FROM 2018-2021

ED ROBISON
BOARD OF PARK COMMISSIONERS PRESIDENT

SEPTEMBER 13, 2021



Certificate of Appreciation

KEY PEN PARKS RECOGNIZES

Heather Rogers

FOR HER SERVICE TO THE COMMUNITY AND KEY PEN PARKS THROUGH HER
PARTICIPATION ON THE BOARD OF THE KEY PENINSULA PARKS & RECREATION
FOUNDATION FROM 2019-2021

ED ROBISON
BOARD OF PARK COMMISSIONERS PRESIDENT

SEPTEMBER 13, 2021



Meeting: September 13, 2021

Item # 7a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: September 13, 2021

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from Regular Meeting on Monday, August 9, 2021.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from Regular Meeting on August 9, 2021 (forthcoming)



Meeting: September 13, 2021

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: September 13, 2021

Subject: Approval of Finances

Background

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

August 2021 Financial Report

Total expenditures \$106,323.80

- | | | |
|------------------------------|-------------|---------------------|
| • Accounts Payable | \$64,873.66 | Check # 1827 - 1553 |
| • <u>Payroll/Benefits</u> | \$41,292.40 | EFT's |
| • <u>Pierce County Claim</u> | \$ 0 | EFT's |
| • <u>Petty Cash</u> | \$0 | Cash |
| • <u>Bank service fees</u> | \$157.74 | EFT's |

Total Revenue \$38,685.59

- | | |
|------------------------------|-------------|
| • Other Revenues | \$4,796.96 |
| • Zoo Trek | \$24,792.95 |
| • Property Tax | \$8,943.40 |
| • Investment | \$128.02 |
| • Leasehold Excise | \$24.26 |
| • Timber Excise Tax | \$ |
| • Sale of Tax Title Property | \$0 |

TREASURERS REPORT
Fund Totals

Key Peninsula Metro Parks District

08/01/2021 To: 08/31/2021

Time: 15:53:23 Date: 09/07/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	3,922,617.43	38,685.59	106,323.80	3,854,979.22	41,294.69	0.00	0.00	3,896,273.91
	3,922,617.43	38,685.59	106,323.80	<u>3,854,979.22</u>	41,294.69	0.00	0.00	3,896,273.91

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District

08/01/2021 To: 08/31/2021

Time: 15:53:23 Date: 09/07/2021

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	First Citizens Checking	2,968.47	4,796.96	2,149.44	5,615.99	0.00	0.00	5,615.99
2	First Citizens Payroll	17,097.71	56,710.36	41,292.40	32,515.67	0.00	0.00	32,515.67
3	Pierce County	3,865,942.62	35,880.33	98,785.92	3,803,037.03	0.00	0.00	3,803,037.03
4	Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5	First Citizens AP	36,435.55	42,075.56	64,873.66	13,637.45	0.00	41,294.69	54,932.14
Total Cash:		3,922,617.43	139,463.21	207,101.42	3,854,979.22	0.00	41,294.69	3,896,273.91
		3,922,617.43	139,463.21	207,101.42	3,854,979.22	0.00	41,294.69	3,896,273.91

TREASURERS REPORT
Outstanding Vouchers

Key Peninsula Metro Parks District

As Of: 08/31/2021 Date: 09/07/2021
Time: 15:53:23 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	541	07/30/2021	Claims	5	1823	Cascade Recreation, INC	127.32	infant swing
2021	598	08/12/2021	Claims	5	1838	Veronica L Grandt	131.04	Mileage for July 2021
2021	599	08/12/2021	Claims	5	1839	LIC	25.00	Annual associate membership dues.
2021	625	08/25/2021	Claims	5	1847	Canon Financial Services, INX	121.11	Canon C5535I II and Canon Fax board rental contract
2021	626	08/25/2021	Claims	5	1848	Correctional Industries Accounting	1,105.14	Staff Clothing, Special Events Coordinator Clothing, Volunteer Coordinator Clothing, Safty Vest, Key Pen Parks Hats
2021	627	08/25/2021	Claims	5	1849	Enduris Washington	35,067.00	Insurance for September 1 2021 to August 31 2022 for General Liability, Property, Auto Physical Damage Coverage
2021	628	08/25/2021	Claims	5	1850	Glen Cove Repair LLC	3,808.33	1995 Ford F Super Duty XL, front brake pads, front brake rotors, king pin kit, power steering fluid, replacement fill cap, oil change, service transmisson, rear brake replacement
2021	629	08/25/2021	Claims	5	1851	Purdy Plumbing Repair & Construction Inc	306.32	Two clogged sinks, kitchen/master bathroom at Taylor Bay Caretaker Home
2021	630	08/25/2021	Claims	5	1852	WA water service company	553.43	Gateway Park water service fee including Splash Pad usage
2021	631	08/25/2021	Claims	5	1853	Olivia M Whitmarsh	50.00	Reimbursement for work books for seasonal employee per HR handbook.
							<u>41,294.69</u>	

Fund	Claims	Payroll	Total
001 General Fund	41,294.69	0.00	41,294.69
	<u>41,294.69</u>	<u>0.00</u>	<u>41,294.69</u>

TREASURERS REPORT

Signature Page

Key Peninsula Metro Parks District

08/01/2021 To: 08/31/2021

Time: 15:53:23 Date: 09/07/2021

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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: 16:03:34

Date: 09/07/2021

08/01/2021 To: 08/31/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
556	08/03/2021	Tr Rec	1437	1155	1	Tracey L Perkosky	1,190.91	Gateway House rent for August 2021 of \$950.00, utilities of \$118.93 and Lease hold tax of \$121.93
557	08/03/2021	Tr Rec	1438	1156	1	The Snack Shack	540.00	Rent for August 2021 of \$400.00 and \$140.00 utilities
574	08/05/2021	Tr Rec	1442	1157	1	General Customer	300.00	Field rental at Gateway park on 7-25-2021 from 8 to 2pm for WayPoint Church.
579	08/04/2021	Tr Rec	1443	1158	1	Kyle Armstrong	764.20	Taylor Bay caretaker rent for August 2021 of \$500.00, Utilities of \$200.00 and Lease hold tax of \$64.20
580	08/02/2021	Tr Rec	1444	1159	1	General Customer	108.15	Full rental of Gateway Park pavilion on 8-13-2021 from 5-8pm for (Ellzey)
581	08/02/2021	Tr Rec	1445	1160	1	General Customer	15.45	Balance due on Gateway Park pavilion on 9-4-2021 for (Bartell)
582	08/02/2021	Tr Rec	1446	1161	1	General Customer	77.25	Rental of full Gateway Park pavilion on 8-8-2021 from 3-5pm for (Culbertson)
583	08/02/2021	Tr Rec	1447	1162	1	General Customer	61.80	Rental 1/2 Gateway Park pavilion on 8-28-2021 from 10-12pm for (Kay)
597	08/10/2021	Tr Rec	1448	1163	1	Clean & Sober Softball Assoc	625.00	Deposit on field usage at Volunteer Park on 8-21 and 8-22 2021 for Clean and Sober softball games.
621	08/05/2021	Tr Rec	1449	1164	1	General Customer	61.80	1/2 rental of Gateway Pavilion on 8-15-2021 from 12-2pm for (Gallagher).
622	08/10/2021	Tr Rec	1450	1165	1	General Customer	46.35	1/2 rental of Gateway Pavilion on 9-14-2021 from 1-3 pm for (Johnson).
623	08/18/2021	Tr Rec	1451	1166	1	General Customer	61.80	1/2 rental of Gateway Pavilion on 9-5-2021 from 12:30-3:30 pm for (Abhold).
624	08/18/2021	Tr Rec	1452	1167	1	General Customer	108.15	Full rental of Gateway Pavilion on 9-2-2021 from 11-2 pm for (Cook).
632	08/18/2021	Tr Rec	1453	1168	1	General Customer	103.00	Full rental of Gateway Pavilion on 9-18-2021 from 10:30 to 12:30 for (McCullah)
633	08/18/2021	Tr Rec	1454	1169	1	General Customer	61.80	1/2 rental of Gateway Pavilion on 8-21-2021 from 9 - 11 am for (Bunker)
634	08/19/2021	Tr Rec	1455	1170	1	General Customer	46.35	1/2 rental of Gateway Pavilion on 9-19-2021 from 12 - 3 pm for (Anderson)
635	08/24/2021	Tr Rec	1456	1171	1	General Customer	200.00	Sold surplus green house as is to (Leger)
636	08/24/2021	Tr Rec	1457	1172	1	General Customer	90.30	Sold surplus Metal as is to (Navy City Metals)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 16:03:34 Date: 09/07/2021

08/01/2021 To: 08/31/2021

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
641	08/30/2021	Tr Rec	1458	1173	1	General Customer	175.00	Deposit for rental of Volunteer Park field 1 on 9-17, 9-18, and 9-19-2021 for Four Parw Fur Fun Dog Agility event.
642	08/25/2021	Tr Rec	1459	1174	1	General Customer	108.15	Full rental of Gateway Park pavilion on 10-10-2021 at 11-2pm for (Weiss)
643	08/25/2021	Tr Rec	1460	1175	1	General Customer	15.45	Balance due on Gateway Park Pavilion on 9-19-2021 from 12-3pm for (Anderson)
644	08/30/2021	Tr Rec	1461	1176	1	General Customer	36.05	Rental of Home Park shelter on 9-12-2021 from 1-3 pm for (Wood)
360 Long Terms							4,796.96	
001 General Fund							4,796.96	
							4,796.96	

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 16:04:01

Date: 09/07/2021

08/01/2021 To: 08/31/2021

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
662	08/31/2021	Tr Rec	1462		3	Pierce County Budget and Finar	8,943.40	Property Tax of \$7289.81 and Delinquent tax of \$1,653.59.
663	08/31/2021	Tr Rec	1463		3	Pierce County Budget and Finar	24,792.95	Zoo Trex
664	08/31/2021	Tr Rec	1464		3	Pierce County Budget and Finar	24.26	Leasehold Excise tax
665	08/31/2021	Tr Rec	1465		3	Pierce County Budget and Finar	128.02	Investment interest
							310 Taxes	33,760.61
							360 Long Terms	128.02
001 General Fund							33,888.63	
								33,888.63

August 2021 Expenditures

Key Peninsula Metro Parks District

Time:

15:57:23 Date: 09/07/2021

08/01/2021 To: 08/31/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	648	08/03/2021	Claims	5	558.54	2nd quarter Leasehold tax for Snack Shack, Taylor Bay, and Gateway house.
210801001 CenturyLink	584	08/06/2021	Claims	5	108.74	Gateway Park phone and internet service fees.
210801002 Department of Health	585	08/06/2021	Claims	5	109.10	2021 operator certification system fee for Volunteer Park.
210801003 Gleason Timothy J	586	08/06/2021	Claims	5	50.40	Mileage for July 2021.
210801004 Hemley's Handy Kans	587	08/06/2021	Claims	5	250.50	Rental of 3 portable toilets for Taylor Bay, Key Central Forest, and Gateway/360 Park.
210801005 National Recreation and Park Association	588	08/06/2021	Claims	5	175.00	Annual NRPA membership.
210801006 Occupational Medical Clinic of Tacoma	589	08/06/2021	Claims	5	133.00	Physical/drug screen for new employee (Minch)
210801007 Peninsula Light Company	590	08/06/2021	Claims	5	749.91	Electric service fees for Home Park, Volunteer Park, and Taylor Bay.
210801008 Post Master	591	08/06/2021	Claims	5	114.00	Annual fee for P.O. Box 70.
210801009 Schull Sheryl	592	08/06/2021	Claims	5	70.00	Cancellation refund for the Gateway Park Pavilion on August 28th 2021 from 12-4pm.
210801010 The Red Barn	593	08/06/2021	Claims	5	1,750.00	Payment 1 of 2 for 2021 contracted youth service programs provided by The Red Barn.
210802001 PEBB Health Insurance	594	08/06/2021	Payroll	5	2,995.16	
210804001 Grandt Veronica L	598	08/12/2021	Claims	5	131.04	Mileage for July 2021
210804002 LIC	599	08/12/2021	Claims	5	25.00	Annual associate membership dues.
210804003 Madrona Law Group PLLC	600	08/12/2021	Claims	5	782.00	Professional services for review of easement letter, and review of other documents and emails regarding property being looked at by the Park District.
210804004 Murreys Disposal Company	601	08/12/2021	Claims	5	926.55	Trash services for Volunteer Park and Gateway Park
210804005 PCRCO, LLC	602	08/12/2021	Claims	5	104.73	illegal dumping at Rocky Creek, Gateway Park, Home Park
210804006 US Bank	603	08/12/2021	Claims	5	14,221.70	US bank statement for July 2021
210804007 Verizon Wireless	604	08/12/2021	Claims	5	362.17	Cell phone charges for all staff members
210804008 Wave Broadband	605	08/12/2021	Claims	5	164.79	Phone and internet for Volunteer Park
210804009 Wray Jessica	606	08/12/2021	Claims	5	80.00	Refund for cancellation of Gateway pavilion for 9-12-2021.
210806001 Canon Financial Services, INX	625	08/25/2021	Claims	5	121.11	Canon C5535I II and Canon Fax board rental contract
210806002 Correctional Industries Accounting	626	08/25/2021	Claims	5	1,105.14	Staff Clothing, Special Events Coordinator Clothing, Volunteer Coordinator Clothing, Safty Vest, Key Pen
210806003 Enduris Washington	627	08/25/2021	Claims	5	35,067.00	Insurance for September 1 2021 to August 31 2022 for General Liability, Property, Auto Physical Damage Coverage
210806004 Glen Cove Repair LLC	628	08/25/2021	Claims	5	3,808.33	1995 Ford F Super Duty XL, front brake pads, front brake rotors, king pin kit, power steering fluid, replacement fill cap, oil change, service transmisson, rear brake replacement
210806005 Purdy Plumbing Repair & Construction Inc	629	08/25/2021	Claims	5	306.32	Two clogged sinks, kitchen/master bathroom at Taylor Bay Caretaker Home

August 2021 Expenditures

Key Peninsula Metro Parks District

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08/01/2021 To: 08/31/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210806006 WA water service company	630	08/25/2021	Claims	5	553.43	Gateway Park water service fee including Splash Pad usage
210806007 Whitmarsh Olivia M	631	08/25/2021	Claims	5	50.00	Reimbursement for work books for seasonal employee per HR handbook.
Total Checks:					<u>64,873.66</u>	

August 2021 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

15:56:16 Date: 09/07/2021

08/01/2021 To: 08/31/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT ESD-PFLMA	649	08/02/2021	Payroll	2	285.19	
EFT EFTPS	595	08/06/2021	Payroll	2	4,631.66	
EFT WA State Department of Retiremen	596	08/06/2021	Payroll	2	4,869.38	
EFT Employee Paycheck	560	08/10/2021	Payroll	2	1,983.23	
EFT Employee Paycheck	561	08/10/2021	Payroll	2	1,395.70	
EFT Employee Paycheck	562	08/10/2021	Payroll	2	1,476.77	
EFT Employee Paycheck	563	08/10/2021	Payroll	2	1,305.61	
EFT Employee Paycheck	564	08/10/2021	Payroll	2	2,600.38	
EFT Employee Paycheck	565	08/10/2021	Payroll	2	565.37	
EFT Employee Paycheck	566	08/10/2021	Payroll	2	1,369.24	
EFT Employee Paycheck	567	08/10/2021	Payroll	2	1,144.00	
EFT Employee Paycheck	568	08/10/2021	Payroll	2	1,844.08	
EFT Employee Paycheck	569	08/10/2021	Payroll	2	1,111.64	
EFT EFTPS	620	08/23/2021	Payroll	2	3,954.92	
EFT Employee Paycheck	609	08/25/2021	Payroll	2	1,801.43	
EFT Employee Paycheck	610	08/25/2021	Payroll	2	118.21	
EFT Employee Paycheck	611	08/25/2021	Payroll	2	1,125.84	
EFT Employee Paycheck	612	08/25/2021	Payroll	2	1,349.16	
EFT Employee Paycheck	613	08/25/2021	Payroll	2	118.21	
EFT Employee Paycheck	614	08/25/2021	Payroll	2	953.28	
EFT Employee Paycheck	615	08/25/2021	Payroll	2	2,670.09	
EFT Employee Paycheck	616	08/25/2021	Payroll	2	578.61	
EFT Employee Paycheck	617	08/25/2021	Payroll	2	1,356.32	
EFT Employee Paycheck	618	08/25/2021	Payroll	2	1,523.56	
EFT Employee Paycheck	619	08/25/2021	Payroll	2	1,147.52	
EFT Department of Licensing	645	08/30/2021	Claims	2	13.00	Driving record for employment check.
Total Checks:					41,292.40	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 16:01:09 Date: 09/07/2021

08/01/2021 To: 08/31/2021

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
646	08/30/2021	08/31/2021	1		Ser Chge		First Citizens	78.00	Bank service fees
	576 80 49 003	Banking Fees		001	General Fund			78.00	Bank service fees
647	08/30/2021	08/31/2021	1		Ser Chge		Merch Bankcard service	79.74	Credit card service fees
	576 80 49 003	Banking Fees		001	General Fund			79.74	Credit card service fees
	Records Printed:		2						
						Adjustments:		0.00	
						Beginning Balance:		0.00	
						Revenues:		0.00	
						Warrant Expenditures:		0.00	
						Non Warrant Expenditures:		157.74	
						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	157.74	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	157.74	0.00	0.00	0.00