



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

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

February 14, 2022

6:30 PM – Study Session

7:30 PM – Regular Meeting

<https://us06web.zoom.us/j/85071770703?pwd=Y1J2Q21VeVRMeWI5ZnQ2V29xcUhTd09>

Meeting ID: 850 7177 0703 Passcode: 371364

Dial in (253) 215 8782

Members of the Board of Park Commissioners

Mark Michel, President

Linda Parry, Vice President

Shawn Jensen, Member-at-Large

Kip Clinton, Clerk

Ed Robison, Member-at-Large

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Study Session – 6:30 PM

Presentation on Roles & Responsibilities by Madrona Law Group

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 (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. Regular Meeting of November 8, 2021
- b. Regular Meeting of December 13, 2021
- c. Regular Meeting of January 10, 2022 (forthcoming)

**8. Financial Report**

- a. January 2022 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

**11. Board President's Report**

**12. Unfinished Business**

- a. Options for Key Peninsula Sportsman's Club

**13. New Business**

- a. Approval of Wage Matrix for 2022

**14. Other minor matters**

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

**16. Next Regular Meeting March 14, 2022**

**17. Adjournment**



Meeting: February 14, 2022

Item # 9 a, b, c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: February 14, 2022

Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from the Regular Meetings on November 8, 2021; December 13, 2021; and January 10, 2022.

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from the Regular Meeting on November 8, 2021

Attachment 2: Minutes from the Regular Meeting on December 13, 2021

Attachment 3: Minutes from the Special Meeting on January 10, 2022 (forthcoming)

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, November 8, 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 7:32 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 and Fiscal Specialist Laura Armstrong.

**Citizens present via Zoom:** Sami Jensen.

**1. Approval of Agenda:** President Robison asked if there were any additions or corrections to the agenda. Commissioner Jensen said the date for the Regular September Business Meeting minutes should be modified to September 13, 2021, from September 9. President Robison asked if there were any objections to the amended agenda. Hearing none, the agenda was adopted as amended.

**2. Special Presentations:** None.

**3. Citizen Comments:** Sami Jensen thanked the Executive Director and Park Staff for on a great festival; they had fun. She said the only public comments she heard were that there should be more food trucks and that trash cans should be strategically placed around the barn.

**4. Approval of Minutes:** The September 13, 2021 minutes were approved as submitted. The minutes for the September 23, 2021, special meeting and the minutes for the regular business meeting of October 11, 2021 are pending.

**5. Financial Report:** The October 2021 Springbrook financial balance was \$4,337,285.62. The October 2021 Zoo/Trek deposit was \$22,840.04. Total Zoo/Trek collections to date were \$198,772.03. The October 2021 Real and Personal Property Tax deposit was \$482,609.60. 2021 Real and Personal Property Tax collections to date were \$1,328,908.42. Springbrook Expenditures for October 2021 were \$79,122.42. President Robison asked if there were any corrections or objections to the October 2021 financial report. Hearing none the financial report was adopted as submitted.

**6. Executive Director's Report:** Executive Director Perkosky reported that 400 participants attended the new Harvest Festival with 600 at All Hallows Eve. She congratulated Events Coordinator Grandt on a successful two-part event and thanked the Red Barn youth for volunteering. She said that the next planned volunteer trail work party is Nov. 20 at 10:00 AM; contact Volunteer Coordinator Gleason if you plan to attend. Maintenance is working on the Gateway Park multipurpose field/dog park drainage grading project. They first checked the designed storm pond retention area of the multipurpose field with a laser level and found no grade issues. They then proceeded to build a swale adjacent to the large dog park; this required slight relocation of part of the fence. During swale construction, an extraneous gravel/rock covering was removed from the outfall of the drainage line running from the NW corner of the

Gateway Park multipurpose field into the SE corner of the dog park; it was discovered that the outfall base is 2” below grade. Swale installation and removal of the outfall gravel/rock cover facilitated more rapid drainage of the designed storm pond corner of the Gateway Park multipurpose field. Project completion is expected in November. Commissioner Robison asked about the laser level check and why, if the multipurpose field is graded correctly, was water ponding in the NW corner; Executive Director Perkosky replied that the once the rock/gravel covering blocking the outfall of drainage pipe (running beneath the 360 Trails trailhead from the multipurpose field into the dog park) was removed, the water drained more rapidly. Vandals damaged the Key Central Forest entry fence on October 30; staff did an immediate temporary repair and will complete the job later in November. Executive Director Perkosky welcomed two new members to the Key Pen Parks team; Ian Downen is the new Evening Custodian and Susan Wood is the new Part-Time Maintenance Worker. She also commended Fiscal Specialist Armstrong for locating a WRPA Customer Service Training webinar; all staff members are participating in the training sessions. She thanked Commissioner Michel and family for personally hosting a “trunk” at the Longbranch Improvement Club’s/Evergreen PTA’s annual “Trunk-or-Treat” Halloween event and inviting her to participate. Executive Director Perkosky reminded the Board that the State Auditor’s Office will be doing our 3-year audit in November through December; this audit will be virtual and address accountability instead of finances; she and Fiscal Specialist Armstrong are the Key Pen Parks contact leads.

**7. Board Committee and Advisory Council Reports:**

- a) **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison had no report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Commissioner Michel reported Susan Quigley has returned to the Foundation Board; they are attempting to rebuild the Board and increase membership/participation. Executive Director Perkosky said that they discussed their website and the possibility of having another community group handle their finances so they can concentrate on fund-raising for targeted park and recreation projects.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel reported that Bret Humphries (volunteer lead for mountain bike trail work parties) has returned and is concentrating on upgrading and repairing the mountain bike trails. He said plant growth has slowed down and footing is improving, so trail maintenance is gaining ground. Bu-Du is exploring a late April 2022 event and the WA Student League has been in contact about a 2022 event.

**8. President’s Report:** President Robison said he had no report.

**9. Public Hearing/Second Hearing of the Key Pen Parks 2022 Budget:**

- a) **Continuation of the Public Hearing on the Key Pen Parks 2022 Budget and Adoption of Resolution 2021-07 Adopting the 2022 Fund Budget:** The Budget Hearing began at 7:59 PM. Executive Director Perkosky reported that 360 Trails revenue from rentals is expected to increase with the bulk coming from outside (non-park district) events. Commissioner Jensen commented that the unexpected 2021 primary election had increased election costs; Executive Director Perkosky affirmed that and replied that future election cycles will have a combined primary/general election budget of \$30,000.00. After asking if Commissioners had any further questions or comments regarding the Key Pen Parks 2022 Budget and hearing none, President Robison stated that the Board “will now be moving forward with adoption of

the 2022 Budget". The Second Public Hearing of the Key pen Parks 2022 Budget ended at 8:07 PM. Commissioner Jensen moved to "approve the 2022 Budget and adoption of Resolution 2021-07 Adopting the 2022 Fund Budget." Commissioner Parry seconded the motion; the motion passed unanimously (5/0).

- b) Public Hearing and Adoption of Resolution 2021-08 for the Regular Property Tax Levy for Collection in Calendar Year 2022:** Commissioner Michel asked if the property tax levy increase will only be 0.9%; Executive Director Perkosky affirmed that number. Commissioner Robison ask why only a 0.9% increase instead of 1%; Commissioner Jensen expanded upon Commissioner Robison's question, asking if it was due to the levy cap; Executive Director Perkosky replied "yes". Commissioner Michel moved "we adopt Resolution 2021-08 for the Regular Property Tax Levy for Collection in Calendar Year 2022." Commissioner Jensen seconded the motion; the motion passed unanimously (5/0).

**10. Unfinished Business:** No unfinished business.

**11. New Business:**

- a) Approval of 2022 Wage Matrix for Cost-of-Living Adjustment (COLA):**  
Withdrawn.
- b) Authorize Executive Director to Execute Commercial Lease between Key Pen Parks and Snack Shack for 2022 to 2023:** Commissioner Michel moved "we Authorize the Executive Director to execute the Commercial Lease between Key Pen Parks and the Snack Shack for 2022 to 2023." Commissioner Parry seconded the motion; the motion passed unanimously (5/0). Commissioner Jensen said that he is glad they are willing to stay on; they are a great community asset and provide additional service to the community and security at Volunteer Park.
- c) Authorize the Change of Responsible Party-Business for IRS (Form 8822-B):**  
Executive Director Perkosky recommended that all Park Board Members and the Executive Director and Fiscal Specialist be listed as Responsible Parties. Commissioner Robison moved to "authorize the Change of Responsible Party and that we change the Responsible Parties to be all Park Board Members, the Executive Director and the Fiscal Specialist. Commissioners Parry and Jensen seconded the motion; the motion passed unanimously (5/0).

**12. Other minor matters:** None.

**13. Good of the Order:** Commissioner Michel congratulated Commissioners Robison and Jensen on their re-election. Commissioner Parry said it is good to retain two great Park Board Commissioners. Commissioner Jensen asked Executive Director Perkosky how staff have been managing after the resignation of the most recent Maintenance Supervisor. Executive Director Perkosky reported that staff have stepped up, the Maintenance Lead proposed to take on additional responsibilities and, toward that end, she is working on a new job description. She added the maintenance team seems happy.

**14. Meeting Adjourned:** The public Zoom meeting of November 8, 2021, was adjourned at 8:22 PM. The next regular meeting will be held on Monday, December 13, 2021, at 7:30 PM via Zoom per Governor Inslee's "Stay Home, Stay Healthy" directive. 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

**Board Meeting Minutes**

**Monday, December 13, 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:** Sami Jensen, Heather Maher (Swim Safe Gig Harbor), Sarah Stancikas. (Swim Safe Gig Harbor).

**1. Approval of Agenda:** President Robison asked if there were any additions or corrections to the agenda. Vice President Jensen said that Item 7 September 23, 2021 Special Meeting Minutes were still pending and recommended removal of Item 7 from the agenda (Item 4 in written Minutes). President Robison asked if there were any objections to the amended agenda. Hearing none, the agenda was adopted as amended.

**2. Special Presentations/Swim Safe Gig Harbor:** Heather Maher and Sarah Stancikas, co-leaders of Swim Safe Gig Harbor said their organization was formed to advocate for a new fully public indoor swimming venue in the Gig Harbor Peninsula/Key Peninsula region. Their cause began when they attempted to enroll their children in swimming lessons and discovered that the few existing pools, whether public or private and available for any form of public use, on the Peninsulas are over-capacity. The organization's goal is to have PenMet Parks construct a new indoor public swimming facility, with affordable access fees, on a land-banked site PenMetParks owns ("Peninsula Gardens" site); they have convinced PenMetParks to include a feasibility study in their 2022 budget. They currently have letters of support from various citizens, community organizations and businesses and requested such a letter from Key Pen Parks.

**3. Citizen Comments:** No public comments.

**4. Approval of Minutes:** The minutes for the September 23, 2021, special meeting and the minutes for the regular business meetings of October 11, 2021 and November 8, 2021, are pending. (This item was struck from the agenda.)

**5. Financial Report:** The November 2021 Springbrook financial balance was \$4,383,233.38. The November 2021 Zoo/Trek deposit was \$23,684.80. Total Zoo/Trek collections to date were \$222,456.83. The November 2021 Real and Personal Property Tax deposit was \$94,502.10. 2021 Real and Personal Property Tax collections to date were \$1,423,410.52. Springbrook Expenditures for November 2021 were \$75,438.70. President Robison said there was a heading error in the financial report; the headings for "November 2021 payroll expenditures" and "November 2021 expenditures" were swapped. Executive Director Perkosky said she would correct the error. The financial report was adopted as corrected.

**6. Executive Director's Report:** Executive Director Perkosky reported that Event Coordinator Grandt, in partnership with Fire District 16, staged another successful Letters to Santa drive-thru



event. Santa and Mrs. Claus attended the Key Center tree lighting then came to the Key Center Fire Station and greeted drive-thru participants; over 40 cars of happy families delivered letters to Santa and Mrs. Claus. The Winter Solstice Walk/Ride/Run event planned for December 18 may be cancelled due to inclement weather; recent volunteer work party events have been also been cancelled due to weather. Game cameras have been installed near the Key Central Forest Wright Bliss entrance; staff have noticed a large number of free-range chickens appearing on camera. Volunteer Park experienced vandalism: Key Peninsula Little League's small storage shed was broken into; however, nothing was stolen; a Jeep crashed into the Field 2 fence adjacent to Key Peninsula Highway and Executive Director Perkosky has filed a report with the Sheriff Dept. She reported that most of the windstorm damage/debris has been repaired or removed. She thanked Pierce Co. Councilmember Derek Young for the opportunity to address the Council regarding REET and she thanked Fire District 16 for the chance to ride along with "Santa". Commissioner Robison asked about the dog park regrading. Executive Director Perkosky said the grading is done, given the time of year, the fence has been moved and rebuilt so the dog park is open again. She said additional leveling and planting will have to wait for drier weather. The multipurpose field is now draining better but the culvert under the 360 Trails trailhead needs a thorough cleaning.

#### **7. Board Committee and Advisory Council Reports:**

- a) **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison had no report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Commissioner Michel said that the Foundation did not meet in November.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel reported that there was another successful Red Barn Guided Mountain Bike Ride on October 27 at 360 Trails/Gateway Park: it came together quickly and 9 students had the opportunity to experience the joy of mountain biking. He commended Volunteer Coordinator Gleason for organizing and managing the Nov. 27 volunteer trail-work party; a lot of Scotch broom was removed. He said the Student Mountain Bike League has reserved April 24, 2022, at 360 Trails/Gateway Park for their first ride of the season; BuDu has scheduled April 10, 2022, at 360 Trails/Gateway Park for their last ride of the season.

**8. President's Report:** President Robison thanked staff for their hard work especially maintenance for completing several key projects.

**9. Unfinished Business:** No unfinished business.

#### **10. New Business:**

- a) **Receive and File Report on Updated Internal Controls:** The State Auditor, in the recent audit, recommended that the Executive Director give the Board an annual report on internal control updates, especially regarding assets and financial transactions to prevent fraud. Executive Director Perkosky reported that all staff members collaborated in the update process; she noted that prior to this effort, Fiscal Specialist Armstrong was the primary bulwark against potential fraud. Executive Director Perkosky discussed the changes made regarding invoice and received mail review, payroll review, fund transfers, and credit card purchases. She said the State Auditor has a checklist for internal control audits and 2022 internal control changes will be driven by it. Commissioner Robison asked how delivery of materials, such as gravel or bark, is reviewed; Executive Director Perkosky said staff checks vendor invoices to determine if items were shipped, but for material like bark or rock, one has to trust the

vendor. Commissioner Jensen moved “we accept and file the internal control report”.  
Commissioner Parry seconded the motion; the motion passed unanimously (5/0).

- b) Selection of Commissioners to Attend Parks & Great Outdoors Legislative Day:** Executive Director Perkosky explained WA Recreation and Parks Association (WRPA) and the Wildlife and Recreation Coalition host an annual Parks & Great Outdoors Legislative Day in Olympia; the purpose is for public and private park and recreation organizations/agencies to lobby their legislators. P&GO Legislative day is January 20, 2022 and take place via Zoom. She asked which Commissioners wished to participate for Key Pen Parks; Commissioners Jensen and Parry volunteered to attend with Executive Director Perkosky. She said the Key Pen Parks message will be discussed at the 2022 January business meeting.
- c) First Round of Nominations for Board Elections:** Commissioner Michel nominated Commissioner Parry for Vice President; Commissioner Robison nominated Commissioner Michel for President and Commissioner Clinton for Clerk. All three Commissioners accepted their respective nominations.

**11. Other minor matters:** No minor matters.

**12. Good of the Order:** Commissioner Clinton wished all present a Merry Christmas and a Happy New Year. Commissioner Michel echoed that sentiment and thanked Key Pen Parks maintenance staff for the great job they did in 2021. Commissioners Jensen, Parry, and Robison did the same.

**13. Meeting Adjourned:** The public Zoom meeting of December 13, 2021, was adjourned at 8:47 PM. The next regular meeting will be held on Monday, January 10, 2022, at 7:30 PM via Zoom per Governor Inslee’s “Stay Home, Stay Healthy” directive. The regular meeting may be preceded by a 6:30 PM or 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: February 14, 2022

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: February 14, 2022

Subject: Approval of Finances

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### Background

This report includes a summary of the financial information from January 2022 for Board approval.

January 2022 Financial Report

#### Total expenditures \$88,033.25

- |                              |              |   |
|------------------------------|--------------|---|
| • Accounts Payable error     | \$41,823.29  | Check # 1968 -1971 Void due to printing<br>Check # 1972 to 2002 |
| • <u>Payroll/Benefits</u> ,  | \$46,125.96  | EFT's   |
| • <u>Pierce County Claim</u> | \$ 11,200.00 | EFT's   |
| • <u>Petty Cash</u>          | \$0          | Cash  |
| • <u>Bank service fees</u>   | \$ 80.00     | EFT's   |

#### Total Revenue \$36,595.18

- |                              |             |
|------------------------------|-------------|
| • Other Revenues             | \$8,828.05  |
| • Zoo Trek                   | \$22,379.30 |
| • Property Tax               | \$5,240.30  |
| • Investment                 | \$147.53    |
| • Leasehold Excise           | \$0         |
| • Timber Excise Tax          | \$0         |
| • Sale of Tax Title Property | \$0         |

**TREASURER'S REPORT**

**Fund Totals**

Key Peninsula Metro Parks District

01/01/2022 To: 01/31/2022

Time: 13:14:23 Date: 02/08/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,331,436.55	36,595.18	88,033.25	4,279,998.48	13,562.20	0.00	0.00	4,293,560.68
	4,331,436.55	36,595.18	88,033.25	<b><u>4,279,998.48</u></b>	13,562.20	0.00	0.00	<b>4,293,560.68</b>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

01/01/2022 To: 01/31/2022

Time: 13:14:23 Date: 02/08/2022

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	616.53	8,828.05	7,487.20	1,957.38	0.00	0.00	1,957.38
2 First Citizens Payroll	9,487.82	46,546.35	46,129.96	9,904.21	0.00	0.00	9,904.21
3 Pierce County	4,305,496.05	35,174.33	117,411.33	4,223,259.05	0.00	0.00	4,223,259.05
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	15,630.58	70,864.98	41,823.29	44,672.27	0.00	13,562.20	58,234.47
Total Cash:	4,331,404.06	161,413.71	212,851.78	4,279,965.99	0.00	13,562.20	<b>4,293,528.19</b>
	4,331,404.06	161,413.71	212,851.78	4,279,965.99	0.00	13,562.20	<b>4,293,528.19</b>

**TREASURER'S REPORT**  
**Outstanding Vouchers**

Key Peninsula Metro Parks District

As Of: 01/31/2022 Date: 02/08/2022  
Time: 13:14:23 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	42	01/14/2022	Claims	5	1986	North Shore Electric INC	922.86	Replace barn light and floor heat thermostat
2022	43	01/14/2022	Claims	5	1987	Verizon Wireless	412.48	Cellphone bill for employees phones
2022	66	01/26/2022	Claims	5	1990	Canon Financial Services, INX	121.11	Monthly rental of Canon C5535i II printer and Canon fax board
2022	67	01/26/2022	Claims	5	1991	Copiers Northwest	31.06	Canon IRC5535 I III copier usage contract
2022	68	01/26/2022	Claims	5	1992	Costco	120.00	Annual Business Membership renewal
2022	69	01/26/2022	Claims	5	1993	EPIC Business Essentials	142.51	Hammermill printer paper, Scotch thermal laminator pouches, Double sided tape
2022	70	01/26/2022	Claims	5	1994	Glen Cove Repair LLC	450.09	1995 Ford F Super Duty XL Level 1 Diagnostic, Replaced rear tank fill tube, removed and cleaned front tank vent tube
2022	71	01/26/2022	Claims	5	1995	H.D. Fowler	162.00	4" Head trimmer, 24" Durafiber riser Lid w/ Gasket
2022	72	01/26/2022	Claims	5	1996	Key Peninsula civic Center	135.00	Rental of Whitmore room and Kitchen for Mom and Me Tea Event
2022	73	01/26/2022	Claims	5	1997	PCRCO, LLC	235.86	Surplus of Refrigerators
2022	74	01/26/2022	Claims	5	1998	Peninsula Light Company	508.85	Electric bill for Gateway Park and Gateway Home
2022	75	01/26/2022	Claims	5	1999	Tracey L Perkosky	56.11	Reimbursment for N95 mask QTY 20
2022	76	01/26/2022	Claims	5	2000	State Auditors	6,163.95	Accountability Audit - Audit period 2018 to 2020
2022	77	01/26/2022	Claims	5	2001	US Bank	3,972.99	US bank monthly statement, for Park Fuel, Ice melt, 2x4 Lumber, Washer/Dryer for Barn, Graffiti remover, fiskers weeder, clipboard, 34 foot boom lift rental, 28 ft fiberglass ladder, ladder v-rung.
2022	78	01/26/2022	Claims	5	2002	Washington Water Service Company	127.33	Gateway Park water usage
							<u>13,562.20</u>	

Fund	Claims	Payroll	Total
001 General Fund	<u>13,562.20</u>	<u>0.00</u>	<u>13,562.20</u>
	13,562.20	0.00	13,562.20

**TREASURER'S REPORT**  
**Signature Page**

Key Peninsula Metro Parks District

01/01/2022 To: 01/31/2022

Time: 13:14:23 Date: 02/08/2022  
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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: 14:23:30 Date: 02/08/2022

01/01/2022 To: 01/31/2022

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
11	01/04/2022	Tr Rec	1528	1224	1	Key Pen Little League	4,463.41	Invoice 2021-7 Paid in Full for field electric and sponsor signs.
12	01/04/2022	Tr Rec	1529	1225	1	The Snack Shack	365.68	Rent of \$200 and electric / leasehold tax for January 2022
13	01/04/2022	Tr Rec	1530	1226	1	General Customer	500.00	Donation for General Park from EdwardJones.
14	01/04/2022	Tr Rec	1531	1227	1	Tracey L Perkosky	1,263.91	Rent, Leasehold tax and electric for Gateway House.
15	01/07/2022	Tr Rec	1532	1228	1	Kyle Armstrong	50.00	Late rent fee for December 2021
20	01/10/2022	Tr Rec	1533	1229	1	Kyle Armstrong	500.00	Rent for January 2022
21	01/10/2022	Tr Rec	1534	1230	1	Kyle Armstrong	264.20	Electric fees and Leasehold tax for January 2022
32	01/11/2022	Tr Rec	1535	1231	1	General Customer	75.00	Rental 1/2 Gateway Park pavilion on 7/24/2022 arm 11:30 to 3:30pm for (Anderson)
65	01/26/2022	Tr Rec	1536	1232	1	BuDu Racing, LLC	1,100.00	Rental of 360 park for bike event on 4-10-2022
79	01/28/2022	Tr Rec	1537	1233	1	General Customer	87.55	Rental of 1/2 Gateway pavillion on 7-4-2022 from 10am to 1pm for (Orosco)
80	01/31/2022	Tr Rec	1538	1234	1	Swank Motion Pictures	45.00	Refund from 2021 Movie permit cost. (overpayment)
81	01/28/2022	Tr Rec	1539	1235	1	General Customer	113.30	Rental of 1/2 Gateway Pavilion shelter on 4-3-2022 from 12 - 4pm for (Dewald)
96	01/31/2022	Tr Rec	1540		3	Pierce County Budget and Finan	5,240.30	Property Tax
97	01/31/2022	Tr Rec	1541		3	Pierce County Budget and Finan	22,379.30	Zoo Trex
98	01/31/2022	Tr Rec	1542		3	Pierce County Budget and Finan	147.53	Investment interest
							27,619.60	310 Taxes
							8,975.58	360 Long Terms
001 General Fund							36,595.18	
							36,595.18	



## January 2022 Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time: 14:08:56 Date: 02/07/2022

01/01/2022 To: 01/31/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
220103001	CenturyLink	23	01/10/2022	Claims	5	108.52	Gateway Park internet and phone
220103002	Health Department	24	01/10/2022	Claims	5	141.00	Gateway Park water system annual permit
220103003	Key Peninsula Business Association	25	01/10/2022	Claims	5	250.00	Annual Dues for 2022
220103004	Key Peninsula News	26	01/10/2022	Claims	5	5,206.00	Key Peninsula News ads 2022
220103005	Madrona Law Group PLLC	27	01/10/2022	Claims	5	606.00	Professional services regarding water line easement at Gateway Park.
220103006	Occupational Medical Clinic of Tacoma	28	01/10/2022	Claims	5	266.00	Physical/Drug screen for employees Downen, Ian and Wood, Susan
220103007	Peninsula Light Company	29	01/10/2022	Claims	5	1,026.40	electric bill for Taylor Bay, Home Park, Volunteer Park Shop/Office, Volunteer Park field lights 1/2/3
220103008	Springbrook Holding Company LLC	30	01/10/2022	Claims	5	13,315.68	Payroll essentials subscription, Financial plus subscription, Enterprise user subscription
220104001	PEBB Health Insurance	31	01/10/2022	Payroll	5	3,903.86	
220107001	4 Sight Septic, Inc	37	01/14/2022	Claims	5	456.00	Maintenance inspection on gravity septic system for Gateway House and Gateway Barn
220107002	CHS Northwest	38	01/14/2022	Claims	5	436.54	Propane Gas bulk for Taylor Bay Caretaker home
220107003	D.M. Recycling Co	39	01/14/2022	Claims	5	171.00	Recycle service for Gateway Park
220107004	Hemley's Handy Kans	40	01/14/2022	Claims	5	155.00	Portable toilet rental for Key Central Forest and 360 Trails
220107005	Murreys Disposal Company	41	01/14/2022	Claims	5	603.74	Garbage services for Gateway Park and Volunteer Park
220107006	North Shore Electric INC	42	01/14/2022	Claims	5	922.86	Replace barn light and floor heat thermostat
220107007	Verizon Wireless	43	01/14/2022	Claims	5	412.48	Cellphone bill for employees phones
220107008	Wave Broadband	44	01/14/2022	Claims	5	170.85	Volunteer Park Internet and Phone charges
220108001	Department of Revenue	49	01/14/2022	Claims	5	1,444.50	2021 4th quarter Leasehold tax on Gateway House, Taylor bay house and Volunteer Park Concession building.
220112001	Canon Financial Services, INX	66	01/26/2022	Claims	5	121.11	Monthly rental of Canon C5535I II printer and Canon fax board
220112002	Copiers Northwest	67	01/26/2022	Claims	5	31.06	Canon IRC5535 I III copier usage contract
220112003	Costco	68	01/26/2022	Claims	5	120.00	Annual Business Membership renewal
220112004	EPIC Business Essentials	69	01/26/2022	Claims	5	142.51	Hammermill printer paper, Scotch thermal laminator pouches, Double sided tape
220112005	Glen Cove Repair LLC	70	01/26/2022	Claims	5	450.09	1995 Ford F Super Duty XL Level 1 Diagnostic, Replaced rear tank fill tube, removed and cleaned front tank vent tube
220112006	H.D. Fowler	71	01/26/2022	Claims	5	162.00	4" Head trimmer, 24" Durafiber riser Lid w/ Gasket
220112007	Key Peninsula civic Center	72	01/26/2022	Claims	5	135.00	Rental of Whitmore room and Kitchen for Mom and Me Tea Event
220112008	PCRCO, LLC	73	01/26/2022	Claims	5	235.86	Surplus of Refrigerators
220112009	Peninsula Light Company	74	01/26/2022	Claims	5	508.85	Electric bill for Gateway Park and Gateway Home
220112010	Perkosky Tracey L	75	01/26/2022	Claims	5	56.11	Reimbursement for N95 mask QTY 20

## January 2022 Accounts Payable Expenditures

Key Peninsula Metro Parks District

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01/01/2022 To: 01/31/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
220112011 State Auditors	76	01/26/2022	Claims	5	6,163.95	Accountability Audit - Audit period 2018 to 2020
220112012 US Bank	77	01/26/2022	Claims	5	3,972.99	US bank monthly statement, for Park Fuel, Ice melt, 2x4 Lumber, Washer/Dryer for Barn, Graffiti remover, fiskers weeder, clipboard, 34 foot boom lift rental, 28 ft fiberglass ladder, ladder v-rung.
220112013 Washington Water Service Company	78	01/26/2022	Claims	5	127.33	Gateway Park water usage
Total Checks:					41,823.29	

## January 2022 Payroll Expenditures

Key Peninsula Metro Parks District

Time: 14:07:39 Date: 02/07/2022

01/01/2022 To: 01/31/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	10	01/07/2022	Payroll	2	4,665.02	
EFT Employee Paycheck	1	01/10/2022	Payroll	2	2,094.88	
EFT Employee Paycheck	2	01/10/2022	Payroll	2	1,817.64	
EFT Employee Paycheck	3	01/10/2022	Payroll	2	536.88	
EFT Employee Paycheck	4	01/10/2022	Payroll	2	1,433.47	
EFT Employee Paycheck	5	01/10/2022	Payroll	2	1,600.79	
EFT Employee Paycheck	6	01/10/2022	Payroll	2	2,507.00	
EFT Employee Paycheck	7	01/10/2022	Payroll	2	1,303.77	
EFT Employee Paycheck	8	01/10/2022	Payroll	2	1,861.01	
EFT Employee Paycheck	9	01/10/2022	Payroll	2	525.45	
EFT WA State Department of Retiremen	22	01/10/2022	Payroll	2	5,877.24	
EFT Employment Security Department	33	01/12/2022	Payroll	2	959.20	
EFT United Concordia	34	01/12/2022	Payroll	2	882.80	
EFT ESD-PFLMA	50	01/19/2022	Payroll	2	291.44	
EFT Department of Labor & Industries	51	01/19/2022	Payroll	2	2,920.16	
EFT EFTPS	64	01/21/2022	Payroll	2	4,228.35	
EFT Employee Paycheck	52	01/25/2022	Payroll	2	1,850.38	
EFT Employee Paycheck	53	01/25/2022	Payroll	2	1,384.64	
EFT Employee Paycheck	54	01/25/2022	Payroll	2	117.47	
EFT Employee Paycheck	55	01/25/2022	Payroll	2	694.57	
EFT Employee Paycheck	56	01/25/2022	Payroll	2	1,206.23	
EFT Employee Paycheck	57	01/25/2022	Payroll	2	1,161.03	
EFT Employee Paycheck	58	01/25/2022	Payroll	2	117.47	
EFT Employee Paycheck	59	01/25/2022	Payroll	2	234.96	
EFT Employee Paycheck	60	01/25/2022	Payroll	2	2,507.00	
EFT Employee Paycheck	61	01/25/2022	Payroll	2	1,098.68	
EFT Employee Paycheck	62	01/25/2022	Payroll	2	1,861.01	
EFT Employee Paycheck	63	01/25/2022	Payroll	2	387.42	
Total Checks:					46,125.96	

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 14:24:08 Date: 02/08/2022  
Page: 1

01/01/2022 To: 12/31/2022

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
<b>82</b>	<b>01/31/2022</b>	<b>01/31/2022</b>	<b>1</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>75.00</b>	<b>Bank service fees.</b>
	576 80 49 003	Banking Fees		001	General Fund			75.00	Bank service fees.
<b>83</b>	<b>01/31/2022</b>	<b>01/31/2022</b>	<b>1</b>		<b>Ser Chge</b>		<b>Merch Bankcard service</b>	<b>5.00</b>	<b>Credit card processing fees</b>
	576 80 49 003	Banking Fees		001	General Fund			5.00	Credit card processing fees
<b>84</b>	<b>01/31/2022</b>	<b>01/31/2022</b>	<b>2</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>4.00</b>	<b>ACH Notification of change fee.</b>
	576 80 49 003	Banking Fees		001	General Fund			4.00	ACH Notification of change fee.
	Records Printed:		3				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	84.00	
							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	84.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>84.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>













Regular Meeting: February 14, 2022

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: February 14, 2022  
Subject: Executive Director's Report

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There has been a large uptick over the past few weeks of homelessness and general loitering in the parks. In a conversation with the County, it was shared that a communal house where many folks lived was vacated thus spreading people out throughout the community. From conversations with community leaders, many other organizations are also having issues and seeing an increase in activity. With a park's perspective, we had a broken-down camper for two nights in Home Park, a large RV parking in Home Park during daylight hours when the park is open, a homeless individual in a tent in Volunteer Park for two nights, parked cars without license plates, and a general increase in loitering in the parking lots/people sleeping in cars in the daytime. Pierce County Sheriff continues to provide additional patrols as time permits and that is helping. Staff is also asking people to leave at night, posting required signage and more.

There was confusion between Pierce County and Key Pen Parks regarding the burned out car in Rocky Creek Conservation Area. Both of us were waiting on the other, and alerting the public that it was the other entities' responsibility. Once we began working together it took less than 72 hours to have it cleaned up.

The Twist and Spill (large bucket which dumps water) has been removed from the Splash Pad temporarily due to a vendor recall. They anticipate shipping a revamped replacement in late March and before our season opens on Memorial Day weekend. This is voluntary recall and involves how the structure responds when one or several individuals hang from the top of the bucket which while not in accordance with typical splash pad usage has happened twice in the overnight hours at other parks causing minor injuries. The vendor has been in regular contact with us regarding the recall, next steps and timelines. Key Pen Parks staff will be able to install the new fixture. It was recommended, if possible, to remove the existing one as soon as possible and prior to the shipment of the replacement.

There was a complaint regarding ADA access into Volunteer Park/Snack Shack. The individual insisted that staff open the vehicular access gate near the skate park to allow ADA access down a steep hill which actually has too steep of a slope. We described and showed him the proper access however, he felt as though Key Pen Parks was not complying with the law. Upon review of the area, staff has ordered additional signage to help show the location of the access from the ADA spaces and will be painting some additional lines in the parking lot to show the path to the ADA park entrance. While this signage is not required, it does offer the inclusivity that Key Pen Parks strives to provide. Staff is also beginning a longer project of evaluating signage in the park and working to simplify it and focus on the primary messages. There are a lot of signs in the park which is causing many of them to be missed.

Many events for the beginning of the year are underway with registration or other information available on the Key Pen Parks website. Based on feedback from one family regarding the \$30 registration fee for the



Spring Fun 5k (which included a t-shirt) we are now offering a \$30 registration fee with a t-shirt and a \$15 registration fee without the t-shirt. In the last walk/run event, there were complaints that there no t-shirts. This is a bit of a budgeting challenge in that the cost savings on the shirts come with a larger order but we are using this year to see if people are willing to pay more for the t-shirt or if we should stop offering them for the lower registration cost.

Events coming up include the March 19<sup>th</sup> Spring Fun Walk, Run or Ride; April 9<sup>th</sup> for Parks Appreciation Day; April 16<sup>th</sup> for Kids Easter Egg Hunt; April 30<sup>th</sup> for Mom & Me Tea; May 21<sup>st</sup> for Raffle Ride.

Contracted events of BuDu Racing and Washington Student Cycling League in Gateway Park as well as Little League in Volunteer Park are already reserved for the year. Staff is working on minor repairs to the dugouts, fields, and field lights to get them in order for Little League.

Events Coordinator Grandt is working on sponsorships with a wonderful flyer and outreach. The Key Peninsula Parks & Recreation Foundation is helping us with letters and outreach to potential funders who only give funds to non-profits (local corporations).

Volunteer work parties will be scheduled again in March.

There is a Maintenance Worker I (FT) position open as well as 3 Maintenance Seasonals. This second Maintenance Worker I position replaces the old "Lead" position and keeps us at four full-time positions in Maintenance. Thus far, after several weeks there are no applicants for the Seasonal positions and we are reviewing the 8 applications received thus far. We originally had a PT Maintenance Worker I position posted and that received no applications. It is a tough job market and over the next few months, in addition working hard to hire, the Fiscal Specialist and Executive Director will work on a Salary Class & Comp Study to review where we are in this new environment. Looking at seasonal salaries we are several dollars an hour lower, however going much higher will mean that seasonals will make more per hour than some full-time staff.

The flag at Gateway Park has been temporarily removed as it was fraying. It will be replaced as soon as the new one arrives.

In addition to year-end close out, the Fiscal Specialist has also been working on creating a grant expense spreadsheet to track expenses, match funds, etc., to avoid double counting and ensuring that eligible expenses are properly included in grant reimbursements. This practice will be in place for all future grant reimbursements and will be created for the newly signed agreement for the retroactive reimbursement of the Cramer McCracken property through RCO.



Regular Meeting: February 14, 2022

Item # 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: February 14, 2022

Subject: Direction on Key Peninsula Sportsman's Property

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During the Regular Board Meeting on August 9, 2021, the Board of Park Commissioners directed the Executive Director to explore options for the potential donation of the Key Peninsula Sportsman's Property located on Jackson Lake Road.

Various options and challenges will be presented during the Board Meeting.

Recommendation: Provide Direction to Executive Director on the Key Peninsula Sportsman's Property.



Meeting: February 14, 2022

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: February 14, 2022

Subject: Approval of Wage Matrix for 2022 COLA

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### **Background**

With R2019-08, the Board of Park Commissioners approved an update to the Employee Handbook which included the ability to provide cost of living adjustments (COLA) to the wage matrix.

“Key Pen Parks will provide cost of living adjustments for full time staff based upon CPI as provided by the United States Department of Labor (Bureau of Labor Statistics). These adjustments will be made starting with the March 1<sup>st</sup> pay period, will be based on the October to October data which is released in November of the preceding year Consumer Price Index (CPI) for Seattle, Tacoma, and Bellevue (King, Pierce, & Snohomish counties) and shall never result in a decrease in pay.”

The October 2020 to October 2021 CPI for Seattle, Tacoma, and Bellevue was 6.5%. An estimated 5.2% was included in the 2022 Adopted Budget however with vacant position savings, there is enough budgeted to cover this additional increase.

The attached Wage Matrix reflects the 6.5% increase and proposes a matrix for temporary (seasonal) employees which exceeds the WA State minimum wage of \$14.49.

**Recommended Action:** Approve Wage Matrix for Permanent and Temporary Employees for 2022.

**Attachment 1:** 2022 Wage Matrix, adjusted for COLA

**2022 HOURLY WAGE MATRIX FOR PERMANENT EMPLOYEES**

	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
(1/1- 2/28)	<b>E</b>	\$15.71	\$16.18	\$16.66	\$17.16	\$17.68	\$18.21	\$18.75	\$19.32	\$19.89	\$20.49
(3/1-12/31)		\$16.73	\$17.23	\$17.74	\$18.28	\$18.83	\$19.39	\$19.97	\$20.57	\$21.19	\$21.82
(1/1- 2/28)	<b>F</b>	\$17.28	\$17.79	\$18.33	\$18.88	\$19.44	\$20.03	\$20.63	\$21.25	\$21.88	\$22.54
(3/1-12/31)		\$18.40	\$18.95	\$19.52	\$20.10	\$20.71	\$21.33	\$21.97	\$22.63	\$23.31	\$24.01
(1/1-2/28)	<b>G</b>	\$19.00	\$19.57	\$20.16	\$20.77	\$21.39	\$22.03	\$22.69	\$23.37	\$24.07	\$24.79
(3/1-12/31)		\$20.24	\$20.85	\$21.47	\$22.12	\$22.78	\$23.46	\$24.17	\$24.89	\$25.64	\$26.41
(1/1-2/28)	<b>H</b>	\$20.90	\$21.53	\$22.18	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27
(3/1-12/31)		\$22.26	\$22.93	\$23.62	\$24.33	\$25.06	\$25.81	\$26.58	\$27.38	\$28.20	\$29.05
(1/1-2/28)	<b>I</b>	\$22.99	\$23.68	\$24.39	\$25.13	\$25.88	\$26.66	\$27.46	\$28.28	\$29.13	\$30.00
(3/1-12/31)		\$24.49	\$25.22	\$25.98	\$26.76	\$27.56	\$28.39	\$29.24	\$30.12	\$31.02	\$31.95
(1/1-2/28)	<b>J</b>	\$25.29	\$26.05	\$26.83	\$27.64	\$28.47	\$29.32	\$30.20	\$31.11	\$32.04	\$33.00
(3/1-12/31)		\$26.94	\$27.75	\$28.58	\$29.44	\$30.32	\$31.23	\$32.16	\$33.13	\$34.12	\$35.15
(1/1-2/28)	<b>K</b>	\$27.82	\$28.66	\$29.52	\$30.40	\$31.31	\$32.25	\$33.22	\$34.22	\$35.24	\$36.30
(3/1-12/31)		\$29.63	\$30.52	\$31.44	\$32.38	\$33.35	\$34.35	\$35.38	\$36.44	\$37.54	\$38.66
(1/1-2/28)	<b>L</b>	\$30.60	\$31.52	\$32.47	\$33.44	\$34.45	\$35.48	\$36.54	\$37.64	\$38.77	\$39.93
(3/1-12/31)		\$32.59	\$33.57	\$34.58	\$35.62	\$36.68	\$37.79	\$38.92	\$40.09	\$41.29	\$42.53
(1/1-2/28)	<b>M</b>	\$33.67	\$34.68	\$35.72	\$36.79	\$37.89	\$39.03	\$40.20	\$41.40	\$42.65	\$43.93
(3/1-12/31)		\$35.85	\$36.93	\$38.04	\$39.18	\$40.35	\$41.56	\$42.81	\$44.10	\$45.42	\$46.78
(1/1-2/28)	<b>N</b>	\$37.03	\$38.14	\$39.29	\$40.47	\$41.68	\$42.93	\$44.22	\$45.54	\$46.91	\$48.32
(3/1-12/31)		\$39.44	\$40.62	\$41.84	\$43.10	\$44.39	\$45.72	\$47.09	\$48.50	\$49.96	\$51.46
(1/1-2/28)	<b>O</b>	\$40.73	\$41.96	\$43.22	\$44.51	\$45.85	\$47.22	\$48.64	\$50.10	\$51.60	\$53.15
(3/1-12/31)		\$43.38	\$44.68	\$46.02	\$47.41	\$48.83	\$50.29	\$51.80	\$53.36	\$54.96	\$56.60
(1/1-2/28)	<b>P</b>	\$44.81	\$46.56	\$47.96	\$49.40	\$50.88	\$52.40	\$53.98	\$55.59	\$57.26	\$58.98
(3/1-12/31)		\$47.72	\$49.59	\$51.07	\$52.61	\$54.18	\$55.81	\$57.48	\$59.21	\$60.98	\$62.81
(1/1-2/28)	<b>Q</b>	\$49.29	\$50.77	\$52.29	\$53.86	\$55.48	\$57.14	\$58.85	\$60.62	\$62.44	\$64.31
(3/1-12/31)		\$52.49	\$54.07	\$55.69	\$57.36	\$59.08	\$60.85	\$62.68	\$64.56	\$66.50	\$68.49
(1/1-2/28)	<b>R</b>	\$54.22	\$55.84	\$57.52	\$59.25	\$61.02	\$62.85	\$64.74	\$66.68	\$68.68	\$70.74
(3/1-12/31)		\$57.74	\$59.47	\$61.26	\$63.10	\$64.99	\$66.94	\$68.95	\$71.02	\$73.15	\$75.34
(1/1-2/28)	<b>S</b>	\$63.52	\$65.42	\$67.38	\$69.41	\$71.49	\$73.63	\$75.84	\$78.12	\$80.46	\$82.87
(3/1-12/31)		\$67.65	\$69.67	\$71.76	\$73.92	\$76.14	\$78.42	\$80.77	\$83.20	\$85.69	\$88.26
(1/1-2/28)	<b>T</b>	\$65.60	\$67.57	\$69.60	\$71.69	\$73.84	\$76.05	\$78.33	\$80.68	\$83.11	\$85.60
(3/1-12/31)		\$69.87	\$71.96	\$74.12	\$76.35	\$78.64	\$81.00	\$83.43	\$85.93	\$88.51	\$91.16

**2021 HOURLY WAGE MATRIX FOR TEMPORARY EMPLOYEES**

	Range	Step 1	Step 2	Step 3	Step 4
(1/1-2/28)	<b>1</b>	\$14.29	\$14.72	\$15.16	\$15.62
(3/1-12/31)		\$15.22	\$15.68	\$16.15	\$16.63
(1/1-2/28)	<b>2</b>	\$14.80	\$15.25	\$15.71	\$16.18
(3/1-12/31)		\$15.77	\$16.24	\$16.73	\$17.23
(1/1-2/28)	<b>3</b>	\$15.32	\$15.77	\$16.25	\$16.74
(3/1-12/31)		\$16.31	\$16.80	\$17.30	\$17.82
(1/1-2/28)	<b>4</b>	\$15.83	\$16.30	\$16.79	\$17.29
(3/1-12/31)		\$16.85	\$17.36	\$17.88	\$18.42

Adjusted on March 1st of each year to include CPI. CPI for 2022 is 6.5%

WA Minimum Wage for Hourly Workers in 2022 is \$14.49