



Key Peninsula Metropolitan Park District (Key Pen Parks)

ADOPTED MINUTES

Board of Park Commissioners

Monday, April 8, 2024 @ 7:00 PM

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47
1921 Key Peninsula Hwy NW, Lakebay WA 98349

1, 2, 3. Call to Order, Pledge of Allegiance & Roll Call

Executive Director Tracey Perkosky called the meeting to order at 7:00 PM.

Present: President Parry, Vice President Michel, Clerk Clinton, Commissioner Jensen, and Commissioner Robison

Absent & Excused: None

4. Meeting Agenda Approval

MOTION: Clerk Clinton moved approval of agenda as submitted. Seconded by Commissioner Jensen. Motion carried 5-0.

5. Special Presentations

Outreach and Community Events Coordinator Alstead gave a short presentation on upcoming events and outreach opportunities for the community.

6. Public Comment

None

7. Approval of Minutes

Special Meeting minutes of March 25, 2024

Recommended Action: Approve meeting minutes.

Discussion occurred on a correction to the spelling of "Van Der Voorn" and clarification on Other Minor Matters to read "Commissioners required financial affairs reports are due to the Public Disclosure Commission..."

MOTION: Vice President Michel moved approval of minutes as revised. Seconded by Commissioner Jensen. Motion carried 5-0.

8. Financial Report

No financial report is available this month due to the timing of the Board Meeting and the closure of the accounting month by Pierce County. The March report will be presented at the May Board of Park Commissioners meeting.

9. Executive Director Report

In addition to the written report provided in the agenda packet, Director Perkosky provided an update on the Key Central Forest timber harvest by the Department of Natural Resources (DNR) and the hiring of Ron Martinez as Parks and Facilities Manager.

Director Perkosky responded to questions on Key Central Forest.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – None

- b. Trail Committee Update – Evergreen Mountain Bike Alliance (EMBA) is working hard on the mountain bike trails as listed in their contract. The Washington Student Cycling League (WSCL) will have a multi-day event on May 17, 18, and 19, 2024 at Gateway Park and 360 Trails.

11. Board President's Report

President Parry gave an update on the Human Resources Committee, employee handbook and Human Resources Policy.

12. Unfinished Business

- a. Adopt Resolution R 2024-01 Amending Park and Facility Naming Policy and Rescind Resolution R 2012-07.

Recommended Action: Rescind Resolution R 2012-07 Park and Facility Naming Policy and Adopt Resolution R 2024-01 Park and Facility Naming Policy (Amended 2024)

Discussion on adding in the section number of the change into the resolution, which was section 1.2.6. A revised resolution was available for review.

MOTION: Commissioner Jensen moved approval of revised resolution. Clerk Clinton seconded. Motion carried 5-0.

13. New Business

- a. Resolution R 2024-02 Approval of Human Resource Policy and Resolution R 2024-03 Whistleblower Policy

Director Perkosky gave a brief overview of the creation of the Human Resource Policy and Whistleblower Policy, the role of Compensation Connections, and the Human Resources (HR) Committee. Committee Members Parry and Jensen commented. Compensation Connections consultants Jo Lingenfelter and Shannon Drohman provided comments.

Director Perkosky and Consultant Lingenfelter responded to questions.

Recommended Action: Adopt Resolution R 2024-02 Human Resources Policy and R 2024-03 Whistleblower Policy

MOTION #1: Clerk Clinton moves approval of Resolution R 2024-02 Human Resource Policy. Seconded by Commissioner Jensen. Motion carried 5-0.

MOTION #2: Commissioner Jensen moves approval of Resolution R 2024-03 Whistleblower Policy. Seconded by Clerk Clinton. Motion carried 5-0.

- b. Approval of 2023 Annual Financial Report for Submittal to WA State Auditor's Office.

Recommended Action: Approve the 2023 Annual Financial Report for submittal to the WA State Auditor's Office.

MOTION: Commissioner Jensen moves approval of the 2023 Annual Financial Report. Seconded by Clerk Clinton. Motion carried 5-0.

- c. Direction on Public Art Request from Key Peninsula Council Beautification Committee

Recommended Action: Direct Executive Director to negotiate a Memorandum of Understanding (MOU) for Board approval outlining the location, responsibilities and key details of the public art acquisition, placement, and long-term maintenance.

Director Perkosky gave a brief overview of conversation with the community group representative, proposed art, size, impacts on Gateway Park and potential locations.

Discussion occurred on the large size of proposed art, possible locations within Gateway Park or alternatives.

DIRECTION: Board supports the introduction of public art into Gateway Park. Director Perkosky to work on negotiations for MOU including final location, responsibilities, other potential sculpture topics and size of art.

- d. Authorize Executive Director to Purchase New Dump Truck in the Amount of \$82,695.11 from Bud Clary Ford Under DES Contract #05916

Recommended Action: Authorize the Executive Director to Purchase New Dump Truck from Bud Clary Ford in the amount of \$82,695.11 under WA DES Contract # 05916

MOTION: Commissioner Robison moves to authorize Executive Director to purchase new dump truck from Bud Clary Ford under WA DES Contract # 05916. Seconded by Clerk Clinton. Motion carried 5-0.

- e. Resolution R 2024-04 Disposal of Surplus Property

Recommended Action: Adopt Resolution R 2024-04 to Declare Surplus Property and authorize the Executive Director to dispose of the property through sale, donation or other disposal.

MOTION: Vice President Michel moves approval of Resolution R 2024-04. Seconded by Clerk Clinton. Motion carried 5-0.

15. Other Minor Matters

President Parry asked questions on the umbrellas for the Scott Gallacher Memorial Spray and Play Park area. Director Perkosky provided information on the custom imprint and timing.

Vice President Michel commented on next steps or progress on the Manke East parcel of Gateway Park. Director Perkosky commented that would be included in the Capital Facilities Plan (CFP) discussion.

Clerk Clinton commented that The Farm Tour will be having a spring event. Director Perkosky informed the Board that Farm Tour representative Leona Lisa will be making a presentation to the Board at the May meeting.

16. Good of the Order/Comments by Board Members

None

17, 18. Next Meeting and Adjourn

Regular Meeting on May 13, 2024, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 7:43 PM

Respectfully submitted by Executive Director Perkosky.

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


Adopted: Regular Meeting, May 13, 2024

Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays:

Absent:

Abstain:



Kip Clinton, Clerk of the Board