



## **Key Peninsula Metropolitan Park District (Key Pen Parks)**

### **ADOPTED MINUTES**

#### **Board of Park Commissioners**

**Monday, August 11, 2025 @ 7:00 PM**

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47

1921 Key Peninsula Hwy NW, Home WA

#### **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 Linda Parry, Vice President Ed Robison, Clerk Kip Clinton, Commissioner Shawn Jensen, and Commissioner Mark Michel

#### **4. Meeting Agenda Approval**

President Parry made a motion to add Executive Session per RCW 42.30.110(1)(g) to the agenda after Item 12. Seconded by Clerk Clinton. Motion carried 5-0.

Commissioner Michel moved to approve the agenda as amended. Seconded by Vice President Robison. Motion carried 5-0.

#### **5. Special Presentations**

Executive Director Perkosky gave an update on upcoming events.

#### **6. Public Comment**

Sami Jensen stated that the Jensen family will sponsor the Moana 2 Cinema Under the Stars and encouraged other Commissioners to also support the park district and commented on it is hard to hear when commissioners cross talk and have side bar conversations during the meeting.

#### **7. Approval of Minutes**

*a. Regular Meeting of July 14, 2025*

Recommended Action: Approve Meeting Minutes

MOTION: Commissioner Jensen moved approval of the minutes as submitted. Seconded by Vice President Robison. Motion carried 5-0.

#### **8. Financial Report**

*a. June 2025 Financial Report*

b. July 2025 Financial Report

President Parry called for questions on the financial report. Commissioner Michel asked for clarification on the check register and outstanding vouchers, and a question on E. Bruton's payroll error.

Recommended Action: Approve the financial report for June 2025: Accounts payable Total \$261,722.10 comprised of check numbers 3073 through 3100, except check 3087; Payroll Total: \$77,896.22 comprised of Payroll ACH: \$ 68,494.62 and AP Check #3087: \$9,401.60 and Bank Service Fees via Electronic Payments Total: \$212.00 and approve the financial report for July 2025: Accounts payable Total \$118,856.24 comprised of check numbers 3101 through 3138, except check 3118; Payroll Total: \$99,900.77 comprised of Payroll ACH: \$90,499.17 and AP Check #3118: \$9401.60 and Bank Service Fees via Electronic Payments Total: \$240.00.

MOTION: Commissioner Jensen moved to approve the financial report for June 2025 consisting of: Accounts Payable Total \$261,722.10, comprised of Claims EFT subtotal \$223,124.79 and check numbers 3073 through 3100, except check 3087 subtotal \$38,597.31; Payroll Total \$77,896.22: comprised of Payroll ACH subtotal \$68,494.62 and AP Check #3087 subtotal \$9,401.60; and Bank Service Fees via Electronic Payments Total \$212.00. and Approve the financial report for July 2025 consisting of: Accounts Payable Total \$118,856.24, comprised of Claims EFT subtotal \$4,021.34 and check numbers 3101 through 3138, except check 3118 subtotal \$114,834.90; Payroll Total \$99,900.77: comprised of Payroll ACH subtotal \$90,499.17 and AP Check #3118 subtotal \$9,401.60; and Bank Service Fees via Electronic Payments Total \$240.00. Seconded by President Parry. Motion carried 5-0.

**9. Executive Director Report**

Director Perkosky provided a written report and stated that due to the heat advisory the Scott Gallacher Memorial Spray and Play Park will have extended hours to 8:00 PM.

**10. Board Committee and Advisory Council Reports**

- a. *Land and Improvements Committee* – No report.
- b. *Trail Committee Update* – Meeting held in July, however hard to get Committee members to attend. Will revert to schedule meetings as needed. Trail naming was discussed which is a later agenda item.

**11. Unfinished Business**

- a. *Approval for Hiring Volunteer and Outreach Manager and Park Ambassador Framework*

Director Perkosky responded to Vice President Robison's question in the affirmative that this is a full-time, exempt, permanent position.

Staff Recommendation: Approve the new Volunteer and Outreach Manager position

MOTION: Vice President Robison moved approval of the authorization to advertise and hire the Volunteer and Outreach Manager position in 2025. Seconded by Clerk Clinton. Motion carried 5-0.

**12. New Business**

- a. *Direction on Potential Memorandum of Understanding with Food Backpacks 4 Kids and Potential Land Acquisition in 2026*

Director Perkosky gave a detailed overview of the item and then invited Food Backpacks 4 Kids Board Member Nathan Betts to give a short presentation. Discussion occurred on the storm water impacts, potential partnership and support for a playground in the Key Center area. Vice President Robison discussed traffic implications and President Parry suggested getting a letter of commitment from the adjacent property owner on a trail easement to connect to the Red Barn Youth Center.

Staff Recommendation: Direction on Potential Memorandum of Understanding with Food Backpacks 4 Kids and potential Land Acquisition in 2026

DIRECTION: Board provided full support for the project and potential memorandum of understanding with direction to add funds for this project in the 2026 proposed budget.

*b. Approval of the Fees for 2026 through 2028 for the Key Peninsula Little League Agreement*

Director Perkosky gave a short overview of the item. Vice President Robison asked if the Key Peninsula Little League was in agreement with the proposed fees, and Director Perkosky responded in the affirmative.

Staff Recommendation: Approve the 2026-2028 rate including volunteer requirements.

MOTION: Vice President Robison moved to approve the Fees for 2026 through 2028 for the Key Peninsula Little League Agreement as noted in the staff report. Seconded by Commissioner Jensen. Motion carried 5-0.

*c. Approval of Partnership Agreement with Key Peninsula Historical Society*

Director Perkosky gave an overview of the item. Vice President Robison asked if this agreement had already passed; Director responded that the Historical Society had met the deadlines throughout the year, this was a delay in executing the agreement only versus failure to meet milestones.

Staff Recommendation: Approve partnership agreement with Key Peninsula Historical Society.

MOTION: Commissioner Michel moved to approve the partnership agreement with the Key Peninsula Historical Society. Seconded by Vice President Robison. Motion carried 5-0.

*d. Direction on Trail Names for 3 Remaining Trails in 360 Trails*

President Parry offered Commissioner Michel the option to present the item and he gave a brief overview. Clerk Clinton expressed concerns over confusion of similarity between Banner Forest in Kitsap County. Vice President Robison and Commissioner Michel remarked that this has been the unofficial name for a while.

Staff Recommendation: Provide direction on the naming of the remaining trails in 360 Trails.

DIRECTION: Vice President Robison moved to approve the names and begin the waiting period per the naming policy before formally adopting the trail names. Seconded by President Parry. Motion carried 4-0-1. Clinton abstain.

**13. Executive Session**

Per RCW 42.30.110(1)(g) Performance of a Public Employee was read into the record by President Parry. Session began at 7:43 PM with a return of 7:58 PM. Extended to 8:10 PM. Returned to open session at 8:11 PM. President Parry stated that no decisions or actions were taken in Executive Session.

**14. Other Minor Matters**

Vice President Robison expressed appreciation for the letter sent by Sarah Harwell, Key Peninsula Little League.

Clerk Clinton commented that the WA State Fair in Puyallup starts in a few weeks.

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

None

**16. Next Meeting**

Regular Meeting on September 8, 2025, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349.

**17. Adjournment**

Adjourn at 8:13 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, September 8, 2025

Ayes: Parry, Jensen, Robison, Clinton

Nays:

Absent: Michel (late)

Abstain:

Attest:   
Kip Clinton, Clerk of the Board