



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

### ADOPTED MINUTES

#### Board of Park Commissioners

Monday, December 8, 2025 @ 7:00 PM

Meeting Room, Key Peninsula Fire 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 7:02 PM.

Present: President Linda Parry (via Zoom), Vice President Ed Robison, Clerk Kip Clinton (arrived at 7:04 PM), Commissioner Shawn Jensen, and Commissioner Mark Michel

#### 4. Meeting Agenda Approval

Vice President Robison called for any objections to the current meeting agenda, hearing none the Meeting Agenda was approved with unanimous consent.

#### 5. Special Presentations

Executive Director Perkosky gave an update on upcoming events. Clerk Clinton arrived during the special presentation.

#### 6. Public Comments

Ben Rasmussen spoke about the volunteer efforts for the disc golf course expansion and the remaining work to be completed by Key Pen Parks staff.

Anna Brones spoke about the efforts of the Key Center Commons Working Group and the Calahan property.

Anne Junod spoke about the outreach efforts of the Key Center Commons Working Group.

#### 7. Approval of Minutes

*a. Regular Meeting of November 10, 2025*

Executive Director Perkosky referenced proposed edits emailed out by Commissioner Jensen.

Recommended Action: Approve Meeting Minutes

MOTION: Clerk Clinton moved to approve the meeting minutes as edited. Seconded by Commissioner Michel. Motion carried 5-0.

## **8. Financial Report**

### *a. November 2025*

Financial Report was provided in writing.

Staff Recommendation: Approve the November 2025 Financial Report consisting of: Accounts Payable Total \$51,077.23 via EFT of \$2,474.87 and check #'s 3212-3235 totaling \$48,602.36; Payroll Total \$73,074.24 via EFT; Bank Services Fees Total \$173.18 via EFT and total revenues of \$130,319.72.

MOTION: Commissioner Jensen moved approval of the November 2025 Financial Report consisting of: Accounts Payable Total \$51,077.23 via EFT of \$2,474.87 and check #'s 3212-3235 totaling \$48,602.36; Payroll Total \$73,074.24 via EFT; Bank Services Fees Total \$173.18 via EFT and total revenues of \$130,319.72. Seconded by President Parry. Motion carried 5-0.

## **9. Executive Director Report**

Report was provided in writing. Executive Director Perkosky responded to questions on Home Park vandalism, audit timeline, Key Central Forest trail completion and community survey timeline.

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

- a. Land and Improvements Committee – No meeting*
- b. Trails Committee Update – No meeting*

## **11. Unfinished Business**

- a. Consideration and Adoption of Resolution R 2025-10 Adoption of Names for Various Trails in 360 Trails*

Vice President Robison gave a brief overview and Executive Director Perkosky corrected a typo on the Resolution title referencing parks in lieu of trails.

Recommended Action: Adopt R 2025-10 Adoption of Names for Various Trails

MOTION: Commissioner Michel moved approval of Resolution R 2025-10. Seconded by Commissioner Jensen. Motion carried 5-0.

## **12. New Business**

- a. Presentation on Peninsula School District Replacement Educational Program and Operations Levy (EP&O Levy) and Direction on Resolution of Support*

Executive Director Perkosky gave a brief overview of the item and then invited Krestin Bahr, Superintendent, and Michael Farmer, Chief of Schools to give a presentation on the item. They responded to questions on the inequity of field space and current rate of the EP&O Levy.

Recommended Action: Provide direction to bring resolution of support for Peninsula School District's February 2026 Replacement Educational Programs and Operations (EP&O Levy) to the January meeting.

DIRECTION: Board requested that the Executive Director bring forward a resolution of support for a public hearing.

*b. Approval of Resolution R 2025-11, Adoption of 2026 Wage Matrix*

Executive Director Perkosky gave a short overview of the proposed Resolution. Board had a short discussion on the wage study, and the Executive Director will bring back a proposal in collaboration with the Human Resources Committee.

Recommended Action: Approve Resolution R 2025-11 and authorize a 2.8% increase for COLA per the Wage Matrix.

MOTION: Commissioner Jensen moved approval of Resolution R 2025-11 which authorized a 2.8% COLA increase effective January 1, 2026. Seconded by Clerk Clinton. Motion carried 5-0.

*c. Approval to Order and Utilize Paper Checks on Payroll Account*

Executive Director Perkosky gave an overview of the item which would allow the use of checks, in lieu of electronic funds only, for the payroll account.

Recommended Action: Approve ordering and utilizing paper checks on the Payroll Account per established procedures.

MOTION: Commissioner Michel moved to approve ordering and utilizing paper checks on the Payroll Account per established procedures. Seconded by Commissioner Jensen. Motion carried 5-0.

*d. Nomination of Officers for Board of Park Commissioners in 2026*

Vice President Robison gave an overview.

Recommended Action: Nominate Board of Park Commissioners Officers for voting and installation in January 2026.

MOTION: Commissioner Michel nominated Linda Parry for President, Ed Robison for Vice President, and Kip Clinton for Clerk. Seconded by Commissioner Jensen. There were no other nominations. The process will continue at the January 2026 meeting per the by-laws.

**13. Other Minor Matters**

Commissioner Michel said that the Washington Student Cycling League was planning to return for an event on May 3, 2026.

Clerk Clinton said that KPAC recommended approval of the Haley Park proposal.

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

Vice President Robison commented that the Key Pen It Merry event was a great success!

Board members extended holiday greetings to each other and the community.

**15. Next Regular Meeting on January 12, 2026, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA**

**16. Adjournment**

Adjourn at 8:06 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, January 12, 2026

Ayes: Parry, Jensen, Michel, Robison, Clinton      Nays:      Absent:      Abstain:

Attest:  Clerk

Kip Clinton, Clerk of the Board