



Key Peninsula Metropolitan Park District (Key Pen Parks)

MINUTES

Board of Park Commissioners

Monday, December 9, 2024 @ 7:00 PM

Meeting Room, Key Peninsula Fire Protection District 16, Station No 45
12310 Wright Bliss Rd NW, Gig Harbor WA 98329

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

Executive Director Tracey Perkosky called the meeting to order at 7:05 PM.

Present: President Parry, Vice President Michel, Clerk Clinton (arrived at 7:09 PM),
Commissioner Jensen, and Commissioner Robison

4. Meeting Agenda Approval

Commissioner Robison moved approval of agenda as submitted. Commissioner Jensen seconded. Motion carried 4-0 (Clerk Clinton absent)

5. Special Presentations

Director Perkosky gave a short presentation on upcoming events and outreach opportunities.

6. Public Comment

Jessica Gamble spoke that she likes what Key Pen Parks is doing and wants to learn more.

7. Approval of Minutes

a. Special Meeting Minutes of November 12, 2024

Recommended Action: Approve amended meeting minutes.

Director Perkosky referenced recommended amendments submitted by Commissioner Jensen adding in the last name of Vice President Michel, correcting Matix to Matrix and Tac to Tax.

MOTION: Commissioner Robison made a motion to approve the amended November 12, 2024, meeting minutes. Seconded by Commissioner Jensen. Motion carried 4-0. (Clerk Clinton absent.)

8. Financial Report

Director Perkosky submitted the written report and there were no questions.

Staff recommendation:

Approve the financial report for October 2024 from 10/01/2024 through 10/31/2024: Accounts payable check numbers 2877 through 2914 with note that check number 2907 was voided due to printing error Total: \$84,549.32, Payroll ACH Total: \$82,386.49 and Bank Service Fees via Electronic Payments Total: \$158.24.

Approve the financial report for November 2024 from 11/01/2024 through 11/30/2024: Accounts payable check numbers 2915 through 2935 Total: \$81,491.40, Payroll ACH Total: \$39,808.24 and Bank Service Fees via Electronic Payments Total: \$136.73.

Clerk Clinton arrived at 7:09 PM during this item.

Commissioner Jensen made a motion to approve the financial report for October 2024 from 10/01/2024 through 10/31/2024: Accounts payable check numbers 2877 through 2914 with note that check number 2907 was voided due to printing error. Total: \$84,549.32, Payroll ACH Total: \$82,386.49 and Bank Service Fees via Electronic Payments Total: \$158.24. Seconded by President Parry. Motion carried 5-0.

Commissioner Jensen made a motion to approve the financial report for November 2024 from 11/01/2024 through 11/30/2024: Accounts payable check numbers 2915 through 2935 Total: \$81,491.40, Payroll ACH Total: \$39,808.24 and Bank Service Fees via Electronic Payments Total: \$136.73. Seconded by Clerk Clinton. Motion carried 5-0.

9. Executive Director Report

Director Perkosky submitted her report in writing but added that Jeff Frontiero had accepted the Maintenance Worker I position and would begin in January. There were no questions.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – Commissioner Robison reported that he was aware that staff from the USS Nimitz was seeking a community volunteer project and recommended the dog park tree planting project. The tentative timeline is late winter or early spring.
- b. Trail Committee Update – Vice President Michel commented that the Trails Committee will meet in January on a date to be determined since the scheduled date falls on the Martin Luther King Jr holiday. He also reported that there was a tree down in 360 Trails from the recent rain and wind events.

11. Board President's Report

None

12. Unfinished Business

None

13. New Business

- a) Authorize the Executive Director to Execute an agreement through the KCDA Purchasing Cooperative for the Acquisition of Playground Equipment for Home Park.

Director Perkosky gave a short presentation on the various playground options for Home Park, including the replacement fire truck play area and encouraged Commissioners and public to look at depictions taped to the walls. Commissioner Robison commented that Gateway Park playground is the most used and President Parry commented that Home Park is also well used by the Community. Vice President Michel expressed concern over the lack of public input into this decision.

Member of the public, Jessica Gamble, spoke after being invited for input that her kids would like the one with the rope climbing structures (Great Western) the best.

Recommended Action: Authorize the Executive Director to execute an Agreement with the selected playground equipment provider through KCDA.

MOTION: Clerk Clinton moved approval to authorize the Executive Director to enter into an agreement with KCDA for the option presented by Great Western Recreation. Commissioner Robison seconded. Motion carried 5-0.

- b) Direction on Review of Bank Accounts at First Citizens Bank

Director Perkosky gave an overview of the current bank account types, her meeting with the bank staff and options for bank accounts. For any changes, one Board Member will be needed to accompany her to the bank to authorize the changes.

Recommended Action: Provide direction on any changes to the First Citizens Bank accounts.

MOTION: Commissioner Jensen made a motion to change the payroll and accounts payable accounts to the Business Banking II type and utilize the ACH Positive Pay and Check Positive Pay features. Seconded by Clerk Clinton. Motion carried 5-0.

- c) Nomination of Officers for Board of Park Commissioners in 2025

President Parry asked for nominations.

Commissioner Jensen nominated Linda Parry for President.

Vice President Michel nominated Kip Clinton for Clerk.

Vice President Michel nominated Ed Robison for Vice President.

All accepted the nominations. Appointments will be finalized at the January 2025 Regular Meeting.

15. Other minor matters

Vice President Michel asked for an update on the Disc Golf expansion. Director Perkosky replied that the volunteers are slowly working on it but have had other responsibilities. She will be following up with them on utilizing staff for assistance to help get it completed.

Vice President Michel asked for an update on the potential Zeren acquisition and Director Perkosky replied that the various parties are working on contractual language.

Commissioner Robison asked for additional information about the email sent by Director Perkosky regarding the County's stance on Park Impact Fees and Devil's Head. Director Perkosky gave an update that the County may consider withholding Impact Fees to support Devil's Head and the County continues to push the conversation that the District should assume responsibility for the county park. She mentioned that this will be an item on a future agenda.

Vice President Michel suggested that the Head to Toe Trail be added to the Capital Facilities Plan and asked for an update on the Pump Track repairs under the contract with Evergreen Mountain Bike Alliance. Director Perkosky replied that the work on the Pump Track would be completed over the next few months.

Clerk Clinton mentioned that coming before the Key Peninsula Advisory Commission (KPAC) meeting there will be a hearing on the proposed self-storage building located on Wright Bliss Road and a proposed vehicle storage yard at the Charboneau Construction & Supply site on WA-302.

16. Good of the Order/Comments by Board Members

President Parry referenced a website to help with volunteers called Volunteer Match.

Clerk Clinton wished everyone Happy Holidays!

Commissioner Robison inquired about adding benches to the dog park improvements in addition to the trees from the original Foundation funds. Vice President Michel responded that 9 benches were proposed.

17, 18. Next Meeting and Adjourn

Regular Meeting on January 13th, 2025, is planned for our regular location of the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349, but may be at the temporary location of Station 45, Community

Room, 12310 Wright Bliss Rd NW, Gig Harbor WA 98329. Check our website for final location information.

Adjourn at 8:01 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 13, 2025

Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays:

Absent:

Abstain:

Attest:



Kip Clinton, Clerk of the Board