



Key Peninsula Metropolitan Park District (Key Pen Parks)

MINUTES

Board of Park Commissioners

Monday, February 10, 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

Vice President Robison moved approval of agenda as submitted. Clerk Clinton seconded.
Motion carried 5-0.

5. Special Presentations

Executive Director Perkosky gave an update on the upcoming Key Pen Parks events.

6. Public Comment

There was no public comment.

7. Approval of Minutes

a. Regular Meeting of January 13, 2025

Director Perkosky gave one correction, adding "Seconded by Commissioner Jensen" to item 14g.

Recommended Action: Approve meeting minutes.

MOTION: Vice President Robison moved approval of the Regular Meeting Minutes as amended. Seconded by Clerk Clinton. Motion carried 5-0.

8. Financial Report

Report was submitted in writing. Question and discussion on investment interest.

Staff recommendation: Approve the financial report for January 2025 from 1/01/2025 through 1/31/2025: Accounts payable check numbers 2959 through 2983 Total: \$37,567.27, Payroll ACH Total: \$57,306.21 and Bank Service Fees via Electronic Payments Total: \$158.00.

MOTION: Commissioner Michel made a motion to approve the financial report for January 2025 from 1/01/2025 through 1/31/2025: Accounts payable check numbers 2959 through 2983 Total: \$37,567.27, Payroll ACH Total: \$57,306.21 and Bank Service Fees via Electronic Payments Total: \$158.00. Seconded by Vice President Robison. Motion carried 5-0.

9. Executive Director Report

Director Perkosky recognized the contributions of Kellie Bennet who is leaving the Red Barn Youth Center and appreciated the partnership. She also referenced the new format to the 2025 Goals list.

10. Board Committee and Advisory Council Reports

- a. *Land and Improvements Committee* – Vice President Robison noted the volunteer group coming for tree planting at the end of February
- b. *Trail Committee Update* – Commissioner Michel gave an update on the January Trails Committee Meeting including the Pierce County Regional Trail effort and new trail designs. Discussion occurred on membership and vacancies.

11. Board President's Report

President Parry spoke about the importance of being respectful and taking turns while speaking, everyone is entitled to their opinion, but it must be respectful.

12. Unfinished Business

- a. *Direction on Potential Projects for Inclusion in Capital Facilities Plan and Timing of Projects*

Director Perkosky gave an overview of the item, and the Board discussed each of the projects listed.

Staff Recommendation: Provide direction on projects for inclusion in the Capital Facilities Plan and timing of the projects.

DIRECTION: Board provided feedback on each listed item.

13. New Business

a. Resolution R2004-04

Director Perkosky gave an overview of resolution, legal impacts and past history regarding the resolution. Discussion occurred on incentives for Head to Toe Trail and impacts on the County.

Staff Recommendation: Resolution R2004-04.

MOTION: Vice President Robison moved to rescind Resolution R2004-04 in its entirety. Seconded by Clerk Clinton. Motion carried 5-0.

b. Authorize the Executive Director to Execute an Agreement with Pacific Mobile Structures, Inc (PMSI) under KCDA Purchasing Cooperative Contract # 23-255 in an Amount Not to Exceed \$193,591.29 for the Acquisition and Installation of a 20x40 Mobile Office and approve Purchase Order 20252 to KCDA in the amount of \$193,591.29

Director Perkosky gave an overview of the item.

Staff Recommendation: Authorize the Executive Director to Execute an Agreement with Pacific Mobile Structures, Inc (PMSI) under KCDA Purchasing Cooperative Contract # 23-255 in an Amount Not to Exceed \$193,591.29 for the Acquisition and Installation of a 20x40 Mobile Office and approve Purchase Order 20252 to KCDA in the amount of \$193,591.29.

MOTION: Vice President Robison moved approval to Authorize the Executive Director to Execute an Agreement with Pacific Mobile Structures, Inc (PMSI) under KCDA Purchasing Cooperative Contract # 23-255 in an Amount Not to Exceed \$193,591.29 for the Acquisition and Installation of a 20x40 Mobile Office and approve Purchase Order 20252 to KCDA in the amount of 193,591.29. Seconded by Clerk Clinton. Motion carried 5-0.

c. Approval of Purchase of Carlson Property through Great Peninsula Conservancy (GPC)

Director Perkosky provided an overview of the item. She clarified via questions that Key Pen Parks will pay GPC for the property and that the results of the grant will not be known until after the purchase is completed.

Staff Recommendation: Approve purchase of Carlson property through GPC.

MOTION: Vice President Robison moved approve the acquisition of the Carlson property through GPC. Seconded by Clerk Clinton. Motion carried 5-0.

d. Discussion on Proposed Trails in Cramer McCracken Property and Gateway Park

Director Perkosky provided a brief overview of the item. Discussion occurred on options and input from Trail Committee.

Staff Recommendation: Provide input on trail designs before finalization and preparation of construction documents.

MOTION: Clerk Clinton moved approval of submitted designs for Cramer McCracken and for the left side of the design for Gateway Park. Seconded by Commissioner Jensen. Motion carried 5-0.

14. Executive Session

a. Per RCW 42.30.110(1)(g) To review the performance of a public employee.

President Parry announced the Executive Session per RCW 42.30.110(1)(g) To review the performance of a public employee.

Began at 9:15 PM for 20 minutes with a return at 9:35 PM. Extended to 9:45 PM. Extended to 9:55 PM. Extended to 10:00 PM.

Board of Park Commissioners returned at 10:00 PM and the public meeting resumed. President Parry reported that the performance review was discussed but no actions were taken.

MOTION: Clerk Clinton moved to accept the performance review as presented. Seconded by President Parry. Motion carried 3-2.

MOTION: Clerk Clinton moved to approve one step increase for the Director retroactive to last increase. There was no second and the motion died.

15. Other minor matters

Commissioner Michel said that former Executive Director Scott Gallacher will be honored as part of the Key Peninsula Lions Citizen of the Year Award Banquet on March 28, 2025. The entire Board is invited to attend.

16. Good of the Order/Comments by Board Members

None.

17, 18. Next Meeting and Adjourn

Regular Meeting on March 10, 2025, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349.

Adjourn at 10:04 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, March 10th, 2025

Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays:

Absent:

Abstain:

Attest:



Kip Clinton, Clerk of the Board