



KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA
September 13, 2021

6:30 PM -- Study Session
7:30 PM – Regular Meeting

<https://us06web.zoom.us/j/81053852010?pwd=RllkaVVBaHdWVjFPL1hiTE8rNlhTZz09>

Meeting ID: 810 5385 2010 Passcode: 694747

Members of the Board of Park Commissioners
Ed Robison, President

Shawn Jensen, Vice President
Kip Clinton, Clerk

Mark Michel, Member-at-Large
Linda Parry, Member-at-Large

Study Session – 6:30 PM

1. Director's Report

Regular Meeting – 7:30 PM

1. Call to Order

2. Roll Call

	Present	Excused	Comment
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- | | | | |
|-----------------|--|--|--|
| a. Ed Robison | | | |
| b. Shawn Jensen | | | |
| c. Mark Michel | | | |
| d. Kip Clinton | | | |
| e. Linda Parry | | | |

3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations

- a. Certificates of Appreciation to Rob Home, Dianna Home and Heather Rogers for their service to the Key Peninsula Parks and Recreation Foundation

6. Public Comments: *Limited to 3 minutes per issue per person. Speaker will state name and their address. If providing handouts, need to provide 10 copies for Commissioners and Staff.*

PUBLIC PARTICIPATION IN BOARD MEETINGS – Anyone may address any resolution for final consideration the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker. Questions must be directed to the President.

Under no circumstance shall any person be allowed to address the board on matters in which the District or a District official is a litigant. Speakers are requested to address the board with decorum.

7. Approval of the Minutes

- a. August 9, 2021

8. Financial Report

- a. August 2021 Financial Report

9. Executive Director's Report

10. Board Committee Reports

- a. Land and Improvements Committee
- b. Key Peninsula Park and Recreation Foundation Report
- c. Trail Update

11. Board President's Report

12. Unfinished Business

- a. None

13. New Business

- a. None

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting October 11, 2021

17. Adjournment



Certificate of Appreciation

KEY PEN PARKS RECOGNIZES

Rob Home

FOR HIS SERVICE TO THE COMMUNITY AND KEY PEN PARKS THROUGH HIS
PARTICIPATION ON THE BOARD OF THE KEY PENINSULA PARKS & RECREATION
FOUNDATION FROM 2014-2021

ED ROBISON
BOARD OF PARK COMMISSIONERS PRESIDENT

SEPTEMBER 13, 2021



Certificate of Appreciation

KEY PEN PARKS RECOGNIZES

Dianna Home

FOR HER SERVICE TO THE COMMUNITY AND KEY PEN PARKS THROUGH HER
PARTICIPATION ON THE BOARD OF THE KEY PENINSULA PARKS & RECREATION
FOUNDATION FROM 2018-2021

ED ROBISON
BOARD OF PARK COMMISSIONERS PRESIDENT

SEPTEMBER 13, 2021



Certificate of Appreciation

KEY PEN PARKS RECOGNIZES

Heather Rogers

FOR HER SERVICE TO THE COMMUNITY AND KEY PEN PARKS THROUGH HER
PARTICIPATION ON THE BOARD OF THE KEY PENINSULA PARKS & RECREATION
FOUNDATION FROM 2019-2021

ED ROBISON
BOARD OF PARK COMMISSIONERS PRESIDENT

SEPTEMBER 13, 2021



Meeting: September 13, 2021

Item # 7a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: September 13, 2021

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from Regular Meeting on Monday, August 9, 2021.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from Regular Meeting on August 9, 2021 (forthcoming)

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

P.O. Box 70, Lakebay, WA. 98349

253-884-9240 and answers@keypenparks.com

Board Meeting Minutes

Monday, August 9, 2021

This public meeting was a digital Zoom meeting due to Washington State's COVID-19 "Stay Home, Stay Healthy" mandate.

The regular Zoom meeting was preceded by a 7:02 PM Zoom Study Session. Capital improvement projects listed in the Key Pen Parks 2020 Park, Recreation and Open Space plans were discussed in relation to long-term budget planning.

The regular public Zoom meeting was called to order at 7:36 PM by Executive Director Tracey Perkosky. She turned the meeting over to Board President Robison after the Pledge of Allegiance and roll call.

Commissioners Present: Ed Robison, Shawn Jensen, Mark Michel, Linda Parry and Kip Clinton. Staff present for Key Pen Parks: Executive Director Tracey Perkosky, Interim Parks & Facilities Manager Glen Akramoff.

Citizens present via Zoom: Sami Jensen, Lisa Bryan, Don Campbell (Robert W. Droll Landscape Architects).

1. Approval of Agenda: President Robison amended the agenda to include an item 12. b) Unfinished Business: Discuss Drainage from Spray Park and Options (this item is 9. b. in the minutes). He asked if there were any other additions or corrections to the agenda. Hearing none, the agenda was adopted as amended.

2. Special Presentations: No special presentations.

3. Citizen Comments: Sami Jensen thanked Executive Director Perkosky and Volunteer & Office Coordinator Jake Gleason for organizing the volunteer Pierce Co. Trails Day project which focused on Scotch broom removal at 360 Trails. She encouraged the public to volunteer for trail maintenance projects once a month.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the July 12, 2021, regular meeting minutes; hearing none, the meeting minutes were approved as submitted.

5. Financial Report: The July 2021 Springbrook financial balance was \$3,922,617.43. The July 2021 Zoo/Trek deposit was \$23,619.98. Total Zoo/Trek collections to date were \$127,508.89. The July 2021 Real and Personal Property Tax deposit was \$6,092.63. 2021 Real and Personal Property Tax collections to date were \$814,684.82. Springbrook Expenditures for July 2021 were \$114,116.18. President Robison asked if there were any corrections or objections to the July 2021 financial report. Hearing none the financial report was adopted as submitted.

6. Executive Director's Report: Executive Director Perkosky reported staff have been catching up on backlogged maintenance projects. All staff participated in a "clean out and sort items stored in the Gateway Park Barn" day with desirable results. Pierce Co. Trails Day was a success; 5 volunteers cut more than 4 Kubota loads of Scotch Broom in 3 hours. The 2021 run of Cinema Under the Stars began Friday, August 6, 2021. Executive Director Perkosky said that there is an extreme heat warning forecast for Friday, August 13; if that weather event occurs, the

movie may be rescheduled. Jeff Minch, the newly hired Parks & Facilities Manager, begins employment August 16, 2021; Interim Parks & Facilities Manager Glen Akramoff will continue employment through the end of the month to assist in the transition.

7. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison said Land and Improvement topics are specifically addressed by other agenda items and he will discuss them then.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Commissioner Michel was unable to attend the Foundation's last meeting; Executive Director Perkosky was in attendance. She said that they may have some new members; they have decided to postpone the 5K-10K fundraiser and instead concentrate on rebuilding.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel said brush and other vegetation are encroaching upon the trails. He and Executive Director Perkosky will work on a new format for the Trails Committee. He's hoping for rain and volunteers to help with trail maintenance.
- d) **Events Committee (Commissioner Michel):** Commissioner Michel recommended ending the Events Committee.

8. President's Report: President Robison said the Board can see progress the Executive Director had made since taking over the Park District and the maintenance staff and buildings, focus on safety, and in long range coordination over the next two years or so. Key Pen Parks is moving from a "newbie" to a very functional park district providing services to the community. She's been on (the job) a full year and huge improvements in the functioning of the Park District have been made.

9. Unfinished Business:

- a) **Discussion and Direction on Potential Acquisition of Lind Family Trust Property:** At the July 12, 2021, Park Board meeting, the Board instructed the Executive Director to research additional information regarding the Lind Family Trust Property. In the interim, the Great Peninsula Conservancy provided staff with the original conservation easement and the baseline data report on the 80-acre property. Commissioner Robison stated that, with new information, the uses available to Key Pen Parks are very different from those inferred 7 years ago and that Key Pen Parks might have made a different decision then (with accurate information). Commissioner Jensen asked if Executive Director Perkosky had reached out to representatives of the Lind Family Trust; Executive Director Perkosky responded she telephoned and had received no response. Once direct contact is made, she stated she will ask to visit the site, whether they are planning to sell the property, or if they are still interested in working with the

Park District.

Commissioner Robison "moved to have the Executive Director have discussions with and contact the Lind Family Trust in pursuing acquisition of the property".

Commissioner Jensen seconded the motion; the motion passed 5/0.

- b) **Discuss Drainage from Spray Park and Options:** Commissioner Robison, in his private professional capacity as a civil engineer, presented the Board with a potential option for the Gateway Park Splash Pad drainage issue. Executive Director Perkosky and Interim Parks & Facilities Manager Akramoff reported they have been working with Don Campbell of Robert W. Droll Landscape Architects, the original project

consultant(s), on a solution. Don Campbell said that the system is working as designed and stated the fenced dog park was installed after the splash pad construction contract had been signed; his company is working with the Executive Director on a solution. Consensus was to move forward, at this time, by exploring various options while gathering additional soil and elevation data, as proposed by the consultant (on a voice tabulation of 4/1).

10. New Business:

- a) **Approval of Revised Partnership Agreement with Key Peninsula Historical Society:** Executive Director Perkosky stated the Key Peninsula Historical Society proposed an extension of their current display of “Pioneer Women Who Dared—A Woman’s Work is Never Done (Phase II) for 2022”. It will address the time period of 1920-1950 and cover the electrification of the Key Peninsula, the Egg Co-op and its influence on their lives, the Great Depression, and the work women on the Key Peninsula did for the World War II effort; six (6) history lesson scavenger hunts will feature different Key Peninsula communities. Commissioner Michel moved “Approval of the Revised Partnership Agreement with the Key Peninsula Historical Society”. Commissioner Clinton seconded the motion; the motion passed 5/0.
- b) **Adoption of Resolution 2021-06 Authorizing Disposition of Surplus Property:** Commissioner Michel moved “adoption of Resolution 2021-06 Authorizing Disposition of Surplus Property”. Commissioner Jensen seconded the motion; the motion passed 5/0.
- c) **Direction on Joint Use Agreement for Transfer Station Property:** Executive Director Perkosky requested whether the Board wanted the \$1100.00 annual lease payment to Pierce Co. regarding the western 50 acres of the 72.6-acre Key Peninsula Transfer Station site included in the 2022 budget or whether Key Pen Parks should opt to terminate the lease per contract. Lease terms permit Key Pen Parks to build and maintain approved trails on the property, install interpretive signage and requires certain areas to be fenced to exclude public access (historic Transfer Station/old garbage dump footprint). Consensus was to include the lease as a budget item in the 2022 budget and revisit the topic annually during the budget process.
- d) **Direction of Possible Land Donation of the Key Peninsula Sportsman’s Club Parcels:** Executive Director Perkosky reported that Key Pen Parks was contacted by the Key Peninsula Sportsman’s Club inquiring if the Park District might be interested in a future acquisition of the Sportsman’s Club facility; she said negotiations would likely continue for some years. Commissioner Clinton moved “to give the Executive Director authority to continue pursuing acquisition of the Key Peninsula Sportsman’s Club facility”. Commissioner Robison seconded the motion; the motioned passed 5/0.
- e) **Annual Evaluation of the Executive Director:** The Human Resources Committee (Commissioners Robison and Clinton) recommended approval of the annual evaluation of the Executive Director. Commissioner Robison spoke very favorably of the Executive Director’s performance over the past year. Commissioner Michel moved “approval of the annual evaluation of the Executive Director as recommended, with a commensurate 1-step pay increase per the Executive Director’s contract”. Commissioner Parry seconded the motion; the motion passed 5/0.

11. Other minor matters: Commissioner Michel mentioned a Facebook post expressing concern about small children seemingly unattended at the Gateway Park playground; he suggested that Key Pen Parks might post a sign. He also mentioned a different Facebook post about broken car windows and car prowls at the Key Central Forest parking lot; Executive Director Perkosky said it had been reported to staff and staff is working on signage.

12. Good of the Order: Commissioner Michel extended thanks to Commissioner Jensen and Sami Jensen for their volunteerism regarding trail maintenance. Commissioner Clinton congratulated Commissioner Jensen on the number of votes he garnered in the primary election.

13. Meeting Adjourned: The public Zoom meeting of July 9, 2021, was adjourned at 9:49 PM. The next regular meeting will be held on Monday, September 13, 2021, at 7:30 PM and may be in person at the Volunteer Park Concession Building or via Zoom per Governor Inslee's "Stay Home, Stay Healthy" directive. The regular meeting may be preceded by a 7:00 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Commissioner Kip Clinton, Board Clerk.

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



Meeting: September 13, 2021

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: September 13, 2021

Subject: Approval of Finances

Background

This report includes a summary of the financial information from August 2021 for Board approval.

August 2021 Financial Report

Total expenditures \$106,323.80

• Accounts Payable	\$64,873.66	Check # 1827 - 1553
• <u>Payroll/Benefits</u>	\$41,292.40	EFT's
• <u>Pierce County Claim</u>	\$ 0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$157.74	EFT's

Total Revenue \$38,685.59

• Other Revenues	\$4,796.96
• Zoo Trek	\$24,792.95
• Property Tax	\$8,943.40
• Investment	\$128.02
• Leasehold Excise	\$24.26
• Timber Excise Tax	\$
• Sale of Tax Title Property	\$0

TREASURERS REPORT

Fund Totals

Key Peninsula Metro Parks District

08/01/2021 To: 08/31/2021

Time: 15:53:23 Date: 09/07/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	3,922,617.43	38,685.59	106,323.80	3,854,979.22	41,294.69	0.00	0.00	3,896,273.91
	3,922,617.43	38,685.59	106,323.80	<u>3,854,979.22</u>	41,294.69	0.00	0.00	3,896,273.91

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District

08/01/2021 To: 08/31/2021

Time: 15:53:23 Date: 09/07/2021

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	First Citizens Checking	2,968.47	4,796.96	2,149.44	5,615.99	0.00	0.00	5,615.99
2	First Citizens Payroll	17,097.71	56,710.36	41,292.40	32,515.67	0.00	0.00	32,515.67
3	Pierce County	3,865,942.62	35,880.33	98,785.92	3,803,037.03	0.00	0.00	3,803,037.03
4	Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5	First Citizens AP	36,435.55	42,075.56	64,873.66	13,637.45	0.00	41,294.69	54,932.14
Total Cash:		3,922,617.43	139,463.21	207,101.42	3,854,979.22	0.00	41,294.69	3,896,273.91
		3,922,617.43	139,463.21	207,101.42	3,854,979.22	0.00	41,294.69	3,896,273.91

TREASURERS REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

As Of: 08/31/2021 Date: 09/07/2021
Time: 15:53:23 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	541	07/30/2021	Claims	5	1823	Cascade Recreation, INC	127.32	infant swing
2021	598	08/12/2021	Claims	5	1838	Veronica L Grandt	131.04	Mileage for July 2021
2021	599	08/12/2021	Claims	5	1839	LIC	25.00	Annual associate membership dues.
2021	625	08/25/2021	Claims	5	1847	Canon Financial Services, INX	121.11	Canon C5535I II and Canon Fax board rental contract
2021	626	08/25/2021	Claims	5	1848	Correctional Industries Accounting	1,105.14	Staff Clothing, Special Events Coordinator Clothing, Volunteer Coordinator Clothing, Safty Vest, Key Pen Parks Hats
2021	627	08/25/2021	Claims	5	1849	Enduris Washington	35,067.00	Insurance for September 1 2021 to August 31 2022 for General Liability, Property, Auto Physical Damage Coverage
2021	628	08/25/2021	Claims	5	1850	Glen Cove Repair LLC	3,808.33	1995 Ford F Super Duty XL, front brake pads, front brake rotors, king pin kit, power steering fluid, replacement fill cap, oil change, service transmisson, rear brake replacement
2021	629	08/25/2021	Claims	5	1851	Purdy Plumbing Repair & Construction Inc	306.32	Two clogged sinks, kitchen/master bathroom at Taylor Bay Caretaker Home
2021	630	08/25/2021	Claims	5	1852	WA water service company	553.43	Gateway Park water service fee including Splash Pad usage
2021	631	08/25/2021	Claims	5	1853	Olivia M Whitmarsh	50.00	Reimbursement for work books for seasonal employee per HR handbook.
							41,294.69	

Fund	Claims	Payroll	Total
001 General Fund	41,294.69	0.00	41,294.69
	41,294.69	0.00	41,294.69

TREASURERS REPORT

Signature Page

Key Peninsula Metro Parks District

08/01/2021 To: 08/31/2021

Time: 15:53:23 Date: 09/07/2021

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We the undersigned officer for the Key Peninsula Metropolitan Park District, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Commissioner / Date Fiscal Specialist / Date

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 16:03:34 Date: 09/07/2021

08/01/2021 To: 08/31/2021

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
556	08/03/2021	Tr Rec	1437	1155	1	Tracey L Perkosky	1,190.91	Gateway House rent for August 2021 of \$950.00, utilities of \$118.93 and Lease hold tax of \$121.93
557	08/03/2021	Tr Rec	1438	1156	1	The Snack Shack	540.00	Rent for August 2021 of \$400.00 and \$140.00 utilities
574	08/05/2021	Tr Rec	1442	1157	1	General Customer	300.00	Field rental at Gateway park on 7-25-2021 from 8 to 2pm for WayPoint Church.
579	08/04/2021	Tr Rec	1443	1158	1	Kyle Armstrong	764.20	Taylor Bay caretaker rent for August 2021 of \$500.00, Utilities of \$200.00 and Lease hold tax of \$64.20
580	08/02/2021	Tr Rec	1444	1159	1	General Customer	108.15	Full rental of Gateway Park pavilion on 8-13-2021 from 5-8pm for (Ellzey)
581	08/02/2021	Tr Rec	1445	1160	1	General Customer	15.45	Balance due on Gateway Park pavilion on 9-4-2021 for (Bartell)
582	08/02/2021	Tr Rec	1446	1161	1	General Customer	77.25	Rental of full Gateway Park pavilion on 8-8-2021 from 3-5pm for (Culbertson)
583	08/02/2021	Tr Rec	1447	1162	1	General Customer	61.80	Rental 1/2 Gateway Park pavilion on 8-28-2021 from 10-12pm for (Kay)
597	08/10/2021	Tr Rec	1448	1163	1	Clean & Sober Softball Assoc	625.00	Deposit on field usage at Volunteer Park on 8-21 and 8-22 2021 for Clean and Sober softball games.
621	08/05/2021	Tr Rec	1449	1164	1	General Customer	61.80	1/2 rental of Gateway Pavilion on 8-15-2021 from 12-2pm for (Gallagher).
622	08/10/2021	Tr Rec	1450	1165	1	General Customer	46.35	1/2 rental of Gateway Pavilion on 9-14-2021 from 1-3 pm for (Johnson).
623	08/18/2021	Tr Rec	1451	1166	1	General Customer	61.80	1/2 rental of Gateway Pavilion on 9-5-2021 from 12:30-3:30 pm for (Abhold).
624	08/18/2021	Tr Rec	1452	1167	1	General Customer	108.15	Full rental of Gateway Pavilion on 9-2-2021 from 11-2 pm for (Cook).
632	08/18/2021	Tr Rec	1453	1168	1	General Customer	103.00	Full rental of Gateway Pavilion on 9-18-2021 from 10:30 to 12:30 for (McCullah)
633	08/18/2021	Tr Rec	1454	1169	1	General Customer	61.80	1/2 rental of Gateway Pavilion on 8-21-2021 from 9 - 11 am for (Bunker)
634	08/19/2021	Tr Rec	1455	1170	1	General Customer	46.35	1/2 rental of Gateway Pavilion on 9-19-2021 from 12 - 3 pm for (Anderson)
635	08/24/2021	Tr Rec	1456	1171	1	General Customer	200.00	Sold surplusd green house as is to (Leger)
636	08/24/2021	Tr Rec	1457	1172	1	General Customer	90.30	Sold surplusd Metal as is to (Navy City Metals)

Key Peninsula Metro Parks District

08/01/2021 To: 08/31/2021

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
641	08/30/2021	Tr Rec	1458	1173	1	General Customer	175.00	Deposit for rental of Volunteer Park field 1 on 9-17, 9-18, and 9-19-2021 for Four Parw Fur Fun Dog Agility event.
642	08/25/2021	Tr Rec	1459	1174	1	General Customer	108.15	Full rental of Gateway Park pavilion on 10-10-2021 at 11-2pm for (Weiss)
643	08/25/2021	Tr Rec	1460	1175	1	General Customer	15.45	Balance due on Gateway Park Pavilion on 9-19-2021 from 12-3pm for (Anderson)
644	08/30/2021	Tr Rec	1461	1176	1	General Customer	36.05	Rental of Home Park shelter on 9-12-2021 from 1-3 pm for (Wood)
360 Long Terms							4,796.96	
001 General Fund							4,796.96	
							4,796.96	

August 2021 Expenditures

Key Peninsula Metro Parks District

Time:

15:57:23 Date: 09/07/2021

08/01/2021 To: 08/31/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	648	08/03/2021	Claims	5	558.54	2nd quarter Leasehold tax for Snack Shack, Taylor Bay, and Gateway house.
210801001 CenturyLink	584	08/06/2021	Claims	5	108.74	Gateway Park phone and internet service fees.
210801002 Department of Health	585	08/06/2021	Claims	5	109.10	2021 operator certification system fee for Volunteer Park.
210801003 Gleason Timothy J	586	08/06/2021	Claims	5	50.40	Mileage for July 2021.
210801004 Hemley's Handy Kans	587	08/06/2021	Claims	5	250.50	Rental of 3 portable toilets for Taylor Bay, Key Central Forest, and Gateway/360 Park.
210801005 National Recreation and Park Association	588	08/06/2021	Claims	5	175.00	Annual NRPA membership.
210801006 Occupational Medical Clinic of Tacoma	589	08/06/2021	Claims	5	133.00	Physical/drug screen for new employee (Minch)
210801007 Peninsula Light Company	590	08/06/2021	Claims	5	749.91	Electric service fees for Home Park, Volunteer Park, and Taylor Bay.
210801008 Post Master	591	08/06/2021	Claims	5	114.00	Annual fee for P.O. Box 70.
210801009 Schull Sheryl	592	08/06/2021	Claims	5	70.00	Cancellation refund for the Gateway Park Pavilion on August 28th 2021 from 12-4pm.
210801010 The Red Barn	593	08/06/2021	Claims	5	1,750.00	Payment 1 of 2 for 2021 contracted youth service programs provided by The Red Barn.
210802001 PEBB Health Insurance	594	08/06/2021	Payroll	5	2,995.16	
210804001 Grandt Veronica L	598	08/12/2021	Claims	5	131.04	Mileage for July 2021
210804002 LIC	599	08/12/2021	Claims	5	25.00	Annual associate membership dues.
210804003 Madrona Law Group PLLC	600	08/12/2021	Claims	5	782.00	Professional services for review of easement letter, and review of other documents and emails regarding property being looked at by the Park District.
210804004 Murreys Disposal Company	601	08/12/2021	Claims	5	926.55	Trash services for Volunteer Park and Gateway Park
210804005 PCRCD, LLC	602	08/12/2021	Claims	5	104.73	illegal dumping at Rocky Creek, Gateway Park, Home Park
210804006 US Bank	603	08/12/2021	Claims	5	14,221.70	US bank statement for July 2021
210804007 Verizon Wireless	604	08/12/2021	Claims	5	362.17	Cell phone charges for all staff members
210804008 Wave Broadband	605	08/12/2021	Claims	5	164.79	Phone and internet for Volunteer Park
210804009 Wray Jessica	606	08/12/2021	Claims	5	80.00	Refund for cancellation of Gateway pavilion for 9-12-2021.
210806001 Canon Financial Services, INX	625	08/25/2021	Claims	5	121.11	Canon C5535I II and Canon Fax board rental contract
210806002 Correctional Industries Accounting	626	08/25/2021	Claims	5	1,105.14	Staff Clothing, Special Events Coordinator Clothing, Volunteer Coordinator Clothing, Safty Vest, Key Pen
210806003 Enduris Washington	627	08/25/2021	Claims	5	35,067.00	Insurance for September 1 2021 to August 31 2022 for General Liability, Property, Auto Physical Damage Coverage
210806004 Glen Cove Repair LLC	628	08/25/2021	Claims	5	3,808.33	1995 Ford F Super Duty XL, front brake pads, front brake rotors, king pin kit, power steering fluid, replacement fill cap, oil change, service transmisson, rear brake replacement
210806005 Purdy Plumbing Repair & Construction Inc	629	08/25/2021	Claims	5	306.32	Two clogged sinks, kitchen/master bathroom at Taylor Bay Caretaker Home

August 2021 Expenditures

Key Peninsula Metro Parks District

Time:

15:57:23 Date: 09/07/2021

08/01/2021 To: 08/31/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210806006 WA water service company	630	08/25/2021	Claims	5	553.43	Gateway Park water service fee including Splash Pad usage
210806007 Whitmarsh Olivia M	631	08/25/2021	Claims	5	50.00	Reimbursement for work books for seasonal employee per HR handbook.
Total Checks:					64,873.66	

August 2021 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

15:56:16 Date: 09/07/2021

08/01/2021 To: 08/31/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT ESD-PFLMA	649	08/02/2021	Payroll	2	285.19	
EFT EFTPS	595	08/06/2021	Payroll	2	4,631.66	
EFT WA State Department of Retirement	596	08/06/2021	Payroll	2	4,869.38	
EFT Employee Paycheck	560	08/10/2021	Payroll	2	1,983.23	
EFT Employee Paycheck	561	08/10/2021	Payroll	2	1,395.70	
EFT Employee Paycheck	562	08/10/2021	Payroll	2	1,476.77	
EFT Employee Paycheck	563	08/10/2021	Payroll	2	1,305.61	
EFT Employee Paycheck	564	08/10/2021	Payroll	2	2,600.38	
EFT Employee Paycheck	565	08/10/2021	Payroll	2	565.37	
EFT Employee Paycheck	566	08/10/2021	Payroll	2	1,369.24	
EFT Employee Paycheck	567	08/10/2021	Payroll	2	1,144.00	
EFT Employee Paycheck	568	08/10/2021	Payroll	2	1,844.08	
EFT Employee Paycheck	569	08/10/2021	Payroll	2	1,111.64	
EFT EFTPS	620	08/23/2021	Payroll	2	3,954.92	
EFT Employee Paycheck	609	08/25/2021	Payroll	2	1,801.43	
EFT Employee Paycheck	610	08/25/2021	Payroll	2	118.21	
EFT Employee Paycheck	611	08/25/2021	Payroll	2	1,125.84	
EFT Employee Paycheck	612	08/25/2021	Payroll	2	1,349.16	
EFT Employee Paycheck	613	08/25/2021	Payroll	2	118.21	
EFT Employee Paycheck	614	08/25/2021	Payroll	2	953.28	
EFT Employee Paycheck	615	08/25/2021	Payroll	2	2,670.09	
EFT Employee Paycheck	616	08/25/2021	Payroll	2	578.61	
EFT Employee Paycheck	617	08/25/2021	Payroll	2	1,356.32	
EFT Employee Paycheck	618	08/25/2021	Payroll	2	1,523.56	
EFT Employee Paycheck	619	08/25/2021	Payroll	2	1,147.52	
EFT Department of Licensing	645	08/30/2021	Claims	2	13.00	Driving record for employment check.
Total Checks:					41,292.40	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

08/01/2021 To: 08/31/2021

Time: 16:01:09 Date: 09/07/2021

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo			
646	08/30/2021	08/31/2021	1		Ser Chge		First Citizens	78.00	Bank service fees			
	576 80 49 003	Banking Fees		001	General Fund			78.00	Bank service fees			
647	08/30/2021	08/31/2021	1		Ser Chge		Merch Bankcard service	79.74	Credit card service fees			
	576 80 49 003	Banking Fees		001	General Fund			79.74	Credit card service fees			
Records Printed: 2								Adjustments:	0.00			
								Beginning Balance:	0.00			
								Revenues:	0.00			
								Warrant Expenditures:	0.00			
								Non Warrant Expenditures:	157.74			
								Interfund Transfers:	0.00			
								Redemptions:	0.00			
								Deposits:	0.00			
								Withdrawals:	0.00			
								Stop Payments:	0.00			
Fund					Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund					0.00	0.00	0.00	0.00	157.74	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	157.74	0.00	0.00	0.00



Regular Meeting: September 13, 2021

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: September 13, 2021
Subject: Executive Director's Report

During the past month, Jeff Minch has joined the team as the Parks & Facilities Manager, and as summer has officially ended seasonal employees Daniel Paganelli and Olivia Whitmarsh have returned to college. We thank them for their service and hard work this summer as we welcome Jeff! A few backlogged projects are now complete including the repair of the irrigation pump for the fields at Volunteer Park. Field 1 irrigation is now fully operational and Fields 2 and 3 require some sprinkler head repair which should be finished between the writing of this report and the Board Meeting. Window repair work is underway at Taylor Bay and electrical repairs in several parks. Staff has also worked on trails at Rocky Creek, completed mowing at Gateway Park for the weeds and tiny bit of grass trying to come to life after the hot summer.

There have been two incidents of vehicle break-ins at Key Central Forest that staff is aware of. Signs are on order reminding park users not to leave valuables in vehicles. These will be placed in all parks as needed, but particularly the parks used by smaller groups.

Events Coordinator Grandt is working primarily on the All Hallows Eve and Harvest Festival. The Harvest Festival will have vendor booths from local makers and artisans, face painting, lawn games, food trucks and more. It runs from 12 noon to 4:00 PM and at that time the All Hallows Eve will open which will look much like previous years with a DJ, haunted barn, hot cider and more. Of course, this slate is subject to change based on any current/future covid restrictions and/or needed changes. Outdoor masking will be based on counts from previous years events which were over 500 people. This dual event is, in part, to provide an additional community event for the cancelled July Hot Dog Social/Summerfest event.

Volunteer and Office Coordinator Gleason is scheduling work parties nearly every other weekend, beginning September 25th at various parks. No events will be held on October 23 due to the Harvest Festival/All Hallows Eve as well as on holiday weekends (Thanksgiving, Christmas and New Year's). Additional events targeting mountain bikers, equestrians, or other special interest groups will also be scheduled.

Even with protocols in place, there was a small Covid-19 outbreak among staff. Staff were immediately separated with those able to work from home, required testing for all staff who had contact with a confirmed case, and required testing before return to work following a positive test. Staff is adhering to the indoor and outdoor mask mandates as implemented by Pierce County and the State of Washington. We continue to host events following all protocols.

For the 2022 proposed budget, this is the first year where it is a collaborative process with staff before receiving public input via the public hearing and Board input. Staff received a deep dive presentation into our current budget and are asked to provide information, justification and proposed amounts for projects,



needs and training in 2022. This information will be vetted and then included as applicable in the proposed 2022 budget by the Executive Director and Fiscal Specialist.

Staff was trained on the Labor and Industries emergency rule on potential wildfire smoke and poor air quality issues. Executive Director Perkosky attended the Key Peninsula Civic Center Board Meeting, the Key Peninsula Community Council Meeting, and the Key Peninsula Parks & Recreation Foundation Board Meeting in the past month. The Executive Director also joined the Longbranch Improvement Club to get to know and participate in events on the south end of the peninsula.