



Key Peninsula Metropolitan Park District (Key Pen Parks)

ADOPTED MINUTES

Board of Park Commissioners

Monday, January 12, 2026 @ 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 7:00 PM.

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

4. Swearing in of Commissioners Linda Parry (Position 1) and Mark Michel (Position 3)

Commissioners Parry and Michel were sworn in by Executive Director Perkosky.

5. Approval of Agenda

Commissioner Parry asked for changes to the agenda.

MOTION: Commissioner Robison moved approval of the agenda as submitted. Seconded by Commissioner Clerk Clinton. Motion carried 5-0.

6. Election of 2026 Board of Park Commissioners Officers

Commissioner Parry re-opened nominations for Board of Park Board Commissioners Officers for 2026. No additional nominations were received.

Recommended Action: Submit any additional nominations for Board of Park Commissioners Officers and Vote for 2026 Officers.

MOTION: Commissioner Clinton moved to approve Linda Parry for President, Ed Robison for Vice President and Kip Clinton for Clerk as Board of Park Commissioner Officers for 2026. Seconded by Commissioner Jensen. Motion carried 5-0.

7. Special Presentations

None

8. Public Comments

None

9. Approval of the Minutes

a. Regular Meeting, December 8, 2025

Recommended Action: Approve meeting minutes.

MOTION: Vice President Robison moved approval of the meeting minutes for December 8, 2025. Seconded by Commissioner Michel. Motion carried 5-0.

10. Financial Report

a. December 2025 Financial Report

President Parry stated the report was provided in writing. Vice President Robison requested clarification on Maintain X. Executive Director stated this was the second year for the maintenance management software.

Staff Recommendation: Approve the December 2025 Financial Report consisting of: Accounts Payable Total \$104,162.23 via EFT of \$1,306.41 and checks 3236-3265 of \$102,855.82; Payroll Total \$66,443.82 via EFT; Pierce County Budget and Finance Total \$7,875.00 via EFT; and Bank Services Fees Total \$136.00 via EFT and total revenues of \$45,592.46.

MOTION: Commissioner Jensen moved to approve the December 2025 Financial Report consisting of: Accounts Payable Total \$104,162.23 via EFT of \$1,306.41 and checks 3236-3265 of \$102,855.82; Payroll Total \$66,443.82 via EFT; Pierce County Budget and Finance Total \$7,875.00 via EFT; and Bank Services Fees Total \$136.00 via EFT and total revenues of \$45,592.46. Seconded by Clerk Clinton. Motion carried 5-0.

11. Executive Director's Report

Executive Director Perkosky provided the report in writing and responded to questions on the completion of the Accountability Audit, Comprehensive Plan Update, and lock removal from the parking gates.

12. Board Committee and Advisory Council Reports

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

13. Unfinished Business

a. Approval of Performance Evaluation for Executive Director

President Parry gave an overview that the evaluation was discussed in October 2025 but not approved. President Parry clarified that legal counsel had approved that a pay increase was possible as long as it was not retroactive, which is why the motion was stated to start the increase on January 16th at the beginning of the next pay period.

MOTION: Clerk Clinton moved to approve the evaluation for the Executive Director and approve retroactive pay increase to July. Commissioner Jensen requested to amend the motion since retroactive pay is not permitted. Jensen moved to approve the evaluation and move the Executive

Director from Step O5 to P3 on the current Wage Matrix starting on January 16, 2026. Seconded by Clerk Clinton. Motion carried 5-0.

14. Public Hearing

a. Consideration if Key Pen Parks Should Endorse Peninsula School District Replacement Educational Program and Operations Levy (EP&O) Levy and Adoption of Resolution R 2026-01

Executive Director gave an overview of the item and invited Chief of Schools, Michael Farmer, to share additional information on the levy. President Parry opened public comment on the Public Hearing at 7:18 PM.

Stan Moffet spoke in support of the levy and the resolution.

Public Comment was closed at 7:19 PM

Recommended Action: Provide direction on next steps including approval of Resolution R 2026-01.

MOTION: Vice President Robison moved approval of Resolution R 2026-01 to Endorse the February 10, 2026, Peninsula School District Educational Programs and Operations Replacement Levy. Seconded by Commissioner Michel. Motion carried 5-0.

15. New Business

a. Approval of Salary Range Changes for Selected Maintenance Positions

Executive Director gave an overview of the item, the jurisdictions surveyed and the review with the Human Resources Committee on the proposed changes to maintenance salaries. Maintenance Worker I moved to H range, Lead remains in K range but will be moved up one step, and Parks and Facilities Manager moved to M range. All changes effective on January 16, 2026, and then paid with the February 10th paycheck. Commissioner Michel asked a question on the wage matrix ranges.

Recommended Action: Authorize the Executive Director to make these salary range and step changes.

MOTION: Commissioner Jensen moved to approve the salary changes as presented. Seconded by President Parry. Motion carried 5-0.

b. Approval of Partnership Agreements with Red Barn Youth Center and Farm Tour

Recommended Action: Approve partnership agreements with various agencies.

MOTION: Vice President Robison moved approval of the partnership agreements. Seconded by Commissioner Jensen, Motion carried 5-0.

16. Executive Session

a. Per RCW 42.30.110(1)(g) to Review the Performance of a Public Employee

President Parry announced the Executive Session by RCW and that it would begin at 7:25 PM, last for 10 minutes and return at 7:35 PM. Session ended at 7:35 PM and open session resumed at 7:35 PM. President Parry announced that no action was taken.

17. Other Minor Matters

Vice President Robison commented on the large puddles in the parks due to the heavy rains and suggested that a no watercraft sign be added to the beaver pond wetland area.

Commissioner Michel commented that he encountered two motorcyclists in Key Central Forest and when he informed them that it was non-motorized vehicles they said "I know."

18. Good of Order/Comments by Board Members

Commissioner Michel expressed appreciation for staff work in Key Central Forest on down trees, ponding and trail access. President Parry agreed.

Vice President Robison shared that the joint PTA Carnival was coming to the Civic Center along with a pancake breakfast by the Key Peninsula Business Association.

19. Next Regular Meeting on February 9, 2026, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA

20. Adjournment

Adjourn at 7:39 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: Special Meeting, February 19, 2026

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

Abstain: Michel (due to difficulty with technology)

Attest:  _____
Kip Clinton, Clerk of the Board