



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

### **ADOPTED MINUTES**

#### **Board of Park Commissioners**

**Monday, July 8, 2024 @ 7:00 PM**

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47  
1921 Key Peninsula Hwy NW, Lakebay WA 98349

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

Executive Director Perkosky called the meeting to order at 7:00 PM.

Present: President Parry, Vice President Michel, Clerk Clinton, Commissioner Jensen, and  
Commissioner Robison

#### **4. Meeting Agenda Approval**

President Parry asked for changes to the agenda. None were submitted and President Parry accepted the agenda as submitted.

#### **5. Special Presentations**

Executive Director Perkosky gave a short presentation on upcoming events and outreach opportunities for the community.

#### **6. Public Comment**

None

#### **7. Approval of Minutes**

Regular Meeting minutes of June 10, 2024

Commissioner Jensen made a slight wording change to clarify the response to Commissioner Michel's question if a Capital Facilities Plan (CFP) was needed.

Recommended Action: Approve amended meeting minutes.

MOTION: Commissioner Jensen moved to approve minutes as amended. Seconded by Commissioner Clinton. Motion carried 5-0.

## **8. Financial Report**

Recommended Action: Approve the financial report for June 2024 from 06/01/2024 through 06/30/2024: Accounts payable check numbers 2769 through 2799 Total: 95,743.63, Payroll ACH Total: \$68,013.00 Bank Service Fees via Electronic Payments Total: \$145.18

MOTION: President Parry moved to approve the financial report for June 10, 2024, with Commissioner Michel seconding the motion. The Motion was withdrawn due to a full motion with all information not being included in this motion.

CORRECTED MOTION: President Robison moved to approve the financial report for June 10, 2024, from 06/01/2024 through 06/30/2024: Accounts payable check numbers 2769 through 2799 Total: 95,743.63, Payroll ACH Total: \$68,013.00 Bank Service Fees via Electronic Payments Total: \$145.18. This was seconded by Commissioner Clinton. Motion carried 5-0.

## **9. Executive Director Report**

Director Perkosky supplemented her written report by discussing the uptick in vandalism in Home and Maple Hollow Parks plus an increase in complaints about dogs off leash and motorized bikes on 360 Trails. Discussion occurred about posting photos on social media to encourage compliance with rules. Commissioner Robison commented that the District relies on park users to follow the rules, and the Sheriff should only be called in extreme circumstances. Additional Board Member feedback was to post additional signs to educate the public and consider additional video surveillance.

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

- a. Land and Improvements Committee – Commissioner Robison, Commissioner Parry, and Director Perkosky shared information on a site visit to the Zeren property. The arena is not large enough for dressage or jump competition and discussed possible arena expansion.
- b. Trail Committee Update – Vice President Michel commented that some trails need brushing back and are experiencing usual summertime dryness. Will be reaching out on social media to encourage EMBA to work on their trails. Commissioner Michel requested an update on the trails in Key Central Forest. Executive Director Perkosky gave an update on DNR's timeline and responsibilities, and she stated that staff had posted signage to urge caution on the surfaces and provide trail directional marking.

## **11. Board President's Report**

None

## **12. Unfinished Business**

None

### 13. New Business

- a) Authorize Executive Director to convert two .5 FTE positions into one .75FTE and one .25 FTE for Maintenance Worker I – Trails Classification.

Executive Director Perkosky gave an overview of the history of the position and the employee's desire to work at .75 FTE position. Director responded to questions regarding benefits.

Recommended Action: Authorize the Executive Director to make changes to the Maintenance I - Trails Classification as requested

MOTION: Commissioner Michel made a motion to Authorize Executive Director to convert two .5 FTE positions into one .75FTE and one .25 FTE for Maintenance Worker I – Trails Classification. The motion was seconded by Commissioner Jensen.  
Motion carried 5-0.

- b) Request for direction on naming process for Newly Acquired Lands.

Executive Director Perkosky gave a summary of the request to begin a park naming process for several unnamed parcels. Discussion occurred on Taylor Bay Park signage and the Manke East parcel of Gateway Park. These two parks will not be part of the naming process as their names are well established as Taylor Bay Park and part of Gateway Park but will be included in a future Resolution to codify their names.

Recommended Action: Direction on Next Steps for Park Land Naming for Various Properties.

Direction was given to move forward with a naming process for the Wright Bliss Property, Cramer Mc Cracken and Minter Creek. The vacant parcel off 144<sup>th</sup> St NW will not be included at this time.

- c) Request for direction on creation of a Financial Reserve Policy.

Executive Director Perkosky gave an overview of the request for feedback on the creation of a fiscal reserve policy. This is helpful for cash flow in the early part of the year due to the timing of the large tax levy revenues, to plan for large expenses, ensure available funds for bond payments, etc. The Director gave examples of the typical amounts or percentages that other government agencies use. She responded to questions on why this is needed and the difference between restricted and unrestricted funds.

Recommended Action: Direction on the Creation of a Fiscal Reserve Policy

Direction was given to draft a reserve policy including operating and bond expenses, capital replacement expenses, and land acquisition at a future Board of Park Commissioners meeting.

#### **14. Executive Session**

Per RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

Started at 7:54 PM and announced to end at 8:15 PM. Time was extended to 8:25 PM after informing attendees, however no attendees were waiting. It was again extended to end at 8:30 PM, however no attendees were waiting. The Executive Session ended at 8:30 PM, and open session was resumed. President Parry reported out after the Executive Session that no decision was made, and no additional report was given.

#### **15. Other minor matters**

None

#### **16. Good of the Order/Comments by Board Members**

Commissioner Robison commented on upcoming construction on the I-5 that will be having multiple full shutdowns overnight with dates to be determined. Commissioner Michel commented on gnome hunt and the 20<sup>th</sup> Anniversary Celebration events. Commissioner Michel asked questions on attendance for the Anniversary Celebration and the 5K; Director Perkosky commented that the 5k was good with 100 attendees for a first time event, but was surprised at the low turnout for the Anniversary Celebration adding that many residents commented to her that the June date was early and they preferred July.

#### **17, 18. Next Meeting and Adjourn**

Regular Meeting on August 12, 2024, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 8:34 PM

Respectfully submitted by Executive Director Perkosky and Fiscal Specialist Armstrong.

*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.*

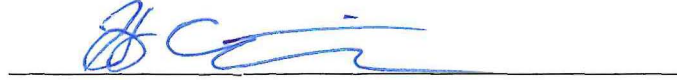
Adopted: Regular Meeting, August 12, 2024

Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays:

Absent:

Abstain:



Kip Clinton, Clerk of the Board