Key Peninsula Metropolitan Park District (Key Pen Parks)

ADOPTED MINUTES
Board of Park Commissioners
Monday, June 10, 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 Tracey Perkosky called the meeting to order at 7:00 PM.

Present: President Parry (arrived at 7:04 PM), Vice President Michel, Clerk Clinton, Commissioner Jensen, and Commissioner Robison

Absent & Excused: Commissioner Robison

4. Meeting Agenda Approval
Due to the late arrival of President Parry, the meeting was led by Vice President Michel. Vice President Michel asked for changes to the agenda. None were submitted and Vice President Michel accepted the agenda as submitted.

President Parry arrived at 7:04 PM.

5. Special Presentations
a. Director Perkosky offered comments in appreciation of Richard Miller, Key Peninsula Middle School Teacher who assisted with the gnome project. Mr. Miller was unable to attend due to a personal emergency and the certificate was presented to him after the meeting.
b. 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 May 13, 2024

Recommended Action: Approve meeting minutes.

Director Perkosky reported comments received from Clerk Clinton to amend item 10 under Trails Committee Update to change "he" to "Vice President Michel" for clarity.

MOTION: President Parry moved to approve minutes as amended. Seconded by Commissioner Jensen. Motion carried 4-0.

8. Financial Report

Vice President Michel requested a copy of the Washington Student Cycling League (WSCL) agreement. Director Perkosky apologized for not getting that agreement to him which had been requested via email as he wanted to learn more about the fees and deposit amounts.

Recommended Action: Approve the financial report for May 2024 from 05/01/2024 through 05/31/2024: Accounts payable check numbers 2743 through 2768 Total: 49,068.45, Payroll ACH Total: $66,336.50 Bank Service Fees via Electronic Payments Total: $146.30

MOTION: President Parry moved to Approve the financial report for May 2024 from 05/01/2024 through 05/31/2024: Accounts payable check numbers 2743 through 2768 Total: 49,068.45, Payroll ACH Total: $66,336.50 Bank Service Fees via Electronic Payments Total: $146.30. This was seconded by Commissioner Jensen. Motion carried 4-0.

9. Executive Director Report

Director Perkosky supplemented her written report by discussing the camping tent found in Rocky Creek and the assistance provided by maintenance staff to an individual in need. The camper was reached by Pierce County Sheriff and the tent would be removed within 24 hours.

Director Perkosky also shared that Key Pen Parks was invited to give a short presentation for the Trust Land Transfer Application. The date was to-be-determined. She stated that she was unsure if everyone was invited to present or a smaller group. Vice President Michel offered any Board support needed.

Vice President Michel asked questions on the Park Impact Fee and REET agreements. Director Perkosky responded that she received them a few days prior, and they would be on an upcoming agenda for approval with funds expended in 2025.

10. Board Committee and Advisory Council Reports

a. Land and Improvements Committee – Commissioner Robison was absent, however, Director Perkosky shared that she was working on a site visit to the Zeren property for the Director and two Board members.

b. Trail Committee Update – Vice President Michel commented that brush is growing this time of year, but the trail beds are good with some puddling. The Washington Student Cycling Leage (WSCL) event went well but parking was tough even with the overflow area. There were issues with rain, getting larger vehicles to the upper area including bike

racks. Director Perkosky remarked on some of the parking issues in the upper area blocking access. She also commented on working collaboratively with WSCL to improve parking but they will also need to look at carpooling, shuttles, or other options as we may not be able to handle more cars especially due to ground challenges from rain. WSCL may also need traffic control services in the future as the amount of cars going through the intersection. Vice President Michel asked if the event signage placed in the roadway. Clerk Clinton responded that she saw it on SR 302.

11. Board President's Report

None

12. Unfinished Business

None

13. New Business

Authorize Executive Director to Execute Professional Services Agreement with Jones and Jones Architects and Landscape Architects in the Amount of $145,500 and Authorize Budget Adjustment 2024-01 via Resolution R2024-05

Recommended Action: Authorize the Executive Director to execute the Professional Services Agreement between Key Pen Parks and Jones and Jones Architects and Landscape Architects and Authorize Budget Amendment #2024-01

Director Perkosky verbally reviewed the staff report and the services offered by Jones and Jones Architects and Landscape Architects. She responded to questions and concerns raised by President Parry, Vice President Michel and Commissioner Jensen on the cost. Vice President Michel questioned if this separate plan was needed since we did not have already have a separate plan as the current one is in the Comprehensive Plan. Director Perkosky responded to questions on the purpose of a Capital Facilities Plan (CFP). She also stated that this work will flow into the District's Comprehensive Plan update in 2025 and likely lower those costs since the Capital Facilities Plan portion will be completed. Commissioner Jensen remarked that this will help with grant awards and Clerk Clinton commented on rule changes needing a CFP for Park Impact Fees and Real Estate Excise Taxes (REET) from Pierce County.

MOTION: Commissioner Jensen moved to authorize the Executive Director to execute the Professional Services Agreement between Key Pen Parks and Jones and Jones Architects and Landscape Architects and authorize Budget Amendment #2024-01 and Resolution R2024-05. Clerk Clinton seconded. Motion carried 4-0.

14. Other Minor Matters

Clerk Clinton shared information on additional lane closures on the Narrows Bridge.

15. Good of the Order/Comments by Board Members

President Parry thanked Vice President Michel for chairing the meeting. Commissioner Jensen asked how Richard Miller would receive his Certificate of Appreciation. Director Perkosky stated that he would be asked if he would prefer to pick it up or be added to the July agenda.

17, 18. Next Meeting and Adjourn

Regular Meeting on July 8, 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 7:48 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, July 8, 2024

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

Absent: Abstain:

Kip Clinton, Clerk of the Board