

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday, December 13, 2021

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

The regular public Zoom meeting was called to order at 7:30 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.

Citizens present via Zoom: Sami Jensen, Heather Maher (Swim Safe Gig Harbor), Sarah Stancikas. (Swim Safe Gig Harbor).

1. Approval of Agenda: President Robison asked if there were any additions or corrections to the agenda. Vice President Jensen said that Item 7 September 23, 2021 Special Meeting Minutes were still pending and recommended removal of Item 7 from the agenda (Item 4 in written Minutes). President Robison asked if there were any objections to the amended agenda. Hearing none, the agenda was adopted as amended.

2. Special Presentations/Swim Safe Gig Harbor: Heather Maher and Sarah Stancikas, co-leaders of Swim Safe Gig Harbor said their organization was formed to advocate for a new fully public indoor swimming venue in the Gig Harbor Peninsula/Key Peninsula region. Their cause began when they attempted to enroll their children in swimming lessons and discovered that the few existing pools, whether public or private and available for any form of public use, on the Peninsulas are over-capacity. The organization's goal is to have PenMet Parks construct a new indoor public swimming facility, with affordable access fees, on a land-banked site PenMetParks owns ("Peninsula Gardens" site); they have convinced PenMetParks to include a feasibility study in their 2022 budget. They currently have letters of support from various citizens, community organizations and businesses and requested such a letter from Key Pen Parks.

3. Citizen Comments: No public comments.

4. Approval of Minutes: The minutes for the September 23, 2021, special meeting and the minutes for the regular business meetings of October 11, 2021 and November 8, 2021, are pending. (This item was struck from the agenda.)

5. Financial Report: The November 2021 Springbrook financial balance was \$4,383,233.38. The November 2021 Zoo/Trek deposit was \$23,684.80. Total Zoo/Trek collections to date were \$222,456.83. The November 2021 Real and Personal Property Tax deposit was \$94,502.10. 2021 Real and Personal Property Tax collections to date were \$1,423,410.52. Springbrook Expenditures for November 2021 were \$75,438.70. President Robison said there was a heading error in the financial report; the headings for "November 2021 payroll expenditures" and "November 2021 expenditures" were swapped. Executive Director Perkosky said she would correct the error. The financial report was adopted as corrected.

6. Executive Director's Report: Executive Director Perkosky reported that Event Coordinator Grandt, in partnership with Fire District 16, staged another successful Letters to Santa drive-thru

event. Santa and Mrs. Claus attended the Key Center tree lighting then came to the Key Center Fire Station and greeted drive-thru participants; over 40 cars of happy families delivered letters to Santa and Mrs. Claus. The Winter Solstice Walk/Ride/Run event planned for December 18 may be cancelled due to inclement weather; recent volunteer work party events have been also been cancelled due to weather. Game cameras have been installed near the Key Central Forest Wright Bliss entrance; staff have noticed a large number of free-range chickens appearing on camera. Volunteer Park experienced vandalism: Key Peninsula Little League's small storage shed was broken into; however, nothing was stolen; a Jeep crashed into the Field 2 fence adjacent to Key Peninsula Highway and Executive Director Perkosky has filed a report with the Sheriff Dept. She reported that most of the windstorm damage/debris has been repaired or removed. She thanked Pierce Co. Councilmember Derek Young for the opportunity to address the Council regarding REET and she thanked Fire District 16 for the chance to ride along with "Santa". Commissioner Robison asked about the dog park regrading. Executive Director Perkosky said the grading is done, given the time of year, the fence has been moved and rebuilt so the dog park is open again. She said additional leveling and planting will have to wait for drier weather. The multipurpose field is now draining better but the culvert under the 360 Trails trailhead needs a thorough cleaning.

7. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison had no report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Commissioner Michel said that the Foundation did not meet in November.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel reported that there was another successful Red Barn Guided Mountain Bike Ride on October 27 at 360 Trails/Gateway Park: it came together quickly and 9 students had the opportunity to experience the joy of mountain biking. He commended Volunteer Coordinator Gleason for organizing and managing the Nov. 27 volunteer trail-work party; a lot of Scotch broom was removed. He said the Student Mountain Bike League has reserved April 24, 2022, at 360 Trails/Gateway Park for their first ride of the season; BuDu has scheduled April 10, 2022, at 360 Trails/Gateway Park for their last ride of the season.

8. President's Report: President Robison thanked staff for their hard work especially maintenance for completing several key projects.

9. Unfinished Business: No unfinished business.

10. New Business:

- a) **Receive and File Report on Updated Internal Controls:** The State Auditor, in the recent audit, recommended that the Executive Director give the Board an annual report on internal control updates, especially regarding assets and financial transactions to prevent fraud. Executive Director Perkosky reported that all staff members collaborated in the update process; she noted that prior to this effort, Fiscal Specialist Armstrong was the primary bulwark against potential fraud. Executive Director Perkosky discussed the changes made regarding invoice and received mail review, payroll review, fund transfers, and credit card purchases. She said the State Auditor has a checklist for internal control audits and 2022 internal control changes will be driven by it. Commissioner Robison asked how delivery of materials, such as gravel or bark, is reviewed; Executive Director Perkosky said staff checks vendor invoices to determine if items were shipped, but for material like bark or rock, one has to trust the

vendor. Commissioner Jensen moved “we accept and file the internal control report”.
Commissioner Parry seconded the motion; the motion passed unanimously (5/0).

- b) Selection of Commissioners to Attend Parks & Great Outdoors Legislative Day:** Executive Director Perkosky explained WA Recreation and Parks Association (WRPA) and the Wildlife and Recreation Coalition host an annual Parks & Great Outdoors Legislative Day in Olympia; the purpose is for public and private park and recreation organizations/agencies to lobby their legislators. P&GO Legislative day is January 20, 2022 and take place via Zoom. She asked which Commissioners wished to participate for Key Pen Parks; Commissioners Jensen and Parry volunteered to attend with Executive Director Perkosky. She said the Key Pen Parks message will be discussed at the 2022 January business meeting.
- c) First Round of Nominations for Board Elections:** Commissioner Michel nominated Commissioner Parry for Vice President; Commissioner Robison nominated Commissioner Michel for President and Commissioner Clinton for Clerk. All three Commissioners accepted their respective nominations.

11. Other minor matters: No minor matters.

12. Good of the Order: Commissioner Clinton wished all present a Merry Christmas and a Happy New Year. Commissioner Michel echoed that sentiment and thanked Key Pen Parks maintenance staff for the great job they did in 2021. Commissioners Jensen, Parry, and Robison did the same.

13. Meeting Adjourned: The public Zoom meeting of December 13, 2021, was adjourned at 8:47 PM. The next regular meeting will be held on Monday, January 10, 2022, at 7:30 PM via Zoom per Governor Inslee’s “Stay Home, Stay Healthy” directive. The regular meeting may be preceded by a 6:30 PM or 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 or errors in the unofficial minutes may be corrected at the time the Board addresses and approves the minutes.