

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday, July 12, 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 and Interim Parks & Facilities Manager Glenn Akramoff.

Citizens present via Zoom: Sami Jensen, Stephanie Andrews and Erik Pederson (Great Peninsula Conservancy).

1. Approval of Agenda: President Robison asked if there were any additions or corrections to the agenda. Hearing none, the agenda was adopted as written.

2. Special Presentations: No special presentations.

3. Citizen Comments: Stephanie Andrews said she lives near Gateway Park and that the dog park is being impacted by runoff from the splash pad; it's making the large dog park swampy. She said it is also pooling in the large field and she would like Key Pen Parks to solve the problem.

4. Approval of Minutes: President Robison asked if there were any objections or corrections to the June 14, 2021, regular meeting minutes; hearing none, the meeting minutes were approved as submitted. He then ask if there were any objections or corrections to the June 24, 2021, special meeting minutes; hearing none, the special meeting minutes were approved as submitted.

5. Financial Report: The June 2021 Springbrook financial balance was \$3,998,996.03. The June 2021 Zoo/Trek deposit was \$17,163.07. Total Zoo/Trek collections to date were \$103,888.91. The June 2021 Real and Personal Property Tax deposit was \$12,945.00. 2021 Real and Personal Property Tax collections to date were \$808,592.19. BIAS Expenditures for June 2021 were \$91,997.72. President Robison asked for reports of the rental income for the Gateway Park pavilion and the Volunteer Park picnic shelter; Executive Director Perkosky said the rental income was trending higher than in the past and she would have Fiscal Specialist Armstrong retrieve the data for the Board. President Robison asked if there were any corrections or objections to the June 2021 financial report. Hearing none the financial report was adopted as submitted.

6. Executive Director's Report: Executive Director Perkosky reported that Key Pen Parks will be staging a new Fun Walk, Run and Ride event on Saturday June 17 and on July 31, Pierce Co. Trails Day, there will be a volunteer trail work party at 360 Trails. Cinema Under the Stars starts Friday August 6 and will happen every Friday in August, alternating between Gateway Park and Volunteer Park. The splash pad and Key Pen Parks' parks have been fully open for 12 days; Executive Director wanted to thank Maintenance Staff and Interim Parks & Facilities Manager Akramoff for the amazing job they did making this happen. She also welcomed Seasonal

Maintenance Allen Sollano to the team. She said she has begun the search for a new full time Parks & Facilities Manager. Splash pad hours have been extended to 11:00 am to 7:30 pm for the summer season. Executive Director Perkosky said staff has noted the dog park flooding issue and are exploring options to solve it. Commissioner Michel asked about the blocked trails at 360 Trails; Executive Perkosky they are closed because of a dangerous tree and a professional tree removal company has been contacted. Commissioner Michel also asked about splash pad water usage; Executive Director Perkosky said the hours will be constant to set baseline data until the end of the season and water usage and costs will be tracked.

7. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison said he will meet with Executive Director Perkosky and Interim Parks & Facilities Manager Akramoff about the splash pad runoff/dog park problem.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Commissioner Michel said the Foundation is focusing on restructuring and still hopes to put on an October Fun Run as a fund raiser.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel said the trail substrate is very dry and trails need brushing back. He also plans to provide the Executive Director with a more accurate trail map for 360 Trails and Key Central Forest.
- d) **Events Committee (Commissioner Michel):** Commissioner Michel said he has no report other than the new July 17 Fun Run, Walk or Bike Ride event will happen on Saturday. He also said that he would not object if the Events Committee was dissolved.

8. President's Report: President Robison said he's looking forward to getting a new full time Parks & Facilities Manager; he's looking forward to getting a qualified person in there (in that position).

9. Unfinished Business: No unfinished business.

10. New Business:

- a) **Authorize the Executive Director to Execute a Release from Right of First Refusal for the Lind Family Trust Property:** Executive Director Perkosky summarized the history of the Lind Family Trust property in relation to Key Pen Parks. (The Lind Family Trust property is 80 mostly forested acres with a homestead, some out buildings, a shallow pot-hole pond and a second filled lake/probable peat bog/fen at the end of 8th Avenue NW.in Home; it's a long block NW of Home Park.) The Great Peninsula Conservancy holds a perpetual Conservation Easement on the property. She said that a representative of the Lind Family Trust contacted Key Pen Parks in June and requested Key Pen Parks sign a release-from-right-of-first-refusal for the land. The right-of-first-refusal was established in Nancy Lind's will; she was very involved with the creation of Home Park and expressed the desire that the Lind property become a park. Executive Director Perkosky reported that the Key Pen Parks Board had, in 2012 and 2014, expressed future interest in the property but had declined to purchase it at the time. She said the Trust representative had not provided Key Pen Parks with any documents regarding the Conservation Easement. She requested clarification from the Key Pen Parks Board about any action by Key Pen Parks regarding the Lind Family Trust property. Eric Pederson of Great Peninsula Conservancy (GPC) said they and Nancy Lind had crafted the Conservation

Easement and Encumbrances on the Lind Family Trust property. He confirmed Nancy Lind's desire that the property be conserved and used as a public park. He discussed his understanding of the Conservation Easement and Encumbrances and that it should allow for a number of park uses. He expressed a desire on the part of the Great Peninsula Conservancy to work with Key Pen Parks toward preservation of the site. He said he spoke with one of the heirs of the Lind Family Trust and that heir expressed an interest to work with the Park District. Consensus and direction from the Board was for the Executive Director to contact Erik Pederson and get GPC's information about the Lind property and talk to the Lind brothers (the heirs) and explore options for Key Pen Parks regarding the Lind property; the Board will revisit this topic later this year. Erik Pederson said he would provide Key Pen Parks with the Great Peninsula Conservancy documents.

- b) Mid-Year Report:** Executive Director Perkosky started the Mid-Year Financial Report stating she is two weeks shy of her first year in the position of Executive Director Key Pen Parks and that she is very happy. In that year she has looked at the overall organization, safety and integrity of the agency and its employees. She reported on re-organization of staff positions, promotions and new hires. She specifically commended Events Coordinator Grandt for her efforts doing events in a pandemic year and interpreting COVID compliance for the agency and Fiscal Specialist Armstrong for improvements regarding the new-invoice flow chart and payment process. She reported new staff safety training measures have been implemented and communication and moral have improved. She also reported substantial deferred facility and equipment maintenance had been discovered. That will impact the 2021 Budget. Good news regarding the budget is that Zoo/Trek Excise Tax funds have been higher than anticipated, as have property tax collections; the bad news is unbudgeted triage repairs to the Gateway Park caretaker house, barn and storage buildings are estimated to cost \$60,000.00; deferred repairs to Key Pen Parks vehicles are estimated at \$20,000.00. Because of this, creation of a new website will be deferred, some cost savings were realized by a novel alternative to budgeted telephone system replacement and other cost savings were realized a reduction in staff due to the COVID shutdown. Long term budget planning was discussed; Executive Director Perkosky has initiated long-term facility replacement budgeting. She discussed projected Maintenance and Operation budget components in relation to budgeted savings from expected income. She stated that Key Pen Parks will need to adopt a formal Capital Improvements Plan to guide repairs, replacements, facility planning and stewardship. She said the next three (3) months will focus on the 2022 Budget Process, vehicle repairs/replacement, building repairs and the Gateway Park Master Plan Update. Commissioner Robison asked if Executive Director Perkosky looked at requirements for additional staff going forward; Executive Director Perkosky replied that component will be addressed as the Park District moves forward.

11. Other minor matters: No minor matters.

12. Commissioners Comments/Good of the Order: Commissioner Parry extended a welcome to Interim Parks & Facilities Manager Akramoff and said she was happy he is on board and working for Key Pen Parks. Commissioner Robison said that he hoped Interim Parks & Facilities Manager Akramoff would be just that, interim, and not here much longer (meaning he

hopes Key Pen Parks can quickly hire a full time person for that position); Interim Parks & Facilities Manager Akramoff chuckled at the statement and concurred. Commissioner Clinton thanked Executive Director Perkosky for her proactivity regarding park issues and the budget; Commissioners Robison and Jensen concurred.

13. Meeting Adjourned: The public Zoom meeting of July 12, 2021, was adjourned at 8:49 PM. The next regular meeting will be held on Monday, August 9, 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.