

KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday, November 14, 2022

This public meeting was a hybrid in-person/digital meeting.

- 1. The regular public meeting of Monday, November 14, 2022, was called to order at 7:00 PM in the Home Fire Station Meeting Room by Executive Director Tracey Perkosky.** This Key Pen Parks meeting is a hybrid in-person/digital meeting format.
- 2. Roll Call--Commissioners Present:** Commissioners Mark Michel, Linda Parry, Shawn Jensen, Ed Robison and Kip Clinton. Key Pen Parks Staff present: Executive Director Tracey Perkosky, Parks and Facilities Manager Luke Jacobs and Fiscal Specialist Laura Armstrong.
Citizens Present: Frank DiBiase, Jud Morris, Frank Garratt, Phil Bauer, Jeff Minch, Todd Rosenbach, and Bruce MacDonald.
- 3. Pledge of Allegiance:** Executive Director Perkosky led all present in reciting the Pledge of Allegiance after which she turned the meeting over to President Michel.
- 4. Approval of Agenda:** President Michel asked if there were any changes or amendments to the agenda; Executive Director Perkosky requested the agenda be amended to remove Item 14a. New Business/Wage Matrix and Items 15a. Executive Session/RCW 42.30.110(1)(i). Commissioner Robison requested that Citizen Comments be moved to later in the meeting due to a special request by a group of private citizens. The agenda was approved as amended.
- 5. Special Presentations:** No special presentations.
- 6. Citizen Comments:** Moved to Item 12 immediately after Board President's Report.
- 7. Approval of Minutes:** The minutes of August 8, 2022 and September 12, 2022 were approved as submitted.
- 8. Financial Report:** The October 2022 Springbrook financial balance was \$5,073,782.93. The October 2022 Zoo/Trek deposit was \$24,847.48. Total Zoo/Trek collections to date were \$229,122.98. The October 2022 Real and Personal Property Tax deposit was \$510,820.17. 2022 Real and Personal Property Tax collections to date were \$1,364,319.64. Springbrook Expenditures for October 2022 were \$79,291.14. President Michel asked if there were any objections to the October 2022 Financial Report; hearing none, the October 2022 Financial Report was approved as submitted.
- 9. Executive Director's Report:** President Michel returned the meeting to Executive Director Perkosky. Executive Director Perkosky said that All Hallows Eve had about 1000 attendees. She thanked the Peninsula High School ROTC and 18 youth and 3 adults from the Red Barn for volunteering at the event; Commissioners Michel, Parry and Clinton volunteered, as did Sami Jensen. In conjunction with Fire District 16, Letters to Santa will take place at the Key Center Fire Station on December 3. Two maintenance staff members, Nik Carson and Jose Reyes, attended the WA Trails Conference to learn more about trail maintenance, which continues at Key Central Forest, Rocky Creek Conservation Area, and 360 Trails. The maintenance team also pruned back the driveway trees and Field 3 outfield trees at Volunteer Park. Parks and Facilities Manager Jacobs has been offered his dream job by the Tacoma Fire Department (he had put in an application some time before he accepted the Key Pen Parks position) and will be

leaving Key Pen Parks; he will start at the Fire Academy in January, 2023, and will be sorely missed at the Park District. Soccer extended their season at Volunteer Park from October 31 through November 19. The Gateway Park pedestrian bridge is closed due to hand rail failure; it was determined that the fastener bolts were too short to withstand physical rocking by vandals. The hand rails will be repaired as soon as longer, stouter replacement bolts arrive. Because of this, all other bridges at Key Pen Parks properties have been inspected and similar bolts will be replaced. The new pickup truck has arrived and maintenance staff are very excited about it. Brett Humphries, the lead mountain bike trail volunteer, told Executive Director Perkosky that due to personal commitments he won't be working on Key Pen Parks trails this year but hopes to return next year; Key Pen Parks thanks Brett Humphries for his work and dedication over the past 1½ years at 360 Trails. Executive Director Perkosky is researching Evergreen Mountain Bike about a possible contract-for-services regarding maintenance on the mountain bike trails. WA Dept. of Labor and Industries has been doing technical visits and advising Key Pen Parks regarding worker safety, risk management, and industrial hygiene; Fiscal Specialist Armstrong will be assisting the Executive Director in upgrading relevant policies based on this advice. Executive Director Perkosky also said that an improperly installed water pipe at the Gateway Park trailhead water spigot cracked resulting in water shutoff at the park for a few days; it has been repaired.

10. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (Commissioner Robison):** Commissioner Robison said he had no report.
- b) **Key Peninsula Parks and Recreation Foundation (Commissioner Michel):** Executive Director Perkosky said, at their most recent meeting, the Foundation Board discussed how to spend down their funds with the goal of dissolving the Foundation. Proposed projects are trail signage and breakaway posts at 360 Trails and Key Central Forest, Dog Park trees, additional funds for Home Park playground replacement and upgrade, and a one-time scholarship donation towards a Parks and Recreation study or towards a forestry scholarship.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel said the rains are much needed regarding trail surfaces and one tree fell next to the "Ticket to Ride" trail during the fall storms. Commissioner Parry said the Key Central Forest trails look good.

11. President's Report: President Michel said he wanted to reiterate the Key Pen Parks Board of Park Commissioners obligation to tax payers. It is a busy time of year with budgeting.

12. Citizen Comments (moved from Item 6 to Item 12): Jud Morris, retired Director of the Key Peninsula Family Resource Center and representing of a group of citizens, asked the Board to rename Gateway Park or 360 Trails in honor of Scott Gallacher, Key Pen Parks deceased former Executive Director. Frank DeBiase, the current Director of the Key Peninsula Family Resource Center, supported the proposal as did Todd Rosenbach. Mr. Rosenbach said that "Scott's a guy that did uncommon thing and should be honored." Commissioner Clinton said that Key Pen Parks would have to follow its Naming Policy; Commissioner Robison said "yes, we have to consult the Naming Policy and honor Scott's thinking; Scott wanted parks named for locations and it was okay to name facilities (within those parks) after people."

13. Public Hearing--Key Pen Parks Draft 2023 Budget:

- a) **Continuation of Public Hearing on 2023 Budget and Adoption of Resolution 2022-04 Adopting the 2023 Fund Budget:** President Michel asked if there was any

public comment on the 2023 Key Pen Parks Budget. There was no public comment; all citizens left the meeting after Item 12. Citizens Comments. Executive Director Perkosky summarized Key Pen Parks 2023 Fund Budget; the budget includes an across the board 10% increase due to inflation. She said she plans to issue an RFQ for the Gateway Park Master Plan update by the end of 2022. Commissioner Clinton moved to adopt Resolution 2022-04 Adopting the 2023 Fund Budget; Commissioner Jensen seconded the motion. The motion passed 5/0.

- b) Public Hearing and Adoption of Resolution 2022-05 A Resolution of the Board of Park Commissioners of the Key Peninsula Metropolitan Park District Adopting the Highest Lawful Property Tax Levy for Collection in Calendar Year 2023:** Commissioner Jensen moved to adopt Resolution 2022-05 a resolution of the Board of Park Commissioners of the Key Peninsula Metropolitan Park District adopting the highest lawful property tax levy for collection in calendar year 2023; Commissioners Clinton and Robison seconded the motion. The motion passed 5/0.

14. Unfinished Business:

- a) There was no Unfinished Business.**

15. New Business:

- a) Approval of 2023 Wage Matrix for Cost of Living Adjustment (COLA):** Removed from agenda.
- b) Direction on Allocation Formula of Real Estate Excise Taxes 2 (REET 2) and Park Impact Fees through Pierce County:** The Board unanimously agreed that Key Pen Parks should keep REET 2 and Park Impact Fee allocations as they currently exist.

16. Executive Session:

- a) Per RCW 42.30.110(1)(i):** Removed from agenda.
- b) RCW 42.30.110(1)(g) To Evaluate the qualifications of an applicant for public employment or to review the performance of a public employee:** The Executive Session began at 8:00PM; President Michel said that the Board would reconvene at 8:15PM with only Commissioners present during Executive Session. At 8:15PM President Michel announced that Executive Session would be extended to 8:30PM. At 8:30PM President Michel announced that Executive Session would be extended to 8:45PM. Executive Session ended at 8:45 PM and the regular meeting of the Key Pen Parks Board of Park Commissioners resumed. Commissioner Jensen stated that no decisions were made during Executive Session and that the Human Resources Committee desired to formally report that the Executive Director met expectations for the reporting period and that recommended she receive the contractual salary step-up.

17. Other Minor Matters: Commissioner Parry said Key Pen Parks will miss Parks and Facilities Manager Jacobs. Parks and Facilities Manager Jacobs said that he's worked for many other agencies and city managers and that Executive Director Perkosky is one of the best that he has worked with.

18. Good of the Order: None.

19. Meeting Adjourned: The in-person/digital hybrid public meeting of November 14, 2022, was adjourned at 8:49PM. The next regular in-person/digital hybrid meeting will be held on Monday, December 12, 2022, at 7:00 PM at the Home Fire Station Meeting Room. The regular meeting may be preceded by a 6:00 PM or 6:30 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.

Unofficial