

KEY PENINSULA METROPOLITAN PARK DISTRICT

***D.b.a.* KEY PEN PARKS**

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**Board Meeting Minutes**

**Monday, November 8, 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 7:32 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 Fiscal Specialist Laura Armstrong.

**Citizens present via Zoom:** Sami Jensen.

**1. Approval of Agenda:** President Robison asked if there were any additions or corrections to the agenda. Commissioner Jensen said the date for the Regular September Business Meeting minutes should be modified to September 13, 2021, from September 9. President Robison asked if there were any objections to the amended agenda. Hearing none, the agenda was adopted as amended.

**2. Special Presentations:** None.

**3. Citizen Comments:** Sami Jensen thanked the Executive Director and Park Staff for on a great festival; they had fun. She said the only public comments she heard were that there should be more food trucks and that trash cans should be strategically placed around the barn.

**4. Approval of Minutes:** The September 13, 2021 minutes were approved as submitted. The minutes for the September 23, 2021, special meeting and the minutes for the regular business meeting of October 11, 2021 are pending.

**5. Financial Report:** The October 2021 Springbrook financial balance was \$4,337,285.62. The October 2021 Zoo/Trek deposit was \$22,840.04. Total Zoo/Trek collections to date were \$198,772.03. The October 2021 Real and Personal Property Tax deposit was \$482,609.60. 2021 Real and Personal Property Tax collections to date were \$1,328,908.42. Springbrook Expenditures for October 2021 were \$79,122.42. President Robison asked if there were any corrections or objections to the October 2021 financial report. Hearing none the financial report was adopted as submitted.

**6. Executive Director's Report:** Executive Director Perkosky reported that 400 participants attended the new Harvest Festival with 600 at All Hallows Eve. She congratulated Events Coordinator Grandt on a successful two-part event and thanked the Red Barn youth for volunteering. She said that the next planned volunteer trail work party is Nov. 20 at 10:00 AM; contact Volunteer Coordinator Gleason if you plan to attend. Maintenance is working on the Gateway Park multipurpose field/dog park drainage grading project. They first checked the designed storm pond retention area of the multipurpose field with a laser level and found no grade issues. They then proceeded to build a swale adjacent to the large dog park; this required slight relocation of part of the fence. During swale construction, an extraneous gravel/rock covering was removed from the outfall of the drainage line running from the NW corner of the

Gateway Park multipurpose field into the SE corner of the dog park; it was discovered that the outfall base is 2” below grade. Swale installation and removal of the outfall gravel/rock cover facilitated more rapid drainage of the designed storm pond corner of the Gateway Park multipurpose field. Project completion is expected in November. Commissioner Robison asked about the laser level check and why, if the multipurpose field is graded correctly, was water ponding in the NW corner; Executive Director Perkosky replied that the once the rock/gravel covering blocking the outfall of drainage pipe (running beneath the 360 Trails trailhead from the multipurpose field into the dog park) was removed, the water drained more rapidly. Vandals damaged the Key Central Forest entry fence on October 30; staff did an immediate temporary repair and will complete the job later in November. Executive Director Perkosky welcomed two new members to the Key Pen Parks team; Ian Downen is the new Evening Custodian and Susan Wood is the new Part-Time Maintenance Worker. She also commended Fiscal Specialist Armstrong for locating a WRPA Customer Service Training webinar; all staff members are participating in the training sessions. She thanked Commissioner Michel and family for personally hosting a “trunk” at the Longbranch Improvement Club’s/Evergreen PTA’s annual “Trunk-or-Treat” Halloween event and inviting her to participate. Executive Director Perkosky reminded the Board that the State Auditor’s Office will be doing our 3-year audit in November through December; this audit will be virtual and address accountability instead of finances; she and Fiscal Specialist Armstrong are the Key Pen Parks contact leads.

**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 reported Susan Quigley has returned to the Foundation Board; they are attempting to rebuild the Board and increase membership/participation. Executive Director Perkosky said that they discussed their website and the possibility of having another community group handle their finances so they can concentrate on fund-raising for targeted park and recreation projects.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel reported that Bret Humphries (volunteer lead for mountain bike trail work parties) has returned and is concentrating on upgrading and repairing the mountain bike trails. He said plant growth has slowed down and footing is improving, so trail maintenance is gaining ground. Bu-Du is exploring a late April 2022 event and the WA Student League has been in contact about a 2022 event.

**8. President’s Report:** President Robison said he had no report.

**9. Public Hearing/Second Hearing of the Key Pen Parks 2022 Budget:**

- a) **Continuation of the Public Hearing on the Key Pen Parks 2022 Budget and Adoption of Resolution 2021-07 Adopting the 2022 Fund Budget:** The Budget Hearing began at 7:59 PM. Executive Director Perkosky reported that 360 Trails revenue from rentals is expected to increase with the bulk coming from outside (non-park district) events. Commissioner Jensen commented that the unexpected 2021 primary election had increased election costs; Executive Director Perkosky affirmed that and replied that future election cycles will have a combined primary/general election budget of \$30,000.00. After asking if Commissioners had any further questions or comments regarding the Key Pen Parks 2022 Budget and hearing none, President Robison stated that the Board “will now be moving forward with adoption of

the 2022 Budget". The Second Public Hearing of the Key pen Parks 2022 Budget ended at 8:07 PM. Commissioner Jensen moved to "approve the 2022 Budget and adoption of Resolution 2021-07 Adopting the 2022 Fund Budget." Commissioner Parry seconded the motion; the motion passed unanimously (5/0).

- b) **Public Hearing and Adoption of Resolution 2021-08 for the Regular Property Tax Levy for Collection in Calendar Year 2022:** Commissioner Michel asked if the property tax levy increase will only be 0.9%; Executive Director Perkosky affirmed that number. Commissioner Robison ask why only a 0.9% increase instead of 1%; Commissioner Jensen expanded upon Commissioner Robison's question, asking if it was due to the levy cap; Executive Director Perkosky replied "yes". Commissioner Michel moved "we adopt Resolution 2021-08 for the Regular Property Tax Levy for Collection in Calendar Year 2022." Commissioner Jensen seconded the motion; the motion passed unanimously (5/0).

**10. Unfinished Business:** No unfinished business.

**11. New Business:**

- a) **Approval of 2022 Wage Matrix for Cost-of-Living Adjustment (COLA):**  
Withdrawn.
- b) **Authorize Executive Director to Execute Commercial Lease between Key Pen Parks and Snack Shack for 2022 to 2023:** Commissioner Michel moved "we Authorize the Executive Director to execute the Commercial Lease between Key Pen Parks and the Snack Shack for 2022 to 2023." Commissioner Parry seconded the motion; the motion passed unanimously (5/0). Commissioner Jensen said that he is glad they are willing to stay on; they are a great community asset and provide additional service to the community and security at Volunteer Park.
- c) **Authorize the Change of Responsible Party-Business for IRS (Form 8822-B):**  
Executive Director Perkosky recommended that all Park Board Members and the Executive Director and Fiscal Specialist be listed as Responsible Parties. Commissioner Robison moved to "authorize the Change of Responsible Party and that we change the Responsible Parties to be all Park Board Members, the Executive Director and the Fiscal Specialist. Commissioners Parry and Jensen seconded the motion; the motion passed unanimously (5/0).

**12. Other minor matters:** None.

**13. Good of the Order:** Commissioner Michel congratulated Commissioners Robison and Jensen on their re-election. Commissioner Parry said it is good to retain two great Park Board Commissioners. Commissioner Jensen asked Executive Director Perkosky how staff have been managing after the resignation of the most recent Maintenance Supervisor. Executive Director Perkosky reported that staff have stepped up, the Maintenance Lead proposed to take on additional responsibilities and, toward that end, she is working on a new job description. She added the maintenance team seems happy.

**14. Meeting Adjourned:** The public Zoom meeting of November 8, 2021, was adjourned at 8:22 PM. The next regular meeting will be held on Monday, December 13, 2021, at 7:30 PM 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.