

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

**P.O. Box 70, Lakebay, WA. 98349**

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**Board Meeting Minutes**

**Monday, October 11, 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 and Linda Parry; Kip Clinton joined the Zoom meeting at 7:40 pm. Staff present for Key Pen Parks: Executive Director Tracey Perkosky and Fiscal Specialist Laura Armstrong.

**Citizens present via Zoom:** Sami Jensen, Lisa Bryan, Stan Moffett, Emme McAbee, and Rachel Turpin of Madrona Legal Services.

**1. Approval of Agenda:** President Robison asked if there were any additions or corrections to the agenda. Commissioner Jensen stated the minutes for the regular business meeting of September 13, 2021 and the special meeting of September 23, 2021 were not prepared; he said that they will have to be postponed to the November meeting. 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:** None.

**4. Approval of Minutes:** The minutes were not prepared in time for approval at this meeting; this item was struck from the agenda.

**5. Financial Report:** The September 2021 Springbrook financial balance was \$3,827,191.45. The September 2021 Zoo/Trek deposit was \$23,630.15. Total Zoo/Trek collections to date were \$175,931.99. The September 2021 Real and Personal Property Tax deposit was \$22,670.60. 2021 Real and Personal Property Tax collections to date were \$846,298.82. Springbrook Expenditures for September 2021 were \$78,396.52. President Robison asked if there were any corrections or objections to the September 2021 financial report. Hearing none the financial report was adopted as submitted.

**6. Executive Director's Report:** Executive Director Perkosky reported Volunteer Coordinator Gleason is having volunteer work parties every other Saturday this fall and winter (with the exception of October 23<sup>rd</sup> due to the All Hallows Eve and Harvest Fest event); a trails work party took place on September 25<sup>th</sup> at 360 Trails and October 9 at Key Central Forest with the next work party scheduled for Saturday, November 6 at 360 Trails. All Hallows Eve and Harvest Fest will take place at Gateway Park on Saturday, October 23; the new Harvest Fest is from noon to 4:00 pm with All Hallows Eve following from 4:00 pm to 7:00 pm; check the video prepared by Event Coordinator Grandt. Letters to Santa is on Saturday, December 5. Nik Carson from Pierce County has joined Key Pen Parks as Maintenance Worker II; Key Pen Parks welcomes him to the team. Staff has been working hard to prep for the All Hallows Eve and Harvest Fest Event; they have completed the winter Splash Pad shut down and have prepped for the Splash Pad/dog park grading project. The three Volunteer Park baseball fields have been re-seeded. All

staff members, for the first time, have participated in the annual budget process; Executive Director Perkosky stated she was proud of their enthusiasm and the resulting proposed budget. She reminded the Board that the year-three audit by the State Auditor's Office is expected before the end of the year. Maintenance Lead Vannausdle will be taking the test to become a Certified Playground Safety Specialist; Executive Director Perkosky said he is excited about it.

**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):** Executive Director Perkosky said the Foundation will be holding a private meeting to help select new Board members.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel said that he had no trail report due to being out-of-town lately; he is not opposed to having a trails meeting.

**8. President's Report:** President Robison said he had no report at this time.

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

- a) **Presentation of Draft Budget for 2022:** Executive Director Perkosky presented the Draft 2022 Key Pen Parks Budget, after which the Key Pen Parks Board of Commissioners and Executive Director Perkosky discussed the draft budget. The regular business meeting of the Key Pen Parks Board of Commissioners resumed at the conclusion of the First Hearing of the proposed Key Pen Parks 2022 Budget.

**10. Unfinished Business:**

- a) **Authorize the Executive Director to Sign Release of Right of First Refusal for the Lind Property:** Executive Director Perkosky gave a synopsis of the history of Key Pen Parks regarding the Lind Property. She recommended the Board of Park Commissioners give her authorization to sign a Release of Right of First Refusal as requested by the Lind heirs. The heirs are undecided about the future of the site; she will stay in contact with them and continue to express Key Pen Parks' interest in purchase of the property, given existing use covenants and Park District budget, and other, fiscal constraints. Commissioner Robison moved "that we authorize the Executive Director to sign the Release of Right of First Refusal for the Lind Property, contingent upon, should they decide to sell, that we have a desire to purchase." Commissioner Michel seconded the motion. The motion passed 5/0 (unanimously).

**11. New Business:** None.

**12. Executive Session:** RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. President Robison announced that the Board, Executive Director Perkosky and the District's legal counsel, Rachel Turpin, would be entering Executive Session at 8:40 pm, duration of 30 minutes and would reconvene the public meeting at 9:10 pm and no action is expected. The Executive Session was continued for an additional 20 minutes with Executive Director Perkosky announcing the extension to 9:30 pm in the Zoom chat room. The Executive Session ended at 9:30 pm, at which

time the regular business meeting for October 11, 2021 of the Key Pen Parks Board of Commissioners resumed. No action was taken on matters discussed during Executive Session.

**13. Other minor matters:** Commissioner Michel reminded the Board to remember where the funding for the Park District's budget comes from and that the budget has grown a lot in the past 17 years. He said look how far Key Pen Parks has come and the amenities Key Pen Parks provides the public.

**14. Good of the Order:** Commissioner Jensen reminded the Board and the public that 2021 General Election ballots would be arriving soon and told them all to VOTE! Commissioner Michel extended his thanks to whoever did the trail maintenance.

**15. Meeting Adjourned:** The public Zoom meeting of October 11, 2021, was adjourned at 9:32 PM. The next regular meeting will be held on Monday, November 8, 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. There may be a Special Meeting on October 25, 2021, for the 2022 Budget. 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.