

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

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Board Meeting Minutes
Monday, October 10, 2022

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

- 1. The regular public meeting of Monday, October 10, 2022, was called to order at 7:30 PM in the Home Fire Station Meeting Room by Executive Director Tracey Perkosky.** This Key Pen Parks meeting is in a hybrid in-person/digital meeting format.
- 2. Roll Call--Commissioners Present:** Commissioners Mark Michel, Linda Parry, Shawn Jensen and Kip Clinton were present; Commissioner Ed Robison was excused. Key Pen Parks Staff present: Executive Director Tracey Perkosky, Parks and Facilities Manager Luke Jacobs and Fiscal Specialist Laura Armstrong.
Citizens Present: Sami Jensen.
- 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 drop Item 15 Executive Session. Commissioner Parry said she would like to make a motion under New Business to change the start time of the regular business meetings. The agenda was approved as amended.
- 5. Special Presentations:** No special presentations.
- 6. Citizen Comments:** Sami Jensen thanked Executive Director Perkosky for everything she does and said she was glad Commissioner Clinton was back.
- 7. Approval of Minutes:** The August and September 2022 minutes were deferred to the regular November business meeting.
- 8. Financial Report:** The September 2022 Springbrook financial balance was \$4,609,563.80. The September 2022 Zoo/Trek deposit was \$24,359.57. Total Zoo/Trek collections to date were \$204,275.50. The September 2022 Real and Personal Property Tax deposit was \$21,354.68. 2022 Real and Personal Property Tax collections to date were \$853,499.47. Springbrook Expenditures for September 2022 were \$126,396.11. Executive Director Perkosky readjusted BARS Coded funds 30 and 40 to balance the financial statement; budgeted funds were moved from one code to the other. As Key Pen Parks annual budget is at the fund level, no Board of Park Commissioners approval was required. President Michel asked if there were any objections to the September 2022 Financial Report; hearing none, the September 2022 Financial Report was approved as submitted and explained.
- 9. Executive Director's Report:** President Michel returned the meeting to Executive Director Perkosky for the Executive Director's Report. Executive Director Perkosky said that Key Pen Parks' All Hallows Eve is Saturday October 22, 2022. She asked for volunteers and said that Peninsula High School's ROTC may also volunteer at the event. Annual septic system inspections at various Park District facilities discovered some small issues that were easily remedied; these inspections also brought to light a possible abandoned and not decommissioned septic tank adjacent to the Taylor Bay garage (western side of Taylor Bay Park). Tacoma Pierce

County Health Department has given Key Pen Parks a year to locate, test and, if needed, properly decommission and report the same. Trail maintenance (cutting back brush) continues at 360 Trails, Rocky Creek Conservation Area, Maple Hollow and Key Central Forest; staff have been walking trails more often to deter camping. They have also concentrated on painting and other building exterior projects at Gateway Park and Volunteer Park. The old entrance to 360 Trails (off 144th St. NW/Pole Line Rd.) was closed/restricted with Eco Blocks; emergency/fire access remains. The Lions Club adopted Home Park and painted the lower portions of the picnic shelter; staff will do the higher work. Volunteer Park has been experiencing an increase in nuisance graffiti; staff has removed it as soon as is noticed. Executive Director Perkosky said Parks and Facilities Manager Jacobs walked 360 Trails and Key Central Forest with a DNR Forester; clusters of trees with laminated root rot were identified. DNR and Key Pen Parks are talking about how to proceed. She said that she gave a presentation to the Gig Harbor Rotary Club North and had an information table at Fire District 16's pancake breakfast which kicked-off the 2022 Key Peninsula Farm Tour. She attended the City of Gig Harbor's celebration of their acquisition, through a Pierce County Conservation Futures Program, of undeveloped forested property adjacent to Donkey Creek; Key Pen Parks Board of Park Commissioners had sent a letter in support of this project. She met with Key Peninsula Little League regarding their contracts and the 2023 season; they finalized their contract and discussed schedules, maintenance and related topics. A small works roster project notice was issued for the Gateway Park caretaker house; the work will take 4 to 6 weeks to complete once a contract is signed. She also said that all staff have been working hard for the past month, relative to their job description, on the 2023 budget (see Item 12. First Public Hearing regarding Key Pen Parks 2023 Annual Budget).

Commissioner Michel asked Executive Director Perkosky if there was an update of the Sportsman's Club. Executive Director Perkosky said she reached out to them regarding the idea of a low-income mobile-home-park cutout. Barbara Rowland responded that residents weren't quite ready yet and asked her to continue her efforts regarding the project.

10. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (Commissioner Robison):** Executive Director Perkosky gave the report; she said that she had discussions with the Lions Club regarding trees in the Gateway Park Dog Park; those talks were continuing.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Executive Director Perkosky said Bob Greene emailed her and Commissioner Michel regarding trees for the Dog Park; he wondered if the Lions Club was interested in participating. The Foundation wishes to spend down their funds so they may close and trees for the Dog Park are one of the projects they hope to fund this winter/early spring.
- c) **Trails Committee (Commissioner Michel):** Commissioner Michel said he hoped that the rains would come soon to help with fire danger and pack the trails. He said the main mountain bike volunteer will return when the new major mountain bike trail project in Kitsap County is further along. The Key Pen Pirates are reducing their practices to 1 day per week and the last Red Barn Ride will be October 27. Sami Jensen asked Commissioner Michel if Key Pen Parks was accepting donated bikes; he responded that the Red Barn is taking used bikes and a volunteer is refurbishing them.

11. President's Report: President Michel said he didn't have a lot; the budget should be the priority tonight.

12. Public Hearing--Presentation of Key Pen Parks Draft 2023 Budget: First Hearing the Draft Fund Budget for 2023.

Sami Jensen asked if the draft 2023 budget will be available for public review. Executive Director Perkosky responded it would be posted on Key Pen Parks website on October 11, 2022. She thanked staff, especially Fiscal Specialist Armstrong for participation in, and synthesis of, the 2023 budget. She said the budget proposes maximizing legal levy increases and took into account REET, rental income, and Impact Fees. It presumes 10% to 15% inflation. Instead of seasonal employees, two new FTEs are budgeted. Capital projects include budgeting for a stand-alone Capital Facilities Plan to support grant proposals. With no further comments from the public, the Public Hearing regarding the first presentation of Key Pen Parks draft 2023 budget ended at 9:48PM.

Commissioner Michel remarked that Key Pen Parks needs to be fiscally responsible. Sami Jensen said that Key Pen Parks Board of Park Commissioners needs to be responsible for keeping Key Pen Parks public assets in good shape.

13. Unfinished Business:

a) **There was no Unfinished Business.**

14. New Business:

a) **Motion to change the starting time of the regular business meetings from 7:30PM to 7:00PM:** Commissioner Parry moved to start future meetings at 7:00PM; Commissioner Clinton seconded the motion. The motion passed 4/0.

15. Executive Session: None per amended agenda.

16. Other Minor Matters: Commissioner Michel said that Office & Volunteer Coordinator Jake Gleason, who left Key Pen Parks for another job, worked hard and thanked him for his service.

17. Good of the Order: Commissioner Michel said it was good to have Commissioner Clinton back.

18. Meeting Adjourned: The in-person/digital hybrid public meeting of October 10, 2022, was adjourned at 9:50 PM. The next regular in-person/digital hybrid meeting will be held on Monday, November 14, 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.