

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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**Special Board Meeting Minutes**

**Monday March 28, 2022**

*This special public meeting was a digital Zoom meeting due to Washington State's COVID-19 "Stay Safe--Stay Healthy" directive.*

- 1. The Special Zoom Meeting of the Key Pen Parks Board of Commissioners was called to order at 2:04 PM by Executive Director Tracey Perkosky.**
- 2. Roll Call—Commissioners Present:** Linda Parry, Shawn Jensen, Mark Michel and Kip Clinton; Commissioner Robison contacted Executive Director Perkosky and indicated he would try to join the Zoom meeting after it began. Staff present for Key Pen Parks: Executive Director Tracey Perkosky and Fiscal Specialist Laura Armstrong.  
**Citizens present via Zoom:** Anne Nesbit, Lisa Bryan, Tammy Lane (Auditor, State Auditor's Office), Tina Watkins (Assistant Director of Local Audits, State Auditor's Office) and Amy Strealka (CPA, State Auditor's Office).
- 3. Pledge of Allegiance:** Executive Director Perkosky lead the Pledge of Allegiance after which she turned the meeting over to Board President Mark Michel.
- 4. Approval of Agenda:** President Michel stated that this is a special meeting. As such the agenda is set and cannot be altered; the agenda was accepted as submitted. President Michel then returned the meeting to Executive Director Perkosky.
- 5. Citizen Comments:** There were no citizen comments.
- 6. New Business/State Auditor's Office Exit Meeting for the Audit Period January 1, 2018 through December 31, 2020:** Executive Director Perkosky turned the meeting over to Auditor Lane who stated that this was the formal exit meeting for the 3-year accountability audit of Key Pen Parks. She said there were number of Key Pen Parks procedures that were in compliance (fiscal, accounts payable, payroll, OPMA), however they found a few areas which need improvement (large project procurement and retroactive payment of a portion of accrued sick-leave to the estate of an employee who dies on the job). They issued Key Pen Parks a management letter to that end.

President Michel said that the issues found were due to lack of knowledge coupled with good intent. The Splash Pad and the proposed Amphitheater were Key Pen Parks largest projects to date and Key Pen Parks had tried to be as fiscally responsible as possible to the public. He said we (Key Pen Parks) will do better next time; now that we know what to look for. Losing our previous Executive Director Scott Gallacher so tragically didn't help; Key Pen Parks will do better moving forward.

Assistant Director of Local Audits Watkins said that Key Pen Parks next audit will be in the fall of 2023.

- 7. Commissioners Comments:** Commissioner Clinton thanked the Auditor's Office

personnel for their diligence. Commissioner Jensen thanked them and said that their efforts help to inform Key Pen Parks Board and staff how to do a better job. Commissioner Parry also thanked State Auditor staff and Key Pen Parks staff for the job they do. Executive Director Perkosky also thanked State Auditor staff and told the Board of Park Commissioners that the State Auditor's Office is available should any Board Member have questions.

- 8. Meeting Adjourned:** The public Zoom Special Meeting of Monday, March 28, 2022, was adjourned at 2:36 PM. The next regular meeting will be held on Monday, April 11, 2022 at 7:30 PM via Zoom per Governor Inslee's "Stay Safe—Stay Healthy" directive. The meeting may be preceded by a 6:30 PM or 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 Park's 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.***