



Key Peninsula Metropolitan Park District (Key Pen Parks)

ADOPTED MINUTES

Board of Park Commissioners

Monday, May 13, 2024 @ 7:00 PM

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47
1921 Key Peninsula Hwy NW, Lakebay WA 98349

1, 2, 3. Call to Order, Pledge of Allegiance & Roll Call

Executive Director Tracey Perkosky called the meeting to order at 7:00 PM.

Present: President Parry, Vice President Michel, Clerk Clinton, Commissioner Jensen, and Commissioner Robison

Absent & Excused: None

4. Meeting Agenda Approval

MOTION: Clerk Clinton moved approval of agenda as submitted. Seconded by President Parry. Motion carried 5-0.

5. Special Presentations

- a. Director Perkosky gave a short presentation on upcoming events and outreach opportunities for the community.
- b. Leona Lisa provided an update on the Summer and Fall Farm Tour on the Key Peninsula.

6. Public Comment

Stan Moffett spoke about the Key Pen It Clean dumpster day: it was very successful with 12 dumpsters plus scrap metal collected. There were 261 vehicles through the event which is leading to less trash on the Peninsula. He thanked Commissioner Robison, Vice President Michel and President Parry for volunteering.

7. Approval of Minutes

Regular Meeting minutes of April 8, 2024

Recommended Action: Approve meeting minutes.

MOTION: Vice President Michel moved approval of minutes. Seconded by Commissioner Robison. Motion carried 5-0.

8. Financial Report

Director Perkosky explained that a revised staff report for this item was provided to the Board Members earlier in the day plus a copy on-site following a request to have the detailed information for the two months separated out. Nothing in the reports changed in terms of transactions, only the way in which the recommended action was written. She also stated that future financial reports will have the check numbers on them; currently the reports have the voucher number on them.

Recommended Action: Approve the financial report for March 2024 from 03/01/2024 through 03/31/2024: Accounts payable check numbers 2673 through 2709 Total: \$59,942.70, Payroll ACH Total: \$56,008.90, Bank Service Fees via Electronic Payments: Total: \$153.88

Approve the financial report for April 2024 from 04/01/2024 through 04/30/2024: Accounts payable check numbers 2710 through 2742 Total: 60,800.92 -\$177.39 stop payment on check #2670 recorded in February 2024 (lost in mail), Payroll ACH Total: \$69,443.11, Bank Service Fees via Electronic Payments Total: \$171.60

MOTION #1: Commissioner Robison moved to approve the financial report for March 2024 from 03/01/2024 through 03/31/2024: Accounts payable check numbers 2673 through 2709 Total: \$59,942.70, Payroll ACH Total: \$56,008.90, Bank Service Fees via Electronic Payments: Total: \$153.88. Seconded by Clerk Clinton. Motion carried 5-0.

MOTION #2: Vice President Michel moved to approve the financial report for April 2024 from 04/01/2024 through 04/30/2024: Accounts payable check numbers 2710 through 2742 Total: 60,800.92 -\$177.39 stop payment on check #2670 recorded in February 2024 (lost in mail), Payroll ACH Total: \$69,443.11, Bank Service Fees via Electronic Payments Total: \$171.60. Seconded by Commissioner Robison. Motion carried 5-0.

9. Executive Director Report

In addition to the written report provided in the agenda packet, Director Perkosky provided an update on the Key Central Forest timber harvest by the Department of Natural Resources (DNR). She also provided an update on the Trust Land Transfer grant process notifying the Board that an additional month was added for letters of support as the Advisory Committee was still forming under DNR's direction.

Director Perkosky responded to questions on Key Central Forest and Trust Land Transfer.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – None
- b. Trail Committee Update – Evergreen Mountain Bike Alliance (EMBA) is working on “Learning Curve” which was made more challenging. Some of the trails are grown in. The Washington Student Cycling League (WSCL) is this weekend on May 17, 18, and

19, 2024 at Gateway Park and 360 Trails. Vice President Michel asked questions about the parking agreement. Director Perkosky responded that the ecology blocks will be arranged per the map provided by WSCL and included in their contract.

11. Board President's Report

None

12. Unfinished Business

None

13. New Business

- a. Authorize the Executive Director to Accept and Execute the Life Estate/Land Donation Agreement.

Recommended Action: Authorize the Executive Director to execute related documents for the acceptance of the life estate/land donation agreement.

Director Perkosky offered a correction that this was a non-revokable donation with a life estate. Commissioner Robison spoke positively about the property and his site visit. Commissioner Jensen remarked that the conservation easement was restrictive but in line with District goals.

MOTION: Commissioner Jensen moved to authorize the Executive Director to execute related documents for the acceptance of the life estate/land donation agreement. Clerk Clinton seconded. Motion carried 5-0.

- b. Authorize Executive Director to Execute Professional Services Agreement with Rock Project Management for Project Manager Services in the Amount of \$53,265.

Director Perkosky gave a brief overview of the contract and noted that the contract amount was incorrect in the body of the agreement but correct in the exhibit and staff report. Commissioner Robison expressed concerns about the cost of the services proposed stating that they were too high based on his professional work. He also expressed concerns over the projects which were included in the RFQ. Vice President Michel asked questions on the selection process and projects selected.

Director Perkosky responded to questions regarding costs, selection process and projects included which came from the 2024 budget process and approval.

Recommended Action: Authorize the Executive Director to Execute the Professional Services Agreement between Key Pen Parks and Rock Project Management, LLC.

MOTION: Clerk Clinton moved approval for the Executive Director to execute the agreement for Rock Project Management Services. Seconded by Commissioner Jensen. Motion carried 4-1.

14. Executive Session

Per RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

President Parry announced the Board was moving into Executive Session with a return at 7:55 PM. It was extended to 8:03 PM. Then extended to 8:05 PM.

Upon return to Open Session at 8:05 PM, President Parry announced that no action had been taken.

15. Other Minor Matters

Vice President Michel discussed adding additional signage to the current sign for the Scott Gallacher Memorial Spray and Play Park. He noted that Mr. Gallacher was memorialized on the current spray park sign, plaque, park bench and the new name noted on Google® maps. Board agreed that no additional signage was needed. Vice President Michel stated he would follow-up with resident Jud Morris.

16. Good of the Order/Comments by Board Members

Clerk Clinton shared that the Narrows Bridge has lanes closed due to emergency repairs.

Vice President Michel remarked that the 3-day early opening of the Scott Gallacher Memorial Spray and Play Park due to the heat was enjoyed by all and very popular.

Commissioner Robison and President Parry remarked that the May the 4th Fun Run was a great time.

17, 18. Next Meeting and Adjourn

Regular Meeting on June 10, 2024, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 8:13 PM

Respectfully submitted by Executive Director Perkosky.

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.


Adopted: Regular Meeting, June 10, 2024

Ayes: Parry, Jensen, Michel, Clinton

Nays:

Absent: Robison

Abstain:



Kip Clinton, Clerk of the Board