



## **Key Peninsula Metropolitan Park District (Key Pen Parks)**

### **ADOPTED MINUTES**

#### **Board of Park Commissioners**

**Monday, February 12, 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: Commissioner Clinton moved approval of agenda as submitted. Seconded by President Parry. Motion Carried 5-0.

#### **5. Special Presentations**

None

#### **6. Public Comment**

None

#### **7. Approval of Minutes**

Special Meeting minutes of January 11, 2024

Recommended Action: Approve meeting minutes.

Discussion occurred on spelling corrections for “caretaker” and “Virginia.”

MOTION: Commissioner Clinton moves approval as corrected. Seconded by Commissioner Jensen. Motion carried 5-0.

## **8. Financial Report**

Staff responded to questions on the wire transfer for Wright Bliss, Merry-go-round purchase and SAO recommendations on BARS regulations for proper financial report approval for Board and minutes.

Staff Recommendation: Approve the financial report as submitted for December 2023 and January 2024 and approve the following:

For December 2023, Accounts Payable Check numbers 2604 through 2632 Total: \$110,570.66; Payroll/Benefits ACH 12/01/2023 through 12/31/2023 Total: \$64,939.22; Pierce County Claim of ACH 12/01/2023 through 12/31/2023 Total: \$9,625.00; Bank Service Fees via Electronic Payments dates: 12/01/2023 through 12/31/2023 Total: \$163.84.

For January 2024, Accounts Payable Check numbers 2633 through 2655 Total: \$56,704.36, Payroll/Benefits ACH 01/01/2024 through 01/31/2024 Total: \$73,936.55; Pierce County Claim of Wire transfer 01/01/2024 through 01/31/2024 Total: \$978,788.90; Bank Service Fees via Electronic Payments dates: 01/01/2024 through 01/31/2024 Total: \$146.80.

MOTION: Commissioner Robison moved to approve staff's recommendation to approve the financial report as submitted and for December 2023, Accounts Payable Check numbers 2604 through 2632 Total: \$110,570.66; Payroll/Benefits ACH 12/01/2023 through 12/31/2023 Total: \$64,939.22; Pierce County Claim of ACH 12/01/2023 through 12/31/2023 Total: \$9,625.00; Bank Service Fees via Electronic Payments dates: 12/01/2023 through 12/31/2023 Total: \$163.84.

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Seconded by Clerk Clinton. Motion carried 5-0.

## **9. Executive Director Report**

In addition to the written report provided in the agenda packet, Director Perkosky reported that the timber harvest in Key Central Forest had experienced about a week of delay due to the heavy rains. The new timeline for park closure and harvest to begin under DNR was approximately January 15 or 16, 2024.

She also reported that Sam Howarth, Parks & Facilities Manager, has taken a new job in Virginia. She thanked him for his service and leadership for the maintenance team. She is looking first for an internal promotional candidate but if that is not possible then outside recruitment will occur.

Director Perkosky responded to questions on hiring.

## **10. Board Committee and Advisory Council Reports**

- a. Land and Improvements Committee – All items covered in the Executive Director Report.
- b. Trail Committee Update – Gateway Park was packed on January 10, 2024 when Edmonds' student league was on-site, including many cars parking in the oversize parking area. Volunteer Park was also filled with Key Peninsula Little League (KPLL) tryouts. There is a Trails Committee Meeting scheduled for March 18, 2024.

## **11. Board President's Report**

None

## **12. Unfinished Business**

None

## **13. New Business**

- a. Approval of Partnership Agreements with Red Barn Youth Center, Farm Tour, and Key Peninsula Historical Society.

Director Perkosky gave a short overview of partnership agreements on the agenda. Red Barn Youth Center Executive Director Kellie Bennett gave a short presentation on usage of the center and benefits received from the partnership funds.

Recommended Action: Approve partnership agreements with the various agencies.

MOTION: Commissioner Robison moved approval of the partnership agreements with Red Barn Youth Center, Farm Tour, and Key Peninsula Historical Society. Seconded by Vice President Michel. Motion carried 5-0.

- b. Acceptance of Donation of Little Library in Volunteer Park from Greenlee Home Inspection/Shelane Greenlee.

Director Perkosky gave an overview of the donation policy and reviewed the proposal from Greenlee Home Inspection. Commissioner Robison commented on how his grandchildren and all children loved the Little Library in Gateway Park and his support for this donation to bring it to other areas of the District.

Recommended Action: Accept the donation of a Little Library by Greenlee Home Inspection to be placed near the playground/picnic shelter area of Volunteer Park.

MOTION: Commissioner Robison moved to accept the donation of the Little Library. Seconded by Clerk Clinton. Motion carried 5-0.

- c. Receive and File Results of 2021-2022 Accountability Audit from State Auditor's Office

Director Perkosky gave an oral report of the exit meeting reviewing the completion of the previous audit finding and the reviewed the exit items presented by the Auditor's Office including the minutes should be approved within 1 month of the original meeting, a recommendation to provide additional information in the minutes of the financial report approval, and that the District's fuel usage was evaluated and while no anomalies were found the District is missing some recommended written procedures. The Director is working on these items.

Commissioner Robison commented that for diesel fuel usage that the District can apply for a tax refund for off-road vehicles.

Staff Recommendation: Receive and file report.

- d. Determine November 2024 Board Meeting Date

Director Perkosky described that the November Board regular meeting was set for November 11, 2024, which is a District holiday. With noticing requirements for budget and levy certification, she and President Parry were seeking input on the revised meeting date.

The Board decided that the meeting will be held on November 12, 2024.

#### **14. Executive Session**

Entered Executive Session at 7:37 PM for Per RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to 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. And per RCW 42.30.110(1)(g) To review the performance of a public employee. Anticipated 20 minutes. Extended for 10 minutes. Extended again for 10 minutes. Returned at 8:17 PM. President Parry announced that Executive Session was concluded and no decisions were made.

Commissioner Robison moved that the Executive Director be authorized to sign the Settlement Agreement with WA Water for the water line easement between the Melcher Property and Gateway Park. Seconded by Clerk Clinton. Commissioner Robison commented that this was necessary to preserve the property rights of the District. Motion carried 5-0.

Commissioner Robison moved to approve the written performance evaluation of the Executive Director. Seconded by President Parry. Motion carried 4-1.

Commissioner Jensen moved to approve a salary increase to step 4 retroactive to the Director's anniversary date of July 27, 2023. Seconded by Commissioner Robison. Motion carried 4-1.

**15. Other Minor Matters**

Commissioner Robison reminded the Board that he will not be present for the March Board of Park Commissioners Meeting. Vice President Michel commented on the Capital Facilities Plan and its role in securing additional Park Impact Fees from Pierce County.

**16. Good of the Order/Comments by Board Members**

Vice President Michel offered feedback to the Director on her performance.

**17, 18. Next Meeting and Adjourn**

Regular Meeting on March 11, 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 8:29 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: Special Meeting, March 25, 2024

Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays:

Absent:

Abstain:



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Kip Clinton, Clerk of the Board