



Key Peninsula Metropolitan Park District (Key Pen Parks)

ADOPTED MINUTES

Board of Park Commissioners

Monday, November 10, 2025 @ 7:00 PM

Meeting Room, Key Peninsula Fire District 16, Station No. 47

1921 Key Peninsula Hwy NW, Home, WA

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

Executive Director Tracey Perkosky called the meeting to order at 7:02 PM.

Present: President Linda Parry (via Zoom), Vice President Ed Robison, Clerk Kip Clinton, Commissioner Shawn Jensen, and Commissioner Mark Michel

4. Meeting Agenda Approval

Vice President Robison called for any changes to the agenda.

MOTION: Clerk Clinton moved approval of the agenda as submitted. Seconded by Commissioner Michel. Motion carried 5-0.

5. Special Presentations

Executive Director Perkosky gave an update on upcoming events.

6. Public Comment

Stan Moffet offered congratulations on the re-election of Commissioners Michel and Parry.

Sami Jensen offered congratulations on the re-election of Commissioners Michel and Parry.

7. Approval of Minutes

a. Special Meeting of October 7, 2025

Recommended Action: Approve Meeting Minutes

MOTION: Commissioner Jensen moved to approve the meeting minutes as submitted. Seconded by Clerk Clinton. Motion carried 5-0.

8. Financial Report

Executive Director Perkosky gave an overview on the new format of the financial report summary and attachments. The October report for First Citizens Payroll Account was missing from the attachments and provided to the Commissioners via email prior to the meeting and during the meeting.

a. August 2025

Staff Recommendation: Approve the August 2025 Financial Report consisting of: Accounts Payable Total \$182,122.88 via EFT of \$2,008.21 and checks of \$180,114.67; Checking Total \$181.23 via EFT; Payroll Total \$74,830.10 via EFT; and Bank Services Fees for all accounts Total \$287.99 via EFT and total revenues of \$51,645.21.

MOTION: Commissioner Jensen moved approval of the August 2025 Financial Report consisting of: Accounts Payable Total \$182,122.88 via EFT of \$2,008.21 and check #'s 3139-3164 totaling \$180,114.67; Checking Total \$181.23 via EFT; Payroll Total \$74,830.10 via EFT; and Bank Services Fees for all accounts Total \$287.99 via EFT and total revenues of \$51,645.21. Seconded by Clerk Clinton. Motion carried 5-0.

b. September 2025

Staff Recommendation: Approve the September 2025 Financial Report consisting of: Accounts Payable Total \$137,774.33 via EFT of \$1,076.23 and checks of \$136,698.10; Payroll Total \$67,735.31 via EFT; and Bank Services Fees for all accounts Total \$280.78 via EFT and total revenues of \$69,706.59.

MOTION: Commissioner Jensen moved approval of the September 2025 Financial Report consisting of: Accounts Payable Total \$137,774.33 via EFT of \$1,076.23 and check #'s 3165-3180 totaling \$136,698.10; Payroll Total \$67,735.31 via EFT; and Bank Services Fees for all accounts Total \$280.78 via EFT and total revenues of \$69,706.59. Seconded by Clerk Clinton. Motion carried 5-0.

c. October 2025

Staff Recommendation: Approve the October 2025 Financial Report consisting of: Accounts Payable Total \$85,851.83 via EFT of \$4,023.53 and checks of \$81,828.30; Payroll Total \$82,536.91 via EFT; and Bank Services Fees for all accounts Total \$198.00 via EFT and total revenues of \$599,522.73.

MOTION: Commissioner Jensen moved to approve the October 2025 Financial Report consisting of: Accounts Payable Total \$85,851.83 via EFT of \$4,023.53 and check #'s 3181-3211 totaling \$81,828.30; Payroll Total \$82,536.91 via EFT; and Bank Services Fees for all accounts Total \$198.00 via EFT and total revenues of \$599,522.73. Seconded by Clerk Clinton. Motion carried 5-0.

9. Executive Director Report

Executive Director Perkosky provided a written report. She responded to questions on the logging and road repair in Key Central Forest, mobile office schedule, the one acre property in Key Center, and volunteers on 360 Trails.

10. Board Committee and Advisory Council Reports

a. Land and Improvements Committee – No meeting.

b. *Trails Committee Update – No meeting.*

11. Unfinished Business

a. *Key Peninsula Sportsmen’s Club and Consideration of Letter of Support to WA State Parks*

Vice President Robison gave an overview of the item and Executive Director Perkosky gave the historical background on the property and recommended letter of support. Commissioners requested additional copies of the letter be mailed to Governor Ferguson, State Senator Krishnadasan, State Representatives Caldier and Richards, Pierce County Executive Mello and Pierce County Council Member for District 7 Robyn Denson.

There were no edits to the draft letter.

Recommended Action: Approve letter of support for WA State Parks to acquire the Key Peninsula Sportsmen’s Club property as a portion of Haley State park.

MOTION: Clerk Clinton moved to authorize the Executive Director to send the letter and copies to support state acquisition of the Key Peninsula Sportsmen’s Club. Seconded by Vice President Robison. Motion carried 5-0.

12. Public Hearing

a. *Second Public Hearing and Resolution R 2025-08 Adoption of 2026 Budget at Fund Level*

Executive Director Perkosky gave an overview of the minor changes made to the proposed 2026 budget including the use of Park Impact Fees.

Vice President Robison opened Public Comment at 7:20 PM

Stan Moffet spoke about Maple Hollow Park’s lack of trash and beach trail maintenance.

Sami Jensen spoke about rising construction costs and status of additional phases at Gateway Park.

Vice President Robinson closed Public Comment at 7:29 PM.

Recommended Action: Adopt Resolution R 2025-08 for the 2026 Operating, Bond and Capital Budgets

MOTION: Commissioner Michel moved to adopt Resolution R 2025-08 Adopting the 2026 Annual Budget at the Fund Level for the Calendar Year 2026. Seconded by Clerk Clinton. Motion carried 5-0.

b. *Public Hearing and Adoption of Resolution R 2025-09 for the Highest Lawful Tax Levy for Collection in Calendar Year 2026*

Executive Director Perkosky gave an overview of the item and the tax levy rate.

Vice President Robison opened Public Comment at 7:31 PM.

There was no public comment.

Vice President Robison closed Public Comment at 7:31 PM.

Commissioner Michel commented that this is a \$10,000 increase overall in collections.

Recommended Action: Adopt Resolution R 2025-09 for the Highest Lawful Tax Levy for Collection in Calendar Year 2026

MOTION: Commissioner Michel moved to adopt Resolution R 2025-09 for the Highest Lawful Tax Levy for Collection in Calendar Year 2026. Seconded by Commissioner Jensen. Motion carried 5-0.

13. New Business

None

14. Other Minor Matters

Commissioner Michel suggested adding Key Pen Parks website information to meeting calendar notice in Key Pen News. He also commented that the oversize parking area in Gateway Park is overtaken by regular size vehicles.

Clerk Clinton gave an update on the upcoming KPAC meeting.

15. Good of Order/Comments by Board Members

Commissioner Jensen requested that the Executive Director performance evaluation be added to a future agenda. He congratulated Commissioners Michel and Parry on their re-election.

Clerk Clinton congratulated Commissioners Michel and Parry on their re-election

Vice President Robison encouraged the community to attend the tree lighting in Key Center on December 7th.

16. Next Regular Meeting on December 8, 2025, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA

17. Adjournment

Adjourn at 7:41 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, December 8, 2025

Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays:

Absent:

Abstain:

Attest:  Clerk

Kip Clinton, Clerk of the Board