



Key Peninsula Metropolitan Park District (Key Pen Parks)

ADOPTED MINUTES

Board of Park Commissioners

Tuesday, October 7, 2025 @ 7:00 PM – Special Meeting
Meeting Room, Key Peninsula Fire District 16, Station No. 45
12310 Wright Bliss Rd NW, Gig Harbor, WA

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

Executive Director Tracey Perkosky called the meeting to order at 7:01 PM.

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

4. Meeting Agenda Approval

This is a special meeting, so no changes to the agenda are permitted.

5. Special Presentations

Executive Director Perkosky gave an update on upcoming events.

6. Public Comment

None

7. Approval of Minutes

a. Regular Meeting of September 8, 2025

Recommended Action: Approve Meeting Minutes

Commissioner Jensen requested that the minutes be amended per the edits supplied via email.

MOTION: Commissioner Jensen moved to approve the minutes as amended. Seconded by Vice President Robison. Motion carried 5-0.

8. Financial Report

Executive Director Perkosky explained that while the information contained in the financial report was accurate, the summary section had errors due to which account the transactions were associated with, with the primary error being a refund through the regular checking account used for deposits. She requested no action be taken on the item, and that it would be brought back during the November Regular Meeting.

9. Executive Director Report

Director Perkosky provided a written report. There were no questions.

10. Board Committee and Advisory Council Reports

- a. *Land and Improvements Committee* – None
- b. *Trails Committee Update* – No meeting. While not part of the Trails Committee, Commissioners Michel and Clinton gave summary of their attendance at ForeverGreen Trails Conference on September 25, 2025.

11. Executive Session – per RCW 42.30.110(1)(g) to Review Performance of a Public Employee
President Parry began an Executive Session per RCW 42.30.110(1)(g) to Review Performance of a Public Employee at 7:16 PM to return at 7:30 PM. Extended at 7:30 PM to 7:45 PM. Extended at 7:45 PM to 7:55 PM. Open Session returned at 7:56 PM. President Parry announced that no decisions were made and no action taken.

12. Unfinished Business

None

13. Public Hearing

- a. *Public Hearing on Adoption of Capital Facilities Plan*

President Parry introduced the item and opened public comment at 7:58 PM. There were no public comments in person or via Zoom. Public comment was closed at 7:59 PM.

Executive Director Perkosky gave an overview of the item and responded to questions concerning user counts for parks, adding to website and sharing with the public.

President Parry continued the Public Hearing to a future meeting.

- b. *Public Hearing on First Draft of 2026 Annual Fund budget*

President Parry introduced the item and opened public comment at 9:12 PM. There were no public comments in person or via Zoom. Public Comment was closed at 9:13 PM.

Executive Director Perkosky gave a presentation outlining the key revenues, expenditures, and goals for 2026. Board directed to bring back a revised master fee schedule at a future meeting. She responded to questions during the presentation.

President Parry continued the public hearing at the next meeting on November 10, 2025.

14. New Business

- a. *Approval of Resolution R 2025-07 to Authorize Executive Director as Signatory for All Business Related to the Merchant Services Account for Credit Card Processing with Persolvent and USA ePay*

Recommended Action: Approve Resolution R 2025-07 to Authorize the Executive Director as Signatory for All Business Related to the Merchant Services Account for Credit Card Processing with Persolvent and USA ePay.

MOTION: Vice President Robison moved approval of Resolution R 2025-07 to Authorize the Executive Director as Signatory for All Business Related to the Merchant Services Account for Credit Card Processing with Persolvent and USA ePay. Seconded by Clerk Clinton. Motion carried 5-0.

15. Other Minor Matters

None

16. Good of Order/Comments by Board Members

Clerk Clinton shared that WA State has a new zone planning map and there are two open positions on the Key Peninsula Advisory Commission (KPAC).

Commissioner Michel shared that the Seattle Mariners won their post season game.

17. Next Regular Meeting on November 10, 2025, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA

18. Adjournment

Adjourn at 9:16 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, November 10, 2025

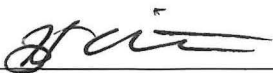
Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays:

Absent:

Abstain:

Attest:



Kip Clinton, Clerk of the Board