



KEY PENINSULA METROPOLITAN PARK DISTRICT  
*D.b.a.* KEY PEN PARKS

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

March 8, 2021

7:30 PM – Regular Meeting

Public Notice: Pursuant to Governor Inslee’s’ Stay Home, Stay Healthy Proclamation 20-25 and the extension of Proclamation 20-28 regarding Open Public Meetings, this Board of Commissioners meeting will be conducted remotely. We encourage the public to participate in the meeting via the Zoom platform:

<https://zoom.us/j/91028367210?pwd=Z0FaVTliZ0RMMmFvNkVub1dtazRPZz09>

Meeting ID: 910 2836 7210

Passcode: 289143

Dial in (253) 215 8782

Members of the Board of Park Commissioners

Ed Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

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Regular Meeting – 7:30 PM

**1. Call to Order**

**2. Roll Call**

	Present	Excused	Comment
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- |    |              |  |  |
|----|--------------|--|--|
| a. | Ed Robison   |  |  |
| b. | Shawn Jensen |  |  |
| c. | Mark Michel  |  |  |
| d. | Kip Clinton  |  |  |
| e. | Linda Parry  |  |  |

**3. Pledge of Allegiance**

**4. Approval of Agenda**

**5. Special Presentations** (none)

**6. Public Comments:** *Limited to 3 minutes per issue per person. Speaker will state name and their address. If providing handouts, need to provide 10 copies for Commissioners and Staff.*

*PUBLIC PARTICIPATION IN BOARD MEETINGS – Anyone may address any resolution for final consideration the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker. Questions must be directed to the President.*

*Under no circumstance shall any person be allowed to address the board on matters in which the District or a District official is a litigant. Speakers are requested to address the board with decorum.*

**7. Approval of the Minutes**

- a. February 8, 2021 Regular Meeting

**8. Financial Report**

- a. February 2021 Financial Report

**9. Executive Director's Report**

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

- a. Land and Improvements Committee
- b. Key Peninsula Park and Recreation Foundation Report
- c. Trail Update
- d. Event Committee

**11. Board President's Report**

**12. Unfinished Business**

**13. New Business**

- a. Resolution Updating Authorization for Individuals with Limited Authority at First Citizens Bank

**14. Other minor matters**

**15. Good of Order/Comments by Board Members**

**16. Next Regular Meeting April 12, 2021**

**17. Adjournment**



Meeting: March 8, 2021

Item # 7a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 8, 2021

Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from Regular Meeting on Monday, February 8, 2021.

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from Regular Meeting on February 8, 2021 (forthcoming)

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

P.O. Box 70, Lakebay, WA. 98349

253-884-9240 and answers@keypenparks.com

**Board Meeting Minutes**

**Monday, February 8, 2021**

*This public meeting was a digital Zoom meeting due to Washington State's COVID-19 "Stay Home, Stay Healthy" mandate.*

**The regular public Zoom meeting was preceded by a 7:02 PM study session.** Executive Director Perkosky presented the Board with several examples of other park districts' policies addressing park system rules. The Board agreed that a policy was needed; Executive Director Perkosky said she will draft a policy based on Board recommendations.

**The regular public Zoom meeting was called to order at 7:32 PM by Executive Director Tracey Perkosky.** She turned the meeting over to Board President Robison after the Pledge of Allegiance and roll call.

**Commissioners Present:** Ed Robison, Shawn Jensen, Mark Michel, Linda Parry and Kip Clinton. Staff present for Key Pen Parks: Executive Director Tracey Perkosky.

**Citizens present via Zoom:** Stan Moffett, Cathy Williams (Key Peninsula Historical Society)

**1. Approval of Agenda:** President Robison asked if there were any additions or corrections to the agenda. Hearing none, the agenda was adopted as written.

**2. Special Presentations:** No special presentations.

**3. Citizen Comments:** Stan Moffett said that he was attending the Zoom meeting.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the January 11, 2021, regular meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The January 2021 BIAS financial balance was \$3,295,101.54. The Zoo/Trek January 2021 deposit was \$16,388.65. Total 2021 Zoo/Trek collections to date were \$16,388.65. The January 2021 Real and Personal Property Tax deposit was \$4,738.29. 2021 Real and Personal Property Tax collections to date were \$4,738.29. BIAS Expenditures for January 2021 were \$62,855.40. President Robison asked if there were any corrections or objections to the January 2021 financial report. Hearing none the financial report was adopted as submitted.

**6. Executive Director's Report:** Executive Director Perkosky reported that the Valentine's Day Craft Drive Through Event is happening on Saturday February 13, 2021, weather depending since snow is projected. She stated that Key Pen Parks has two new maintenance employees; Jose Reyes (full time) and Jake Gleason (part time trail maintenance). The trash dumping at Home Park has been reduced with the restroom locked and the gate closed at dark. She said that staff is concentrating upon updating safety training; first aid training is being addressed first.

**7. Board Committee and Advisory Council Reports:**

- a) **Land and Improvement Committee (Commissioner Robison):** No report.
- b) **Key Peninsula Parks and Recreation Foundation Report (Commissioner Michel):** Executive Director Perkosky represented Key Pen Parks at the Foundation's Zoom meeting; Commissioner Michel was unable to attend. She said the Foundation is now meeting in the evening; Diane Holmes is stepping down for personal reasons; and

there are potentially 2 new members. Treasurer Green is working on the various funds they manage as well as the parameters of each fund. The donation request letter from December generated \$1,900.00; they are discussing a fundraising 5K/10K Run/Walk/Ride (cycle) event in conjunction with Key Pen Parks.

- c) **Trails Committee Report (Commissioner Michel):** Commissioner Michel reported the Trails Committee met on January 15; nine committee members were present. Construction of new trails in 2021 is on hold. A trail volunteer is doing a trail audit; Nick Marvik marked wet spots, puddles and other damaged areas. Volunteers are needed for trail repair work parties. He mentioned that the problem of unauthorized vehicles parking in the trailer parking spots continues and said that Maintenance Supervisor Woodward plans on stenciling the trailer parking area once the weather warms up and the pavement dries out. Executive Director Perkosky said BuDu Cycling held their event and there was some trail damage; she will contact them about it.
- d) **Events Committee (Commissioner Michel):** Commissioner Michel said the Events Committee discussed potential events for 2021. Executive Director Perkosky said any events will be “COVID compatible” under health department guidelines current at the time of the event(s).

**8. Board President’s Report (President Robison):** Board President Robison said it’s starting to look like COVID rules will permit some form of spray park use. There will likely be no May formal opening event with a ribbon cutting. During COVID, spray park access will be timed with a limited number of users at any one time; a temporary fence may be installed to control access.

**9. Unfinished Business: Approval of Resolution R2021-01 Updating the Master Fee**

**Schedule:** Commissioner Jensen said that the Master Fee Schedule/’Tournaments Two-Day Rental (Fields 1, 2; max 33 games)’ should be corrected to read “Resident/Non-Profit \$525 and Non-Resident/For-Profit \$575” and the final sentence of the schedule should read “Key Peninsula Little League Fees are governed by a separate agreement from this fee schedule...”. Commissioner Clinton moved “approval of R2021-01 as amended by edits and corrections”; Commissioner Parry seconded. The motion passed unanimously.

**10. New Business:**

- a) **Review of Partner Accomplishments for 2020—Key Peninsula Historical Society:** Cathy Williams, President of the Key Peninsula Historical Society, presented the report about “Women on the KP” to the Board. She said they divided the time frame into thirds starting in 1881. She described how the exhibits were presented to the public, given mandated COVID regulations. The museum had been open by appointment in 2020 and information was shared digitally. In 2021 they hope to fully open the museum in September and to resume their “living history” program. They will also be working lesson programs to present digitally and in person at the Key Peninsula public schools in 2021.
- b) **Approval of Partnership Agreements with Red Barn Youth Center and Key Peninsula Historical Society:** Executive Director Perkosky said she wanted to recognize the challenging time we are in and wants to encourage both organizations to remain open and continue on beyond COVID. Commissioner Michel moved that we approve the contract for services with Red Barn and Historical Society. Commissioner Jensen seconded the motion with the caveat that these are two separate

contracts; Commissioner Michel amended his motion to reflect the clarification. The amended motion passed unanimously.

- c) **Approval of Key Peninsula Park and Recreation Foundation Agreement:** Executive Director Perkosky said that the agreement is very similar to past agreements with a few changes for staff efficiency; one change is that the Foundation will withhold its 10% fee prior to fund disbursement to Key Pen Parks with a similar change regarding targeted donations. Commissioner Jensen moved that we approve the contract with the KP Foundation. Commissioner Michel seconded the motion. The motion passed unanimously.
- d) **Approval of Resolution R2021-02 Declaration of Surplus Property for Disposition:** Commissioner Parry moved that we adopt Resolution R2021-02 authorizing the Executive Director to dispose of surplus property. Commissioner Clinton seconded the motion. Commissioner Michel asked for clarification that the property is as in Attachment A; Commissioner Parry amended the motion to include Attachment A. The amended motion passed unanimously.
- e) **Approval of 2021 Wage Matrix with CPI Adjustment:** Commissioner Jensen moved that we approve the 2021 Wage Matrix with CPI Adjustment. Commissioner Michel seconded the motion. The motion passed unanimously.

**11. Other minor matters:** Board President Robison said that Executive Director Perkosky mentioned that she wants to take Friday off; he said that, as an “Exempt Employee”, she has control of her own time. Commissioner Jensen thanked Executive Director Perkosky for notifying the Board of her intentions.

**12. Commissioners Comments/Good of the Order:** Commissioner Jensen said he participated in the recent Parks Legislative Day held via Zoom. He reported that the Governor is currently proposing \$100 million in WWRP grant funding in the capital budget for this cycle while the WRPA and WWRP are pushing for \$140 million in funding. He said Senate Bill 5006 and House Bill 1025 propose providing local parks a funding option through a local 0.1% sales tax dedicated to park maintenance should they choose to put it before local voters; this proposed sales tax could be bonded against and would require only a simple majority vote for passage. He also participated in a breakout session after the WRPA/RCO meeting; Hunter George, who is the current interim Executive Director of PenMet Parks participated in the same session and made some complementary statements about Key Pen Parks. Commissioner Michel said that Key Pen Parks staff have done a great job with maintenance given the inclement weather the Key Peninsula had experienced.

**13. Meeting Adjourned:** The public Zoom meeting of February 8, 2021, was adjourned at 8:36 PM. The next regular meeting will be held on Monday, March 8, 2021, at 7:30 PM via Zoom per Governor Inslee’s “Stay Home, Stay Healthy” directive. The regular meeting may be preceded by a 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 Parks’ minutes are not official until approved by the Board of Commissioners.*** Discrepancies in the unofficial minutes may be corrected at the time the Board addresses and approves the minutes.



Meeting: March 8, 2021

Item # 8

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: March 8, 2021

Subject: Approval of Finances

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### Background

This report includes a summary of the financial information from February 2021 for Board approval.

#### February 2021 Financial Report

##### Total expenditures \$50,853.58

- BIAS (Accounts Payable) \$14,431.43      Check #1686 -1697  
Check #1698 – 1700 miss print (void)  
Check# 1701-1705
- BIAS Payroll/Benefits      \$36,342.15      EFT's
- Pierce County Claim      \$ 0.00      EFT's
- Petty Cash      \$0      Cash
- Bank service fees      \$80.00      EFT's

##### Total Revenue \$66,131.77

- BIAS (Other Revenues)      \$2,185.66
- Zoo Trek      \$19,380.79
- Property Tax      \$44,231.95
- Investment      \$197.46
- Leasehold Excise      \$15.22
- Timber Excise Tax      \$0
- Sale of Tax Title Property      \$120.69

Key Peninsula Metro Parks District

**TREASURERS REPORT**  
**Fund Totals**  
 02/01/2021 To: 02/28/2021

Time: 07:52:04 Date: 03/04/2021  
 Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	3,287,645.50	66,131.77	50,853.58	3,302,923.69	6,975.43	0.00	0.00	3,309,899.12
	3,287,645.50	66,131.77	50,853.58	<b>3,302,923.69</b>	6,975.43	0.00	0.00	<b>3,309,899.12</b>



Key Peninsula Metro Parks District

**TREASURERS REPORT**  
**Account Totals**

Time: 07:52:04 Date: 03/04/2021  
 Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	877.48	2,185.66	80.00	2,983.14	0.00	0.00	2,983.14
2 First Citizens Payroll	17,064.90	35,957.13	36,342.15	16,679.88	0.00	0.00	16,679.88
3 Pierce County	3,223,968.51	63,946.11	35,957.13	3,251,957.49	0.00	0.00	3,251,957.49
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	45,561.53	0.00	14,431.43	31,130.10	0.00	6,975.43	38,105.53
<b>Total Cash:</b>	<b>3,287,645.50</b>	<b>102,088.90</b>	<b>86,810.71</b>	<b>3,302,923.69</b>	<b>0.00</b>	<b>6,975.43</b>	<b>3,309,899.12</b>
	3,287,645.50	102,088.90	86,810.71	3,302,923.69	0.00	6,975.43	<b>3,309,899.12</b>

## TREASURERS REPORT Outstanding Vouchers

Key Peninsula Metro Parks District

As Of: 02/28/2021 Date: 03/04/2021  
Time: 07:52:04 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	892	12/21/2020	Claims	5	1655	Veronica L Grandt	212.18	Mileage for September to December 2020
2020	895	12/21/2020	Claims	5	1697	Pierce County	1,885.00	Purchase of parcel # 4585000910
2021	86	02/18/2021	Claims	5	1701	Costco	60.00	Annual membership fee for company card.
2021	87	02/18/2021	Claims	5	1702	Key Peninsula Fire Department	280.00	CPR and First Aid training for 7 employees.
2021	88	02/18/2021	Claims	5	1703	US Bank	4,160.56	Fuel, stamps, rain gear, cleaning supplies, desk chair, portable heater, rotary hammer drill, training, email hosting, wiper motor, items for GW house repair, water test, safety equipment (PPE)
2021	89	02/18/2021	Claims	5	1704	Washington Water Service Company	128.06	Water service fees for Gateway Park.
2021	90	02/18/2021	Claims	5	1705	Wave Broadband	249.63	Phone and internet service fees.
							6,975.43	
			Claims				6,975.43	
			Payroll				0.00	
							6,975.43	
							6,975.43	

Fund 001 General Fund

	Claims	Payroll	Total
	6,975.43	0.00	6,975.43
	6,975.43	0.00	6,975.43

**TREASURERS REPORT**  
**Signature Page**

02/01/2021 To: 02/28/2021

Time: 07:52:04 Date: 03/04/2021  
Page: 4

We the undersigned officer for the Key Peninsula Metropolitan Park District, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Commissioner / Date Office Manager/Bookkeeper / Date



**RECEIPT REGISTER**

Key Peninsula Metro Parks District

Time: 07:55:21

Date: 03/04/2021

02/01/2021 To: 02/28/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
68	02/04/2021	Tr Rec	1292	1031	1	Kyle Armstrong	312.86	Taylor Bay Caretaker Rent \$100.00, Utilities 200.00 And Lease Hold Tax \$12.86 For February 2021
69	02/04/2021	Tr Rec	1293	1032	1	Tracey L Perkosky	1,326.02	Gateway Caretaker Rent \$950.00, Utilities 254.04 And Lease Hold Tax \$121.98For February 2021
70	02/04/2021	Tr Rec	1294	1033	1	The Snack Shack	340.00	Concession Building Rent \$200.00, Utilities 140.00 For February 2021
71	02/04/2021	Tr Rec	1295	1034	1	US Bank	206.78	US Bank NASPO Quarterly Contract Payment.
360 Long Terms							2,185.66	
001 General Fund							2,185.66	
							<b>2,185.66</b>	

## Feburary 2021 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

13:25:06 Date: 03/03/2021

02/01/2021 To: 02/28/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Employee Paycheck	49	02/10/2021	Payroll	2	1,678.74	
EFT Employee Paycheck	50	02/10/2021	Payroll	2	118.21	
EFT Employee Paycheck	51	02/10/2021	Payroll	2	956.89	
EFT Employee Paycheck	52	02/10/2021	Payroll	2	1,296.18	
EFT Employee Paycheck	53	02/10/2021	Payroll	2	118.21	
EFT Employee Paycheck	54	02/10/2021	Payroll	2	118.21	
EFT Employee Paycheck	55	02/10/2021	Payroll	2	2,511.81	
EFT Employee Paycheck	56	02/10/2021	Payroll	2	990.71	
EFT Employee Paycheck	57	02/10/2021	Payroll	2	1,617.10	
EFT Employee Paycheck	58	02/10/2021	Payroll	2	2,142.91	
EFT EFTPS	100	02/10/2021	Payroll	2	3,623.12	
EFT WA State Department of Retiremen	85	02/17/2021	Payroll	2	5,778.18	
EFT EFTPS	101	02/24/2021	Payroll	2	3,617.59	
EFT United Concordia	102	02/24/2021	Payroll	2	399.80	
EFT WA State Depart. of Licensing	103	02/24/2021	Claims	2	26.00	Driving records for 2 new employees.
EFT Employee Paycheck	91	02/25/2021	Payroll	2	1,853.60	
EFT Employee Paycheck	92	02/25/2021	Payroll	2	1,062.36	
EFT Employee Paycheck	93	02/25/2021	Payroll	2	1,361.52	
EFT Employee Paycheck	94	02/25/2021	Payroll	2	2,511.81	
EFT Employee Paycheck	95	02/25/2021	Payroll	2	912.37	
EFT Employee Paycheck	96	02/25/2021	Payroll	2	1,503.89	
EFT Employee Paycheck	97	02/25/2021	Payroll	2	2,142.92	
EFT WA State Department of Retiremen	106	02/26/2021	Claims	2	0.02	Rounding adjustment for Retirement
Total Checks:					36,342.15	

## February 2021 AP Expenditures

Key Peninsula Metro Parks District

Time:

07:53:34 Date: 03/04/2021

02/01/2021 To: 02/28/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	107	02/25/2021	Claims	5	345.78	4th Quarter Lease hold tax for Snack Shack and Caretakers.
210202001 CHS Northwest	74	02/10/2021	Claims	5	508.66	Propane gas tank filled at Taylor Bay.
210202002 Capitol Lumber	75	02/10/2021	Claims	5	189.34	Exterior flood light bulbs and door hardware for Gateway Barn, Barn doors, keys,drill bits, trash can for KCF dog waste.
210202003 Cooper Mechanical LLC	76	02/10/2021	Claims	5	1,432.19	Replacement of vent motor over stove in concession building.
210202004 Hemley's Handy Kans	77	02/10/2021	Claims	5	155.00	Rental of portable toilet for 360 trails and Key Central Forest.
210202005 Madrona Law Group PLLC	78	02/10/2021	Claims	5	207.00	Email and conference relating to water line issues.
210202006 Murreys Disposal Company	79	02/10/2021	Claims	5	369.18	Trash pickup service for Gateway Park and Volunteer Park.
210202007 Peninsula Light Company	80	02/10/2021	Claims	5	987.69	Electric service fees for Volunteer Park, Home Park, and Taylor Bay.
210202008 Rooftop Services LLC	81	02/10/2021	Claims	5	749.91	Rooftop and gutter cleaning at Gateway caretaker house.
210202009 South Sound Sweeps, INC	82	02/10/2021	Claims	5	681.27	Fireplace inspections and cleaning at Gateway Caretaker house and inspection of Taylor bay caretakers fireplace.
210202010 Verizon Wireless	83	02/10/2021	Claims	5	208.86	Cell phone service fees
210203001 PEBB Health Insurance	84	02/10/2021	Payroll	5	3,718.30	Pay Cycle(s) 01/01/2021 To 01/31/2021 - PEBB Health Insurance
210205001 Costco	86	02/18/2021	Claims	5	60.00	Annual membership fee for company card.
210205002 Key Peninsula Fire Department	87	02/18/2021	Claims	5	280.00	CPR and First Aid training for 7 employees.
210205003 US Bank	88	02/18/2021	Claims	5	4,160.56	Fuel, stamps, rain gear, cleaning supplies, desk chair, portable heater, rotary hammer drill, training, email hosting, wiper motor, items for GW house repair, water test, safety equipment (PPE)
210205004 Washington Water Service Company	89	02/18/2021	Claims	5	128.06	Water service fees for Gateway Park.
210205005 Wave Broadband	90	02/18/2021	Claims	5	249.63	Phone and internet service fees.
Total Checks:						<u>14,431.43</u>

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

02/01/2021 To: 02/28/2021

Time: 07:57:02 Date: 03/04/2021

Page: 1

Trans Date Redeemed Acct # Chk # Type InterFund # Vendor Receipt #

Amount Memo

Fund	Date	Redeemed	Acct #	Chk #	Type	InterFund #	Vendor	Amount	Memo
104	02/26/2021	102/28/2021	1		Ser Chge		001 General Fund	75.00	<b>Bank service fees</b>
		576 80 49 003						75.00	Bank service fees
105	02/26/2021	102/28/2021	1		Ser Chge		001 General Fund	5.00	<b>Credit card processing bank service fees</b>
		576 80 49 003						5.00	Credit card processing bank service fees

Records Printed: 2

Adjustments:

Beginning Balance: 0.00

Revenues: 0.00

Warrant Expenditures: 0.00

Non Warrant Expenditures: 80.00

Interfund Transfers: 0.00

Redemptions: 0.00

Deposits: 0.00

Withdrawals: 0.00

Stop Payments: 0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund	0.00	0.00	0.00	0.00	80.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	80.00	0.00	0.00	0.00





Regular Meeting: March 8, 2021

Item # 10

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: March 8, 2021  
Subject: Executive Director Report

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February snow brought over 12 inches of snow to our parks! We were unable to clear the snow from parking lots on Saturday and Sunday. By Monday, the rains and warmer temperatures helped in some clearing. Staff was able to clear Gateway Park on Monday morning and Volunteer Park on Tuesday. I received a number of calls inquiring why the parking lots were closed (not cleared) so this is a topic that we will work on for next winter. I attempted to post updates to Facebook and the website but was not successful with Facebook as I was posting to the wrong area. This has been fixed and I am now able to post in the proper section.

The move to Phase 2 for Healthy Washington has brought a welcome bit of activity to the parks as well as a few challenges. Under our guidance, when events are ongoing additional restroom support is needed so that high touch surfaces can be disinfected after every user. This is the main hurdle, beyond table set-up, for rentals of the pavilions/shelters. For youth sports and other contracted events, the contractor is required to provide portable toilets and is responsible for meeting all Covid/Healthy Washington guidelines.

There is no definitive guidance on stand alone spray parks but it is underway in Olympia. Currently, the parks fall under pools so it will require appointments, social distancing, masks, and limited capacity. Planning is underway to have the splash pad open this summer.

In the past month, Key Pen Parks hosted the re-scheduled-due-to-snow Drive Through Valentine's Craft in partnership with Two Waters Arts Alliance. There were about 10 cars which came through and then bags were handled out to families who were attending the Little League try-outs that same day. The remaining bags were given out through Food Backpacks 4 Kids. We collected about two dozen fruit cups for Food Backpacks 4 Kids as well. We are so appreciative of the partnership with Two Waters Arts Alliance and know based on previous drive through events that this would have had lines of folks but the snow definitely put a damper on the rescheduled event. We are looking forward to working with Two Waters Arts Alliance on another project in the future.

Under Phase 2, all of our upcoming events will be timed entry and limited to 200 participants and spectators.

Upcoming Key Pen Park events:

- Egg Hunt for Kids in partnership with Gig Harbor Kiwanis is March 27
- Good Karma Mountain Bike Ride is April 17
- Pop-Up Story Walk at Gateway Park in partnership with Pierce County Library is April 15- May 15th



Contracted events:

- Peninsula High School Cross Country practices Tues/Thurs through March 18
- Peninsula High School Cross Country Meet is March 13
- BuDu Mountain Bike Race is April 1
- Key Peninsula Little League at Volunteer Park beginning March 8

Interviews are being scheduled for the new Volunteer & Office Coordinator position in the Admin Office. We received over 30 applications from candidates. The admin team met to discuss the review process and has decided on a phone screen, then Zoom interview with a few finalists then invited in for a socially distanced final interview outdoors in one of our parks. The current plan is to have interviews wrapped up by mid-March and the new hire on board in early April. This position is half volunteer recruitment and retention and half office support primarily for records retention, AP/payroll support for internal controls, and limited special event support.

Home Park has seen sporadic illegal dumping, but we are working to keep all areas open as much as possible. One change to Home Park is that we now close the parking lot and lock the restrooms when the park is closed from dusk to 7:00 AM. Last week there was evidence of drug activity (broken glass pipe) and someone removed an electrical cover, likely to look for copper wire. However, nothing was amiss. On March 1<sup>st</sup> the gates to Taylor Bay and Maple Hollow are now open. There is also a porta-potty at Taylor Bay.

At Gateway Park near the main trailhead, park users may have seen water appearing to come out of an electrical box. The box had been shut off and it was recently covered to avoid public concerns. After multiple attempts by staff to determine the cause, an electrician was brought in for additional assistance. There is water in the underground conduit, which is common. The wires are rated to be in water and can handle it. Once the weather dries out a bit, the underground water table is high in that location, staff will blow out the water and add some caulk to try and avoid the water coming out from the electrical box.

Our required annual financial report is underway, with a preliminary review and possible adoption set for the April Park Board Meeting. The report is due to the State Auditor's Office by May 28<sup>th</sup>.

Maintenance is focused on the ball fields at Volunteer Park and preparing for "mow season" when the grass grows fast. The recent winds brought down a few trees, but nothing like earlier in January. A biologist from WA Department of Fish and Wildlife came out to look at the erosion near the foot bridge and beaver pond. He recommended a pond leveler to help keep quality beaver, bird, fish (and more!) habitat. The pond is also prime for coho, so any work will need to be done in the fish window. Staff has reached out to Beavers Northwest for some technical assistance. Permits will be required to complete the work which is essentially cutting a slice in the smaller, newer dam adding in some piping so that water flows to relieve potential flooding but keeps the pond level high enough to support the beavers. The two beaver dams will help with if the larger one breaks a bit.

For the past few weeks, since the new FT Maintenance Assistant and PT Trails & Restoration Worker have come on board, all staff has been working on a formal on-boarding process with formal training schedules, required videos on safety and workplace training and more. This has been a positive shift in the way we bring new people into the team and ensure that they receive the training that they need.



Meeting: March 8, 2021

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: March 8, 2021

Subject: Resolution R2021-03 Authorizing Individuals with Limited Authority for First Citizens Bank

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**Background**

Key Pen Parks has three banking accounts at First Citizens Bank in Gig Harbor. These are the payroll account, accounts payable and a deposit account for large checks and/or fund transfers. Under current banking documents a minimum of two Commissioners may make changes to the accounts such as opening, closing or changing account authority. The Commissioners also have signing authority.

This resolution will update the individuals with limited authority to ask questions, get bank statements for reconciliation, set-up meetings with bank officials, etc. Previously Scott Gallacher and Laura Armstrong had limited authority access. This will update Laura Armstrong's title to Fiscal Specialist and add Tracey Perkosky, Executive Director. It will also remove Mr. Gallacher.

While a resolution is not required, it is a good public administration practice for transparency as well as to get the approval of a majority of the Park Commissioners.

**Recommended Action:** Approve Resolution R2021-03 Authorizing Individuals with Limited Authority for First Citizens Bank.

Attachment 1: Resolution R2021-03 Authorizing Individuals with Limited Authority for First Citizens Bank

Attachment 2: Addendum to Account Signature Card for First Citizens Bank

Key Peninsula Metropolitan Park District  
Dba Key Pen Parks



**Resolution No R 2021-03**

**A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT TO AUTHORIZE INDIVIDUALS WITH LIMITED AUTHORITY AT FIRST CITIZENS BANK**

**WHEREAS** the Park Commissioners retain full authority and signature over the banking accounts held at First Citizens Bank; and

**WHEREAS** the Executive Director is responsible for the effective and efficient operations of Key Pen Parks; and

**WHEREAS** Limited authority to ask questions and receive basic documentation from First Citizens Bank supports the continued operations of Key Pen Parks; and

**WHEREAS** the Executive Director desires that she and her designee, the Fiscal Specialist, to have Limited Authority Access; and

**WHEREAS** an update is needed for names of the Executive Director (Tracey Perkosky) and Fiscal Specialist (Laura Armstrong); and,

**WHEREAS** all other individuals are removed from Limited Authority access.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Park Commissioners of Key Pen Parks that Tracey Perkosky, Executive Director and Laura Armstrong, Fiscal Specialist, be granted Limited Authority to access Key Pen Parks' banking accounts at First Citizens Bank and all other names are removed.

**PASSED AND ADOPTED** by Board of Park Commissioners of Key Pen Parks at a Regular Meeting held via Zoom due to the Covid-19 public health restrictions held this 8<sup>th</sup> day of March 2021.

Attest:

Key Pen Parks  
Board of Park Commissioners  
Pierce County, Washington

\_\_\_\_\_  
Edward Robison, President

\_\_\_\_\_  
Shawn Jensen, Vice-President

\_\_\_\_\_  
Kip Clinton, Clerk

\_\_\_\_\_  
Mark Michel, Member-at-Large

\_\_\_\_\_  
Linda Parry, Member-at-Large



TIN #: 51-0523520

Acct #: XXXXXXXXXX 347

**ADDENDUM TO ACCOUNT SIGNATURE CARD - BUSINESS  
To Authorize Individuals with Limited Authority**

Account Name: KEY PENINSULA METRO PARK DISTRICT Account Type: DDA-CHECKING

Date of Most Recent Signature Card: 1/14/2020 Addendum Date: \_\_\_\_\_

This Addendum to Account Signature Card-Business (the "Addendum") grants the individuals listed below ("Individuals with Limited Authority") authority to receive information about the above-referenced account (the "Account") and provide certain directions to the Bank concerning the Account. This Addendum does not replace or modify the current signature card on file for the Account or any Supplement to Account Signature Card-Business adding additional Authorized Signers. It does, however, supersede any previous Addendum granting limited authority to any individual with respect to the Account.

Authorized Signers on the Account who wish to delete any or all Individuals with Limited Authority designated on this Addendum or add other Individuals with Limited Authority must execute a new Addendum to Account Signature Card-Business as new Addenda supersede old. To delete all Individuals with Limited Authority authorized on a previous Addendum, execute a new Addendum and type "None" in the Name section.

**Limited Authority Granted.** The individuals specified below are granted only limited authority as follows:

- To receive information, bank records and/or any other documentation, either verbally or in written form, including but not limited to letters, memos, statements, screen prints, and copies of items, on any and all matters regarding or related to the Account.
- To authorize/approve corrections on Account over-the-counter deposit discrepancies, including directing the disposition of excess cash.

Name (typed or printed)	Signature
<u>TRACEY PERKOSKY</u>	_____
<u>LAURA ARMSTRONG</u>	_____
_____	_____
_____	_____

**Authority to Grant Limited Authority on Account – Account Owner/Signer.** The individual who signs below is duly authorized on the accountholder's Corporate Resolution or Declaration of Unincorporated Business to delegate limited authority on the Account. He or she hereby grants the limited authority specified above to the individual(s) listed. The Bank is not responsible if an Individual with Limited Authority exceeds his or her authority as herein granted.

ED ROBISON  
Authorized Signer Name (typed or printed) Signature

<b>For Bank Use Only:</b>		
<u>Jennifer Thorne</u> <small>Name of Associate Submitting Document</small>	<u>LIU29</u> <small>Employee ID #</small>	<u>186</u> <small>Br. #</small>
<small>Send completed, executed Addendum to Central Imaging DAC18.</small>		

TIN #: 51-0523520

Acct #: [REDACTED] 2924

**ADDENDUM TO ACCOUNT SIGNATURE CARD - BUSINESS  
To Authorize Individuals with Limited Authority**

Account Name: KEY PENINSULA METRO PARK DISTRICT Account Type: DDA-CHECKING

Date of Most Recent Signature Card: 1/14/2020 Addendum Date: \_\_\_\_\_

This Addendum to Account Signature Card-Business (the "Addendum") grants the individuals listed below ("Individuals with Limited Authority") authority to receive information about the above-referenced account (the "Account") and provide certain directions to the Bank concerning the Account. This Addendum does not replace or modify the current signature card on file for the Account or any Supplement to Account Signature Card-Business adding additional Authorized Signers. It does, however, supersede any previous Addendum granting limited authority to any individual with respect to the Account.

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- To authorize/approve corrections on Account over-the-counter deposit discrepancies, including directing the disposition of excess cash.

Name (typed or printed)	Signature
<u>TRACEY PERKOSKY</u>	_____
<u>LAURA ARMSTRONG</u>	_____
_____	_____
_____	_____

**Authority to Grant Limited Authority on Account – Account Owner/Signer.** The individual who signs below is duly authorized on the accountholder's Corporate Resolution or Declaration of Unincorporated Business to delegate limited authority on the Account. He or she hereby grants the limited authority specified above to the individual(s) listed. The Bank is not responsible if an Individual with Limited Authority exceeds his or her authority as herein granted.

ED ROBISON  
Authorized Signer Name (typed or printed) \_\_\_\_\_ Signature \_\_\_\_\_

<b>For Bank Use Only:</b>		
<u>Jennifer Throop</u> <small>Name of Associate Submitting Document</small>	<u>LIU29</u> <small>Employee ID #</small>	<u>186</u> <small>Br. #</small>
<small>Send completed, executed Addendum to Central Imaging DAC18.</small>		