



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

### **ADOPTED MINUTES**

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

**Monday, September 9, 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

#### **4. Meeting Agenda Approval**

President Parry asked for changes to the agenda.

MOTION: Clerk Clinton made a motion to approve the agenda as submitted. Seconded by Commissioner Jensen. Motion carried 5-0.

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

Director Perkosky gave a short presentation on upcoming events and outreach opportunities

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

Sami Jensen commented on the upcoming Fire District Town Hall and also stated that the Commissioners should listen to what others are saying and that it can be hard for the public to hear the current discussion with side bar discussions.

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

a. Regular Meeting minutes of August 12, 2024

Recommended Action: Approve amended meeting minutes.

Director Perkosky read recommended amendments submitted by Commissioner Jensen. These were accepted.

MOTION: Commissioner Jensen made a motion to approve the amended August 12, 2024, meeting minutes. Seconded by Vice President Michel. Motion carried 5-0.

b. Special Meeting August 2024 Meeting Minutes.

Director Perkosky read recommended amendments submitted by Commissioner Jensen. These were accepted.

Recommended Action: Approve amended special meeting minutes.

MOTION: Clerk Clinton made a motion to approve the amended August 26, 2024, meeting minutes. Seconded by Commissioner Jensen. Motion carried 5-0.

## **8. Financial Report**

### **a. July 2024 Financial Report.**

The report was submitted as written. Vice President Michel asked questions about payments to Rock Project Management and Jones and Jones Architects.

Recommended Action: Approve the July 2024 Financial Report

MOTION: Commissioner Jensen made a motion to approve the financial report for July 2024 from 07/01/2024 through 07/31/2024: Accounts payable check numbers 2800 through 2825 Total: \$118,019.39, Payroll ACH Total: \$86,769.91 Bank Service Fees via Electronic Payments Total: \$178.52. Seconded by Clerk Clinton. Motion carried 5-0.

### **b. August 2024 Financial Report.**

Recommended Action: Approve the August 2024 Financial Report.

MOTION: President Parry made a motion to approve the financial report for August 2024 from 08/01/2024 through 08/31/2024: Accounts payable check numbers 2826 through 2850 Total: \$48,816.57, Payroll ACH Total: \$73,426.97 Bank Service Fees via Electronic Payments Total: \$140.25. Seconded by Clerk Clinton. Motion carried 5-0.

## **9. Executive Director Report**

Director Perkosky supplemented her written report by discussing the survey for the Capital Facilities Plan. Commissioner Jensen asked questions on the timeline for the community survey. Director Perkosky responded that it will be available to the public through October 27<sup>th</sup> with information on website, signage, newsletter, social media, IGA pop-up, and possible speaking engagements.

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

- a. Land and Improvements Committee -- Commissioner Robison reported that his research on the demolition of the Gateway Park Caretaker house would cost between \$25,000 to \$40,000.
- b. Trail Committee Update – There is an upcoming meeting of the Committee on September 16. Vice President Michel commented that he is seeing more walkers on the trails which is great to see and that he recently visited some nice trails in Wenatchee.

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

None

## **12. Unfinished Business**

### **a) Resolution R2024-07 Fiscal Reserve Policy**

Director Perkosky gave an overview of the proposed policy. Discussion occurred on adding funds to the land acquisition amounts and the unrestricted capital reserve. These amounts were amended to \$50,000 annually to a maximum of \$500,000 for the unrestricted capital reserve and \$200,000 annually to the maximum of \$500,000. The maximum amounts will be implemented for 2025 since the Fund Balance is available.

Discussion also occurred on how to access these funds if needed. Director Perkosky stated that the policy allows for a majority vote of the Board to release the funds. She also responded to questions on adding smaller amounts of funds per year to reach desired limits.

Recommended Action: Approve Resolution R2024-07 Fiscal Reserve Policy.

MOTION: Commissioner Jensen moved to approve Resolution R2024-07 the Fiscal Reserve Policy as amended. Seconded by Commissioner Robison. Motion carried 5-0.

## **13. New Business - none**

## **14. Other minor matters**

Vice President Michel asked questions on the 2024 Goals sheet including more information on the Engineered Wood Fiber (EWF) on the playgrounds and for more information on the Skate Park Fence project.

Commissioner Robison asked about Key Pen Parks participating in the Key Pen It Merry event in December.

Clerk Clinton reminded everyone that the Farm Tour was the last weekend in September and that on September 26<sup>th</sup> KPAC is meeting in the Whitmore Room at the Civic Center with a topic "to be determined" (TBD).

Commissioner Jensen reminded everyone about the Fire District Town Hall on Saturday, September 14th from 6 to 8 PM at the Civic Center.

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

None

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

Regular Meeting on October 14th, 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, October 14, 2024

Ayes: Parry, Jensen, Michel, Robison, Clinton

Nays:

Absent:

Abstain:



Kip Clinton, Clerk of the Board