Key Peninsula Metropolitan Park District (Key Pen Parks)

ADOPTED MINUTES
Board of Park Commissioners
Monday, September 14, 2026 @ 7:00 PM
Community 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 7:00 PM.

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

4. Approval of Agenda

Clerk Clinton moved for approval of the agenda as submitted. Seconded by Commissioner Jensen. Motion carried 5-0.

5. Public Comments

Rob Wenman talked about regional trails, the Cushman Trail and trail elements.

6. Approval of the Minutes

a. Regular Meeting, August 10, 2026

Recommended Action: Approve meeting minutes.

MOTION: Commissioner Jensen moved for approval of the minutes. Seconded by Clerk Clinton. Motion carried 5-0.

7. Financial Report

a. August 2026 Financial Report

Written report provided in packet. Executive Director Perkosky explained error but that the totals remained the same as the report.

Staff Recommendation: Approve the August 2026 Financial Report consisting of: Accounts Payable Total $26,974.80 via EFT of $1,722.03 and checks 3417 – 3435 of $25,252.77; Payroll Total $112,419.74 via EFT of $95,743.31 and check 007 of $16,676.43; Bank Services Fees Total $152.70 via EFT and total revenues of $55,022.62.

MOTION: Commissioner Jensen moved to approve the August 2026 Financial Report consisting of: Accounts Payable Total $26,974.80 via EFT of $1,722.03 and checks 3417 – 3435 of $25,252.77; Payroll Total $112,419.74 via EFT of $95,743.31 and check 007 of $16,676.43; Bank Services Fees Total $152.70 via EFT and total revenues of $55,022.62. Seconded by Clerk Clinton. Motion carried 5-0.

8. Executive Director's Report

Executive Director Perkosky provided a written report. Executive Director Perkosky gave additional details on the proposed swim lessons partnership with Peninsula School District (PSD). She responded to questions on the pools/swim lessons, trail signage for Key Central Forest, and the mobile office.

9. Board Committee and Advisory Council Reports

a. *Land and Improvements Committee* – No meeting.
b. *Trails Committee Update* – No meeting.

10. Unfinished Business

a. *Authorize the Executive Director to Execute a Professional Services Agreement with SCJ Alliance Consulting Services in an Amount Not to Exceed $150,000 for the Gateway Park Master Plan Update*

Discussion occurred on proposal review, project start date, and monthly billing permitted in contract template.

Recommended Action: Authorize the Executive Director to Execute a Professional Services Agreement with SCJ Alliance in an Amount Not to Exceed $150,000 for the Gateway Park Master Plan Update.

MOTION: Commissioner Jensen moved for approval. Seconded by President Parry. Motion carried 4-0-1. Vice President Robison abstained.

11. New Business

a. *Authorize the Volunteer and Outreach Manager for Out-of-State Travel to Replace Executive Director*

Vice President Robison clarified that this item was for the Volunteer and Outreach Manager to attend the out of state conference in lieu of the previously approved Executive Director.

Recommended Action: Approve out-of-state travel for Volunteer and Outreach Manager Benner to attend the NRPA Annual Conference in Philadelphia, PA, in September/October 2026 in lieu of Executive Director Perkosky.

MOTION: Vice President Robison moved for approval. Seconded by Clerk Clinton. Motion carried 5-0.

b. Direction on Land and Improvements Committee

Executive Director Perkosky gave an overview of the item. Vice President Robison provided historical context on his role in the Land and Improvements Committee, there were no formal meetings or minutes. Clerk Clinton commented that she supports different structure for committees with a general advisory board and open process of appointing members. Commissioner Michel stated he thinks a written policy is helpful.

Recommended Action: Provide direction on Land and Improvements Committee.

Direction: Return at a future meeting with proposed descriptions for Land and Improvements Committee, Advisory Committee, and Human Resources Committee for review and comment.

12. 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(l)(g) to Review Performance of a Public Employee at 7:45 PM to return at 8:15 PM, with a 30-minute session. Open session returned at 8:15 PM. President Parry announced that no decisions were made and no action taken.

13. Other Minor Matters
Commissioner Jensen moved to approve the meets expectations annual review of the Executive Director and to move her pay to the next step. Seconded by Clerk Clinton. There was no discussion. Motion carried 3-2.

14. Good of Order/Comments by Board Members
Clerk Clinton shared there will be a Key Peninsula Advisory Commission (KPAC) meeting this week on mini storage and information from the hearing examiner.

15. Next Regular Meeting on October 12, 2026, at Station 47, Community Room, 1921 Key Peninsula Hwy NW, Home, WA

16. Adjournment

Adjourn at 8:17 PM.

Respectfully submitted by Executive Director Perkosky, prepared with assistance from Executive Assistant Holman.

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 12, 2026

Ayes: Parry, Jensen, Michel, Clinton Nays: Absent: Robison Abstain:

Attest: _____ Clerk

Kip Clinton, Clerk of the Board