



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

Regular Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

May 13, 2024

7:00 PM – Regular Meeting

Community Room, Key Peninsula Fire District 16 – Station 47 (Home)
1921 Key Peninsula Hwy, NW, Home, WA

Public Comment is available in person or via Zoom by calling (253) 215-8782 with
Meeting ID: 843 0887 3041 Passcode: 335697

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/84308873041?pwd=8KaWFzZyokvdbyhF33GXDlusJQoMMm.1>

Members of the Board of Park Commissioners

Linda Parry, President

Mark Michel, Vice President
Kip Clinton, Clerk

Shawn Jensen, Member-at-Large
Ed Robison, Member-at-Large

Regular Meeting – 7:00 PM

1. Call to Order

2. Roll Call

Present Excused Comment

- Position 1 - Linda Parry
- Position 2 - Shawn Jensen
- Position 3 - Mark Michel
- Position 4 – Ed Robison
- Position 5 – Kip Clinton

3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations

- a. Upcoming Outreach & Events, Trielle Alstead
- b. Summer Farm Tour, Leona Lisa

6. Public Comments: *Limited to 3 minutes 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 – During a Special Meeting public comments are limited to items on the agenda only.

During a Regular meeting 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.

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. Regular Meeting, April 8, 2024

8. Financial Report

- a. March 2024 and April 2024 Financial Report

Total expenditures \$246,343.72

- Accounts Payable \$120,743.62 -\$177.39 stop check #2670 (lost in mail)
- First Citizens \$0
- Payroll/Benefits \$125,452.01
- Pierce County Claim \$
- Bank service fees \$325.48

Total Revenue \$756,506.97

- Other Revenues \$22,230.66
- Zoo Trek \$41,997.49
- Property Tax \$672,611.61
- Investment \$19,667.21
- Leasehold Excise \$0
- Timber Excise Tax \$0
- Sale of Tax Title Property \$0

9. Executive Director’s Report

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee

- b. Trail Committee

11. Board President's Report

12. Unfinished Business

- a. None

13. New Business

- a. Authorize the Executive Director to Accept and Execute the Life Estate/Land Donation Agreement
- b. Authorize Executive Director to Execute Professional Services Agreement with Rock Project Management for Project Manager Services in the Amount of \$53,265

14. Executive Session

- a. Per RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

15. Other minor matters

16. Good of Order/Comments by Board Members

17. Next Regular Meeting June 10, 2024, at Station 47, Community Room, 1921 Key Peninsula Hwy, NW, Home, WA

18. Adjournment



Upcoming Events

- ③ **Family Time Tea - Registration Open!**
11am-1pm, May 18, KP Civic Center
- ③ **Dog Park Day**
10am, May 29, Gateway Dog Park
- ③ **Summer Solstice Gnome Hunt**
Launches June 21
- ③ **20th Anniversary Celebration**
3pm-7pm, June 22, Gateway Park



Outreach

- ③ **Crafternoon with The Mustard Seed Project**
2pm, June 6, Crandall Center (gnome craft)



Meeting: May 13, 2024

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: May 13, 2024

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meeting on April 8, 2024.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the Regular Meeting, April 8, 2024.



Key Peninsula Metropolitan Park District (Key Pen Parks)

DRAFT - MINUTES

Board of Park Commissioners

Monday, April 8, 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

Absent & Excused: None

4. Meeting Agenda Approval

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

5. Special Presentations

Outreach and Community Events Coordinator Alstead gave a short presentation on upcoming events and outreach opportunities for the community.

6. Public Comment

None

7. Approval of Minutes

Special Meeting minutes of March 25, 2024

Recommended Action: Approve meeting minutes.

Discussion occurred on a correction to the spelling of “Van Der Voorn” and clarification on Other Minor Matters to read “Commissioners required financial affairs reports are due to the Public Disclosure Commission...”

MOTION: Vice President Michel moved approval of minutes as revised. Seconded by Commissioner Jensen. Motion carried 5-0.

8. Financial Report

No financial report is available this month due to the timing of the Board Meeting and the closure of the accounting month by Pierce County. The March report will be presented at the May Board of Park Commissioners meeting.

9. Executive Director Report

In addition to the written report provided in the agenda packet, Director Perkosky provided an update on the Key Central Forest timber harvest by the Department of Natural Resources (DNR) and the hiring of Ron Martinez as Parks and Facilities Manager.

Director Perkosky responded to questions on Key Central Forest.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – None

- b. Trail Committee Update – Evergreen Mountain Bike Alliance (EMBA) is working hard on the mountain bike trails as listed in their contract. The Washington Student Cycling League (WSCL) will have a multi-day event on May 17, 18, and 19, 2024 at Gateway Park and 360 Trails.

11. Board President's Report

President Parry gave an update on the Human Resources Committee, employee handbook and Human Resources Policy.

12. Unfinished Business

- a. Adopt Resolution R 2024-01 Amending Park and Facility Naming Policy and Rescind Resolution R 2012-07.

Recommended Action: Rescind Resolution R 2012-07 Park and Facility Naming Policy and Adopt Resolution R 2024-01 Park and Facility Naming Policy (Amended 2024)

Discussion on adding in the section number of the change into the resolution, which was section 1.2.6. A revised resolution was available for review.

MOTION: Commissioner Jensen moved approval of revised resolution. Clerk Clinton seconded. Motion carried 5-0.

13. New Business

- a. Resolution R 2024-02 Approval of Human Resource Policy and Resolution R 2024-03 Whistleblower Policy

Director Perkosky gave a brief overview of the creation of the Human Resource Policy and Whistleblower Policy, the role of Compensation Connections, and the Human Resources (HR) Committee. Committee Members Parry and Jensen commented. Compensation Connections consultants Jo Lingenfelter and Shannon Drohman provided comments.

Director Perkosky and Consultant Lingenfelter responded to questions.

Recommended Action: Adopt Resolution R 2024-02 Human Resources Policy and R 2024-03 Whistleblower Policy

MOTION #1: Clerk Clinton moves approval of Resolution R 2024-02 Human Resource Policy. Seconded by Commissioner Jensen. Motion carried 5-0.

MOTION #2: Commissioner Jensen moves approval of Resolution R 2024-03 Whistleblower Policy. Seconded by Clerk Clinton. Motion carried 5-0.

- b. Approval of 2023 Annual Financial Report for Submittal to WA State Auditor's Office.

Recommended Action: Approve the 2023 Annual Financial Report for submittal to the WA State Auditor's Office.

MOTION: Commissioner Jensen moves approval of the 2023 Annual Financial Report. Seconded by Clerk Clinton. Motion carried 5-0.

- c. Direction on Public Art Request from Key Peninsula Council Beautification Committee

Recommended Action: Direct Executive Director to negotiate a Memorandum of Understanding (MOU) for Board approval outlining the location, responsibilities and key details of the public art acquisition, placement, and long-term maintenance.

Director Perkosky gave a brief overview of conversation with the community group representative, proposed art, size, impacts on Gateway Park and potential locations.

Discussion occurred on the large size of proposed art, possible locations within Gateway Park or alternatives.

DIRECTION: Board supports the introduction of public art into Gateway Park. Director Perkosky to work on negotiations for MOU including final location, responsibilities, other potential sculpture topics and size of art.

- d. Authorize Executive Director to Purchase New Dump Truck in the Amount of \$82,695.11 from Bud Clary Ford Under DES Contract #05916

Recommended Action: Authorize the Executive Director to Purchase New Dump Truck from Bud Clary Ford in the amount of \$82,695.11 under WA DES Contract # 05916

MOTION: Commissioner Robison moves to authorize Executive Director to purchase new dump truck from Bud Clary Ford under WA DES Contract # 05916. Seconded by Clerk Clinton. Motion carried 5-0.

- e. Resolution R 2024-04 Disposal of Surplus Property

Recommended Action: Adopt Resolution R 2024-04 to Declare Surplus Property and authorize the Executive Director to dispose of the property through sale, donation or other disposal.

MOTION: Vice President Michel moves approval of Resolution R 2024-04. Seconded by Clerk Clinton. Motion carried 5-0.

15. Other Minor Matters

President Parry asked questions on the umbrellas for the Scott Gallacher Memorial Spray and Play Park area. Director Perkosky provided information on the custom imprint and timing.

Vice President Michel commented on next steps or progress on the Manke East parcel of Gateway Park. Director Perkosky commented that would be included in the Capital Facilities Plan (CFP) discussion.

Clerk Clinton commented that The Farm Tour will be having a spring event. Director Perkosky informed the Board that Farm Tour representative Leona Lisa will be making a presentation to the Board at the May meeting.

16. Good of the Order/Comments by Board Members

None

17, 18. Next Meeting and Adjourn

Regular Meeting on May 13, 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 7:43 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.



Meeting: May 13, 2024

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: May 13, 2024

Subject: Approval of March and April 2024 Financial Report

Background

This report includes a summary of the financial information from March 2024 and April 2024 for Board approval.

March 2024 and April 2024 Financial Report

Total expenditures \$246,343.72

- Accounts Payable \$120,743.62 -\$177.39 stop check #2670 (lost in mail)
- First Citizens \$0
- Payroll/Benefits \$125,452.01
- Pierce County Claim \$
- Bank service fees \$325.48

Total Revenue \$756,506.97

- Other Revenues \$22,230.66
- Zoo Trek \$41,997.49
- Property Tax \$672,611.61
- Investment \$19,667.21
- Leasehold Excise \$0
- Timber Excise Tax \$0
- Sale of Tax Title Property \$0

Recommendation: Approve the financial report as submitted and approve the following:

Key Pen Parks Check numbers 2673 through 2709 Total: \$120,566.23

Payroll ACH 03/01/2024 through 04/30/2024 Total: \$125,452.01

Electronic Payments dates: 03/01/2024 through 04/30/2024 Total: \$325.48

Attachments: 1. March 2024 Financial Report

2. April 2024 Financial Report

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

03/01/2024 To: 03/31/2024

Time: 15:58:03 Date: 05/06/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,890,075.45	113,643.98	116,105.48	4,887,613.95	5,160.91	0.00	0.00	4,892,774.86
	4,890,075.45	113,643.98	116,105.48	4,887,613.95	5,160.91	0.00	0.00	4,892,774.86

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

03/01/2024 To: 03/31/2024

Time: 15:58:03 Date: 05/06/2024

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	First Citizens Checking	343,930.80	8,872.36	342,464.98	10,338.18	0.00	0.00	10,338.18
2	First Citizens Payroll	39,379.71	60,037.20	56,008.90	43,408.01	0.00	0.00	43,408.01
3	Pierce County	4,459,842.42	447,082.72	126,144.80	4,780,780.34	0.00	0.00	4,780,780.34
5	First Citizens AP	46,922.52	66,107.60	59,942.70	53,087.42	0.00	5,160.91	58,248.33
Total Cash:		4,890,075.45	582,099.88	584,561.38	4,887,613.95	0.00	5,160.91	4,892,774.86
		4,890,075.45	582,099.88	584,561.38	4,887,613.95	0.00	5,160.91	4,892,774.86

TREASURER'S REPORT
Outstanding Vouchers

Key Peninsula Metro Parks District

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 05/06/2024
 Time: 15:58:03 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	27	01/12/2024	Claims	5	2639	Gifts Galore	864.00	Order of 1000 stuffed easter eggs for Easter event March 23 2024
2024	120	02/16/2024	Claims	5	2670	Astound	177.39	Phone and internet service for Volunteer Park.
2024	203	03/15/2024	Claims	5	2698	Purdy Topsoil and Gravel LLC	94.57	3 tons of 3/4 Minus black rock for Gateway Park.
2024	208	03/18/2024	Claims	5	2702	Merry Makers Inc	666.86	Balance due on contract order# 22571115 for Easter event on March 23, 2024. 1 blowup Shooting star basketball system with power and attendant and 1 airbrush artist.
2024	223	03/25/2024	Claims	5	2703	Canon Financial Services, INX	121.22	Rental of Canon copier and fax unit.
2024	224	03/25/2024	Claims	5	2704	Copiers Northwest	41.64	Additional copies made as per Canon contract.
2024	225	03/25/2024	Claims	5	2705	Evergreen Mountain Bike Alliance	1,192.29	Contract work on 360 trails for February 2024
2024	226	03/25/2024	Claims	5	2706	Merry Makers Inc	1,952.94	Deposit for contract order 25357321: for 20th Anniversary Celebration on 6-22-2024 and includes 6 bounce style games and houses, 2 airbrush artist, 1 caricature artist, attendants and portable power.
2024	228	03/25/2024	Claims	5	2708	Purdy Topsoil and Gravel LLC	50.00	Premium lawn mix for Volunteer Park.
							<u>5,160.91</u>	

Fund	Claims	Payroll	Total
001 General Fund	5,160.91	0.00	5,160.91
	<u>5,160.91</u>	<u>0.00</u>	<u>5,160.91</u>

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

03/01/2024 To: 03/31/2024

Time: 15:58:03 Date: 05/06/2024
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 Fiscal Specialist / Date

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:51:39 Date: 05/06/2024

03/01/2024 To: 03/31/2024

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
253	03/29/2024	Tr Rec	2309		3	Pierce County Budget and Finar	73,693.27	Property tax of \$70,211.52 and delinquent year of \$3,481.75
254	03/29/2024	Tr Rec	2310		3	Pierce County Budget and Finar	21,155.79	Zoo Trek
255	03/29/2024	Tr Rec	2311		3	Pierce County Budget and Finar	9,922.56	Investment interest
							94,849.06	
							9,922.56	
001 General Fund							104,771.62	
							104,771.62	

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:47:34 Date: 05/06/2024

03/01/2024 To: 03/31/2024

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
143	03/01/2024	Tr Rec	2274	1874	1	Tracey L Perkosky	1,303.62	Rent, electric, and leasehold tax for March 2024 (Gateway House).
144	03/01/2024	Tr Rec	2275	1875	1	Kathleen Weller	2,250.00	Rent for March 2024 (Main house on Wright Bliss Road).
163	03/01/2024	Tr Rec	2280	1880	1	The Snack Shack	616.36	Rent, electric and leasehold tax for March 2024 from the VP concession building.
164	03/04/2024	Tr Rec	2281	1881	1	Kyle Armstrong	778.20	Rent, electric and leasehold tax for March 2024 (Taylor Bay house)
165	03/04/2024	Tr Rec	2282	1882	1	Lewis/Kirby	1,500.00	Rent, for March 2024 (White house on Wright Bliss Kirby/Lewis) Had \$5 credit and paid \$5 more over. Total credit is \$10.00.
231	03/25/2024	Tr Rec	2287	1883	1	General Customer	250.00	2024 event sponsorship from All Terrain Painting and Repairs.
232	03/26/2024	Tr Rec	2288	1884	1	General Customer	360.50	Rental of Area at Gateway Park for Trek event. March 16, 2024
233	03/26/2024	Tr Rec	2289	1885	1	General Customer	206.00	Balance due for rental of 360 trails for bike event 3/24/2024. First payment was made in Dec 2023 for this event.
234	03/28/2024	Tr Rec	2290	1886	1	General Customer	55.23	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 05/05/2024 10:00am to 05/05/2024 12:00pm For (Kelmel)
235	03/28/2024	Tr Rec	2291	1887	1	General Customer	43.26	Rental on 1/2 Pavilion (Side A) 2-hour Rental from 03/16/2024 03:00pm to 03/16/2024 05:00pm for (Donais)
236	03/28/2024	Tr Rec	2292	1888	1	General Customer	57.78	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 04/13/2024 01:00pm to 04/13/2024 03:00pm for (Kruse)
237	03/28/2024	Tr Rec	2293	1889	1	General Customer	57.78	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 03/23/2024 03:00pm to 03/23/2024 05:00pm (Malkmus)
238	03/28/2024	Tr Rec	2294	1890	1	General Customer	130.38	•Rental on Full Pavilion 4-hour Rental from 06/29/2024 01:00pm to 06/29/2024 05:00pm for (Scarpelli)
239	03/28/2024	Tr Rec	2295	1891	1	General Customer	106.18	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 08/03/2024 01:00pm to 08/03/2024 05:00pm for (Williams)
240	03/28/2024	Tr Rec	2296	1892	1	General Customer	57.78	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/04/2024 01:00pm to 08/04/2024 03:00pm for (Adika)
241	03/28/2024	Tr Rec	2297	1893	1	General Customer	106.18	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 05/05/2024 01:00pm to 05/05/2024 05:00pm for (Stoddard)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:47:34 Date: 05/06/2024

03/01/2024 To: 03/31/2024

Page: 2

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
242	03/28/2024	Tr Rec	2298	1894	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 03/24/2024 03:00pm to 03/24/2024 05:00pm for (Davenport)
243	03/28/2024	Tr Rec	2299	1895	1	General Customer	134.30	•Rental on Full Pavilion 4-hour Rental from 05/11/2024 01:00pm to 05/11/2024 05:00pm for (Dilley)
244	03/28/2024	Tr Rec	2300	1896	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 04/06/2024 01:00pm to 04/06/2024 03:00pm for (Wilhelm)
245	03/28/2024	Tr Rec	2301	1897	1	General Customer	89.43	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 05/04/2024 01:00pm to 05/04/2024 05:00pm for (Rogg)
246	03/28/2024	Tr Rec	2302	1898	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 04/20/2024 01:00pm to 04/20/2024 05:00pm for (Wheeler)
247	03/28/2024	Tr Rec	2303	1899	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 04/1/2024 03:00pm to 04/1/2024 05:00pm for (Araneda)
248	03/28/2024	Tr Rec	2304	1900	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 06/08/2024 01:00pm to 06/08/2024 05:00pm for (LeRoue)
249	03/28/2024	Tr Rec	2305	1901	1	General Customer	74.48	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 06/19/2024 01:00pm to 06/19/2024 05:00pm for (Wyman)
250	03/28/2024	Tr Rec	2306	1902	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 05/04/2024 01:00pm to 05/04/2024 03:00pm for (Vail)
251	03/28/2024	Tr Rec	2307	1903	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 04/21/2024 01:00pm to 04/21/2024 03:00pm for (Phillips)
252	03/28/2024	Tr Rec	2308	1904	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 04/28/2024 01:00pm to 04/28/2024 03:00pm for (Marshall)
258	03/29/2024	Tr Rec	2312	1905	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 04/21/2024 01:00pm to 04/21/2024 03:00pm for (Perry)
259	03/29/2024	Tr Rec	2313	1906	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/31/2024 10:00am to 08/31/2024 12:00pm for (Ponsetto)

360 Long Terms

8,872.36

001 General Fund

8,872.36

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:47:34

Date: 05/06/2024

03/01/2024 To: 03/31/2024

Page: 3

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
							8,872.36	

March 2024 AP Expenditures

Key Peninsula Metro Parks District

Time:

13:37:37 Date: 05/06/2024

03/01/2024 To: 03/31/2024

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
240301001	Canon Financial Services, INX	152	03/01/2024	Claims	5	121.22	Rental of copie and fax machine.
240301002	Copiers Northwest	153	03/01/2024	Claims	5	23.40	Overage of copies as per contract with Canon.
240301003	Evergreen Mountain Bike Alliance	154	03/01/2024	Claims	5	584.12	Contracted work on 360 mountain bike trails for January.
240301004	Glen Cove Repair LLC	155	03/01/2024	Claims	5	1,643.72	Repairs done on the 1994 Chevrolet K3500.
240301005	Hemley's Handy Kans	156	03/01/2024	Claims	5	132.50	Rental of portable toilet at 360 trails.
240301006	Howdys Doody Service Inc DBA Petunia Setpic SVC	157	03/01/2024	Claims	5	702.65	Pumping of vault toilet at Home Park.
240301007	Peninsula Light Company	158	03/01/2024	Claims	5	1,702.39	Electric service fees for: Gateway Park, Volunteer Park, Home Park, Taylor Bay, and Wright Bliss empty house.
240301008	Pierce County Finance	159	03/01/2024	Claims	5	316.34	2024 Annual tax on Noxious weed control and Pierce Conservation District for all parcels.
240301009	Swank Motion Pictures	160	03/01/2024	Claims	5	490.00	Permit for Barbie DVD showing for Movie night 2/22/2024
240301010	Washington Water Service Company	161	03/01/2024	Claims	5	133.49	Water service fees for Gateway Park.
240301011	Washington Wildlife and Recreation	162	03/01/2024	Claims	5	275.00	2024 Annual WWRC Membership.
240302001	PEBB Health Insurance Health Care Authority	187	03/08/2024	Payroll	5	7,470.59	
240305001	Akramoff, LLC	190	03/11/2024	Claims	5	8,417.50	Intrem Park and Facility Manager consultant.
240305002	Carson Nikolas C	191	03/11/2024	Claims	5	25.46	Mileage for Simplot training in Tacoma.
240305003	Compensation Connections LLC	192	03/11/2024	Claims	5	1,980.00	Professional services for Human Resources.
240305004	D.M. Recycling Co	193	03/11/2024	Claims	5	245.43	Recycle pickup service at Gateway Park.
240305005	Madrona Law Group PLLC	194	03/11/2024	Claims	5	1,764.00	Professional service for February 2024.
240305006	Murreys Disposal Company	195	03/11/2024	Claims	5	393.04	Trash pickup service for Gateway Park and Volunteer Park.
240305007	Take Charge Electric	196	03/11/2024	Claims	5	3,432.18	Electric service for Volunteer Park Office, Repair Commercial Mast between office and shop building and repair field panel.
240305008	Verizon Wireless	197	03/11/2024	Claims	5	425.66	Cell phone servcie for employees.
240306001	Astound	198	03/15/2024	Claims	5	192.09	Phone and internet service for Volunteer Park.
240306002	D.K. Boos Glass INC	199	03/15/2024	Claims	5	10,077.62	Balance owed for replacement of 2 main office doors and 1 shop door at Volunteer Park.
240306003	Finance Department	200	03/15/2024	Claims	5	1,210.00	Annual administrative fee - in lieu of rent (4/1/24-3/31/25) for Lakebay Transfer Station
240306004	Hemley's Handy Kans	201	03/15/2024	Claims	5	132.50	Rental of portable toilet for 360 trails and Key central Forest.
240306005	Perkosky Tracey L	202	03/15/2024	Claims	5	350.33	Per Diem and travel cost for NRPA Directors School in Denver CO from 3-3-2024 to 3-8- 2024
240306006	Purdy Topsoil and Gravel LLC	203	03/15/2024	Claims	5	94.57	3 tons of 3/4 Minus black rock for Gateway Park.
240306007	State Auditors	204	03/15/2024	Claims	5	278.20	Professional services for 2021-2022 Accountability Audit.
240306008	Tacoma-Pierce County Health Department	205	03/15/2024	Claims	5	977.00	Group A Sanitary 2024 Survey for Volunteer Park.

March 2024 AP Expenditures

Key Peninsula Metro Parks District

Time:

13:37:37 Date: 05/06/2024

03/01/2024 To: 03/31/2024

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
240306009 US Bank	206	03/15/2024	Claims	5	9,728.45	US Bank procurement card statement date 3-6-2024
240308001 Merry Makers Inc	208	03/18/2024	Claims	5	666.86	Balance due on contract order# 22571115 for Easter event on March 23, 2024. 1 blowup Shooting star basketball system with power and attendant and 1 airbrush artist.
240309001 Canon Financial Services, INX	223	03/25/2024	Claims	5	121.22	Rental of Canon copier and fax unit.
240309002 Copiers Northwest	224	03/25/2024	Claims	5	41.64	Additional copies made as per Canon contract.
240309003 Evergreen Mountain Bike Alliance	225	03/25/2024	Claims	5	1,192.29	Contract work on 360 trails for February 2024
240309004 Merry Makers Inc	226	03/25/2024	Claims	5	1,952.94	Deposit for contract order 25357321: for 20th Anniversary Celebration on 6-22-2024 and includes 6 bounce style games and houses, 2 airbrush artist, 1 caricature artist, attendants and portable power.
240309005 Peninsula Light Company	227	03/25/2024	Claims	5	2,465.41	Electric service fees for Gateway Park, Volunteer Park, Home Park, Wright bliss empty house and Taylor Bay.
240309006 Purdy Topsoil and Gravel LLC	228	03/25/2024	Claims	5	50.00	Premium lawn mix for Volunteer Park.
240309007 Washington Water Service Company	229	03/25/2024	Claims	5	132.89	Water service fees for Gateway Park.
Total Checks:					59,942.70	

March 2024 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

13:34:54 Date: 05/06/2024

03/01/2024 To: 03/31/2024

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT WA State Department of Retirement	188	03/08/2024	Payroll	2	7,768.21	
EFT EFTPS	189	03/08/2024	Payroll	2	5,402.27	
EFT Employee Paycheck	166	03/11/2024	Payroll	2	1,779.15	
EFT Employee Paycheck	167	03/11/2024	Payroll	2	2,465.41	
EFT Employee Paycheck	168	03/11/2024	Payroll	2	791.19	
EFT Employee Paycheck	169	03/11/2024	Payroll	2	2,113.98	
EFT Employee Paycheck	170	03/11/2024	Payroll	2	1,585.23	
EFT Employee Paycheck	171	03/11/2024	Payroll	2	590.99	
EFT Employee Paycheck	172	03/11/2024	Payroll	2	1,777.92	
EFT Employee Paycheck	173	03/11/2024	Payroll	2	1,443.90	
EFT Employee Paycheck	174	03/11/2024	Payroll	2	3,225.62	
EFT Employee Paycheck	175	03/11/2024	Payroll	2	855.94	
EFT Employee Paycheck	176	03/11/2024	Payroll	2	1,365.56	
EFT United Concordia	207	03/18/2024	Payroll	2	501.60	
EFT Employee Paycheck	209	03/25/2024	Payroll	2	1,948.81	
EFT Employee Paycheck	210	03/25/2024	Payroll	2	2,706.84	
EFT Employee Paycheck	211	03/25/2024	Payroll	2	864.22	
EFT Employee Paycheck	212	03/25/2024	Payroll	2	2,333.96	
EFT Employee Paycheck	213	03/25/2024	Payroll	2	1,649.24	
EFT Employee Paycheck	214	03/25/2024	Payroll	2	1,903.77	
EFT Employee Paycheck	215	03/25/2024	Payroll	2	1,443.90	
EFT Employee Paycheck	216	03/25/2024	Payroll	2	3,225.62	
EFT Employee Paycheck	217	03/25/2024	Payroll	2	1,008.10	
EFT Employee Paycheck	218	03/25/2024	Payroll	2	1,517.91	
EFT EFTPS	230	03/25/2024	Payroll	2	5,739.56	
Total Checks:					56,008.90	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

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03/01/2024 To: 03/31/2024

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo				
256	03/29/2024	03/31/2024	1		Ser Chge		First Citizens	98.00	Bank service fees				
	576 80 49 008	Banking Fees		001	General Fund			98.00	Bank service fees				
257	03/29/2024	03/31/2024	1		Ser Chge		Merch Bankcard service	55.88	Credit card processing fees				
	576 80 49 008	Banking Fees		001	General Fund			55.88	Credit card processing fees				
	Records Printed:		2										
						Adjustments:		0.00					
						Beginning Balance:		0.00					
						Revenues:		0.00					
						Warrant Expenditures:		0.00					
						Non Warrant Expenditures:		153.88					
						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	153.88	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	153.88	0.00	0.00	0.00

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

04/01/2024 To: 04/30/2024

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,887,613.95	642,862.99	130,238.24	5,400,238.70	24,216.15	0.00	0.00	5,424,454.85
	4,887,613.95	642,862.99	130,238.24	5,400,238.70	24,216.15	0.00	0.00	5,424,454.85

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

04/01/2024 To: 04/30/2024

Time: 15:58:20 Date: 05/06/2024

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	10,338.18	13,358.30	18,237.86	5,458.62	0.00	0.00	5,458.62
2 First Citizens Payroll	43,408.01	93,864.18	69,443.11	67,829.08	0.00	0.00	67,829.08
3 Pierce County	4,780,780.34	647,570.95	214,348.36	5,214,002.93	0.00	0.00	5,214,002.93
5 First Citizens AP	53,087.42	120,661.57	60,800.92	112,948.07	0.00	24,216.15	137,164.22
Total Cash:	4,887,613.95	875,455.00	362,830.25	5,400,238.70	0.00	24,216.15	5,424,454.85
	4,887,613.95	875,455.00	362,830.25	5,400,238.70	0.00	24,216.15	5,424,454.85

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

04/01/2024 To: 04/30/2024

As Of: 04/30/2024 Date: 05/06/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	27	01/12/2024	Claims	5	2639	Gifts Galore	864.00	Order of 1000 stuffed easter eggs for Easter event March 23 2024
2024	287	04/08/2024	Claims	5	2715	Express Septic Service	602.66	Septic Pumping at Volunteer Park.
2024	319	04/19/2024	Claims	5	2726	EPIC Business Essentials	125.62	1 ct of printer paper, dry markers and post it flags.
2024	321	04/19/2024	Claims	5	2728	Evergreen Mountain Bike Alliance	9,205.26	Contracted services for 360 Trails bike trails for March 2024. unpaid tax for invoice's 1,2 and 3 that tax was not included.
2024	323	04/19/2024	Claims	5	2730	Madrona Law Group PLLC	5,180.50	Professional services for March 2024
2024	325	04/19/2024	Claims	5	2732	The Red Barn	1,750.00	Payment 1 of 2 for 2024 service contract.
2024	368	04/29/2024	Claims	5	2735	Canon Financial Services, INX	121.22	Rental of Canon copy machine and Fax unit.
2024	369	04/29/2024	Claims	5	2736	Compensation Connections LLC	2,640.00	Professional services for Human Resources.
2024	370	04/29/2024	Claims	5	2737	Copiers Northwest	30.66	Additional copy cost as per Canon contract.
2024	371	04/29/2024	Claims	5	2738	Finance Department	40.00	Annual It -Workday User
2024	372	04/29/2024	Claims	5	2739	Hemley's Handy Kans	132.50	Rental of portable toilet at 360 trails.
2024	373	04/29/2024	Claims	5	2740	Peninsula Light Company	2,218.73	Electrical service fees for Gateway Park, Volunteer Park, Home Park, Taylor Bay, and 10613 Wright Bliss Road.
2024	374	04/29/2024	Claims	5	2741	Swank Motion Pictures	535.00	Permit for The Super Mario Bros. Movie show on movie night 4-18-2024.
2024	375	04/29/2024	Claims	5	2742	Take Charge Electric	770.00	Electrical service replacing Eaton Bolt on 230 shunt trip breaker at Volunteer Park.
							24,216.15	

Fund	Claims	Payroll	Total
001 General Fund	24,216.15	0.00	24,216.15
	24,216.15	0.00	24,216.15

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

04/01/2024 To: 04/30/2024

Time: 15:58:20 Date: 05/06/2024

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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 Fiscal Specialist / Date

RECEIPT REGISTER

Key Peninsula Metro Parks District

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04/01/2024 To: 04/30/2024

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
273	04/03/2024	Tr Rec	2314	1907	1	The Snack Shack	616.36	Rent, electric and leasehold tax for April 2024 (VP Concession building)
274	04/03/2024	Tr Rec	2315	1908	1	Kathleen Weller	2,250.00	Rent for April 2024 (Main house Wright Bliss RD)
275	04/03/2024	Tr Rec	2316	1909	1	Tracey L Perkosky	1,280.81	Rent, electric and leasehold tax for April 2024 (Gateway House)
277	04/04/2024	Tr Rec	2317	1910	1	Kyle Armstrong	768.20	Rent, leasehold tax and electric for April 2024 (Taylor Bay)
278	04/04/2024	Tr Rec	2318	1911	1	Peninsula Light Company	2,000.00	Sponsorship for events in 2024
279	04/08/2024	Tr Rec	2319	1912	1	Lewis/Kirby	745.00	Rent for April 2024 (10619 Wright Bliss Rd House) Rent paid with 2 money orders.
280	04/08/2024	Tr Rec	2320	1913	1	Lewis/Kirby	740.00	Rent for April 2024 (10619 Wright Bliss Rd House) Rent paid with 2 money orders.
295	04/08/2024	Tr Rec	2321	1914	1	General Customer	52.53	2 adults and 1 child for Family Time tea event (Wood)
301	04/12/2024	Tr Rec	2322	1915	1	General Customer	20.00	Vender fee for Key Pen Parks 20 anniversary event (Ronnie Vincent)
335	04/24/2024	Tr Rec	2323	1916	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 08/17/2024 01:00pm to 08/17/2024 05:00pm for (Allen)
336	04/24/2024	Tr Rec	2324	1917	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 04/21/2024 10:00am to 04/21/2024 12:00pm for (Percy)
337	04/24/2024	Tr Rec	2325	1918	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 05/04/2024 03:00pm to 05/04/2024 05:00pm for (Gilmore)
338	04/24/2024	Tr Rec	2326	1919	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 05/25/2024 03:00pm to 05/25/2024 05:00pm for (Gilmore)
339	04/24/2024	Tr Rec	2327	1920	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 04/18/2024 03:00pm to 04/18/2024 05:00pm from (Saari)
340	04/24/2024	Tr Rec	2328	1921	1	General Customer	99.40	•Rental on Full Pavilion 2-hour Rental from 04/13/2024 03:00pm to 04/13/2024 05:00pm for (Goldberg)
341	04/24/2024	Tr Rec	2329	1922	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 05/05/2024 01:00pm to 05/05/2024 03:00pm for (Lakin)

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Key Peninsula Metro Parks District

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
342	04/24/2024	Tr Rec	2330	1923	1	General Customer	199.11	<ul style="list-style-type: none"> •Rental on Full Pavilion 2-hour Rental from 06/07/2024 03:00pm to 06/07/2024 05:00pm •Rental on Full Pavilion 2-hour Rental from 06/07/2024 06:00pm to 06/07/2024 08:00pm Walters
343	04/24/2024	Tr Rec	2331	1924	1	General Customer	59.52	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side A) 2-hour Rental from 05/25/2024 01:00pm to 05/25/2024 03:00pm for (Perez)
344	04/24/2024	Tr Rec	2332	1925	1	General Customer	44.57	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side B) 2-hour Rental from 04/20/2024 01:00pm to 04/20/2024 03:00pm for (Wolfson)
345	04/24/2024	Tr Rec	2333	1926	1	General Customer	199.11	<ul style="list-style-type: none"> •Rental on Full Pavilion 2-hour Rental from 06/01/2024 10:00am to 06/01/2024 12:00pm •Rental on Full Pavilion 2-hour Rental from 06/01/2024 01:00pm to 06/01/2024 03:00pm Gavronskiy
346	04/24/2024	Tr Rec	2334	1927	1	General Customer	44.57	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side B) 2-hour Rental from 04/28/2024 03:00pm to 04/28/2024 05:00pm for (Williams)
347	04/24/2024	Tr Rec	2335	1928	1	General Customer	74.48	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side A) 4-hour Rental from 04/28/2024 01:00pm to 04/28/2024 05:00pm for (Hansen)
348	04/24/2024	Tr Rec	2336	1929	1	General Customer	44.57	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side B) 2-hour Rental from 04/21/2024 10:00am to 04/21/2024 12:00pm for (Blakely)
349	04/24/2024	Tr Rec	2337	1930	1	General Customer	109.37	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side B) 4-hour Rental from 05/05/2024 08:00am to 05/05/2024 12:00pm for (Brukman)
350	04/24/2024	Tr Rec	2338	1931	1	General Customer	74.48	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side B) 4-hour Rental from 05/26/2024 01:00pm to 05/26/2024 05:00pm for (Tabtab)
351	04/24/2024	Tr Rec	2339	1932	1	General Customer	59.52	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side B) 2-hour Rental from 05/25/2024 01:00pm to 05/25/2024 03:00pm for (Bay)
352	04/24/2024	Tr Rec	2340	1933	1	General Customer	59.52	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side B) 2-hour Rental from 05/25/2024 10:00am to 05/25/2024 12:00pm for (Olomon)
353	04/24/2024	Tr Rec	2341	1934	1	General Customer	59.52	<ul style="list-style-type: none"> •Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/08/2024 01:00pm to 06/08/2024 03:00pm for (Page)

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Key Peninsula Metro Parks District

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
354	04/24/2024	Tr Rec	2342	1935	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 07/27/2024 01:00pm to 07/27/2024 05:00pm for (Wagner)
355	04/24/2024	Tr Rec	2343	1936	1	General Customer	61.80	Family Time Tea- 2 adults and 2 children for (Routely)
356	04/24/2024	Tr Rec	2344	1937	1	General Customer	30.90	Family Time Tea- 1 adults and 1 children for (Black)
357	04/24/2024	Tr Rec	2345	1938	1	Race Roster	300.00	12 Adults registrants for May the Fourth Fun Run.
363	04/29/2024	Tr Rec	2346	1939	1	General Customer	21.63	Family tea time event for Black - 1 adult.
364	04/29/2024	Tr Rec	2347	1940	1	Aspen Land Surveying LLC	500.00	Sponsor for 2024 Swing Dance Event.
365	04/29/2024	Tr Rec	2348	1941	1	Angel Guild Thrift Shop	1,000.00	Event sponsor for 2024 Family Time Tea event.
366	04/29/2024	Tr Rec	2349	1942	1	Department of Enterprise Servic	500.71	2023 P-Card rebate per contract.
376	04/30/2024	Tr Rec	2350	1943	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/15/2024 01:00pm to 06/15/2024 03:00pm for (Kormondy)
377	04/29/2024	Tr Rec	2351	1944	1	General Customer	-55.00	REFUNDED -\$55.00 DATE ISSUED To invoice -22 (Vail) Apr 23, 2024, 11:17:13 PM
378	04/30/2024	Tr Rec	2352	1945	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 06/23/2024 01:00pm to 06/23/2024 05:00pm for (Engel)
379	04/30/2024	Tr Rec	2353	1946	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 05/25/2024 03:00pm to 05/25/2024 05:00pm (Hinkel)
380	04/30/2024	Tr Rec	2354	1947	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 05/04/2024 01:00pm to 05/04/2024 03:00pm for (Dickinson)
381	04/30/2024	Tr Rec	2355	1948	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 07/21/2024 01:00pm to 07/21/2024 05:00pm for (Lysne)
382	04/30/2024	Tr Rec	2356	1949	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 05/10/2024 06:00pm to 05/10/2024 08:00pm for (Goodrich)
383	04/30/2024	Tr Rec	2357	1950	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 06/30/2024 01:00pm to 06/30/2024 05:00pm for (Reimer)
384	04/30/2024	Tr Rec	2358	1951	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 06/15/2024 01:00pm to 06/15/2024 05:00pm for (Nold)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 13:47:20 Date: 05/06/2024

04/01/2024 To: 04/30/2024

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
385	04/30/2024	Tr Rec	2359	1952	1	General Customer	71.07	Family Time Tea event for Armstrong. 2 adults and 3 children
							551.00	
							12,807.30	
							<hr/>	
001 General Fund							13,358.30	
							<hr/>	
							13,358.30	

April 2024 AP Expenditures

Key Peninsula Metro Parks District

Time: 13:40:15 Date: 05/06/2024

04/01/2024 To: 04/30/2024

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
240401001	PEBB Health Insurance Health Care Authority	276	04/08/2024	Payroll	5	7,470.59	
240402001	ASCAP	283	04/08/2024	Claims	5	438.08	Annual music license fee from April 15 2024 to April 15 2025.
240402002	Akramoff, LLC	284	04/08/2024	Claims	5	5,550.00	30 Hours of Consultant Support as Intrem Parks Facility Manager.
240402003	Compensation Connections LLC	285	04/08/2024	Claims	5	1,485.00	Professional service for Human Resources.
240402004	D.M. Recycling Co	286	04/08/2024	Claims	5	245.43	Recycling pickup service for Gateway Park.
240402005	Express Septic Service	287	04/08/2024	Claims	5	602.66	Septic Pumping at Volunteer Park.
240402006	Hemley's Handy Kans	288	04/08/2024	Claims	5	132.50	Rental of prtble toilet for 360 park.
240402007	Murreys Disposal Company	289	04/08/2024	Claims	5	397.18	Trash pickup service for Volunteer Park and Gateway park.
240402008	Perkosky Tracey L	290	04/08/2024	Claims	5	11.39	Mileage for March 2024
240402009	Purdy Topsoil and Gravel LLC	291	04/08/2024	Claims	5	25.00	1CY of Premium Lawn Mix for Volunteer Park.
240402010	Take Charge Electric	292	04/08/2024	Claims	5	6,729.23	Balance due for Electric service for Volunteer Park Office, Repair Commercial Mast between office and shop building and repair field panel. Also Septic pump replacement for VP office.
240402011	Verizon Wireless	293	04/08/2024	Claims	5	425.66	Cell phone service for all staff. Feb 27 to March 26 2024.
240403001	Glen Cove Repair LLC	294	04/08/2024	Claims	5	617.80	Repairs to the 1995 Ford dump truck. (Remove and replaced Ignition tumbler and broken steering column componets.
240406001	Astound	316	04/19/2024	Claims	5	177.26	Phone and internet for Volunteer Park.
240406002	Cintas Fire Protection	317	04/19/2024	Claims	5	1,036.80	Fire inspection service: inspection of kitchen system and Fire extinguishers,
240406003	Department of Revenue	318	04/19/2024	Claims	5	1,470.18	1st quarter 2024 Leasehold tax.
240406004	EPIC Business Essentials	319	04/19/2024	Claims	5	125.62	1 ct of printer paper, dry markers and post it flags.
240406005	Enduris Washington	320	04/19/2024	Claims	5	1,000.00	Insurance deductible paid on claim #C10765
240406006	Evergreen Mountain Bike Alliance	321	04/19/2024	Claims	5	9,205.26	Contracted services for 360 Trails bike trails for March 2024. unpaid tax for invoice's 1,2 and 3 that tax was not included.
240406007	Key Peninsula Historical Society	322	04/19/2024	Claims	5	1,250.00	Payment 1of 2 for 2024 annual service contract for exhibit "The Road Show"
240406008	Madrona Law Group PLLC	323	04/19/2024	Claims	5	5,180.50	Professional services for March 2024
240406009	Tacoma-Pierce County Health Department	324	04/19/2024	Claims	5	217.00	Spray Park permit renewal for 5-1-2024 to 4-30-2025.
240406010	The Red Barn	325	04/19/2024	Claims	5	1,750.00	Payment 1 of 2 for 2024 service contract.
240406011	US Bank	326	04/19/2024	Claims	5	8,634.80	US Bank statement date 4-8-2024
240406012	Washington Water Service Company	327	04/19/2024	Claims	5	134.87	Water service fees for Gateway Park.
240408001	Canon Financial Services, INX	368	04/29/2024	Claims	5	121.22	Rental of Canon copy machine and Fax unit.
240408002	Compensation Connections LLC	369	04/29/2024	Claims	5	2,640.00	Professional services for Human Resources.
240408003	Copiers Northwest	370	04/29/2024	Claims	5	30.66	Additional copy cost as per Canon contract.

April 2024 AP Expenditures

Key Peninsula Metro Parks District

Time:

13:40:15 Date: 05/06/2024

04/01/2024 To: 04/30/2024

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
240408004 Finance Department	371	04/29/2024	Claims	5	40.00	Annual It -Workday User
240408005 Hemley's Handy Kans	372	04/29/2024	Claims	5	132.50	Rental of portable toilet at 360 trails.
240408006 Peninsula Light Company	373	04/29/2024	Claims	5	2,218.73	Electrical service fees for Gateway Park, Volunteer Park, Home Park, Taylor Bay, and 10613 Wright Bliss Road.
240408007 Swank Motion Pictures	374	04/29/2024	Claims	5	535.00	Permit for The Super Mario Bros. Movie show on movie night 4-18-2024.
240408008 Take Charge Electric	375	04/29/2024	Claims	5	770.00	Electrical service replacing Eaton Bolt on 230 shunt trip breaker at Volunteer Park.
Total Checks:					<u>60,800.92</u>	

April 2024 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

13:35:24 Date: 05/06/2024

04/01/2024 To: 04/30/2024

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	296	04/09/2024	Payroll	2	5,606.38	
EFT Employee Paycheck	260	04/10/2024	Payroll	2	1,779.15	
EFT Employee Paycheck	261	04/10/2024	Payroll	2	2,465.41	
EFT Employee Paycheck	262	04/10/2024	Payroll	2	791.19	
EFT Employee Paycheck	263	04/10/2024	Payroll	2	2,107.71	
EFT Employee Paycheck	264	04/10/2024	Payroll	2	147.76	
EFT Employee Paycheck	265	04/10/2024	Payroll	2	1,509.17	
EFT Employee Paycheck	266	04/10/2024	Payroll	2	443.25	
EFT Employee Paycheck	267	04/10/2024	Payroll	2	1,933.05	
EFT Employee Paycheck	268	04/10/2024	Payroll	2	1,580.03	
EFT Employee Paycheck	269	04/10/2024	Payroll	2	443.25	
EFT Employee Paycheck	270	04/10/2024	Payroll	2	3,225.62	
EFT Employee Paycheck	271	04/10/2024	Payroll	2	1,120.86	
EFT Employee Paycheck	272	04/10/2024	Payroll	2	1,365.56	
EFT WA State Department of Retirement	302	04/19/2024	Payroll	2	7,505.19	
EFT Department of Labor & Industries	328	04/22/2024	Payroll	2	9,107.41	
EFT EFTPS	329	04/22/2024	Payroll	2	5,810.11	
EFT ESD-Long Term Care	330	04/22/2024	Payroll	2	803.78	
EFT ESD-PFLMA	331	04/22/2024	Payroll	2	842.22	
EFT Employment Security Department	332	04/22/2024	Payroll	2	1,673.62	
EFT Employee Paycheck	303	04/25/2024	Payroll	2	2,017.73	
EFT Employee Paycheck	304	04/25/2024	Payroll	2	2,706.84	
EFT Employee Paycheck	305	04/25/2024	Payroll	2	791.19	
EFT Employee Paycheck	306	04/25/2024	Payroll	2	2,268.21	
EFT Employee Paycheck	307	04/25/2024	Payroll	2	147.76	
EFT Employee Paycheck	308	04/25/2024	Payroll	2	1,652.28	
EFT Employee Paycheck	309	04/25/2024	Payroll	2	295.50	
EFT Employee Paycheck	310	04/25/2024	Payroll	2	1,785.88	
EFT Employee Paycheck	311	04/25/2024	Payroll	2	1,580.02	
EFT Employee Paycheck	312	04/25/2024	Payroll	2	147.76	
EFT Employee Paycheck	313	04/25/2024	Payroll	2	3,225.62	
EFT Employee Paycheck	314	04/25/2024	Payroll	2	1,054.73	
EFT Employee Paycheck	315	04/25/2024	Payroll	2	1,493.86	
EFT Department of Licensing	358	04/25/2024	Claims	2	15.01	Driving record for new employee.
Total Checks:					69,443.11	

2024 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 15:43:50 Date: 05/07/2024

January To April

Page: 1

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Taxes, Real & Person	4,426.75	41,067.21	73,693.27	598,918.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	718,105.57	1,521,436.00	47%
313 17 00 000 Taxes, Zoo Trek Excis	22,380.99	26,014.08	21,155.79	20,841.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,392.56	255,000.00	35%
317 20 00 000 Taxes, Leasehold Exc	0.00	53.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.07	1,000.00	5%
317 40 00 000 Taxes, Forest Excise	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
310 Taxes	26,807.74	67,134.36	94,849.06	619,760.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	808,551.20	1,778,436.00	45%
345 00 80 000 PIF (Park Impact Fee	0.00	328,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328,000.00	328,000.00	100%
347 60 00 003 Program Fees, Prog	0.00	0.00	0.00	551.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	551.00	1,000.00	55%
340 Park Fees	0.00	328,000.00	0.00	551.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328,551.00	329,000.00	100%
361 11 00 000 Investment Interest	9,856.63	9,252.95	9,922.56	9,744.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,776.79	75,000.00	52%
362 40 00 004 S&F Rentals, 360 Fie	195.00	1,345.00	2,168.18	2,399.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,107.47	23,000.00	27%
362 40 00 006 S&F Rentals, Volunte	380.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	380.22	0.00	0%
362 50 00 001 S&F Rentals, Conces	390.68	390.68	616.36	616.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,014.08	7,000.00	29%
362 50 00 002 S&F Rentals, Gatewa	1,302.02	1,379.74	1,303.62	1,280.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,266.19	14,400.00	37%
362 50 00 004 S&F Rentals, Sportsf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,700.00	0%
362 50 00 005 S&F Rentals, Taylor B	768.20	778.20	778.20	768.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,092.80	9,180.00	34%
367 00 00 000 Contributions & Dor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
367 00 00 001 Event Sponsorship F	0.00	0.00	250.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00	4,500.00	83%
367 00 00 051 Rent for Wright Bliss	0.00	3,750.00	3,750.00	3,735.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,235.00	0.00	0%
369 91 00 000 Other Revenue	5.85	501.51	6.00	507.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,021.00	2,000.00	51%
369 91 01 000 Usage Of Fund Balan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,994,384.00	0%
382 10 00 000 Refundable Deposits	0.00	3,845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,845.00	500.00	769%
360 Long Terms	12,898.60	21,243.08	18,794.92	22,551.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,488.55	2,141,164.00	4%
FUND REVENUES:	39,706.34	416,377.44	113,643.98	642,862.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,212,590.75	4,248,600.00	29%
576 80 10 001 Commissioner Wage	483.00	322.00	644.00	1,771.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,220.00	7,500.00	43%
576 80 10 002 Administrative Wage	22,749.57	24,965.53	21,962.62	22,055.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91,733.26	324,330.00	28%
576 80 10 004 Park Operations Wa	31,575.17	30,734.90	25,839.55	26,282.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114,432.53	488,568.00	23%
576 80 10 005 Park Operations OT	133.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.64	3,500.00	4%
576 80 10 007 Administrative OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
576 80 20 001 Commissioner Perso	56.93	24.62	49.27	153.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	284.55	650.00	44%
576 80 20 002 Administrative Bene	7,816.26	5,981.59	5,877.90	7,018.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,694.10	129,000.00	21%
576 80 20 003 Park Operations Ben	19,603.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,603.57	214,327.00	9%
576 80 20 004 Park Facilities - Persc	1,257.78	11,066.49	10,205.15	19,894.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,423.66	0.00	0%
576 80 20 005 Park Facilities - Persc	10.23	0.00	0.00	175.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	185.45	0.00	0%
576 80 20 006 Uniforms/Safety Gea	0.00	47.59	0.00	25.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.58	3,000.00	2%
576 80 31 001 Office Supplies	87.86	274.70	195.65	656.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,215.04	4,000.00	30%
576 80 31 002 Maintenance Suppli	4,029.73	5,012.70	4,932.32	1,883.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,857.98	80,000.00	20%
576 80 31 003 Equipment Mainten:	35.66	516.57	0.00	96.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	649.14	3,520.00	18%
576 80 31 004 Park Facilities - Offic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
576 80 31 005 Maintenance Suppli	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0%
576 80 31 130 Supplies, Special Eve	0.00	501.22	0.00	-15.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	486.10	1,000.00	49%
576 80 31 140 Supplies, Special Eve	864.00	269.61	355.44	1,953.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,442.89	12,400.00	28%
576 80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0%
576 80 32 000 Park Operations Fue	212.00	1,106.91	1,055.08	1,875.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,249.30	14,000.00	30%

2024 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 15:43:50 Date: 05/07/2024

January To April

Page: 2

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 35 000 Small Tools & Equip	0.00	0.00	0.00	1,281.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,281.65	7,500.00	17%
576 80 41 000 Professional Services	3,079.85	157.91	2,144.69	97.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,479.78	8,700.00	63%
576 80 41 001 Professional Services	0.00	6,890.00	10,397.50	9,675.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,962.50	165,000.00	16%
576 80 41 002 Professional Services	17,612.88	7,009.15	278.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,900.23	25,000.00	100%
576 80 41 004 Professional Services	757.00	1,402.50	1,764.00	5,180.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,104.00	7,000.00	130%
576 80 41 005 Administrative Contr	3,471.63	0.00	3,446.13	12,231.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,149.02	50,000.00	38%
576 80 41 007 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
576 80 41 008 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0%
576 80 41 009 Election Costs	11,224.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,224.91	15,000.00	75%
576 80 41 015 Maintenance Contr	0.00	26.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00	2,500.00	1%
576 80 41 025 Event Contracted Se	751.49	0.00	2,619.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,371.29	22,600.00	15%
576 80 42 001 Communications, Ph	593.54	723.05	737.75	722.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,777.26	11,920.00	23%
576 80 43 001 Travel, Commissione	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0%
576 80 43 002 Travel, Admin Staff	0.00	471.97	424.46	20.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	916.82	8,000.00	11%
576 80 43 003 Travel, Maintenance	4.75	1,089.38	25.46	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,130.59	2,000.00	57%
576 80 44 001 Taxes And Operator	0.00	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	750.00	42%
576 80 45 000 Equipment Rental\ L	180.17	0.00	1,517.48	151.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,849.53	3,500.00	53%
576 80 45 001 Equipment Rental M	0.00	1,278.75	265.00	265.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,808.75	8,400.00	22%
576 80 45 002 Equipment Rental Ev	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	4,000.00	5%
576 80 46 000 Insurance, General L	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	48,000.00	2%
576 80 47 000 Utility Services, For /	2,765.20	1,656.70	5,072.65	2,996.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,490.76	43,735.00	29%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
576 80 48 000 Repairs & Maintenan	0.00	3,172.11	4,134.83	9,756.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,063.43	39,810.00	43%
576 80 49 001 Licenses, Permits,Sut	163.00	446.45	1,003.82	613.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,226.45	12,350.00	18%
576 80 49 002 Licenses, Permits,Sut	0.00	162.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	162.00	2,500.00	6%
576 80 49 003 Licenses, Permits,Su	9.99	60.00	538.89	984.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,593.84	4,075.00	39%
576 80 49 004 Other Expenses	0.00	0.00	977.00	15.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	992.01	4,000.00	25%
576 80 49 006 Training, Administrat	0.00	3,102.30	192.00	218.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,512.30	7,700.00	46%
576 80 49 007 Training, Maintenance	0.00	167.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.29	6,750.00	2%
576 80 49 008 Banking Fees	146.80	156.82	153.88	171.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	629.10	1,900.00	33%
576 Parks	129,886.61	108,796.81	107,126.86	129,220.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	475,030.64	1,851,935.00	26%
582 10 00 000 Refund Deposits - O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
589 00 00 999 Payroll Liability Accc	-543.40	-1,343.61	-1,099.00	-452.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,438.31	0.00	0%
589 30 00 000 Other Non-Expendit	1,444.50	0.00	0.00	1,470.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,914.68	4,900.00	59%
580 Non-Expenditures	901.10	-1,343.61	-1,099.00	1,017.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-523.63	5,400.00	10%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,375.00	0%
591	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,375.00	0%
594 76 61 000 Capital Expenditures	650,788.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650,788.90	1,149,990.00	57%
594 76 61 025 Capital Expenditures	328,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328,000.00	328,000.00	100%
594 76 62 001 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00	0%
594 76 62 020 Capital Improvemen	0.00	0.00	10,077.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,077.62	532,000.00	2%
594 76 62 021 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	0%
594 76 62 024 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	0%

2024 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 15:43:50 Date: 05/07/2024
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January To April

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
594 76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119,900.00	0%
594 76 64 003 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00	0%
594 Capital Expenditures	978,788.90	0.00	10,077.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	988,866.52	2,337,890.00	42%
FUND EXPENDITURES:	1,109,576.61	107,453.20	116,105.48	130,238.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,463,373.53	4,248,600.00	34%
FUND GAIN/LOSS:	-1,069,870.27	308,924.24	-2,461.50	512,624.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-250,782.78		
FUND NET POSITION:	-1,069,870.27	-760,946.03	-763,407.53	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78			

2024 FUND TOTALS

Key Peninsula Metro Parks District

Time: 15:43:50 Date: 05/07/2024

January To April

Page: 4

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	39,706.34	416,377.44	113,643.98	642,862.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,212,590.75	4,248,600.00	29%
	39,706.34	416,377.44	113,643.98	642,862.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,212,590.75	4,248,600.00	29%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	1,109,576.61	107,453.20	116,105.48	130,238.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,463,373.53	4,248,600.00	34%
	1,109,576.61	107,453.20	116,105.48	130,238.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,463,373.53	4,248,600.00	34%
GAIN/LOSS:	-1,069,870.27	308,924.24	-2,461.50	512,624.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-250,782.78		
NET POSITION:	-1,069,870.27	-760,946.03	-763,407.53	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78	-250,782.78			



Regular Meeting: May 13, 2024

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: May 13, 2024
Subject: Executive Director's Report

There was a great group at the May the Fourth Fun Run including many in costume or with cool shirts celebrating all things May the Fourth-related. We received great feedback both from the participants and our partner, All Things Fun Sports, who helped with logistics for the event. We look forward to another run/walk next year! All Things Fun Sports will be having their own running event on June 22nd at Gateway Park/360 Trails.

It is an exceedingly high volume of work, but the maintenance team is keeping up with mowing, events, trail work and field preps. They also assisted in partnership with DNR to get the trails in good shape in Key Central Forest.

Key Central Forest will be open soon to the public. A few items need to be taken care of such as removal of the logging equipment and DNR will open firewood permits. The trails are completed, however the trails turned logging roads are minimally fixed. The road contractor has until the end of the contract in October 2025 to complete the road work and they may choose to wait until the entire project is completed. The east side of the park has yet to be logged, also with the October 2025 deadline. Key Pen Parks staff will be marking the trails before opening to help guide the public. During the joint Key Pen Parks-DNR work, the teams worked to create a 4-foot wide "trail" on the roads to help with even surfaces, rock removal and more. There are some large rocks which were used for road stabilization which could be bothersome to horses so staying on the marked trail sections will be important.

Skyhawks reached out to us for field use during the summer for morning camps. We are excited to have completed that contract and will have morning summer sports camps at Volunteer Park this summer! Parents can register at www.Skyhawks.com and search for the Volunteer Park location for offerings. The fees are less than those offered for similar camps by Pen Met Parks, so it is a great opportunity to stay local.

DNR's Trust Land Transfer Program, for which we applied for 360 Trails, has notified us of another extension. Letters of support are now extended to May 31st. After that point, we will receive a letter indicating our status in the program. Some or all applicants will make a 15-minute presentation to the committee, applications will be evaluated and then a list of finalists will be submitted to the legislature for funding in early 2025.

The volunteers working on the Disc Golf expansion received donated services with a mini excavator to complete the fairways. They are now working on the tee pads and then basket installations once they



arrive (on backorder). The volunteers are also providing the information for staff to create new signage for the course. Anticipated completion is in August but will depend on their schedules plus final delivery times of baskets and signage.

The updated 2024 Goals list is attached. Parts of this are still a work in progress as the yellow highlights were too hard to track so now there is a “last status” column and a “status” column which is the current progress. Hopefully, this will be the final change.

Attachment: 2024 Goal list, last update 5/7/2024

2024 Budget Goals

















































completed	✓
good	●
delayed	●
problem	●
not started	●

	Last Status	Status	Notes
Professional Services			
Forester - 360	●	●	
Capital Facilities Plan	●	●	Contract for Bd approval 5/13
Design/PM for ADA for Volunteer Park	●	●	PM task
Project Manager	●	●	Anticipate 5/13 Bd approval
Field 3 Geo Tech	●	●	PM task
HR Support Agreement	●	●	
Taylor Bay Survey and Grant Clean-Up	●	●	
Trail Design for Cramer Mc Cracken and Manke East	●	●	PM task

	Last Status	Status	Notes
Admin/HR			
Updated Employee Handbook	●	●	review
Maintenance Lead Promotion	✓	✓	Nik Carson promoted 1/18/2024
Water Easement	●	●	Waiting for recorded documents. Paymnt received 5/8
Partnership MOU with PSD for Outdoor Education	●	●	Draft to PSD for review (now with CFO)
WTA Partnership Agreement	●	●	
.5 FTE, Maintenance Worker I (July 1)	●	●	
Annual Report for SAO	●	✓	Approved April Meeting
Accountability Audit (2021-2022)	✓	✓	Exit meeting completed 2/8
Restricted Fund Fulfillment - Tremaine Foundation	●	●	
Maintain Fiscal Health - Monthly Review of Fin. Report	●	●	
Timely processing of invoices/payroll	●	●	

	Last Status	Status	Notes
Key Training			
Turf Management	✓	✓	Justin Kreman, MW II attended
Directors School	✓	✓	Tracey Perkosky, Executive Dir, registered/paid
Resource Management School	●	●	January 2024 spots were filled; registration opens Oct 2024 for January 2025 School
WRPA Annual Conference	●	●	Director will attend for one day; conflicts with forest mgmt class
SAO training for Annual Report	✓	✓	Laura Armstrong, Fiscal Spec, attended 1/23/2024
Confined Space - Maintenance	●	●	
Chain Saw - Maintenance	●	●	
Pesticide/Herbicide License	●	●	Training class in 2025.

Certified Playground Safety Inspector (CPSI)			J. Kreman registered for Fall 2024 in Kirkland
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Maintenance	Last Status	Status	Notes
Skatepark fence			
Taylor Bay Septic Decommissioning	✓	✓	
New Umbrellas for Splash Pad (Commercial Grade)			Ordered. Delivery early May
Rocky Creek Parking Area Refresh	✓	✓	
Baseball field finalization		✓	
Dog Park Water Spigot			
Leaf Blower	✓	✓	
Under Carriage Pressure Washer Wand		✓	
Tow behind Broadcast Spreader			will review
hedge trimmer		✓	
Smaller Pressure Washer	✓	✓	
Vacuum/blower mulching kit		✓	
Self propelled Push mower		✓	
jack hammer			on hold; will rent when needed after review of needs
concrete mixer		✓	
Solar lights at Maple Hollow		✓	
Install bollards @ Minter creek from Gateway. Install new @ Gateway			Gateway, GW Overflow & VP completed. Minter in progress - concrete poured. Issues with concrete.
Repairs and Painting Taylor Bay Garage			
Playground Chips @ Gateway			Wood chips pick up and spot fill. To be completed by SGMSPP opening
Topsoil, seed and fertilizer @ Gateway and Volunteer Fields			First seed & fertilizer completed on 4/7
Gravel replacement at 360 Trailhead Area			
Concrete repairs @ Skatepark			
Repair concrete tables @ 360 Trails Meadow			
New kiosk at Rocky Creek Conservation Area			
New foul poles @ Field 1			
ADA handrails at Volunteer Park	✓	✓	Completed January 2024
Pump out Gateway Park Septic before summer			Week of 5/20
Additional lighting in 5 Car			
#63 Flatbed Trailer 10x5 gate (Ramp/gate repairs & decking)			decking completed; gate repairs still needed at Glen Cove. Get scheduled by May 15th
Pre-summer season small tool/mower tune-up & part stock-up	✓	✓	Completed March
Replace cabinets/fix electrical in Admin Bldg.			items outstanding: threshold, sign
Rent wood chipper for Back 40 @ Gateway & staff training			piles staged. Need training and rental scheduled. ED & PFM will walk on 5/14 to determine next steps

Capital Projects	Last Status	Status	Notes
Wright Bliss Acquisition	✓	✓	Closed 2/1
Wright Bliss Grant Application	●	✓	Waiver of retroactivity approved; will apply in 2026
Zeren Acquisition	●	●	Appraisal received from GPC
Land Donation	●	●	to Board on 5/13
Trailer Installation for Maintenance Team	●	●	PM task
Gateway House - Roof replacement, repairs, attic mold/ventilation	●	●	PM Task
Gateway House - rotting siding, sliding glass door frame, mold/moisture ants in interior walls, porch support rot, repaint porch railing	●	●	PM task
Taylor Bay Windows	●	●	
Taylor Bay Heat	●	●	
5 Car Garage Doors, VP Shop, Basement VP Admin Building	●	●	Doors measured to prepare for quote.
VP Admin and Shop Door Replacement	✓	✓	Completed March
Home Playground Installation	●	●	PM Task
360 Emergency Markers (If volunteer is found)	●	●	No interest from PHS.
Admin Bldg. ADA Ramp replacement, parking lot ADA, accessible path to all fields	●	●	PM Task

Capital Equipment	Last Status	Status	Notes
Sand/Field Pro	●	●	Order submitted 4/4. Anticipated 4-6 weeks.
Dump Truck	●	●	Approved for Purchase on 4/8. Anticipated delivery December 2024
Pool Car - Admin	●	●	Researching used cars. Update on 5/23

Outside Partnerships	Last Status	Status	Notes
Disc Golf Volunteers	●	●	Fairways in progress. Baskets on backorder. Delivery May. Anticipated completion/ribbon cutting August
EMBA	●	●	
Pump Track	●	●	Start date pushed into summer. Waiting on WSDOT to see about clean fill from Purdy creek restoration
Blood Pressure	●	✓	
Vegetation	●	●	
2 Volunteer Work Parties	●	✓	2 Work parties completed
General trail work	●	●	Trail work ongoing
Red Barn	●	✓	
Farm Tour	●	●	Contract approved. Sent out for signature
Historical Society	●	✓	

Events	Last Status	Status	Notes
Valentine's Day - February 10	●	●	No registrations - cancelled
Movie Night - February 22	✓	✓	Barbie @ Civic Center
Egg Hunt - March 23	✓	✓	
Craft Time - April 13	●	✓	Gnome project.
Movie Night - April 18	●	✓	In partnership with RBYC
5k/10k - May 4	●	✓	Completed 100 registrants
Family Tea - May 18	●	●	Registration open
Dog Park Day - May 29	●	●	
Gnome Hunt - June 21	●	●	
20th Anniversary - June 22	●	●	
Swing Dance - July 11	●	●	
Kid's Concert - July 18	●	●	
Movie Night - August 2	●	●	Cancelled - Same night as Art Walk
Craft Time - August 13	●	●	Paint the rock. Partnership with Pierce County Library
Movie Night - August 16	●	●	Wish
Photo Scavenger Hunt - September 1	●	●	
Mountain Biking 101 - September 21	●	●	Outreach to Pirates and Trek, EMBA
All Hallows Eve - October 19	●	●	
Craft Time - November 2	●	●	
Selfies with Santa - December 8	●	●	

Maintain Community Presence	Last Status	Status	Notes
Livable Community Fair	●	●	Registered. May 11
July 4th Parade	●	●	
Move With Minter and Vaughn	●	✓	Partner for 5k. Completed.
Evergreen Trunk or Treat	●	●	
Lit Holiday Parade	●	●	

Secondary "Deferred" Maintenance	Last Status	Status	Notes
Volunteer Park restroom partitions	●	●	
Skatepark concrete repairs	●	●	
Half Basketball asphalt repairs	●	●	
Gateway Pavilion area concrete repairs & Taylor Bay concrete repairs	●	●	

Secondary "Deferred" Capital Projects	Last Status	Status	Notes
Dog Park Project (trees, shade and benches)	●	●	
Taylor Bay Beach Erosion	●	●	
Dugout repairs at Volunteer Park	●	●	request of KPLL start early -- Summer Project except moss. Moss removed from dugout roofs.



Meeting: May 13, 2024

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: May 13, 2024

Subject: Authorize the Executive Director to Accept and Execute the Life Estate/Land Donation Agreement

Background

Beginning in conversations with the property owner in 2021 and walking the property with Commissioner Robison, the Board directed the Executive Director to move forward with the land donation agreement.

The proposed agreement is a life estate and can be revoked by the property owner prior to their relinquishing the property. Likewise, it belongs solely to the owner until it is relinquished either upon notification to the Park District or death. There is no public access until Key Pen Parks is the legal owner. Likewise, the property owner is responsible for all maintenance, taxes, etc.

The owner's wishes for property usage are held in a conservation easement managed by the Great Peninsula Conservancy (GPC).

The property is 29.5 acres, has great existing walking trails, a wetland area, and a dwelling which may be used for public purposes or a caretaker residence. It contains a well-maintained forest and developed understory. In the future, it will make a great trails connection to Volunteer Park

Recommended Action: Authorize the Executive Director to execute related documents for the acceptance of the life estate/land donation agreement.

Attachment 1: Agreement (forthcoming)

Attachment 2: Conservation Easement (forthcoming)



Meeting: May 13, 2024

Item # 13b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: May 13, 2024

Subject: Authorize Executive Director to Execute Professional Services Agreement with Rock Project Management, LLC for Project Manager Services in the Amount of \$53,265

On February 9th, Key Pen Parks issued RFP 2024-02 through the MRSC Small Works Roster using email distribution to all matched firms and posted it to our website. Proposals were due on March 15th. Project Manager services were sought for:

- Procurement and Installation of Temporary Trailer for Gateway Maintenance Yard
- Design of ADA Enhancements for Volunteer Park
- Geotech review of field 3 in Volunteer Park
- RCO Compliant Trail Design for properties near Gateway Park
- Small Works Procurement for Caretaker Home Repairs in Gateway Park
- Procurement and Installation of New Playground in Home Park

The Executive Director interviewed 3 firms who submitted responsive proposals and selected Rock Project Management, LLC in Renton, WA. They bring experience working with small agencies and help make appropriate decisions to keep projects moving forward, and in their words, almost act like staff.

To complete the proposed projects, the fee is \$53,265.

Recommended Action: Authorize the Executive Director to the Professional Services Agreement between Key Pen Parks and Rock Project Management, LLC.

Attachment 1: Professional Services Agreement for Project Management Services for 2024

Attachment 2: RFP 2024-02

Attachment 3: Submittal from Rock Project Management Services

KEY PENINSULA METROPOLITAN PARK DISTRICT
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the Key Peninsula Metropolitan Park District, a Washington municipal corporation, hereinafter referred to as “Key Pen Parks” and Rock Project Management Services, L.L.C., a Washington State Limited Liability Company with a principal place of business at 1601 E. Valley Rd, Suite 110, Renton, Washington 98057, hereinafter referred to as the “Consultant” (and collectively with Key Pen Parks, the “Parties”).

1. SCOPE OF SERVICES

The Consultant shall perform such services (“Services”), including providing all labor, materials, equipment, and supplies necessary for full performance thereof, as are identified and designated as Consultant responsibilities throughout this Agreement and as detailed in the Scope of Work attached hereto as **Exhibit A** and incorporated herein.

The Consultant and Key Pen Parks may jointly or independently advertise the Services or promote the Services, solely for the purpose of promoting and encouraging participation and attendance. However, the Consultant shall not be entitled to use such advertising after expiration of the term of this Agreement without the advance written approval of Key Pen Parks.

2. TERM

This Agreement shall be in effect as of the date last signed by the Parties (the “Effective Date”) and shall expire on December 31, 2024, unless sooner terminated in accordance with this Agreement. Substantial completion of all specific (6) small works projects is anticipated to be complete by September 30, 2024.

3. COMPENSATION

Key Pen Parks shall pay the Consultant as follows:

LUMP SUM. Compensation for these services shall be a Lump Sum of \$61,245, which includes all applicable tax, detailed in the Compensation and Payment Sheet attached hereto as **Exhibit B** and incorporated herein.

4. PAYMENT

- A. Consultant shall provide monthly invoices to Key Pen Parks after the Services have been fully performed for the preceding month, in a format acceptable to Key Pen Parks.
- B. All invoices shall be paid by Key Pen Parks warrant within thirty (30) days of receipt of a proper invoice. If Key Pen Parks objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that

portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

- C. If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. Key Pen Parks may withhold payment for such work until the work meets the requirements of the Agreement.
- D. Consultant shall be responsible for all taxes due on payments made under this Agreement.

5. CHANGES AND ADDITIONAL WORK

Key Pen Parks may engage the Consultant to perform services in addition to those listed in this Agreement, and the Consultant will be entitled to additional compensation for authorized additional services or materials. Key Pen Parks shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Work, Key Pen Parks understands that a revision to the Scope of Work and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Consultant to render services, or Key Pen Park to pay for services rendered, in excess of the Scope of Work in Exhibit A unless and until an amendment to this Agreement is approved in writing by both parties.

6. STANDARD OF CARE

Consultant represents and warrants that it has the requisite training, skill and experience necessary to provide the Services under this Agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities.

The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents and sub-consultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

7. REPORTS AND INSPECTIONS

- A. The Consultant at such times and in such forms as Key Pen Parks may require, shall furnish to Key Pen Parks such statements, records, reports, data, and information as Key Pen Parks may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, Chapter 42.56 RCW.

- B. The Consultant shall at any time during normal business hours and as often as Key Pen Parks or State Examiner may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit Key Pen Parks or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. Key Pen Parks shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. Key Pen Parks may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.
- C. The Consultant shall retain all books, cost records, accounts, documents and other material relevant to this Agreement, for six (6) years after its expiration.

8. INDEPENDENT CONTRACTOR RELATIONSHIP

- A. The parties intend that an independent contractor relationship will be created by this Agreement. No agent, employee, servant or representative of the Consultant shall be deemed to be an employee, servant or representative of Key Pen Parks for any purpose, and the employees of the Consultant are not entitled to any of the benefits Key Pen Parks provides for its employees except as otherwise expressly provided herein. The Consultant, an independent contractor, will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.
- B. In the performance of the Services herein contemplated the Consultant is an independent contractor with the authority to control and direct the performance of the details of the Services, however, the Services contemplated herein must meet the approval of Key Pen Parks.

9. DISCRIMINATION AND COMPLIANCE WITH LAWS

- A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. The Consultant agrees to comply with all applicable federal, state and municipal laws, rules and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations. In addition, the Consultant shall hold all applicable licenses and permissions to lawfully and publicly play the music on the setlist for performance of the Services.
- C. Violation of this Paragraph 8 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by Key Pen Parks, in whole or in part, and may result in ineligibility for further work for Key Pen Parks.

10. TERMINATION OF AGREEMENT

- A. Termination. This Agreement may be terminated by Key Pen Parks or Consultant at any time upon 10 days' written notice.
- B. Notice of Termination. Termination shall be effective immediately upon receipt of written notice or such date as stated in notice of termination, whichever is later.

11. HOLD HARMLESS AND INDEMNIFICATION

The Consultant shall defend, indemnify and hold harmless Key Pen Parks, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of Key Pen Parks.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and Key Pen Parks, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

12. INSURANCE

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Services hereunder by the Consultant, its agents, representatives, or employees.

- A. No limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit Key Pen Parks' recourse to any remedy available at law or in equity.
- B. Minimum Scope of Insurance: The Consultant shall obtain insurance of the types and coverage described below:
 - 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent Consultants and personal injury and advertising injury. The Key Pen Parks shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for Key Pen Parks using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 4. Professional Liability including "errors and omissions" appropriate to the Consultant's profession.
- C. Minimum Amounts of Insurance: The Consultant shall maintain the following insurance limits:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 2. Commercial General Liability insurance shall be written with limits of no less than \$2,000,000 for each occurrence, \$2,000,000 general aggregate.
 3. Professional Liability insurance shall be written with limits of no less than \$2,000,000 per claim and a \$2,000,000 policy aggregate limit.
- D. Key Pen Parks Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, Key Pen Parks shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to Key Pen Parks evidences limits of liability lower than those maintained by the Consultant.
- E. Other Insurance Provisions. The Consultant's Automobile Liability and Commercial General Liability insurance policies shall contain or be endorsed to contain that they shall be primary insurance as respect Key Pen Parks. Any insurance, self-insurance, or self-insured pool coverage maintained by Key Pen Parks shall be excess of the Consultant's insurance and shall not contribute with it.
- F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- G. Verification of Coverage. The Consultant shall furnish Key Pen Parks with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

- H. Notice of Cancellation. The Consultant shall provide Key Pen Parks with written notice of any policy cancellation within two business days of their receipt of such notice.
- I. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which Key Pen Parks may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract, or at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to Key Pen Parks on demand, or at the sole discretion of Key Pen Parks, offset against funds due the Consultant from Key Pen Parks.

13. OWNERSHIP OF WORK PRODUCT

Title to all property furnished by Key Pen Parks shall remain in the name of Key Pen Parks. All data, materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of Key Pen Parks, shall be forwarded to Key Pen Parks at its request and may be used by Key Pen Parks as it sees fit. Upon termination of this Agreement, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to Key Pen Parks.

12. PUBLIC RECORDS DISCLOSURE

- A. Consultant acknowledges that Key Pen Parks is an agency governed by the public records disclosure requirements set forth in Chapter 42.56 RCW. Consultant shall fully cooperate with and assist Key Pen Parks with respect to any request for public records received by Key Pen Parks concerning any public records generated, produced, created and/or possessed by Consultant and related to the services performed under this Agreement. Upon written demand by Key Pen Parks, the Consultant shall furnish Key Pen Parks with full and complete copies of any such records within five business days.
- B. Consultant's failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that Key Pen Parks incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, Consultant shall fully indemnify and hold harmless Key Pen Parks as set forth in Section 10.
- C. The provisions of this section shall survive the expiration or termination of this Agreement.

18. NO CONFLICT OF INTEREST

The Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any Key Pen Parks officer or employee who was or will be involved in the selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As used in this section, the term Consultant includes any worker of the Consultant who was, is, or will be, involved in

negotiation, drafting, signing, administration or performance of the Agreement. The term close family relationship refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a Key Pen Parks officer or employee described above.

19. NOTICE

Notice provided for in this Agreement shall be in writing and sent by 1st class mail or email to the addresses designated for the parties on the last page of this Agreement.

20. ASSIGNING OR SUBCONTRACTING

Consultant shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of Key Pen Parks, which consent may be withheld in the sole discretion of Key Pen Parks.

21. DISPUTE RESOLUTION; ATTORNEY'S FEES AND COSTS

- A. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the parties agree that they shall undertake reasonable attempts at negotiation and compromise, including, but not limited to, informal negotiation, mediation, or arbitration, prior to instituting any legal proceedings. If the parties are unable to resolve any dispute after such reasonable attempts at negotiation and compromise, jurisdiction of any resulting litigation shall be filed in King County Superior Court, King County, Washington.
- B. If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

22. JURISDICTION AND VENUE

- A. This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.
- B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Pierce County, Washington.

23. SEVERABILITY

- A. If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be

affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

- B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

24. ENTIRE AGREEMENT

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modifications of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of any other of the provisions of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed:

KEY PENINSULA METROPOLITAN PARK DISTRICT:

CONSULTANT

DATE SIGNED: _____

DATE SIGNED: _____

By: _____
Authorized Signature

By: _____
Authorized Entity Signature

Print Name: Tracey Perkosky

Print Name: Bernie O'Donnell

Print Title: Executive Director

Print Title: President

Address: 5514 Key Peninsula Hwy NW
Lakebay, WA 98349

Address: 1601 E. Valley Rd, Suite 110
Renton, WA 98057

Contact Name: Tracey Perkosky

Contact Name: Bernie O'Donnell

Phone: (253) 514-0876

Phone: 425-572-6878

Contract is Key Pen Parks standard and previously approved as to form by the Key Pen Parks Attorney

**EXHIBIT A
SCOPE OF WORK**

Project Description and Background Understanding

The Key Peninsula Metropolitan Park District (Key Pen Parks) is a special purpose metropolitan park district. Celebrating their 20th anniversary in 2024, Key Pen Parks sought a consultant to act as a project manager and construction manager for a number of small works and capital projects for the District.

These projects range from the solicitation of design services, to managing design to coordination of permits, administering of construction contracts and management of construction projects on behalf of Key Pen Parks, and administering projects and contracts close-out.

The Consultant acknowledges and confirms it has the specialize experience and qualifications to administer design and construction contracts in general parks and recreation facilities projects and has the expertise in Public Works contracting and requirements in the State of Washington to administer all project phases on behalf of, and in coordination with, Key Pen Parks.

Key Pen Parks is responsible for over 1350 acres of land, including managing recreation on long-term leases on state owned land (DNR). Key Pen Parks represent trails, splash pad, athletic fields, open spaces, waterfront, and more as outlined in Key Pen Parks’ Comprehensive Plan. Consultant has familiarized themselves with the Comprehensive Plan and shall administer the project management and construction management of Small Works and Capital Projects in coordination with the guidelines and requirements identified in the Comprehensive Plan.

Project Schedule Milestones:

May 27, 2024	Contract Notice to Proceed and Start Date
September 30, 2024	Planned Completion of all Contract Work
December 31, 2024	End of Fiscal Year, Contract Ends (unless amended by written agreement)

Scope of Work

The overall general Scope of Work as originally defined in Key Pen Park’s Solicitation of Consultant’s Services is as follows:

Consultant shall perform all aspects of the Small Works and Capital Projects process including but not limited to developing a solid project scope for each identified project, review design phase documents, administer consultant solicitations for design services, administer prevailing wage pay applications reviews and approvals, coordination with Key Pen Parks’ staff for community outreach, and coordinate permitting processes of Pierce County permits in conjunction with design consultants.

Additionally, Consultant shall provide the following services on behalf of Key Pen Parks as the designated Project Manager and Construction Manager overseeing Key Pen Parks’ Small Works and Capital Projects:

1. Consultant shall provide the full range of capital planning, design phase management of consultants, oversight of permitting requirements, procurement process of contractors and vendors, construction management of contractors and vendors, project documentation, and projects and contracts closeout services on behalf of, and in coordination with Key Pen Parks representatives for the successful design, construction, and completion of designated capital projects included and generally defined herein.
2. Consultant shall conduct a weekly progress meeting to review all projects' progress during the design and construction phases of projects.
3. Consultant shall provide site visits to identify scope of work for design and construction contracts and to coordinate work with Key Pen Parks' staff, and stakeholders, consultants, contractors and vendors as needed.
4. Consultant shall coordinate permitting requirements with all jurisdictions having authority. Permit applications and permit documentation (drawings, specifications, studies) needed shall be provided by design consultants.
5. Consultant shall administer the construction phase of each construction project, monitoring contractors' and vendors' work progress, quality of work, adherence to contract terms and conditions, and coordinate timely responses from design consultants for questions or clarifications of the contract documents during construction. Consultant shall coordinate and negotiate any change orders or requests for equitable adjustment from the Contractor to Key Pen Parks, recommending approval or denial of requests, from the Contractor to Key Pen Parks.
6. Consultant shall have no fiduciary authority to authorize design consultants, contractors, vendors, suppliers, or other contracting entities to proceed with any changes to respective contract terms and conditions without the written authority of Key Pen Parks.
7. The designated Project Manager/Construction Manager shall be Bernie O'Donnell, with backup support, if or when needed by Project Manager Alternates, Steve Sawyer and Anne Reese. Key Pen Parks' direct point of contact with the Consultant shall be Bernie O'Donnell for the full duration of the Contract.
8. Multi-Project Management Activities shall include, but not be limited to conducting weekly progress meetings and stakeholder coordination meetings, administering the procurement and management of design and specialty consultant contracts, procuring and negotiating public works contracts, preparing financial information, project schedules, estimates, and project reports as needed to ensure projects remain within budget and on schedule, and/or properly reported to Key Pen Parks for any changes in conditions.

Specific projects have been identified by Key Pen Parks for contract inclusion based on preliminary budget and timing. Consultant shall develop the full range of project scope of work for each project, providing project management and construction management services for the following specific projects:

Project No. 1. Procurement and Installation of Temporary Trailer as Staff Workspace

Project Budget: \$225,000

Target Completion Date: No Later than Q3 2024

Procure and install, including permits through Pierce County, a temporary trailer in the Maintenance Yard area of Gateway Park. It will include office space for Parks & Facilities Manager, working spaces for Sr. Maintenance Staff and training/breakroom space for the entire maintenance team. Electrical included, no connections for water/septic.

Project No. 2. DA Enhancements in Volunteer Park (Design)

Project Budget: \$25,000

Deadline: NO Later than Q4 2024

Procure and manage consultant to design ADA-compliant entrance ramp to Administration Building, design compliant paths to reach all athletic fields, and review possibility/design path from upper parking area to concession/playground/office area. Secure permits for construction phase.

Project No. 3. Geotech Review of Field 3 in Volunteer Park

Project Budget: \$25,000

Target Completion: No Later than Q4 2024

Procure and manage consultant to determine soil stability on edge of athletic field. Manage design process of solution, if needed.

Project No. 4. Trail Design (RCO Compliant) for two properties near Gateway Park

Project Budget \$25,000

Target Completion: No Later than Q3 2024

Procure and manage consultant to design low impact trails on 2 parcels near Gateway Park. One parcel has received funding through RCO's Salmon Recovery Board Funding (SRFB) and the other parcel requires public access. Work with RCO to secure approval for trail design. Recommend construction process based on final design approval.

Project No. 5. Small Works Procurement and Project Management for Caretaker Home Repairs in Gateway Park

Project Budget: \$200,000

Target Completion: No Later than Q4 2024

Develop solid work scope and procure via Small Works Roster repairs to Caretaker Home including roof repair and replacement, attic ventilation, mold removal, rotting sliding glass door replacement, repairs to structure from roof leak, porch support and railing replacement, and related painting or other work.

Project No. 6. Procurement and Installation of New Playground in Home Park

Project Budget: \$120,000

Target Completion: No Later than Q4 2024

Procure and recommend toddler and youth amenities for playground/swings in Home Park. Manage removal of old playground and installation of new area.

**EXHIBIT B
COMPENSATION AND PAYMENT**

EXHIBIT B - COMPENSATION AND PAYMENT

Key Personnel	Name	Rate	2024 Hours	Total	May				June				July					August				September				
					6-May	13-May	20-May	27-May	3-Jun	10-Jun	17-Jun	24-Jun	1-Jul	8-Jul	15-Jul	22-Jul	29-Jul	5-Aug	12-Aug	19-Aug	26-Aug	2-Sep	9-Sep	16-Sep	23-Sep	30-Sep
Project Manager	Bernie O'Donnell	\$ 160	324	\$ 51,840	0	0	0	27	31	31	30	12	10	22	26	23	18	13	13	13	13	9	9	9	9	6
Project Manager	Steve Sawyer	\$ 160	0	\$ -																						
Project Manager	Anne Reese	\$ 160	0	\$ -																						
Totals - Labor Costs:			324	\$ 51,840	\$ -	\$ -	\$ -	\$ 4,320	\$ 4,960	\$ 4,960	\$ 4,800	\$ 1,920	\$ 1,600	\$ 3,520	\$ 4,160	\$ 3,680	\$ 2,880	\$ 2,080	\$ 2,080	\$ 2,080	\$ 2,080	\$ 1,440	\$ 1,440	\$ 1,440	\$ 1,440	\$ 960
Total Other Direct Costs:			\$75/Wk	\$ 1,425	\$ -	\$ -	\$ -	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Total Contract Cost:			\$ 53,265	\$ -	\$ -	\$ -	\$ 4,395	\$ 5,035	\$ 5,035	\$ 4,875	\$ 1,995	\$ 1,675	\$ 3,595	\$ 4,235	\$ 3,755	\$ 2,955	\$ 2,155	\$ 2,155	\$ 2,155	\$ 2,155	\$ 1,515	\$ 1,515	\$ 1,515	\$ 1,515	\$ 1,035	
<i>Monthly Lump Sum Billings/Cash Flow:</i>					<i>May Billing</i> \$ 4,395				<i>June Billing</i> \$ 16,940				<i>July Billing</i> \$ 16,215					<i>August Billing</i> \$ 8,620				<i>September Billing</i> \$ 7,095				

check=ok

Schedule of Activities and Level of Effort by Activity

Multi-Projects Management Activities	Hours	Total	May				June				July					August				September					
Conduct Weekly Progress Meetings, Stakeholders Coord.	37	\$ 5,920				3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Administer A/E Contracts Procurement, Management	50	\$ 8,000				8	8	4	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Procure/Negotiate Construction Contracts	20	\$ 3,200					2	4	4	2				4	4										
Prepare Financial Info., Schedules, Estimates, Reports	25	\$ 4,000				4	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2
Totals:	132	\$ 21,120	0	0	0	15	14	12	9	7	5	5	9	9	5	5	5	5	5	5	5	5	5	5	2
Total Weekly Costs:			\$ -	\$ -	\$ -	\$ 2,400	\$ 2,240	\$ 1,920	\$ 1,440	\$ 1,120	\$ 800	\$ 800	\$ 1,440	\$ 1,440	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 320

Project Management/Construction Management of Projects	Hours	Total	May				June				July					August				September					
Project No. 1 - Procure/Install Temp. Modular Staff Space	41	\$ 6,560				2	5	5	5	2	2	5	5	5	5										
Project No. 2 - ADA Enhancements to Volunteer Park	21	\$ 3,360				2	3	4	4	2	2	2	2	2											
Project No. 3 - Geotech Review of Field 3, Volunteer Park	18	\$ 2,880				2	1	1	2			3	3	3	3										
Project No. 4 - Trail Design Near Gateway Park	25	\$ 4,000				2	1	1	2			3	3	3	2	2	2	2	2	2	2	2	2	2	
Project No. 5 - Small Works Procure - Caretaker House Repairs	38	\$ 6,080				2	6	6	6			3	3	2	2	2	2	2	2	2	2	2	2	2	
Project No. 6 - Procure/Install Playground, Home Park	49	\$ 7,840				2	1	2	2	1	1	1	1	1	1	4	4	4	4	4	4	4	4	4	4
Totals:	192	\$ 30,720	0	0	0	12	17	19	21	5	5	17	17	14	13	8	8	8	8	8	4	4	4	4	4
Total Weekly Costs:			\$ -	\$ -	\$ -	\$ 1,920	\$ 2,720	\$ 3,040	\$ 3,360	\$ 800	\$ 800	\$ 2,720	\$ 2,720	\$ 2,240	\$ 2,080	\$ 1,280	\$ 1,280	\$ 1,280	\$ 1,280	\$ 1,280	\$ 640	\$ 640	\$ 640	\$ 640	\$ 640

Community Liason - Capital Funding Assistance	Hours	Total	May				June				July					August				September					
		\$ -				3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0
Totals:		\$ -	0	0	0	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	
Total Weekly Costs:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Qualifications, Assumptions and Clarifications to Work Breakdown Structure, Schedule of Work, and Level of Effort:

- Schedule of work assumes a Notice to Proceed 5/27/2024.
- Schedule of work assumes completion of identified (6) projects by 9/30/2024.
- Assumes ready-access to staff for questionnaires, and access to project sites in starting week of 5/27/2024.
- All hours are shown for the purposes of generating lump sum billable amounts on a monthly basis.
- Lump sum amounts include all costs for labor, material, and indirect costs to provide scope of work services.
- Other Direct Costs assumption is \$75 per week for miscellaneous business related travel and office supplies.
- Hourly billable rates are 2024 rates, subject to adjustment effective January 1, 2025 for any work occurring in 2025 if any.

KEY PEN PARKS REQUEST FOR QUALIFICATIONS (RFQ)

RFP# 2024-02

Key Pen Parks Small Works and Capital Project Manager

Submit no later than Friday, March 15, 2024, 4:00 PM Pacific Time

Project Description

The Key Peninsula Metropolitan Park District (Key Pen Parks) is a special purpose metropolitan park district. Celebrating our 20th anniversary in 2024, Key Pen Parks is seeking to hire a consultant to act as a project manager for a number of small works and capital projects for the District.

These projects range from the solicitation to managing design to permits and project close-out.

Successful applicants will specialize in general parks and recreation facilities design, engineering and/or construction and have expertise in Public Works contracting and requirements.

Key Pen Parks is responsible for over 1350 acres of land, including managing recreation on long-term leases on state-owned land (DNR). Our parks represent trails, splash pad, athletic fields, open spaces, waterfront, and more as outlined in our [Comprehensive Plan](#).



Tentative Schedule

The following schedule may be modified as a result of consultant proposals and contract negotiations:

March 15, 2024	RFP Deadline (4:00 PM Pacific Time)
April 25, 2024	Contract Start
December 31, 2024	End of Fiscal Year, Contract Ends

Scope of Work

Key Pen Parks is seeking a qualified firm who can perform all aspects of the Small Works and Capital Projects process from developing a solid project scope, review design, consultant solicitation, prevailing wage, coordinate with staff for community outreach, Pierce County permits, etc.

Final projects will be selected based on budget and timing:

Procurement and Installation of Temporary Trailer as Staff Workspace

Project Budget: \$225,000

Target Completion Date: Q3 2024

Procure and install, including permits through Pierce County, a temporary trailer in the Maintenance Yard area of Gateway Park. It will include office space for Parks & Facilities Manager, working spaces for Sr. Maintenance Staff and training/breakroom space for the entire maintenance team. Electrical included, no connections for water/septic.

ADA Enhancements in Volunteer Park (Design)

Project Budget: \$25,000

Deadline: Q4 2024

Procure and manage consultant to design ADA-compliant entrance ramp to Administration Building, design compliant paths to reach all athletic fields, and review possibility/design path from upper parking area to concession/playground/office area. Secure permits for construction phase.

Geotech Review of Field 3 in Volunteer Park

Project Budget: \$25,000

Target Completion: Q4 2024

Procure and manage consultant to determine soil stability on edge of athletic field. Manage design process of solution, if needed.

Trail Design (RCO Compliant) for two properties near Gateway Park

Project Budget \$25,000

Target Completion Q3 2024

Procure and manage consultant to design low impact trails on 2 parcels near Gateway Park. One parcel has received funding through RCO’s Salmon Recovery Board Funding (SRFB) and the other parcel requires public access. Work with RCO to secure approval for trail design. Recommend construction process based on final design approval.

Small Works Procurement and Project Management for Caretaker Home Repairs in Gateway Park

Project Budget: \$200,000

Target Completion: Q4 2024

Develop solid work scope and procure via Small Works Roster repairs to Caretaker Home including roof repair and replacement, attic ventilation, mold removal, rotting sliding glass door replacement, repairs to structure from roof leak, porch support and railing replacement, and related painting or other work.

Procurement and Installation of New Playground in Home Park

Project Budget: \$120,000

Target Completion: Q4 2024

Procure and recommend toddler and youth amenities for playground/swings in Home Park. Manage removal of old playground and installation of new area.

Submission Requirements

An electronic proposal in PDF, not to exceed 20 megabytes (no compressed files), must be emailed to tracey@keypenparks.com by the deadline. If your submittal exceeds these guidelines and must be shipped, please send to:

Key Pen Parks
Attn: Project Manager RFQ
5514 Key Peninsula Hwy NW
Lakebay, WA 98349

If shipped, please retain proof of delivery by deadline.

All proposals must be *received* by 4:00 PM, Pacific Time, on March 15, 2024.

All submittals must be in 8-1/2”x11” format and shall not exceed twenty-five (25) pages, including cover

letter. As a minimum the following information shall be submitted:

- An organizational chart and biographies for your project team, including all sub-consultants
- Your firm's identification of the critical work elements and how your team would address these projects
- References from past similar projects that were completed by the proposed team members. Provide the contact name and number of the owner, or if not available, the contact name and number of the current most knowledgeable person associated with the project. Project performed by key staff members who are no longer with the proposers' firm should not be listed among the references.

Contact & Question Period

For additional information concerning this RFP, any other aspect of the selection process or the project in general, contact via email only:

Tracey Perkosky, Executive Director at tracey@keypenparks.com.

All communication must be in writing only. All questions must be submitted in writing and responses will also be posted to the District's website.

Absolutely no communication shall occur regarding this RFP, including requests for information, or speculation between Consultant or any of their individual members and any District elected Commissioners, Trails Committee Member, or employees other than those named above. Failure to comply with this provision may result in consultant's proposal being removed from consideration. Any cost incurred by the consultant in preparation, transmittal, or presentation of any information or material submitted in response to the RFP shall be borne solely by the consultant.

Right to Reject Submittals

The District reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

The consultant will be required to use Key Pen Parks Professional Services Agreement (Attachment A) and accept all language contained within. Any consultant that has significant reservations concerning using this agreement should not submit on this request.

Consultant Selection Criteria

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFP
- Understanding of project scope and project
- Ability to meet the project schedule and work well with District staff or consultants
- Proven experience in effective public involvement and incorporating citizen input
- Expertise of key personnel
- Response of references from past similar projects

Final Selection Procedures

After a review of the submittals by Key Pen Parks, the District may at its discretion schedule interviews with one or more firms. Since Key Pen Parks is selecting a consultant based on qualification, pricing information will be requested once a firm is identified. A final contract price may be negotiated to meet budget. The selected firm will receive a Professional Services Agreement for signature and full execution. Board of Commissioner approval may be required based on the contract amount. A Notice to Proceed will be issued to formally begin work.

Exhibit "A"

PROFESSIONAL SERVICES AGREEMENT

(Includes consultants, architects, engineers, accountants, and other professional services)

THIS AGREEMENT is entered into between Key Peninsula Metropolitan Park District (dba Key Pen Parks), a municipal corporation hereinafter referred to as "Key Pen Parks," and _____, hereinafter referred to as "the Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

WHEREAS, the Consultant represents it is qualified to perform services described in section 2 herein and holds all necessary licenses and government permits therefore;

WHEREAS, Key Pen Parks desires to meet more fully the needs of citizens residing within its district for participation in and enjoyment of recreational and cultural programs which beneficially contribute to the well-being of its citizens;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is hereby agreed as follows:

1. **Project Designation.** The Consultant is retained by Key Pen Parks to perform _____ services in connection with the project titled _____.
2. **Scope of Services.** The Consultant agrees to perform the services, identified on Exhibit "A" attached hereto, including the provision of all labor, materials, equipment and supplies.
3. **Duration of Agreement; Time for Performance.** This Agreement shall be in full force and effect for a period commencing upon execution and ending _____, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by Key Pen Parks to the Consultant to proceed. The Consultant shall perform all services and provide all work product required pursuant to this Agreement no later than _____ unless an extension of such time is granted in writing by Key Pen Parks.
4. **Payment.** The Consultant shall be paid by Key Pen Parks for completed work and for services rendered under this Agreement as follows:
 - A. Payment for the work provided by the Consultant shall be made as provided on Exhibit "B" attached hereto, provided that the total amount of payment to the Consultant shall not exceed _____ without express written modification of the Agreement signed by Key Pen Parks.
 - B. The Consultant may submit vouchers to Key Pen Parks once per month during the progress of the work for partial payment for that portion of the project completed to date. Such vouchers will be checked by Key Pen Parks and, upon approval thereof, payment shall be made to the Consultant in the amount approved. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, to have been improperly invoiced.
 - C. Final payment of any balance due the Consultant of the total contract price earned will not be made until all services and work have been completed to the full satisfaction of and accepted by Key Pen Parks, which may include acceptance by the Board of Park Commissioners.
 - D. Payment as provided in this section shall be full compensation for work performed, services rendered, and for all materials, supplies, equipment and incidentals necessary

to complete the work.

- E. If the Consultant fails to pay any assessed mandatory deductions including, but not limited to, industrial insurance, FICA, Employment Security, and federal withholding the Consultant authorizes Key Pen Parks to deduct and withhold or pay over to the appropriate governmental agencies those unpaid amounts upon request and direction by the appropriate governmental agency. Any such payment will be deducted from the Consultant's total compensation. If the Consultant fails to provide copies of any licenses, tax certificates, or insurance certificate required herein, Key Pen Parks shall not be required to make any payment for the work performed until the Consultant provides copies of such licenses or certificates.
- F. The Consultant's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of Key Pen Parks and the state of Washington for a period of six (6) years after final payments. Copies shall be made available upon request.

- 5. **Ownership and Use of Documents.** All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of Key Pen Parks whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with the Consultant's endeavors; provided, Consultant shall obtain Key Pen Park's approval prior to the publication of any such documents. The Consultant shall not be responsible for any use of the said documents, drawings, specifications or other materials by Key Pen Parks on any project other than the project specified in this Agreement.
- 6. **Compliance with Laws.** The Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, relevant to the services rendered under this Agreement, including conditions concerning grants and other federal assistance when applicable.
- 7. **Indemnification.** The Consultant shall defend, indemnify and hold Key Pen Parks, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of Key Pen Parks.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and Key Pen Parks, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

- 8. **Insurance.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by the

agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit Key Pen Parks' recourse to any remedy available at law or in equity.

- A. **Minimum Amounts and Scope of Insurance.** Consultant shall obtain insurance of the types and with the limits described below:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile Liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 2. Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Key Pen Parks shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for Key Pen Parks using an additional insured endorsement at least as broad as ISO CG 20 26.
 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 4. Professional Liability with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.
- B. **Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to Key Pen Parks. Any Insurance, self-insurance, or insurance pool coverage maintained by Key Pen Parks shall be excess of the Consultant's insurance and shall not be contributed or combined with it.
- C. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- D. **Verification of Coverage.** Consultant shall furnish Key Pen Parks with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by Key Pen Parks, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.
- E. **Notice of Cancellation.** The Consultant shall provide Key Pen Parks with written notice of any policy cancellation, within two business days of their receipt of such notice.
- F. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which Key Pen Parks may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be

repaid to Key Pen Parks on demand, or at the sole discretion of Key Pen Parks, offset against funds due the Consultant from Key Pen Parks.

9. **Independent Contractor.** The Consultant and Key Pen Parks agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded Key Pen Parks employees by virtue of the services provided under this Agreement. Key Pen Parks shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.
 - A. The Consultant represents and warrants that all federal, state, and local mandatory deductions or other charges and taxes imposed by law and/or regulation upon the Consultant are current. The Consultant acknowledges that all such deductions, charges and taxes shall be the sole responsibility of the Consultant. If Key Pen Parks is assessed, liable or responsible in any manner for those deductions, charges or taxes, the Consultant agrees to indemnify and hold Key Pen Parks harmless from those costs, including attorney's fees.
 - B. The Consultant shall provide at its sole expense all materials, office space, telephone and utility services, and other necessities to perform fully and timely its duties and services under this Agreement, unless otherwise specified in writing.
10. **Covenant Against Contingent Fees.** The Consultant warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, Key Pen Parks shall have the right to annul this contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
11. **Discrimination Prohibited.** Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation, the presence of any disability, or any other protected class status under state or federal law, in the selection and retention of employees or procurement of materials or supplies.
12. **Assignment.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of Key Pen Parks.
13. **Non-Waiver.** Waiver by Key Pen Parks of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
14. **Termination.**
 - A. Key Pen Parks reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
 - B. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant

hereby agree to complete the work under the terms of this Agreement, if requested to do so by Key Pen Parks. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and Key Pen Parks, if Key Pen Parks so chooses.

- 15. **Applicable Law; Venue; Attorney's Fees.** This Agreement shall be subject to, and the Consultant shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the provisions of Key Pen Parks By Laws and ordinances or resolutions of Key Pen Parks. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in Pierce County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit. Venue for any action arising from or related to this Agreement shall be exclusively in Pierce County Superior Court.
- 16. **Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.
- 17. **Notices.**

Notices to Key Pen Parks shall be sent to the following address:

Executive Director
Key Pen Parks
5514 Key Peninsula Hwy NW
Lakebay, WA 98349

Notices to Consultant shall be sent to the following address:

- 18. **Entire Agreement; Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between Key Pen Parks and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

DATED this _____ day of _____, 20_____.

KEY PEN PARKS

CONSULTANT

Tracey Perkosky, Executive Director

By: _____

Printed Name:

Title:



Key Pen Parks

Small Works and Capital Project Manager

March 15, 2024





1601 E Valley Rd, Suite 110
Renton, WA, 98057
425.572.6878
www.rockpmservices.com

March 15, 2024

The Key Peninsula Metropolitan Park District (Key Pen Parks)
Attn: Tracey Perkosky, Executive Director
5514 Key Peninsula Hwy NW
Lakebay, WA 98349

RE: Key Pen Parks - Small Works and Capital Project Manager, RFP# 2024-02

Dear Tracey Perkosky and Evaluation Panel,

Key Pen Parks seeks a qualified consultant to perform all aspects of the Small Works and Capital Projects process, including developing project scope, conducting design review, developing consultant solicitations, coordinating Pierce County permits, and leading community outreach efforts. Rock Project Management Services, L.L.C. (RPM) has available talent and the expertise to deliver tailored services for Key Pen Park's unique projects. Providing capital project management and construction management services on behalf of public owners is RPM's core business. Over the past four years, we have managed the planning, design, and construction of over 100 public facilities in the Pacific Northwest.

PROVEN EXPERTISE. Our team members have completed \$15 billion in public projects throughout Washington State and RPM currently has 24 active public works contracts. These projects include parks, playgrounds, waterfront, athletic fields, open spaces, and trail enhancements. Delivering public works projects on time and within budget is what we do.

EXPERIENCED TEAM. Our seasoned team consists of project management experts, available to get to work immediately on behalf of Key Pen Parks. Each team member was hand-selected because of the unique skills that they bring to the team. RPM's senior-level expertise results in timely solutions to challenges and quality project outcomes, every time.

RPM is a WMBE/SBE firm located in Renton, WA, where we can best serve clients throughout the Pacific Northwest. We are excited to contribute to Key Pen Park's mission of serving your community and its residents. We look forward to earning your trust and confidence.

Sincerely,

ROCK PROJECT MANAGEMENT SERVICES, L.L.C.

Bernie O'Donnell, President
425.572.6878 | bernie.odonnell@rockpmservices.com



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SECTION 1

PROJECT UNDERSTANDING

Understanding of the project scope and project. (EVALUATION CRITERIA)

Your firm's identification of the critical work elements and how your team would address these projects. (RFP REQUIREMENT)

Project understanding fundamentals. RPM understands that Key Pen Parks seeks a full-service project management consulting firm that can address a variety of parks-related projects varying in size, complexity, and project type. Each project is in various stages of either procurement, planning, design, or is ready for a small works construction contract. Key Pen Parks will benefit from the services of a skilled project manager with the qualifications and experience to lead each project with an organized, structured approach, in a cost-effective manner. Attention to detail and adherence to project schedules and budgets, all prioritized properly, are essential to meeting expectations.

Understanding critical work elements and how RPM will address each project.

- 1. Leaning in to Listen First.** Our initial effort will include an in-depth Kickoff Meeting with Key Pen Parks representatives to confirm our understanding of all critical work elements and to develop our approach to addressing those items. RPM will confirm the purpose, goals, and measurements of success for each project, review against the current project status, and review roles and responsibilities for all open, pending, future project activities, project by project. The information we learn from listening to Key Pen Parks representatives will enable RPM to close any gaps in our understanding of each project. This initial step allows us to solidify a comprehensive, actionable plan aligned with Key Pen Parks' expectations.
- 2. Tackling Each Specific Project.** Each individual project is unique with distinct elements that need to be expertly addressed in an efficient, comprehensive manner. The RFQ identifies six specific projects to be completed either in Q3 or Q4 of 2024. Three of the projects require the procurement of a design consultant. We anticipate that our senior-level Project Manager will manage all projects simultaneously, which is the most cost-effective, efficient approach. An early activity for RPM's Project Manager will be procuring the services of an Architect/Engineering (A/E) firm experienced in parks, recreation, and ADA designs, with a subconsultant Geotechnical (Geotech) Engineer. This will be the most expedient, cost-effective approach to ensuring all projects are completed by the end of 2024.



RPM's initial effort will include an in-depth Kickoff Meeting with Key Pen Parks representatives to confirm our understanding of all critical work elements and to develop our approach to addressing those items.

Following is our approach for each project, to be confirmed in the initial Kickoff Meeting:



Project Budget: \$225,000 | **Target Completion Date:** Q3 2024

Scope of Work: Procure and install, including obtaining permits, a temporary trailer in the Maintenance Yard of Gateway Park. It will include office space for the Parks and Facilities Manager, working spaces for the Sr. Maintenance Staff, and training/breakroom space for the entire maintenance team. Electrical will be included, with no connections for water/septic.

Approach: RPM will meet with Key Pen Parks to confirm the scope and the available public procurement processes such as utilizing the WA State Department of Enterprise Services' standing contracts for modular offices. Concurrently, RPM will meet with permitting authorities to confirm permit requirements and deliverables, ensuring all permits and inspections are identified prior to procurement and installation of the trailer. Necessary utility connections, delivery logistics, and site-specific requirements will be identified, reviewed, and developed for solutions in regularly scheduled meetings. RPM will be on-site during all installations. RPM will develop a schedule to plan/track all project activities for on-time completion.

Initial Items to Discuss:

- Confirm that the project budget is sufficient, and if not, RPM will develop a budget option to ensure the project purpose, budget, and scope of work are aligned.
- Review RPM's project schedule in the initial project meeting.
- Develop and review the project scope with Key Pen Parks representatives for procurement purposes.
- Confirm the extent of existing utility services and hookups and learn what is needed to meet programmatic needs.
- Confirm the layout design and that the layout of all interior spaces meets programmatic requirements for intended uses.
- Build known permit requirements, processes, and durations into the project schedule.
- Provide FF&E needs and compatibility of existing Key Pen Parks-owned FF&E with the trailer layout to be provided.
- Sequence work with other projects.
- Move-in logistics.



Project Budget: \$25,000 | **Target Completion Date:** Q4 2024

Scope of Work: Procure and manage the consultant to design an ADA-compliant entrance ramp to the Administration Building, design compliant paths to reach all athletic fields, and review the possibility/design path from the upper parking area to the concession/playground/office area. Secure permits for the construction phase.

Approach: This is one of three projects that requires the public procurement of an A/E firm to design ADA-compliant solutions for the entrance ramp to the Administration Building, and paths to all athletic fields, and review the possibility/design path from the upper parking area to the concession/playground/office area. With an A/E firm on board, RPM's Project Manager will lead an on-site meeting to review the physical conditions of the areas that are currently noncompliant with ADA standards and review possible design solutions. The A/E firm will provide design solutions, and RPM's Project Manager will price each design solution to confirm the work is within the available budget. RPM will submit the permit documents for permit approval and construction.

Initial Items to Discuss:

- Are Key Pen Parks maintenance crews able to construct ADA paths with internal resources once permits are in place, or will work need to be contracted out through the Small Works Roster procurement process?
- Based on the intent to upgrade all paths to all athletic fields, a \$25,000 budget appears tight. RPM's Project Manager will develop a detailed estimate of costs to confirm the estimated cost is within the budgeted funds.
- The selected A/E firm must have an ADA design expert on staff, understanding the uniqueness of the pathway conditions. Innovative solutions that are ADA-compliant may be necessary, and we will work with the A/E firm to identify those opportunities.

Geotech Review of Field 3 in Volunteer Park



Project Budget: \$25,000 | **Target Completion Date:** Q4 2024

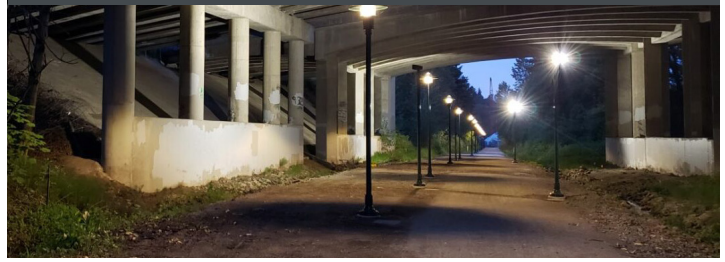
Scope of Work: Procure and manage a consultant to determine soil stability on the edge of the athletic field. Manage the design process of the solution, if needed.

Approach: We recommend the Geotech consultant be a subconsultant to the A/E firm hired for the other projects. This allows a team approach to assess the soil stability, risks, and potential design solutions. RPM's Grant Administrator can then provide an actionable plan to procure public funding that may be utilized to fund a permanent structural solution to the eroding edge of the athletic field. RPM's Project Manager will oversee all activities related to this project.

Initial Items to Discuss:

- Have any previous studies on the soil conditions of the area been conducted?
- Have any observations shown continued decay/erosion or has the condition been relatively constant?
- What safety measures are needed immediately and what measures are needed long term?
- Should solutions be temporary or long-term resolutions?
- RPM's Project Manager can provide a budget assessment for multiple solutions that may be recommended by the Geotech consultant and A/E firm.

Trail Design (RCO Compliant) for Two Properties Near Gateway Park



Project Budget: \$25,000 | **Target Completion Date:** Q3 2024

Scope of Work: Procure and manage consultant to design low-impact trails on two parcels near Gateway Park. One parcel has received funding through RCO's Salmon Recovery Board Funding (SRFB) and the other parcel requires public access. Work with RCO to secure approval for trail design. RPM will recommend the construction process based on final design approval.

Approach: RPM's Project Manager will lead the design phase of the selected A/E firm for a draft design and a final design of the low-impact trails. The draft design will be reviewed with RCO for preliminary approval, allowing the final design to be expeditiously approved. RPM's Project Manager will play a crucial role in the early design ensuring it is constructible in a cost-effective manner, with low maintenance as a priority.

Initial Items to Discuss:

- Review project purpose with all stakeholders and desired outcomes.
- Discuss outreach requirements and recommendations.
- Review potential additional features, budget-dependent, that may be options for future improvements.
- Are there other items along the new pathways that need to be addressed in the design such as tree protection, and site amenities (benches, trash receptacles, signage)?
- ADA-compliant design requirements.
- Lighting requirements.

Small Works Procurement / Project Management for Caretaker Home Repairs in Gateway Park



Project Budget: \$200,000 | **Target Completion Date:** Q4 2024

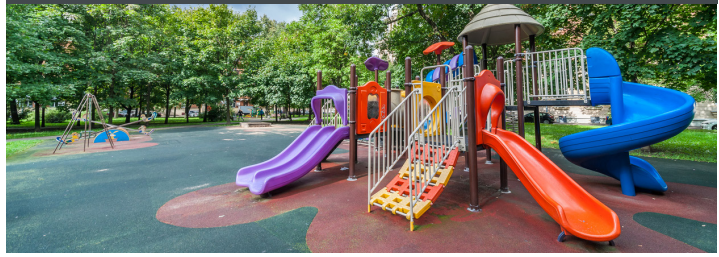
Scope of Work: Develop solid work scope and procure via Small Works Roster repairs to the Caretaker’s Home including roof repair and replacement, attic ventilation, mold removal, rotting sliding glass door replacement, repairs to structure from a roof leak, porch support, and railing replacement, and related painting or other work.

Approach: RPM’s Project Manager will develop a detailed scope of work package for Small Works Roster bidding, with a requirement that contractors conduct a site walk as a condition of bidding to ensure they have responsible bids for the scope of work required aligned with actual physical conditions. RPM will review the bids with Key Pen Parks representatives, and coordinate access requirements for the work to commence. A project schedule will be shared with the Caretaker and other stakeholders, ensuring expectations are aligned, and the project schedule is met. Roles and responsibilities will be identified, and safety will be reviewed related to mold remediation and other potential hazards.

Initial Items to Discuss:

- Identify the extent of mold and mold type, remediation, and disposal requirements.
- Confirm that work is maintenance and repairs, and no permit is required for improvements.
- Identify potential construction Small Works Roster contractors and contact each directly to ensure interest in bidding creates responsible, responsive bids.
- Discuss the timeline and expectations of the Caretaker, access needs, and impacts on operations.

Procurement and Installation of New Playground in Home Park



Project Budget: \$120,000 | **Target Completion Date:** Q4 2024

Scope of Work: Procure and recommend toddler and youth amenities for playground/swings in Home Park. Manage removal of the old playground and installation of the new area.

Approach: The A/E firm hired for this project and the other identified projects will be required to provide a series of playground equipment, amenities, and swings for Home Park. The process should engage the local community to review options for the highest and best use, and understand what elements of the park were previously a success. On past park projects, RPM has been successful in engaging a variety of stakeholders in the process of evaluating playground equipment, and our experience will ensure the selected amenities are the best choices for the various age groups that the equipment will serve. Low maintenance, high durability, safety, and accessibility are key components to consider in specifying equipment that is fun, enjoyable, and fits with the surrounding park amenities.

Initial Items to Discuss:

- Identify stakeholders to engage for review and approval of selected items.
- Clarify measurements of success.
- Discuss safety and ADA accessibility.
- Closing areas for safety during installation work, and communicating project progress to stakeholders.
- Identifying additive alternates, deductive alternates, and planning for future additions.

SECTION 2

PROJECT SCHEDULE

Ability to meet the project schedule and work well with District staff or consultants. (EVALUATION CRITERIA)

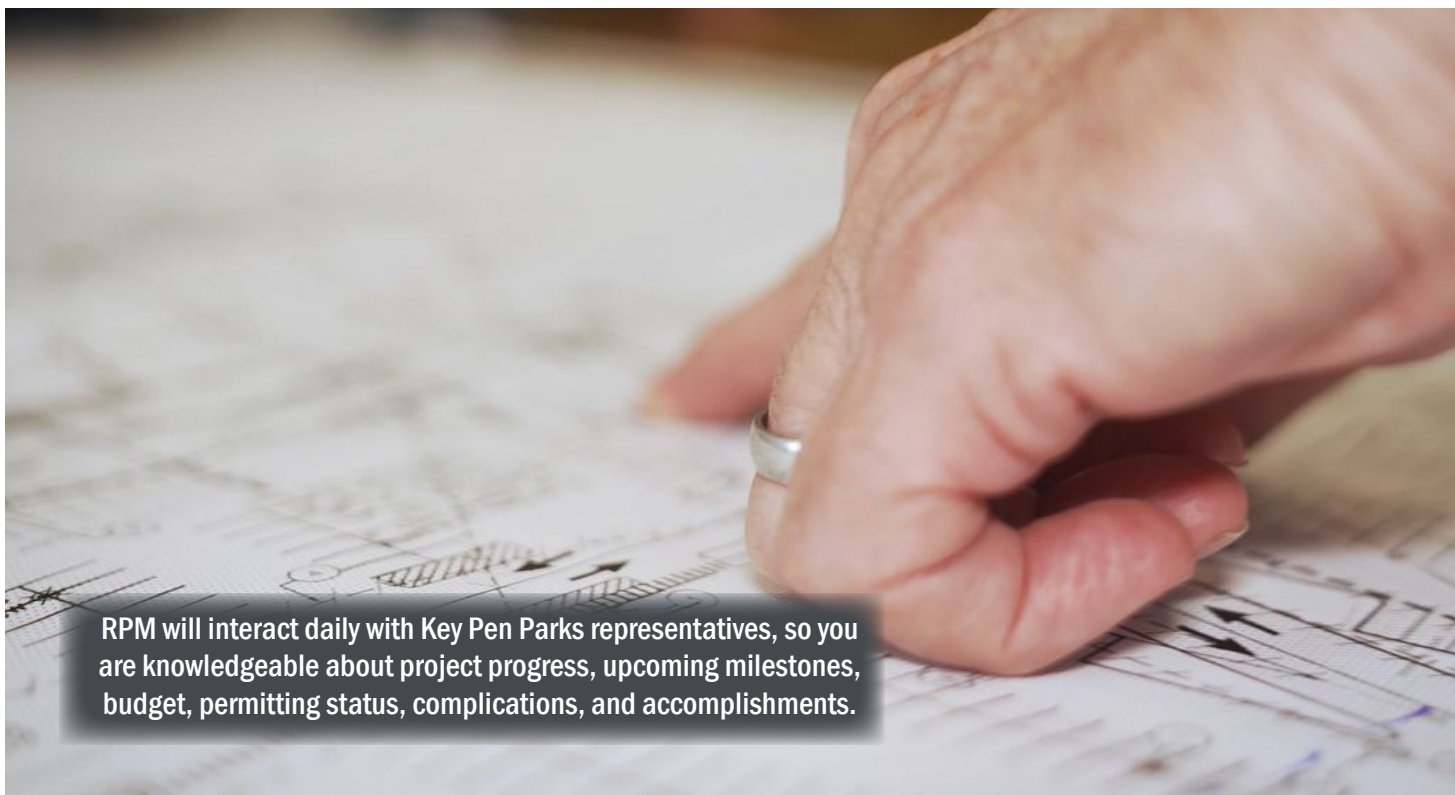
Ability to meet project schedule. RPM is confident and has the scheduling expertise to ensure all six projects are completed as scheduled, on time. A project schedule is a fundamental tool that ensures the project is planned, designed, and constructed timely. RPM will develop a comprehensive project schedule that captures all six individual projects under a Master Project Schedule, so we ensure the detailed activities of all projects are properly coordinated early and throughout the duration of each project. If a contractor or other project team member falls behind schedule, our team has the skills and knowledge to identify schedule recovery options. We address the cause of schedule slippage concurrently to keep parties from pointing fingers at the project's end.

Our Master Project Schedule includes preconstruction, construction, and closeout activities, and separate Owner contracts such as FF&E and move-in activities. We will use the Master Project Schedule as a roadmap, measuring against each contractor schedule and pay application. RPM reconciles all schedules, tracks progress, and looks for potential pitfalls before they become project impacts. This collaborative effort results in finding solutions to scheduling challenges, while holding consultants and contractors accountable. Our team has extensive experience with Primavera P6 and Microsoft Project.

Working with Key Pen Parks Staff. From our extensive project experience, RPM knows that day-to-day communication ensures team continuity. RPM will interact daily with Key Pen Parks representatives, so you are knowledgeable about project progress, upcoming milestones, budget, permitting status, complications, and accomplishments. Our team will organize monthly meetings with Key Pen Parks Staff to discuss progress and potential issues.

Weekly construction meetings will be organized and run by RPM's assigned Project Manager. Project transparency starts with free-flowing information between project team members, resulting in budget and schedule efficiencies. We expect that leaders from all parties associated with the project will be present at the meetings so that our team is aligned. These meetings are opportunities to review lessons learned and to look ahead to remove progress barriers.

RPM's hands-on approach representing all stakeholders and our collaboration with the contractors ensures that projects are completed on time and delays are avoided and/or mitigated. It also keeps Key Pen Parks and other stakeholders informed, always.



RPM will interact daily with Key Pen Parks representatives, so you are knowledgeable about project progress, upcoming milestones, budget, permitting status, complications, and accomplishments.

SECTION 3

COMMUNITY INVOLVEMENT

Proven experience in effective public involvement and incorporating citizen input. (EVALUATION CRITERIA)

RPM has a proven track record of developing effective public involvement in every community-type project we take on. We aim to become an extension of your team and build trust through a commitment to delivering transparent, honest communication at every step of every project.

Norm McLoughlin (McLoughlin & Associates, LLC) is a key team member who will guide the team on community involvement that promotes citizen input. Norm is a local resident of the Key Peninsula and has been instrumental in bringing local Key Peninsula community team members together. An example of Norm's engagement is his role as a Board Member for the Mustard Seed Project of Key Peninsula. His participation was a critical factor in obtaining funding for the project which promotes independent living and quality of life for seniors residing in the Key Peninsula area.

RPM's approach to effective public involvement and incorporating citizen input is communication, communication, communication. We understand the importance of each individual project and that success needs to be delivered to Key Pen Parks and the local community. This success begins with understanding each project's purpose, goals, and measurements of success. RPM will learn the components of each project by communicating with all stakeholders. This includes communication with internal and external customers, such as Key Pen Parks Staff and Leadership, and park users of all ages and abilities.

RPM is accustomed to conducting community workshop events leading engagement efforts to open dialogue, finding common solutions to complex problems, budget constraints, and other challenges. Following through and following up are key principles in RPM's approach to effective public involvement and citizen input process.

RPM is Key Pen Parks' partner and we will communicate project progress, success, and the milestones achieved. We frequently report to governing boards and oversight committees, conveying complex construction topics in easy-to-understand non-technical terms. From managing project web pages, issuing newsletters in multiple languages, and engaging in community meetings, RPM is ready to inform and update all stakeholders in a collaborative, transparent manner.

RPM is accustomed to creating project-specific web pages that can be utilized for a variety of audiences. Detailed financial information and issues are communicated to appropriate decision-makers and stakeholders, and general project information and achievements will be shared with the public. Newsletters and notices of project achievements are developed by our marketing team, in conjunction with Key Pen Parks' representatives to provide timely project information to the community we are here to serve.



Project success begins with understanding each project's purpose, goals, and measurements of success.

SECTION 4

TEAM EXPERTISE

Expertise of key personnel. (EVALUATION CRITERIA)

An organizational chart and biographies for your project team, including all sub-consultants. (RFP REQUIREMENT)

RPM is a local team of project management and construction management professionals with decades of experience successfully leading the planning, design, and construction phases on behalf of our clients on some of the most complex projects in the Pacific Northwest. Our team members have collectively completed \$15 billion in public projects throughout Washington State. RPM currently has 24 active public works contracts. This work includes a variety of projects with parks, playgrounds, and trail enhancements. Our existing projects range in value from \$25,000 to over \$1 billion.

RPM has structured a team of qualified professionals ready to deliver the upcoming projects for Key Pen Parks. Each team member was hand-selected because of the unique and highly qualified skills that they bring to the team. All team members offer senior-level expertise that results in timely solutions to challenges and quality outcomes that are within budget, every time.

As shown in the Organization Chart on *Page 8*, our team is led by **Bernie O'Donnell, Principal-in-Charge**. Bernie is the direct contact to Key Pen Parks. He is RPM's President and brings team leadership on over \$8 billion in design and construction projects. He will advise the team on quality, schedule, and budget management.

RPM offers qualified project managers who will provide project coordination and reliable management of project schedules, estimates, and project documents, and who will provide on-site management of construction activities. Assigned RPM personnel will coordinate work between the Design Engineers, Contractor, and Key Pen Parks, and will be on-site daily, whenever construction is taking place. Their involvement ensures that projects are coordinated between all entities that transect the work sites.

Steve Sawyer, Project Manager is the designated lead who will manage the six identified projects. He has more than 25 years of construction industry experience with an extensive background in project and construction management services. He has 16 years of experience working directly for public agencies and currently oversees a park development project for the City of Arlington. He is an excellent fit to represent Key Pen Parks.

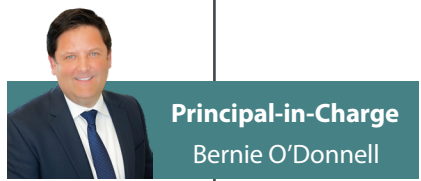
Anne Reese, Project Manager is a backup resource for Steve Sawyer. Anne brings 38 years of experience in public and private projects. Anne recently oversaw a Capital Improvement Program for the City of Kirkland that included nine individual projects. In addition to directing the program, she concurrently managed a waterfront park transformation project. Her leadership and decades of direct hands-on involvement with similar projects, make her a perfect fit to support Key Pen Parks.

In addition to the positions above, we are pleased to offer the additional services of **Kristen Bryant, Grant Administrator**. She is RPM's internal resource for finding grant opportunities, applying for those grants, and obtaining funding on behalf of RPM's clients. She will be instrumental in assisting or leading an effort to comply with RCO-required reporting, or soliciting other grant opportunities to help fund additional projects for Key Pen Parks.

We also offer **Norm McLoughlin (McLoughlin & Associates, LLC), Community Liaison**, to keep the community informed as construction takes place. Norm is a seasoned leader with over 30 years of experience in public administration. He is an expert in multifaceted public and private sector efforts for economic redevelopment. Norm is a trusted partner of RPM and we're currently working on two community projects together. As a resident of the Key Peninsula area, Norm is a local resource for our team, with the added expertise to assist with obtaining state and federal funding for upcoming projects.

All team members are available to fulfill the full terms of their assigned projects. Brief resumes of our key personnel start on *Page 9*.

Key Pen Parks



Technical Specialty Services

- | | | |
|------------------|----------------------------------|-------------------------------|
| Scheduling | Facilities Condition Assessments | Public Procurement Management |
| Estimating | Master Planning | Grant Administration |
| Cost Control | Permitting Coordination | Community Liaison |
| Document Control | Drone Services | |



RPM's team members have collectively completed \$15 billion in public projects, providing project and construction management throughout Washington State. RPM currently has 24 active public works contracts.



BERNIE O'DONNELL

Principal-in-Charge

Education

BA, Architecture,
University of Washington

Undergraduate Studies,
Construction Management, Central
Washington University

Undergraduate Studies,
Pre-architecture, Washington
State University

Certifications

Six-Sigma Lean Black Belt, Project
Management Institute

Advanced Primavera P6 Scheduling,
Project Management Institute

OSHA 30-Hour

Affiliations

Black Diamond City Council,
Position #6 (former)

NSBA Leadership Council,
Board Member

Association of Washington
Businesses - Energy Committee

Renton Public Schools Workforce
Advisory Committee, Industrial
Technology Committee Member

Construction Management
Association of America (CMAA)

Association for Learning
Environments (A4LE)

Building Owners and
Managers Association (BOMA)
Seattle King County

Rebuilding Together South Sound
(RTSS), Past President

Millionair Club

SUMMARY

Bernie O'Donnell has 35 years of experience leading teams in both public and private sectors, managing design and construction projects totaling over \$8 billion. Bernie successfully creates program and project teams empowering strategic thinkers with a passion for their work and the communities each project serves. This drives positive and impactful results for clients. Bernie is highly skilled as an advisor to clients on multiple contracting strategies, including GC/CM and Design-Build. He is active in community outreach programs and is an advocate for a strong safety culture in the workplace, environmentally responsible design, and social justice and equity programs.

SELECT PROJECT EXPERIENCE

City of Arlington, Smokey Point Community Park, Arlington, WA. Principal-in-Charge. The 1.8 acre site includes a formal park with various water features, a passive park area with open space, an exercise track, a covered performance stage, and a playground area. The project requires grading plans and utility design to include water, sanitary sewer, stormwater, and electrical. RPM provides project management services and Bernie oversees the team, providing strategic leadership.

City of Kirkland, Capital Improvement Program, Kirkland, WA. Principal-in-Charge. RPM provided project and construction management services on utility infrastructure and transportation, environmental, and park projects, including David E. Brink Park and other assignments to address their annual \$150 million capital program workload. Bernie served as an advisor to assess the program, made recommendations for program improvements, and provided staff training on best practices.

City of Elma, Capital Development Program, Elma, WA. Principal-in-Charge/Project Manager. RPM oversaw a program that included developing a Capital Facilities Plan; conducting condition assessments for all facilities, properties, and public works infrastructure, including public works shops, a wastewater treatment facility, water reservoirs, parks, and other properties; and applying for a variety of grants. Bernie provided strategic leadership and oversaw the program.

City of Aberdeen, Citywide Capital Facilities Plan, Aberdeen, WA. Principal-in-Charge. Work included assessments of 40+ facilities, associated sites, and parks. RPM developed a preventative maintenance schedule and budget for each facility and a six-year Capital Facilities Plan for all assets. The parks assessed included Lake Aberdeen Recreation Area, Kurt Cobain Park, North Aberdeen Playfield, Bishop Athletic Complex, Pioneer Park, a future RV Park site, Garley Park, Franklin Field, Finch Playfield, West End Peterson Playfield, Morrison Park, Rotary Log Pavilion, the batting cages at Pioneer Park, Sam Benn Park, and Stewart Park and Trail. Bernie oversaw the project team and provided technical evaluations of all facilities.



Steve Sawyer

Project Manager

Education

Visual Communications,
Art Institute of Seattle

Certifications

OSHA 10-Hour

NIMS ICS-100, 200,
210, 400, 700

Affiliations

International Right of Way
Association (IRWA)

SUMMARY

Steve Sawyer has 25 years of construction industry experience and an extensive background in project management, construction management, facilities management, and property management. He has 16 years of experience working directly for Sound Transit and the Port of Seattle, with additional experience working with diverse clients including municipalities and government agencies. Steve is also a specialist in contract management, ROW real estate, ROW management, ROW construction inspection, and real estate management. His experience in identifying and explaining complex ROW elements is a valuable asset within design, at stakeholder meetings, and during construction. Steve is an expert in vendor management, third-party coordination, and client support. He is also an expert in design QA/QC, building assessment, public outreach, budgeting, and AHJ coordination.

SELECT PROJECT EXPERIENCE

City of Arlington, Smokey Point Community Park, Arlington, WA. *Project Manager/Construction Manager.* The 1.8 acre project site includes a formal park with hardscaping and various water features, a passive park area with open space, an exercise track and covered performance stage, and a playground area with diverse features. The project requires grading plans/profiles, and utility design to include water, sanitary sewer, stormwater, and electrical. Steve provides project management, construction management, and oversight of design services.

Satsop School District, Capital Improvement Bond Program, Satsop, WA. *Project Manager.* RPM provides project and construction management services for ongoing district-wide capital improvement projects for Pre-K through 6th Grade facilities. Work includes the planning and construction of several modernization projects. RPM also provides grant funding assistance.

Kittitas School District, Capital Improvement Bond Program, Kittitas, WA. *Project Manager/Construction Manager.* Work consisted of phased improvements including the deconstruction of an existing high school and primary school, design and construction of a new classroom wing, a new multi-purpose room and common spaces, and a new commercial-grade kitchen. Upgrades were also made to the secondary school entry, campus security system, and library. Work on the elementary and intermediary school campus included site improvements, installation of a new playground for primary-grade students, utilities, a new bus drop off, and a new roof for the historic gymnasium. RPM provided project management and construction management services.

Clallam County PUD, Clallam Bay Water Main Replacement, Sekiu, WA. *Construction Manager.* This project consisted of various upgrades to replace the aging water infrastructure. The project replaced 12,500 linear feet of water main. Steve provided daily on-site construction management and inspection services for the duration of the project.



Anne Reese, MPM

Project Manager

Education

MS, Business, Project Management, Colorado Technical University

BS, Civil Engineering, Virginia Tech

US Navy, Civil Engineer Corps Officer

License

Engineer-in-Training, EIT

Certifications

Master Project Manager, MPM

OSHA 30-Hour

Affiliations

Society of American Military Engineer (SAME)

International Code Council (ICC)

Veterans of Foreign Wars (VFW)

SUMMARY

Anne Reese has 38 years of experience providing project management and construction management services on a variety of private and public projects. Throughout her career, Anne has demonstrated her ability to maintain accurate project controls that help identify and resolve challenges before they become project delays and added costs. Anne is a collaborator who brings teams together while holding all accountable to deliver on their commitments.

SELECT PROJECT EXPERIENCE

City of Kirkland, Capital Improvement Program, Kirkland, WA. *Project Director.* RPM provided project and construction management services on utility infrastructure and transportation, environmental, and park projects, to help address their annual \$150 million capital program workload. As Project Director, Anne oversaw a team of RPM project managers and construction managers who managed nine individual projects.

City of Kirkland, David E. Brink Park, Kirkland, WA. *Sr. Project Manager.* Work included 32,296 SF, 755 LF of shoreline, and a 3,026 SF pier for a waterfront park on Lake Washington. Upgrades included extensive soil remediation due to marine fuel contamination, repairs to existing bulkheads and walk paths, construction of a new ADA-accessible pathway, expansion of the existing beach, construction of a new pocket beach, and a reestablished habitat with new rockeries and in-water habitat log. Anne provided project management, construction management, budget management, cost control, and project documentation.

City of Ocean Shores, Staff Augmentation Program, Ocean Shores, WA. *Sr. Project Manager.* RPM provided staff augmentation to the City of Ocean Shores' Public Works Department, leading projects in planning, design, construction, and inspections. Recent projects included the Golf Course Irrigation, Dune Firebreak Clearing, Asphalt Pavement Preservation Program, and the Oyehut Ditch Clearing. Anne managed the program and provided all project management services.

Clallam County PUD, Clallam Bay Water Main Replacement, Sekiu, WA. *Sr. Project Manager.* This \$4.3 million project consisted of various upgrades to replace the aging water infrastructure. The project replaced 12,500 linear feet of water main. Anne provided management of all on-site construction and inspection services.

Community Health Care, Outpatient Health Center, Puyallup, WA. *Sr. Project Manager.* This project includes 24,000 SF of tenant improvements in the main office building and 11,000 SF in the undeveloped parking garage retail space. Anne leads the project providing project and construction management services.



Kristen Bryant

Grant Administrator

Education

BA, Management Information Systems, University of Notre Dame

BS, Environmental Science, University of Notre Dame

Specialized Skills

Program Management

Project Management

Business Analysis

Team Collaboration

Intranet Portal Development

IT System Development

Document Management

SUMMARY

Kristen Bryant is RPM’s designated Grant Applications Manager. Kristen is respected for her organizational skills and technical writing, which are founded on the principles of understanding detailed application requirements and targeted outcomes. She is an engaged civic leader who works on behalf of non-profit and governmental agencies that are focused on developing responsible governmental practices. Kristen has over 15 years of experience providing persuasive written applications for governmental action, including submittal information for all levels of governmental agencies within the State of Washington for local municipalities.

SELECT PROJECT EXPERIENCE

City of Elma, WA State Department of Recreation and Conservation, Parks Grant, Elma, WA. Grant Administrator, \$100,000. This awarded grant obtained funding for various parks to replace athletic field lighting, enabling more community opportunities.

City of Federal Way, Parks and Recreation RCO Grants, Federal Way, WA. Grant Administrator. Kristen is in the process of applying for a variety of park-related grants for the City of Federal Way including several RCO grants, and federal funding to advance projects for the Parks and Recreation Program and the Community Center. Kristen is targeting \$2-3 million in funding to advance the City of Federal Way’s park projects.

Satsop School District, OSPI Rural School District Modernization Grant, Satsop, WA. Grant Administrator, \$6 million. RPM provides project management services for the District. As part of that program, Kristen provides grant administration services to research and apply for grants through the WA State Office of Superintendent of Public Instruction. The identified grant will improve educational spaces in Satsop School District’s historic schoolhouse and associated facilities and campus.

City of Elma, FEMA Grant, Elma, WA. Grant Administrator, \$1.5 million. This awarded grant included federal funding for a new police station and emergency operations center.

City of Elma, U.S. Department of Transportation, Safe Streets for All Program Grant, Elma, WA. Grant Administrator, \$261,000. This awarded federal grant helps develop a pilot program to reduce transportation-related deaths and injuries and helps build multiple demonstration projects to test safety improvements.

Greater Grays Harbor, Inc., U.S. EDA Recompete Program, Grays Harbor County, WA. Grant Administrator, \$500,000. This awarded grant creates a nonprofit economic development program designed to provide a region-wide strategic development plan to improve workforce conditions. Kristen volunteered her time to lead the strategy, development, and application process for this federal award.



Norm McLoughlin

Community Liaison

Firm

McLoughlin & Associates, LLC

Education

MA, Urban Studies and Planning, Antioch University

BA, Environmental Studies, Antioch College

Certifications

Public Policy, University of Washington, Cascade Management Institute

Affiliations

American Academy of Housing Communities, Fellow

National Rural Housing Coalition, Board Member

Mustard Seed Project, Board Member

Kitsap County Consolidated Housing Authority, Executive Director (former)

Bremerton Community Revitalization Agency, Executive Director (former)

National Association of Local Housing Finance, President (former)

SUMMARY

Norm McLoughlin is a seasoned leader with over 30 years of experience in public administration, economic policy development, and all aspects of affordable housing. He is a nationally recognized innovator in utilizing tax-exempt bonds, federal, state, and local funds, and tax credits to complete award-winning projects in urban and rural environments. Norm is a leader in multifaceted public and private sector efforts for economic redevelopment. He is a local resident of the Key Peninsula area. His experience working collaboratively on public projects with RPM represents a positive track record of successful community engagement bringing public clients and project team members together to best serve the local community.

SELECT PROJECT EXPERIENCE

City of Bremerton, Community Revitalization, Bremerton, WA. Consultant. Norm led community efforts to bring the development of housing, commercial, retail, and governmental uses to an economically depressed downtown area. He designed the Community Renewal Plan and made conforming changes to the City of Bremerton’s Comprehensive Plan. Additionally, he obtained \$60 million in New Market Tax Credits to stimulate development. At the time, this was the largest award in the state.

City of Elma, Capital Facilities Planning and Condition Assessments, Elma, WA. Consultant. This project included developing a multi-year Capital Facilities Plan and condition assessments for all facilities, properties, and public works infrastructure, including public works shops, a wastewater treatment facility, water reservoirs, parks, and other properties. As RPM’s subconsultant, Norm provided capital funding and community-focused services.

Grays Harbor County, Capital Facilities Planning, Grays Harbor County, WA. Consultant. This project consisted of preparing a County-wide six-year Capital Facilities Plan (CFP) that involved all County-owned properties, including all parks and outdoor recreation areas. The CFP included over 200 buildings and infrastructure structures. As RPM’s subconsultant, Norm provided capital funding and community-focused services.

City of Aberdeen, Grays Harbor Gateway Center, Aberdeen, WA. Consultant. As a subconsultant to RPM, Norm advised the City of Aberdeen on state financing opportunities and helped inform the community on project progress. He was responsible for obtaining all project funding through federal, state, and local fund/ grant programs and assisted with strategic plans for the facility’s governance structure and tenant recruiting to promote business opportunities. He will provide workforce training programs with non-profit tenants in the new facility.

SECTION 5

REFERENCES

Response of references from past similar projects.
(EVALUATION CRITERIA)

References from past similar projects that were completed by the proposed team members. Provide the contact name and number of the owner, or if not available, the contact name and number of the current most knowledgeable person associated with the project. (RFP REQUIREMENT)



David E. Brink Park, Lake Washington - Kirkland, WA

City of Kirkland

Rob Steitzer, Capital Projects Manager
425-587-3825 | rsteitzer@kirklandwa.gov

Mr. Steitzer was the direct point of contact for nine projects that RPM managed for the City of Kirkland from 2021-2023. Projects included utility infrastructure and transportation, environmental, and city parks. The improvements to David E. Brink Park that were managed by RPM staff included park shoreline enhancements, ADA upgrades, and park amenities.



Gladys Smith & Lloyd Murray Parks, Elma, WA

City of Elma

Josh Collette, Mayor
360-470-3984 | mayor@cityofelma.com

Mayor Collette was RPM's direct point of contact. RPM provided grant funding and capital facilities planning, estimating, and scheduling for the City of Elma's four city-owned parks in 2023. RPM was successful at obtaining RCO funding to address deferred maintenance to replace athletic field lighting at two parks. The grant funding was \$100,000.



Smokey Point Community Park, Arlington, WA

City of Arlington

Marc Hayes, Community and Economic Development Director
360-403-3457 | mhayes@arlingtonwa.gov

Mr. Hays is RPM's direct point of contact. RPM provides project management and design services for the development of a new \$6 million community park located in the Smokey Point neighborhood of the City of Arlington. RPM is the designated Owner's Representative and also the Prime Consultant leading the design team, with subconsultants providing landscape, architectural, structural, civil, geotechnical, and surveying. RPM was responsible for leading the design and construction phase; management of budget and schedules; and procurement of the multi-phased park.





Vance Creek Park, Elma, WA



Lake Aberdeen Recreation Area, Aberdeen, WA

Grays Harbor County

Mark Cox, Director of Utilities, Facilities, Community Development, and Parks
360-249-5753 | mcox@graysharbor.us

Mr. Cox was RPM’s direct point of contact for preparing a county-wide six-year Capital Facilities Plan (CFP) that involved all county-owned properties, including all parks and outdoor recreation areas. In 2023 and 2024, RPM’s staff provided services to the Grays Harbor County that included property and facilities assessments of all parks, development of preventative maintenance schedules and budgets, and development of a prioritized six-year CFP with over 200 identified projects. RPM also provided similar services for the county-owned fairgrounds including all properties and facilities at the fairgrounds. Services included preparing scopes of work for all projects, estimates, and project schedules. County-owned parks included Twin Bridges Park, ORV Park, Vance Creek Park, and the County Fairgrounds.

City of Aberdeen

Stacie Barnum, Parks and Recreation Director
360-537-3229 | sbarnum@aberdeenwa.gov

Ms. Barnum was RPM’s direct point of contact. RPM staff provided planning for the City of Aberdeen’s facilities and properties including 16 city-owned parks in 2022 and 2023. Services included capital facilities planning, assessments, and the development of individual projects with estimates and schedules. RPM also assessed properties for future siting of a city-owned RV park, and alternative sites for public safety.

Parks included Lake Aberdeen Recreation Area, Kurt Cobain Park, North Aberdeen Playfield, Parks Maintenance, Bishop Athletic Complex, Pioneer Park, a future RV Park site, Garley Park, Franklin Field, Finch Playfield, West End Peterson Playfield, Morrison Park, Rotary Log Pavilion, Batting Cages Property at Pioneer Park, Sam Benn Park, and Stewart Park and Trail.



RPM is proud to provide references for all of our projects because we maintain a positive track record of delivering successful results for our clients. We invite Key Pen Parks to contact any of our clients for candid feedback on our performance.