



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)  
[www.penmetparks.org](http://www.penmetparks.org)

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## REGULAR MEETING AGENDA

**September 10, 2024, 6:00 PM**

PenMet Parks Administrative Headquarters- 2416 14th Ave NW, Gig Harbor, WA 98335

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### Call to Order

### Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President			
Laurel Kingsbury, Clerk			
Kurt Grimmer			
Steve Nixon			
William C. (Billy) Sehmel			

**ITEM 1 President's Report**

**ITEM 2 Executive Director's Report**

**ITEM 3 Special Presentations**

3a. [Financial Review - June 2024](#)

**ITEM 4 Board Committee Reports**

4a. **Park Services Committee**

4b. **Finance Committee**

4c. **Administrative Services Committee**

4d. **Recreation Services Committee**

4e. **Campaign Committee**

4f. **External Committees**

**ITEM 5 Public Comments:**

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at each meeting and at [www.penmetparks.org](http://www.penmetparks.org)

**ITEM 6 Minutes**

6a. [Approval of the July 30, 2024 Special Meeting - Board Retreat Minutes](#)

6b. [Approval of the August 6, 2024 Special Meeting - PenMet Parks/Peninsula School District Partnership Ceremony](#)



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- 6c. [Approval of the August 6, 2024 Study Session Minutes](#)
- 6d. [Approval of the August 6, 2024 Regular Meeting Minutes](#)
- 6e. [Approval of the August 20, 2024 Special Meeting - Executive Session Minutes](#)

## ITEM 7 Consent Agenda

- 7a. [Resolution C2024-017 Approving August Vouchers](#)
- 7b. [Resolution C2024-018 Approving Asset Names for Certain PenMet Parks Recreation Center Campus Facilities](#)

## ITEM 8 Unfinished Business: None

## ITEM 9 New Business: None

- 9.1 Purchasing Resolutions Requiring One Reading for Adoption
- 9.2 Single Reading Resolutions Requiring One Reading for Adoption
- 9.3 Two Reading Resolutions Requiring Two Readings for Adoption

## ITEM 10 Comments by Board

## ITEM 11 Next Board Meetings

September 17, 2024 with a special Study Session start time of 4:30 PM for the Rosedale Hall Ribbon Cutting Ceremony and Regular Meeting at 6:00 pm at Rosedale Hall - 8205 86th Ave NW, Gig Harbor, WA 98332

## ITEM 12 Adjournment

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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# Financial Review – June 2024

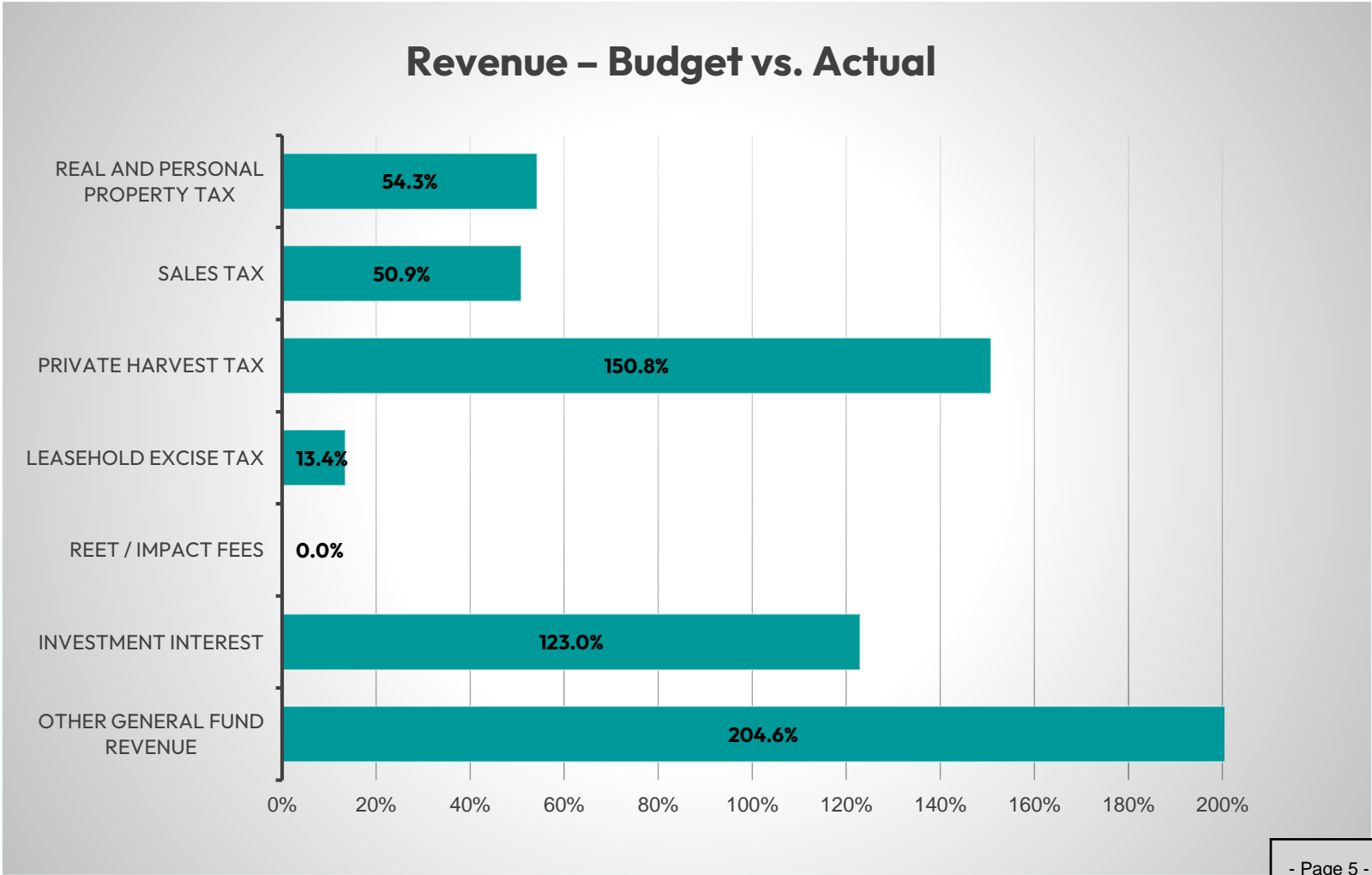
Board of Park Commissioners Meeting  
September 10, 2024



# General Fund

# General Fund Revenue: Budget-vs-Actual

- Actuals are exceeding budgeted revenue (56% YTD).
- Actuals have exceeded budget in:
  - Private Harvest Tax
  - Investment Interest
  - Other GF Revenue

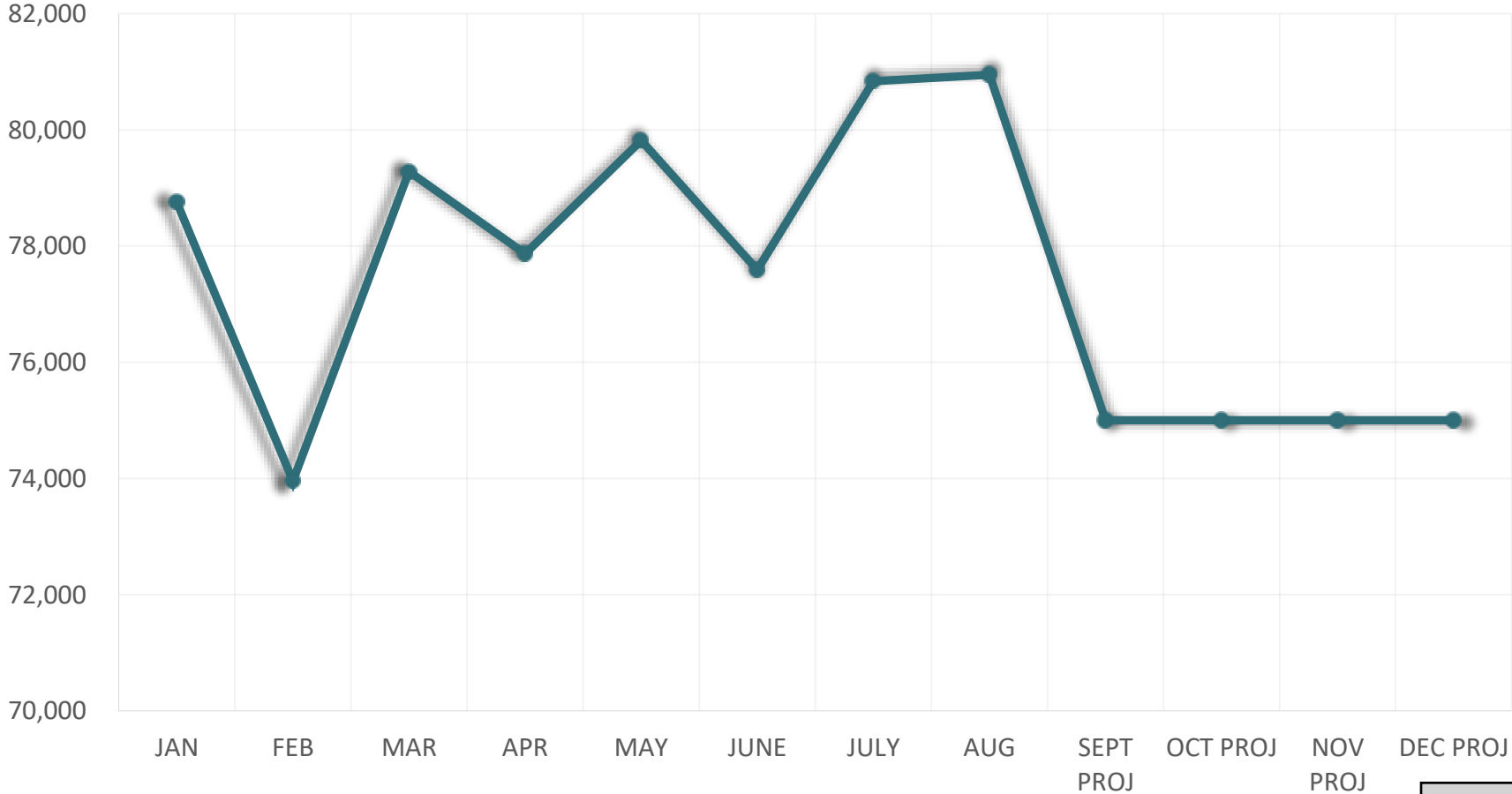


# General Fund

## Revenue: Interest Income

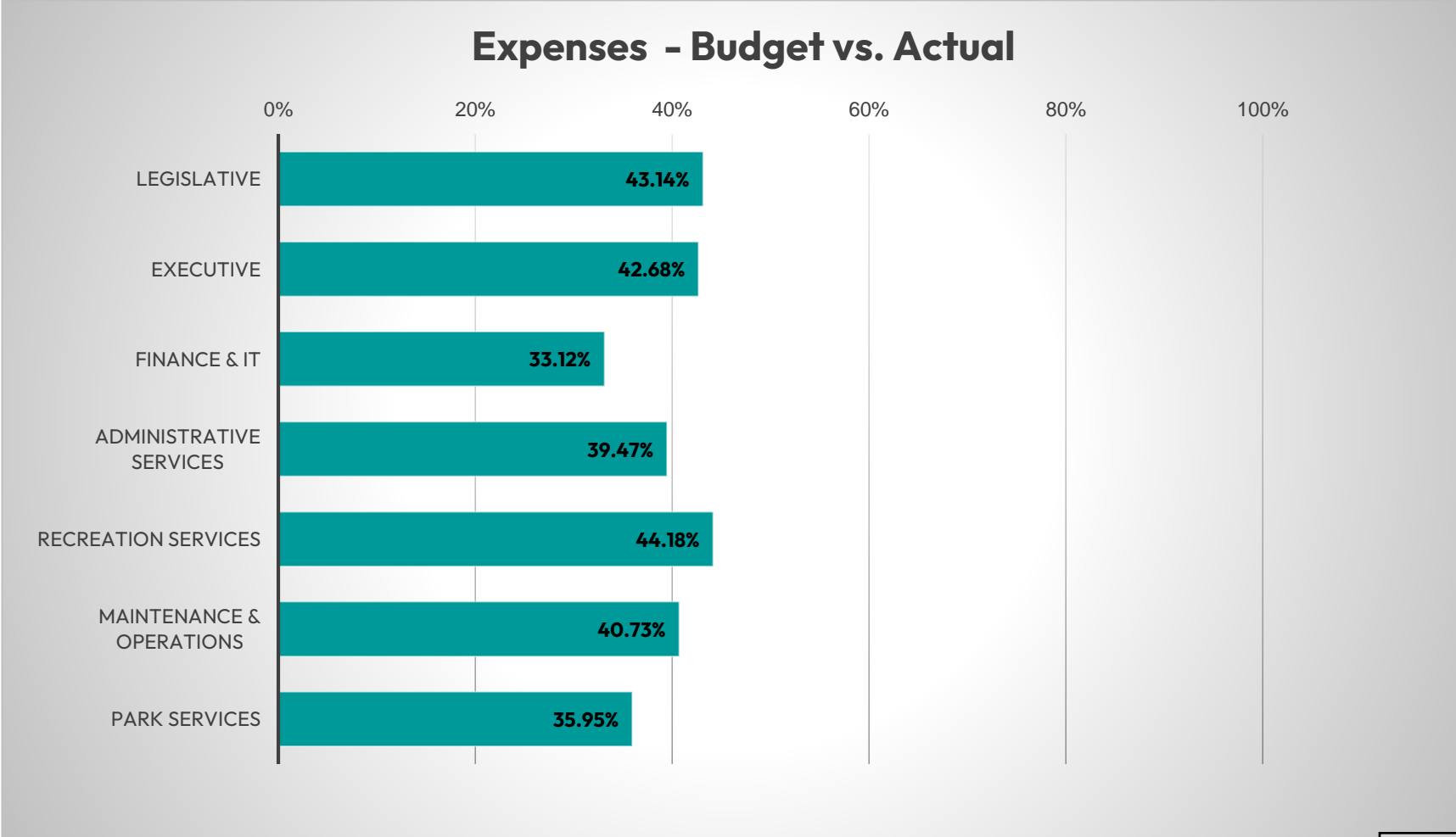
- 2024 Projected Interest Income is \$929K (vs. the 2024 Budget of \$380K).

### 2024 INTEREST INCOME



# General Fund Expenses: Budget-vs-Actual

- General Fund expenses are trending under budget @ 39% spent YTD.



# Debt Service



# Debt Service

## June Interest Payment

- We have 2 debt service payments annually: June 1 & December 1.
- The June payment was interest only; the December payment will include principal & interest.

June 1 <sup>st</sup> Debt Service		
2012 LTGOR	Interest	\$31,700
2021A LTGO	Interest	\$144,050
2021B LTGO	Interest	\$58,635
<b>TOTAL PAYMENT</b>		<b>\$234,385</b>

# Debt Service

## Upcoming December Payment

The final debt payments for the 2012 Sehmel Homestead Park bonds will happen in 2027.

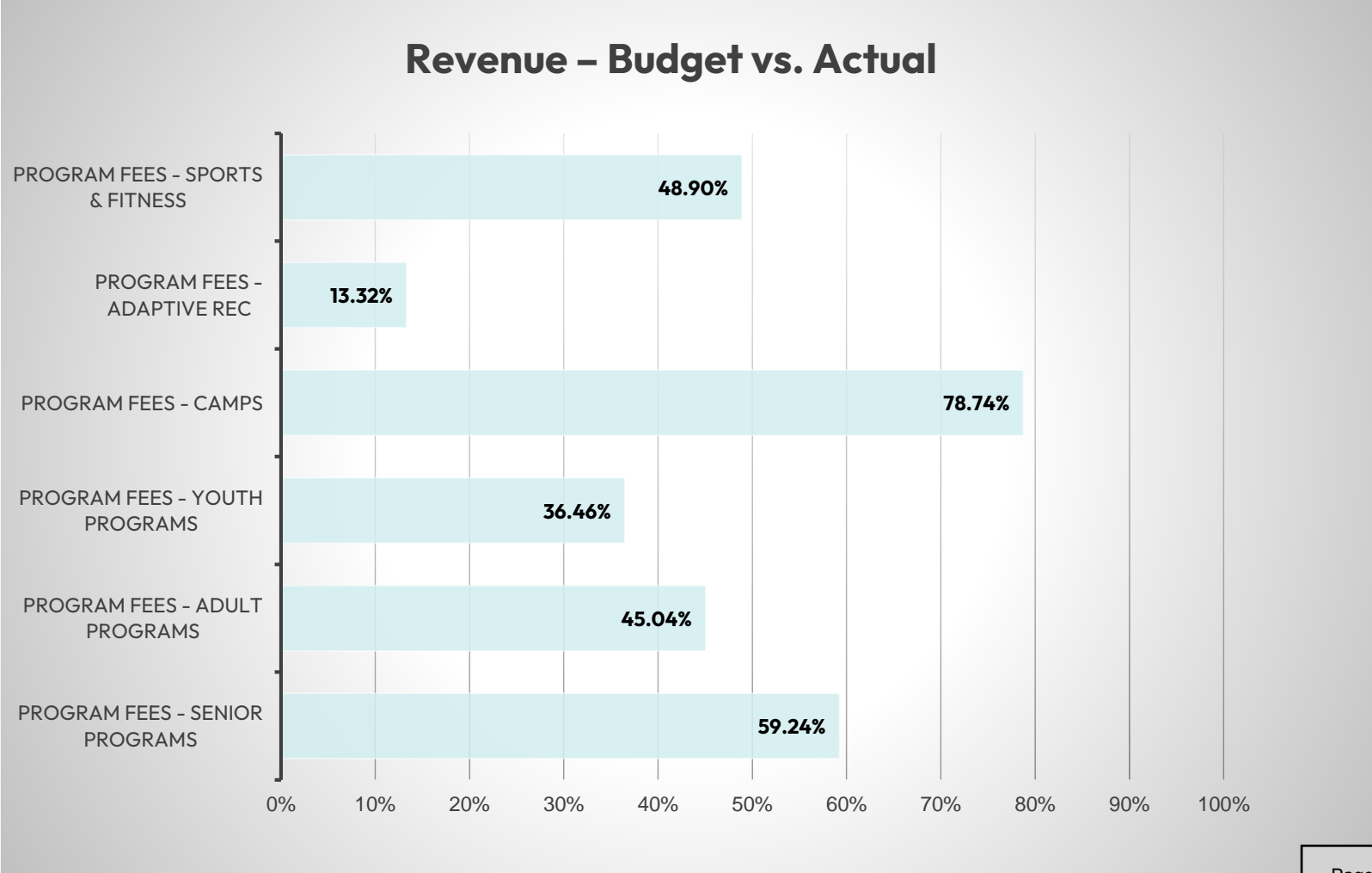
December 1 <sup>st</sup> Debt Service		
2012 LTGOR	Principal	\$480,000
2012 LTGOR	Interest	\$31,700
2021A LTGO	Principal	\$405,000
2021A LTGO	Interest	\$58,635
2021B LTGO	Interest	\$144,050
<b>TOTAL PAYMENT</b>		<b>\$1,119,385</b>

# Recreation Enterprise Fund

# Recreation Enterprise Fund

## Revenues by Program Type

- Actuals are exceeding budgeted revenue (53% YTD).
- Actuals in \$ are the highest YTD through June in:
  - Sports & Fitness: \$274K
  - Camps: \$217K



# Recreation Enterprise Fund

Sports & Fitness Revenue (~\$92K for June)



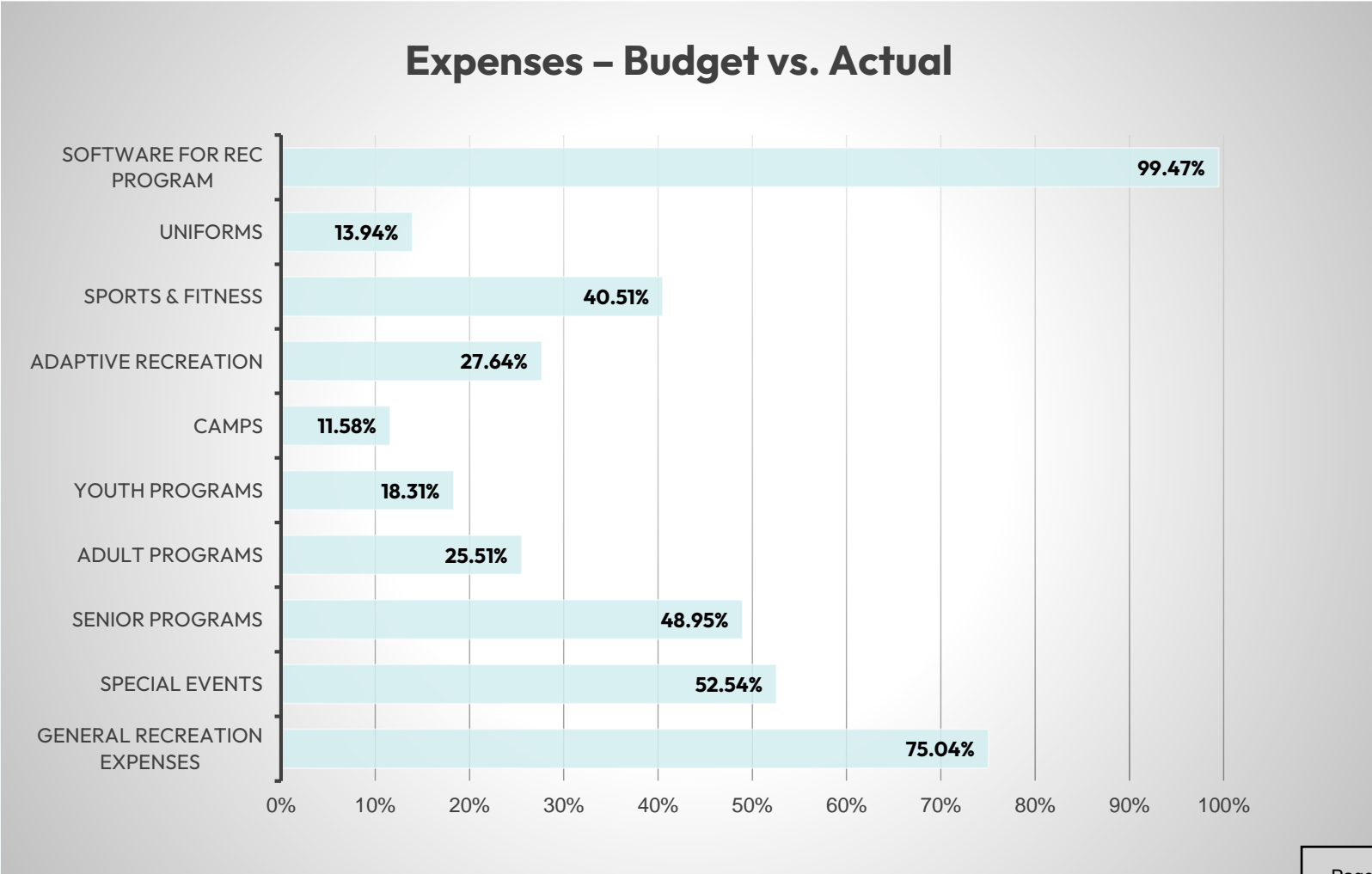
## Top 3:

1. Youth Soccer (\$39K)
2. Skyhawks Sports Camps (\$14K)
3. Tennis (\$13K)

# Recreation Enterprise Fund

## Expenses by Program Type

- Recreation expenses are trending under budget YTD.
- More labor that has been coded to “General Rec Expenses” will get coded to programs/events as the year progresses.

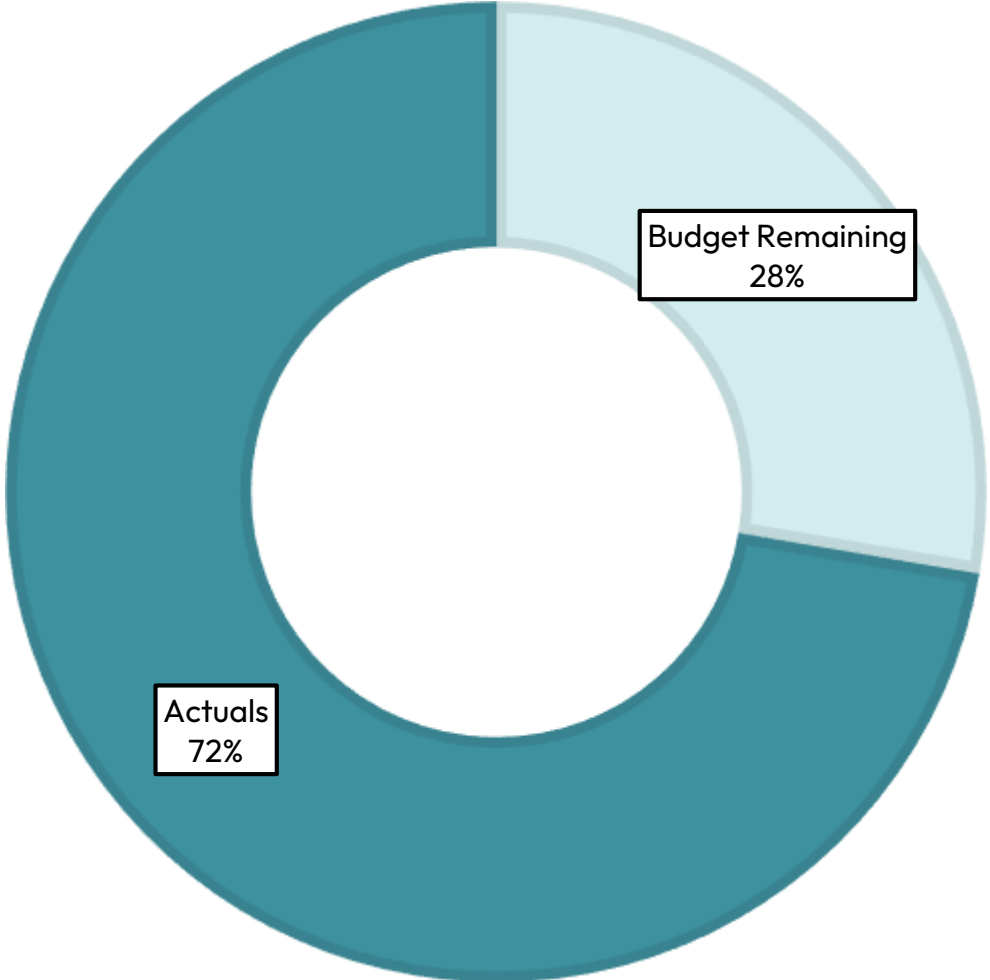


# Sponsorships

## Budget-vs-Actual

2024 SPONSORSHIPS - BUDGET VS. ACTUAL

- Through Q2 2024, we have invoiced and/or received \$36,170 in sponsorships.
- The total budget for 2024 is \$50,000.



# Facility Enterprise Fund



# Facility Enterprise Fund Revenue: Budget-vs-Actual

Facility Enterprise Fund Revenue	YTD 2024 Actual	2024 Budget
Facility Rental Fees- CRC Admin	-	11,550
Facility Rental Fees- CRC Phase II	-	33,300
Park & Field Rental Fees	41,480	165,350
Facility Rental Fees	14,989	97,500
Facility Membership Fees	-	17,975
Long Term Golf Course Lease	25,977	72,000
Housing Rentals/Leases	23,581	43,463
Concession Lease Facilities	-	1,000
<b>Total FEF Revenue</b>	<b>106,028</b>	<b>442,138</b>

- The 2024 budget assumes a Q4 opening date for the Rec Center.
- The updated completion timeframe for the Rec Center will result in a 2024 operating surplus.
- 2024 projections for the FEF will be included in the Sept. 17 financial presentation.



# Facility Enterprise Fund Revenue: Actuals YTD



Of the \$41K Park & Field  
Rental Fees collected  
through June 2024:

- \$31K is Rentals –  
Athletic Fields
- \$5.5K is Rentals –  
Athletic Courts

# Facility Enterprise Fund Revenue: Actuals YTD



Of the \$15K Facility Rental Fees collected through June 2024:

- \$11.6K is Sehmel Homestead Park Pavilion

# Facility Enterprise Fund Expenses: Budget-vs-Actual

- The overall 2024 FEF actuals are significantly lower than budgeted due to the updated opening timeframe for the Rec Center.

Facility Enterprise Fund Expenses	YTD 2024 Actual	2024 Budget
Wages & Benefits	50,883	266,913
Operating Supplies - Facility Rentals	595	10,000
Minor Equipment - Facility Rentals	2,496	10,000
Sales Tax - Facility Rentals	4,262	24,924
ActiveNet Fees on Rentals	3,910	11,293
<b>Total FEF Expenses</b>	<b>62,145</b>	<b>323,130</b>

# Capital Fund

# Capital Fund Project Spend

- 2024 Capital Budget is ~\$2.4MM, we are @ almost \$10MM spent through June.



## PenMet Parks Recreation Center

• \$8,363,739



## Rosedale Hall Renovations

• \$905,449



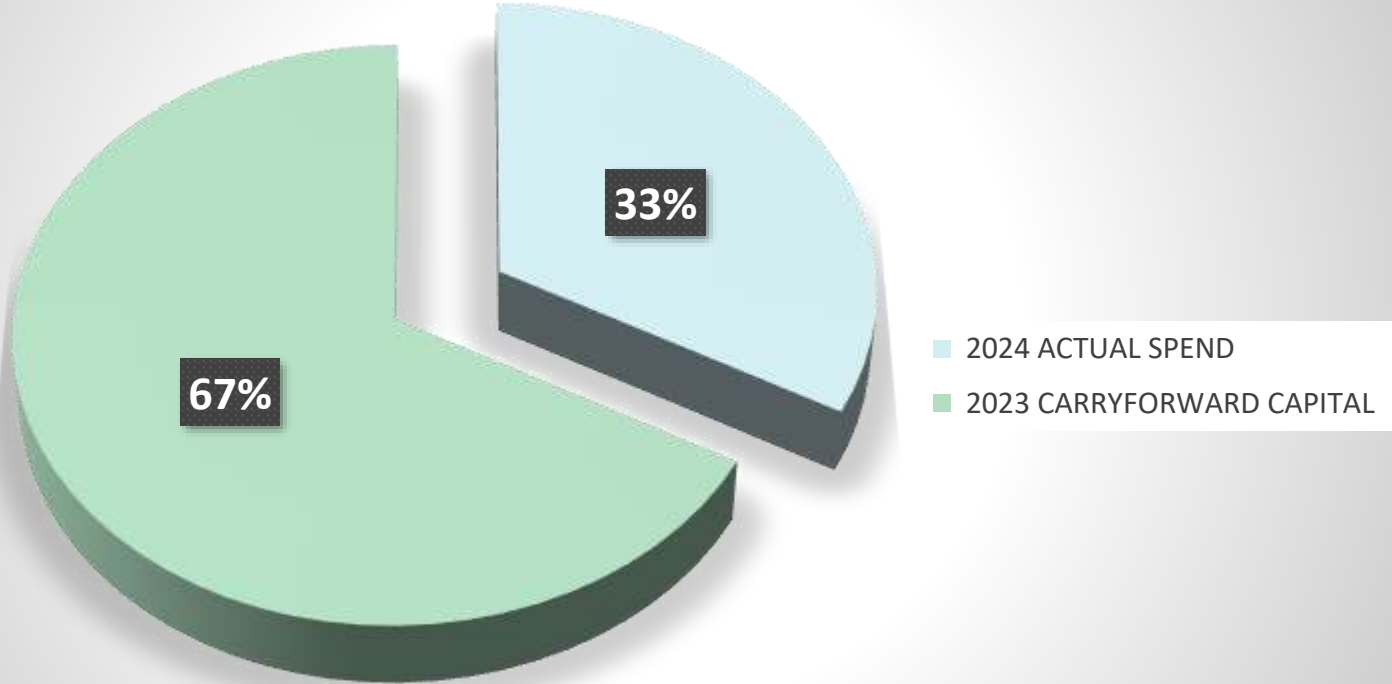
## DeMolay Sandspit Master Plan

• \$159,156

# Capital Fund Carryforward

- Approx. \$31MM carryforward in the Capital Fund from 2023.

2024 Actual vs. 2023 Capital Carryforward





# Questions?





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## SPECIAL MEETING - BOARD RETREAT MINUTES

July 30, 2024, 5:00 PM

PenMet Parks Administrative Headquarters- 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order time: 5 p.m.

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

**ITEM 1 Board Retreat**

- 2025 draft Capital Improvement Plan discussion

**ITEM 2 Adjournment time: 7:05 p.m.**

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved by the Board on \_\_\_\_\_

\_\_\_\_\_  
Maryellen (Missy) Hill, Board President

\_\_\_\_\_  
Laurel Kingsbury, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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## SPECIAL MEETING - PARTNERSHIP CEREMONY MINUTES

August 06, 2024, 2:00 PM

Artondale Elementary, 6219 40th Street NW, Gig Harbor, WA 98335

Call to Order time: 2 p.m.

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

**ITEM 1 PenMet Parks and Peninsula School District Partnership Ceremony**

**ITEM 2 Adjournment time: 2:45 p.m.**

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved by the Board on \_\_\_\_\_

\_\_\_\_\_  
Maryellen (Missy) Hill, Board President

\_\_\_\_\_  
Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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## STUDY SESSION MINUTES

August 06, 2024, 5:00 PM

PenMet Parks Administrative Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order time: 5 p.m.

### Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

### ITEM 1 Board Discussion

#### 1a. Proclamation Recognizing Betty Lilienthal as the Recipient of the 2024 Betty Lilienthal Advocacy Award

Welcome and introduction remarks by Board President Maryellen Hill.

Remarks provided by:

- Pat Schmidt
- Gary Parker
- Katrina Knutson
- Edie Morgan
- Ally Bujacich
- Robyn Denson
- Jill Guernsey
- Heather Dyson

The Board has drafted a Proclamation recognizing Betty Lilienthal as the Recipient of the 2024 Betty Lilienthal Advocacy Award. The Board Secretary has provided a copy of the Proclamation to each Commissioner.

Each Commissioner spoke in support of the Proclamation.



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## 1b. Presentation of the 2024 Betty Lilienthal Advocacy Award

The Board presented the 2024 Betty Lilienthal Advocacy Award to community member Betty Lilienthal.

## ITEM 2 Adjournment time: 6:05 p.m.

### BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved by the Board on \_\_\_\_\_

\_\_\_\_\_  
Maryellen (Missy) Hill, Board President

\_\_\_\_\_  
Laurel Kingsbury, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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## REGULAR MEETING MINUTES

August 06, 2024, 6:00 PM

PenMet Parks Administrative Headquarters- 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order time: 6:09 p.m.

### Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

### ITEM 1 President's Report

- PenMet Parks/PSD Partnership Ceremony was held today.
- Board awarded the Betty Lilienthal Advocacy Award to Betty Lilienthal today.

### ITEM 2 Executive Director's Report

- Movies in the Park series began last week.
- The final summer concert is scheduled for August 28.
- Welcome new sponsors: Kitsap Oral, Maxillofacial & Dental Implant Surgery and Tapco Credit Union.
- A temporary off-leash dog area is open at the Peninsula Gardens site while Tubby's Trail Dog Park is closed for construction.
- Storm ditch and paving at Narrows Park will begin August 21.
- The parking lot at Sehmel Homestead Park will be seal coated on September 5 and 6.
- The railing at the Fox Island Fishing Pier dock will be replaced in August.

### ITEM 3 Special Presentations: None

### ITEM 4 Board Committee Reports

4a. **Park Services Committee:** Has not met since last Board meeting.

#### 4b. Finance Committee

- Met on July 17.
- Unaudited 2023 financial statements were completed and uploaded to SAO in May.
- Unaudited 2023 financial statements were completed and posted to EMMA.



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- PenMet Parks received updated rates from Enduris for Policy Year 2025; there is a 16% increase, however it is within the 2024 operating budget.
- Recruiting for the vacant Accounting Specialist position will begin soon.
- The next meeting is scheduled for August 21.

**4c. Administrative Services Committee:** Has not met since last Board meeting.

**4d. Recreation Services Committee:** Has not met since last Board meeting.

**4e. Campaign Committee**

- Met on July 18.
  - Discussed an update on the Recreation Center capital campaign.
  - Discussed naming opportunities for the Recreation Center.
  - Discussed the Recreation Center naming wall.
- Met on August 8.
  - Discussed an update on the Recreation Center capital campaign.
  - Reviewed the capital campaign timeline.
  - Discussed naming opportunities for the Recreation Center.
  - Discussed the Recreation Center naming wall.

**4f. External Committees**

**ITEM 5 Public Comments was provided by:**

- Joan Storkman

**ITEM 6 Minutes**

**6a. Approval of the July 16, 2024 Study Session Minutes**

**6b. Approval of the July 16, 2024 Regular Meeting Minutes**

Commissioner moved to adopt the minutes as presented.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carried.

**ITEM 7 Consent Agenda**

**7a. Resolution C2024-016 Approving July Vouchers**

Commissioner moved to adopt the consent agenda as presented.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carried.

**ITEM 8 Unfinished Business: None**



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## ITEM 9 New Business

### 9a. Purchasing Resolutions Requiring One Reading for Adoption:

#### 9.1a Resolution P2024-010 Authorizing the Executive Director to Sign the Professional Services Agreement to Provide, Assemble, and Configure Audio-Visual Equipment at the PenMet Parks Recreation Center

Commissioner moved and seconded.

Jessica Wigle provided a staff recommendation.

**Board discussion:** What is the timeline to complete the installation? **Staff answer:** Installation is scheduled to be complete at the end of September.

Roll call vote. Approved unanimously. Motion carried.

#### 9.1b Resolution P2024-011 Authorizing the Purchase of Property and Casualty Insurance and Commercial General Liability Insurance form Enduris Washington

Commissioner moved and seconded.

Jessica Wigle provided a staff recommendation.

**Board discussion:** What is driving the increase in the premium? **Staff answer:** A combination of factors, including inflation, pool-wide increases, and updated assets.

Roll call vote. Approved unanimously. Motion carried.

#### 9.1c Resolution P2024-012 Authorizing the Executive Director to Sign the Construction Contract for Mini Golf Turf Replacement with Soundview Landscape & Sprinkler Co.

Commissioner moved and seconded.

Sue O'Neill provided a staff recommendation.

**Board discussion:** Why is there a large delta between the bids? **Staff answer:** We don't have access to that information; we are required to take the low bid. **Board discussion:** Is this a high-grade product? **Staff answer:** It is a medium-grade putting product.

Roll call vote. Approved unanimously. Motion carried.

### 9b. Single Reading Resolutions Requiring One Reading for Adoption: None

### 9c. Two Reading Resolutions Requiring Two Readings for Adoption: None



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## ITEM 10 Comments by Board

Commissioner Nixon: Complimented staff on delivering a successful concert last week. Thanked staff for piloting the Mobile Recreation program this summer.

Commissioner Kingsbury: Appreciated staff. Great things are happening at PenMet Parks; appreciated recognizing Betty Lilienthal and celebrating the PenMet Parks/Peninsula School District partnership. Thanked Gig Harbor Junior Sailing for providing comment.

Commissioner Sehmel: Noted the success of the Mobile Recreation program. PenMet Parks should offer it again in 2025. Thanked Gig Harbor Junior Sailing for providing comment.

Commissioner Hill: Congratulated Robyn Readwin on her new role. Thanked Gig Harbor Junior Sailing for providing comment. Appreciated staff.

## ITEM 11 Next Board Meetings September 10, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the PenMet Parks Administrative Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335

## ITEM 12 Executive Session

### 12a. Executive Session for the purpose of considering 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 pursuant to RCW 42.30.110 (b).

The Board of Park Commissioners will now meet in executive session. The estimated length of time for the executive session is 30 minutes.

The Board will not take final action following the executive session.

The Board is starting the executive session at: 6:55 p.m.

The Board ended the executive session at 7:30 p.m.

## ITEM 13 Adjournment time: 7:30 p.m.

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved by the Board on \_\_\_\_\_





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Maryellen (Missy) Hill, Board President

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Laurel Kingsbury, Board Clerk

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Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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## SPECIAL MEETING - EXECUTIVE SESSION MINUTES

August 20, 2024, 5:00 PM

PenMet Parks Administrative Headquarters- 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order time: 5:05 p.m.

### Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer		X	
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

### ITEM 1 Executive Session

- 1a. **Executive Session for the purpose of considering 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 pursuant to RCW 42.30.110 (b)**

The Board of Park Commissioners will now meet in executive session. The estimated length of time for the executive session is 60 minutes.

The Board will not take final action following the executive session.

The Board is starting the executive session at: 5:05 p.m.

At 6:05 p.m. the Board extended the executive session for a period of 30 minutes.

The Board ended the executive session at 6:18 p.m.

### ITEM 2 Adjournment time: 6:18 p.m.



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## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved by the Board on \_\_\_\_\_

\_\_\_\_\_  
Maryellen (Missy) Hill, Board President

\_\_\_\_\_  
Laurel Kingsbury, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



# Peninsula Metropolitan Park District

## RESOLUTION NO. C2024-017

### APPROVING VOUCHERS FROM AUGUST 2024

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2024 operating budget in Resolution RR2023-014 and the amended 2024 capital budget in Resolution RR2024-007 on July 16, 2024; and

WHEREAS, expenditures are within the current resource projections at the fund level; and

WHEREAS, the Executive Director or his or her designee has certified that the materials have been furnished, the services rendered, or the labor performed as described, and that each claim represents a just, due, and unpaid obligation against the District;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that vouchers in the amounts and for the period indicated on Attachment "A" be approved for payment.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on September 10, 2024.

\_\_\_\_\_  
Maryellen (Missy) Hill, Board President

\_\_\_\_\_  
Laurel Kingsbury, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich



**Attachment A to Resolution C2024-017**

For the period beginning 08/06/2024 and ending 08/06/2024

Voucher # 240801001 through # 240801051 is approved for payment in the amount of \$3,276,818.18.

**and**

For the period beginning 08/13/2024 and ending 08/13/2024

Voucher # 240802001 through # 24002062 is approved for payment in the amount of \$150,773.71.

**and**

For the period beginning 08/20/2024 and ending 08/20/2024

Voucher # 240803001 through # 240803033 is approved for payment in the amount of \$333,103.50.

**and**

For the period beginning 08/26/2024 and ending 08/26/2024

Voucher # 240804001 through # 240804017 is approved for payment in the amount of \$167,480.19.



# DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Ally Bujacich, Executive Director

**From:** Tracy Stirrett, Director of Development

**Date:** September 10, 2024

**Subject:** **Resolution C2024-018 Approving Asset Names for Certain PenMet Parks Recreation Center Campus Facilities**

PenMet Parks has been conducting a capital campaign to support the new Recreation Center. The individuals and entities below have made significant contributions to this campaign and naming certain parts of the facilities after each of the donors would properly recognize their important contributions. The proposed names and locations are as follows:

<u>Name(s)</u>	<u>Location(s)</u>
Ben B. Cheney Foundation	PenMet Parks Recreation Center Track

Names would remain on each location for a 20-year period beginning upon project completion.

Pursuant to Park Naming Policy P10-102, the Board must approve the naming of District assets. Staff recommends the approval of the above proposed names and locations.

**Staff Contact**

If you have any questions or comments, please contact Tracy Stirrett, Director of Development, at [tstirrett@penmetparks.org](mailto:tstirrett@penmetparks.org) or (253) 858-3400.

**Attachments**

Exhibit A: C2024-018



# Peninsula Metropolitan Park District

## RESOLUTION C2024-018

### APPROVING ASSET NAMES FOR CERTAIN PENMET PARKS RECREATION CENTER CAMPUS FACILITIES

WHEREAS, PenMet Parks has been conducting a capital campaign to support the new Recreation Center; and

WHEREAS, the individuals and entities below have made significant contributions to this campaign and naming certain parts of the facilities after each of the donors would properly recognize their important contributions. The proposed names and locations for placement of the names are as follows:

<u>Name(s)</u>	<u>Location(s)</u>
Ben B. Cheney Foundation	PenMet Parks Recreation Center – Track

WHEREAS, Naming Policy P10-102 provides for responsible management of the naming of District Assets and requires approval from the Board of Park Commissioners before any Asset is named;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the names and locations for placement of the names specified above are approved.

The foregoing resolution was adopted at a regular meeting by the Board of Park Commissioners of the Peninsula Metropolitan Park District held on September 10, 2024.

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Maryellen “Missy” Hill, Board President

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Laurel Kingsbury, Board Clerk

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Attest: Ally Bujacich