



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
 253-858-3400 – info@penmetparks.org
www.penmetparks.org

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

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.

Approved by the Board on 9/10/2024



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Maryellen (Missy) Hill

 Maryellen (Missy) Hill, Board President

Laurel Kingsbury

Ally Bujacich

 Attest: Ally Bujacich

Laurel Kingsbury

 Laurel Kingsbury, Board Clerk

Submitted by: Robyn Readwin, Board Secretary