



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

September 10, 2024, 6:00 PM

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

Call to Order time: 6:04 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

Commissioner Kingsbury served as acting President and appointed Commissioner Nixon as acting Clerk.

ITEM 1 President's Report: none

ITEM 2 Executive Director's Report

- Introduction of new employee Daniel Wood, Building Services Specialist
- Rosedale Hall ribbon cutting scheduled for 4:30 p.m. on September 17
- Peninsula Gardens Master Planning process is underway. A community meeting is scheduled for 6 p.m. on September 19.
- Scarecrow Festival will be held on October 5. PenMet Parks is accepting entries for the Scarecrow Contest though October 2.

ITEM 3 Special Presentations

3a. Financial Review - June 2024

- PowerPoint presentation by Director of Finance Jessica Wigle.
- Board question: Does tennis revenue include pickleball? A: No, it only reflects tennis camps.
- Board feedback: complimented the presentation.

ITEM 4 Board Committee Reports

4a. Park Services Committee

- The Committee met on August 13, 2024.
- The Special Project Manager position is reclassified to Capital Project Manager.
- Construction project updates:



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- Sealcoating at Sehmel Homestead Park on September 5 and 6.
- Acoustic panels are being installed at Rosedale Hall.
- The shoreline restoration and park improvements are being coordinated at the Tacoma DeMolay Sandspit Park.

4b. Finance Committee

- The Committee met on August 21, 2024.
- The PERS employer contribution rate is changing to 9.11% effective September 1, 2024.
- PenMet Parks is tracking bond interest income and bond arbitrage. The reserve created in 2024 in the Capital Fund is expected to be sufficient for arbitrage.
- 2025 Finance and IT budget preview.

4c. Administrative Services Committee

- The Committee met on August 27, 2024.
- Division update.
- Update on 2024 compensation study.
- Discuss content for new information screen installed at Sehmel Homestead Park.

4d. Recreation Services Committee

- The Committee met on August 22, 2024.
- Fall youth soccer and youth flag football leagues are formed.
- Several new fall programs are added.
- Planning is underway for Scarecrow Festival.
- Recreation Center operations planning is underway. Staff are refining the facility schedule, staffing plan, and developing policies and procedures.
- 2025 budget preparation is underway.
- The Committee previewed the new PenMet Parks registration app that will roll out by the end of the year.

4e. Campaign Committee

- The Committee met on September 5, 2024.
- Update on Recreation Center capital campaign and next steps.

4f. External Committees: None

ITEM 5 Public Comments: None

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**
- 6c. Approval of the August 6, 2024 Study Session Minutes**
- 6d. Approval of the August 6, 2024 Regular Meeting Minutes**



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6e. Approval of the August 20, 2024 Special Meeting - Executive Session Minutes

Commissioner moved to adopt the minutes as presented.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carried.

ITEM 7 Consent Agenda

7a. Resolution C2024-017 Approving August Vouchers

7b. Resolution C2024-018 Approving Asset Names for Certain PenMet Parks Recreation Center Campus Facilities

Commissioner moved to adopt the consent agenda as presented.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carried.

ITEM 8 Unfinished Business: None

ITEM 9 New Business: None

9a. Purchasing Resolutions Requiring One Reading for Adoption

9b. Single Reading Resolutions Requiring One Reading for Adoption

9c. Two Reading Resolutions Requiring Two Readings for Adoption

ITEM 10 Comments by Board

- Commissioner Nixon: attended the Pierce County Council meeting on August 27 and reported the budget ordinance that appropriates park impact fee funds to PenMet Parks passed. Attended the memorial service for former PenMet Parks Executive Director Terry Lee.
- Commissioner Sehmel: thanked staff for arranging a park site tour with 26th District legislators.
- Commissioner Kingbury: complimented the paving and project communication at Sehmel Homestead Park.

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 time: 6:33 p.m.

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES



PenMet Parks
Parks For All. Parks For Life.

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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 9/17/2024

M. Hill
Maryellen (Missy) Hill, Board President

Laurel Kingsbury
Laurel Kingsbury, Board Clerk

Ally Bujacich
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary