



# 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 MINUTES

September 15, 2020, 6:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 860 1450 0906 Password: PenMet0915 or call in at +1 253-215-8782 Password: 4180111445. Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by September 14th at 5:00 PM and will be read at the meeting.

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**Call to Order:** The meeting was called to order by Commissioner Hill at 6:01 pm

### Commissioners Present:

Maryellen (Missy) Hill (President)  
Kurt Grimmer  
Amanda Babich (Clerk)  
Laurel Kingsbury  
Steve Nixon

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Chuck Cuzzetto  
Kelly Darling  
Brycen Toney

### Others in Attendance:

Joe Missel – Parametrix  
Mark Roberts – PenMet Attorney  
Matthew Struthers - Korsmo Project Manager

### ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Nixon. Commissioner Kingsbury made a motion to amend the agenda concerning item 5b.1 that it should be a discussion of the status of the CRC program requirement phase and item 5b. 2 should be a discussion of the project budget with all other items listed in 5b. being directed to their appropriate CRC budget project committee for discussion and the recommendations if any and then be presented to the board. The amended agenda was then seconded by Commissioner Babich. The amended agenda was approved with a 5-0 vote.

### ITEM 2 Citizen Comments: None

### ITEM 3 Presentations

#### 3a. Director's Report



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Executive Director, Doug Nelson reported that he had recently met with PenMet's Special Populations Recreation Technician, Denise Tremblay. He reported he was reviewing the current process for hiring a Senior Operations Manager along with the recruitment of a new Recreation Manager. Nelson announced that PenMet had been featured in 3 different media articles. Nelson highlighted some PenMet staff efforts including 2 very successful blood drives at the CRC, drive-in movies, work on a miniature golf partnership, work with the steering committee, recreational sports opportunities, and storm cleanup by the maintenance staff.

**3b. President's Report: None**

**3c. Finance Report**

HR and Finance Manager, Elaine Sorensen gave a report on all funds of the District and reported that currently, all funds are on target to meet budget.

**ITEM 4 Consent Agenda**

Commissioner Babich made a motion to approve the consent agenda, seconded by Commissioner Grimmer. The agenda was approved with a 5-0 vote.

**4a. Approval of Minutes**

09/01/2020 Regular Minutes

**4b. Approval of Vouchers**

\$191,101.79 Reference Number V2020-436-473

**ITEM 5 Unfinished Business**

**5a. Covid-19 Fiscal Update**

Executive Director, Doug Nelson gave an update on fall programming and answered questions by the Board regarding additional opportunities for school-age children in the coming months.

**5b. CRC Project Update**

**1. CRC Program Requirement Phase**

Executive Director, Doug Nelson gave a brief project budget update. Interim Senior Operations Manager, Glenn Akramoff gave an update on the Steering Committee meetings and discussed the schedule of CRC, staff, and public meetings. Akramoff then answered questions from the Board regarding the Steering Committee and noted that he had received some very good feedback from the Steering Committee members and that they were and will be polled throughout the meetings.





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## 2. Project Budget (See above in 5b. 1)

### ITEM 6 New Business: None

### ITEM 7 Committee Reports

#### 7a. CRC Finance

Commissioner Nixon reported that the CRC Finance Committee had met on September 10, 2020. Nixon reported that the committee had reviewed a BLRB invoice, discussed the project budget and expense ledger. He also reported that they had discussed moving forward with the bond which would be roughly \$16,000,000.00.

#### 7b. CRC Marketing

Commissioner Grimmer reported that the CRC Marketing Committee had met with the Fundraising Consultants, The Briggs Group at the CRC site to talk about the feasibility. Grimmer noted that the next meeting will be on September 23 at 1:30 PM. He gave a brief update on the project timeline, fundraising phases and goals, pricing models, design elements, and grants. He also noted that The Briggs Group and Executive Director Doug Nelson would be meeting with each Commissioner individually to discuss their goals and visions for the CRC Project.

#### 7c. CRC Operations

Commissioner Babich reported that the CRC Operations Committee had met, and they had a discussion regarding the Steering Committee Meetings and providing feedback to staff about the meetings. Babich reported that they had discussed the mission, purpose, and vision of the project, and discussing program requirements with the design firms, BLRB and BRS. She reported that they would like to do a community survey specific to the CRC beyond the Steering Committee.

### ITEM 8 Comments by Board

Commissioner Kingsbury commented that her children really enjoyed the drive-in movies put on by PenMet and would like to have PenMet host another one. Commissioner Grimmer also commented that he had enjoyed the Goonies drive-in movie put on by PenMet Parks. Commissioner Nixon commented on having a chance to meet with Linda Kaye Briggs and Jean Jackman from the Briggs Group via Zoom and that he was super impressed and looking forward to working with them. Commissioner Grimmer mentioned a few of the parks that Gene Jackman has written for. Marketing Specialist, Chuck Cuzzetto discussed the upcoming miniature golf tournament that PenMet park is partnering with the Kiwanis which is taking place on September 26, 2020 at the CRC.

### ITEM 9 Next Board Meetings

Tues. October 06, 2020 (Study and Regular) Via Zoom or Teleconference 5:00 PM



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ITEM 10     **Executive Session: None**

ITEM 11     **Adjournment** President Hill adjourned the meeting at 6:40 pm

APPROVED BY THE BOARD ON: \_\_\_\_\_

President

Clerk