



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

April 07, 2020, Approximately **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 coronavirus, the Park Board has decided to host the meeting online. 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 listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 353 842 216

Call to Order: The meeting was called to order by Commissioner Hill at 6:04 pm

Commissioners Present:

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

Staff:

Doug Nelson
Elaine Sorensen
Eric Guenther
Stacie Snuffin
Ed Lewis
Chuck Cuzzetto

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments: None.

ITEM 3 Presentations

3.a Executive Director's Report

Executive Director, Doug Nelson reported that staff were developing updates on PenMet Parks Procedure Manuals and that PenMet is closely following new developments regarding the "Stay Home" guidelines. Nelson reported that PenMet is currently reviewing Bond considerations with staff and Bond Consultant Jim Nelson. Nelson stated that the CRC Marketing Committee met to finalize the RFP for a Fundraising Campaign Consultant. He also provided a budget overview and the impacts due to the Coronavirus. Finance and HR Manager, Elaine Sorenson, gave a report on short and long-term budget considerations. Commissioner and staff discussed the budget further. Commissioner Babich discussed that she would like to be able to see what the budget looks like on paper as well as Commissioner Kingsbury. President Hill reported that she, Nelson, and Commissioner Babich met previously to



Peninsula Metropolitan Park District

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

discuss budget forecasting. President Hill asked that the staff schedule a special meeting to further discuss the budget.

3.b President's Report

President Hill reported that all the Commissioners have received their Surface Pros. She reported that they are ready to get uploads on SharePoint. She reported that she has been working on finances with Executive Director Doug Nelson.

ITEM 4 Consent Agenda

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

4.a Approval of Minutes

3-17-20 Study Session and Regular minutes

4.b Approval of Vouchers

\$129,888.99 Reference Number: V2020-137-191

ITEM 5 Unfinished Business

5.a CRC update

Planning & Special Projects Manager, Eric Guenther, gave an update on the CRC. WIFI has been installed along with phone lines to support the fire and security system.

5.b Sehmel Homestead Park update

Construction Project Manager, Ed Lewis, gave an update on lighting and scoreboard electrical at Sehmel Homestead Park. He also reported there were rain gutters installed on roofs at public restrooms.

5.c Hale Pass update

Eric Guenther gave an update on Hale Pass. He reported that PenMet was waiting on a cost estimate for the renovations.

5.d Request for Proposal - PenMet Parks Fundraising Consultant

Commissioner Grimmer gave an update on the request for Proposal for PenMet Parks Fundraising Consultant. He reported that the Marketing Committee has met three times so far and created a final draft proposal for Fundraising Consultant RFP. Commissioner Kingsbury expressed some concern on the wording in the document and asked that the RFP and RFQ language be more cohesive. President Hill announced that this will be discussed in the next committee meeting and that it is still in draft form. Commissioner Babich made a motion to move forward with the final RFP for a fundraising consultant with the proposed changes, seconded by Commissioner Grimmer. The motion was approved with a 5-0 vote.



Peninsula Metropolitan Park District

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

ITEM 6 New Business

6.a Approve Owner's Representative Agreement

Eric Guenther updated the Board on the process that was taken to approve the owner's representative for PenMet Parks CRC project who will assist with the selection of the design firm and GC/CM. He discussed the 1st phase of the agreement which is preparing an application to the Washington State Capitol Projects Advisory Review Board for approval to use the GC/CM procurement process. Commissioner Grimmer made a motion to approve Resolution R2020-005 authorizing the Executive Director to sign the Professional Services Agreement. Seconded by Commissioner Nixon. The motion was approved with a 5-0 vote

ITEM 7 Comments by Board

ITEM 8 Next Board Meetings: Tuesday, April 21, 2020 (Study and Regular) Via Zoom meeting.

ITEM 9 Executive Session:

ITEM 10 Adjournment Commissioner Hill adjourned the meeting at 7:08 pm

APPROVED BY THE BOARD ON: _____

President

Clerk