



Peninsula Metropolitan Park District

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

SPECIAL STUDY SESSION MINUTES

November 20, 2020, 9:00 AM

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 special study session by using the Meeting ID: 884 1536 8237 Password: PenMet1120 or call in at +1 253-215-8782 Password: 3989545545. Meeting agendas can be accessed online at PenMetParks.org.

Call to Order: The meeting was called to order by President Hill at 9:00 AM

Commissioners Present:

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

Staff:

Hunter George
Elaine Sorensen
Eric Guenther
Chuck Cuzzetto
Ron Martinez
Ed Lewis
Stacie Snuffin
Kelly Darling

ITEM 1 Approval of Agenda

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

ITEM 2 Board Discussion

2a. 2021 Budget Review

Interim Executive Director Hunter George walked the Board through draft five of the 2021 budget and suggested changes. The Board and staff had discussions regarding the draft budget items. Commissioners expressed that they would like the Caretaker/Park Host program reviewed in 2021. Staff and Commissioners discussed the Maintenance Endowment Fund. Commissioners requested a review of that policy in 2021. Discussion ensued. Commissioner Babich asked that PenMet get an update on the adaptive recreation services offered in the area. Commissioners and staff discussed professional fees and revisiting the fee ratio in 2022. President Hill requested that we update the long-range calendar to reflect action items from the Board meetings. PenMet staff and the Commissioners discussed increasing the transfer from the General Fund to the Recreation Revolving Fund to cover recreation expenses or use the Revolving Funds reserves to cover the expenses. Board consensus was to transfer funds from the Revolving Fund to the General Fund for the amount of



Peninsula Metropolitan Park District

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

\$14,529.00. President Hill requested that the Board receive a periodic update on the scholarship fund. Commissioner Nixon suggested that the Board do a review of the Recreation Scholarship Policy. George gave a run-through of the recommendations and next steps for finalizing the adoption of the 2021 annual budget.

2b. Capital Improvement Plan

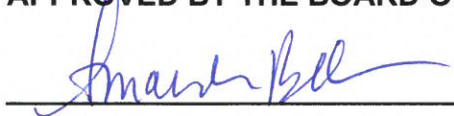
Planning and Special Projects Manager Eric Guenther gave an overview of the 2021 Long-Range Capital Planning Six-Year CIP document. Commissioner Nixon requested to get an agreement in writing from the owner of the Narrows West Property for the acquisition of the property to verify intent before spending money on a conceptual plan. Guenther requested that the Commissioners rank their project priorities and send those rankings to him, and he would bring the results back to the Board for review. Discussion ensued. Commissioner Babich requested that Guenther email the Commissioners with the background for the Harbor Family Park acquisition.

2c. Look Ahead to Strategic Planning in Early 2021

President Hill discussed scheduling a strategic planning meeting where the Board will look at past strategic planning documents, set priorities, strengthen operations, and working towards a common goal.

ITEM 3 Adjournment President Hill adjourned the meeting at 12:49 PM

APPROVED BY THE BOARD ON: 6/15/2021



President



Clerk

Submitted by: Stacie Snuffin