



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

February 20, 2024, 6:00 PM

Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 6:08 PM

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: None

ITEM 2 Executive Director's Report

- Introduction of Joe Sonnen, Facilities Maintenance Specialist
- Introduction of Kevin Skager, Grounds Specialist
- Promotion of Brynly Finley to Community Recreation Coordinator
- Change Order #7 Overview

ITEM 3 Special Presentations

3a. December 2023 Financial Report

PowerPoint Presentation by Director of Finance Jessica Wigle

Board Question: Substantial investment interest overage. Are you able to provide an update on bond arbitrage? **Staff Answer:** I met with the consultant, and the consultant seemed to think that was going to hold. As of right now, still on track.

Board Question: On the interest income, was it \$550,000 over or \$850,000 – the Slide said \$850,000. **Staff Answer:** \$550,000

ITEM 4 Board Committee Reports

4a. Park Services Committee –

- Introduced Barry Shields, Project Manager started December 2023.
- Discussed Current Projects–
 - DeMolay Sandspit Master Plan preferred alternative
 - Consultant and Contractor Solicitations:



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- Sehmel Playground Resurfacing bids due 2/9/24
- Request for Qualifications (RFQ) for Peninsula Gardens Master Plan
- RFQ for consultant to design ADA-compliant pathway and handrail, picnic shelter, and other improvements at Fox Island Fishing Pier
- Invitation to Bid (ITB) for HVAC Replacement at CRC Admin Building
- Invitation to Bid (ITB) for Pavement Maintenance
- ITB for gate replacement at Narrows, Fox Island Fishing Pier, and Sunrise Beach
- Rosedale Hall is on schedule
- CRC progressing; discussed upcoming change orders and consultant contract amendment.

4b. Finance Committee – Has not met since last meeting.

4c. Administrative Services Committee – Has not met since last meeting.

4d. Recreation Services Committee – Has not met since last meeting.

4e. Campaign Committee – Has not met since last meeting.

4f. External Committees – Any to report: None

ITEM 5 Public Comment was provided by:

- Betty Lilienthal

ITEM 6 Minutes

6a. Approval of the February 06, 2024 Study Session Minutes

6b. Approval of the February 06, 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: None

ITEM 8 Unfinished Business: None

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption: None

9.2 Single Reading Resolutions Requiring One Reading for Adoption



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9.2a Resolution R2024-004 Granting the Peninsula Light Company Request for Utility Easement to Provide Service to the Community Recreation Center

Commissioner moved; Commissioner seconded.

Memo overview by Director of Park Services Sue O'Neill

Board discussion: None

Roll call vote. Approved Unanimously. Motion Carried.

9.3 Two Reading Resolutions Requiring Two Readings for Adoption:

9.3a Resolution RR2024-001 Adopting the Amended Policy P10-102: Park Naming Policy (First Reading)

Commissioner moved; Commissioner seconded.

Memo overview by Director of Development Tracy Stirrett

Board discussion: None

Second Reading will be at the March 5, 2024 Regular Meeting.

9.3b Resolution RR2024-002 Adopting the Amended Policy P30-101: Human Resource Policy (First Reading)

Commissioner moved; Commissioner seconded.

Memo overview by Director of Administrative Services Zemorah Murray

Board discussion: None

Second Reading will be at the March 5, 2024 Regular Meeting.

ITEM 10 **Comments by Board: Commissioner Nixon attended the City of Gig Harbor Council Study Session on 2/15 which discussed potential ILA with PenMet Parks; Council was in favor of that. Happy Birthday to Commissioner Grimmer! Thank you to Betty Lilienthal for attending and wishing her a Happy Birthday!**

ITEM 11 **Next Board Meetings
March 5, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at**



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ITEM 12 Executive Session

12a. Executive Session for the purpose of discussing potential litigation to which the agency is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal consequence pursuant to RCW 42.30.110 (i).

The estimated length of time for the executive session is 60 minutes.

The Board is not expected to take final action following the executive session.

The board is starting executive session at: 6:45 PM

At 7:45 PM the Board is extended the executive session for a period of 15 minutes.

At 8:00 PM the Board is extended the executive session for a period of 15 minutes.

The board ended the executive session at: 8:13 PM


ITEM 13 Adjournment Time: 8:13 PM


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 3/5/2024


Maryellen (Missy) Hill, Board President


Laurel Kingsbury, Board Clerk


Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary