



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

February 16, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 870 8720 2271 Password: PenMet0216, or call in at +1 253-215-8782 Password: 3210527460. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on February 15, 2021.

Call to Order: The meeting was called to order by President Babich at 6:01 PM

Commissioners Present:

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

Staff:

Hunter George
Elaine Sorensen
Stacie Snuffin
Chuck Cuzzetto
Eric Guenther

Outside Staff:

Ally Bujacich/Absher

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3a. Interim Executive Director's Report

Interim Executive Director Hunter George gave an update on the response to a broken pipe and major flood at the Arletta Schoolhouse. He reported that Ally Bujacich with Absher Construction will be contracted to provide project management services overseeing the flood response and the planned renovation of the building. George reported details of the flood response, particularly abatement that needed to occur due to damage to the flooring. The Board and staff had discussion regarding the pending insurance claim to cover the cost of damages incurred from the flooding. Commissioner Hill requested that staff add a Hale Pass update to the Board's regular agenda to go with the Community Recreation Center project update.

3b. Financial Update

Human Resource and Finance Manager Elaine Sorensen reported on the 2020 Year End Financials. She gave a summary of the results and explanation of spending variances in the following departments: General



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Fund, Debt Service Fund, Debt Service Contingency Fund, Capital Projects, Equipment Replacement Fund, Recreation Revolving Fund, Fiduciary Fund, and Unrestricted and Restricted Endowment Funds. Several Commissioners requested to have the opportunity to sit down with Sorensen to get a better understanding of the new Springbrook accounting software.

3c. DeMolay shoreline study update

Planning and Special Projects Manager Eric Guenther gave an update on the DeMolay Shoreline Study to be conducted by the Pierce Conservation District. The Board and staff had discussion on how the naming of the property came to be. Guenther gave a background on the acquisition of the property along with property characteristics. Guenther outlined the intentions of the Pierce Conservation District study, which is to study failing bulkheads and identify a preferred option for preserving public access and habitat functions of the shoreline. He also outlined the timeline for the study, which will be conducted by a consultant hired through a competitive process. Guenther said the study will include at least three public meetings hosted by the Park Board.

3d. President's Report: None

ITEM 4

Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda, seconded by Commissioner Nixon. Commissioner Hill said she had questions regarding items 4c and 4d and requested they be handled separately. President Babich pulled items 4c and 4d and called for a vote on items 4a and 4b. They were approved with a 4-0 vote. Board and Staff had a discussion regarding the process of the emergency authorization contracts with Chuck West and RSG and PenMet's emergency authorization policy. Commissioner Hill had some concerns about the process. She would like to see corrections to that process and being more thoughtful in that process in the future.

4a. Approval of Minutes

02/02/2021 Study Session and Regular Minutes

4b. Approval of Vouchers

\$98,328.82 Reference Number V2021-001 - V2021-010

4c. Emergency Authorization for Chuck West Construction contract

Commissioner Hill expressed concerns about the staff's response to the Arletta Schoolhouse flood. First, she expressed concern that staff had not yet provided written answers to questions President Babich had asked about the flood. President Babich gave some context to her questions to PenMet staff about the Arletta Schoolhouse insurance claim and renovations, specifically the removal of some cabinets that were damaged by the flood. Second, Commissioner Hill expressed concerns about staff's use of the District's emergency spending policy to approve two contracts –



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with Chuck West Construction and RSG Abatement – in response to the flood. Commissioner Grimmer made a motion to approve the emergency authorization for the Chuck West Construction contract for \$3,400. Seconded by Commissioner Nixon. Commissioner Hill further expressed concerns about the emergency expenditure process. Interim Executive Director George outlined the process the staff followed, including a description of Policy 9.3 (emergency spending authorization), and the staff's intention to follow the same practice as they did with a pest infestation emergency a few years ago. Commissioner Hill said she would like to see corrections made to the process and that staff be thoughtful when using the emergency authorization policy in the future. The motion was approved with a 4-0 vote.

4d. Emergency Authorization for RSG Abatement contract

Commissioner Grimmer made a motion to approve the emergency authorization for the RSG Abatement contract for \$3,500. Seconded by Commissioner Nixon. The motion was approved with a 4-0 vote.

ITEM 5 Unfinished Business: None

ITEM 6 New Business

6a. Approval of Nicholson Drilling Contract Resolution 2021-006

Eric Guenther gave background on the Hale Pass Arletta Schoolhouse bid award to replace the well. Commissioner Grimmer made a motion to approve Resolution R2021-006 to authorize the Interim Executive Director to sign a contract, in substantially the form attached, with Nicholson Drilling in the amount of \$32,658.71 for the Hale Pass well construction. Seconded by Commissioner Nixon. Board and staff had discussion regarding the two bids that PenMet received, and Commissioner Nixon asked if there were any contaminant requirements for the project. Guenther reported that he could investigate those requirements and report back to the Board. The motion passed with a 4-0 vote.

6b. Approval of GeoResources Contract Amendment Resolution R2021-004

Project Manager Ally Bujacich described work that has been completed to date by GeoResources and report that additional geotechnical work is needed for the Community Recreation Center project. Commissioner Grimmer made a motion to approve Resolution R2021-004 authorizing the Interim Executive Director to sign the First Amendment to the Professional Services Agreement with GeoResources to provide additional geotechnical services for the Community Recreation Center project, in substantially the form attached as Exhibit "A". Seconded by Commissioner Nixon. Board and Staff had discussion regarding soil testing. The motion passed with a 4-0 vote.

6c. Approval of Korsmo Preconstruction Services Contract Resolution R2021-005



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Project Manager Ally Bujacich shared background information on the General Contractor / Contract Management (GC/CM) selection process and a summary of the preconstruction service contract. Commissioner Hill made a motion to approve Resolution R2021-005, authorizing the Interim Executive Director to sign the preconstruction services agreement, in substantially the form attached, with Korsmo Construction to provide preconstruction services for the Community Recreation Center project. Seconded by Commissioner Grimmer. The motion passed with a 4-0 vote.

ITEM 7 Community Recreation Center Project

7a. CRC Update

Project Manager Ally Bujacich reported that the CRC project progress is on schedule and within budget. She gave a breakdown on current tasks that are being done, which include continuing to study and refine the preferred siting option based on district feedback and design team recommendations. She reported that the design team is working on a proposed site plan for a rain garden on the Tubby's Trail Property as a potential storm water solution for the CRC site. She reported that the design team will present design options at the next study session taking place on March 2, 2021 and that she will provide an advance copy to the Board on February 26, 2021 for review. Bujacich requested that questions or concerns be shared with her prior to the presentation so she can incorporate them into the study session as well as the community meeting that is scheduled for March 4, 2021. Bujacich gave a summary of current tasks that will be taking place over the next few weeks. President Babich and Bujacich discussed when she would like to see feedback from the design team report. Bujacich requested that she receive their feedback by March 1, 2021. In response to a Board question, Bujacich said members of the public will not have to pre-register for the meeting.

7b. Committee Reports

Commissioner Hill reported that the Operations Committee had met and that they had discussed the ASARCO plume's impact on soils, the fire flow tank, and the use of various focus groups to help refine the design of the CRC project.

Commissioner Nixon reported that the update for the Finance Committee was addressed in the earlier study session and that both himself and Commissioner Kingsbury concurred that the information coming forward should be shared with the full Board at future study sessions.

Commissioner Grimmer reported that the Marketing Committee had met on February 10, 2021 and that Fundraising Consultant Linda Kaye Briggs gave an update to the committee that the feasibility study was almost complete and that she will be sharing a draft report with the commissioners at an upcoming meeting. Commissioner Hill expressed her appreciation for the work on the feasibility study by Linda Kaye Briggs, Commissioner Grimmer and Marketing Specialist Chuck Cuzzetto.



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ITEM 8 **Comments by Board: None**

ITEM 9 **Next Board Meetings**

Tuesday, March 2, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 5:00 and Regular Meeting at 6:00 pm

Thursday, March 4, 2021 (Special Meeting to receive public comment on the CRC project) via Zoom or Teleconference at 6:00 pm.

ITEM 10 **Executive Session: none**

ITEM 11 **Adjournment** President Babich adjourned the meeting at 7:42 pm

APPROVED BY THE BOARD ON: 3/02/21

President: *Amuel* Clerk: *[Signature]*

Submitted by: Stacie Snuffin