



Peninsula Metropolitan Park District

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

STUDY SESSION MINUTES

April 06, 2021, 4:00 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 820 8085 0479 Password: PenMet0406 or call in at +1 253-215-8782 Password: 4141223240. 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 April 5, 2021.

Call to Order: The meeting was called to order by President Babich at 4:02 pm

Commissioners Present:

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

Staff:

Elaine Sorensen
Stacie Snuffin
Chuck Cuzzetto
Eric Guenther

Outside Staff:

Ally Bujacich/Absher
Lee Driftmier/The Driftmier Architects, PS
Linda Kaye Briggs/The Briggs Group

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. Hale Pass Renovation Scope and Budget

Project Manager Ally Bujacich gave a project update on the Hale Pass/Arletta Schoolhouse renovation. Bujacich briefly went over the conceptual plan document completed in 2007 and referenced in the 2018 PROS Plan. Bujacich gave an overview of design opportunities, management considerations, and a needs assessment. Bujacich presented a facility condition assessment document which included recreation and site amenities, park structures, vegetation, and ADA compliance conditions. Bujacich reported that Driftmier Architects, as part of their scope of work, assessed the Arletta Schoolhouse. Architect Lee Driftmier gave a high-level overview of their study.

Bujacich gave an overview of key project recommendations identified in the PROS plan, including sports courts, field expansion and enhancements,



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recreation programming, ADA and access enhancements, and wayfinding and signage.

Bujacich showed the 2021 long-range capital planning and 6-year CIP document and commented that the plan identifies 1.2 million dollars for the Arletta Schoolhouse renovation, 50 thousand dollars envisioned for master planning in 2023, and 3 million dollars envisioned to implement the master plan in 2026.

Bujacich presented photos of the exterior and interior of the Arletta Schoolhouse, the picnic shelter, and baseball field at Hale Pass Park. Bujacich gave an overview of the existing conditions and opportunities for site updates and improvements. Bujacich went through the Hale Pass Park project timeline and stated the scope of work for the well on the property has been revisited. Bujacich and staff are working on an updated scope of work, and when that is complete, they will prepare an updated RFP and obtain three bids for the well, and anticipate bringing a new contract to the Board for approval.

Lee Driftmier gave an overview of the Hale Pass Park project scope in its current form. Driftmier discussed parking, ADA requirements, the picnic shelter, the main floor, and the basement proposed scope of work. Bujacich and Driftmier gave an overview of the replacement of the mechanical system, less the furnaces, the plumbing system, and the electrical system.

Bujacich and Driftmier gave a brief overview regarding the sample interior finishes to get early feedback from the Board. Commissioners gave expressed that they would like to maintain the original character of the building.

Bujacich gave a Hale Pass/Arletta Schoolhouse project funding summary update. President Babich and Bujacich discussed resolution R2019-022 authorizing up to 700 thousand dollars from the General Fund to the Hales Pass Park Fund.

Bujacich gave an overview of the Hale Pass/Arletta Schoolhouse project budget. Bujacich and Commissioners had a discussion. Commissioner Kingsbury requested that Planning & Special Projects Manager Eric Guenther provide a side-by-side line-item report showing the differences in the budget presented in November 2020 to the current project budget that was introduced in this evening's study session. Guenther and Bujacich had a further discussion on the project budget with the Commissioners. Bujacich stated that they would put together a variance report showing the delta between the current and last budget report at a future meeting. Bujacich presented a cash flow analysis and chart to the Board for the Hale Pass Park project. Bujacich informed the Board that she had some conversations with PenMet staff to get an understanding of the intended usage and vision for Hale Pass/Arletta Schoolhouse. Bujacich shared a



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diagram and gave some examples of some of the work that will be taking place on the main floor of the building.

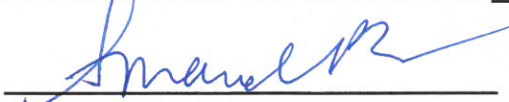
Bujacich discussed budget impacts and the scope of work. Bujacich and Commissioners discussed adding to the project scope to make the Arletta Schoolhouse more appealing as a rental space. Bujacich spoke about coming back to the Board with recommendations to give the Arletta Schoolhouse a more refreshed look, prioritizing what she observed during the meeting and confirming with the County whether or not the driveway on the property needs to increase in width. Bujacich reported that she would come back at a later Study Session with recommendations for some additions to the project scope. Commissioner Kingsbury asked that the Hale Pass Project information posted on the website be updated and corrected. Commissioner Hill thanked Bujacich for her presentation on the project and expressed that she agreed with the other Commissioners regarding coming back with additional information and recommendations.

2b. CRC Fundraising

Fundraising Consultant Linda Kaye Briggs walked the Board and staff through the draft campaign high-level timeline phases. Commissioner Nixon inquired about the campaign action plan. Briggs noted that she would be developing a recognition program and communication plan. Briggs gave a brief overview of the working draft campaign action plan. Briggs further discussed the six phases for the high-level timeline. Briggs asked if there were any comments or questions. President Babich and Briggs discussed the silent phase of the timeline. Commissioner Nixon inquired about how the Commissioners fit in or engage with the campaign cabinet. Briggs and Nixon discussed the campaign cabinet. Nixon thanked Briggs, Commissioner Hill, and Commissioner Grimmer for all their work on the CRC fundraising process. Briggs thanked Commissioner Grimmer and Marketing Specialist Chuck Cuzzetto for their work on it as well. Briggs reported that she has already started working on some dates for the next phase for CRC Fundraising project. Commissioner Grimmer inquired about the results of the completion of the Feasibility Study. Briggs reported that she had created a letter for Bujacich to review and send out to all the study participants as a thank you for their participation. President Babich thanked Briggs and stated that she looked forward to hearing about the next steps from Briggs and the Marketing Committee.

ITEM 3 Adjournment President Babich adjourned the meeting at 5:49 pm

APPROVED BY THE BOARD ON: 4-20-21



President



Clerk

Submitted By: Stacie Snuffin