



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
 253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## REGULAR MEETING MINUTES

**April 18, 2023, 6:00 PM**

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

### Call to Order Time: 6:00 PM

#### Commissioner Roll Call:

	Present	Excused	Comment
Steve Nixon, President	x		
Maryellen (Missy) Hill, Clerk	x		
Amanda Babich	x		
Kurt Grimmer	x		
Laurel Kingsbury	x		

Quorum, Yes

#### ITEM 1 President's Report

- Attended all three public discovery sessions for the PROS Plan.
- Attended the Spring Egg Hunt.
- Met with Commissioner Hill and community members about senior services on 4/14.
- Met with Ally, Mayor of Gig Harbor, and City Administrator on 4/17.
- On 4/18, went out to The Mustard Seed Project to learn about their transportation program and Pierce Transit van.
- On 4/18, attended the Senior Community Discussion meeting at Sehmel.
- Remind Board Members Ally will present to Kiwanis on 4/19 and PAF at Chamber on Thursday, 4/20. Please let Ally know if you can attend.

#### ITEM 2 Executive Director's Report

- Introduce Director of Development Tracy Stirrett
- PROS Plan is ongoing
  - Survey responses over 460 responses, and it will be open through this weekend.
  - The Social Pinpoint website is open.
- PenMet Parks will have a booth at PEP-C Fair on 4/22.
- PenMet Parks is partnering with the City of Gig Harbor for Parks Appreciation Day 4/22. We will have volunteer opportunities from 9-12 pm at Tubby's.
- Upcoming feasibility meetings
  - 4/24 Feasibility Study for a Dedicated Place for Seniors.
  - 4/25 Feasibility Study for a Dedicated Aquatic Space.



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- CRC Permit application is pending, tentative bid date of 5/22

**Board Question:** Can we get an update on phase 1? **Executive Director**

**Answer:** Mid-May substantial completion with the move scheduled for early June.

## ITEM 3 Special Presentations: None

## ITEM 4 Board Committee Reports

**4a. Park Services Committee** - Has not met since last meeting

**4b. Finance Committee**– Call on Commissioner Hill or President Nixon

- In April, Finance will coordinate the annual physical asset inventory count for the District. This inventory, along with the inventory created with the PROS plan, will give a comprehensive inventory of District assets.
- Committee discussion on the Capital Fund and the process of tracking invoices, approving payment, and state requirements of closing the project out.
- And finally, a brief review of Q1-2023 financials and schedule of General Fund transfers.

**4c. Administrative Services Committee**

- Updates on marketing, facility rentals, records management, and upcoming goals and objectives for the board retreat.
- Updates on hiring, the new employee handbook and supervisor training, upcoming trainings for staff in the areas of heat, smoke, and other safety-related topics, as well as an upcoming keynote speaker on Diversity, Equity, and Inclusion.
- We have accepted an RFP for a concessionaire at Sehmel to begin in May.
- We are working on updating the Facility Use Policy, the Field Use Policy, and creating a new policy on Courts/Shelters for review in the coming months.

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

**4e. Campaign Committee**- Has not met since last meeting

**4f. External Committees**- None

## ITEM 5 Public Comments Provided By:

- Bill Sehmel
- Betty Lilienthal

## ITEM 6 Minutes



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- 6a. **Approval of the April 4, 2023 Study Session Minutes**
- 6b. **Approval of the April 4, 2023 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**

- 8a. **Resolution RR2023-003: Adopting the Fox Island Fishing Pier Accessible Ramp and Handrail Improvement Project Budget (Second Reading)**

Resolution RR2023-003 was moved and seconded at the April 4th 2023 Regular Meeting. There is a motion on the table.

Presentation by Executive Director Bujacich. Resolution RR2023-003, that was heard in the first reading, incorrectly stated the project budget as \$275,000.00. We request the Board consider amending the resolution to the version that is before you with the corrected project budget of \$275,400.00.

Commissioner Move to Amend Resolution RR2023-003.  
Commissioner Second to Amend Resolution RR2023-003.  
Board discussion: None.

Roll call Vote. Unanimously approve to amended Resolution RR2023-003 with the corrected project budget of \$275,400.00. Motion Carried.

No further Staff Discussion regarding the Second Reading of RR2023-003.  
No further Board Discussion.  
Roll call vote. Approved unanimously. Motion carried.

- 8b. **Resolution RR2023-004 Adopting the Tubby's Dog Park Upgrades Project Budget (Second Reading)**

This Item was moved and seconded at the April 4, 2023 meeting. There is a motion on the table.

No further Staff Discussion.  
No further Board discussion.

Roll call vote. Approved unanimously. Motion carried.

- 8c. **Resolution RR2023-005: Adopting the Narrows Beach Road Pavement Preservation Project Budget (Second Reading)**

This Item was moved and seconded at the April 4, 2023 meeting. There is a motion on the table.

No further Staff Discussion.  
No further Board discussion.



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Roll call vote. Approved unanimously. Motion carried.

**8d. Resolution RR2023-006: Adopting the Community Recreation Center Mini Golf Course Improvement Project Budget (Second Reading)**

This Item was moved and seconded at the April 4, 2023 meeting. There is a motion on the table.

No further Staff Discussion.

No further Board discussion.

Roll call vote. Approved unanimously. Motion carried.

## ITEM 9 New Business

**9.1 Purchasing Resolutions Requiring One Reading for Adoption: None**

**9.2 Single Reading Resolutions Requiring One Reading for Adoption: None**

**9.3 Two Reading Resolutions Requiring Two Readings for Adoption:**

**9.3a Resolution RR2023-007: Adopting the Fees and Services Assessment Study (First Reading)**

Commissioner moved;

Commissioner seconded.

Memo Overview by Director of Recreation Services Tracy Gallaway

Board discussion. President Nixon is making notes on the draft and encourage commissioners to review since it is still in draft form.

The Second Reading will be at the May 2, 2023 Regular Meeting.

## ITEM 10 Comments by Board

**When these four projects that were adopted today start, please send out an email so commissioners can check them out. President Nixon will be out of town but available by zoom. Congratulations to Ally Bujacich on 2<sup>nd</sup> anniversary. Thank you for your leadership and commitment.**

## ITEM 11 Next Board Meetings

**April 28, 2023 Board Retreat Site Tour and April 29, 2023 Board Retreat.**

**May 2, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335**

## ITEM 12 Adjournment Time: 6:28 PM

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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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




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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](http://www.penmetparks.org).

Approved By the Board on 5/2/2023

  
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Steve Nixon, Board President

  
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Maryellen "Missy" Hill, Board Clerk

  
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Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary