



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

March 15, 2022, 6:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

Call to Order 6:15

Commissioner Roll Call:

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

ITEM 1 President's Report: None

ITEM 2 Executive Director's Report

Updates:

1. March 5, 2022 Summer Camp Fair Update. 200 attendees came to learn more about Summer Camps and ask questions of staff and contracted instructors. PenMet Parks handed out an At-A-Glance brochure which is also available on website. Registration opens April 4, 2022.
2. March 16, 2022 at 1:00 pm everyone is welcome to attend the Arletta Schoolhouse Groundbreaking Ceremony at Hales Pass Park.
3. April 16, 2022 is the Spring Egg Hunt
4. May 6, 2022 Mother-Son Dance at Ocean 5
5. May 7, 2022 Father-Daughter Dance at Ocean 5
6. May 21, 2022 is the inaugural Bike Bash
7. Design for Sehmel Turf replacement project is complete and it is out for bid using cooperative purchasing. Construction contract and contract budget will be proposed for consideration at the April 5th Board Meeting.
8. CRC Demo Permit is in hand for phase 1. Design team has submitted renovation permit application. That contract will be proposed in the coming weeks.

Board Comment: Kudos to the recreation staff for the Summer Booklet

ITEM 3 Special Presentations

3a. January 2022 Financial Report

PowerPoint Presentation by Director of Finance, Sherman Enstrom

Special note, Finance will now provide Monthly and Quarterly reports.

Monthly reports will be operating expenses and Quarterly Status will include Capital projects and General Fund.



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3b. Parks Appreciation Day Information

PowerPoint Presentation by Planning & Special Projects Manager, Nicole Jones-Vogel

April 9, 2022 – 9am-Noon

- Stewardship committee helped with swag suggestions, locations, and partnerships.
- 3 PenMet Parks Locations: Sehmel Homestead Park, Tubby's Trail Dog Park, Narrow's Park. 3 City of Gig Harbor Locations.
- Advertising on Sign Up Genius, QR Code, City Banner.
- Still considering Earth Day ideas and partnerships.

Board Suggestion: For future, explore adding a youth element for cleaning a playground. Seek out suggestions from the Teen Advisory Committee.

ITEM 4 Board Committee Reports

4a. CIP Committee

The CIP Committee has not met since the last meeting.

4b. Finance and Administration Committee

Met 3/2/2022 and discussed:

- Monthly finance report will be a snapshot and Quarterly finance report will be more in depth.
- Still waiting for more information Compensation Connections regarding the Employee Handbook.
- Committee suggested for quarterly reports to include the health of those funds.

4c. Recreation Services Committee

The Rec Services Committee has not met since the last meeting.

4d. Stewardship Committee

The Stewardship Committee has not met since the last meeting.

4e. External Committee Reports: None

ITEM 5 Public Comments: None

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at each meeting and at www.penmetparks.org



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ITEM 6 Minutes

- 6a. **Approval of Minutes of the March 1, 2022 Study Session**
- 6b. **Approval of Minutes of the March 1, 2022 Regular Meeting**
Commissioner Nixon, Move to adopt the minutes as presented;
Commissioner Hill, Second;
Roll call vote. Motion approved unanimously, motion carries.

ITEM 7 Consent Agenda

- 7a. **Resolution C2022-006 Approval of Vouchers**
Commissioner Nixon, Move to adopt the consent agenda as presented;
Commissioner Kingsbury, Second;
Roll call vote. Motion approved unanimously, motion carries.

ITEM 8 Unfinished Business

- 8a. **Resolution RR2022-002 Adopting the Amended Policy P30-101: HR Policy (Second Reading)**
Staff Discussion: Effective Date will be April 18, 2022. All Staff Training will be held April 18, 2022.
Board Discussion: None
Amended Main Motion to adopt amended Policy P30-101-HR Policy,
Commissioner Kingsbury, So moved;
Commissioner Nixon, second;
Board Discussion: Confirm Effective Date and Training.
Roll call vote: Motion approved unanimously, motion carries.
Motion to approve amended RR2022-02, Commissioner Kingsbury, So moved;
Commissioner Nixon, Second;
Roll call vote. Motion approved unanimously, motion carries.
- 8b. **Resolution R2022-003 Adopting the 2022 Budget Book (Second Reading)**
This resolution was moved and seconded at the March 1, 2022 meeting.
No further comment from staff
No further board discussion
Roll call vote. Motion approved unanimously, motion carries.

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 RR2022-004 Approving the Project Budget for the Rosedale Hall Renovation (First Reading)**
Commissioner Nixon, so moved;
Commissioner Hill, second;
Commissioner Babich to call on Executive Director, Bujacich for staff presentation by Planning & Special Projects Manager, Nicole Jones-Vogel.



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Board Questions – Nixon, several assessments/reviews have been done, have we reacted on those assessments?

Staff: We have not, most of the assessments were dated prior to our acquisition. We will be looking at existing conditions.

This item will move to the Second Reading at the April 5, 2022 meeting.

9.3b Resolution RR2022-005 Approving the Project Budget for Demolition of Certain Structures (First Reading)

Commissioner Nixon, so moved;

Commissioner Hill, second;

Commissioner Babich to call on Executive Director, Bujacich for staff presentation by Planning & Special Projects Manager, Nicole Jones-Vogel.

Demolition and possible remediation at the following locations:

- Pen Gardens – Planning considerations, re-use for Pickle Ball
- DeMolay – Possible structure/picnic area
- Narrows Beach – Gravel Pad
- Sunrise Beach – Grassy area

Working on 1 bidding process to reduce redundancy

Board Question: Will the gravel pad be for parking?

Staff: Unsure, we will evaluate.

This item will move to the Second Reading at the April 5, 2022 meeting.

ITEM 10 **Comments by Board: None**

ITEM 11 **Next Board Meetings**

April 5, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

ITEM 12 **Adjournment 7:01**

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 4/5/2022

Amanda Babich, Board President

Steve Nixon, Board Clerk

Attest: Ally Bujacich

Submitted By: Robyn Readwin, Secretary to the Board of Commissioners