



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

March 05, 2024, 6:00 PM

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

Call to Order Time: 6:00 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

Exceptional walk, best study session of the past 8 years. Part of a vision, acquisition, and now in action and developed. It is a wonderful gift to our community.

ITEM 2 Executive Director's Report

- Emily Murphy started as Executive Office Assistant on 2/27/24.
- Andrew Paris was promoted to Facilities Maintenance Specialist 3/1/24.
- Pierce County final Council hearing for codes, including Park Impact Fees, is 3/12/24 at 3:00 PM.
- Summer Camp Fair is on 3/9/24.
- A special edition Summer Camp and Events Recreation guide will be distributed the 3rd week of March with registration opening 4/3/24.
- Youth flag football registration opens on 3/13/24.
- Spring Egg Hunt 3/30/24 at Sehmel Homestead Park.
- Teen Egg Hunt 3/29/24 from 7-9 PM with \$1 donation.
- Parks Appreciation Day is 5/4/2024 in Partnership with City of Gig Harbor.
- New Sponsorship Guide Overview
 - New badge for sponsor websites
 - New sponsorship options include Jersey sponsors, Annual 3x5 banner at Sehmel Park, and program sponsorship – Info can be found in the “Get Involved Section” of our website.



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- Current 2024 Sponsors
- Premier - Paige Schulte, Neighborhood Experts Real Estate
- Platinum Level - Ocean5, Kiwanis, Peninsula Art League
- Gold – Harbor WildWatch, Peninsula Light Co.
- Silver- Sign Gypsies

Board Question: Where will 3x5 banner go? **Staff Answer:** Discussed location, depending on popularity we will assess best spot. **Board Comment:** Great material, thank you. **Board Question:** Is registration required for Teen Flashlight Egg Hunt? **Staff Answer:** Yes, available on website.

ITEM 3 Special Presentations

3a. 2024 Legislative Session Update

PowerPoint Presentation by Tony Sermonti

Board Questions: Verify 1st slide numbers. **Answer:** I sent slides earlier today; since then, the legislature approved additional measures and could tack on 22-30 more. **Board Comment:** I appreciate the presentation, look forward to good things happening.

3b. Partnership Update

PowerPoint Presentation by Director of Administrative Services Zemorah Murray

Board Questions: Is the swim voucher count 1 per family each quarter or 4 vouchers? **Staff Answer:** It is total vouchers requested. **Board Questions:** Do we get any feedback from the YMCA on the impact? **Staff Answer:** No we have not heard of an impact and we have improved communication and tracking in activnet. **Board Comment:** Harbor WildWatch, just opened Marine Life Center – it is lovely to learn more about Marine Life Center and anything else we can do together. Continue that relationship with everyone.

ITEM 4 Board Committee Reports

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

4b. Finance Committee

- Reviewed 2023 Year End Capital Fund/Transfer from General Fund
 - \$792K excess in the General Fund over the reserve amount at year-end, that amount transferred to the Capital Fund.
- Fees for Public Records Request Discussion/Implementation
 - Fees will follow RCW 42.56.120
 - Use of Stripe for credit card processing



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- 2025 Finance & IT Goals & Capital Requests
 - Finance: New/upgrade to payroll/HR software & financial software, RFP for treasury banking services – move away from County Treasurer?
 - IT: Replace PMPD – VM Host, Watchguard firewall replacements, upgrade Microsoft G3 licensing to G5, replace access points at Arletta & internship opportunity for IT Department

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

4d. Recreation Services Committee

- 20th Anniversary Celebration Finalized Logo & Tagline
 - Mural Project – projected cost is \$10-15K, the established budget will not support this project in 2024 without sponsorship support.
 - Communication & Marketing will be developing display material (booths), website and social content.
- **Resident & Non-Resident Registration Resident & Non-Resident Verification** – cleaned up ActiveNet database in advance of baseball registration. Conducted address verification for any new accounts with in-District addresses or address changes to an in-District address. ▪ Youth Baseball registration – current enrollment is 297 (R: 226, 76%, NR: 71, 24%), registration closed on 3/1. Participation in 2023 was 276.

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

4f. External Committees – None

ITEM 5 Public Comments: None

ITEM 6 Minutes

6a. Approval of the February 20, 2024 Study Session Minutes

6b. Approval of the February 20, 2024 Regular Meeting Minutes

Commissioner moved to adopt the minutes as presented;
Commissioner seconded;

Roll call vote. Approved unanimously. Motion carried.



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ITEM 7 Consent Agenda

- 7a. **Resolution C2024-003: Approving February Vouchers**
- 7b. **Resolution C2024-004 Ratifying the Amended Resolution C2023-003 Accepting the Contract for Construction Services Project No. 2022 Demolition Projects 2022-4, 5, 6, and 7 as Complete**
- 7c. **Resolution C2024-005 Authorizing the Executive Director to Sign the Landowner Acknowledgement for the Pierce Conservation District's DeMolay RCO Grant Application**

Commissioner moved to adopt the consent agenda as presented;
Commissioner seconded;

Roll call vote. Approved unanimously. Motion carried

ITEM 8 Unfinished Business

- 8a. **Resolution RR2024-001 Adopting the Amended Policy P10-102: Park Naming Policy (Second Reading)**

This Item was moved and seconded on February 20, 2024. There is a motion on the table.

No further staff presentation by Director of Development Tracy Stirrett.

Board discussion: None

Roll call vote. Approved unanimously. Motion carried

- 8b. **Resolution RR2024-002 Adopting Amended Policy P30-101: Human Resource Policy (Second Reading)**

This Item was moved and seconded on February 20, 2024. There is a motion on the table.

No further staff presentation by Director of Administrative Services Zemorah Murray.

Board discussion: None

Roll call vote. Approved unanimously. Motion carried

ITEM 9 New Business

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



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9.2 Single Reading Resolutions Requiring One Reading for Adoption:

9.2a Resolution R2024-005 Authorizing the Executive Director to Sign an Interagency Data Sharing Agreement Between the Office of the Washington State Auditor and Peninsula Metropolitan Park District

Commissioner moved; Commissioner seconded.

Memo overview by Director of Finance Jessica Wigle

Board Question: Does approval of this agreement coincide with our audit cycle? **Staff Answer:** It will go into effect in May, and our spring next year is when audit cycle starts. It is a three year agreement.

Roll call vote. Approved unanimously. Motion carried

9.2b Resolution R2024-006 Adopting the Facilities Use Fee Chart

Commissioner moved; Commissioner seconded.

Memo overview by Director of Administrative Services Zemorah Murray.

Board discussion: None

Roll call vote. Approved unanimously. Motion carried

9.3 Two Reading Resolutions Requiring Two Readings for Adoption:

9.3a Resolution RR2024-003 Amending the 2024 Capital Budget to Increase the Budget Appropriation for the Sehmel Homestead Park Playground Resurface Project and the New Operations Vehicle

Commissioner moved; commissioner seconded.

Memo overview by Director of Finance Jessica Wigle

Board discussion: None

Second Reading will be at the March 19, 2024 Regular Meeting.

9.3b Resolution RR2024-004 Accepting the Master Plan for the Tacoma DeMolay Sandspit and Advancing Phase I to Final Design

Commissioner moved; Commissioner seconded.

Memo overview by Director of Parks Services Sue O'Neill



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Board comment: Thank you for the presentation. I appreciate that we are including an ADA accessible path; not only required but very important. Expanding our accessibility to the beach and the property. Improving the property so the community can access it in a more accessible manner. I appreciate the thoughtfulness that has been put into this master plan; it is honoring, restoring and improving this property.

Second Reading will be at the March 19, 2024 Regular Meeting.

ITEM 10 **Comments by Board:** Thank you to community members and constituents who attend these meetings. New set up, this new set up make this work, guest will be able to see monitors.

ITEM 11 **Next Board Meetings**
March 19, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335

ITEM 12 **Adjournment Time: 7:07 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 3/19/24


Maryellen (Missy) Hill, Board President


Laurel Kingsbury, Board Clerk


Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary