



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

July 21, 2020, 6:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Coronavirus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 818 3763 9791 Password: PenMet0721 or call in at +1 253-215-8782 Password: 670028. Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by July 20th at 5:00 PM and will be read at the meeting.

Call to Order The meeting was called to order by Commissioner Hill at 6:03 pm

Commissioners Present:

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

Staff:

Doug Nelson
Elaine Sorensen
Eric Guenther
Stacie Snuffin
Glenn Akramoff
Ed Lewis
Spencer Manjarrez
Chuck Cuzzetto
Kelly Darling

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 Citizen Comments: None

ITEM 3 Presentations

3a. Director's Report

Executive Director, Doug Nelson reported that PenMet is moving forward with further website development and maintenance project. Doug also reported that the CRC Marketing Committee is reviewing a draft scope of work and professional service agreement for the Fundraising Consultant. He spoke about scheduling a follow-up with Pierce County Councilmember Derek Young and Assistant John Jolibois regarding the Fox Island Boat Launch, DeMolay Sand Spit, and parking along Bella Bella Drive. He reported that PenMet reissued the email blast survey out to over 9,400 participants and received 453 survey responses and that PenMet will



Peninsula Metropolitan Park District

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

tabulate the data and share with the Board when it is complete. Nelson also reported that PenMet will be participating in a revised version of Pierce County Trails Day and also honor Parks Appreciation Day that was missed due to Covid-19, by having staff at a few of the trails on July 25th from 9 am – noon to give instructions for helping trim the trails.

3b. Finance Report

Finance & Human Resources Manager, Elaine Sorensen reported on the General Fund and the Recreation Revolving Fund. Commissioner Kingsbury inquired about what percentage of funding comes from sales tax. Sorensen gave a summary of the Capital Projects transfers and expenses. President Hill inquired about the 2019 Commissioner Legislative Funds that were to be allocated to the PEG grant for the Voyager Playground were used as part of the grant. Sorensen reported that she will verify this and get back to President Hill. Sorensen reported that PenMet Staff will be doing some safety drills at the end of August at Sehmel Homestead Park.

3c. President's Report

President Hill reported that she and Commissioner Babich meet with Executive Director, Doug Nelson every Friday to cover all current news. She also reported that she regularly meets individually with the Commissioners. President Hill made a motion to reinstate 2020 Commissioner Legislative Funds, seconded by Commissioner Grimmer. The motion was approved with a 5-0 vote. President Hill reported that each Commissioner will provide \$1,000.00 of Legislative Funds towards the sponsorship of the Gig Harbor Veterans Day Recognition event. Commissioners approved the funds for donation with a 5-0 vote.

ITEM 4 Consent Agenda

Commissioner Babich made a motion to approve the consent agenda, seconded by Commissioner Grimmer. The agenda was approved with a 5-0 vote

4a. Approval of Minutes

7-07-20 Study Session and Regular Minutes

4b. Approval of Vouchers

\$82,114.12 Reference Number: V2020-339-362

\$121,188.60 Reference Number V2020-363-365

\$26,582.55 Reference Number: V2020-366-373

ITEM 5 Unfinished Business

5a. Covid-19 Fiscal Update



Peninsula Metropolitan Park District

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

Executive Director, Doug Nelson gave a Covid-19 Fiscal update regarding operations, registrations, revenues and the current fund balance. He also reported on PenMet's Capital Fund, General Fund, and Parks & Facilities.

5b. Steering Committee Selection Process

Senior Operations Manager, Glenn Akramoff gave an update on the Steering Committee Selection Process. He introduced Sara Fischer from BLRB who was attending the meeting via Zoom. He gave some highlights on the selection process and was seeking input. He discussed the Committee Meeting Schedule and advertising for the Steering Committee. Akramoff reported that PenMet added a Special Populations spot on the Steering Committee application. He discussed some changes that will be made to the application. Commissioner Grimmer made a recommendation for clarifying one of the questions regarding groups on the application Commissioner Nixon agreed with Grimmer for making clarification on the application question. Commissioner Babich asked about how the application will be distributed. Akramoff discussed how it will be advertised to the public and getting recommendations from the Commissioners and Staff of some of the people they would like to reach out to with the application. Akramoff will bring back the application for approval at a future Board meeting.

5c. Hale Pass Project Approval

Planning and Special Projects Manager, Eric Guenther gave a brief background on the Hale Pass Renovation Project and the project budget. Commissioner Nixon made the motion to approve Resolution R2020-018 authorizing the transfer of Capital Funds for the Hale Pass Arletta Schoolhouse Renovation, seconded by Commissioner Grimmer. The motion passed with a 5-0 vote.

ITEM 6 New Business

6a. Approval of Phase 1 - A & E Contract

Senior Operations Manager, Glenn Akramoff, introduced Sara Fischer from BLRB and Joe Missel from Parametrix who were attending Via Zoom. Akramoff gave a background on the design process for the new CRC (Community Recreation Center) He reported on the negotiation process. He explained that there will be two phases for the major tasks in the design process. Commissioner Grimmer made the motion to approve Resolution R2020-012 authorizing the Executive Director to sign the Professional Service Agreement, in substantially the form attached, BLRB Architects, to complete Phase 1 of the CRC Design Process, seconded by Commissioner Babich. Commissioner Nixon asked about cross throughs on the Architect contract and Akramoff explained that they were GC/CM related. Commissioner Babich discussed the process that PenMet has gone through to get to the point of signing a contract for a design firm. Sara Fisher, from



Peninsula Metropolitan Park District

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

BLRB reported their excitement for moving forward with the CRC Project.
The motion passed with a 5-0 vote

ITEM 7 Committee Reports

7a. CRC Finance

Commissioner Nixon reported that the committee had met the previous week. He reported that they were working on refining the financial tolerance matrix and that they were working with President Hill on how they were going to get the document out to the entire group.

7b. CRC Marketing

Commissioner Grimmer reported that the committee had met on July 14, 2020 and that they almost have the final proposal for services with The Briggs Group. He discussed the four phases for the scope of work for the fundraising consultant firm.

7c. CRC Operations

Commissioner Babich reported the committee has reviewed the contract for Phase – 1 of the A & E Services and that they also reviewed Phase – 2. She reported that it will come in front of the Board in a future Board Meeting. They also discussed the Steering Committee and a project kick-off meeting. She discussed the GC/CM hiring process and the score bidding process. She reported that it will come in front of the Board for approval in an August Board Meeting.

ITEM 8 Comments by Board

Commissioner Nixon commented that he was thankful to be working with the group and being able to move forward with such an experienced team for the CRC Project. Commissioner Kingsbury reported that she will be unable to attend the August 18 Board Meeting.

ITEM 9 Next Board Meetings: Tues. Aug. 4, 2020 (Study and Regular) Via Zoom or Phone

ITEM 10 Executive Session: Personnel Discussion [RCW: 42.30.110]

The Board went into Executive Session at 7:00 PM and adjourned at 7:59 PM

ITEM 11 Adjournment Commissioner Hill adjourned the meeting at 7:59 pm

APPROVED BY THE BOARD ON: _____

President

Clerk