



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

June 16, 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. 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 listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 848 1337 0561 Password: 481050. Via Zoom: Meeting ID: 848 1337 0561 Password: PenMet0616

Call to Order: The meeting was called to order by Commissioner Hill at 6:02 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
Chuck Cuzzetto

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 Citizens Comments: None

ITEM 3 Presentations

3a. Director's Report

Executive Director, Doug Nelson gave a few updates from his Executive Director's report and highlighted some items from the Staff Report. Nelson gave a reminder that PenMet will be having an open house on June 24th at 5 PM at Sehmel Homestead Park to share updates on the lighting project. Nelson reported that Interim Sr. Operations Manager, Glenn Akramoff, himself, and staff recommend a discussion regarding the CRC Steering Committee for the July 7th Study Session. Nelson also reported on an RCO Grant related to the failed bulkhead at the Tacoma DeMolay Sandspit Nature Preserve and Planning & Special Projects Manager, Eric Guenther, gave further information on the subject. Nelson went on to report some of the things that the Recreation Staff has been working on due to Covid-19. Nelson gave recognition to Bob Swenson for working for PenMet for 9 years and that he just became a 1st-time grandpa. Commissioner Grimmer inquired about a bullet point in the Facilities section in the Staff Report on the Fox Island Boat Launch. President Hill reported that she, Nelson, and



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Guenther had a Zoom meeting with Pierce County Councilmember Derek Young and aide John Jolibois. One of the topics they spoke about was some possible stewardship by PenMet Parks. Guenther presented a brief history on the Fox Island Boat Launch, the Pros and Cons of taking it over, and conditions for consideration. Commissioners discussed their views on PenMet's potential involvement and agreed to being open to having additional conversations in the future. President Hill asked Doug to reconnect with Pierce County Council Member Derek Young and aide John Jolibois to share highlights of our conversation. Commissioner Kingsbury asked for clarification on one of the recreation items on the Staff Report.

3b. Finance Report

Finance & HR Manager, Elaine Sorensen, reported on the General Fund Income Statement, the Capital Projects Fund, and the Recreation Revolving Fund. Sorensen reported that PenMet is going to hire a couple of part-time recreation leaders to help the recreation staff and that she and staff will be reviewing some updates in the current HR Policy Manual. The manual will be presented to PenMet's Attorney and then presented to the Board for review.

3c. President's Report

President Hill shared that PenMet is having a Public Meeting for the lighting project at Sehmel Homestead Park's multi-use field on June 24th at 5:00 PM to mitigate any questions/concerns. President Hill inquired if the other Commissioners had a chance to review the educational video for Municode Software. She briefly touched on components of the video and had some additional questions regarding how district material will be organized moving forward. Administrative Assistant Stacie Snuffin will ensure that all meeting material (past and present) will be stored in SharePoint.

ITEM 4 Consent Agenda

Commissioner Babich made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 5-0 vote with discussed amendments to be made to the minutes.

4a. Approval of Minutes

6-02-20 Study Session and Regular Minutes

4b. Approval of Vouchers

\$134,675.43 Reference Number: V2020-285-312

ITEM 5 Unfinished Business

5a. Approval of Comprehensive Financial Policy

Finance & HR Manager, Elaine Sorensen, gave the background analysis and recommended that the Commission approve the attached revised Comprehensive Financial Management Policy. Commissioner Babich made the motion to approve Resolution R2020-010 to approve the



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attached revised Comprehensive Financial Management Policy. Seconded by Commissioner Nixon. The motion passed 5-0.

5b. Covid-19 Fiscal Update

Executive Director, Doug Nelson, gave an update regarding Covid-19 with PenMet's budget and finance considerations. He reported the re-opening of PenMet's offices going into Phase 3 which is anticipated to be on June 26th along with some other anticipated changes for recreation, social gatherings, and group activities. He reported that Facilities Coordinator, Aiden Krug, is now accepting reservations for small groups at PenMet's Sehmel Homestead Park and Rosedale Ballfields. Nelson presented a complete list of expense freezes for the 2020 budget. Commissioner Nixon inquired on putting items back on the table if the budget allows. Nelson reported that PenMet staff would review priority budget items and recommended future Committee review and consideration.

ITEM 6 New Business

6a. Turf Field Lighting Change Order

Eric Guenther gave the background on the topic. Guenther requested that the Commission review and move to approve Resolution R2020-014. Commissioner Grimmer made the motion to approve Resolution R2020-014 authorizing the Executive Director to sign Change Order Numbers 1 & 2 for improvements on Sehmel Homestead Turf & Parking Lighting Project. Seconded by Commissioner Nixon. The motion passed 5-0 authorizing the Executive Director to sign Change Order Numbers 1 & 2 for improvements on Sehmel Homestead Turf & Parking Lighting

6b. Turf Field Lighting Acceptance of Work

Eric Guenther gave the background on the Sehmel Homestead Turf & Parking Lighting Project. Guenther requested that the Commission review and move to approve Resolution R2020-011. Commissioner Nixon made the motion to approve accepting the construction contract with MB Electric LLC for the Sehmel Homestead Park Turf Field and Parking Lighting Project as completed. seconded by Commissioner Grimmer. The motion passed 5-0.

6c. CRC (Community Recreation Center) Cushman Trail RCO Grant

Eric Guenther gave the background on the CRC Cushman Trail RCO Grant. Guenther requested that the Commission approve Resolution R2020-013 Commissioner Nixon made the motion authorizing a grant assistance application to the Washington State Recreation and Conservation Office (RCO) for the Cushman Trail 14th Ave to 24th St NW extension including review of the Sample Project Agreement. Seconded by Commissioner Grimmer. The motion passed 5-0.

ITEM 7 Committee Reports



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7a. CRC Finance

Commissioner Nixon reported that the Finance Committee reviewed the final details of the Comprehensive Financial Policy. Commissioner Kingsbury shared her appreciation for the spreadsheets that were provided as a tool to evaluate the different funding options for the CRC. Commissioner Nixon also reported the committee looked at some concepts for financial tolerances.

7b. CRC Marketing

Commissioner Grimmer reported that the CRC Marketing Committee reviewed the scoring sheets for the interview process for the Fundraising Consultant and the dates that the proposals are due. President Hill reported that two proposals have been submitted and are waiting on two more that will be submitted. Nelson reported that they had considered extending the deadline but at this point, it was still June 19, 2020.

7c. CRC Operations

Commissioner Babich reported the CRC Operations Committee discussed contract negotiations with BLRB and BRS and stated that BRS will take the lead on the public outreach and pre-design work. Commissioner Babich reported that the CRC Project would have a Steering Committee and how the Committee positions would be populated. She reported on the GC/CM selection process, and then listed the items that are being worked on at the CRC building, enabling Staff and Board to hold future public meetings at the site. Staff and Board had some additional conversation regarding the Steering Committee for clarification on the steps for building the committee, the public process, and what the roles for the scope of each element are clearly understood by each committee member.

ITEM 8 Comments by Board

Commissioner Nixon commented on the Story Walk project he participated in for PenMet Parks. Commissioner Kingsbury commented on her appreciation for PenMet's efforts to develop their Diversity, Inclusion, and Accessibility Policy.

ITEM 9 Next Board Meeting Tues. July 07, 2020 (Study and Regular)

ITEM 10 Executive Session: N/A

ITEM 11 Adjournment Commissioner Hill adjourned the meeting at 7:28 pm

APPROVED BY THE BOARD ON: 7/7/20

M. McKee

President

[Signature]
Clerk