



Peninsula Metropolitan Park District

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

STUDY SESSION – MINUTES

April 21, 2026, 5:01 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor WA 98335

Call to Order Time: 5:00 PM

Commissioner Roll Call:

Secretary:

	Present	Excused	Comment
William C. (Billy) Sehmel, President	x		
Kurt Grimmer, Clerk	x		
Steve Nixon	x		Via Zoom
Maryellen (Missy) Hill	x		
Laurel Kingsbury	x		

Quorum: Yes

ITEM 1 Board Discussion

1a. PenMet Parks Foundation Update

Director of Development, Tracy Stirrett, introduces General Counsel Mark Roberts and Founding Board Member of PenMet Parks Foundation, Amanda Babich, as co-presenters. Executive Director, Ally Bujacich, notes she is pleased to see years of planning and visioning come to fruition and provides a brief history; establishing a foundation to support PenMet Parks became one of 36 initiatives in the 5-year strategic plan, adopted in 2023; also codified in the Parks, Recreation and Open Space (PROS) Plan.

Counselor Roberts reviews the bylaws, noting the Foundation’s purpose will be to support PenMet Parks exclusively; a minimum of five members will make up the Board; three must be current or former PenMet Parks Commissioners and never more than two current Commissioners on the board. The all-volunteer Board will not be compensated, but they will be reimbursed for expenses.

The Memorandum of Agreement (MOA) will create a structure for the board to communicate with the Foundation and will dictate the Foundation work toward a list of priorities set by the PenMet Parks Board of Commissioners. It does not prohibit the Foundation from also pursuing other opportunities, provided those opportunities are approved by the board first, which will ensure consistency, and avoid a gift that is not consistent with priorities, strategic plan, etc.

The Foundation will have space at the District Headquarters for its operations. The benefit from the Foundation will always be greater than



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what the District provides to the Foundation, which avoids actual, or the appearance of, the gifting of public funds. Use of the PenMet Parks Foundation name is subject to continued approval of the park board. If agreement is cancelled or terminated the Foundation loses use of the name and must transfer any assets within its control to the District.

The Foundation will contract with the Greater Tacoma Community Foundation to manage funds; interest earned on these funds, or accruing benefits, that would ultimately be conferred to the District. The Foundation is subject to the Board's underlying gift policy. The Foundation doesn't have the inherent ability to solicit; it will only do so in response to what the District finds appropriate.

Director Stirrett notes the PenMet Parks Foundation alignment with District Mission, Vision and values; in working to build a culture of philanthropy, park stewardship is a benefit that PenMet Parks brings to the community, and the Foundation is a goal of the Commissioners, memorialized in the 2023-2027 strategic plan. The Department of Treasury recognized the Foundation as a 501 (C)(3) in 2024.

Board Question: Is the Memorandum automatically renewed every year?

Answer: Yes, it depends on the will of the board. It can automatically renew and have provisions allowing the District to terminate it, based on certain criteria like default, or based on the District's decision that it does not want to continue. There are a number of ways to structure this; legal can assist and solicit input on whether modifications are desired.

Foundation Member Babich discusses Pillars of Service: parks, recreation, legacy, and future, which were created by the board with support of staff. Parks pillar can include capital projects, grants, conservation, bench tiles or other opportunities. Recreation pillar can include financial assistance and sponsorships for all ages. Legacy pillar can include securing planned giving, gifts of real property, stocks, bonds, future opportunities. Future pillars can be added in the future based on District priorities.

Once authorized, funds from the Foundation's first designated gift of \$210,500 from the Names Family Foundation will be transferred to PenMet Parks for the purchase of specific items in 2026, including a van with lift and space for two wheelchairs and adaptive recreation equipment including beach wheelchairs, basketball chairs, trail accessible universal wheelchair, power soccer kit, adaptive archery items and more. Next steps include the PenMet Parks Board consideration of the PenMet Parks Foundation MOA for adoption on May 5, 2026.

Board Question: What happens if there are any entities using a similar IRS name to our foundation? **Answer:** They will be notified by certified mail to stop any use or action under the PenMet Parks Foundation name.

Board Comment: Thank you and appreciation to all who worked on this exciting step, the committee and everyone who put their minds together to



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get us to this point and lift this off the ground. It's opening so many opportunities and doors for our community. Great job.

Board Question: If we know someone who is interested in the Foundation, do we direct them to the Director of Development here at the District Headquarters? **Answer:** We would invite the donor in to meet here at Headquarters, likely location would be current Development office or conference spaces and talk with them about their wishes and figure out where there is a fit.

ITEM 2 Adjournment Time: 5:29 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 May 5, 2026

William C. (Billy) Sehmel
William C. (Billy) Sehmel, Board President

Kurt Grimmer
Kurt Grimmer, Board Clerk

Emily Murphy
Attest: Emily Murphy, Board Secretary