



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

March 02, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 876 9578 1144 Password: PenMet0302, or call in at +1 253-215-8782 Password: 4023546788. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on March 1, 2021.

Call to Order: The meeting was called to order by President Babich at 6:01 pm

Commissioners Present:

Amanda Babich
Kurt Grimmer (Joined at 6:04 pm)
Maryellen (Missy) Hill (Absent Excused)
Laurel Kingsbury
Steve Nixon

Outside Staff:

Ally Bujacich/Absher

Staff:

Hunter George
Elaine Sorensen
Stacie Snuffin
Chuck Cuzzetto
Eric Guenther
Ron Martinez
Matthew Kerns

ITEM 1 Approval of Agenda

Commissioner Kingsbury made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 3-0 vote.

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3a. Interim Executive Director's Report

Interim Executive Director Hunter George gave an update that PenMet posted a job opening for a community sports coordinator position. He reported there were 107 applications and that staff is quickly identifying finalists and will hopefully be conducting interviews the following week. He also noted that PenMet would be reposting a vacant maintenance position that was previously unsuccessful in finding someone to fill the position.

George reported that PenMet had received some complaints that some of the kids playing flag football were not wearing masks. George noted that PenMet was trying to come up with a thoughtful approach to address the issue. He also stated that PenMet was contemplating introducing some level of penalty through the game. The Board, George, and staff discussed some ways to address the issue through communication and positive reinforcement.

3b. President's Report: None



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ITEM 4 Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda, seconded by Commissioner Kingsbury. The consent agenda was approved with a 4-0 vote

4a. Approval of Minutes

02/16/21 Study Session and Regular Meeting

4b. Approval of Vouchers

\$156,662.53 Reference Number: V2021-036B-058A

\$72,364.96 Reference Number: V2021-058B-077

\$35,701.55 Reference Number: V2021-078-080

ITEM 5 Unfinished Business: None

ITEM 6 New Business

6a. Accomplishments and Goals Discussion

Interim Executive Director Hunter George noted that staff traditionally include a list of accomplishments from the previous year and goals for the next year in the budget document. President Babich noted that she and Commissioner Grimmer wanted the whole Board to review it and have a discussion. After a discussion, the Board decided not to include the goals and accomplishments in this year's budget document because they had not been part of the budget development process. The staff and Board discussed setting a date for a goals and accomplishments discussion before drafting the 2022 budget. George recommended that the Board schedule a retreat in late Spring or early Summer.

ITEM 7 Project Manager Update

7a. Community Recreation Center

Project Manager Ally Bujacich gave a brief recap of the earlier study session where the CRC design team had presented refined site plans based on the preferred site options and building massing study options. Bujacich discussed some of the feedback she heard from Commissioners during the study session and gave some clarification about the site elements that are not included in the project budget. She explained that the next step would be to do a cost estimate at the end of every design phase, which will help decide if there is room in the budget to add additional items. Bujacich updated the Board that she is scheduling a meeting with the Pierce County Fire Marshal and Building Department regarding the Emergency Vehicle Access(EVA) at the CRC site. Bujacich addressed the Board's feedback about mixing and matching different site elements presented in the study session to the Board's preferred site plan and gave an update on work being done by the geotechnical engineer and septic-design firm. Bujacich discussed the upcoming public meeting, gave a schedule for the completion of the schematic design document, and said



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that the final document would be brought to the Board for approval at the April 6, 2021's Board Meeting.

Commissioner Nixon reported that Bujacich provided most of the items that the Operations Committee reviewed in their last meeting.

Commissioner Grimmer gave a brief update on the feasibility study completion and the next steps in the fundraising process. Commissioner Kingsbury inquired about the fundraising consultant contract, and Commissioner Grimmer clarified that The Briggs Group's contract includes fundraising for the project.

Commissioner Kingsbury gave a brief update that the Board gave the Bond Consultant approval to get the resolution documents ready to bring to the next board meeting for approval on March 16, 2021. Commissioner Nixon reported that it was helpful to go over the cash flow spreadsheet with staff before the meeting. He expressed his appreciation of everyone involved for their attentiveness in reviewing the information and how helpful the document was.

7b. Hale Pass Park

Project Manager Ally Bujacich gave an update on the Hale Pass Park project. Bujacich reported that she had spent the last few weeks learning about the project. Bujacich reported on the water loss and damage due to flooding at Arletta Schoolhouse and gave an update on what has been accomplished to date. She informed the Board that she is in contact with the insurance adjuster and received the initial report and estimate and will review and respond and expects that there will be some negotiating.

Bujacich updated the Board that she is in the process of updating the budget, schedule, developing a cash flow analysis for the project, and starting to look at potential materials finishes for commissioner review. She reported that the latest set of drawings are being updated and will be used to perform a cost estimate update. Bujacich said that she expected the permit to be ready later this month and anticipates providing a full board update on this project at the April 6, 2021 Board Meeting.

Interim Executive Director Hunter George and Bujacich requested that each Commissioner do a site walk-through to see the Hale Pass building before the April 6, 2021 meeting.

ITEM 8 Comments by Board

Commissioner Kingsbury commented on some emails and public discussion on Facebook about Harbor Family Park regarding dogs being off-leash. She said that she wanted to address it in a public meeting. Kingsbury spoke about addressing the issue with more obvious, bigger, and better signage at PenMet's Parks, especially at Harbor Family Park. President Babich discussed hearing that some other Parks and Recreation agencies around the country allow dogs to be off leash during certain time periods, and maybe that is something to take into consideration.



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Commissioner Nixon provided an update regarding the Compensation Study and the Salary and Benefits Committee. He reported that the committee is working on a new salary survey because the survey done in 2019 was poorly drafted and administered, which concerned the Board. He explained that the purpose is to review and compare the salary and benefits for PenMet staff to ensure that employees are fairly compensated and maintain competitive compensation packages to attract and retain competent, professional staff. Nixon reported that the committee's intent is to complete a review of job descriptions based on an updated organizational chart, and to consider policies and procedures to establish a regular interval for completing a review of job descriptions, wage ranges, and benefits for each position.

Commissioner Babich reported that she and a constituent had a brief email exchange regarding her concerns about PenMet not having a sustainability policy that would reduce PenMet's carbon footprint and fuel reduction. Babich said she thinks that it would be a good time to look at some type of policy that can be developed by staff and brought back to the Board for review.

ITEM 9 Next Board Meetings

Thursday, March 4, 2021 (Special Meeting to receive public comment on the CRC project) via Zoom or Teleconference at 6:00 pm.

Tuesday, March 16, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 4:00 and Regular Meeting at 6:00 pm

ITEM 10 Executive Session: None

ITEM 11 Adjournment President Babich adjourned the meeting at 6:51 pm

APPROVED BY THE BOARD ON: 3/16/21

President

Clerk

Submitted By: Stacie Snuffin