



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)  
[www.penmetparks.org](http://www.penmetparks.org)

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## REGULAR MEETING MINUTES

July 07, 2020, 6:00 PM

CRC (Community Recreation Center) 2416 14th Ave NW, Gig Harbor, WA 98335

The July 7<sup>th</sup> Park Board Meeting will be conducted in-person. Due to recent health concerns with the novel coronavirus, an alternative Zoom or call-in option will be provided. Attendees are encouraged to bring their own mask and hand sanitizer. You can listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 883 8818 6797 Password: 819170. Via Zoom: Meeting ID: 883 8818 6797 Password: PenMet0706.

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**Call to Order:** The meeting was called to order by Commissioner Hill at 6:05 pm

**Commissioners Present:**

Maryellen (Missy) Hill  
Kurt Grimmer (Appointed Clerk for the meeting)  
Amanda Babich (Present Via Zoom)  
Laurel Kingsbury (Present Via Zoom)  
Steve Nixon

**Staff:**

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Ed Lewis

**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: N/A**

**ITEM 3 Presentations**

**3a. Director's Report**

Executive Director, Doug Nelson gave an update that the CRC Project Fundraising Consultant has been selected and that PenMet Staff has been working on the 2021 budget. Nelson reported on the Sehmel Homestead Lighting Project Open House that took place on June 24<sup>th</sup>, 2020; PenMet received some beneficial feedback from those who attended regarding future lighting projects and other elements of the park. He reported that PenMet is currently working on a document for helping with the PenMet Parks policy review process. Nelson highlighted some staff anniversaries and congratulated Commissioner Nixon on his retirement. Commissioner Kingsbury inquired about a community survey that was issued via email. Kingsbury reported that she had not seen the survey and had reached out to some other community members asking if they had received the survey; which most reported that they had not. She asked that PenMet send the



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survey out again on its own so that it was more apparent to community members. Nelson explained what the survey encompassed and that it was embedded in a Covid-19 update email as well as on social media. Nelson agreed that PenMet would send the survey out again in its own dedicated email. Commissioner Kingsbury noted health concerns regarding PenMet Summer Camps and asked that the District ensure proper protocols are in place. Nelson reported that PenMet is following the Department of Health's recommendations related to Covid-19.

## **3b. President's Report: N/A**

### **ITEM 4 Consent Agenda**

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

#### **4a. Approval of Minutes**

6-16-20 Study Session and Regular Minutes

#### **4b. Approval of Vouchers**

Number: V2020-313-338

#### **4c. Notices of Completion**

1. KCDA - MUSCO Lighting R2020-015
2. KCDA - Daktronics Scoreboard R2020-016
3. KCDA - Trimco Hale Pass Roof R2020-017

### **ITEM 5 Unfinished Business**

#### **5a. Covid-19 Fiscal Update**

Executive Director, Doug Nelson gave a Recreation Revolving Fund update regarding operations, camp registrations, revenues, and 2021 budget preparations. Nelson discussed getting feedback from the Commissioners regarding the integration of the Recreation Division into the General Fund. He gave an update on park operations regarding re-opening and Covid-19 related expenses for reimbursement. Nelson reported on private rentals of fields, picnic shelters and outdoor facilities. He gave an update that the Administration and Recreation Office will remain closed to the public until phase 3; and that PenMet will begin hosting the Board Meetings at the CRC. Nelson also noted that public comment will still be accepted via email until further notice.

### **ITEM 6 New Business**

#### **6a. Hale Pass Update**

Planning and Special Projects Manager, Eric Guenther presented some background on Hale Pass - Arletta Schoolhouse and its design renovation





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assessment done by Lee Driftmier (present at the meeting via Zoom) from Driftmier Architects. Guenther gave a summary estimate and recommended the board give staff the go-ahead to prepare resolutions for funding approval at the next Board meeting. Commissioner Kingsbury asked for clarification regarding the budget and keeping to that budget. Architect Lee Driftmier gave an overview of the bid numbers and some explanations of the costs attached to it; including taxes and contingencies. Commissioner Kingsbury asked for an explanation of a line from the District Commission Memo regarding the CRC funding plan. President Hill asked that HR and Finance Manager, Elaine Sorensen review the memo for approval to move forward with the Hale Pass renovations. Commissioner Grimmer and Commissioner Nixon reported that the budget had been discussed in a previous Finance Committee meeting. President Hill and Commissioner Babich requested that Sorensen review the data before presenting it for approval at the next Board meeting.

## **ITEM 7 Committee Reports**

### **7a. CRC Finance**

Commissioner Nixon reported that the Finance Committee met and discussed financial tolerances for the CRC Project.

### **7b. CRC Marketing**

Commissioner Grimmer reported the CRC Marketing Committee had met the previous week and held interviews with 3 firms out of the four applicants for hiring the CRC Fundraising Consultant. Grimmer announced that the committee had selected The Briggs Group and gave a brief background on them.

### **7c. CRC Operations**

Commissioner Babich reported that the CRC Operations Committee update was discussed in the earlier Study Session.

## **ITEM 8 Comments by Board**

Commissioner Nixon thanked everyone for his retirement card and spoke about his experience doing a virtual story walk for PenMet. He reported that he will be out of town for the next meeting and will be attending by phone. President Hill asked if PenMet was going to share the video with the Board. Commissioner Nixon reported that it is still in the production phase and waiting on the final approval. Commissioner Kingsbury expressed some Covid-19 safety-related concerns regarding community gatherings, camps, and other PenMet programs. President Hill reported that she and Commissioner Babich meet with Executive Director Nelson weekly and that they go over many aspects of park operations as it relates to COVID. President Hill complimented the Executive Director's thoroughness in regards to safe park operations, and stated the situation has not been handled



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lightly. Hill expressed appreciation for the Commissioner Kingsbury's comment, and encouraged the Board to provide comments and concerns.

**ITEM 9 Next Board Meetings** Tues. July 21, 2020 (Study and Regular) at the CRC (2416 14th Ave NW Gig Harbor, WA 98335)

**ITEM 10 Executive Session:** N/A

**ITEM 11 Adjournment** Commissioner Hill adjourned the meeting at 6:59 pm

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

President

Clerk