



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

May 19, 2020, 6:00 PM

ATTENTION: Protecting the public, our partners, and our staff is 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: 881 7792 1965 Password: 526201. Via Zoom: Meeting ID: 881 7792 1965 Password: PenMet0519

Call to Order The meeting was called to order by Commissioner Hill at 6:00 pm

Commissioners Present:

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

Staff:

Doug Nelson
Elaine Sorensen
Eric Guenther
Stacie Snuffin
Ed Lewis
Glenn Akramoff
Chuck Cuzzetto
Michael Schick

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3a. Director's Report

Executive Director Nelson thanked the Commissioners for recognizing the PenMet Staff for the Staff Spotlight this quarter. Nelson reported that he wanted to save time for the COVID-19 and recreation update for later in the meeting.

3b. Finance Report

Elaine Sorensen, Finance & HR Manager, reported on the income statement and General Fund. She reported that PenMet has started to see a drop in facility rentals. She reported that the General Fund is still ahead of budget due to putting a freeze on some expenses. Commissioner Kingsbury inquired about the Executive Professional Services line item.



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Sorensen, Nelson, and Akramoff gave additional information to Commissioner Kingsbury on this item and the budget. Sorenson gave a report on the Capital Projects Budget and the Revolving Recreation Fund.

3c. Presidents Report: None

ITEM 4 Consent Agenda

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

4a. Approval of Meeting Minutes

04/15/20 Special Meeting Minutes, 05/04/20- CRC Interview Minutes, 5-05-20 Study Session and Regular Minutes, 04-21-20 Regular Minutes Change

4b. Approval of Vouchers

\$148,365.65 Reference Number: V2020-243-261

ITEM 5 Unfinished Business

5a. COVID-19 Fiscal Update

Executive Director Nelson highlighted the Staff and Commissioners combined efforts for working on the budget, cost-saving measures, and projections. He discussed the draft framework for re-opening PenMet Parks with a phased approach. He reported that PenMet opened their beach parks, on May 5th, 2020 in addition, Madrona Links had reopened as well. He gave a summary of the different park features, locations, amenities, rentals, events, and recreation programs that would be re-opening in the different phases. President Hill inquired if we were posting the framework to the PenMet website. Nelson replied that he thought it would be posted by either May 22, 2020, or the earlier part of the following week. Commissioner Babich informed the staff and board that Mayor Kit Kuhn was trying to get Gig Harbor grouped with Kitsap County for phase 2. She wanted to know if PenMet had plans to change the timeline if that happened. Commissioner Nixon expressed his concerns on citizens overcrowding in the parks if they were coming in from outside the Gig Harbor area if we re-opened more features too early.

ITEM 6 New Business

6a. Recreation Update

Recreation Manager, Michael Schick gave a recreation update. He gave some highlights on what the recreation staff have been working on along with the Facilities Coordinator, Aiden Krug. He reported that Aiden has been working with a focus group made up of community members. Schick reported on recreation staff's schedules, that the position for a Recreation Assistant is on hold, event cancellations, and the projected budget and projections. He gave a refund update for sports, classes, and camps with



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ActiveNet's system. Commissioner Kingsbury inquired if PenMet were documenting what community members had to say to Recreation Specialist, Spencer Manjarrez, when he had reached out to get feedback from them on the current Covid-19 situation effects on sports and recreation. President Hill inquired about how PenMet was conducting the focus group meetings. Schick informed her that it was being done via Zoom. Schick summarized the phasing process and what PenMet's plans are for reopening recreation.

6b. Design Firm Selection

Akramoff reported that the Operations Committee did a thorough review of the candidates for the CRC Design Firm. President Hill moved to approve the Executive Director and staff begin negotiations with BLRB Architects as the architects of record for the Community Recreation Center Project and request that BRS Architects be included as a sub-consultant focus, at a minimum on public outreach process and the Interior design of the building. Seconded by Commissioner Babich. The motion passed 5-0. Commissioner Babich and Nixon gave their perspective on how the Operations Committee made their decision on the design firm selection. Commissioner Kingsbury inquired about how PenMet determines the rate of pay for the design firms. She also asked about the scoring process. Commissioner Babich explained further how the Operation's Committee did their scoring and made their decision on who was going to be hired. She added the scores were just a component of the process but not necessarily the final determining factor and that the scores for top firms were all very close.

6c. Demarche Consulting Group Contract

Executive Director Nelson reported that Staff recommends that the Board of Commissioners move to authorize the Executive Director to sign the contract, in substantially the form attached, with Demarche Consulting Group for the Interim Senior Operations Manager services per the scope of work. Commissioner Babich moved to authorizes Executive Director Nelson to sign the contract as read. Seconded by Commissioner Kingsbury.

6d. RCO Grant Authorizations: R2020-007, R2020-008, R2020-009

Planning & Special Projects Manager, Eric Guenther, gave a brief explanation for RCO Grant Authorizations that need to be approved. Commissioner Nixon moved to approve Resolutions R2020-007, R2020-008 & R2020-009, authorizing grant assistance applications to the Washington State Recreation and Conservation Office (RCO) for the Sehmel Homestead Park Turf Replacement, Narrows Park West



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Acquisition including review of the Sample Project Agreement. Seconded by Commissioner Grimmer. The motion passed 5-0.

ITEM 7 Comments by Board

- 7a. **CRC Budget Committee Report**
Reported in the Study Session
- 7b. **CRC Marketing Committee Report**
Reported in the Study Session
- 7c. **CRC Operations Committee Report**
Reported in the Study Session
- 7d. **General Comments: None**

ITEM 8 Next Board Meetings Tues. June 2, 2020 (Study and Regular) Via Zoom Meeting

ITEM 9 Executive Session:

- 9a. **Executive Session: to consider the acquisition of real estate per [RCW 42.30.110(1)(b)] took place at 7:15 pm.**

ITEM 10 Adjournment Commissioner Hill adjourned the meeting at 7:31 pm

APPROVED BY THE BOARD ON: _____

President

Clerk