



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

December 01, 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 Corona-virus, the Park Board has decided to host the meeting Online via Zoom. 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 join the zoom meeting for the study session and regular meeting by using the Meeting ID: 811 2388 9482 Password: PenMet1201 or call in at +1 253-215-8782 Password: 6429513378 Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by November 30, 2020 at 5:00 PM and will be read at the meeting .

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

Outside Staff:

Ally Bujacich

Staff:

Hunter George
Elaine Sorensen
Stacie Snuffin
Chuck Cuzzetto
Ron Martinez
Ed Lewis
Eric Guenther
Brycen Toney

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: None

ITEM 3 Presentations

3a. Interim Executive Director's Report

Interim Executive Director Hunter George reported that PenMet will be partnering with the Kiwanis of Gig Harbor for a Coffee Break and Santa's Village Drive-Thru Toy Drive on December 18, 2020, at Sehmel Homestead Park from 4:00 PM to 6:00 PM. He also reported that PenMet received an invoice from the KGHP Radio Station for renewing PenMet's contract for partnership with them and that there will be lots of great opportunities including interviews and 2,000 promos for PenMet. In response to a question from Commissioner Kingsbury at a previous meeting, George gave an overview of PenMet's budget investment rate from the state's Local Government Investment Pool and how those funds are invested.



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3b. President's Report: None

3c. Gig Harbor Veterans Day Recognition Committee Presentation

Jill Guernsey from The Gig Harbor Veterans Recognition Committee thanked PenMet for being their premier sponsor for the 2020 Veterans Day event that was held in Gig Harbor's Uptown. Guernsey shared a video clip from KING 5 news. Jill and the Board discussed the success of the event.

ITEM 4 Consent Agenda

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

4a. Approval of Minutes

11/17/2020 Regular Minutes

4b. Approval of Vouchers

\$90,383.76 Reference Number: V2020-599-621

ITEM 5 Unfinished Business

5a. 2nd Public Hearing, Annual Budget for Calendar Year 2021

President Hill opened the 2nd public hearing for the proposed adoption of the 2021 annual budget for Peninsula Metropolitan Park District at 6:14 PM. Interim Executive Director Hunter George gave a brief presentation of the annual 2021 budget. There was no board discussion or public comment. The hearing was closed at 6:19 PM.

5b. R2020-026 Adopting the Annual Budget for Calendar Year 2021

Commissioner Grimmer made a motion to approve R2020-026 adopting the annual budget for Peninsula Metropolitan Park District for calendar year 2021. Seconded by Commissioner Kingsbury. Commissioner Nixon expressed concerns over the salary survey that was conducted in 2019 and the board discussed. Commissioner Nixon made a motion to amend the annual budget for the calendar year 2021 to insert the following amendment: "Funds have been appropriated for 2021 employee step increases, but all increases are on hold pending further review of the organizational chart and an updated salary survey for the employee classifications. The salary survey shall include employees with the same or similar employee job descriptions employed by appropriate and comparable jurisdictions. Once the organizational chart review and the salary survey is complete and an updated Pay and Classification Plan is adopted by the Board, the Executive Director may administer the step increases retroactive to each employee's 2021 anniversary date if all applicable conditions for a step increase have been met." The Board voted



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5-0 to approve the amendment. President Hill asked if there were any other Board comments; Commissioners Nixon and Kingsbury thanked staff for their hard work. The Board voted 5-0 to approve the budget as amended.

ITEM 6 New Business: None

ITEM 7 Committee Reports

7a. CRC Finance

Commissioner Nixon reported the CRC Finance Committee had not had a chance to meet and will set a meeting before the next regular board meeting.

7b. CRC Marketing

Commissioner Grimmer reported that the CRC Marketing Committee had not met recently and gave a brief update on the Feasibility Study progress and schedule.

7c. CRC Operations

Commissioner Babich reported that the CRC Operations Committee had met and that John Barnholt from BRS had joined them. She reported that they reviewed a draft of the pro forma, which seeks to project operating costs and revenues and had a good discussion about expectations regarding the CRC's standard for cost recovery from user fees.

Commissioner Nixon and Babich reported that there will be a future study session to discuss the draft pro forma with the whole Board.

ITEM 8 Comments by Board

Commissioner Nixon provided the Board with an update that he was contacted by a previous coworker regarding Food Backpacks for Kids and that they were looking for a new place to distribute these backpacks. Nixon reported that he had put them in touch with Planning and Special Projects Manager Eric Guenther. Guenther reported that they had been in contact and that they have arranged a time at Peninsula Gardens for distributing backpacks.

President Hill commented on the Santa village Event that is happening on December 18, 2020, and that she appreciated PenMet and the Kiwanis supporting a need in our community, toys for children. She commented that it is a free event to the public and it will be orchestrated similarly to the Trunk or Treat where people will have to register, thus helping with traffic mitigation at the location. She thanked staff who were willing to help. Hill asked for confirmation of the hours of the event. Cuzzetto confirmed the hours would be from 3:30 to 6:30 with staggered time slots of 3:30 - 4:30, 4:30 - 5:30, and 5:30 - 6:30. Commissioner Grimmer commented there was a Letters to Santa Box installed at Sehmel Homestead Park at the



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pavilion. President Hill added a comment to that event taking place on December 18th that PenMet is looking for vehicles such as a construction vehicle or another type of vehicle to put lights on or have a construction trailer for the kids to admire with lights on it. She encouraged the commissioners to reach out to see who would like to be there on some of the shifts and that each vendor will be handing Covid-safe items out and that maybe they could participate in that.

ITEM 9 Next Board Meetings

Tues., December 15, 2020 (Study and Regular) Via Zoom or Teleconference
Study Session 4:00 and Regular Meeting 6:00 PM

ITEM 10 Executive Session: None

ITEM 11 Adjournment President Hill adjourned the meeting at 6:42 pm

APPROVED BY THE BOARD ON: _____



President



Clerk