



# 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

August 04, 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: 880 3783 7513 Password: PenMet0804 or call in at +1 253-215-8782 Password: 6104399684. Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by August 3rd at 5:00 PM and will be read at the meeting.

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**Call to Order:** The meeting was called to order by Commissioner Hill at 6:03 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Chuck Cuzzetto

### 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 reported that a citizen had a medical emergency at Sehmel Homestead Park earlier in the day and that he will keep everyone updated when he received more information. He mentioned a memo for hiring a permanent Senior Operations Manager was in the packet and the intent to advertise for that position. He reported that he would be meeting with Peninsula School District Superintendent, Dr. Art Jarvis to discuss some programming opportunities between PenMet Parks and the school district. He reported that PenMet has been working on the 2021 Preliminary Budget. Nelson reported that the mobile home at Narrow's Park has extensive water damage and other issues and that it had been determined that it would not be cost effective to repair. He reported that he had spoken with Attorney Mark Roberts regarding the rental agreement, that he and Parks and Facilities Manager, Ron Martinez



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met with the current caretaker to share the news. He reported that the caretaker is going to be trying to move out by the end of August and that the other caretaker on the property will be taking over the duties that were assigned to the other caretaker. Nelson gave an update on fall programming objectives for the recreation staff and marketing efforts that will be made. Commissioner Kingsbury and Nelson discussed his meeting with Lobbyist Doug Levy.

## 3b. President's Report

President Hill discussed bringing back Jurassic Parliament for some more training and that she would be speaking with them about a potential schedule for the training sessions. Hill reported that she and Commissioner Babich had identified some current council opportunities in Pierce County and that they would forward those to the rest of the Board to see if there is any interest in participating on any of those boards. President Hill announced that Executive Director Nelson will be going on vacation later in the month. Hill complimented Nelson on his handling of all things Covid as it pertains to PenMet Parks. Hill reported that the miniature golf course at the CRC is in the process of being repaired and that there is a service group that is looking into using it as a fundraiser in September. She reported that PenMet Parks participated in Pierce County Trails Day at a few parks (McCormick Forest, Rotary, and Harbor Family); staff and volunteers were busy cleaning trails and trimming overgrowth on Saturday, July 25<sup>th</sup>. Hill thanked Commissioner Nixon, Staff, and volunteers.

## ITEM 4 Consent Agenda

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

### 4a. Approval of Minutes

7-21-20 Study Session and Regular Minutes

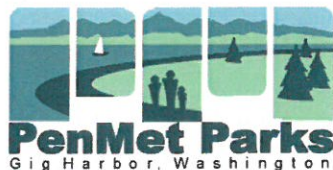
### 4b. Approval of Vouchers

\$82,624.56 Reference Number V2020-374-388

## ITEM 5 Unfinished Business

### 5a. Covid-19 Fiscal Report

Executive Director, Doug Nelson gave a Covid-19 Fiscal update. He reported that PenMet will be having a couple of drive-in movie nights, provided an update on registration for summer camps, and shared recreation revenue figures. He also reported that PenMet is on target with the 2020 budget for the General and Capital Funds. PenMet is moving forward with the hiring process for a Ground Maintenance position and



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Senior Operations Manager position and that PenMet has submitted Covid-19 related expenses for reimbursement to Pierce County.

**5b. Negotiate with the GC/CM (General Contractor/Construction Manager) Approval**

President Hill made a motion to approve the Executive Director and staff begin negotiations with Korsmo Construction as the GC/CM for construction of the Community Recreation Center Project, seconded by Commissioner Nixon. The motion passed with a 5-0 vote.

**5c. Approval of Senior Operations Manager Job Description and Salary Range**

Commissioner Nixon made the motion to approve the updated job description and salary range for the Senior Operations Manager and give PenMet staff approval to move forward on the recruitment and hiring process, seconded by Commissioner Kingsbury. The motion passed with a 5-0 vote. Executive Director Nelson and Commissioners had a brief discussion about the key responsibilities for the new Senior Operations Manager position.

**ITEM 6 New Business**

**6a. Fundraising Consultant Contract Approval**

Commissioner Grimmer made a motion to authorize the Executive Director to sign the agreement, in substantially the form attached and any related documents, with Linda Kaye Briggs of The Briggs Group for fundraising campaign consultant services per the scope of work, seconded by President Hill. Commissioners, Interim Senior Operations Manager, Glenn Akramoff and Executive Director discussed the Fundraising Consultant contract further. The motion passed with a 5-0 vote.

**ITEM 7 Committee Reports**

**7a. CRC Finance**

Commissioner Nixon reported that the Finance Committee Minutes came in the form of the Financial Tolerance Framework document that was presented in the earlier Study Session.

**7b. CRC Marketing**

Commissioner Grimmer reported that they addressed the contract for the Fundraising Consultant Contract at their last committee meeting.

**7c. CRC Operations**

Commissioner Babich reported that they had not had a committee meeting since the last Board meeting. Commissioners and PenMet Staff discussed



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whether PenMet should include citizens outside of the district from the greater Gig Harbor surrounding areas to participate on the CRC Steering Committee.

### ITEM 8 Comments by Board

Commissioner Nixon reported that he and Executive Director Nelson had the opportunity to participate on the panel for the Key Peninsula Parks hiring of their new Executive Director. He also commented that he participated in the Pierce County Trails Day hosted by PenMet Parks. Commissioner Kingsbury commented that she appreciated that PenMet did the event although she was unable to attend. She also commented that she had received an email from a constituent with concerns about how active and populated Sehmel Homestead Park has been. She expressed that she would like to keep the conversation going regarding Covid-19. President Hill reported that herself, Commissioner Babich, and Nelson communicate regularly to make sure PenMet is communicating with constituents as far as fields and court schedules along with improving park signage. Commissioner Babich commented about crowds closing parks and continuing with the message about social distancing. President Hill commented on the Maintenance Staff's efforts to clean up over at the Hale Pass facility. She reported that she did a walk through at the CRC and spoke with Special Events Coordinator, Kelly Darling about any needs for the Drive-in Movie Night event; Darling expressed to her that she could use some help with the snack packs for the event. President Hill stated that she would like to use \$200.00 of her legislative funds to sponsor the snack packs for the event on August 13<sup>th</sup>. She asked if any other Commissioners would like to do the same for the next Drive-in Movie Night on August 27<sup>th</sup>. Commissioner Nixon commented that he would sponsor the next one for the snack packs. Commissioner Kingsbury reminded The Board that she would not be available for the next Board Meeting.

### ITEM 9 Next Board Meetings

Tues. August 18, 2020 (Study and Regular) Via Zoom or Teleconference 5:00 PM

### ITEM 10 Executive Session: N/A

### ITEM 11 Adjournment Commissioner Hill adjourned the meeting at 6:57 pm

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



President



Clerk