



# Peninsula Metropolitan Park District

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

## REGULAR MEETING MINUTES

**November 19, 2024, 6:00 PM**

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

**Call to Order Time: 6:00 PM**

### Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon			Joined via Zoom, 6:31pm
William C. (Billy) Sehmel	X		

Quorum: Yes

### ITEM 1 President's Report

### ITEM 2 Executive Director's Report

- Presentation by Executive Director Ally Bujacich.
- Two holiday toy drives this year: Santa's Castle, Gig Harbor Peninsula FISH.
- Hosting free watch party for Disney original movie 'Out of my Mind' December 5 at 6pm; refreshments and conversation with staff and Megan Blunk following.
- Capital Campaign to support the Recreation Center hit \$1 million dollar milestone in private gifts from foundations and individuals.
- 5 of 8 projects submitted to Washington State Recreation and Conservation Office (RCO) ranked and recommended for approval by Legislature in 2025.
- Harbor Family Park closure for parking lot resurface and gravel installation. Solar lighting pilot project installation happening next week.

### ITEM 3 Special Presentations

#### 3a. Financial Review August 2024

- Staff presentation by Director of Finance Jessica Wigle.
- Board appreciates the presentation and additional graphs added.

#### 3b. Summer Special Events 2024

- Staff presentation by Ryan Sparks.
- Summer event goal is free, fun, memorable and well attended events.
- Summer Concerts in the Park hosted Kiwanis food drive, concerts by The Shy Boys, The Profits, My Guilty Pleasure, Wounded Mic, National Park Radio. Attendance over 300 at each, over 500 for Shy Boys.



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- **Board Comment:** Wounded Mic plays at different campgrounds and was great inspiration for using the Amphitheater.
- Concerts under budget, more efficient, built on learning from previous year. City of Gig Harbor, other local partnerships working on shared marketing to promote music throughout the community.
- Movies in the Park offered matinees in addition to 7 and 9 pm shows. 20<sup>th</sup> Anniversary theme featured Incredibles, National Treasure, Super Mario Bros, Shrek 2. Migration scheduled but cancelled due to weather.
- Sponsorships by Pen Light, Kitsap Bank and Galaxy theaters provided free popcorn. Screen rentals and film licensing are largest part of budget.
- Looking ahead for next year, we may explore partnership for another food offering, create a plan for inclement weather.
- **Board Questions:** Is the cancelled movie refundable? **Staff Answer:** Not refundable, but screen rental and licensing fees can be rescheduled. **Question:** Are costs evenly split by events? **Answer:** Matinee showing requires a special screen, which is more than the standard screen. **Question:** Are concerts less expensive to put on than movies? **Answer:** Yes, but it could depend on negotiation of band fees.
- Board thanks staff for presentation and hard work; loved seeing the amphitheater and beautiful location being used.

### 3c. Kiwanis Club of Gig Harbor

- Executive Director Ally Bujacich introduces presentation by Gig Harbor Kiwanis.
- Kiwanis Cares 4 Kids in its 8<sup>th</sup> sustainable year; came in 3<sup>rd</sup> of 525 entries in this year's National Kiwanis contest. Budget grown from \$40k to \$87k with lots of grant writing, fundraising and partnerships.
- Multifold mission started as just clothing, now includes shoes, which are especially important to kids, experiences, programs, clubs like STEM, cooking, robotics, engineering, camps and teacher classroom costs.
- Ambassadors assigned to each school develop relationships and learn about students at that school to better respond to what is truly needed.
- **Board Comments:** Have seen the need in person, as a teacher. Shoes are especially important, kids often have shoes in wrong sizes or poor condition, this program makes a direct impact and is changing lives. Thank you for all the hard work and dedication helping our community and kids. The Board absolutely supports and wants to sponsor your work.

## ITEM 4 Board Committee Reports

### 4a. Park Services Committee

- Met on 11/12/24.
- Joe Sonnen promoted to Grounds Supervisor.
- Reviewed Tacoma DeMolay update presentation and input requested on design elements including trees, lighting, shoreline design.



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- 4b. **Finance Committee** – has not met since last Board meeting.
- 4c. **Administrative Services Committee** – has not met since last Board meeting.
- 4d. **Recreation Services Committee** – has not met since last Board meeting.
- 4e. **Campaign Committee** – has not met since last Board meeting.
- 4f. **External Committees** – has not met since last Board meeting.

## ITEM 5 Public Comments:

- Comment provided by Bill Sehmel.

## ITEM 6 Minutes

- 6a. **Approval of the November 4, 2024 Special Meeting Executive Session Minutes**
- 6b. **Approval of the November 5, 2024 Study Session Minutes**
- 6c. **Approval of the November 5, 2024 Regular Meeting Minutes**
  - Commissioner moved to adopt the minutes as presented.
  - Commissioner seconded.
  - Roll call vote. Approved unanimously. Motion carries.

## ITEM 7 Consent Agenda: None

## ITEM 8 Unfinished Business

- 8a. **Second Public Hearing Regarding 2025 Operating and Capital Budget**
  - Presentation by Director of Finance Jessica Wigle
  - **Board Comments or Questions:** None
  - **Public Comment:** None
- 8b. **Second Reading of Resolution RR2024-010 Adopting the 2025 Annual Operating Budget**
  - **Board Comments or Questions:** None
  - Roll call vote. Approved unanimously. Motion carries.
- 8c. **Second Reading of Resolution RR2024-011 Adopting the 2025 Annual Capital Budget and Capital Improvement Plan**
  - **Board Comments or Questions:** None
  - Roll call vote. Approved unanimously. Motion carries.

## ITEM 9 New Business

- 9.1 **Purchasing Resolutions Requiring One Reading for Adoption: None**
- 9.2 **Single Reading Resolutions Requiring One Reading for Adoption**
  - 9.2a **Resolution R2024-018 Adopting the Classification and Compensation Schedule for 2025**
    - Staff Presentation by Director of Administrative Services Robyn Readwin.



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- **Board Question:** Appreciates that PenMet commissioned this study, asks about past practice or studies done prior to 2021. **Staff Answer:** Will check and confirm previous dates.

### 9.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

#### ITEM 10 Comments by Board

- Thanks to Melissa and Pat from Kiwanis and to members of the public providing comments today, for being involved and attending our meeting.

#### ITEM 11 Next Board Meetings

**Dec 3, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park – 3507 Ray Nash Drive NW, Gig Harbor, WA 98335**

#### ITEM 12 Executive Session

- 12a. Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).**

The Board of Park Commissioners will now meet in executive session. The estimated length of time for the Executive Session is 60 minutes.

The Board will not take final action following the Executive Session.

The Board is starting the Executive Session at 7:10 pm.


The Board ended the Executive Session at 7:32 pm.

#### ITEM 13 Adjournment Time: 7:32 pm

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at [www.penmetparks.org](http://www.penmetparks.org).

Approved By the Board on 12/03/2024

  
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Maryellen (Missy) Hill, Board President

  
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Laurel Kingsbury, Board Clerk

  
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Attest: Amanda Walston, Board Secretary