



Peninsula Metropolitan Park District

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

STUDY SESSION AGENDA

October 20, 2020, 4:00 PM

ATTENTION: Protecting the public, our partners, and our staff is 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. Following 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: 865 0257 3551 Password: PenMet1020 or call in at +1 253-215-8782 Password: 7461400684 Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by October 19th at 5:00 PM and will be read at the meeting.

Call to Order: The meeting was called to order by Commissioner Hill at 4:01 PM

Commissioners Present:

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

Staff:

Doug Nelson
Elaine Sorensen
Eric Guenther
Stacie Snuffin
Chuck Cuzzetto
Ed Lewis
Aiden Krug
Kelly Darling
Ron Martinez
Brycen Toney
Spencer Manjarrez

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 2021 Preliminary Budget Presentation

2a. General Fund Review

Finance and HR Manager, Elaine Sorensen gave an overview of the 2021 Regular Levy, the cost for taxpayers, revenue budget, and the general fund. Commissioner Nixon and Sorensen discussed whether there has been any news on a grace period for property owners on their property taxes. Executive Director, Doug Nelson gave a brief overview of the Organization Chart. Nelson and the Board discussed the Organization Chart along with the timeline of projects of the Construction Project Manager position. President Hill requested that PenMet Staff and Board have a Strategic Planning Session in November.



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Sorensen gave an overview of staff hours, 2020/2021 Budget Comparison, and enhanced staff training. Parks and Facilities Manager, Ron Martinez gave an overview of the maintenance department's hours, along with park usage during the Covid Pandemic. Martinez and Commissioners discussed the Hours by Category Chart and Commissioner Kingsbury asked if Martinez could label the different categories for more clarity. Facilities Coordinator, Aiden Krug gave an overview of PenMet's hourly rental statistics and what upcoming rentals will look like for the future. Krug went on to explain his need for a Facilities Assistant for his part of the Maintenance Departments Decision Card. Commissioner Kingsbury and Sorensen discussed the 2020/2021 Recreation Budget Comparison. Martinez gave an overview of his two items on the Maintenance Departments Decision Card and answered questions from Commissioners. Krug gave an overview of his requested item on the decision card. Planning and Special Projects Manager, Eric Guenther gave an overview of the Capital Budget that included Capital Improvement Projects, the Six-Year Capital Projects Plan Draft. Staff and Commissioner Babich discussed the Turf Replacement Project, funding, and Rotary Bark Park's permit. Guenther gave an overview of the Capital Departments Decision Card for three different picnic shelters. Commissioner Babich and Guenther discussed the shelters. Commissioner Nixon and Guenther discussed the 6-Year CIP Plan. Nelson gave an overview of the Executive Department highlights and work plan. Nelson gave an overview of the three items on the Executive Departments Decision Card. Marketing Specialist, Chuck Cuzzetto gave an overview of Communication Highlights for 2020. Cuzzetto gave a brief overview of Communications goals for 2021.

2b. Recreation Budget Review

Finance and HR Manager, Elaine Sorensen gave a brief overview of the 2021 Recreation Revolving Fund. Community Recreation Specialist, Brycen Toney gave an overview of PenMet Recreation Programs, Events, and Camps. Recreation Sports Specialist, Spencer Manjarrez gave an overview of sports and participants. Special Events Coordinator, Kelly Darling gave an overview of Events and participant numbers. Commissioner Kingsbury and Commissioner Grimmer thanked the PenMet Recreation Staff for all their hard work and innovation during the Covid Pandemic. President Hill and Darling discussed the upcoming Trunk or Treat event that will take place on October 30, 2020, along with the Scarecrow Contest that is taking place in Downtown Gig Harbor

2c. Decision Card Approval

Commissioners and Nelson discussed the Decision Cards and PenMet's Budget. Executive Director, Doug Nelson presented each item on the Decision Cards to the Board. The Board did not approve any of the Decision Cards. There was a discussion that staff may bring their items back for approval later in 2021 for reconsideration. Sorensen and



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Commissioners discussed scheduling a special meeting with the changes that were discussed in the meeting and the public meeting process.

ITEM 3 Adjournment President Hill adjourned the meeting at 5:46 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

