



# 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

April 04, 2023, 6:00 PM

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

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

### Commissioner Roll Call:

	Present	Excused	Comment
Steve Nixon, President	x		
Maryellen (Missy) Hill, Clerk	x		
Amanda Babich		x	
Kurt Grimmer	x		
Laurel Kingsbury	x		

**Quorum, Yes**

### ITEM 1 President's Report

- Participated in capital campaign updates with Commissioner Grimmer and Commissioner Kingsbury.
- Phone Meeting with Kelly Busey of Colvos Heights Owners Association
- 2 meetings for Senior Programs
- CRC Tours

### ITEM 2 Executive Director's Report

- PROS Plan webpage has more info on upcoming PROS Plan public input opportunities:
  - Wednesday 4/5/2023 at Arletta, 5:30 - 7:00 pm
  - Thursday 4/6/2023 at Sehmel, 9:00 - 10:30 am
  - Thursday 4/6/2023 at Arletta, 5:30 - 7:00 pm
- Spring Egg Hunt is 4/8/2023 at Sehme Homestead Park, 10:00 am – 2:00 pm.
  - There are still some openings in the low sensory hour
  - Have made room for walk-ins
  - Crafts, food for sale, collecting donations for Fish Foodbank with our partner Kiwanis.

### ITEM 3 Special Presentations

#### 3a. February 2023 Financial Report

PowerPoint Presentation by Director of Finance and IT Stephanie Buhrman  
**Board Question:** Scholarship follow-up questions. **Staff:** May will be the first quarterly report out on the updated Scholarship Program.

### ITEM 4 Board Committee Reports



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#### 4a. **Park Services Committee**

- DeMolay request for qualification interview
- PROS engagement week April 5-8
- DeMolay project budget approval

#### 4b. **Finance Committee** – Has not met since last meeting.

#### 4c. **Administrative Services Committee**

- Marketing update and overview of the timeline
- Update on hiring, the rollout of the new Employee Handbook, and supervisor's training.
- Upcoming event-Field and Court Users Summit is set for March 29 at 5pm.

#### 4d. **Recreation Services Committee**

- Teresa Jackson, BerryDunn preview of Study Session
- Positive Baseball registration
- Spring Egg Hunt
- Family Dances

#### 4e. **Campaign Committee** – Has not met since last meeting.

#### 4f. **External Committees** - None

#### ITEM 5 **Public Comment was provided by:**

- Bill Sehmel

#### ITEM 6 **Minutes**

##### 6a. **Approval of the March 21, 2023 Study Session Minutes**

##### 6b. **Approval of the March 21, 2023 Regular Meeting Minutes**

Commissioner moved;  
Commissioner seconded;  
Roll call vote. Approved Unanimously. Motion Carried.

#### ITEM 7 **Consent Agenda**

##### 7a. **Resolution C2023-005: Approval of March Vouchers**

Commissioner moved to adopt the consent agenda as presented;  
Commissioner seconded;  
Roll call vote. Approved Unanimously. Motion Carried.

#### ITEM 8 **Unfinished Business: None**

#### ITEM 9 **New Business**

##### 9.1 **Purchasing Resolutions Requiring One Reading for Adoption: None**



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**9.2 Single Reading Resolutions Requiring One Reading for Adoption:  
None**

**9.3 Two Reading Resolutions Requiring Two Readings for Adoption:**

**9.3a Resolution RR2023-003 Adopting the Project Budget for the Fox Island Fishing Pier Accessible Ramp and Handrail Improvement Project (First Reading)**

Commissioner moved;  
Commissioner seconded;  
Memo overview provided by Park Services Director, Denis Ryan  
Board discussion. None  
Second Reading will be at the April 18, 2023 Regular Meeting.

**9.3b Resolution RR2023-004 Adopting the Project Budget for the Tubby's Trail Dog Park Upgrades Project (First Reading)**

Commissioner moved;  
Commissioner seconded;  
Memo overview provided by Park Services Director, Denis Ryan  
Board discussion. What are the upgrades? Staff Answer: Upgrade the fence with a top rail, black cyclone vinyl coated. Wood fibar and beautification, maybe an arbor.  
Second Reading will be at the April 18, 2023 Regular Meeting.

**9.3c Resolution RR2023-005 Adopting the Project Budget for the Narrows Beach Access Road Pavement Preservation Project (First Reading)**

Commissioner moved;  
Commissioner seconded;  
Memo overview provided by Park Services Director, Denis Ryan  
Noted, total project budget is \$285,000.  
Board discussion. None  
Second Reading will be at the April 18, 2023 Regular Meeting.

**9.3d Resolution RR2023-006 Adopting the Project Budget for the Community Recreation Center Mini Golf Course Improvement Project (First Reading)**

Commissioner so moved;  
Commissioner seconded.  
Memo overview provided by Park Services Director, Denis Ryan  
Board comment: On CRC Tours, when we indicate that the mini golf is included, people are excited. It will be a big deal when it is up and running.  
Second Reading will be at the April 18, 2023 Regular Meeting.



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**ITEM 10 Comments by Board**

Thanks to everybody for showing up tonight.

**ITEM 11 Next Board Meetings**

**Please note, there will be NO April 18, 2023 Study Session.**


**The Regular Meeting will begin at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335**

**ITEM 12 Adjournment Time: 6:39 PM**

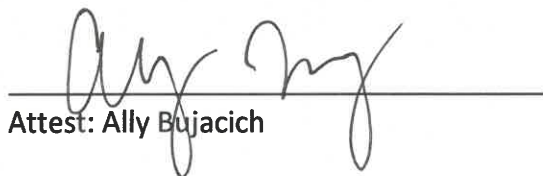
## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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 4/18/2023

  
Steve Nixon, Board President

  
Maryellen "Missy" Hill, Board Clerk

  
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary