



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

December 15, 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 861 9574 0057 Password: PenMet0105 or call in at +1 253-215-8782 Password: 5367507868 Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by January 4, 2021 at 5:00 PM and will be read at the meeting

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

Commissioners Present:

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

Staff:

Hunter George
Elaine Sorensen
Stacie Snuffin
Chuck Cuzzetto
Eric Guenther

Outside Staff:

Ally Bujacich

ITEM 1

Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Kingsbury. 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 gave an update on various programs and events. He estimated that PenMet will receive around 500 responses to the Letters to Santa program. He reported that there will be a pop-up blood drive at the CRC from December 16th-18th, 2020 by appointment only. Other upcoming events include the Drive-Thru Santa Village at Sehmel Homestead Park on December 18th, 2020; an online Elf Family Trivia Night on December 18, 2020; the North Pole Putt-Putt event on December 12, 2020, another on December 19, 2020; plus Advent Kits and Winter Camps.

3b. Finance Report



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Finance and Human Resource Manager Elaine Sorensen presented the monthly report on PenMet's General Fund, 2020 Budget, Recreation Revolving Fund, and Capital Funds. Board and staff had discussion.

3c. **President's Report**

President Hill reported on the PenMet and Gig Harbor Kiwanis partnership for the Drive-Thru Santa Village Toy Drive taking place at Sehmel Homestead Park on December 18, 2020. Hill also reported that she and Commissioner Babich have been working closely with CRC Project Manager Ally Bujacich and Interim Executive Director Hunter George as he transitions in.

ITEM 4 **Consent Agenda**

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

4a. **Approval of Minutes**

12/01/2020 Study Session and Regular Minutes

4b. **Approval of Vouchers: None**

ITEM 5 **Unfinished Business: None**

ITEM 6 **New Business**

6a. **CRC Project Manager Contract Resolution R2020-027**

Interim Executive Director Hunter George gave an overview of Resolution R2020-027 for the amended CRC Project Manager Contract. Commissioner Nixon made a motion to approve Resolution R2020-027 authorizing the Interim Executive Director to sign the first amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction Company to continue providing project management services for the Community Recreation Center project. Seconded by Commissioner Grimmer. The Board had discussion. The motion passed with a 5-0 vote.

6b. **Nomination of 2021 Officers**

President Hill asked for nominations for the 2021 Board President and Clerk positions. Commissioner Grimmer nominated Commissioner Babich for Board President and Commissioner Nixon nominated Commissioner Grimmer for Board Clerk for 2021. President Hill reported that the Board will vote on the nominations at the January 5, 2021 regular meeting.

ITEM 7 **Committee Reports**

7a. **CRC Finance**



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Commissioner Nixon and Commissioner Kingsbury reported that the CRC Finance Committee reviewed the finance report in their meeting, including discussion of funding sources, expenses, projected cash flow, and the issuance of bonds. Interim Executive Director Hunter George reported that he will be pursuing a Capital Appropriations Grant during the upcoming session of the Legislature. President Hill and George had discussion regarding the grant.

7b. CRC Marketing

Commissioner Grimmer reported that the CRC Marketing Committee has been working on the Feasibility Study with consultant Linda Kaye Briggs and they have been mailing out letters and doing interviews for the study.

7c. CRC Operations

Project Manager Ally Bujacich gave a brief CRC Project update. Bujacich presented four options for the stormwater drainage design. Bujacich and the Board had discussion. The Board gave Bujacich direction to move forward with option one, which would put the stormwater drainage at Tubby's Dog Park and include a rain garden on the property.

Commissioner Babich reported that the Committee had reviewed the Pro Forma in their committee meeting that was presented in the earlier study session.

ITEM 8 Comments by Board

Commissioner Babich commented on an informational memo that was included in the agenda packet regarding the Sehmel Homestead Park (SHP) Lighting Project final update. Planning and Special Projects Manager Eric Guenther gave an overview of the memo. Board and Staff had discussion. President Hill requested that the staff provide a project update as it relates to the project budget in the next Board Meeting on January 5, 2021. President Hill commented that she has had individual conversations with the other commissioners and that they would like to sponsor the Drive-Thru Santa's Village and that each Commissioner is giving \$400 of their Legislative Funds totaling \$2,000 to be split between PenMet Parks and Gig Harbor Kiwanis Club to cover costs for hosting the event. President Hill gave special thanks to the PenMet Maintenance Staff, Recreation Department, and Marketing Specialist Chuck Cuzzetto for all their efforts putting together the event. Commissioner Kingsbury commented that she didn't realize that the event was a toy drive. President Hill explained that bringing toys was not required, that it was a free event to all, and if participants wanted to bring toys, they could be new or gently used toys. Cuzzetto gave an overview of the event. Hill reported that the Commissioners will be coming to support and help hand out items to attendees.

ITEM 9 Next Board Meetings

Tues., January 5, 2021 (Study and Regular) Via Zoom or Teleconference
Study Session at 4:00 and Regular Meeting at 6:00 PM



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ITEM 10 Executive Session: None

ITEM 11 Adjournment President Hill adjourned the meeting at 7:40 PM

APPROVED BY THE BOARD ON: _____



President



Clerk

Submitted by Stacie Snuffin