



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

February 06, 2024, 6:00 PM

Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 6:00 PM

Commissioner Roll Call:

	Present	Excused	Comment
President Hill	X		
Commissioner Kingsbury	X		
Commissioner Grimmer	X		
Commissioner Nixon	X		
Commissioner Sehmel	X		

Quorum: Yes

ITEM 1 President's Report

ITEM 2 Executive Director's Report

- First board meeting at our headquarters; we are open to the public and available for community use.
- 2/10 Sweetheart Dance still has tickets available in all three sessions.
- 2/7 registration for youth baseball opens for in-district residents. Participants may select desired practice time and practice location.
 - Pricing policy overview.
- PenMet Parks Foundation incorporation preparation
- Senior feasibility study and Aquatic feasibility study updates and final steps timeline:
 - 2/2/2024 - PenMet submitted final review comments to the Consultant
 - 3/5/2024 - PenMet Parks will send the Steering Committee the final draft studies
 - 3/19/2024 - Consultant presents draft studies to Park Board
 - April 2024 - Park Board considers accepting the final studies by resolution
- Construction Change Order #03 Phase I, Administrative Building
- Construction Change Order #02 Rosedale Hall Renovation
Board Question: What is the Completion date for Rosedale? **Staff:** Contract finish date is May 31, 2024 **Board Question:** Is there a place on our website for these projects. **Staff:** Our website has a Capital Projects - Current Projects page that is updated monthly.
- Construction Change Order #03 Community Recreation Center – Phase II
Board Question: Was the septic tank installed by the first contractor in Phase I? **Staff:** Yes



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ITEM 3 Special Presentations: None

ITEM 4 Board Committee Reports

4a. Park Services Committee – Has not met since last meeting.

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

4c. Administrative Services Committee

- The committee received an overview from staff regarding the metrics that will be tracked and reported monthly for marketing, facilities, human resources, and customer service
- Reviewed the calendar of topics for our monthly meetings for 2024
- Reviewed the proposed Facilities Fee Chart

4d. Recreation Services Committee-

- 20th Anniversary Celebration – Overview of 20th Anniversary celebration planning meeting including the list of planned events and opportunities to gather and share stories from the community about the impact PenMet Parks has had over the last 20 years. Reviewed the staff suggestions for theme ideas and potential opportunity for a mural project at Sehmel Homestead Park.
- Mobile Recreation Program –Discussed feedback from staff meeting with Food Backpacks for Kids regarding sites, food support, and activities. Brycen provided an overview of a site analysis to help us narrow down potential sites for summer 2024.
- 2024 Summer Concerts & Movies – Staff reviewed the proposed schedule for the summer concert and movie line-ups. Commissioners were supportive, so staff will follow through with the schedule as planned.
- 2024 Meeting Calendar & Potential Agenda Topics – Staff reviewed the 2024 meeting schedule and discussed potential agenda topics.

4e. Campaign Committee – Call on Pres. Hill or Comm. Nixon

- Discussion of PenMet Parks Naming Policy amendments
- Incorporation paperwork and application for 501C3 status are being prepared for PenMet Parks Foundation. Founding Board of Directors for PenMet Parks Foundation:
 - Amanda Babich, President
 - Steve Nixon, Vice President
 - Jen Smith, Director

4f. External Committees – None

ITEM 5 Public Comments: None



PenMet Parks
Parks For All. Parks For Life.

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ITEM 6 Minutes

- 6a. **Approval of the January 23, 2024 Study Session Minutes**
- 6b. **Approval of the January 23, 2024 Regular Meeting Minutes**

Commissioner moved to adopt the minutes as presented;
Commissioner seconded.

Roll call vote. Approved unanimously. Motion carried.

ITEM 7 Consent Agenda

- 7a. **Resolution C2024-002: Approval of January 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**

- 9.2 **Single Reading Resolutions Requiring One Reading for Adoption**

- 9.2a **Resolution R2024-003 Designating Certain Individuals as Authorized Signers at District Financial Institutions**

Commissioner moved; Commissioner seconded.

Memo overview by Director of Finance Jessica Wigle for staff presentation.

Board discussion: None

Roll call vote. Approved unanimously. Motion carried.

- 9.3 **Two Reading Resolutions Requiring Two Readings for Adoption: None**

ITEM 10 Comments by Board: President Nixon met with City of Gig Harbor Mayor Markley. Commissioner Sehmel went to Narrows Park with daughter and the maintenance looked great. Commissioner Kingsbury's daughter went to the Teen Masquerade Ball and appreciate the event. Great turnout; it rallied. President Hill, to those in attendance, it is beyond your regular day; thank you!

ITEM 11 Next Board Meetings

February 20, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335



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ITEM 12 Adjournment Time: 6:38 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.

Approved By the Board on 2/20/2024

Maryellen (Missy) Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary