



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

January 09, 2024, 6:00 PM

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

Call to Order Time: 6:05 PM

Commissioner Roll Call:

	Present	Excused	Comment
Steve Nixon, President	X		
Maryellen (Missy) Hill, Clerk	X		
William C. (Billy) Sehmel	X		
Kurt Grimmer	X		Commissioner Grimmer exited the meeting at 6:11 PM
Laurel Kingsbury	X		

Board Secretary: Quorum, Yes

ITEM 1 Swearing in of New Commissioner William C. (Billy) Sehmel

Former Commissioner William Sehmel administered the Oath of Office to Commissioner William C. (Billy) Sehmel

ITEM 2 Nominations and Elections of 2024 Board Officers:

The Board of Park Commissioners has two officers, the Board President and the Board Clerk. Board members shall nominate from its members a President and a Clerk. Nominations were accepted at the last meeting of the calendar year and will be accepted again at the first meeting of the new calendar year. A Board member may nominate himself or herself for any officer position.

The Board shall elect its officers after the nominations have been closed at the first meeting of the new calendar year by a majority vote. Election of officers shall be at the first meeting of the new calendar year. The Board members elected as officers shall immediately take office.

Commissioner Hill was nominated for the position of 2024 Board President. With no further nominations, nominations for the 2024 Board President were closed.

Roll call vote. Approved Unanimously. Commissioner Hill received a majority of the votes and is elected as 2024 Board President and took office immediately.

Commissioner Kingsbury was nominated for the position of 2024 Board Clerk. With no further nominations, nominations for the 2024 Board Clerk were closed.

Roll call vote. Approved Unanimously. Commissioner



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Commissioner Kingsbury has received a majority of the votes and is elected as 2024 Board Clerk and shall immediately take office.

ITEM 3 **President's Report:** Defer to former President Steve Nixon

Attended Commissioner William C. (Billy) Sehmel's swearing in with the attorney for recording to Pierce County last week. Congratulations Billy.

Note Commissioner Grimmer exited the meeting at 6:11 PM

ITEM 4 **Executive Director's Report**

Thank you, Commissioner Nixon, for your commitment and significant organizational changes:

- Developing multi-year strategic plan
- Update the PROS Plan
- Policy development
- Partnerships and collaboration with neighboring organizations
- Advocacy at the state and local level
- Adopting eight new or amended policies
- Clean Audit
- Completed capital projects, Turf, Arletta Schoolhouse,
- Programs for Seniors
- Revitalized Teen Programs
- Congratulations, President Hill, and Board Clerk Kingsbury

Introduce new employees and staff announcement:

- Director of Finance Jessica Wigle
- Grounds Supervisor Adam Love
- Special Projects Manager Barry Shields
- Promotion of Recreation Services Manager Brycen Toney

Upcoming programming and events:

- Youth basketball league started with nearly 700 players
- Moves to Music involvement has increased
- Pre-Teen Lasertag is at capacity
- Teen Masquerade Ball Jan. 27 at GHHS
- DeMolay Masterplan Project Meeting 5:30 pm on Jan. 24 at Nichols Community Center
- Pierce County Night to Shine Feb. 9th, PenMet Parks is a sponsor with Commissioner Legislative Funds. Volunteers are encouraged to connect with Tracy Gallaway.
- Sweetheart Dances
- Clean financial audit by state auditor (SAO) Published on our website and SAO website.
 - January 2021 and 2022
 - Next audit for 2023 and 2024 is scheduled for 2025



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CRC Phase II - Construction Change Order 05:

Board Question: Previous change order included Phase I concrete removal, is this additional concrete? **Staff Answer:** Yes. Change order clarification to include Phase I and Phase II designations and approved total.

ITEM 5 Special Presentations

5a. Recreation Event Report

PowerPoint Special Events Presentation by Coordinator Ryan Sparks

Board Comments and Questions: Scarecrow was so well done, thank you to staff and great job with the budget.

For Cookies with Santa - what was the attendance this year and last year? **Staff Answer:** This year was 650 and we can provide last year's attendance to you.

ITEM 6 Board Committee Reports

6a. **Park Services Committee** – Has not met since last meeting.

6b. Finance Committee

- The Committee debriefed on the SAO Financial & Accountability audit exit conference, which was held just prior to the Finance Committee meeting.
- The Committee discussed a division update and the transition plan as the new Director of Finance is onboarded.

6c. Administrative Services Committee

- Staff provided an update on marketing, including the 2024-2025 Calendar and Social media schedule.
- The Facility Rental Coordinator is accepting applications for spring/summer from field and court users December 8-January 4 and is welcoming 2 new hires to support rental supervision.
- Staff provided an update on a partnership with the Peninsula Art League.
- Website refresh.

6d. Recreation Services Committee

- 2024 Special Events Schedule
- 20th Anniversary Celebration
- 2024 Fall Rec Planning
- Mobile Recreation Program
 - Open play
 - Facilitated games
 - Arts and Crafts

6e. Campaign Committee



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- Discussed PenMet Parks Foundation timeline, 2024 Campaign Committee Membership, Potential PAL Partnership, Final review of Naming Policy

6f. External Committees – None

ITEM 7 Public Comment was provided by:

- Betty Lilienthal
- James Braden

ITEM 8 Minutes

8a. Approval of the December 05, 2023 Special Meeting Minutes

8b. Approval of the December 05, 2023 Study Session Minutes

8c. Approval of the December 05, 2023 Regular Meeting Minutes

8d. Approval of the December 19, 2023 Special Meeting Minutes

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

Roll call vote. Approved unanimously. Motion Carried.

ITEM 9 Consent Agenda

9a. Resolution C2024-001: Approval of the December 2023 Vouchers

Commissioner moved to adopt the consent agenda as presented; Commissioner seconded.

Roll call vote. Approved unanimously. Motion Carried.

ITEM 10 Unfinished Business

10a. Resolution RR2023-017: Adopting the Amended Policy P50-103: Facilities Use Policy and Retiring Policy P50-101: Athletic Field Use Policy (second reading)

This Item was moved and seconded on December 5, 2023. There is a motion on the table.

No further staff presentation or Board discussion.

Roll call vote. Approved unanimously. Motion Carried.

ITEM 11 New Business

11.1 Purchasing Resolutions Requiring One Reading for Adoption: None

11.2 Single Reading Resolutions Requiring One Reading for Adoption:



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11.2a Resolution R2024-001 Authorizing the Executive Director to Sign the Memorandum of Understanding with Peninsula Art League

Commissioner moved; Commissioner seconded.

Memo overview by Director of Development Tracy Stirrett

Board Question: Will the curated and installed art be for sale. **Staff**

Answer: Yes

Roll call vote. Approved unanimously. Motion Carried.

11.2b Resolution R2024-002 Adopting the 2024 Budget Book

Commissioner moved; Commissioner seconded.

Memo overview by Executive Director Ally Bujacich

Board discussion: None

Roll call vote. Approved unanimously. Motion Carried.

11.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

ITEM 12 **Comments by Board:** Bill Sehmel, thank you for be here tonight and swearing in your son. It is fitting for the 20-year anniversary to have second-generation Sehmel on the board and carry PenMet Parks forward.

Congratulations to Brycen on promotion, positive energy. Proud of you and glad to promote you. Recreation staff, great job for expanding and growing. In-laws attended a senior event and had a great time. Congratulations to Commissioner Sehmel, looking forward to working with you.

Thank former President Nixon for all the work and taking such good care of us. Hope to do as good. Thank you for effort. Welcome and congratulations Commissioner Sehmel, the citizens voted and believe in you. Thank you!

ITEM 13 **Next Board Meetings**

January 23, 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 14 **Adjournment Time: 7:22 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



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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 1/23/2024



Maryellen (Missy) Hill, Board President



Laurel Kingsbury, Board Clerk



Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary