



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

April 02, 2024, 6:00 PM

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

Call to Order Time: 6:00 PM

President Hill is excused, Commissioner Kingsbury will preside over the meeting and Commissioner Grimmer was appointed Clerk for this meeting.

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President		X	
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon		X	
William C. (Billy) Sehmel	X		

Quorum: Yes

ITEM 1 President's Report: None

ITEM 2 Executive Director's Report

- **Travis More promoted to full-time grounds specialist 4/1/2024.**
- **3/29/2024 Brief Teen Egg Hunt update**
- **3/30/2024 Brief Spring Egg Hunt update**
- **5/4/2024 Parks Appreciation Day reminder**

ITEM 3 Special Presentations: None

ITEM 4 Board Committee Reports

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

4b. Finance Committee

- **CRC Project Cost Update:**
 - **\$10.5MM spent total, ~\$3MM in Q1 2024**
 - **\$3MM bond draw in Q3 2023, just did another \$2.5MM in March 2024**
 - **Proposal is to draw down \$2.5MM every other month going forward**
 - **Resolution R2024-004 SAO Interagency Data Sharing Agreement executed**
 - **2025 Finance & IT Goals & Capital Requests have been established, will be presented at the March board retreat.**
 - **AV equipment for CRC presentation by Jeff Foster**



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- Found vendor on DES (vetted by the State of WA)
- Quote details (equipment, timeline, next steps, etc.)
- AV equipment usage (board meetings, facility rental, etc.)
- Conversion of P30-104 Small Equipment Policy to a broader Capital Assets Policy (to be discussed @ the study session of the April 2nd meeting)

4c. Administrative Services Committee

- Overview of workplan and Customer Service Standards procedure and training suggestions
- Website walkthrough and next steps for additional updates
 - Create a variety of user-types for a focus group to test and get feedback of website.
 - Goal is to reduce click rate.
 - Add calendar with additional items
 - Discussed icons – more research with focus group on this
- Concession Stand Strategy
 - Rental Fee adjustment, signage, Website and Social Media Video of Space
- Compensation Study Update for RFP that opened for proposal on 3/27/2024

4d. Recreation Services Committee

- Brief Division Update
 - New Recreation Specialist for Community Recreation begins on 4/4.
 - The CRC Supervisor position has been posted and will remain open until 4/10.
 - Teen Flashlight Egg Hunt is scheduled for 3/29. Capacity was increased to 200 attendees to meet the interest in this new event.
 - Spring Egg Hunt is scheduled for 3/30. We expect about 600 families, and we have prepared 14,000 eggs.
- 20th Anniversary Celebration
 - Anniversary Celebrations will kick-off at Parks Appreciation Day on 5/4 and culminate at the Scarecrow Festival on 10/5.
 - Staff are busy with pre-kick off event preparations including ordering giveaway items, banners/signage for parks and events, and scheduling storytelling interviews.
- Resident & Non-Resident Registration
 - Staff are continuing to receive feedback from out-of-District
- Youth Basketball 2024 Recap
 - 694 participants (19% growth over 2023)
 - 107 participants on the waitlist (46% reduction over 2023 waitlist – 198 participants)



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- 71 teams (20% greater than in 2023 – 59 teams)

4e. Campaign Committee

- Discussion of sponsor sign location at Sehmel Homestead Park
- PenMet Parks is a member of National Association of Park Foundations
- Discussion of Naming Opportunities
- Discussion of Campaign plan and next steps, grant plan, and hard hat tours as we near the public phase of the capital campaign.
- Scheduling the drafting of bylaws for PenMet Parks Foundation

4f. External Committees – None

ITEM 5 Public Comments: None

ITEM 6 Minutes

6a. Approval of the March 19, 2024 Study Session Minutes

6b. Approval of the March 19, 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 C2024-008: Approving 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

9.2 Single Reading Resolutions Requiring One Reading for Adoption:

9.2a Resolution R2024-008 Accepting the Feasibility Study for a Community Aquatic Center as Complete

Commissioner moved; Commissioner seconded.
Memo overview by Director of Park Services Sue O'Neill staff presentation.

Board comment: Thank you, Sue, for that summary, glad to see us here when this was started a few years ago by citizens. Proud that we are following the appropriate steps. Recognize that this is just a feasibility, and are not making any commitments to this.

Roll call vote. Approved Unanimously. Motion Carried



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9.2b Resolution R2024-009 Accepting the Feasibility Study for a Dedicated Space for Seniors as Complete

Commissioner moved; Commissioner seconded.
Board discussion: Echo comments made. Thank you, citizens, for those who have. We appreciate seeing seniors come; they are the most dedicated group. Get to a point of acceptance and see where we can go. Roll call vote. Approved Unanimously. Motion Carried.

9.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

- ITEM 10** **Comments by Board – Thank you staff for prepping this meeting and all of the meetings last week. Enjoyed the Board retreat that Executive Director Bujacich put together. Commissioner Kingsbury will not attend the 4/16 meeting.**
- ITEM 11** **Next Board Meetings
Regular Meeting- April 16, 2024 Study Session at 5:30 pm and Regular Meeting at 6:00 pm at the Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335**
- ITEM 12** **Adjournment Time: 6:20 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 4/16/2024


Maryellen (Missy) Hill, Board President


Laurel Kingsbury, Board Clerk


Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary