



# 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

February 15, 2022, 6:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

**Call to Order:** The meeting was called to order by President Babich at 6:00 pm

### Commissioners Present:

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

### Staff Present:

Ally Bujacich  
 Denis Ryan  
 Matthew Kerns  
 Sherman Enstrom  
 Stacie Snuffin

Entered into Executive Session at 6:48 pm

Entered back into Regular Session at 7:35 pm

### ITEM 1 President's Report: None

### ITEM 2 Executive Director's Report

Executive Director Ally Bujacich welcomed three new employees, Grounds Specialists Garret Thompson and Chuck Greenwalt and Park Maintenance Specialist William Herzl. Bujacich also informed the Board of the current key positions the District is hiring for as well as that she and several staff members attended a job fair hosted by WRPA the previous week.

Bujacich reported that PenMet Parks will be hosting a volunteer day cleanup event at the Tacoma DeMolay Sandspit Nature Preserve on February 26, 2022, partnering with Pierce Conservation District and Harbor WildWatch. Bujacich also reported that the volunteer program is one of the programs that PenMet will be studying and elevating.

Bujacich reported that PenMet Parks provided the amount of \$20,000.00 to the Voyager PTA to assist and replace playground equipment at Voyager Elementary School and that some Commissioners and PenMet staff attended a playground tour where a thank you poster was presented to them. Bujacich informed the Board that PenMet is focusing on reviewing the current PEG program and is slated to come in front of the Board as a program update and likely amended policy in May of 2022.

Bujacich gave an update on youth baseball registration. She presented a correction to a slide that was presented at a recent CRC update and announced that the next CRC update will take place at the March 1, 2022 meeting.

Bujacich gave an update on the 2022 Operating and Capital Budget Book to the Board and provided a high-level overview of the document.

### ITEM 3 Special Presentations

#### 3a. 2021 Year End Preliminary Financial Status Review



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Director of Finance and Administration Sherman Enstrom briefed the Board on his financial management procedure and presented the Board with a preliminary 2021 year-end financial status review. The Board asked questions and provided feedback.

## ITEM 4 Board Committee Reports

- 4a. **CIP Committee: None**
- 4b. **Finance and Administration Committee: None**
- 4c. **Recreation Services Committee: None**
- 4d. **Stewardship Committee**

Commissioner Hill gave an update on the Capital Campaign RFP that was issued on December 14, 2021. Hill reported that two proposals were received and interviews were conducted. The RFP was reopened with a closing date of February 15, 2022 and two additional proposals were received. The Selection Committee is scheduled to meet again on February 17, 2022.

- 4e. **External Committee Reports: None**

## ITEM 5 Public Comments: None

## ITEM 6 Minutes

- 6a. **Approval of Minutes of the January 26, 2022 Special Meeting Open House**
- 6b. **Approval of Minutes of the February 1, 2022 Study Session**
- 6c. **Approval of Minutes of the February 1, 2022 Regular Meeting**
- 6d. **Approval of Minutes of the February 4, 2022 Special Meeting**

Commissioner Kingsbury made the motion to approve the minutes for January 26, 2022, special meeting open house, February 1, 2022 study session, February 1, 2022 regular meeting, and February 4, 2022 special meeting, seconded by Commissioner Nixon. The motion was approved with a 5-0 vote.

## ITEM 7 Consent Agenda

- 7a. **Resolution C2022-003: Approval of Vouchers**

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

## ITEM 8 Unfinished Business: None

## ITEM 9 New Business

- 9.1 **Purchasing Resolutions Requiring One Reading for Adoption**



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## 9.1a Resolution P2022-002 Authorizing the Executive Director to Sign the Second Amendment for Human Resources Services

A motion was made by Commissioner Kingsbury, seconded by Commissioner Nixon. Director of Finance and Administration Sherman Enstrom provided background and gave the recommendation to authorize the Executive Director to sign the second amendment for Human Resources Services. The motion passed with a 5-0 vote.

## 9.2 Single Reading Resolutions Requiring One Reading for Adoption

### 9.2a Resolution R2022-002 Designating Certain Individuals as Authorized Signers at District Financial Institutions

A motion was made by Commissioner Kingsbury, seconded by President Babich. Executive Bujacich gave the background and recommendation for the designation of certain individuals as authorized signers at District financial institutions. The motion passed with a 5-0 vote.

## 9.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

## ITEM 10 Comments by Board

Commissioner Nixon thanked staff for the invitation to tour the playground at Voyager Elementary School that he attended.

Commissioner Hill shared that the Commissioners would like to pledge \$1,000.00 each for a total of \$5,000.00 to sponsor the 2022 Gig Harbor Veterans Day event from their Legislative Funds. Hill suggested considering support of the Veterans Day event during the 2023 budget process.

## ITEM 11 Next Board Meetings

March 1, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

## ITEM 12 Executive Session: For the purpose of reviewing the performance of a public employee pursuant to RCW 42.30.110(g).

## ITEM 13 Adjournment: President Babich adjourned the meeting at 7:35 pm

APPROVED BY THE BOARD ON: 3/1/2022

President

Clerk

Submitted By: Stacie Snuffin

Attest: