



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

June 02, 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 coronavirus, the Park Board has decided to host the meeting online. 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 listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 819 3117 8976 Password: 532862. Via Zoom: Meeting ID: 819 3117 8976 Password: PenMet0602

Call to Order: The meeting was called to order by Commissioner Hill at 6:02 pm

Commissioners Present:

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

Staff:

Doug Nelson
Elaine Sorensen
Eric Guenther
Stacie Snuffin
Glenn Akramoff
Chuck Cuzzetto

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3a. Director's Report

Executive Director, Doug Nelson reported that with the help of internal staff, the Board, the external team and legal counsel, on May 28th, PenMet received unanimous approval to move forward with a GC/CM for the CRC (Community Recreation Center) Project. Nelson reported that staff and the district attorney is developing an official Inclusion Policy for PenMet Parks. He thanked Administrative Assistant, Stacie Snuffin and Finance and HR Manager, Elaine Sorenson for their work procuring PPE for PenMet Parks. He also gave an update on the "Stay Home" guidelines. Interim Senior Operations Manager, Glenn Akramoff reported that PenMet is prepared to bring back the Phase 1 design process at the June 16, 2020 meeting. Commissioner Kingsbury asked the Recreation Department to expand on their staff report item regarding E-gaming. She



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expressed that she would like to see more activities focused on outdoor activities. Commissioner Nixon inquired about the lighting project at Sehmel Homestead Park. Nelson reported that PenMet had done community outreach and testing. PenMet has a tentative public meeting on June 24th and further testing in the fall.

3b. President's Report

President Hill reported that the Annual Report for 2019 is still underway there are some modifications to need to be done. She reported that the website continues to have challenges and she got a better understanding how the staff is addressing those issues. She suggested implementing a procedure that highlights the RFP and RFQ process. Hill gave a background on the Gig Harbor Leadership Meeting hosted by Gig Harbor Mayor, Kit Kuhn but was unable to join the meeting and wanted to look into when the next meeting might be.

ITEM 4 Consent Agenda

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

4a. Approval of Meeting Minutes

5-19-20 Study Session and Regular Minutes

4b. Approval of Vouchers

\$190,257.80 Reference Number: V2020-262-263

\$66,186.52 Reference Number V2020-264-284

ITEM 5 Unfinished Business

5a. Covid-19 Fiscal Update

Executive Director, Doug Nelson gave a Covid-19 Fiscal update including the General Fund and Recreation Revolving Fund as it pertains to PenMet's budget. President Hill inquired about PenMet's facility rentals. Finance & HR Manager, Elaine Sorensen, and Nelson went over the budget and expense savings with President Hill. Nelson reported that PenMet lightened some restrictions allowing racquet sports courts to open, and ball fields allowing groups of 5 or less to recreate preferably household members. Nelson also discussed some of the amenities that might open in phase 3.

ITEM 6 Board Comments

Commissioner Babich reported that she was able to tune into the GC/CM approval committee and appreciated being able to listen in. She thanked everybody who participated in the process. Commissioner Nixon also gave his appreciation to all involved in the process for the GC/CM and thanked the staff for all their hard work during the COVID -19 pandemic.

ITEM 7 Committee Reports



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7a. CRC Budget

Commissioner Nixon reported that he feels things are coming together for the CRC Project and is looking forward to getting the final draft of the Comprehensive Financial Policy reviewed.

7b. CRC Fundraising

Commissioner Grimmer reported that the Marketing Committee would be having a meeting on June 4, 2020, where they would be reviewing the pros and cons of having a 5013c as a separate entity or to have money donated directly to PenMet Parks which can also be used as a tax write off.

President Hill reported that 3 more applicants are planning on applying for the CRC Fundraising Consultant position and at this time PenMet only has one applicant and the deadline to apply is June 15, 2020, with 5 more potential applicants the President Hill will be reaching out to.

7c. CRC Project

Commissioner Babich reported that PenMet is preparing the RFP for a GC/CM. Senior Interim, Glenn Akramoff reported the RFP had gone out on June 1, 2020, and that there were 17 inquiries already. Babich discussed current operations items at the CRC building such as sufficient WIFI as well a few other things needing to be up and running before working out the building. Akramoff reported that the RFP will be released again on June 8, 2020, and the deadline would be June 22, 2020 with interviews taking place sometime in July.

ITEM 8 **Next Board Meeting:** Tues. June 16, 2020 (Study and Regular)

ITEM 9 **Executive Session:** N/A

ITEM 10 **Adjournment** Commissioner Hill adjourned the meeting at 6:51 pm

APPROVED BY THE BOARD ON: 7/7/20

Moblee

President

[Signature]
Clerk