



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

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## STUDY SESSION AGENDA

September 21, 2021, 5:00 PM

Community Recreation Center (CRC) 2416 14th Ave NW, Gig Harbor, WA 98335

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**Call to Order:** The meeting was called to order by President Babich at 5:02 pm

### Commissioners Present:

Amanda Babich, President  
Kurt Grimmer, Clerk (Late 5:07 pm)  
Maryellen (Missy) Hill  
Steve Nixon  
Laurel Kingsbury

### Staff:

Ally Bujacich  
Chuck Cuzzetto  
Louise Tieman  
Stacie Snuffin

### ITEM 1 Approval of Agenda

Commissioner Hill made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 4-0 vote

### ITEM 2 Board Discussion

#### 2a. 2022 CIP review

Executive Director Ally Bujacich gave a brief purpose of the study session. Bujacich gave an overview of the 2022 CIP draft, including the budget process, CIP development methodology, assumptions, future influences, and project evaluation criteria. Bujacich and Commissioners had discussions.

Bujacich explained that proposed projects are prioritized based on four criteria: 1) life safety, 2) deferred maintenance/preventing property deterioration, 3) preventative maintenance, and 4) strategic priorities. Bujacich described critical project needs

Bujacich presented the 2022 CIP draft. She stated that the plan is reflective of the four priorities. Next, Bujacich went through how the CIP plan draft addresses deferred maintenance and items in the current PROS Plan, and explained the summary of the annual capital budget allocation and project funding for 2022-2027. Bujacich gave a brief overview of the fifteen 2022 CIP project priorities. Bujacich and Commissioners had discussions.

#### 2b. Maintenance Endowment Fund program review

Executive Director Ally Bujacich gave an overview of the purpose of the Maintenance Endowment Fund and where the principal funding would come from. Then, she walked through the minimum fund balance that must be met before authorization of spending distributions can be made and the timeframe it would take to reach that minimum fund balance.

Commissioners and Bujacich had a discussion. Bujacich Recommended the annual revenue from rentals and facility use fees be directed to a new



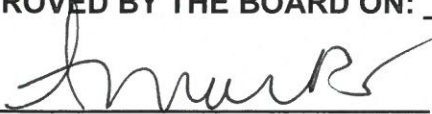
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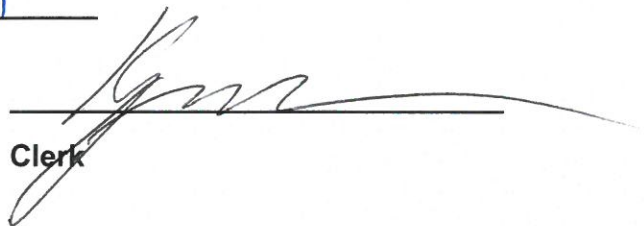
unrestricted maintenance reserve fund that is re-evaluated in several years.

**ITEM 3 Adjournment:** President Babich adjourned the meeting at 6:01 pm

APPROVED BY THE BOARD ON: 10/5/21

  
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**President**

  
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**Clerk**

Submitted By: Stace Snuffin