

# Peninsula Metropolitan Park District

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

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## REGULAR MEETING MINUTES

August 18, 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 Corona-virus, the Park Board has decided to host the meeting Online via Zoom. 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 join the zoom meeting for the study session and regular meeting by using the Meeting ID: 893 0887 7065 Password: PenMet0818 or call in at +1 253-215-8782 Password: 8456277215. Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by August 17th at 5:00 PM and will be read at the meeting.

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**Call to Order:** The meeting was called to order by Commissioner Hill at 6:00 pm

### Commissioners Present:

Maryellen (Missy) Hill  
Kurt Grimmer  
Amanda Babich  
Steve Nixon

### Staff:

Doug Nelson  
Ed Lewis  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Chuck Cuzzetto  
Joe Missel (Owners Rep)

### ITEM 1 Approval of Agenda

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

### ITEM 2 Citizen Comments

There were no citizen comments. President Hill used the time to thank and recognize two Skyhawks Soccer Coaches, Kendall Saalfeld and Grace Hudson who were on the Zoom meeting, for their help with a pickleball player who had a medical emergency at Sehmel Homestead Park. She also read a thank you letter from a citizen that was present that day. Commissioner Nixon also thanked them.

### ITEM 3 Presentations

#### 3a. Director's Report

Executive Director, Doug Nelson reported that PenMet has posted two open positions, one for a Senior Operations Manager and one Groundskeeping position. He also thanked the maintenance crew for doing a wonderful job. He reported that the maintenance crew has an app that notifies first responders of an incident which helped them getting first responders into the park safely. He reported that PenMet is adjusting our



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recreation guide schedule due to Covid-19 which will allow for some more flexibility for the schedule and that PenMet's survey results will be coming out soon. Nelson recognized staff for doing a great job at putting together a drive-in movie night and announced that there will be another on August 27, 2020. President Hill and Nelson discussed the drive-in movie screen and that the movie will be Goonies. Commissioner Nixon gave some information on the app that was used by the maintenance crew to notify first responders which are called PulsePoint. He reported that it tells first responders that there is CPR in progress in a nearby public place. He gave the site where you can find the app which is [gigharborfire.org](http://gigharborfire.org).

### 3b. Finance Report

Executive Director, Doug Nelson reported that the General Fund is in good shape and that the Recreation Revolving Fund is above budget for activities and below budget on facilities rentals. Nelson reported that the 2019 Capital projects funding is on track and gave a brief financial report on current Capital Projects. He also gave a brief report on camp expenses and revenues.

### 3c. President's Report

President Hill reported that there will be a Jurassic Parliament Training for Commissioners and Staff on October 10, 2020. Hill shared that some of the Board would like to have the opportunity to be able to listen in on some of the different committee meetings to better educate themselves and be more informed on the progress of the CRC (Community Recreation Center) project so that they can better answer constituents' questions and help educate the citizens about the CRC project. Commissioner Grimmer concurred with President Hill and that it would help the Board to be able to better keep PenMet constituents informed and excited about the project.

## ITEM 4 Consent Agenda

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

### 4a. Approval of the Minutes

8-04-20 Study Session and Regular Minutes

### 4b. Approval of Vouchers

\$294,764.85 Reference Number: V2020-389-414

## ITEM 5 Unfinished Business

### 5a. Covid-19 Fiscal Update

Executive Director Nelson gave an update on the General Fund, Recreation Revolving Fund, and the monitoring of programming due to Covid-19. He reported registration for activities has been steady. Nelson





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reported that Facilities Coordinator, Aiden Krug has been doing a good job with rentals and making sure safety measures are being taken when citizens are using PenMet rental facilities. He reported that the Maintenance and Operations department budget is on target due to some Covid-19 related budget freezes.

### **5b. Amendment of Parametrix Contract for Owner Representation Services**

Senior Operations Manager, Glenn Akramoff gave a brief background of the Parametrix Contract for owner's representation. Akramoff recommended that the Commission approve the contract amendment. Commissioner Nixon and Akramoff discussed a previous budget forecast for Phase 2 of the contract and the reasons for the cost variances. Commissioner Babich discussed that she had not previously seen the amended contract and that it had not gone through the Operations Committee. Akramoff explained the different roles of the project team and the project managers. Akramoff and Babich discussed the amended contract's previous version of the contract. President Hill inquired if there was a way to modify to extend the current contract to allow more time to review the amended contract. Owners Rep, Parametrix, and Akramoff discussed the options to move forward. Commissioners discussed having a special meeting or possible other options. Commissioner Nixon discussed previous budget discussions and having a special meeting. Akramoff made the recommendation to sign a contract for services with Parametrix for up to \$25,000 which would buy PenMet some time to get to the September 1<sup>st</sup> Board Meeting. Commissioner Grimmer made the motion to approve the contract amendment with Parametrix for Owners Representation Services from design and construction through the warranty period in the amount of \$649,819 for a total not to exceed the amount of \$746,178. Seconded by Commissioner Nixon. The motion did not pass with a 2-2 vote. Commissioner Babich made a motion for staff to enter a contract with Parametrix not to exceed \$25,000 to continue working on the CRC Project until the Board can come back in the next meeting to sign off on the Amended contract. Seconded by Commissioner Grimmer. The motion passed with a 4-0 vote.

## **ITEM 6 New Business**

### **6a. Steering Committee Selection and Approval**

Senior Operations Manager, Glenn Akramoff gave an update on the Steering Committee selection. Commissioner Nixon gave a brief overview of his and Commissioner Babich's review of the Steering Committee applications and the diversity of those applicants. Commissioner Babich made the motion to approve the Steering Committee selection as presented and instruct staff to schedule the Steering Committee meetings. Seconded by Commissioner Hill. The motion passed with a 4-0 vote.



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Akramoff informed the Board that he would reach out to the applicants to let them know who made the Committee as well as other opportunities they have with the CRC project.

**6b. Approve A & E Agreement for Driftmier Architects – Arletta Schoolhouse Renovation Design (Resolution R2020-019)**

Commissioner Grimmer made the motion to approve Resolution R2020-019 Authorizing the Executive Director to sign all documents related to the A&E Agreement, in substantially the form attached, with Driftmier Architects PS for the Hale Pass Arletta Schoolhouse Renovation. Seconded by Commissioner Babich. Planning and Special Projects Manager, Eric Guenther gave a brief background of the contract. The motion passed with a 4-0 vote.

**6c. Background Check Policy Review**

Executive Director, Doug Nelson informed the Board that he will send out the Policy mark-ups so that they will see the revisions and be able to approve the changes at the next Board Meeting.

**ITEM 7 Committee Reports**

**7a. CRC Finance**

Commissioner Nixon reported that they hadn't met since the last Board Meeting. He reported that the committee is scheduled to meet next week.

**7b. CRC Marketing**

President Hill reported that they hadn't met since the last Board Meeting. Nelson reported that he had met with Linda Briggs from the Briggs Group and discussed future meetings with her, Commissioners, and staff. Commissioner Grimmer discussed the importance of having a Fundraising Consultant on the project early on and how beneficial the collaboration with the GC/CM and architectural firms will be.

**7c. CRC Operating**

Commissioner Babich reported that they had a site visit at the existing CRC building and that they had discussed a timeline. Commissioner Nixon discussed the site visit further. Babich reported that they had also met with Sara Fischer with BLRB, at the CRC and discussed the budget, the Bond, and the timeline.

**ITEM 8 Comments by Board**

**ITEM 9 Next Board Meeting**

Tues. September 1, 2020 (Study and Regular) Via Zoom or Teleconference 5:00 PM

**ITEM 10 Executive Session: N/A**




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**ITEM 11**     **Adjournment** Commissioner Hill adjourned the meeting at 7:25 pm

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

  
\_\_\_\_\_

**President**

  
\_\_\_\_\_

**Clerk**

