



Peninsula Metropolitan Park District

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

STUDY SESSION MINUTES

Tuesday, July 16, 2019, 6:15pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St. Gig Harbor, WA 98332)

Call to Order: The meeting was called to order by Commissioner Hill at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill

Amanda Babich

Steve Nixon

Kurt Grimmer

Commissioners Absent:

Todd Iverson (excused)

Citizens:

Billy Sehmel

Dawn Townsend

Carolyn Small

Staff:

Glenn Akramoff

Ed Lewis

Elaine Sorensen

Michael Schick

Eric Guenther

Ellie Tieman

ITEM 1 Approval of Agenda

Commissioner Grimmer moved to approve the agenda and was seconded by Commissioner Babich. There was no discussion and the motion passed 4-0.

ITEM 2 Board Discussion

2.a Website

Board members engaged in a discussion about the Policy Manual going section by section finding places the manual needs to be better organized and updated. There was discussion of moving meeting times to start at 6pm, and that there needs to be a formal process to update agendas. Furthermore, administrative staff will be trained to do public records and creating process documents. The Board reviewed the manual through Section 8 HR policy, and will continue to review the Policy Manual in upcoming Study Sessions until they have gotten through all of the content.

ITEM 3 Adjournment

Commissioner Hill adjourned the meeting at 7:10pm.

APPROVED BY THE BOARD ON: 8/6/19

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President

Submitted by: *Ellie Tieman*

Shurly

Clerk



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REGULAR MEETING MINUTES

Tuesday, July 16, 2019, 7:15pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St. Gig Harbor, WA 98332)

Call to Order: The meeting was called to order by Commissioner Hill at 7:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Kurt Grimmer
Steve Nixon

Commissioners Absent:

Todd Iverson (excused)

Citizens:

Billy Sehmel
Scott Gray
Dawn Townsend
Carolyn Small
Laurel Kingsbury
Lisa Wyninger
Bob Wilsor
Mark Goins
Eric Campbell
Jud Myras

Staff:

Claire Prendergast
Eileen Bethards
Sheryl Bender
Joyce Schultz
Marc Avni
Myron Anderson
Betty Lilienhil
Jay Lilienhil
Dana Campus
Merie Byalsla
Joan Barry
Fran Strong

Staff:

Glenn Akramoff
Eric Guenther
Ellie Tieman
Ed Lewis
Michael Schick

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments

Laurel Kingsbury is running for Commissioner Iverson's position and thanked the community and staff for work. Kingsbury commented on the website remodeling process and that she had hoped it would be more user friendly.

ITEM 3 Presentations

3.a Executive Director Report

Glenn Akramoff reported that the Women's Wellness Expo was a successful event with lots of vendors on site. There are interviews for the Sehmel lighting designers. Furthermore, the Executive Director process will be moving forward with Prothman in the following weeks. Commissioner Hill asked about the Hales Pass rehabilitation reveal for spring of 2020 and if the due date will need to be pushed back, and Akramoff confirmed that the timeline is still on track for a spring reveal.

3.b Financial Report

Elaine Sorensen updated that the HR department hired Carter Belton for the recreation staff, and Ellie Tieman moved to Administrative Assistant. The staff had training for workplace harassment, sexual harassment, first aid training, and social media posting guidelines—there is a safety training planned. Financially, the recreation revolving fund is doing exceptionally well, and rentals are harder to book when camps are being held at the facility.

3.c President's Report

Commissioner Hill and Commissioner Babich have stayed in close contact with Glenn Akramoff for the executive director position and have been providing feedback for the new website.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 7-2-19 Regular

4.b Approval of Vouchers: ▪ \$153,644.75 ♦ Reference numbers: V2019297- V2019333

4.c Approval of Consent Agenda

Commissioner Babich made a motion to approve the consent agenda. Commissioner Grimmer seconded the motion. After no discussion, the motion passed 4-0.

ITEM 5 Old Business

5.a Senior Program MOU

Glenn Akramoff presented an agreement with the Senior Center and The Greater Gig Harbor Foundation to help provide funding for senior programs and a long-range facility use for the group. Joy Schultz, president of the Senior Center presented more information about the group and thanked the collaborators to help find a temporary home for the seniors. There was emphasis on bringing unity to the community and Penmet making the difference of surviving versus thriving. Commissioner Nixon asked what the membership fee would be used for and if there were funds available for people who need scholarships. Schultz replied that the fees were for operating fees and scholarships are available. Commissioner Babich asked how the MOU would be updated since there is already an existing document and Akramoff replied that the new process will be updated with an Addendum.

ITEM 6 New Business

6.a Administrative Office Lease Contract

Ed Lewis discussed the lack of staff spacing in the current location offices, and the antiquated technology. On June 3rd a motion was made to find a better space. The lease agreement was signed in July and there is a timeline to revamp the office space in August and move in September. Commissioner Babich made the motion to relocate Administration and Recreation offices and staff to 5717 Wollochet Dr. NW Gig Harbor Wa 98335. Commissioner Grimmer seconded the motion and with no discussion the motion passed 4-0.

ITEM 7 Comments by Board/Subcommittee Reports

7.a Community Center (Nixon/Babich): no update

7.b Marketing (Grimmer): no update, planning to meet with Chuck Cuzzetto within the week

7.c Fundraising Under Development (Hill):

ITEM 8 Next Board Meeting: Tues, August 6, 2019: Study Session (6:15pm) and Regular (7:15pm) at new City Hall location

ITEM 9 Executive Session:

The Board went into executive session at 8:11 pm and came out of session at 8:37pm

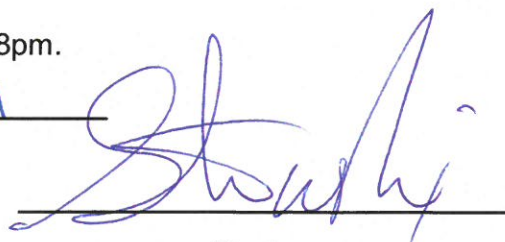
ITEM 10 Adjournment

Commissioner Hill adjourned the meeting at 8:38pm.

APPROVED BY THE BOARD ON: 8/6/19



President



Clerk

Submitted by: *Ellie Tieman*