



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

October 01, 2024, 6:00 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 6 p.m.

Commissioner Roll Call:

	Present	Excused	Comment
President Hill	X		
Commissioner Kingsbury	X		
Commissioner Grimmer	X		
Commissioner Nixon	X		via Zoom
Commissioner Sehmel	X		

Quorum: Yes

President Hill moved to amend the October 1, 2024 Regular Meeting Agenda to include an Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b) as item 12, and moving Adjournment to Item 13.

The motion was seconded.

Roll call vote. Approved unanimously. Motion carried.

ITEM 1 President's Report

- Appreciate Art in the Park exhibit.
- Scarecrow Festival is scheduled for October 5.
- Thanked Director of Development and Capital Project Manager for providing hard hat tours of the Recreation Center.

ITEM 2 Executive Director's Report

- Scarecrow Festival attendees are encouraged to bring a non-perishable food donation.



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- Invited Capital Project Manager John Adams to present Change Order #011 for Jody Miller Construction for the Recreation Center project to the Board.

Board Question: Can we donate the removed trees as firewood in our community? **Staff Answer:** The contractor removed the trees from the site.

Board Question: Do we have a tree plan? **Staff Answer:** 19 trees were removed for the trail and raingarden at Tubby's Trail Dog Park.

Board Question: Did the parking lot add days to the project? **Staff Answer:** No, the contractor did not request additional days for this change order.

ITEM 3 Special Presentations

3a. Collaborative Division Report

PowerPoint presentation by the Executive Leadership Team

Board Question: Provide more specifics on how the District is advancing culture. **Staff Answer:** Surveyed staff in March and again in late September. Team Engagement Training with basic survey which showed a great culture shift.

Board Comment: Appreciate posting our financials on the website to improve transparency.

Board Comment: Provide more information on website hits. Encourage staff to use and share the statistics to guide decisions.

Staff Answer: There were 17,026 page views in the past 30 days; staff will use specific page visits to guide marketing.

Board Comment: Blown away at the exceptional body of work.

Board Comment: Interested in the upcoming tree inventory.

Board Question: Commented on a great success rate for grant applications. Did PenMet Parks seek feedback on the applications?

Staff Answer: RCO is a competitive grant program, appreciate productive working relationship with grant manager.

Board Comment: Shared positive feedback from a community member whose child was a 2024 summer camp counselor.

Board Question: Can PenMet Parks Senior Advocates help promote the financial assistance program to seniors? **Staff Answer:** Yes. Seniors have provided feedback regarding the financial



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assistance program indicating they do not want to use fund that could be used by someone else, and concerns with providing personal information. Staff will continue to look at options to reduce financial barriers for seniors.

ITEM 4 Board Committee Reports

- 4a. **Park Services Committee:** has not met since the last Board meeting.
- 4b. **Finance Committee:**
 - Met on September 18, 2024.
 - Reviewed the 2025 draft operating and capital budgets.
- 4c. **Administrative Services Committee:**
 - Met on September 24, 2024.
 - Discussed the draft results from the 2024 compensation study.
 - Reviewed the draft 2025 Administrative Services division budget.
- 4d. **Recreation Services Committee:** has not met since the last Board meeting.
- 4e. **Campaign Committee:** has not met since the last Board meeting.
- 4f. **External Committees:**
 - Commissioner Kingsbury and Commissioner Nixon will represent PenMet Parks on the Tacoma Narrows Airport Advisory Commission.

ITEM 5 Public Comments: no public comment was provided.

ITEM 6 Minutes

- 6a. Approval of the September 17, 2024 Study Session Minutes
- 6b. Approval of the September 17, 2024 Regular Meeting Minutes

Commissioner moved to adopt the minutes as presented.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carries.



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ITEM 7 Consent Agenda

7a. Resolution C2024-019 Approving September Vouchers

Commissioner moved to approve the Consent Agenda.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carries.

ITEM 8 Unfinished Business: None

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption: None

9.2 Single Reading Resolutions Requiring One Reading for Adoption: None

9.3 Two Reading Resolutions Requiring Two Readings for Adoption

9.3a: First Reading of Resolution RR2024-008 Adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy

Commissioner moved and seconded.

Executive Director Ally Bujacich provided a staff recommendation.

The second reading will be held during the October 15, 2024 Regular Meeting.

ITEM 10 Comments by Board

Board Comment: Thanked staff for hosting the September 17 Peninsula Gardens Master Plan public meeting.

ITEM 11 Next Board Meetings October 15, 2024 Study Session at 5:00 pm and Regular Meeting at



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**6:00 pm at the PenMet Parks Administrative Headquarters – 2416
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ITEM 12 Executive Session

12a. Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).

The Board of Park Commissioners will now meet in Executive Session. The estimated length of time for the Executive Session is 30 minutes.

The Board will not take final action following the Executive Session.

The Board is starting the Executive Session at 7:20 p.m.

The Board ended the Executive Session at 7:26 p.m.

ITEM 13 Adjournment Time: 7:26 p.m.

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.

Approved By the Board on 10/05/2024



Maryellen (Missy) Hill, Board President



Laurel Kingsbury, Board Clerk



Attest: Amanda Walston, Board Secretary