



# 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

April 21, 2020, Approximately **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: 160-678-125 Password: 750256

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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  
Laurel Kingsbury  
Steve Nixon

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Ed Lewis  
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

#### 3.a Executive Director's Report

Executive Director Doug Nelson reported that PenMet Parks is continuing to monitor trail usage at our park properties and working with various staff members to keep signage and other messaging in place, including online information. Commissioner Kingsbury inquired if PenMet Parks may reopen its beaches in the near future. Commissioner Babich commented that we should be following the State Mandates and that we will probably ramp up in a reverse order for closing down. Nelson concurred that it will probably be a slow rollout and make sure the public practices safety measures and keeping an eye on how the public is following these measures through park stewardship. Nelson reported that he will be



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getting out a letter explaining PenMet retaining legal representation with PerkinsCoie to help with owners' representation, retention of a design and construction firm for the CRC project. He reported that PenMet delivered over 1,000 Easter Bags to citizens homes. Nelson also reported that PenMet had to upgrade their Bandwidth due to increased activity to the PenMet Website. Commissioner Babich and Nelson discussed the legal representation further. Eric Guenther, Planning & Special Project Manager, explained to the Commissioners the purpose for retaining outside legal representation for the CRC Project and why PenMet would go with hiring PerkinsCoie. Commissioner Babich asked if there would be detailed costs for the PerkinsCoie in the next meeting. Guenther confirmed that there would be.

### 3.b Finance Report

Elaine Sorensen, Finance & HR Manager, reported on the General Fund for February-March and that PenMet would probably not see any drops in revenue from recreation until April due to Covid-19. Sorensen reported on the Capitol Fund Budget and the Endowment Fund. Commissioner Babich inquired about if there needed to be a policy change for the Endowment Fund. Sorensen reported on the Recreational Revolving Fund. Nelson discussed refunds and credits and how it's being addressed with Commissioners. Sorensen reported on total refunds to date, and what is still held in credits.

### 3.c President's Report: None

## ITEM 4 Consent Agenda

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

### 4.a Approval of Meeting Minutes

4-07-20 Study Session and Regular minutes

## ITEM 5 Unfinished Business

### 5.a Covid-19 Fiscal Update

Executive Director Nelson updated the Board on considerations being made on precieved budget impacts and what they are. This included the recreation team monitoring and giving updates as new information comes in as what this will look like for future recreation possibilities.

## ITEM 6 New Business

### 6.a Sehmel Homestead Park Turf Replacement Grant Assitance



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Nelson reported on Grant Funding for the Sehmel Homestead Park Replacement and a Grant Assistance opportunity that would save PenMet Parks a substantial amount of money. Nelson was seeking approval for staff submitting a Letter of Intent to the Washington State Recreation and Conservation Office (RCO) for a Youth Athletic Facilities (YAF) Grant to replace synthetic turf at Sehmel Homestead Park. The Board and staff had a discussion on time frames and who helps with the write up for the grant which would be Droll and why PenMet chose them. Commissioner Grimmer made a motion to approve Resolution R2020-006 authorizing the Executive Director to sign the agreement with Robert W. Droll, Landscape Architect, PS to assist with the grant application for synthetic turf replacement on the soccer field at Sehmel Homestead Park. Seconded by Commissioner Nixon. There was further discussion about crumb rubber and the drainage on the field between staff and the Board. The motion passed with a 5-0 vote.

## ITEM 7 Comments by Board

### 7.a CRC Marketing Committee

Commissioner Grimmer reported that the Marketing Committee issued the RFP for the Fundraising Consultant for the CRC. President Hill reported that the committee is waiting for proposals to come back by May 1, 2020 and will start the interview selection starting on May 11-15, 2020 and hopefully get through approval and negotiation of a contract around May 18-22, 2020.

### 7.b CRC Operations Committee

Commissioner Nixon reported the Operations Committee is reviewing 9 proposals for the CRC Design Firm. Nixon added that there were some great design firms who submitted proposals with the right type of experience for the CRC Project. Commissioner Kingsbury inquired about a Peninsula School District employee, Patrick Gillespie, who was added to the selection panel for the Design Firm. Commissioner Babich explained the reasoning behind his selection to the panel. She also explained in more detail the process of selecting a firm and the process of narrowing down the selection. She explained once the top firms were chosen that all the Commissioners would be part of the that process.

### 7.a CRC Budget Committee

Commissioner Kingsbury reported that the Budget Committee has not had a second committee meeting. Nelson reported that they were waiting on more information and documents in order to have the next meeting. Commissioner Nixon commented that PenMet was waiting for the Fundraising Consultant to be brought on before forecasting a budget. Commissioner Babich brought up considerations for different committees



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for other future Park District projects besides the CRC Project that were a part of the Strategic Plan and that this should be revisited. President Hill proposed having further discussion with Executive Director Nelson and Commissioner Babich to discuss this topic being included in the next Study Session.

- ITEM 8     **Next Board Meeting** Tues. May 05, 2020 (Study and Regular) Via Zoom Meeting
- ITEM 9     **Executive Session: None**
- ITEM 10    **Adjournment** Commissioner Hill adjourned the meeting at 7:28 pm

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

  
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**President**

  
\_\_\_\_\_

**Clerk**