



Peninsula Metropolitan Park District

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

STUDY SESSION AGENDA: Tuesday, August 20, 2019, 6:15pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order ____:____

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Todd Iverson			
Kurt Grimmer			
Steve Nixon			

ITEM 1 **Approval of Agenda**

ITEM 2 **Board Discussion**
2.a Review of the Policy Manual

ITEM 3 **Adjournment ____:____**

AGENDA POLICY

- No comments or discussion will be allowed on consent items.
- Public comment will be allowed on each Regular Agenda Action Item. Each speaker will be limited to a three (3) minute time limit and may only speak once with a total of 15 minutes per side. Comments will be included as part of the official record of the meeting.
- Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.
- Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Tuesday preceding the Monday meeting date.
- Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Interim Executive Director
Date: August 20, 2019
Subject: **Policy Manual Review**

Background/Analysis

As the review of key elements of PenMet operations continue the next item is to review the current Policy Manual. The Commission has areas that have been identified as concerns or items to be addressed. The staff team also have parts of the manual that are identified for improvement.

The Study Session will review the policy manual section by section and identify areas to be updated or reorganized. The first focus will be to reorganize the document to be more easily searchable. This will also include making the manual readily available in electronic form to all the staff and Commissioners.

Timeline and Funding

The process of updating the manual per the direction of the Commission and the request of staff will begin in August and continue through the end of the year. There are some polices that will require board approval, legal review and review by the district's insurance company. While there is no major cost expected, there may be few small consultant contracts that are needed to complete some of the policy re-creation and review. The Board reviewed the manual through Section of Park Regulations, and will continue to review the Policy Manual in upcoming Study Sessions to review the administrative procedure sections.

Recommendation

It is recommended that the Board of Commissioners discuss the policy manual and provide direction for changes and updates. It is further recommended that the Commissioners consider staff recommended changes and direct the update process to begin.

Policy Implications/Support

1. Provide a well-organized and updated Policy Manual
2. Highlight changes and updates to be completed by the end of 2019
3. Commissioner discussion on updated Policy implications

Staff Contact

Should you have any questions or comments please contact Glenn Akramoff at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at gakramoff@PenMetParks.org.



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Todd Iverson			
Kurt Grimmer			
Steve Nixon			

- ITEM 1** **Approval of Agenda**
- ITEM 2** **Citizen Comments** (three-minute time limit)
- ITEM 3** **Presentations**
 - 3.a** **Women’s Wellness Exposition Debrief**
 - 3.b** **Website update**
 - 3.c** **Recreation Scholarships**
 - 3.d** **Executive Director Report** (pages 5-9)
 Long Range Calendar
 - 3.e** **Financial Report**
 - 3.f** **President’s Report**
- ITEM 4** **Consent Agenda**
 - 4.a** **Approval of Meeting Minutes**
 8-6-19 Regular and Study Session (pages 14-16)
 - 4.b** **Approval of Vouchers**
 - \$306,645.71 ♦ Reference numbers: V2019381- V2019417 (pages 17-20)
 - 4.c** **Approval of Consent Agenda**
- ITEM 5** **Old Business**
 - 5.a** **Community Center Funding**
 - 5.b** **Senior Center MOU**
- ITEM 6** **Comments by Board/Subcommittee Reports**
 - 6.a** **Community Center**
 - 6.b** **Marketing**
 - 6.c** **Fundraising—Under Development**
- ITEM 7** **Next Board Meetings:** Tues. September 17, 2019 (Regular and Study Session) at new City Hall location 6:15pm
- ITEM 8** **Executive Session:** real estate to be considered [RCW 42.30.110(1)(b)]
- ITEM 9** **Adjournment** ____:____

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DEPARTMENT STAFF REPORT: August 7-August 20, 2019

EXECUTIVE

- The Salary Survey has kicked off. Elaine Sorenson has taken the lead on the project with MW Management Consultants.
- The budget process is now in the Executive Director review phase. Each department is meeting the Executive Director to answer questions and refine their budget.
- The team is preparing for the Hearing Examiner meeting for the Community Recreation Center on August 21st. Work also includes drafting a plan for operations of the site should the purchase be approved.
- Coordination of the Executive Director Search continues.
- Continue to coordinate with the school district on various issues.
- The Boys and Girls Club agreement is now resolved and completed.

Marketing

- Website migration is tracking public comment and input as received (search bar added, staff contacts and information updated)
- Core Internet Team is being assembled (CIT) to mitigate all digital platforms and coordinate communication
- Parks and Recreation Guide (16 page) including 12 month event schedule, classes facilities and park map completed
- Working with Special Populations to coordinate promotion
- Interview with TNT/Gateway to promote fall sports (ie soccer/flag football) specifically Health and Wellness for Youth.

CAPITAL PROGRAM

- Pre-Meeting for hearing examiner
- Hearing Examiner meeting 8/21/2019 1pm Pierce County Annex Building
- Reviewing Hales Pass / Arletta Schoolhouse project.

PEG Grants in progress

- Eagle Scout projects for Bat houses at Hales Pass (approved, in progress)
- Rotary Bark Park trail map and signs (preparing grant for future meeting)
- Off Leash Area Obstacle Course (under review)
- Tubby's small dog area shelter (preparing grant for future meeting)
- Narrows fencing (deferred to next project)
- Three scouts currently discussing projects

Volunteers

- Working with community service people at Narrows continues.
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park.

MAINTENANCE & FACILITIES

- Replaced slide at Sehmel Park in the playground
- Painted 7 soccer fields for 3v3 GHSC tournament
- Painted 5 soccer fields for TYEE cup
- Sprayed bees nests at all parks
- Helped Recreation camps run smoothly

RECREATION

- Camps are on their 2nd to last week. Camp Highlights this week are Wizarding World of Hogwarts, Tooniversity Art Camp, Pacific Island Ballet Camp and a Salish Sea Scientists Camp put on by Harbor Wild Watch.
- Fall Soccer Practices start Monday August 19th and currently have 240 Kids registered from 1st-8th grade.
- Little kickers is FULL with 128 kids in the program and will start September 7th.
- Adult Softball just wrapped up the playoffs on Sunday August 11th with 15 teams from around the community. Will look to expand our seasons in future years to offer more recreational softball opportunities to the community.
- Kelly and Mike are working away at planning for Scarecrow Festival along with an all new Monster Mash Bash around Halloween which we have partnered with Ocean 5 for and will hold it at their facility.
- Mike is continuing to review applications for the Facility Coordinator position. Some very qualified candidates and will start interviews early September.

BUDGET Thur 8/15	Executive Director reviews staff budget requests and revenue projections			
Tues 8/20	8/15	TBD	Study Session	Discussion: Policy Manual Review (If needed)
Tues 8/20	8/15	6:15p	Regular Meeting	Presentation: Women's Wellness Expo Report Discussion: Community Center Funding <u>Consent:</u> Minutes: 8/6 Vouchers: Executive Session: none
Sept 2019				
Tues 9/3	8/29	TBD	Study Session	CANCELED
Tues 9/3	8/29	6:15p	Regular Meeting	CANCELED
Tues 9/17	9/12	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation
Tues 9/17	9/12	6:15p	Regular Meeting	Presentation: none Discussion: Board Policy updates Discussion: Peg Grant Process Update <u>Consent:</u> Minutes: 9/3 Vouchers: Executive Session: none
Oct 2019				
Tues 10/1	9/25	6:15p	Study Session	Discussion: Comprehensive Plan Review (PROS)

Tues 10/1	9/25	7:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 9/17 Vouchers: Executive Session: none
Sat 10/12	Board Retreat (8 hours, time TBD)			
Tues 10/15	10/9	6:15p	Study Session	Discussion: 2020 Preliminary Budget Presentation NOTICE THIS TO NEWSPAPER
Tues 10/15	10/9	7:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 10/8 Vouchers: Executive Session: none
Nov 2019				
Tues 11/5	10/31	TBD	Study Session	Discussion:
Tues 11/5	10/31	6:15p	Regular Meeting	Presentation: none Discussion: 1 st Public Hearing and Levy Rate approval <u>Consent:</u> Minutes: 10/22 Vouchers: Executive Session: none
Tues 11/19	11/14	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation

Tues 11/19	11/14	6:15p	Regular Meeting	Presentation: Interim Final Report Discussion: 1 st Public Hearing and Levy Rate approval <u>Consent:</u> Minutes: 11/5 Vouchers: Executive Session: none
Dec 2019				
Tues 12/3	11/28	TBD	Study Session	Discussion:
Tues 12/3	11/28	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 11/19 Vouchers: Executive Session: none
Tues 12/17	12/12	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation
Tues 12/17	12/12	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 12/3 Vouchers: Executive Session: none



Peninsula Metropolitan Park District

INCOME STATEMENT 2019

January - July, 2019

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	3,465,547.33	3,445,891.63	19,655.70	100.57 %
3131700 Sales Tax	237,957.48	209,297.00	28,660.48	113.69 %
3172000 Leasehold Excise Tax	2,262.10	5,800.00	-3,537.90	39.00 %
Total 3100000 TAX REVENUE	3,705,766.91	3,660,988.63	44,778.28	101.22 %
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	36,941.95	45,651.55	-8,709.60	80.92 %
Total 3400000 CHARGES FOR SERVICES	36,941.95	45,651.55	-8,709.60	80.92 %
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	145,226.78	28,000.00	117,226.78	518.67 %
Total 3610000 INTEREST AND OTHER EARNINGS	145,226.78	28,000.00	117,226.78	518.67 %
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	34,649.32	27,440.00	7,209.32	126.27 %
3626001 Housing Rentals/Leases	33,706.55	30,891.00	2,815.55	109.11 %
3627001 Concessions Lease Facilities	420.00	200.00	220.00	210.00 %
Total 3620000 RENTS, LEASES AND CONCESSIONS	68,775.87	58,531.00	10,244.87	117.50 %
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671900 Private Donations - Other	4,999.95		4,999.95	
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS	4,999.95		4,999.95	
3700000 CAPITAL CONTRIBUTIONS				
3747600 Cap. Cont.- Federal/State/Local				
3747663 Cap Cont-Govt Other Improv	15,000.00		15,000.00	
Total 3747600 Cap. Cont.- Federal/State/Local	15,000.00		15,000.00	
Total 3700000 CAPITAL CONTRIBUTIONS	15,000.00		15,000.00	
3890000 OTHER GF NON REVENUE	5,873.80		5,873.80	
Total Income	\$3,982,585.26	\$3,793,171.18	\$189,414.08	104.99 %
GROSS PROFIT	\$3,982,585.26	\$3,793,171.18	\$189,414.08	104.99 %
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	25,984.00	35,840.00	-9,856.00	72.50 %

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
5111020 Board Payroll Taxes	2,091.67	3,315.20	-1,223.53	63.09 %
5111031 Office & Operating Supplies- Leg		1,125.00	-1,125.00	
5112041 Professional Services	2,435.00	8,500.00	-6,065.00	28.65 %
5114043 Travel	79.77	0.00	79.77	
5114049 Memberships & Training	4,629.94		4,629.94	
5971055 Interfund Transfer	6,900.00	6,900.00	0.00	100.00 %
Total 5110000 LEGISLATIVE	42,120.38	55,680.20	-13,559.82	75.65 %
5130000 EXECUTIVE				
5131011 Wages - Regular	129,780.59	129,379.81	400.78	100.31 %
5131020 Benefits	54,484.61	59,281.81	-4,797.20	91.91 %
5131042 Cell Phone	1,546.10	485.80	1,060.30	318.26 %
5131044 Marketing	30,949.32	60,000.00	-29,050.68	51.58 %
5131045 Office Lease	18,723.68		18,723.68	
5132041 Executive-Professional Services	74,157.00	0.00	74,157.00	
5134043 Executive - Travel	993.13	2,100.00	-1,106.87	47.29 %
5134049 Memberships & Training	4,379.85	4,645.00	-265.15	94.29 %
5152041 Legal - Professional Services		17,500.00	-17,500.00	
5162041 Personnel-Professional Services	1,357.00	2,989.00	-1,632.00	45.40 %
5761031 Office and Operating Supplies	2,832.91	3,794.00	-961.09	74.67 %
5761041 Prof. Serv -Computer & Security	16,592.55	11,081.00	5,511.55	149.74 %
5761043 Administration - Travel		500.00	-500.00	
5761044 Printing/Advertising	1,668.30	3,937.50	-2,269.20	42.37 %
5761045 Operating Rentals and Leases	2,924.75	1,197.00	1,727.75	244.34 %
5761046 Insurance - General Liability	811.00	0.00	811.00	
5761049 Miscellaneous / Events	1,451.25	2,300.00	-848.75	63.10 %
5768953 Other Oper. Exps-External Taxes	3,519.60	8,750.00	-5,230.40	40.22 %
5928900 Bond Service Costs		500.00	-500.00	
5977665 Transfer - Capital Fund	4,026,114.68	4,026,114.68	0.00	100.00 %
5977671 Transfer - Debt Service Fund	73,325.00	73,325.00	0.00	100.00 %
5982252 Intergovt Pmt - Fire Protect		4,770.08	-4,770.08	
6103601 Computer Hardware	485.00	2,450.00	-1,965.00	19.80 %
6103602 Computer Software	6,496.80	5,150.00	1,346.80	126.15 %
6104201 Postage	455.60	770.00	-314.40	59.17 %
6104204 Internet	4,091.11	4,319.00	-227.89	94.72 %
Total 5130000 EXECUTIVE	4,457,139.83	4,425,339.68	31,800.15	100.72 %
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	63,758.63	65,810.50	-2,051.87	96.88 %
5141020 Personnel Benefits	27,086.33	27,545.00	-458.67	98.33 %
5142000 Financial Services	350.00	350.00	0.00	100.00 %
5142341 Professional Services	6,792.14	6,480.00	312.14	104.82 %
5142342 Cell Phone	210.00	210.00	0.00	100.00 %
5142349 Bank Charges	228.58	343.00	-114.42	66.64 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5144043 Travel	30.00	150.00	-120.00	20.00 %
Total 5140000 FINANCIAL AND RECORDS SERVICES	98,455.68	100,888.50	-2,432.82	97.59 %
5710000 PARTICIPANT RECREATION				
5711011 Wages - Administration	26,259.73	48,118.56	-21,858.83	54.57 %
5711020 Benefits - Administration	9,897.93	18,986.31	-9,088.38	52.13 %
5711043 Conferences	3,440.95	0.00	3,440.95	
5712042 Communication - Phones	1,106.87	1,176.00	-69.13	94.12 %
5972055 Transfer- Rec. Revolving Fund	135,108.25	135,108.25	0.00	100.00 %
Total 5710000 PARTICIPANT RECREATION	175,813.73	203,389.12	-27,575.39	86.44 %
5760000 PARK FACILITIES				
5768010 Wages - Regular	65,774.86	77,186.06	-11,411.20	85.22 %
5768020 Personnel Benefits	23,255.31	30,211.44	-6,956.13	76.98 %
5768031 Supplies	2,045.78	1,750.00	295.78	116.90 %
5768035 Small Equipment	4,385.57	400.00	3,985.57	1,096.39 %
5768042 Communication	390.37	700.00	-309.63	55.77 %
5768043 Travel	840.73	1,037.40	-196.67	81.04 %
5768044 Printing		1,200.00	-1,200.00	
5768045 Facility Rentals		150.00	-150.00	
5768049 Miscellaneous		25,000.00	-25,000.00	
Total 5760000 PARK FACILITIES	96,692.62	137,634.90	-40,942.28	70.25 %
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	200,668.65	221,326.77	-20,658.12	90.67 %
5768520 Benefits	89,894.37	94,523.87	-4,629.50	95.10 %
5768531 Operating Supplies	37,473.55	46,666.69	-9,193.14	80.30 %
5768532 Fuel	5,208.05	8,750.00	-3,541.95	59.52 %
5768534 Concessions Expense	55.00		55.00	
5768535 Small Tools & Minor Equipment	2,586.22	12,833.31	-10,247.09	20.15 %
5768540 Extraordinary Park Repairs	1,069.20		1,069.20	
5768541 Professional Services	20,015.41	20,000.00	15.41	100.08 %
5768542 Communication - Phones	9,749.91	11,666.69	-1,916.78	83.57 %
5768543 Travel	160.00	600.00	-440.00	26.67 %
5768544 Printing & Advertising		1,000.00	-1,000.00	
5768545 Operating Rentals & Leases	3,671.08	4,500.00	-828.92	81.58 %
5768546 Surface Water/Noxious Weed Tax	3,224.26	3,426.11	-201.85	94.11 %
5768547 Utility Services	34,489.98	46,666.69	-12,176.71	73.91 %
5768548 Repairs & Maintenance	1,452.32	6,000.00	-4,547.68	24.21 %
5768549 Memberships & Training		2,000.00	-2,000.00	
Total 5768500 PARKS & GROUNDS MAINTENANCE	409,718.00	479,960.13	-70,242.13	85.37 %
Total Expenses	\$5,279,940.24	\$5,402,892.53	\$ -122,952.29	97.72 %
NET OPERATING INCOME	\$ -1,297,354.98	\$ -1,609,721.35	\$312,366.37	80.60 %
NET INCOME	\$ -1,297,354.98	\$ -1,609,721.35	\$312,366.37	80.60 %

Explanation Financial Statement Line Items 2019 July

#5112041 Legislative – Professional Services – Commissioner Iverson \$1,500 Ecoquest Camp,
Commissioner Babich \$2,500 Women’s Wellness Event, Commissioner Grimmer
\$2,500 Women’s
Wellness Event & \$400 Adult Egg Hunt, Commissioner Grimmer \$2,025 Harbor
Wildwatch

#5114043 Legislative – Travel – Meeting Meals \$79.77

#5114049 Legislative – Professional Services – Cedar River Group \$4,629.94

#5131011 Executive – Wages – Executive Director Vacation Payout \$400.78

#5131042 Executive Cell Phone - Verizon \$1060.30

#5131045 Executive – Office Lease – Brown Dog - \$18,723.68

#5132041 Executive – Professional Services – Demarche Consulting Group, Revenue Study, HR
Investigation, Salary Survey \$74,157.00

#5761041 Executive – Professional Computer Services – Nicholas Huff Follow Up Invoices and
Pacific Office Automation, New Computer Setup \$5,511.55

#5761045 Executive – Rentals – Copier Buy Out Payment \$1,727.75 (Refund was received Wells
Fargo)

#5761046 Executive – Insurance – Auto Damage and Additional Property \$811.00

#6103602 Executive – Computer Software – Office 365 (Timing Issue with Budget) \$1,346.80

#5142341 Financial – Professional Services – ADP HR Pro Software \$312.14

#5712042 Recreation Conferences– Michael Schick Revenue School & WRPA (Timing Issue)
\$3,440.95

#5768031 Facilities – Supplies – PAD \$295.78

#5768035 Facilities – Small Equipment – Line Lazer \$3,985.57

#5768534 Maintenance – Health Department Permit \$55.00

#5768540 Maintenance Snow Removal \$1,069.20



2019 Capital Projects								
Project	Year Started	CIP Fund 1/1/2019	2019 Budgeted Transfers In	Donations and Fund Transfers	Capital Fund Expenses	Year End 2019 Fund Transfers & Grants	CIP 7/31/2019	Notes
Park Improvement Program	2006	\$6,836,758.20	\$3,576,114.68	-\$500,000.00	\$0.00	-\$752,398.40	\$9,160,474.48	Transfer to Community Recreation Center
Peninsula Enhancement Grant Program (PEG)	2007	\$25,000.00	\$0.00	\$0.00	\$1,514.35	\$0.00	\$23,485.65	Walrath Peg Grant Supplies Heritage Garden Irrigation
Community Recreation Center	2017	\$750,868.70	\$0.00	\$500,000.00	\$742,065.83	\$0.00	\$508,802.87	Ed Lewis; Snodgrass Freeman & Associates
Lighting Project - Sehmel Homestead Park	2019	\$0.00	\$400,000.00	\$205,000.00	\$98.40	\$98,098.40	\$703,000.00	Note: \$350,000 of future grant money has been awarded to this project. \$251,901.60 will be transferred back into the PIP
Service Options	2014	\$0.00	\$50,000.00	\$0.00	\$2,503.28	\$0.00	\$47,496.72	Electric Meter Installation Sunrise Beach, Hales Pass Roof Repair, Narrows Mobile Home
Hales Pass - Renovation	2018	\$16,986.25	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,016,986.25	Note: A \$1,000,000 transfer will be requested from the PIP to fund this renovation.
Sunrise Beach	2019	\$0.00	\$0.00	\$8,500.00	\$4,200.00	-\$4,300.00	\$0.00	Easement Reimbursement Fund GPA Valuation / Note: The balance of this fund will be transferred into the PIP at year end.
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,905.00	
Total Capital Funds		\$7,730,518.15	\$4,026,114.68	\$213,500.00	\$750,381.86	\$341,400.00	\$11,561,150.97	
The actual cash for these 2019 capital fund transfers will come in during the months of April and October.								



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STUDY SESSION MINUTES

Tuesday, August 6, 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
Todd Iverson (late)
Steve Nixon
Kurt Grimmer

Commissioners Absent:

Amanda Babich (excused)

Citizens:

Billy Sehmel
Dawn Townsend

Louise Tieman

Staff:

Glenn Akramoff
Ed Lewis
Ron Martinez
Michael Schick
Eric Guenther
Ellie Tieman

ITEM 1 Approval of Agenda

Commissioner Grimmer moved to approve the agenda and was seconded by Commissioner Nixon. There was no discussion and the motion passed 3-0.

ITEM 2 Board Discussion

2.a Policy Review

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 updating the P.E.G. policy procedures. The Board also discussed the availability of scholarships for recreation programs. The Board reviewed the manual through the Section of Park Regulations, and will continue to review the Policy Manual in upcoming Study Sessions through the Administrative Procedures.

ITEM 3 Adjournment

Commissioner Hill adjourned the meeting at 7:05pm.

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Ellie Tieman*

Clerk



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REGULAR MEETING MINUTES

Tuesday, August 6, 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
Todd Iverson
Kurt Grimmer
Steve Nixon

Dawn Townsend
Louise Tieman

Staff:

Glenn Akramoff
Eric Guenther
Ellie Tieman
Ed Lewis
Ron Martinez
Michael Schick

Commissioners Absent:

Amanda Babich (excused)

Citizens:

Billy Sehmel

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to add an executive session to review real estate and was seconded by Commissioner Nixon the motion passes 4-0. Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Nixon. Agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments- none

ITEM 3 Presentations

3.a Executive Director Report

Glenn Akramoff reported that the Executive Director position has been opened and will close Sept. 14. Furthermore at the all staff retreat the team came up with a purpose statement to “do the best job you can” and also identified staff values for the company. The Board meeting on September 3 was unanimously cancelled due to absences.

3.b President’s Report

Commissioner Hill has been working on providing feedback for the website and appreciates public comments. Hill also attended a chamber public forum and met potential candidates for Commissioner Iverson’s position. Finally, Commissioner Hill recognized Glenn Akramoff for retaining good relationships with local business and the interns for being diligent with their work.

4.a Approval of Meeting Minutes: 7-16-19 Regular&Study

4.b Approval of Vouchers: ■ \$153,644.75 ♦ Reference numbers: V2019381- V2019417

4.c Approval of Consent Agenda

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

ITEM 5 New Business

5.a Vehicle Surplus

Ron Martinez presented a request to the Board to surplus old vehicles such as the original trailer. Commissioner Nixon asked about the process to surplus vehicles and Martinez explained the process is done through Tumwater government selling. Commissioner Iverson made a motion to approved

R2019-090 Commissioner Grimmer seconded the motion without further discussion the motion passed 4-0.

5.b Lighting Project

Eric Guenther presented that he was going through the process to find a designer for the lighting and sent out a RFQ to the public. Guenther has worked through the architectural process with the attorney and is planning to have a public meeting August 13 for public comment. Commissioner Iverson and Nixon both commented that August 13 is short notice for the surrounding neighborhood to respond. Guenther confirmed that there is direct mailing and the urgency of the meeting is due to the fact that the next nearest meeting time would be after Labor Day. Commissioner Grimmer made a motion to approve R2019-010 and was seconded by Commissioner Nixon without no further discussion the motion passed 4-0

5.c Hales Pass Rehabilitation

Ed Lewis presented that he had met with the board of health and a deeper well would need to be dug for the site to avoid contaminants, and that the current well was insufficient for irrigation. Commissioner Iverson asked if the rehab. had been previously budgeted for and Glenn Akramoff responded, there wasn't enough for the additional factors including the well but has been taken in to account in the upcoming budget. Commissioner Nixon made a motion to move to RFQ for Hales Pass and was seconded by Commissioner Grimmer without no further discussion the motion passed 4-0.

ITEM 6 Comments by Board/Subcommittee Reports

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

6.b Marketing (Grimmer): The website is still being worked on and the parks and rec guide is being created for fall

6.c Fundraising Under Development (Hill):

ITEM 7 Next Board Meeting: Tues, August 20, 2019: Study Session (6:15pm) and Regular (7:15pm) at new City Hall location

ITEM 8 Executive Session: [RCW 42.30.110(1)(b)]

The Board went into executive session at 7:45 pm and came out of session at 8:13pm

ITEM 9 Adjournment

Commissioner Hill adjourned the meeting at 8:15pm.

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Ellie Tieman*



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
8/2/19	V2019-391	Demarche Consulting Group, Inc	\$20,000.00
8/2/19	V2019-392	Anna Finnell	\$185.00
8/2/19	V2019-393	Jonathan Dudley	\$185.00
8/2/19	V2019-394	Aiden Krug- Norem	\$185.00
8/2/19	V2019-395	DPI Print	\$97.65
8/2/19	V2019-396	Skyhawks Sports Academy Inc.	\$6,698.00
8/2/19	V2019-397	Legal Shield	\$105.70
8/2/19	V2019-398	DON SMALL & SONS OIL	\$177.03
8/2/19	V2019-399	Queen Bee Health + Wellness LLC	\$205.27
8/2/19	V2019-400	Sound Employment Solutions	\$2,088.51
8/2/19	V2019-401	HEALTH CARE AUTHORITY	\$19,283.06
8/2/19	V2019-402	Hill Moving Services	\$320.00
8/2/19	V2019-403	Pacific Office Automation Headquarters	\$1,492.00
8/2/19	V2019-404	US BANK CORPORATE PAYMENT SYSTEM	\$21,469.84
8/2/19	V2019-405	Pierce County Alarm Program	\$100.00
8/2/19	V2019-406	HEMLEYS SEPTIC SERVICE	\$815.00
8/2/19	V2019-407	DEPARTMENT OF REVENUE	\$1,556.45
8/2/19	V2019-408	The SnapBar LLC	\$547.75
8/2/19	V2019-409	Fischer Fitness LLC	\$667.20
8/2/19	V2019-410	Galbraith Tennis Center	\$2,016.00
8/2/19	V2019-411	Harbor Gymnastics	\$1,275.00
8/2/19	V2019-412	LynnFit	\$934.50
8/2/19	V2019-413	Nadine Hamil	\$1,400.00
8/2/19	V2019-414	Department of Retirement Services	\$15,544.17
8/2/19	V2019-415	ENDURIS	\$74,289.00
8/2/19	V2019-416	Peninsula Metropolitan Park District	\$52,401.07
8/2/19	V2019-417	Roberts, Johns & Hemphill, PLLC	\$50,509.30
Payment Count: 27		Total Amount:	<u>\$274,547.50</u>

Payment Count: 27
 Payment Total: \$274,547.50

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

<u><i>Glen Ahrens</i></u> Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
<u><i>M. Hill</i></u> Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
<u><i>[Signature]</i></u> Authorized District Official Signature	<u>8/6/19</u> Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

INSTRUCTIONS FOR USE:
 Submit signed Transmittal To Pierce County Finance Department
 FAX: 253-798-6699 EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only
 Authorization Received on _____
 Batch Verified by _____



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
7/23/19	V2019-381	Brown Dog Realty LLC	\$18,723.68
7/23/19	V2019-382	Kim Hairston	\$148.00
7/23/19	V2018-383	Affluence Business Solutions	\$1,700.00
7/23/19	V2019-384	Pierce County Security	\$3,840.00
7/23/19	V2019-385	PENINSULA SCHOOL DISTRICT	\$6,419.00
7/23/19	V2019-386	Pacific Mobile Structures	\$745.59
7/23/19	V2019-387	PURDY TOPSOIL & GRAVEL	\$53.71
7/23/19	V2019-388	PCRCD, LLC	\$173.66
7/23/19	V2019-389	Les Schwab	\$21.69
7/23/19	V2019-390	Fun Flicks	\$272.88
Payment Count: 10		Total Amount:	<u>\$32,098.21</u>

Payment Count: 10
Payment Total: \$32,098.21

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

<u>Glenn Ahumoff</u> Authorized District Official Signature	<u>7/23/19</u> Date	_____	_____
_____	_____	Authorized District Official Signature	Date
<u>Madeline</u> Authorized District Official Signature	<u>8-16-19</u> Date	_____	_____
_____	_____	Authorized District Official Signature	Date
<u>Stanley</u> Authorized District Official Signature	<u>8/6/19</u> Date	_____	_____
_____	_____	Authorized District Official Signature	Date
_____	_____	Authorized District Official Signature	Date

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6699 EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only
Authorization Received on _____
Batch Verified by _____

Jul 23, 2019 9:44 AM

2 of 2



"Today We Touch Tomorrow"

DISTRICT COMMISSION MEMO

To: District Commission
From: Glenn Akramoff, Interim Executive Director
Date: August 20, 2019
Subject: **Community Recreation Center Funding & Bonding Presentation**

Background/Analysis

In continuing the evaluation of the Community Recreation Center, the design and permitting elements have come before the Board, and now the funding options are here for consideration.

Through the preliminary analysis of the cost of the Community Recreation Center viewed against the projected annual revenue stream for the District which can be allocated to capital expenses, there are three primary options:

1. Accumulate sufficient capital funding over 10 or more years to be able to build the project,
2. Accumulate sufficient capital funding to develop the project in phases, with final completion extended due to inefficiencies of starting and stopping, or
3. Issue bonds to raise funding up front to build the project sooner.

Attached is a spreadsheet laying out:

- Estimated cost for the project: \$24.5M
- Current (EOY 2019) capital funds of approximately \$10M
- Annual capital revenue of approximately \$2.6M
- Additional revenue options
- Other District capital project allocations
- Escalation of 4% per year based on current-day cost estimates

Related to the bonding option, Jim Nelson will provide a presentation addressing:

- District's debt capacity
- Interest rate trends
- Estimated payment schedules
- Additional bonding considerations
- Prepayment options
- Bond rating grades
- Financial management policies
- Case studies

Timeline

The next steps related to the CRC Project include:

- 8/21/19 – Hearing Examiner, 1:00pm, Pierce County Annex
Comment and appeal period runs 21 days from issuance of hearing decision.
- 9/13/19 - Purchase decision date (currently under review)

Recommendation

Staff requests that the Board review the materials provided and presented and provide staff with directions on the next steps.

Policy Implications/Support

1. At the regular meeting of the Board of Park Commissioners held on July 2, 2019, the Commission received a report on the Community Recreation Center that included a project overview, site vetting, due diligence, permitting status and timeline, cost and financing, decision points, and next steps.
2. The District held an Open House before the regular meeting of the Board of Park Commissioners on July 2, 2019, to share elements of the Community Recreation Center project with the public and receive comments.
3. At the study session before the regular meeting of the Board of Park Commissioners held on April 22, 2019, the Commission reviewed a presentation on the design to-date, timeline and next steps for the Community Recreation Center project.
4. At their regular meeting held on February 20, 2018, the Commission adopted Resolution 2018-004 adopting the 2018 PenMet Parks Comprehensive Park, Recreation and Open Space Plan that identifies capital project priorities and funding options including limited tax obligation bonds.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at GAkramoff@PenMetParks.org.

Attachments:

Cost-Revenue Spreadsheet

Capital Projects Fund Balances



"Today We Touch Tomorrow"

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Interim Executive Director
Date: August 20, 2019
Subject: **Senior Center Memo of Understanding**

Background/Analysis

As the Boys and Girls club closed in June 2019 due to the sale of the property, the Senior Program is in jeopardy. A Task Force was formed with the regional organizations and the seniors to address the issue and create solutions. PenMet Park District has been a part of the conversation from the beginning and has been an active part in evaluation solutions. The District involvement in senior programs and serving the senior population of the greater Gig Harbor area is appropriate as per the PenMet Parks Comprehensive Plan. It was also referenced in the levy lid lift campaign of 2018.

Recently, a Senior Program Board was formed and has come under the organizational umbrella of the Greater Gig Harbor Foundation. That board is focused on forming as an organization and seeking out opportunities for funding to meet the short term need to keep the program running. This group has secured at least one temporary site in which to operate the programs. Currently there is no secured funding or staffing to operate the program. In early April, senior program representatives presented the program elements and needs to the Pent Board Commissioners. They request that the PenMet Parks District consider supporting their effort to keep the program running in the short and long term. It is also recommended that a Memo of Understanding (MOU) be developed in partnership Greater Gig Harbor Foundation to clarify all the partners roles and create objectives for a long-term solution.

On July 16, 2019 the Executive Director, the Chair of the Greater Gig Harbor Foundation, Judson Morris and the Chair of the Senior Center Board Joyce Schultz, presented the draft Memo of Understanding. Included in the presentation was a summary of the needs of the program in the region, the funding source and timeline.

The MOU will provide the Senior Center through the Greater Gig Harbor Foundation the funding to maintain and operations of the program and have a staff position to support the effort. The agreement also requires monthly meeting, quarterly financial reports and the ability to jointly market programs. The staff position will be hired and employed by the Foundation for the Senior Center. The District will play a role in the hiring process.

Program Funding (\$10,000 in 2019 and \$20,00 in 2020)

- Funding to maintain current programming
- Funding for the cost of temporary facilities

Position Funding (\$15,000 in 2010 and \$30,000 in 2020)

- Funding for a part-time staff position

Timeline and Funding

The Boys and Girls Club has closed and the move to a temporary site is completed. The goal is to allow for the program to have little or no interruption of service for the those who utilize it regularly. The funding amount will be in two areas 1) \$30,000 for program operations 2) \$45,000 to fund a Senior center position to support the program. The Memo of Understanding will be in effect through December 31, 2020. The short-term funding will come from the PenMet general fund for 2019 and 2002.

Recommendation

It is recommended that the Commission give the Interim Executive Director direction and authority to sign the MOU agreement with the Senior Center Board and the Gig Harbor Foundation for supporting the program.

Policy Implications/Support

1. Consider short term funding support for the remainder of 2019.
2. Consider short term staffing support funding for the remainder of 2019.
3. Consider providing short term resources toward programing for 2020.
4. Continue to be involved in the regional conversation for permanent solutions.
5. This approach would be the contribution to senior program regionally for the district at this time.
6. The agreement encompasses the next 18 months and will be evaluated in late 2020.

Motion

I move to approve the Interim Executive Director to sign the Memo of Understating with the Greater Gig Harbor Foundation for the Gig Harbor Senior Center to include \$30,000 allocation for operating the program and \$45,000 allocation for supporting part time position in 2019 and 2020.

Staff Contact

Should you have any questions or comments please contact Glenn Akramoff at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at gakramoff@PenMetParks.org.

Attachments

1. The MOU with the Greater Gig Harbor Foundation for the Gig Harbor Senior Center.
2. The tentative job description of the part time position.
3. A summary of the programs the will be offered during the next 18 months.

SERVICES AGREEMENT
by and between
PENINSULA METROPOLITAN PARK DISTRICT
and
GREATER GIG HARBOR FOUNDATION

This AGREEMENT is entered into by and between the PENINSULA METROPOLITAN PARK DISTRICT (“PARK DISTRICT”), a Washington State municipal corporation, and the GREATER GIG HARBOR FOUNDATION (“FOUNDATION”), a federally recognized 501 (c)(3) tax-exempt non-profit corporation incorporated and doing business under the laws of the State of Washington, hereinafter, sometimes referred to collectively as “the Parties”.

RECITALS

1. The PARK DISTRICT is a municipal corporation vested by law with the authority to provide, maintain, and operate public parks, playgrounds and recreational facilities and activities within its jurisdictional boundaries.
2. The FOUNDATION is a 501 (c)(3) charitable non-profit corporation whose mission is to strengthen our greater Gig Harbor and Key Peninsula community through collaborative engagement to help meet diverse community needs, inclusive of the provision of support for area park agencies and park-based projects and programs.
3. The GIG HARBOR SENIOR CENTER (“SENIOR CENTER”) is a program of the FOUNDATION. Through its SENIOR CENTER, the FOUNDATION provides essential programs, services and activities to support the general wellbeing of the local senior population through opportunities for social interaction, education, recreation and wellness (collectively “Senior Programs”), set forth in Exhibit “A” hereto and incorporated by this reference.
4. The PARK DISTRICT and FOUNDATION each play a unique and beneficial role important to serving their constituents, including the senior population, through the provision of programs, services and facilities that support the wellbeing and quality of life, leading to a healthier community for all.
5. The Parties believe coordinated and cooperative efforts to provide community seniors with educational, recreational, and wellness programs will be beneficial to their constituents and will more comprehensively meet the needs of the community.
6. This Agreement is consistent with applicable state and federal laws and the adopted goals and policies of the Parties.

I. Purpose

The purpose of this Agreement is to specify the Parties roles and responsibilities relative to the FOUNDATION’S provision of Senior Programs (generally “Services”) through its SENIOR CENTER and the PARK DISTRICT’S payment for those Services to meet community needs.

II. Authority

The PARK DISTRICT is authorized to enter into this Agreement pursuant to Chapter 35.61 RCW.

III. General Understanding

- A. This Agreement is entered into and subject to the following terms and conditions and the above referenced recitals, which are incorporated by reference below.
- B. The FOUNDATION is considered an independent contractor who shall at all times perform its duties and responsibilities and carry out all services as an independent contractor and shall never represent or construe its status to be that of an agent or employee of the PARK DISTRICT, nor shall it be eligible for any employee benefits.
- C. The FOUNDATION represents and warrants that any and all federal, state, and local mandatory deductions or other charges and taxes imposed by law and/or regulation upon the FOUNDATION are current. The FOUNDATION acknowledges that all such deductions, charges and taxes shall be the sole responsibility of the FOUNDATION. If the PARK DISTRICT is assessed, liable or responsible in any manner for those deductions, charges or taxes, the FOUNDATION agrees to indemnify and hold the PARK DISTRICT harmless from those costs, including attorney's fees.
- D. The FOUNDATION shall provide at its sole expense all materials, office space, telephone and utility services, and other necessities to perform fully and timely its duties and services under this Agreement, unless otherwise specified in writing.
- E. The FOUNDATION shall comply with all applicable federal, state and local laws, ordinances, rules and regulations, and shall assist the PARK DISTRICT in complying with conditions concerning grants and other federal assistance under the laws of the City of Gig Harbor, the County of Pierce, the State of Washington, the United States of America, or such other laws specifically applicable to Senior Program services pursuant to this Agreement . The FOUNDATION shall at its sole expense, obtain and keep in force any necessary licenses, permits, and tax certificates.

IV. Performance of Services

- A. *General.* FOUNDATION, through its SENIOR CENTER, will perform and provide Services described in Exhibit A and any such other Exhibits A-[n] (e.g., Exhibit A-2, Exhibit A-3, and so on) as may be executed by the Parties from time to time during the Term (as defined in Section V. below) of this Agreement (each a Service Exhibit).

- B. *Changes to Services/Service Exhibits.* Changes may be made to the Services description or Service Exhibit by mutual written agreement of the Parties.
- C. *Contract Officer.* The PARK DISTRICTS Contract Officer for this Agreement is its Executive Director. The FOUNDATION's Contract Officer for this Agreement is Julie Ann Gustanski.
- D. *Subcontracting.* The FOUNDATION will not sign, subcontract, delegate, or transfer any interest or claim to or under this Agreement or for any of the compensation due it hereunder, in whole or in part, except as may be agreed to in writing between Parties.
- E. *Submittal of Forms.* The FOUNDATION will provide the PARK DISTRICT with a completed W-9 within ten (10) business days of the execution of this Agreement.

V. Term of Agreement

This Agreement shall be effective August 1, 2019 and shall remain in effect for a period of approximately 1.5 years terminating on December 31, 2020, unless earlier terminated pursuant to Section VII.11. below.

VI. Compensation and Method of Payment

- A. Compensation for Services shall be in accordance with the rates set forth in Exhibit "B" hereto and incorporated by this reference.
- B. Payment to the FOUNDATION will be made only upon receipt of the FOUNDATION'S original written invoice following its incurring the cost(s) or expense(s) and performance of the Services provided herein and during the PARK DISTRICT'S ordinary billing cycle. The PARK DISTRICT'S ordinary billing cycle is once per month.
- C. The FOUNDATION shall submit invoices to the PARK DISTRICT on or before the [day/date] of each month in order to be included in that month's billing cycle.
- D. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, to have been improperly invoiced. In no event shall the total of the PARK DISTRICT's payments pursuant hereto exceed the total amounts set forth in Section VII.3 below. Any request for payment in excess of those amounts shall automatically be rejected unless, prior to incurring the cost or expense or performing the work or service, the FOUNDATION has obtained express written approval from the PARK DISTRICT for such expense, work or services and written approval of the additional cost.
- E. The FOUNDATION, at such time and in such form as the PARK DISTRICT may require, shall furnish the PARK DISTRICT with periodic reports pertaining to the expenses, work and services undertaken pursuant to this Agreement. The FOUNDATION will make available to the PARK DISTRICT all expense, work-related accounts and records for auditing, monitoring, or evaluation during normal business hours.

VII. Miscellaneous

1. Communication

- a. The Parties agree to meet on a regular basis, and not less than once monthly, to keep one another informed of respective progress in implementing the Senior Programs pursuant to this Agreement.
- b. The FOUNDATION shall regularly, and not less than once quarterly, provide to the PARK DISTRICT a written report regarding the status, attendance and costs associated with the Senior Programs.
- c. The Parties shall provide each other an advance copy of respective Board meeting agendas prior to each regularly or specially scheduled Board meeting. Additionally, the appointed representative of the PARK DISTRICT shall attend regular meetings between the Parties to this Agreement.
- d. The Parties agree to jointly develop press releases and other printed, video, or digital information that may pertain to the Senior Programs provided pursuant to this Agreement.
- e. The PARK DISTRICT shall provide to the FOUNDATION an advance copy for review and approval of any print, video or digital information proposed for use in advertising the Senior Programs.
- f. The FOUNDATION shall acknowledge the PARK DISTRICT's funding of the Senior Programs provided pursuant to this Agreement in its advertising and marketing of said programs.

2. Performance by and Responsibility of the Foundation

- a. The FOUNDATION shall engage exclusively in charitable, educational, recreational and scientific activities that qualify as activities permitted for exempt organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).
- b. The FOUNDATION is governed by its Board of Directors whose responsibility it is to determine the FOUNDATION's mission, purposes, projects, programs and services.
- c. The FOUNDATION will provide to the PARK DISTRICT all necessary financial and programmatic information concerning the Senior Programs pursuant to this Agreement.
- d. The FOUNDATION shall provide all necessary direction and supervision of its employees, including the Program Coordinator, and will provide the PARK DISTRICT with activity logs pertinent to the work performed by said employees relative to the Senior Programs pursuant to this Agreement.

- e. All FOUNDATION employees or volunteers assisting with or involved in providing Senior Programs will be subject to compliance with the FOUNDATION'S policy pertinent to working with members of vulnerable populations (e.g., children, elderly, socioeconomically disadvantaged, or those with certain medical conditions), which requires a WSP background check and fingerprinting prior to hiring. Consistent with the PARK DISTRICT's current policy, a copy of the report shall be provided to the PARK DISTRICT.
- f. The FOUNDATION shall be responsible for selecting the location(s) at which the Senior Programs will be provided.
- g. The FOUNDATION shall indemnify and hold harmless the PARK DISTRICT and its officers, agents and employees from all suits, claims or liabilities of any nature, including attorneys' fees, costs and expenses, for or on account of injuries or damages sustained by any person or property resulting from the negligent or wrongful activities or omissions of the FOUNDATION, its officers, agents, employees and/or volunteers, or on account of any unpaid wages or other remuneration due for services; and, if suit in respect to the above be filed, the FOUNDATION shall appear and defend the same at its own cost and expense; and if judgment be rendered or settlement related thereto the FOUNDATION shall pay the same. The FOUNDATION shall not be liable or responsible for any claim, demand, loss or liability arising out of the sole negligence of the PARK DISTRICT.

3. Performance by and Responsibility of the Park District

- a. The PARK DISTRICT agrees to provide payment as follows:
 - 1. For August 1, 2019 to December 31, 2019, the PARK DISTRICT will reimburse the FOUNDATION up to ten thousand dollars (\$10,000.00) for rent and related costs incurred with regard to the Senior Programs. For January 1, 2020 to December 31, 2020 the PARK DISTRICT will reimburse the FOUNDATION up to twenty-thousand dollars (\$20,000.00) for rent and related costs incurred with regard to the Senior Programs.
 - 2. For August 2019 to December 31, 2019, the PARK DISTRICT will reimburse the FOUNDATION up to fifteen thousand dollars (\$15,000.00) for wages related to the FOUNDATION's employment of a part-time (25-30 hours per week) Program Coordinator, responsible for establishing and maintaining the Senior Programs specified on Exhibit A. For January 1, 2020 to December 31, 2020 the PARK DISTRICT will reimburse the FOUNDATION up to thirty thousand dollars (\$30,000.00) for wages related to the FOUNDATION's employment of a part-time (25-30 hours per week) Program Coordinator, responsible for establishing and maintaining the Senior Programs specified in Exhibit A. The Program Coordinator shall also

perform the work specified under “Description of Responsibilities” in the Job Description attached as Exhibit B.

- b. The PARK DISTRICT shall provide without cost to the FOUNDATION the opportunity to include marketing information for the Senior Programs in PARK DISTRICT newsletters and advertisements and the FOUNDATION will follow all applicable regulations, policies, guidelines and procedures related thereto.
- c. The PARK DISTRICT shall hold the FOUNDATION and its officers, agents and employees harmless from all suits, claims or liabilities of any nature, including attorneys' fees, costs and expenses, for or on account of injuries or damages sustained by any person or property resulting from the negligent activities or omissions of the PARK DISTRICT, its agents or its employees, or on account of any unpaid remuneration due for cost(s) or expense(s), or the performance of Services provided; and, if suit in respect to the above be filed, the PARK DISTRICT shall appear and defend the same at its own costs and expense; and if judgment be rendered or settlement made requiring payment of damages by the FOUNDATION, which damages were caused by the negligent activities or omissions of PARK DISTRICT, its agent or its employees, PARK DISTRICT shall pay the same. PARK DISTRICT shall not be liable or responsible for any claim, demand, loss or liability arising out of the negligence of the FOUNDATION or its SENIOR CENTER.
- d. The PARK DISTRICT shall authorize its Executive Director or designee to execute all documents necessary to carry out the purpose and intent of this Agreement.

4. Insurance Coverage

Consistent with industry best practices the FOUNDATION maintains a comprehensive insurance portfolio, as outlined below:

- a. \$1,000,000/\$3,000,000 in general liability, which includes
 - 1) Premises/Operations liability
 - 2) Products/Operations liability
 - 3) Blanket contractual liability
 - 4) Personal injury liability
 - 5) Stop gap liability
- b. \$1,000,000/\$3,000,000 in professional liability
Under its professional coverage umbrella the FOUNDATION also maintains D&O insurance, property insurance, accident insurance, volunteer insurance, and abuse insurance.
- c. Automobile liability covering owned, hired, and non-owned vehicles

- d. Said insurance policies shall name the PARK DISTRICT as an additional insured. No limitations or additions to this requirement will be accepted.
- e. It is agreed that these insurance policies are primary over any insurance which may be carried by the PARK DISTRICT. It is further agreed that the FOUNDATION will promptly notify the PARK DISTRICT of any changes regarding insurance coverage during the term of this Agreement.

5. Non-Discrimination

- a. All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.
- b. The FOUNDATION shall comply with the Washington Law Against Discrimination (Chapter 49.60 RCW). Any material violation of this provision shall be grounds for immediate termination of this Agreement by the PARK DISTRICT and, in the case of the FOUNDATION'S breach, may result in ineligibility for further PARK DISTRICT agreements.

6. Dispute Resolution

- a. Any dispute as to the enforcement or interpretation of this Agreement shall be first submitted to mediation. If after a good faith effort by the parties to resolve their dispute there remain unresolved issues, those issues shall be determined by binding arbitration conducted in accordance with the laws of the State of Washington.
- b. The Parties shall try to agree upon a single arbitrator. If they cannot agree upon an arbitrator within 10 business days of a notice of arbitration, then either party may apply to the Pierce County Superior Court for the appointment of the arbitrator. Each party shall pay half of the arbitrator's fees and costs.

7. Enforcement, Interpretation and Venue

- a. The laws of the State of Washington shall govern the validity, performance, interpretation and enforcement of this Agreement. Should any party institute arbitration for enforcement or interpretation of any provision contained herein, the venue of such arbitration shall be in Pierce County, Washington.

- b. This Agreement shall not be construed either for or against any party, but this Agreement shall be interpreted in accordance with the general tenor of the language in an effort to reach an equitable result.

8. Unenforceable Clauses

If one or more of the Agreement clauses is found to be unenforceable, illegal or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal or contrary to public policy.

9. Heading and Wordings

Paragraph headings in this Agreement are for convenience only and do not necessarily reflect the full content of the respective paragraphs. All singular terms shall include plural as a particular situation or context may require, and all words or pronouns of gender shall include the other genders as far as the particular situation or context may require.

10. Integration

There are no oral agreements between the Parties affecting the meaning, content, purpose or effect of this Agreement. All negotiations, oral agreements, arrangements and understandings pertaining to the subject matter herein are merged into this Agreement. This Agreement shall not be modified except in writing duly authorized and executed by all Parties.

11. Termination

- a. Any Party may terminate this Agreement upon ninety (90) days written notice for any reason.
- b. Any and all notices affecting or relative to this Agreement shall be effective if in writing and delivered or mailed, postage and fees prepaid, to the respective Party being notified at the address listed with the signature of this Agreement. The Parties' addresses may be changed by the same method of notice.

VIII. Key Contacts and Notices

The persons listed below are identified as the key contacts essential to the work being performed under the Agreement:

The key contact for the FOUNDATION is the CEO.

The key contact for PARK DISTRICT is the Executive Director.

Any notice or other communication given pursuant to this Agreement shall be in writing either sent by electronic mail or sent by registered mail, addressed as

v.3.0-081319

follows (or to such other address as any party from time to time shall designate by written notices to each other party):

FOUNDATION: Name: Julie Ann Gustanski, CEO/President Emeritus
Address: 7191 Wagner Way, Ste. 101, Gig Harbor, WA 98335
Telephone: (253) 514-6338, ext. 103
E-mail address: jgustanski@gigharborfoundation.org

PARK DISTRICT: Name: Glenn Akramoff, Interim Executive Director
Address: 10123 78th Ave NW, Gig Harbor, WA 98332
Telephone: (253) 858-3400
E-mail address: gakramoff@penmetparks.org

IN WITNESS WHEREOF, the Parties hereto have executed this document on the date(s) set forth below.

Greater Gig Harbor Foundation

Peninsula Metropolitan Park District

By: _____
Board President or CEO

By: _____
Executive Director

Date: _____

Date: _____

**ADDENDUM A:
Gig Harbor Senior Center Programs,
Activities & Services – 2018**

Gig Harbor Senior Center Programs, Activities and Services- 2018

Summary: The Gig Harbor Senior Center was a 4.5 day operation fulfilling the needs of seniors in the greater Gig Harbor community. By design it was an all-inclusive fellowship of seniors sharing community, educational speakers/ and programs, meals, physical activities, games, social services and personal fulfillment.

Hours of Operation:

- Monday-Thursday 9:00am – 3:00pm; Friday 9:00am – 12:00 Noon

Regular Activities:

- Senior Lunch every Monday and Wednesday at 12:00 Noon sponsored by Catholic Community Services
- Pinochle – every Monday and Wednesday
- Bingo – every Monday and possibly Wednesday
- Potlucks – once per month
- Game Time – once per week
- Cribbage Club – once per week
- Woodcarving Club – once per week
- Stitch ‘n Bitch Club – every Monday and Wednesday
- Pool Table – three time per week

Regular Programs:

- S.A.I.L. – Four times per week (two classes on Monday & Wednesday)
- Tai Chi (Beginning) – once each week year round
- Tai Chi (Intermediate) – twice each week year round
- Tai Chi (Advanced) – twice each week year round
- Fitness 4U – twice each week year round
- PickleBall – twice each week fall and winter
- Foot Care – twice each month with private RN; bi-monthly with Catholic Community Services

Special Activities/Programs:

- Presentations/Workshops – monthly
- AARP Free Tax Aide – once each year from February 1 through April 15
- Medicare Option seminars – once a year during open enrollment
- Beanbag Baseball Competition – once a month at local retirement community
- Music – once a month at lunch
- Birthday Celebrations – once a month with donated cake

ADDENDUM B:
Gig Harbor Senior Center
Part-time Program Coordinator
Job Description



About the Gig Harbor Senior Center: The Gig Harbor Senior Center (GHSC) is a project of the Greater Gig Harbor Foundation (GGHF), a 501 (c)(3) nonprofit community foundation working to meet the diverse needs of our greater Gig Harbor and Key peninsula communities. Over the past 12 years, GGHF has invested more than \$7 million in grants, scholarships, land, equipment and services to benefit the community.

GHSC Mission: The GHSC’s mission is to provide a vibrant gathering place for active seniors to engage and enrich their lives through social interaction, recreation, lifelong learning and well-being to improve community life.

JOB SUMMARY:

Under the direction of the GHSC Board of Directors, the GHSC Program Coordinator will be primarily responsible for providing development and implementation of programs and activities for the GHSC.

TITLE: GHSC Program Coordinator
LOCATION: Gig Harbor Senior Center
SALARY: \$18.00 - \$21.00 per hour
HOURS: Monday – Friday 10:00 am – 3:00 pm
REPORTS TO: GHSC Board of Directors

DESCRIPTION OF RESPONSIBILITIES:

Programming

- Establish and maintain GHSC’s program goals and physical settings that ensure the health and safety and well-being of its members.
 1. Coordinate daily and weekly programs and activities
 2. Design, develop and implement a variety of activities to meet the interests and needs of the senior population
 3. Prepare content for quarterly brochure
 4. Continuously research and seek to develop new senior programs and activities of interest
 5. Utilize community resources and partners
 6. Seek volunteers to assist in implementing programs
 7. Monitor and control GHSC’s program and activity expenditures within the approved budget
 8. Oversee proper record keeping and reporting, including activities and events, breakdown of daily participation, and any problems/issues
 9. Ensure adherence to the organizations policies and procedures as well as all applicable rules, regulations, code of conduct and laws
- Increase visibility of GHSC’s programs via posting of daily schedule, updating website and social media, as well as dissemination of timely information for the development of advertising and promotion through GGHF newsletters and GHSC mailings and flyers
- Develop relationships and collaborate with community partners to provide a broader reach of service to seniors

- Become a member of the Washington State Association of Senior Centers to establish a connection with other senior centers, potential partnerships and professional development

Additional Responsibilities

- Create and oversee special programs and/or events
- Update program related materials as needed in a timely manner
- Work cooperatively with staff, volunteers, partners and other service organizations
- Manage or direct the performance of volunteers, interns or others as required

Skills/Knowledge Required

- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics and ability to run group activities
- A keen understanding, sensitivity and demonstrated knowledge of seniors
- Demonstrated organizational, staff and project management abilities
- Demonstrated ability to work effectively and productively with others
- Computer skills to include ability to access, input and retrieve information from the computer
- Ability to work a flexible schedule, which could include evenings and weekends

Minimum Requirements

- Minimum of an AA degree in related field from an accredited college or university, required
- Minimum of two years work experience as an activities director, recreation specialist or similar position – work with seniors preferred
- CPR and First Aid Certifications
- Current driver's license, dependable vehicle and agency required liability limits

Physical Requirements/Work Environment

This position regularly involves lifting, bending, sitting, reaching, standing, walking, talking, hearing, keyboarding, grasping, and the ability to participate in indoor/outdoor activities. The successful candidate must be able to use a variety of office equipment including computer, telephone, copier and/or other equipment. He or she may be required to lift supplies, materials, equipment weighing up to 40 pounds.

The worker is subject to both indoor and outside environmental conditions. This individual is required to work around adults where noise levels may be moderate to high during some activities.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

APPLICATION: Send your resume and letter of interest to:
Gig Harbor Senior Center, ghseniorctr@gigharborfoundation.org
c/o Greater Gig Harbor Foundation
7191 Wagner Way, Suite 102
Gig Harbor, WA 98335

Applications will be reviewed as received. Candidates selected for interview will be requested to provide references. **Position will remain open until filled.**

The Greater Gig Harbor Foundation is an equal opportunity employer.

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Position Title: GHSC Program Coordinator



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-011

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE SERVICES AGREEMENT WITH THE GREATER GIG HARBOR FOUNDATION TO PROVIDE SENIOR PROGRAMS

WHEREAS, the Peninsula Metropolitan Park District (“PenMet Parks”) a Washington State municipal corporation vested by law with the authority to provide, maintain, and operate public parks, playgrounds, recreational facilities, and activities within its jurisdictional boundaries, and,

WHEREAS, the Greater Gig Harbor Foundation (“Foundation”) is a federally recognized 501(c)(3) tax-exempt non-profit corporation incorporated and doing business under the laws of the State of Washington, and whose mission is to strengthen our greater Gig Harbor and Key Peninsula community through collaborative engagement to help meet diverse community needs, inclusive of the provision of support for area park agencies and park-based projects and programs; and

WHEREAS, the Gig Harbor Senior Center (“Senior Center”) is a program of the Foundation, and through its Senior Center, the Foundation provides essential programs, services, and activities to support the general wellbeing of the local senior population through opportunities for social interaction, education, recreation, and wellness; and

WHEREAS, PenMet Parks and the Foundation (“the Parties”) each play a unique and beneficial role important to serving their constituents, including the senior population, through the provision of programs, services and facilities that support the wellbeing and quality of life, leading to a healthier community for all; and

WHEREAS, the Parties believe coordinated and cooperative efforts to provide community seniors with educational, recreational, and wellness programs will be beneficial to their constituents and will more comprehensively meet the needs of the community; and

WHEREAS, this Agreement is consistent with applicable state and federal laws and the adopted goals and policies of the Parties, NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Interim Executive Director is hereby authorized to execute the Services Agreement substantially in the form attached as Exhibit “A”.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on August 20, 2019.

Maryellen Hill, President

Amanda Babich, Clerk

Attest

Resolution R2019-011