



# 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 AGENDA

September 15, 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: 860 1450 0906 Password: PenMet0915 or call in at +1 253-215-8782 Password: 4180111445. Meeting agendas can be accessed online at [PenMetParks.org](http://PenMetParks.org). Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by September 14th at 5:00 PM and will be read at the meeting.

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### Call to Order

### Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Laurel Kingsbury			
Kurt Grimmer			
Steve Nixon			

### ITEM 1 Approval of Agenda

### ITEM 2 Citizen Comments

Due to current circumstances, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM September 14, 2020. Comments will be read and recorded in the meeting

### ITEM 3 Presentations

- 3a. Director's Report
- 3b. President's Report
- 3c. [Finance Report](#)

### ITEM 4 Consent Agenda

- 4a. [Approval of Minutes](#)  
[09/01/2020 Regular Minutes](#)
- 4b. [Approval of Vouchers](#)  
[\\$191,101.79 Reference Number V2020-436-473](#)



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## ITEM 5 Unfinished Business

5a. [Covid-19 Fiscal Update](#)

5b. [CRC Project Update](#)

1. Project Update & Risk Factor Discussion
2. Critical Project Decisions
3. Project Time-Line Updates
4. Other Project Updates
  - Project Budget
  - Draft Monthly
  - Team Org. Chart
  - Board Decision Frame-Work

ITEM 6 New Business: None

## ITEM 7 Committee Reports

- 7a. CRC Finance
- 7b. CRC Marketing
- 7c. CRC Operations

ITEM 8 Comments by Board

ITEM 9 Next Board Meetings

Tues. October 06, 2020 (Study and Regular) Via Zoom or Teleconference 5:00 PM

ITEM 10 Executive Session: None

ITEM 11 Adjournment

## AGENDA POLICY

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No comments or discussion will be allowed on consent items.

**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 Monday preceding the Tuesday 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.

**\*Special Note:** Due to current circumstances, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.



# Peninsula Metropolitan Park District

## GENERAL FUND INCOME STATEMENT 2020

January - August, 2020

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	3,763,701.91	3,671,903.00	91,798.91	102.50 %
3131700 Sales Tax	267,174.93	251,984.00	15,190.93	106.03 %
3172000 Leasehold Excise Tax	556.67	3,375.00	-2,818.33	16.49 %
Total 3100000 TAX REVENUE	4,031,433.51	3,927,262.00	104,171.51	102.65 %
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	21,961.67	63,788.00	-41,826.33	34.43 %
Total 3400000 CHARGES FOR SERVICES	21,961.67	63,788.00	-41,826.33	34.43 %
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	59,872.50	70,336.00	-10,463.50	85.12 %
Total 3610000 INTEREST AND OTHER EARNINGS	59,872.50	70,336.00	-10,463.50	85.12 %
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	33,273.48	27,440.00	5,833.48	121.26 %
3626001 Housing Rentals/Leases	36,866.49	36,323.36	543.13	101.50 %
Total 3620000 RENTS, LEASES AND CONCESSIONS	70,139.97	63,763.36	6,376.61	110.00 %
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671900 Private Donations - Other	250.00		250.00	
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS	250.00		250.00	
3890000 OTHER GF NON REVENUE	24,963.24		24,963.24	
3951000 SALE OF CAPITAL ASSETS				
3951064 Sale of Machinery & Equipment	9,128.85		9,128.85	
Total 3951000 SALE OF CAPITAL ASSETS	9,128.85		9,128.85	
Total Income	\$4,217,749.74	\$4,125,149.36	\$92,600.38	102.24 %
GROSS PROFIT	\$4,217,749.74	\$4,125,149.36	\$92,600.38	102.24 %
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	40,300.00	42,960.00	-2,660.00	93.81 %
5111020 Board Payroll Taxes	3,388.57	3,768.00	-379.43	89.93 %
5111031 Office & Operating Supplies-Leg	3,457.28	600.00	2,857.28	576.21 %
5111044 Printing and Advertising		375.00	-375.00	
5112041 Professional Services	750.00	10,000.00	-9,250.00	7.50 %
5114049 Memberships & Training		1,818.00	-1,818.00	
5115045 Rentals	1,260.00	2,970.00	-1,710.00	42.42 %
5117051 Elections	19,204.00		19,204.00	
Total 5110000 LEGISLATIVE	68,359.85	62,491.00	5,868.85	109.39 %
5130000 EXECUTIVE				
5131010 Salaries - Exec	83,333.28	86,664.00	-3,330.72	96.16 %
5131011 Wages - Regular	82,739.49	90,008.00	-7,268.51	91.92 %
5131020 Benefits	69,022.29	73,662.64	-4,640.35	93.70 %
5131044 Marketing	36,823.55	74,786.00	-37,962.45	49.24 %



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## GENERAL FUND INCOME STATEMENT 2020

January - August, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5131045 Office Lease	64,069.18	73,216.00	-9,146.82	87.51 %
5132041 Executive-Professional Services	77,744.78	174,725.00	-96,980.22	44.50 %
5134043 Executive - Travel	3,970.05	16,300.00	-12,329.95	24.36 %
5134049 Memberships & Training	4,573.10	8,695.00	-4,121.90	52.59 %
5152041 Legal - Professional Services	15,483.50	20,000.00	-4,516.50	77.42 %
5162041 Personnel-Professional Services	25.00		25.00	
5761031 Office and Operating Supplies	2,755.88	4,664.00	-1,908.12	59.09 %
5761035 Minor Equipment	1,058.62		1,058.62	
5761041 Prof. Serv -Computer & Security	18,354.22	19,000.00	-645.78	96.60 %
5761043 Administration - Travel		400.00	-400.00	
5761044 Printing/Advertising	151.00		151.00	
5761045 Operating Rentals and Leases	5,347.88	3,640.00	1,707.88	146.92 %
5761046 Insurance - General Liability	76,674.00	0.00	76,674.00	
5761049 Miscellaneous / Events		1,500.00	-1,500.00	
5768953 Other Oper. Exps-External Taxes	220.80		220.80	
5893053 Leasehold Excise Taxes	3,734.94	11,250.00	-7,515.06	33.20 %
5928900 Bond Service Costs	0.00	300.00	-300.00	0.00 %
5977665 Transfer - Capital Fund	3,443,237.00	3,443,237.00	0.00	100.00 %
5977671 Transfer - Debt Service Fund	66,500.00	66,500.00	0.00	100.00 %
5982252 Intergovt Pmt - Fire Protect	4,171.65	5,247.00	-1,075.35	79.51 %
6103601 Computer Hardware	10,911.40	5,000.00	5,911.40	218.23 %
6103602 Computer Software	1,543.12	11,000.00	-9,456.88	14.03 %
6104201 Postage	625.20	864.00	-238.80	72.36 %
6104202 Telephone	14,716.95	19,756.00	-5,039.05	74.49 %
6104204 Internet	11,904.86	6,000.00	5,904.86	198.41 %
<b>Total 5130000 EXECUTIVE</b>	<b>4,099,691.74</b>	<b>4,216,414.64</b>	<b>-116,722.90</b>	<b>97.23 %</b>
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	96,578.86	98,660.64	-2,081.78	97.89 %
5141020 Personnel Benefits	35,024.40	38,062.64	-3,038.24	92.02 %
5141031 Supplies		760.00	-760.00	
5142000 Financial Services	400.00	400.00	0.00	100.00 %
5142336 Computers - Finance		10,000.00	-10,000.00	
5142341 Professional Services	24,838.35	23,120.00	1,718.35	107.43 %
5142349 Bank Charges	232.07	400.00	-167.93	58.02 %
5144043 Travel		648.00	-648.00	
5144049 Memberships & Training	150.00		150.00	
<b>Total 5140000 FINANCIAL AND RECORDS SERVICES</b>	<b>157,223.68</b>	<b>172,051.28</b>	<b>-14,827.60</b>	<b>91.38 %</b>
5710000 PARTICIPANT RECREATION				
5711011 Wages - Administration	71,999.93	83,824.64	-11,824.71	85.89 %
5711020 Benefits - Administration	37,343.32	39,750.00	-2,406.68	93.95 %
5711043 Conferences	906.40	250.00	656.40	362.56 %
5972055 Transfer- Rec. Revolving Fund	180,500.00	180,500.00	0.00	100.00 %



# Peninsula Metropolitan Park District

## GENERAL FUND INCOME STATEMENT 2020

January - August, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>290,749.65</b>	<b>304,324.64</b>	<b>-13,574.99</b>	<b>95.54 %</b>
5760000 CAPITAL PROJECTS				
5768010 Wages - Regular	120,230.34	166,389.36	-46,159.02	72.26 %
5768020 Personnel Benefits	43,909.17	69,198.64	-25,289.47	63.45 %
5768031 Supplies	102.35	4,089.00	-3,986.65	2.50 %
5768035 Small Equipment		1,600.00	-1,600.00	
5768043 Travel		1,833.36	-1,833.36	
5768045 Facility Rentals		10,000.00	-10,000.00	
5768049 Miscellaneous	750.00	2,217.00	-1,467.00	33.83 %
<b>Total 5760000 CAPITAL PROJECTS</b>	<b>164,991.86</b>	<b>255,327.36</b>	<b>-90,335.50</b>	<b>64.62 %</b>
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	298,973.40	392,704.00	-93,730.60	76.13 %
5768520 Benefits	131,546.52	178,642.64	-47,096.12	73.64 %
5768531 Operating Supplies	39,524.12	75,440.00	-35,915.88	52.39 %
5768532 Fuel	7,329.37	12,000.00	-4,670.63	61.08 %
5768535 Small Tools & Minor Equipment	15,926.51	39,401.00	-23,474.49	40.42 %
5768541 Professional Services	23,233.50	52,950.00	-29,716.50	43.88 %
5768543 Travel	172.00	1,464.00	-1,292.00	11.75 %
5768545 Operating Rentals & Leases	3,880.97	6,000.00	-2,119.03	64.68 %
5768546 Surface Water/Noxious Weed Tax	3,496.96	3,500.00	-3.04	99.91 %
5768547 Utility Services	44,884.83	58,777.00	-13,892.17	76.36 %
5768548 Repairs & Maintenance		10,000.00	-10,000.00	
5768549 Memberships & Training	1,156.41	4,500.00	-3,343.59	25.70 %
<b>Total 5768500 PARKS &amp; GROUNDS MAINTENANCE</b>	<b>570,124.59</b>	<b>835,378.64</b>	<b>-265,254.05</b>	<b>68.25 %</b>
<b>Total Expenses</b>	<b>\$5,351,141.37</b>	<b>\$5,845,987.56</b>	<b>\$ -494,846.19</b>	<b>91.54 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -1,133,391.63</b>	<b>\$ -1,720,838.20</b>	<b>\$587,446.57</b>	<b>65.86 %</b>
<b>NET INCOME</b>	<b>\$ -1,133,391.63</b>	<b>\$ -1,720,838.20</b>	<b>\$587,446.57</b>	<b>65.86 %</b>



# Peninsula Metropolitan Park District

## RECREATION REVOLVING FUND INCOME STATEMENT 2020

January - August, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
3400000 CHARGES FOR SERVICES				
3476000 Recreation Program Fees	183,289.12	285,332.00	-102,042.88	64.24 %
3479000 Other Fees and Charges	-984.89	5,500.00	-6,484.89	-17.91 %
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>182,304.23</b>	<b>290,832.00</b>	<b>-108,527.77</b>	<b>62.68 %</b>
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671100 Private Donations-Gifts/Pledges	1,020.00	6,000.00	-4,980.00	17.00 %
<b>Total 3670000 PRIVATE SOURCE CONTRIBUTIONS</b>	<b>1,020.00</b>	<b>6,000.00</b>	<b>-4,980.00</b>	<b>17.00 %</b>
3970000 TRANSFERS IN				
3977655 Transfer In-Interfund Subsidies	180,500.00	180,500.00	0.00	100.00 %
<b>Total 3970000 TRANSFERS IN</b>	<b>180,500.00</b>	<b>180,500.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Total Income</b>	<b>\$363,824.23</b>	<b>\$477,332.00</b>	<b>\$ -113,507.77</b>	<b>76.22 %</b>
<b>GROSS PROFIT</b>	<b>\$363,824.23</b>	<b>\$477,332.00</b>	<b>\$ -113,507.77</b>	<b>76.22 %</b>
<b>Expenses</b>				
5710000 PARTICIPANT RECREATION				
5712011 Wages - Recreation Program	115,184.31	155,040.00	-39,855.69	74.29 %
5712020 Benefits - Recreation Program	41,687.08	57,294.64	-15,607.56	72.76 %
5712031 Office & Operating Supplies	19,381.81	48,850.00	-29,468.19	39.68 %
5712035 Minor Equipment	1,490.21	1,000.00	490.21	149.02 %
5712041 Sports & Professional Fees	84,364.55	121,720.64	-37,356.09	69.31 %
5712043 Travel	155.24	800.00	-644.76	19.41 %
5712044 Printing & Advertising		500.00	-500.00	
5712045 Rentals	14,154.00	11,209.00	2,945.00	126.27 %
5712049 Memberships & Training	-80.00		-80.00	
5712053 Sales & Use Taxes	2,435.76	3,009.00	-573.24	80.95 %
5714049 Special Events	16,771.27	29,699.65	-12,928.38	56.47 %
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>295,544.23</b>	<b>429,122.93</b>	<b>-133,578.70</b>	<b>68.87 %</b>
<b>Total Expenses</b>	<b>\$295,544.23</b>	<b>\$429,122.93</b>	<b>\$ -133,578.70</b>	<b>68.87 %</b>
<b>NET OPERATING INCOME</b>	<b>\$68,280.00</b>	<b>\$48,209.07</b>	<b>\$20,070.93</b>	<b>141.63 %</b>
<b>NET INCOME</b>	<b>\$68,280.00</b>	<b>\$48,209.07</b>	<b>\$20,070.93</b>	<b>141.63 %</b>

**Explanation Financial Statement Line Items      2020 August**

#5111031 Legislative – Supplies – Council Shells - \$2,857.28

#5117051 Legislative – Elections – Election Brochure Invoice was delivered in January 2020 and was budgeted in December 2019. \$19,204.00

#5162041 Executive – Personnel – Social Security Fee HCA - \$25.00

#5761035 Executive – Minor Equipment – Executive Chair and Covid Equipment \$1,058.62

#5761044 Executive – Printing – Excess copier use over contract. \$151.00

#5761045 Executive – Copier – Additional copiers for maintenance and CRC \$1,707.88

#5761046 Executive – Insurance –Enduris Yearly Invoice (Timing Issue) \$76,674.00

#5768953 Executive – Taxes – Copier Property Tax - \$220.80

#6103601 Executive – Computer Hardware – Surface Pros Staff, Monitor, Install Services CRC- \$5,911.40

#6104204 Executive – Internet – Comcast Additional Services CRC \$5,904.86

#5142341 Financial Services – Professional Services – State Auditor Expense BIAS Inventory \$1,718.35

#5144049 Financial Services – Memberships – WFOA membership -\$150.00

#5711043 Recreation – Conferences – Credit for Revenue Class Airline - \$656.40



			2020 Capital Projects				
Project	Year Started	CIP Fund 1/1/2020	2019 Budgeted Transfers In	Land Sale Donations and Fund Transfers	Capital Fund Expenses	CIP 8/31/2020	Notes
Park Improvement Program	2006	\$6,815,636.46	\$126,593.98	-\$8,033.63	\$0.00	\$6,934,196.81	Transfer to complete the school district property transfer.
Peninsula Enhancement Grant Program (PEG)	2007	\$22,762.96	\$2,237.04	\$0.00	\$16,048.18	\$8,951.82	Scout Reimbursement; Zumar Signs; Voyager PTA
Community Recreation Center	2017	\$410,085.62	\$2,700,000.00	\$0.00	\$98,211.99	\$3,011,873.63	Snodgrass Freeman Associates; Star Tree Service; Daily Journal of Commerce; Synthetic Surfaces; Halsan EF&P; Asbestos NW; Parametrix; Tracys Painting; Synthetic Putt Putt
Lighting Project - Sehmel Homestead Park	2019	\$473,841.13	\$95,000.00	\$0.00	\$436,238.43	\$132,602.70	KCDA Payment; MB Electric; Cross Engineers
Service Options	2014	\$30,594.02	\$19,405.98	\$0.00	\$20,075.70	\$29,924.30	Star Tree Removal; Cushman Trail Pedestals; Sunrise Beach Bathroom; Plumbing Supplies; Municode
Hales Pass - Renovation	2018	\$31,892.65	\$500,000.00	\$0.00	\$113,391.95	\$418,500.70	Driftmier Architects; Chuck West Construction; KCDA
Dog Park	2019	\$0.00	\$0.00	\$8,033.63	\$8,033.63	\$0.00	School District Transfer Fees
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$100,905.00	
<b>Total Capital Funds</b>		\$7,885,717.84	\$3,443,237.00	\$0.00	\$691,999.88	\$10,636,954.96	

The actual cash for these 2020 capital fund transfers will come in during the months of April and October.



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## REGULAR MEETING MINUTES

September 01, 2020, 5:00 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: 820 7351 2659 Password: PenMet0901 or call in at +1 253-215-8782 Password: 7708543702. Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by August 31st 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 5:00 pm

### Commissioners Present:

Maryellen (Missy) Hill (President)  
Kurt Grimmer  
Amanda Babich (Clerk)  
Laurel Kingsbury  
Steve Nixon

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Chuck Cuzzetto  
Kelly Darling

### ITEM 1 Approval of Agenda

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

### ITEM 2 Citizen Comments: None

### ITEM 3 Presentations

#### 3a. Director's Report

Executive Director Nelson mentioned that he participated in a Covid-19 related virtual meeting with Pierce County Parks and the Pierce County Health Department. He reported that PenMet is hosting a couple of blood drives with Bloodworks and that all of the appointment times are filled. He also reported that PenMet will be looking at some additional dates for hosting more blood drives in the future. He reported that PenMet Staff had an all staff training at Sehmel Park which included Lost Child, Active Shooter, and Soft and Hard Lockdown training. Nelson gave an update on two open staff positions, a school supply drive, and that the maintenance staff had started field mowing at Sehmel Park.



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## 3b. President's Report: None

### ITEM 4

#### Consent Agenda

Commissioner Nixon made a motion to approve the consent agenda, seconded by Commissioner Kingsbury. The agenda was approved with a 4-0 vote. Commissioner Grimmer briefly lost his connection.

#### 4a. Approval of Minutes

8-18-20 Regular Meeting Minutes

#### 4b. Approval of Vouchers

\$104,907.54 Reference Number V2020-420-435

### ITEM 5

#### Unfinished Business

#### 5a. Grant Projects - Public Comment

Eric Guenther, Planning Special & Projects Manager gave an overview on four Washington State Recreation and Conservation Office (RCO) grant applications that PenMet Parks has submitted.. Staff took public comments during the meeting and through emails that were received from the public. Guenther and Commissioners had brief discussion about the different properties.

1. Washington Wildlife and Recreation Program -Trails (WWRP-TR) for the Cushman Trail 14th Ave to 24th St NW extension for \$500,000.  
Larry Leveen made public comment in favor of this project.  
Marlene Drucker made public comment in favor of this project.  
Bill Sehmel made public comment in favor of Cushman Trail portion of the project, but recommending a bond election for the CRC.  
Spencer Abersold made public comment in favor of this project.  
Joel Wingard made public comment in favor of this project.
2. Washington Wildlife and Recreation Program -Local Parks (WWRP-LP) for the Narrows Park West Acquisition for \$1,000,000.  
Chris Hallam made public comment in favor of this project.  
Tim Toerber made public comment in favor of this project.  
Dave Morris made public comment in favor of this project.  
Margaret Ellis made public comment in favor of this project.  
Terry Lee made public comment in favor of this project.  
Spencer Abersold made public comment in favor of this project.  
Joel Wingard made public comment in favor of this project.
3. Land and Water Conservation Fund (LWCF) for the Narrows Park West Acquisition for \$500,000 \* (LWCF Federal funding as was used to acquire Narrows Park by Pierce County Parks).



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You could say “Comments from #2, Narrows Park West-LP apply to this grant (LWCF) also.” Or list again as below.

Chris Hallam made public comment in favor of this project.

Tim Toerber made public comment in favor of this project.

Dave Morris made public comment in favor of this project.

Margaret Ellis made public comment in favor of this project.

Terry Lee made public comment in favor of this project.

Joel Wingard made public comment in favor of this project.

Spencer Abersold made public comment in favor of this project.

4. Youth Athletic Facilities (YAF) category for SHP Turf Replacement for \$350,000. (project estimate \$750,000)

Spencer Abersold made public comment in favor of this project.

Joel Wingard made public comment in favor of this project.

Harbor Soccer Club and Narrows FC submitted letters of support (not sure if I remembered to mention this at meeting).

## 5b. Covid-19 Fiscal Update

Executive Director, Doug Nelson gave an update on the recreation revolving fund and how staff are being proactive in implementing budget modifications and that they are meeting to update Fall and Winter revenue and expense projections. He reported that staff have been discussing programming challenges due to current Covid Phase 2 Guidelines. He also gave updates on the Capital and General Fund.

## 5c. CRC Project Update

Glenn Akramoff, Senior Operations Manager gave an update on the Phase II contract with CRC Project's Owners Representative, Parametrix. Akramoff gave an update on the Korsmo GC/CM Contract. He reported that he will be bringing a monthly report template to the Board and what will be included in that report along with a timeline. He briefly discussed the Steering Committee Meeting that is taking place the following night and what the highlights will be for the next CRC Project update for the September 15, 2020, Board Meeting. Akramoff asked Commissioners if the District would like to continue with a GC/CM delivery method. Commissioners asked to be presented with project delivery method options with supporting data at a later date.

## 5d. Approval of Background Check Policy R2020-022

Commissioner Grimmer made the motion to approve Resolution R2020-022 to approve the attached revised Background Check Policy, seconded by Commissioner Nixon. The motion was approved with a 5-0 vote.

**ITEM 6 New Business: None**

**ITEM 7 Committee Reports**



# Peninsula Metropolitan Park District

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## 7a. CRC Finance

Commissioner Nixon reported that the CRC Finance Committee met on August 27, 2020. He reported that they discussed the invoice tracking process, total cost up to this point, and fee philosophy. He reported that BRS will be talking about the process at a future meeting along with bond timing. He reported that the next committee meeting will be on September 10, 2020.

## 7b. CRC Marketing

Commissioner Grimmer reported that the CRC Marketing Committee met with the Fundraising Consultant, Linda Kaye Briggs. He reported that she is preparing a case statement for the project, feasibility study, and interviewing potential donors and influential people.

## 7c. CRC Operations

Clerk Babich reported that the CRC Operations Committee met August 26, 2020. Babich reported that the Committee reviewed the Parametrix scope of work and that the contract is being reviewed by the District Attorney, Mark Roberts. She reported that Roberts is working on the contract in a detailed format so that the Board can easily follow the contract and be able to move through the approval process. She reported that PenMet will have a CRC Update as part of every Regular Board Meeting. She reported that the committee will be working on a flowchart that will show who is working on the different parts of the project and when each is scheduled to come into the CRC Project along with putting together a financial update for the CRC Project. She reported on the hot items of the CRC Project regarding Storm Water location and weather-related issues that might affect the project. She reported that Director Nelson has been giving updates to the committees as to what the other committees are working on.

## ITEM 8 Comments by Board

Commissioner Grimmer commented on the Drive-In Movie that PenMet hosted at the CRC (Community Recreation Center) location. He commended staff on what a great event it was. He reported that there were 75 cars that attended. Commissioner Nixon commented that he was unable to attend but would like to have the opportunity to go in the future. Nixon also made comments that are many irons in the fire and everyone is working really hard. The Board is cohesive and everyone—staff and Board—is trying to do the best they can to navigate through this new process for building the CRC.

## ITEM 9 Next Board Meetings

Tues. September 15, 2020 (Study and Regular) Via Zoom or Teleconference  
5:00 PM

## ITEM 10 Executive Session: None



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**ITEM 11     Adjournment** President Hill adjourned the meeting at 6:25 pm

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

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
9/1/20	V2020-436	HEALTH CARE AUTHORITY	\$20,161.50
9/1/20	V2020-437	Pierce County Fire District #5	\$4,171.65
9/1/20	V2020-438	ACE HARDWARE	\$102.09
9/1/20	V2020-439	HOME DEPOT	\$391.91
9/1/20	V2020-440	Pierce County Security	\$3,536.00
9/1/20	V2020-441	Doggie Walk Bags	\$1,000.00
9/1/20	V2020-442	Washington Tractor	\$69.59
9/1/20	V2020-443	HEMLEYS SEPTIC SERVICE	\$610.00
9/1/20	V2020-444	PCRCD, LLC	\$53.76
9/1/20	V2020-445	Fun Flicks	\$1,496.38
9/1/20	V2020-446	Knight Safe & Lock	\$1,068.21
9/1/20	V2020-447	DPI PRINT	\$600.00
9/1/20	V2020-448	Halsan EF & P	\$937.50
9/1/20	V2020-449	FENCE SPECIALISTS	\$4,181.13
9/1/20	V2020-450	Pierce County Security	\$408.00
9/1/20	V2020-451	KCDA	\$12,558.05
9/1/20	V2020-452	Strohs Water Company Inc.	\$113.99
9/1/20	V2020-453	HEMLEYS SEPTIC SERVICE	\$989.00
9/1/20	V2020-454	Pioneer Fire & Security	\$93.88
9/1/20	V2020-455	Sarco Supply	\$1,127.98
9/1/20	V2020-456	PURDY TOPSOIL & GRAVEL	\$87.89
9/1/20	V2020-457	Skyhawks Sports Academy Inc.	\$4,828.36
9/1/20	V2020-458	Marlow FIVE-O	\$3,420.00
9/1/20	V2020-459	CUSTOM PRINTS NW LLC	\$25.00
9/1/20	V2020-460	DON SMALL & SONS OIL	\$895.61
9/1/20	V2020-461	Washington Tractor	\$3,279.87
9/1/20	V2020-462	JS Solutions LLC	\$91.00
9/1/20	V2020-463	Kelly Darling	\$57.97
9/1/20	V2020-464	Anna Finnell	\$370.00
9/1/20	V2020-465	U.S. Bank Corporate Payment System	\$19,441.52
9/1/20	V2020-466	HealthEquity	\$100.00
9/1/20	V2020-467	Kelly Darling	\$109.18
9/1/20	V2020-468	Demarche Consulting Group, Inc	\$16,000.00
9/1/20	V2020-469	Pacific Office Automation Headquarters	\$1,558.00
9/1/20	V2020-470	CIT	\$84.90
9/1/20	V2020-471	POA Leasing - PA	\$300.52
9/1/20	V2020-472	Madeline Hunter	\$871.20
9/1/20	V2020-474	Caroline Konkol	\$280.00



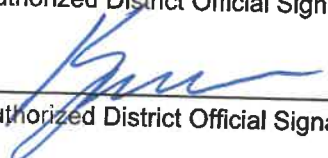
9/1/20	V2020-475	Barbara Henderson	\$1,050.00
9/1/20	V2020-476	DEPARTMENT OF REVENUE	\$1,150.85
9/1/20	V2020-477	Heather Lantz	\$140.00
9/1/20	V2020-478	Peninsula Metropolitan Park District	\$58,484.45
9/1/20	V2020-479	Bricks 4 Kidz	\$3,960.60
9/1/20	V2020-480	Department of Retirement Services	\$19,592.65
9/1/20	V2020-473	Stacy Gargalione	\$1,251.60
Payment Count: 45			
Total Amount:			<u>\$191,101.79</u>



Payment Count: 45  
Payment Total: \$191,101.79

**CERTIFICATION**

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

 _____ Authorized District Official Signature	<u>9/1/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>9/2/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>9/2/2020</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 Recieved on \_\_\_\_\_

Batch Verified by \_\_\_\_\_



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## COVID-19 FISCAL UPDATE: September 15, 2020

- Per Finance Report, Recreation Revolving Fund is currently \$20,000 ahead of budget. Finance staff is working with Active.net to confirm recent revenue totals
- PenMet Staff is currently revising programming for Fall and Winter to best meet community needs and adhere to current health and safety standards
- Conservative revenue forecasting for the remainder of 2020 is still in line with mid-year projections at approximately 50% of original 2020 budget
- Working within the state and local health department guidelines, Staff members have been very creative in their programming approach leading to strong revenue numbers for summer camp offerings and other activities
- Recreation staff members have been creative and responsive in their programming approach within the current Phase 2 guidelines. As mentioned previously, a conservative approach to budget planning will continue into the 4<sup>th</sup> quarter of 2020 and will also include potential programming adjustments if Pierce County moves to Phase 3 before the end of the year
- (Refer to Finance Report) Capital Fund is currently on target with the 2020 budget projection
- (Refer to Finance Report) General Fund is currently on target with the 2020 budget projection

Please contact Executive Director Doug Nelson at [dnelson@penmetparks.org](mailto:dnelson@penmetparks.org) or 253-858-3408 if you have any questions.



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## Community Recreation Center

### Project Risk Factors

- Project schedule
- Soil conditions, permitting duration
- Construction start dates
- Scope to Budget expectations
- Construction cost escalation
- Delays to schedule = construction \$ & possibly loss of key personnel
- COVID impacts
- Election results
- Public perception
- Stormwater system
- Ability to obtain grading/foundation/slab permit
- Material and labor availability
- Communication
- Management of risks



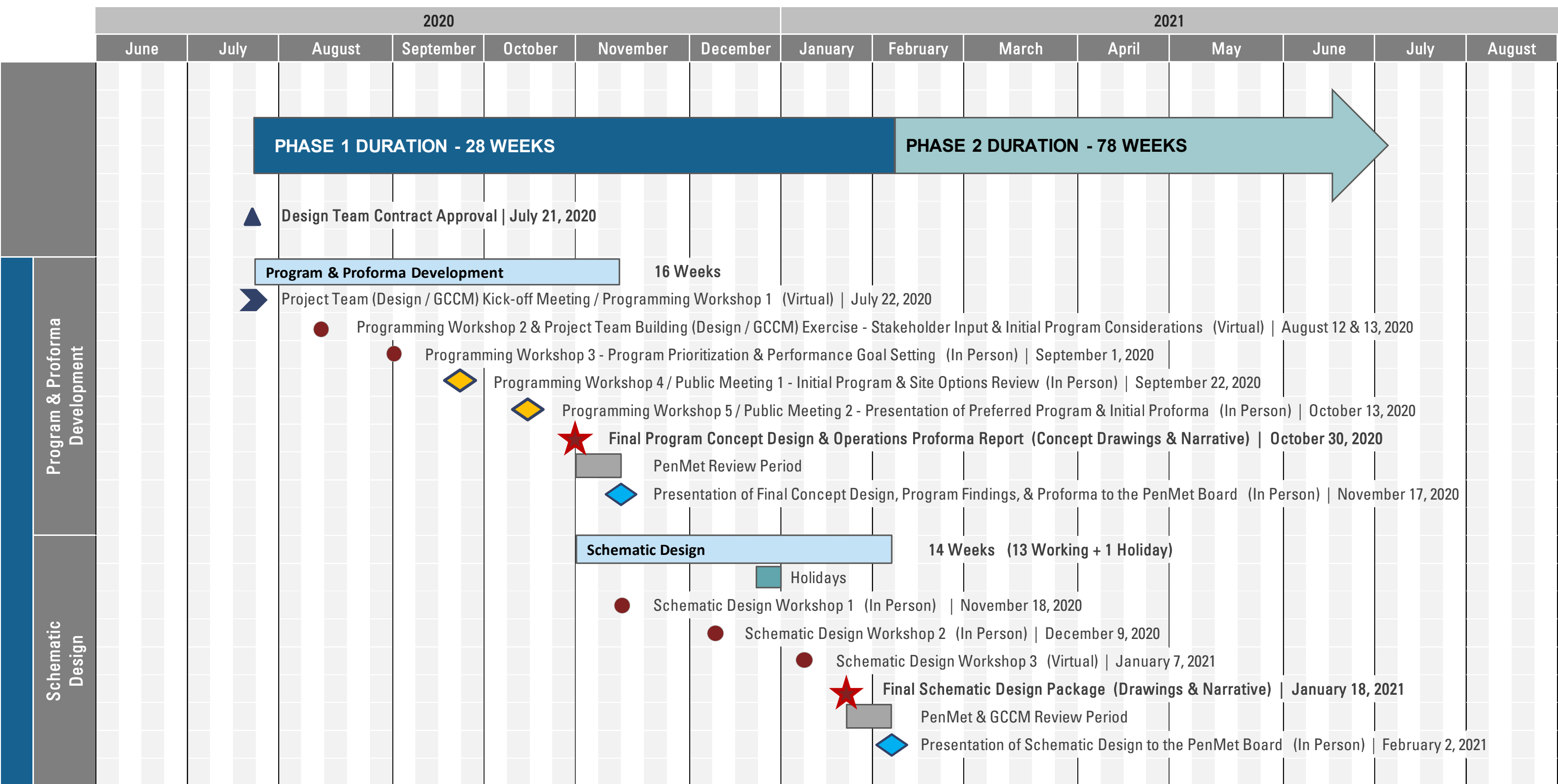
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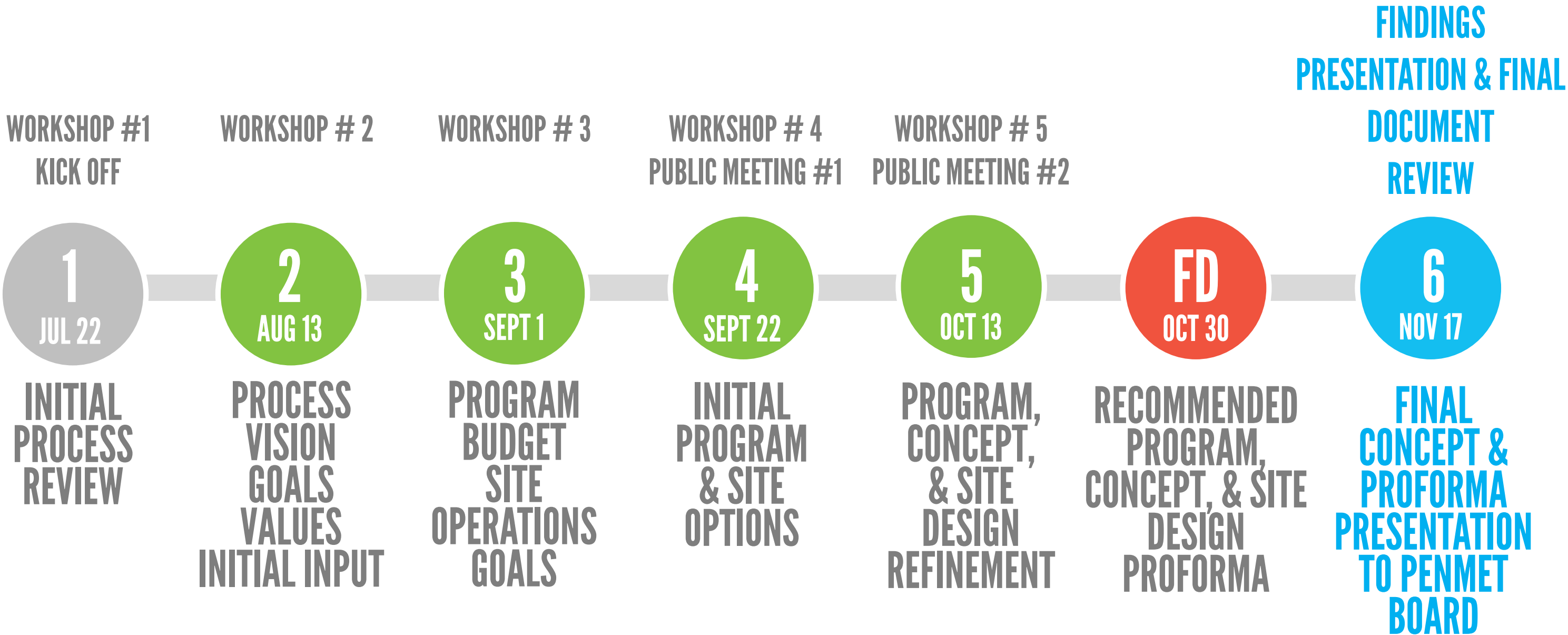
## Community Recreation Center

### Critical Project Decisions

- 1. GC/CM verification*
- 2. Korsmo and Owners Rep contract*
- 3. Base building programming*
- 4. Service Area*
- 5. Bond acquisition*
- 6. Fee schedule*
- 7. Fundraising approach - Public and Private*
- 8. Building type – Prefab Steel*
- 9. Storm Water option*
- 10. Permitting needs*
- 11. Final Design options*
- 12. Final Design approval*
- 13. Korsmo, Owners Rep, BLRB next phase contracts*
- 14. Site Development work schedule*
- 15. Main Construction schedule*
- 16. Add on to initial structure*
- 17. Start Construction*



# FEASIBILITY, CONCEPT DESIGN, AND BUSINESS PLANNING TIMELINE



<b>Sept 2020</b>				
<b>Tues 9/1</b>	8/28	5:00p	Study Session	Discussion: TBD
<b>Tues 9/1</b>	8/28	6:00p	Regular Meeting	Presentation: Discussion: Covid 19-Fiscal Update CRC Project Update Approval: Amendment of Parametrix Contract for Owner Representation Services Covid -19 Fiscal Update Approval of Background Check Policy <u>Consent:</u> Minutes: 8/18/2020 Regular Minutes Vouchers: \$104,907.54 Reference Number V2020-420-435 Executive Session: N/A  <div style="margin-left: 40px;"> <b>5a.</b> Covid-19 Fiscal Update  <b>5b.</b> CRC Project Update  <b>5c.</b> Approval of Background Check Policy R2020-022  <b>5d.</b> Amendment of Parametrix Contract for Owner Representation Services           </div>
<b>Tues 9/15</b>	9/11	5:00p	Study Session	Discussion: None
<b>Tues 9/15</b>	9/11	6:00p	Regular Meeting	Presentation: Director, President, Finance Discussion: Discussion: Covid 19-Fiscal Update CRC Project Update CRC Committee Reports Consent: Minutes: 09/01/2020 Regular Minutes <del>Vouchers:</del> \$191,101.79 Reference Number V2020-436-473 Executive Session: None
<b>Oct 2020</b>				<b>Board Annual Strategic Retreat</b>
<b>Tues 10/06</b>	10/2	5:00p	Study Session	Discussion: CRC Pre-Design & Pro-forma

<b>Tues 10/06</b>	10/2	6:00p	Regular Meeting	Presentation: Preliminary Budget Proposal Capital Improvement Project Review Discussion: Discussion: Covid 19-Fiscal Update Approval: Policy update  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 10/20</b>	10/16	5:00p	Study Session	Discussion:
<b>Tues 10/20</b>	10/16	6:00p	Regular Meeting	Presentation: Draft Budget Presentations /First PH Discussion: Steering Committee Update Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Nov 2020</b>				
<b>Tues 11/03</b>	10/30	5:00p	Study Session	Discussion:
<b>Tues 11/03</b>	10/30	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 11/17</b>	11/13	5:00p	Study Session	Discussion:



<b>Tues 11/17</b>	11/13	6:00p	Regular Meeting	Presentation: Public Hearing and Budget Adoption Discussion: Approval: 2021 Budget Approval PEG Grant Updates Legislative Fund Update <u>Consent:</u> Minutes: Vouchers: Executive Session:
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